

Westford Education Association, Unit G
AND
Westford School Committee
10/30/2023

This MEMORANDUM OF AGREEMENT is entered into by and between the Westford Education Association ("Association") and the Westford School Committee ("Committee").

WHEREAS, the Association and the Committee have entered into Collective Bargaining Agreements for (Unit G) for a one year period through and including August 31, 2023; and

WHEREAS, the duly authorized representatives of the Committee and the duly authorized representatives of the Association have met, pursuant to Massachusetts General Laws, Chapter 150E, to negotiate a successor agreement; and

WHEREAS, said representatives of the Committee and the Association have, subject to ratification by the membership of the Committee and the Association, agreed to a successor agreement;

NOW, THEREFORE, in consideration of mutual promises and covenants, the parties hereto agree all terms and conditions of the 2022-2023 Collective Bargaining Agreements shall continue in full force and effect except as modified below:

1. Recognition: Article I

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 Unit G of the Westford Education Association as the exclusive collective bargaining representative and agent of the Reading and Mathematics Interventionists and the Academic Coaches in the Westford Public School District.

2. SickLeave; Article V

Reading and Math Interventionists shall receive thirteen (13) sick leave days per academic year, up to an accumulated total of eighty (80) days. Academic coaches shall receive fifteen (15) sick leave days per academic year, up to an accumulated total of ninety (90) days. Unit employees who have accumulated the maximum number of sick days at the start of any school year, shall have their new sick days for the year held in escrow for their use during the year with the understanding that these sick days will be used before the accumulated sick days and that these sick days cannot be accumulated beyond the aforementioned maximum prior to the start of the next school year.

An interventionist who transfers to another salaried-unit in the Westford Public Schools will be entitled to transfer 75% of their accumulated sick leave days. An interventionist who transfers to an hourly unit will be entitled to transfer 100% of their accumulated sick leave. An academic coach who transfers to any unit will be entitled to transfer 100% of their accumulated sick leave.

3. Personal, Funeral and Religious; Article VI

Section 1: *no change*

Section 2: *Add:* Unused personal days shall transfer into accumulated sick days at the end of the year.

Section 3: *Replace Section 3 and add the sections following.* In the event of the death of a unit member's immediate family member (mother, father, brother, sister, spouse, child, grandparent, grandchild, mother-in-law, father-in-law, step parent or any person who resides with the employee), a maximum of five (5) regularly scheduled school days for funeral or 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 who does not reside with the employee, or in the event of a stillbirth or miscarriage for the employee or their partner, three days of leave shall be provided, including the day of the funeral service without the loss of regular pay and with no accumulation.

Section 4: Annual Meeting: Upon request, the Committee will release the officers of the Association for one professional day, without loss of pay, to allow the officers to attend the annual meeting of the Massachusetts Teachers Association.

4. General; Article VII

Section 2: No changes for the 2023-24 school year. Starting in 2024-25, Elementary Reading and Mathematics Interventionists will work 166 days; their work day will be no longer than five (5) consecutive hours. Middle School Reading and Mathematics Interventionists will work 110 days; their work day will be no longer than six (6) consecutive hours. The Academic Coaches will work an equivalent number of days as the number of regular teaching days and will work at least six (6) hours per day.

All Unit Members will report for their first day as indicated on their calendar of working days; their days will be scheduled by the Curriculum Coordinators and Principals. The

calendar of working days will be established and distributed to staff before the end of the prior school year.

Section 3: No changes for the 2023-24 school year. Starting in 2024-25, Elementary Interventionists will work a minimum of twenty-five (25) hours per week during a five (5) day work week. Middle School Interventionists and Academic Coaches will work a minimum of thirty (30) hours per week during a five day work week. Scheduling will be established by Curriculum Coordinators and Principals; hours may be flexible, however the hours per day must be consecutive. All unit members will receive thirty (30) consecutive minutes of preparation time, daily.

Unit members working thirty (30) or more hours per week will receive a thirty (30) minute duty free lunch period.

Section 4: Unit members may be required to attend mandatory training sessions within the regularly scheduled work day.

Section 5: The School Department may reduce hours and/or days of work and lay-off Unit Members at its own discretion pursuant to Article XIII. Unit members will be given a two (2) week notice of a schedule reduction or lay-off.

Section 6: For the purposes of determining seniority and longevity eligibility, the length of continuous employment as a unit member will be measured from the first day of which compensation was received as an employee, including time spent on paid and unpaid leaves of absences authorized by this agreement. An employee will lose seniority for the following reasons:

- a. Termination of employment from Westford Public Schools.
- b. Discharge or lay-off and absence of recall rights.
- c. Unauthorized leaves of absence.

Time lost as a result of suspension will not constitute a break in seniority but will be subtracted from it.

5. **Compensation; Article X**

The Superintendent may place a new employee on any step of the salary schedule dependent on experience and/or current job market availability.

- The annual salary of all unit members shall be based on equal payments and processed on a bi-weekly basis.
- The first paycheck shall be distributed no later than three weeks following the employee's first day of work. All unit members shall be notified of their first pay date in their schedule notification per Article VII.2.
- Elementary Interventionists will be issued 21 regular pay periods.
- Middle school interventionists will be issued 19 regular pay periods.
- Academic Coaches will be issued 26 regular pay periods.

Section 1: *no change*

Section 2: *no change*

Section 3: Educational Stipend

Any unit member who possesses advanced degrees or certifications shall receive an annual stipend to be paid as a lump sum upon evidence of completion of such a degree. It is the responsibility of the employee to submit an official transcript as evidence of completion of a program in order to receive the initial payment. Annually thereafter, the Educational Stipend shall be issued no later than the first payroll of June.

- Bachelor's Degree in a related field (OR Equivalent): \$900
- Teaching License OR Master's Degree in a related field (OR Equivalent): \$1,200
- Teaching License AND Master's Degree in related field: \$1,500

Section 4: *no change*

Section 5: *Add to the end of the section:* In the event that Administration calls on a unit member to provide substitute coverage, best efforts will be made to ensure that substituting does not interfere with a unit member's regular work.

6. **Dues and Payroll Deduction; Article XVI**

Retain XVI.1.A sentence 1; strike the following sentences of XVI.1.A

These sentences pertain to agency fees which are no longer permissible under the law.

7. Integration

Housekeeping: During integration, make editorial changes – including integrating contents of previous CBAs, changing pronouns to gender neutral, correcting spelling errors, referring to Interventionists and Academic Coaches as Unit Members, where appropriate. etc – with the explicit approval of both parties.

8. Longevity (Attachment B)

Unit members 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.

Completed Years of Continuous Service	FY24	FY25	FY26
10 and <15	\$850	\$850	\$850
15 and <20	\$1,200	\$1,200	\$1,200
20 and <25	\$1,525	\$1,525	\$1,525
25 and <30	\$1,775	\$1,775	\$1,775
30+	\$2,000	\$2,000	\$2,000

9. Sick Leave Buyback

Add new article as follows:

Compensation for Unused Sick Leave at Retirement: In recognition of dedicated service to the children of Westford, any unit member covered by this Agreement who has been employed for 20 years in the Westford School System, shall receive twenty-five dollars (\$25.00) for each accumulated sick day remaining unused on the date of retirement.

Unit members who retire and are eligible for this provision, will receive compensation under this section within the next available payroll cycle following the effective date of retirement.

10. Duration

3 years from the expiration of the prior agreement; July 1, 2023 to June 30, 2026

11: Attachment A – Salary Schedules

Increase in hourly wage:

FY 24 – 2% ; .4% Mid Year

FY 25 – 3%

FY 26 – 4.6%

Unit G, Westford Education Association

Kristine Jussauime

Title: WEA President

Date: 1-23-24

Westford School Committee

Valery Young

Title: School Committee Chair

Date: 1-24-24

**ATTACHMENT A
SALARY SCHEDULES**

INTERVENTIONISTS

	FY24 2%	FY24 Mid Year 0.40%	FY25 3%	FY26 4.60%
Step 1	\$20.99	\$21.08	\$21.71	\$22.71
Step 2	\$22.70	\$22.79	\$23.47	\$24.55
Step 3	\$24.46	\$24.56	\$25.29	\$26.46
Step 4	\$26.46	\$26.56	\$27.36	\$28.62
Step 5	\$28.56	\$28.67	\$29.53	\$30.89
Step 6	\$30.86	\$30.98	\$31.91	\$33.38
Step 7	\$33.12	\$33.25	\$34.25	\$35.82
Step 8	\$34.86	\$35.00	\$36.05	\$37.71

ACADEMIC COACHES

	FY24 2%	FY24 Mid Year 0.40%	FY25 3%	FY26 4.60%
Step 1	\$32.71	\$32.84	\$33.83	\$35.38
Step 2	\$33.01	\$33.14	\$34.13	\$35.70
Step 3	\$33.34	\$33.48	\$34.48	\$36.07
Step 4	\$33.85	\$33.99	\$35.01	\$36.62
Step 5	\$34.36	\$34.50	\$35.54	\$37.17
Step 6	\$35.23	\$35.37	\$36.43	\$38.11

ATTACHMENT B

LONGEVITY

Completed Years of Continuous Service	FY24	FY25	FY26
10 and < 15	\$850	\$850	\$850
15 and < 20	\$1,200	\$1,200	\$1,200
20 and < 25	\$1,525	\$1,525	\$1,525
25 and < 30	\$1,775	\$1,775	\$1,775
30+	\$2,000	\$2,000	\$2,000