

AGREEMENT

BETWEEN

WESTFORD SCHOOL COMMITTEE



AND

CENTRAL OFFICE  
ADMINISTRATIVE SUPPORT STAFF

July 1, 2022 – June 30, 2025

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## **PREAMBLE**

1. Recognizing that our prime purpose is to provide education of the highest possible quality for the children of Westford and that good morale within the staff of Westford is essential to the achievement of that purpose, we, the undersigned parties to this Contract, declare that:

a. Under the laws of Massachusetts, the Westford School Committee, hereinafter referred to as the Committee, elected by the citizens of Westford, has final responsibility for establishing the educational policies of the public schools of Westford.

b. The Superintendent of Schools of Westford, hereinafter referred to as the Superintendent, has responsibility for carrying out the policies so established.

c. The Central Office Administrative Support Staff of the public schools of Westford have responsibility for providing assistance to the school community of the highest possible quality.

d. Fulfillment of these respective responsibilities can be facilitated and supported by consultations and free exchanges of views and information between the Committee, the Superintendent, and the Central Office Administrative Support Staff in the formulation and application of policies relating to wages, hours, and other conditions of employment. The fact that certain conditions are reduced to writing does not alleviate the responsibility of either party to meet with the other to discuss and consult on appropriate matters not originally covered in this agreement, and so to give effect to the declarations, the following principles and procedures are hereby adopted:

Pursuant to law here applicable, neither party in any negotiations shall have any control over the selection of the representatives of the other party and each party may select its own representatives; and while no final agreement shall be executed without ratification by the Central Office Administrative Support Staff and the Committee, the parties mutually pledge that their representatives will be clothed with all necessary power and authority to make proposals, consider proposals, and reach compromises in the course of negotiations.

## **ARTICLE I – SCOPE**

For the purpose of collective bargaining with respect to wages, hours, and other conditions of employment and the negotiations of collective bargaining, the Committee hereby recognizes the Central Office Administrative Support Staff as the exclusive collective bargaining representative and agent of the Westford Public Schools Central Office Administrative Support Staff.

## **ARTICLE II - RIGHTS OF COMMITTEE**

The Committee is a public body established under, and with the power provided by, the statutes of the Commonwealth of Massachusetts. As the elected representatives of the citizens of Westford, the Committee is charged with the final responsibility for the quality of education in, and the efficient and economical operation of, the Westford Public Schools. It is acknowledged that the Committee has the final responsibility of establishing the education policies of the public schools of Westford insofar as the law allows.

Nothing in this Agreement shall be deemed to derogate or impair the powers and responsibilities of the Committee under the statutes of the Commonwealth or the rules and regulations of any agencies of the Commonwealth. Except as expressly modified herein, said rights and powers include, but in no way are construed as limited to, the subjects mentioned in the table of contents of this Agreement.

## **ARTICLE III - GRIEVANCE PROCEDURE**

The purpose of the procedure set forth hereinafter is to produce prompt and equitable solutions to those problems which from time to time may arise and affect the wages, hours, and working conditions or the interpretation or application of the terms of this Agreement. The Committee and the Central Office Administrative Support Staff desire that such procedure shall always be as informal and confidential as may be appropriate for the grievance at the procedural level involved.

A "Grievance" is hereby defined to mean a complaint by an employee or group of employees that is based upon an alleged violation of, or an alleged variation from the provisions of this Agreement. An "aggrieved employee(s)" is a person or group of persons making such complaint through the formally prescribed channels of this Agreement.

An employee with a grievance may first discuss it with his/her immediate supervisor with the objective of settling the matter informally. Any matter which may not be settled informally shall then be filed in writing and signed by the individual employee or group of employees affected, thus initiating the grievance procedure.

Nothing contained herein shall be construed as limiting the rights of any appropriate member of the administration to have the problem adjusted without intervention of the Central Office Administrative Support Staff, provided, however that the adjustment of a complaint shall not be a violation of any

article of the contract. If the employee so chooses, a representative of the Central Office Administrative Support Staff may be present at the adjustment of the complaint.

#### Level One

The aggrieved employee(s) shall, within ten (10) working days of the act, present a signed and dated, written notice of the grievance to their immediate supervisor. Within ten (10) working days of said notification, the aggrieved employee(s) shall meet with the supervisor to discuss the grievance, during the employee(s) non-working hours. The grievance must be in writing, signed by the employee(s), and contain the following information:

- A statement of the facts giving rise to the grievance.
- A statement of the remedial action or relief being sought.

The supervisor shall respond to the employee in writing within three (3) working days.

#### Level Two

If the grievance is not resolved at Level One, the employee(s) may present in writing within fifteen (15) working days their grievance to the Superintendent. The Superintendent, or designee, shall meet to discuss the grievance with the aggrieved employee(s) within five (5) days after receipt of the written grievance. The Superintendent shall elect whether this discussion shall take place during working hours or not. The Superintendent, or designated representative, shall give his/her written answer to the grievance within five (5) days following the conclusion of the meeting.

#### Level Three

If the grievance is not resolved at Level Two within five (5) working days following receipt of the written answer of the Superintendent's decision, the employee(s) may refer the grievance, in writing, to the Chair of the School Committee. Within fifteen (15) working days thereafter, the School Committee, or its designated representative, shall meet with the aggrieved employee(s) and a representative of the Central Office Administrative Support Staff. The School Committee shall respond in writing within five (5) working days following the conclusion of the meeting.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum. The time limits specified may be extended only by prior expressed agreement of the respective parties or their representatives.

If, at the end of ten (10) working days following the incident giving rise to the grievance, the grievance shall not have been properly presented at Level One, the grievance shall be deemed to have been settled on the basis of the decision last made, and shall not be eligible for further processing if the action required to present it at the next level shall not have been taken within the time specified therefore in this article.

Subject to the foregoing, all grievances must, in all cases, be processed in accordance with the steps, time limits and conditions herein set forth.

#### **ARTICLE IV - ARBITRATION**

If the grievance is still unresolved, either party may, within five (5) working days after the receipt of the written answer by the School Committee, request arbitration by written notice to the other party. In the event either the Committee or the Central Office Administrative Support Staff elect to submit a grievance to arbitration, the Arbitrator shall be selected according to, and shall be governed by the following procedures:

Step One: The Arbitrator is to be mutually selected by the Committee and the Central Office Administrative Support Staff. If the Committee and the Central Office Administrative Support Staff cannot agree within seven (7) working days after written notice of the intention, then

Step Two: The party demanding arbitration shall, within five (5) working days thereafter, request the American Arbitration Association to provide a panel of arbitrators. Said Arbitrator is then to be selected under the provisions of the Voluntary Arbitration Rules.

Step Three: The Arbitrator shall hold hearings promptly and, unless the time shall be extended by mutual agreement, shall issue his/her award not later than thirty (30) days from the date of the closing of the hearings, or, if oral hearings have been waived, from the date of submission to him/her of the final statement and briefs. The arbitrator's award shall set forth his/her findings of fact, reasoning and conclusions. The arbitrator shall be without power or authority to make any award which requires the commission of an act prohibited by law or which is inconsistent with any provision of this contract. The award of the arbitrator shall be submitted to the Committee and the Central Office Administrative Support Staff and, subject to law, shall be final and binding upon the Committee, and the Central Office Administrative Support Staff and the aggrieved employee(s).

Section 1. The fees of the American Arbitration Association, the arbitrator, and the expenses of any required hearings shall be shared equally by the Committee and the Central Office Administrative Support Staff, excepting that each party shall bear the expenses of its representatives, participants, witnesses, and for the preparation and representation of its own case. The Committee may legally undertake this obligation. In no event shall any present or future member of the Committee have any personal obligations for payment under the provisions of this contract.

Section 2. The Arbitrator shall be bound by the procedures set forth in the Voluntary Labor Arbitration Rules as now in effect or hereafter established by the American Arbitration Association. The Arbitrator's award shall be in writing and shall set forth his/her findings of fact with reasoning and conclusions. He/she shall arrive at his/her decision solely upon the fact, evidence and contentions presented by the parties through the arbitration proceedings. The arbitrator shall be without power or authority to add to, subtract from, or modify any of the terms of this Agreement, and in reaching his/her decision shall interpret the Agreement in accordance with the commonly accepted meaning of the words used herein and the principle that there are no restrictions intended upon the rights and authority of the Committee other than those expressly set forth herein. The Arbitrator shall be without power or authority to make any award which would require the Committee to do an act prohibited by law.

Section 3. Notwithstanding anything to the contrary, no dispute or controversy shall be the subject for arbitration unless it involves the interpretation or application of a specific provision of this Agreement. The parties may, by mutual agreement, submit more than one pending grievance to the same arbitrator.

#### **ARTICLE V - SICK LEAVE**

During the probationary period, (the first ninety {90} days of employment) Central Office Administrative Support Staff shall receive no sick or other leave benefits; and upon regular hiring, all benefits will be retroactive to the first day of said position.

Sick leave for all Central Office Administrative Support Staff who have completed his/her ninety (90) day probationary period shall accrue at the rate of fifteen (15) days per calendar year up to an accumulated total of 150 days.

Up to five (5) days of sick leave per year may be used for family related emergencies involving the Central Office Administrative Support Staff's mother, father, husband, wife, children or any person when the care of such person is the primary responsibility of said employee.

Central Office Administrative Support Staff, covered by this agreement, having worked for twenty (20) continuous years in the Westford Public Schools, whether in the same position or another position within the school department, may, with a 180 day prior notice of retirement, exclusive of final year's sick days, receive on retirement, a lump sum payment equal to thirty-three and one third percent ( 33.3%) of their unused accumulated sick days. The dollar value will be determined by the negotiated daily salary which is in effect at that time.

Central Office Administrative Support Staff who give a binding notice of their intention to retire prior to the start of the school year after which they intend to retire will receive compensation under this section on the July 15<sup>th</sup> following their retirement, or on the following January 15<sup>th</sup> (e.g. any Central Office Administrative Support Staff who retires on **June 15, 2018** will receive compensation on **July 15, 2018** or on **January 15, 2019**, if a binding notice was given prior to the start of the 2018-2019 school year). Central Office Administrative Support Staff who retire after giving a non-binding notice of retirement, and/or without giving notice prior to the school year in which they intend to retire, will receive compensation under this section on the following **January 15<sup>th</sup>** (e.g. a Central Office Administrative Support Staff employee who retires on **June 15, 2018**, will receive compensation on **July 15, 2018 or on January 15, 2019**).

#### **ARTICLE VI - PERSONAL, FUNERAL AND RELIGIOUS LEAVE**

Section 1. It is recognized by all that absences by the Central Office Administrative Support Staff interrupts the Central Office process and must, therefore, be held to a minimum.

Section 2. In each school year, a Central Office Administrative Support Staff employee may obtain up to two (2) days with pay for imperative personal business or legal obligations which cannot effectively be conducted outside business hours. One of the two (2) days may be used for the celebration of a holiday of substantial significance to his/her religion. These days may not be accumulated. A third day

of such leave may be granted to an employee covered under this agreement, for the celebration of a holiday of substantial significance to his/her religion, or, upon approval by the Superintendent, or his/her designee, for an emergency, that cannot be addressed outside of the normal work day.

Section 3. In the event of the death of a Central Office Administrative Support Staff's immediate family member (mother, father, brother, sister, spouse, child, mother-in-law, father-in-law, step parent) or any person who resides with the employee, a maximum of five (5) days for funeral and bereavement leave shall be given to the employee without loss of pay and with no accumulation. In the event of the death of an employee's close relative or friend who does not reside with the employee, the day of the funeral service will be allowed for the purpose of attending such service without loss of the regular day's pay, and with no accumulation. The Superintendent may grant an additional two (2) days of bereavement leave if the employee is required to travel 250 miles or more to attend the funeral services.

## **ARTICLE VII – GENERAL**

Section 1. Each Central Office Administrative Support Staff employee will be on probation for his/her first ninety (90) days of employment. At any time during the probationary period, the employee may be dismissed by the Superintendent of Schools.

Section 2. It is recognized that the final decision of hours of duty and the number of days of employment rest with the School Committee. It is agreed that there will be no permanent change of hours until there has been consultation with the Central Office Administrative Support Staff on the matter.

Section 3. All Central Office Administrative Support Staff covered under this agreement shall work a twelve (12) month calendar year based on five (5) days/week, and eight (8) hours a day. All Central Office Administrative Support Staff covered under this agreement shall be entitled to either:

- a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon with a non-paid thirty (30) minute lunch period or;
- a sixty (60) minute lunch period of which thirty (30) minutes will be non-paid

Section 4. If, on occasion, additional work time is required either before or after the normal work day, the employee may discuss with their respective supervisor the need to work additional hours. If such hours are approved, compensation will be paid at a rate of time and one-half (1 ½). Approval of additional time shall be at the sole discretion of the employee's supervisor.

Section 5. When school is closed, due to inclement weather, the Central Office Administrative Support Staff covered under this agreement, will be expected to report to work unless otherwise notified by the Superintendent. Employees covered under this agreement may report to work up to two (2) hours later than their normal reporting time when school is closed, due to inclement weather. If an employee feels that travel conditions are too dangerous, with the approval of the Superintendent, or his/her designee, the employee may use a vacation day. When the school day is scheduled to begin two (2) hours later than the usual start time, the Central Office Administrative Support Staff members covered under this agreement will be allowed to report to work up to sixty (60) minutes later than their normal reporting time.



Section 6. Part-time Central Office Administrative Support Staff will be recognized as being included in this Agreement. Part-time Central Office Administrative Support Staff shall receive all benefits on a pro-rated basis for which they are eligible.

### **ARTICLE VIII - PROFESSIONAL DEVELOPMENT**

Tuition reimbursement of up to \$300.00 per Central Office Administrative Support Staff employee, per fiscal year, will be paid under this agreement, upon evidence of successful course completion and the submission of proof of payment, such as a receipted tuition bill or a canceled check. To qualify for reimbursement under this provision, the course must be submitted for approval no later than May 1<sup>st</sup> of the budget year during which the course will be completed. Courses to be completed in the following budget year may be submitted for approval in the current year. Professional Development funds may also be used to pay for the services of a trainer to conduct a training session(s). Courses must be approved by the supervisor with collaboration between a subcommittee of Central Office Administrative Support Staff covered under this agreement.

### **ARTICLE IX - POLICY STATEMENTS**

The following policy statements are of the Westford School Committee upon which the Committee and the Central Office Administrative Support Staff have agreed. These statements are meant to clarify certain areas where problems may arise.

1. Central Office Administrative Support Staff Files – A copy of any material other than record keeping material maintained in the normal course of employment that is put in the Central Office Administrative Support Staff's Central Office personnel file must first be sent to the respective employee to make him/her aware of the situation. The Central Office Administrative Support Staff employee will then have the right to submit a written, dated response or comment to such material within thirty (30) days after he/she receives the copy, and such response shall be included in his/her file.
2. Access to File – Central Office Administrative Support Staff have the right to review the contents of their Central Office personnel file during the course of the normal business day.
3. Job Openings – Central Office Administrative Support Staff job openings within the system will be posted on the district's website. All job openings within the system will be announced to all Central Office Administrative Support Staff at the same time as outside the system.

## **ARTICLE X - COMPENSATION**

### **Section 1. Salary Schedules**

See Attachment A

### **Section 2. Holiday Schedule**

See Attachment B

### **Section 3. Vacation Schedule**

See Attachment C

### **Section 4. Longevity Schedule**

See Attachment D

## **ARTICLE XI - EVALUATION**

The evaluation instrument included within this Collective Bargaining Agreement will be the only instrument used to assess the performance of the Central Office Administrative Support Staff employee. The evaluation instrument consists of ten (10) criteria. An overall successful evaluation is achieved by earning seven (7) or more "Satisfactory" (or higher) ratings. An unsatisfactory evaluation results from receiving a rating of "Needs Improvement" on four (4) or more criteria.

All first year Central Office Administrative Support Staff will be evaluated by their respective supervisor twice within the first year of employment. The first evaluation will be completed after the ninety (90) day probationary period; the second evaluation will be conducted at the end of the twelve (12) month period. Any Central Office Administrative Support Staff member receiving two (2) successful evaluations in the first year will be evaluated once annually thereafter. Throughout the year, if the supervisor responsible for the evaluation feels that the support staff's performance is unsatisfactory, he/she will meet with the employee, document the nature of the unsatisfactory performance and develop a written plan and schedule for improvement. Such plan will be developed and implemented within ten (10) days of the observed deficiency in performance. Thereafter, the supervisor will meet with the employee as the supervisor deems necessary to monitor and document the employee's improvement. Failure to meet the improvement plan will result in termination.

Any Central Office Administrative Support Staff employee who disagrees with an evaluation will be given the opportunity, upon written notification, to meet with the Superintendent of Schools. The decision of the Superintendent is final.

## **ARTICLE XII - LEAVES (MPLA/FMLA/Military)**

**Section 1. Massachusetts Parental Leave Act: (MPLA):** The Committee will abide by the Massachusetts Parental Leave Act (MPLA): Upon the receipt of at least two weeks' written notice to

the Superintendent of Schools of the employees anticipated date of departure and intention to return under the Massachusetts Parental Leave Act (MPLA) a member of this unit who is pregnant or intending to adopt a child and has been employed for at least 90 calendar days shall have the option of taking either:

- a. A leave of up to and no more than eight work weeks based on the approved school calendar at the time of birth or the date of adoption, but not substantially earlier or later.
- b. A leave specifically limited to the actual period of preparing for and participating in childbirth and caring for a newborn, or adopting and caring for a newly adopted child under 18 or a child under 23 with mental or physical disabilities.

The employee must notify the Superintendent if she intends to take leave under the MPLA through a formal written and dated letter with reference to the Article and Section of this Agreement, including the estimated dates of departure and return.

An employee who takes a leave under the MPLA may request to apply their earned sick leave benefits for five (5) consecutive days following the birth or adoption of the child, plus any period of the employee's continuing disability due to childbirth.

A person returning from a leave under this Article shall have a right to return to the employee's previous or similar position unless the employee would have been non-renewed or reduced in force.

Nothing in this section of the bargaining agreement shall be construed to affect the Committee's requirement to abide by the MPLA, nor is it intended to expand or contract the rights and benefits of the act.

**Section 2. Family Medical Leave Act and Military Family Leave:** The Committee will abide by the Family Medical Leave Act (FMLA). An employee with at least twelve (12) months employment with family medical issues that renders him/ her unable to perform functions of their job must notify the Superintendent of their intent to take a medical leave through a formal written and dated letter with reference to the Article and Section of this Agreement, including the estimated dates of departure and return. The Superintendent of Schools will designate in writing that the leave is to be taken under the Family Medical Leave Act (FMLA).

**Basic Leave Entitlement:**

FMLA requires covered employers to provide up to twelve (12) weeks of unpaid, job protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employees, spouse, son or daughter, or parent, who has a serious health condition;  
or
- For a serious health condition that makes the employee unable to perform the employee's job

**Military Family Leave Entitlements:**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration

briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

#### **Benefits and Protections:**

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, employees must be restored to their original or equivalent positions with the equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

#### **Eligibility Requirements:**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous twelve (12) months, and if at least fifty (50) employees are employed by the employer within seventy-five (75) miles.

#### **Definition of Serious Health Conditions:**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two (2) visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

#### **Use of Leave:**

The leave year shall be based on a twelve (12) month basis with only one FMLA leave allowed in a twelve (12) month period. The twelve month period will be calculated forward from the commencement date of the requested FMLA leave. An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

#### **Substitution of Paid Leave for Unpaid Leave:**

The use of eligible sick time during an employees' FMLA will be at the discretion of the employee. Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

**Employee Responsibilities:**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. A physician's note may be requested to verify the medical condition.

**Employer Responsibilities:**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

When the reason for the Family Medical Leave overlaps with the Massachusetts Medical Leave Act, the leave will run concurrently. MMLA leave shall not be combined with FMLA leave for more than 12 work weeks as established in the approved school calendar.

Nothing in this section of the bargaining agreement shall be construed to affect the Committee's or employee's requirement to abide by the FMLA, nor is it intended to expand or contract the rights and benefits of the act.

**ARTICLE XIII - CONTINUITY OF EMPLOYMENT**

Section 1. The Central Office Administrative Support Staff and its members, individually and collectively agree for the term thereof, that they shall not cause, sponsor, sanction, assist or participate in any strike, work stoppage, concerted absence or refusal to perform assigned duties, or other illegal activities directed against the Westford School Committee during the term of this contract.

Section 2. Employees who participate in such activities may be disciplined or discharged as the Superintendent in his/her judgment deems proper. A question of fact as to whether an individual has engaged in such activities may be the subject of the grievance and arbitration procedure. If it is determined that an individual has engaged in such activities, the discipline or discharge administered by the Superintendent is not subject to the grievance procedure and shall be final and binding.

Section 3. In connection with any negotiations for a successor agreement, said negotiations shall be conducted without the threat of sanctions or strikes by either party, and any outstanding differences shall be referable only to mediation, fact finding, or other statutory impasse procedure provided for in the General Laws of the Commonwealth.

#### ARTICLE XIV - SEPARABILITY AND SAVINGS CLAUSE

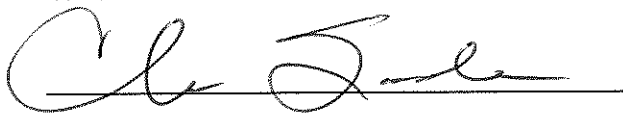
If any provision of this agreement or any application of the agreement to any Central Office Administrative Support Staff employee or group of Central Office Administrative Support Staff employees is found to be contrary to law, then such provision or application will not be deemed valid, except to the extent permitted by law, but all other provisions of applications will continue in full force and effect.

#### ARTICLE XV - WAIVER

This Agreement is a complete agreement between the parties covering all mandatory subjects of discussion. The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter. The Committee and the Central Office Administrative Support Staff, for the life of this Agreement, waive the right to bargain collectively with respect to any subject of matter referred to, or covered in this Agreement.

IN WITNESS WHEREOF, the Committee has caused this instrument to be duly executed by its authorized designees and the Central Office Administrative Support Staff, acting on behalf of the employees, has caused this instrument to be signed by its proper officers hereunto duly authorized this 13<sup>th</sup> day of June 2022.

**WESTFORD SCHOOL COMMITTEE**



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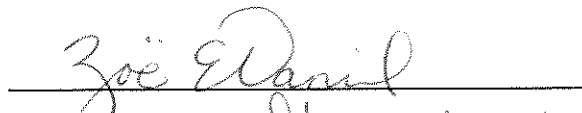

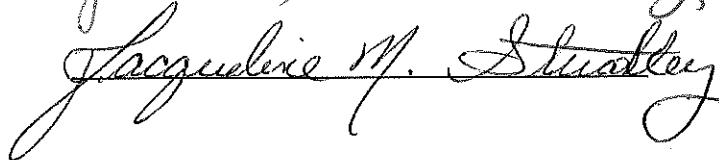
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**CENTRAL OFFICE SUPPORT STAFF**

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**ATTACHMENT A**  
**FY23 SALARY SCHEDULES**  
**2% COLA**

Administrative Support Staff For:	<u>Step</u>	<u>FY23</u>
Assistant Superintendent	1	\$51,545
Director of Facilities	2	\$53,605
Director of Pupil Services	3	\$55,750
Human Resources	4	\$57,841
	5	\$60,010
	6	\$61,960
	7	\$63,974
	8	\$65,893
	9	\$67,870

**ATTACHMENT A (CON'T)**  
**FY24 SALARY SCHEDULES**  
**2% COLA**

Administrative Support Staff For:	<u>Step</u>	<u>FY24</u>
Assistant Superintendent	1	\$52,576
Director of Facilities	2	\$54,677
Director of Pupil Services	3	\$56,865
Human Resources	4	\$58,998
	5	\$61,210
	6	\$63,199
	7	\$65,253
	8	\$67,211
	9	\$69,227



**ATTACHMENT A (CON'T)**  
**FY25 SALARY SCHEDULES**  
**2% COLA**

Administrative Support Staff For:	<u>Step</u>	<u>FY25</u>
Assistant Superintendent	1	\$53,628
Director of Facilities	2	\$55,771
Director of Pupil Services	3	\$58,002
Human Resources	4	\$60,178
	5	\$62,434
	6	\$64,463
	7	\$66,558
	8	\$68,555
	9	\$70,612

**ATTACHMENT B**  
**HOLIDAYS**

All Central Office Administrative Support Staff employees shall receive time off with pay on the following State legal holidays:

New Year's Day  
Martin Luther King's Birthday  
Presidents' Day  
Good Friday\*  
Patriot's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day\*  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve\*  
Christmas Day

\*Only if established as a holiday on the School Calendar.

If a paid holiday falls during a Central Office Administrative Support Staff scheduled vacation, that day shall be considered a paid holiday and not a vacation day. The Central Office Administrative Support Staff covered under this agreement shall receive in addition to the above listed holidays three (3) half days to be taken on the days before Thanksgiving, Christmas and New Years, providing the schools are not in session at that time or are in session for one half (1/2) day. Employees opting to take the day off will be charged a full day.

If a legal holiday falls on a Sunday, and is celebrated on a Monday, staff covered under this agreement will have that designated Monday off. If a legal holiday falls on a Saturday, and is celebrated on a Friday, staff covered under this agreement will have that designated Friday off.

**ATTACHMENT C**  
**VACATION SCHEDULE**

The following annual vacations with pay shall be granted as of July 1st to all Central Office Administrative Support Staff who have completed the following periods of continuous employment as September 1 of the current contract year:

0 months – 2 years	15 Days (not within first 90 days)
3 years – 14 years	20 Days
15+ years	25 Days

An employee covered under this agreement may carry over up to one week of vacation time, non cumulative, to be used as vacation time during the next fiscal year.

Upon initial hire, a new employee will have their first year's vacation allotment prorated based on date of hire. Upon termination of employment, an employee will receive payment on a pro-rated basis for all vacation time accrued by him/her on the date of termination. If termination is caused by death, such payment shall be made as provided by will, or by law. Upon providing the Superintendent of Schools with the required notification of retirement, a Central Office Administrative Support Staff employee will be paid a prorated amount for vacation time earned during the year of retirement up to the employee's retirement date. Such pro-ration will be calculated from July 1 to the employee's termination and or retirement date.

**ATTACHMENT D**  
**LONGEVITY**

On or before June 30<sup>th</sup> of each year, the Committee will pay the following additional salary based on years of service. Central Office Administrative Support Staff shall be eligible for the following longevity payment upon completion of the respective years of service and each year following thereof. Prior service in the Westford Public Schools will be credited to years of employment.

<u>Years of Service Completed</u>	<u>Contract Years 2022-2025*</u>
5 - 9 Years	\$250
10 – 14 Years	\$750
15 - 19 Years	\$1,000
20 – 24 Years	\$1,250
25 + Years	\$1,500

\*Staff currently receiving longevity pay according to the payment structure in the 2018-2021 contract will continue with that level of payment until they reach the next level. At that time, their payment will align with the longevity payment schedule above.

**ATTACHMENT E**  
**CENTRAL OFFICE ADMINISTRATIVE SUPPORT STAFF**  
**EVALUATION TOOL**

This evaluation tool is based on the job description for the respective Central Office Administrative Support Staff position. The ratings in each of the evaluation criteria are used to assess the level of performance in each of the ten (10) evaluation performance characteristics.

E	Excellent/Outstanding
C	Commendable
S	Satisfactory
NI	Needs Improvement

Name: \_\_\_\_\_

School: \_\_\_\_\_

Position: \_\_\_\_\_

*Evaluation Performance Characteristics*

\_\_\_\_\_1. **Quality of Work:** Accuracy, completeness, thoroughness, neatness of work

\_\_\_\_\_2. **Quantity of Work:** Amount of work completed, maintains high output.

\_\_\_\_\_3. **Responsibility:** Willingness to assume responsibility, to take initiative when appropriate, to grow in the position with experience, ability to complete delegated responsibilities.

\_\_\_\_\_4. **Adaptability:** Ability to learn, perform under changes and in emergencies, grasp detail, comprehend differences between important and trivial.

\_\_\_\_\_5. **Work Habits:** Organization of work, care of equipment, industry.

\_\_\_\_\_6. **Relationships with People:** Ability to get along with the public, other employees

\_\_\_\_\_7. **Dependability:** Punctuality; attendance on the job

\_\_\_\_\_8. **Attitude:** Interest in work, willingness to meet job requirements and accept suggestions, cooperation with supervisor.

\_\_\_\_\_9. **Judgment:** Soundness of decisions, common sense.

\_\_\_\_\_10. **Reliability:** Consistently completes work assignments on or ahead of schedule.

Central Office Administrative Support Staff Evaluation Form – pg. 2

Comments and/or Recommendations:

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Evaluator

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Title

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Evaluation Date

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Central Office Administrative Support Staff Signature

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Conference Date

Signature only indicates that the Central Office Administrative Support Staff employee has reviewed this evaluation and has had an opportunity to discuss its content with the evaluator.