# COLLECTIVE BARGAINING AGREEMENT

**BETWEEN THE** 

FALL RIVER, MASSACHUSETTS

SCHOOL COMMITTEE

and the

FALL RIVER, MASSACHUSETTS

**ADMINISTRATORS ASSOCIATION** 

July 1, 2013 through June 30, 2014

and

July 1, 2014 through June 30, 2017

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# **ARTICLE I**

#### RECOGNITION

- A. The Fall River School Committee recognizes the Fall River Administrators' Association as the exclusive collective bargaining representative for the members of its administrative staff who are employed in the positions listed in *Appendix A*, attached hereto, and for any other new administrative positions not disqualified from Collective Bargaining by the Education Reform Act of 1993 or other statute of the Commonwealth of Massachusetts that may be added to the aforesaid administrative unit in the future. In addition, all federally and state funded administrative positions shall be included in the administrative unit.
- B. Before any newly established administrative position that is within the scope of the administrative bargaining unit is posted, the School Committee shall provide the Association with a copy of the proposed job description and salary for the position and shall also, upon the request of the Association, engage in collective bargaining with respect to any such newly established administrative position. If no contrary agreement is reached before the position is filled, the School Committee shall fill the position at the posted salary.
- C. Unless otherwise indicated, members of the bargaining unit will hereinafter be referred to as Administrators, the Fall River Administrators' Association will hereinafter be referred to as the Association, and the Fall River School Committee will hereinafter be referred to as the School Committee or the Committee.

## **ARTICLE II**

# SCHOOL COMMITTEE RIGHTS

Nothing in this Agreement shall be deemed to derogate or impair any power, right or duty possessed by the School Committee except where such power, right or duty is limited by the terms of this Agreement.

#### **ARTICLE III**

# ADMINISTRATORS' RIGHTS

A. Administrators are entitled to full rights of citizenship, and no religious or political activities of any Administrator, or lack thereof, will be grounds for any discipline or discrimination with respect to the professional employment of such Administrator.

B. Whenever a grievance is instituted against an Administrator by a member of another bargaining unit, the Administrator will have the right to be represented at all stages of the grievance procedure by a representative of his/her own choosing, including a representative of the Association. However, such right to be represented shall not include the right to participate as a third or independent party in any arbitration proceeding.

#### **ARTICLE IV**

# **DEDUCTIONS AND AGENCY SERVICE FEE**

- A. The School Committee agrees to deduct Association dues, agency service fees, and credit union payments from the salary of each Administrator who signs an authorization card permitting such deductions.
- B. The Treasurer of the Association will submit a letter to the City Treasurer and to the Superintendent at the start of each school year certifying the total amount of the dues and the agency service fee for that year. The dues and agency service fees will be deducted and transmitted to the Treasurer of the Association on a monthly basis.
- C. In recognition of the fact that the Association has the legal responsibility of serving as the exclusive collective bargaining representative for all of the members of the administrative bargaining unit, irrespective of their status as members of the Association, it is hereby agreed that any member of the bargaining unit who is not a member of the Association shall, as a condition of his/her continued employment, pay the Association an agency fee in an amount equal to the amount required to become and remain a member in good standing of the Association beginning on the thirtieth (30<sup>th</sup>) day following the effective date of this Agreement, or on the thirtieth (30<sup>th</sup>) day following the commencement of his/her employment in the administrative unit, whichever occurs later.
- D. Administrators shall have the option of having their paychecks deposited directly into any Fall River bank or credit union of their choice.
- E. A plan for payroll deduction for U.S. Savings Bonds, either by the firm which processes the School Department payroll or by the bank to which the funds are deposited, shall be implemented. If neither can handle the payroll deduction for U.S. Savings Bonds, the account shall be transferred to a bank or other financial institution which can offer this service.

# **ARTICLE V**

#### **GRIEVANCE PROCEDURE**

# A. DEFINITIONS:

- 1. A "grievance" is a claim based upon an event or condition which affects the welfare and/or conditions of employment of an Administrator or group of Administrators, and/or the interpretation, meaning or application of any of the provisions of this Agreement or any subsequent agreement entered into pursuant to this Agreement.
- 2. An "aggrieved person" is the person or persons making the claim.
- 3. A "party in interest" is the person or persons making the claim and any person who might be required to take action, or against whom action might be taken, in order to resolve the claim.

# **B.** PURPOSE:

- 1. The purpose of the grievance procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems affecting the welfare or working conditions of the Administrators. The Committee and the Association agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- 2. Nothing herein will be construed as limiting the right of any Administrator with a grievance to discuss the matter informally with any appropriate member of the Administration and to adjust the grievance without intervention of the Association, provided that the adjustment is not inconsistent with the terms of this Agreement and that the Association has been given the opportunity to be present at the discussion and to state its views.

#### C. PROCEDURE:

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as the maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. A grievance filed on or after June 1<sup>st</sup>, which if left unresolved until the beginning of the following school year could result in irreparable harm to a party in interest, shall be processed on a reduced time limit basis so that the grievance procedure may be completed prior to the end of the school term or as soon thereafter as is practicable.

- 1. <u>Level One</u>: An informal settlement between the aggrieved Administrator and his/her immediate supervisor will be attempted. The grievant may be the spokesperson or may have a representative of the Association who will be present be the spokesperson. The objective of Level One will be to resolve the matter informally.
- 2. <u>Level Two</u>: If the grievance cannot be satisfactorily disposed of within five (5) school days after its presentation at Level One, the Association's Grievance Committee may refer the grievance to Level Two by submitting it in writing to the Superintendent of Schools and/or his/her designee. The Superintendent and/or his/her designee will arrange to meet with a representative or representatives of the Grievance Committee and, at the grievant's option, with the grievant within five (5) school days after its submission to Level Two. Copies of the answer shall be simultaneously sent to the Chairman of the Grievance Committee and to the grievant.
- 3. Level Three: If the grievance is not resolved by the Level Two answer, the Grievance Committee may refer it to Level Three by submitting it in writing to the School Committee within ten (10) school days after receipt of the Level Two answer. The Grievance Sub-Committee of the School Committee will arrange to meet with a representative or representatives of the Grievance Committee and, at the grievant's option, with the grievant within ten (10) school days after the School Committee's receipt of the grievance. At its next regular meeting following the aforesaid Level Three meeting, the full School Committee shall discuss the grievance in Executive Session and thereafter vote upon it in open session. The School Committee shall answer the grievance in writing within five (5) school days after voting upon it. Copies of the School Committee's answer shall be simultaneously sent to the Chairman of the Grievance Committee and to the grievant.
- If the grievance is not resolved by the School Committee's 4. Level Four: answer, the Association may refer the grievance to arbitration within twenty (20) school days of its receipt of the School Committee's answer. If the parties are unable to reach agreement upon an arbitrator within ten (10) school days after submission of the grievance to arbitration, a request for a list of arbitrators may be made to the American Arbitration Association by either party. In that event, the parties will be bound by the rules and procedures of the American Arbitration Association in the selection of an arbitrator. The arbitrator, so selected, will confer with representatives of the School Committee and the Association, will hold hearings promptly, and will issue his/her decision as soon as possible after completion of the hearing. The arbitrator's decision will be in writing and will set forth his/her findings of fact, reasoning, and conclusion on the issue(s) submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this Agreement. The decision of the Arbitrator will be submitted to the School

Committee and to the Association and will be final and binding subject to the right of either party to exercise their respective rights under Chapter 150C of the General Laws. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be borne equally by the School Committee and the Association.

5. If an administrator does not file a grievance in writing with the Chairperson of the Grievance Committee and the written grievance is not forwarded to the Superintendent and/or his/her designee within thirty (30) days after the Administrator knew or should reasonably have known of the occurrence or the act or condition on which the grievance is based, then the grievance will be considered as waived. A dispute as to whether a grievance has been waived under this paragraph will be subject to arbitration pursuant to Level Four. However, any such waiver shall be applicable only to that particular grievance and shall not be considered to be a waiver or relinquishment of the right of any Administrator or the Association to grieve any similar or identical alleged violation in the future or to otherwise enforce the future performance of any of the various provisions contained in this Agreement.

# D. RIGHTS OF ADMINISTRATORS TO REPRESENTATION:

- 1. No reprisals of any kind will be taken by the School Committee or by any other member of the Administration against any party in interest, any member of the Grievance Committee, or any other participant in the grievance procedure by reason of such participation.
- 2. Any party in interest may be represented at all stages of the grievance procedure by a person of his/her own choosing, except that he/she may not be represented by a representative or an officer of any employee organization other than the Association. When the Association is not presenting an Administrator's grievance, it shall have the right to be present and to state its views at all stages of the grievance procedure.

# E. MISCELLANEOUS:

- 1. If a grievance affects more than one Administrator, the Grievance Committee may submit such a grievance in writing directly to the Superintendent and/or his/her designee, and the processing of such grievance will be commenced at Level Two.
- 2. All documents, communication, and records resulting from the processing of a grievance will be filed separately from the personnel files of the participants.
- 3. Forms for filing grievances, serving notice, taking appeals, making reports and recommendations, and other necessary documents will be jointly

prepared by the Superintendent and/or his/her designee and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

#### **ARTICLE VI**

# **USE OF SCHOOL FACILITIES**

- A. The Association will have the right to use school buildings at reasonable times for meetings so long as no additional cost is incurred by the School Department. The principal of the building in question will be notified in advance of the time and place of all such meetings. Notice of such meetings may be posted on bulletin boards and placed in Administrators' mailboxes.
- **B.** The Association will have the right to use school machines (duplicating, copying, etc.) whenever they are not in use for school purposes, provided that it purchases its own supplies (stencils, paper, etc.) for said machines and notifies the principal of the school involved. The machines will be used only by authorized personnel.
- C. The Association will have the right to place notices, circulars, and other materials on bulletin boards and in Administrators' mailboxes. Copies of all such material shall be given to the Superintendent.

#### **ARTICLE VII**

## MEET AND DISCUSS AND CONSULTATION PROCEDURES

- A. The School Committee agrees to meet up to five (5) times a year with representatives of the Association in special session for the purpose of discussion on such matters as the Association determines.
- B. The Association agrees to provide the School Committee with a written list of the topics it wishes to discuss with the School Committee, and will give at least seven (7) days' prior notice before any requested meeting is scheduled.
- C. There will be not more than five (5) members appointed by the Association per meeting.

#### ARTICLE VIII

# PROFESSIONAL AND EDUCATIONAL DEVELOPMENT

- A. Curriculum and other major committees appointed by the Superintendent or his/her designee, functioning during the regular school year, shall include representatives of the administrative staff interested in such service.
- B. The Committee shall pay the reasonable expenses (including fees, meals, lodging, and transportation) incurred by Administrators who at the request of or with the recommendation of the Superintendent of Schools attend workshops, conferences, conventions, or other professional improvement sessions.
- C. The Committee will, upon request, provide the Association with pertinent documents or materials which will assist the Association in developing intelligent, accurate, informed and constructive educational programs subject to reasonable cost limitation.
- **D.** The Superintendent or his/her designee shall discuss with appropriate Administrators any proposed changes in such areas as facilities, program/curriculum, and professional/paraprofessional staff.
- E. The negotiating committee of the Fall River Administrators' Association will negotiate with the representatives of the School Committee during the term of this contract to develop a process and an instrument for evaluation of Administrators.
- **F.** The School District will offer one (1) graduate level course per year that will help Administrators earn PDPs at no cost to them.

# ARTICLE IX

#### **CLASS SIZE AND DISTRIBUTION**

- A. The Committee agrees to continue its effort to keep class sizes at an acceptable number as dictated by the financial condition of the school system, the building facilities available, the availability of qualified personnel, and the best interest of the district as deemed administratively feasible.
- B. The capacity and adequacy of pupil facilities available in a teaching room or station shall be given consideration in the scheduling of pupils.
- C. Administrators who reside outside of the City of Fall River may be allowed to enroll their children in the Fall River Public Schools on a tuition-free basis subject, however, to the right of the Superintendent of Schools or his/her designee to assign such children to specific schools as he/she deems fit or sees necessary.

# **ARTICLE X**

#### ADMINISTRATORS' RESPONSIBILITIES

- A. The Committee and the Association agree that the basic responsibility of each Administrator shall be to work cooperatively with his/her Principal or other immediate supervisor in the administration, management, direction and supervision of their respective buildings, programs or other areas of responsibility. To that end, an Administrator may be assigned new duties by his/her immediate supervisor to be performed during his/her regular work day or contractual work year provided that such new duties are consistent with the Administrators' administrative responsibilities to administer, manage or supervise their respective programs and/or buildings. However, in order to enable them to perform their basic administrative responsibilities, the School Committee agrees that it will not delegate non-emergency teaching or general maintenance custodial duties to Administrators.
- B. The School Committee and the Central Administration will support the Administrators in their efforts to direct, supervise and manage those other employees of the School Department who work in their buildings or under their supervision. Within budgetary constraints, adequate personnel will be provided to enable the Administrators to carry out their various administrative and supervisory responsibilities. The School Committee recognizes that certain inefficiencies may result from the failure to provide adequate personnel.
- C. In the event of a work stoppage or other emergency situation whereby personnel in other bargaining units do not report to work as scheduled, representatives of the School Committee will meet with representatives of the Association for the purpose of discussing what the responsibilities of the Administrators will be during any such work stoppage or other emergency.
- D. All Administrators will perform supervision of students in their respective schools or departments on a rotating basis as determined by the Principal or Department Head. (Such as: supervision will not be limited to school-yard duty, cafeteria duty, hallway duty, etc.) This provision will be effective upon the signing of the Collective Bargaining Agreement.
- E. The Committee and the Association agree that the Fall River School Department is a standards based school system which is committed to meeting the expectations and standards for learning and instruction that are required by the Massachusetts Department of Education.
  - Administrators will provide leadership that promotes the application of state and district standards to all aspects of the District's instructional and related service

programs including: curriculum development, student and program assessment, planning, instructional practice, reporting student performance, and professional development.

# ARTICLE XI

# PERSONNEL FILES

- A. Within five (5) days of the submission of a request, an Administrator will have the right, by appointment, to review but not remove the contents of his/her personnel file. Any such Administrator will be entitled to have a representative of the Association accompany him/her during such review.
- B. No material that is derogatory of an Administrators' conduct, service, character, or personality will be placed in his/her personnel file unless the Administrator has had an opportunity to review the material. The Administrator will acknowledge that he/she had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Administrator will also have the right to submit a written answer to such material, and his/her answer will be reviewed by the Superintendent and the immediate supervisor involved, each of whom will affix his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. Said answer will be attached to the original material.
- C. Before the School Committee discusses or considers in Open Session any report of a derogatory nature or a complaint concerning one or more Administrators, the Administrators involved shall have the right to discuss the matter with the School Committee in Executive Session in accordance with the procedures described in Chapter 39, Section 23B, of the General Laws.

#### **ARTICLE XII**

# JUST CAUSE

- A. No Administrator shall be dismissed, demoted, reduced in rank or compensation, reprimanded as herein defined, or otherwise disciplined in any way except for just cause or bona fide administrative reorganization. As used herein, a reprimand is defined as a "formal rebuke in written form" from an Administrator's immediate supervisor.
- **B.** Any Administrator, against whom any of the foregoing actions is taken, may elect to contest such action under the contractual grievance and arbitration procedure, or under the procedure for judicial review set forth in Chapter 71, Section 43A, of

- the General Laws. Once an election of remedies has been made by an Administrator, all rights to proceed under the alternative procedure shall be deemed to have been waived.
- C. It is not the intent of this Article to restrict the Superintendent's authority under Chapter 71 with respect to the non-reappointment of administrative personnel. In those cases in which there is a claim of procedural as opposed to substantive impropriety, the procedural claim may be subject to the grievance and arbitration procedure set forth herein.

# **ARTICLE XIII**

#### **VACANCIES AND PROMOTIONS**

- A. Whenever any vacancy in an administrative position occurs during the school year, due to but not limited to retirement, resignation or creation of a new position, it will be adequately publicized by the Superintendent by means of a notice as far in advance of the appointment as possible. Written notice of such vacancy will also be available to the Association's president when said position(s) are posted. In both cases, the qualifications of the position and its duties and compensation according to the salary schedule will be clearly set forth. The qualifications set forth for a particular position will not be changed prior to an appointment or unless the Association has been notified in advance of such changes and the reasons for such change. A disagreement over the necessity for such change will be subject to the grievance and arbitration procedures set forth in this Agreement. No vacancy will be filled, except on a temporary basis, within ten (10) days from the date on which the position is posted.
- All qualified/certified personnel for the vacant position will be given adequate B. opportunity to make application for such positions; and the Committee agrees to give due weight to the professional background and attainments of all applicants, the length of time each has been in the school system, and other relevant factors. While the School Committee may appoint an Administrator who does not possess a Master's Degree to an Administrative Bargaining Unit position, no such individual shall be appointed to such a vacancy unless (a) he/she is appropriately licensed to hold the vacant position under the applicable Department of Elementary and Secondary Education Regulations or (b) that he/she has been granted a waiver by the Department of Elementary and Secondary Education. Notwithstanding the above, all members of the Administrative Bargaining Unit must obtain a Master's Degree as a condition of continued employment in the Administrative Bargaining Unit no later than three (3) years from the date of this Agreement or the date of their appointment to the Administrative Bargaining Unit, whichever is later. In filling vacancies, consideration will be given to qualified/certified Administrators already employed by the Committee. Each applicant not selected will receive written notification from the Superintendent (or designee) that he/she was not

selected. Permanent appointments to vacant administrative positions shall be made no later than by the start of the next school year following the school year in which the vacancy occurs. Such vacancies may be filled by a temporary acting appointment until such time as a permanent appointment is made, provided that such a temporary acting appointment may not continue beyond the end of the school year in which the vacancy occurred.

- C. The Committee shall determine the qualifications for each posted position subject to the provisions of Sections A and B above. The qualifications shall include a requirement either that the applicant have the appropriate certification or license for the position as determined by the Department of Education or that he/she has been granted a waiver by the Department of Education.
- D. Administrative positions in the Fall River summer school and evening schools, and administrative positions under federal programs over and above those filled by full-time federal administrators, will be filled first by regularly appointed and qualified Administrators in the Fall River School System. Administrators will be given first consideration for monitoring of students or proctoring teacher tests given in the public schools.
- **E.** Appointments will be made without regard to race, creed, religion, nationality, sex, marital status military status, sexual orientation, disability, genetic information, gender identity, gender expression or age.
- F. Whenever possible, changes in administrative assignments will be voluntary. An involuntary transfer will be made only after a meeting between the Administrator and the Superintendent or his/her designee, at which time the Administrator will be notified of the reasons for the proposed transfer. In the event that the Administrator objects to the transfer, the Association will be notified and the Superintendent or his/her designee will meet with the Association's representatives to discuss the transfer. Any grievance involving a transfer under this paragraph may be processed starting at Level Two.

# **ARTICLE XIV**

#### REDUCTION IN FORCE

A. In the event that the School Committee contemplates reducing the number of Administrators in the bargaining unit because of financial limitations, a decline in pupil enrollment, or any other reason, it shall provide the Association with written notice of that fact before April 15<sup>th</sup> of the school year prior to the contemplated reduction. Thereafter, if requested to do so by the Association, the School Committee will engage in negotiations with respect to any such proposed reduction.

- B. If following such negotiations it is determined that some reduction is necessary, every effort will be made to accomplish any such reduction by normal attrition.
- C. If any such required reduction cannot be accomplished by normal attrition, the following procedures shall govern:
  - 1. Any Administrator who is to be reduced from his/her position shall be given written notification of his/her reduction and of the position to which it is proposed to reassign him/her by April 15<sup>th</sup> of that school year.
  - 2. Any such reduction shall take effect as of the last day of the school year, and the affected Administrator shall be entitled to receive the full salary for his/her position for that school year by June 30<sup>th</sup>.
  - 3. No Administrator of "professional status" in a given administrative position shall be reduced from that position if there is someone who is not of "professional status" in that position.
  - 4. If all Administrators within a given position have "professional status" in that position, the reduction will take place on the basis of seniority, with the last Administrator who was appointed to that position being the one who is to be reduced from it.
  - 5. Administrators who are reduced from their positions shall have the following bumping rights:
    - a. The right to bump Administrators in administrative positions that they have held previously and have recertified for that position, irrespective of whether they acquire "professional status" in that position prior to their appointment to their present position, provided that their overall administrative seniority is greater;
    - b. The right to bump Administrators in administrative positions for which they are currently certified, irrespective of whether they ever held that position prior to their appointment to their present position, provided that their overall administrative seniority is greater. Administrators shall only be permitted to exercise the bumping right that is set forth in this subsection within the Administrative Classification Level (i.e. Level I, Level II and Level III) of their present position as specified in Appendix A, Administrative Classifications. For purposes of this subsection, an Administrative Classification Level shall encompass all sublevels within that Classification so that an Administrator on Level IA shall be permitted to bump an Administrator on Level IB and vice versa, an Administrator on Level IIA shall be permitted to bump an Administrator on Level IIIB, C or D and vice versa and an Administrator on Level IIIB and vice versa.

- c. The right to bump any Teacher-in-Charge whose position the Administrator is qualified to fill; or
- d. The right to bump into any teaching position for which he/she has been recertified that he/she has previously served in as a classroom teacher in the Fall River Public School System, based upon his/her overall seniority in the Fall River School System, in which event he/she shall be credited for seniority purposes with his/her total length of service in the Fall River School System. For the purposes of this Subsection, any Administrator whose certification has lapsed will be allowed to bump into a teaching position in which he/she was previously certified, but will be required as a condition of continued employment in that position to become recertified for that position within the time period that is set forth in the Department of Education's regulations dealing with recertification.
- 6. Either in addition to or in lieu of the bumping options that are described in Subsection 5, the School Committee may determine that a reduction in force necessitates the reassignment or transfer of one or more administrators to comparably compensated positions at a different school or schools. Any such reassignments or transfers will be based upon the School District's program needs as well as upon the past work experience and work performance of the Administrators in the affected classification. Work performance shall be measured by such objective criteria as (1) the formal, written evaluations of the Administrators in the affected classification, (2) letters from supervisory personnel related to job performance and (3) the attendance records of the Administrators. In any case in which the foregoing factors are substantially equal, the position seniority of the members in the affected classification, as hereinafter defined in Section 7, shall be the determinative factor for such reassignments or transfers with the most senior Administrator being offered the first opportunity to accept a reassignment or transfer to a different school, then the next most senior Administrator and so forth.
- 7. For the purpose of this Article, an Administrator's seniority within his/her position shall include all time from the date of his/her appointment to that position, including any time spent on sick leave, maternity leave, disability leave, or any other approved leave. An Administrator's overall administrative seniority shall include: all time from the date of his/her first appointment to an administrative position in the Fall River School System, including any time spent on sick leave, maternity leave, disability leave or any other approved leave. An Administrator's overall seniority in the Fall River School System shall include: all time from the date of his/her first appointment to any professional position in the Fall River School System, including any time spent on sick leave, maternity leave, disability leave or any other approved leave. Service prior to an Administrator's bona fide resignation or termination shall not be restored for the purposes of computing his/her seniority upon his/her

reappointment. Whenever the position seniority of two or more Administrators is the same, their administrative seniority shall be determinative of their rights; if that is also the same, then their overall seniority in the Fall River Public School System shall be determinative of their rights.

- 8. Administrators who are reduced from their permanent positions shall have the following recall rights:
  - a. The right to be recalled to the position from which they were reduced in the reverse order of their layoff from that position;
  - b. The right to be recalled to administrative positions in which vacancies develop and from which no one has been reduced or to which no one has recall rights based upon their administrative seniority, provided that they are qualified to fill such positions.
- 9. Administrators will be notified of their recall rights by certified mail. Failure to accept a recall to another administrative position, as provided in Section 8b, within two (2) weeks after receipt of the recall notice shall constitute a rejection of that offer but shall not result in a forfeiture of future recall rights.
- 10. No new personnel shall be appointed to any position in the Administrative unit while there are qualified Administrators with recall rights.

## **ARTICLE XV**

#### **PROTECTION**

- A. Administrators will immediately report, in writing to their immediate supervisors or to the Superintendent of Schools, all cases of assault suffered by them in connection with their employment.
- **B.** The report will be forwarded to the Committee, which will comply with any reasonable requests from the Administrator for information in its possession relating to the incident or the person involved.
- C. In criminal or civil proceedings brought against an Administrator alleging that he/she committed an assault in connection with his/her employment, the Committee will, upon request of the Administrator, furnish legal counsel to defend him/her in such proceeding. The School Committee reserves the right to negotiate any and all legal fees that relate to such proceedings.
- **D.** The Committee shall reimburse an Administrator for any clothing or other personal property damaged, destroyed, or stolen in the course of his/her employment.

E. The School Committee shall comply in all respects with Chapter 258 of the General Laws of Massachusetts.

#### **ARTICLE XVI**

#### PERSONAL INJURY BENEFITS

- A. Whenever an Administrator is absent from school as a result of personal injury caused by an accident or an assault occurring in the course of his/her employment, he/she will be paid his/her full salary for the period of such absence and no part of such absence will be charged to his/her sick leave.
- B. The Committee will reimburse Administrators for the cost of medical, surgical or hospital service incurred as the result of an injury sustained in the course of his/her employment which are not otherwise covered by insurance provided by the School Committee.

# **ARTICLE XVII**

#### MATERNITY LEAVE

- A. Maternity leave shall be granted to any female Administrator who requests such leave for the purpose of giving birth to or adopting a child. Such leave shall be without pay except during that period of time during which the Administrator is disabled from performing her regular duties. The Administrator shall have the right to apply her accumulated sick leave days to the period of her maternity-related disability.
- B. Any woman who leaves an administrative position in the employ of the School Committee for the purpose of giving birth to a child or of adopting a child, and who shall give reasonable notice to the School Committee of her anticipated date of departure and who subsequent to such birth or adoption is still qualified to perform the duties of such position, shall be entitled to be restored to her previous position or to a similar position within eighteen (18) months of her departure date with the same status, pay and seniority as if she had not been absent.

Any woman shall be entitled to twelve (12) weeks maternity leave, fourteen (14) weeks Caesarian section, with pay if the administrator has enough sick leave on the books.

If such similar employment is not available, the employer shall offer the employee any other vacant position until such time as the employer can offer her the job she previously held or one substantially similar to it.

The employer may require that the employee produce medical certification that she is physically able to resume her work before returning to the job.

Any system of accruing seniority or accruing benefits, which seniority or benefits accrue while an employee is on leave for sickness, disability or any other leaves, shall accrue to the employee who takes a maternity leave. In all such cases when such employee returns, her seniority date will remain the same as it was prior to her maternity leave. Any person on leave for a full school year under this section shall not be credited with sick leave accrual for that year.

Child-rearing leave will be granted to any Administrator caring for his/her natural or adopted child without pay and under the same conditions as maternity benefits. If both parents are members of the bargaining unit, only one (1) such parent shall be granted such leave at the election of such parent.

- C. An Administrator returning from maternity leave which exceeds the twelve (12) week maternity leave or the fourteen (14) week Caesarian section leave provided for in Section B above shall return to a position comparable to the one that she held at the time that her leave began. For the purposes of this Section, the term "comparable position" means a position which is within the same administrative classification but which may be at a different location (for example, a Middle School Assistant Principal at Middle School A shall return to work as a Middle School Assistant Principal, but she may be assigned to Middle School B).
- D. Any system of accruing seniority or other benefits, for which Administrators on disability, sick leave, or any other type of leave are eligible, shall also be applicable to Administrators on maternity leave. The seniority date, salary and status of any such employee will not be adversely affected by any period of time during which she was on maternity leave and will be determined as if she had not been absent.

## **ARTICLE XVIII**

## SICK LEAVE

- A. 1. The Committee and the Association agree that the Fall River School Department is committed to optimizing staff and student attendance and eliminating the inappropriate use of sick leave. Each employee has the responsibility of limiting his or her use of personal sick leave to legitimate purposes as identified in this contract. It is also agreed that the Fall River School Department may take fair and appropriate corrective action whenever there is an alleged misuse of sick leave. Any such corrective action shall be subject to the contractual grievance and arbitration procedure.
  - 2. Annual sick leave with full pay shall be allowed all Administrators at the

rate of 17 days per year. Effective July 1, 2014, annual sick leave with full pay shall be allowed all Administrators at the rate of fourteen (14) days per year. Unused sick leave may be accumulated from year to year without limit. Administrators will also be credited with all of the unexpended sick leave days that they have in their reserve accounts. An Administrator shall not lose credit for any previously accumulated sick leave allowance except when he/she uses it.

- B. No sick leave allowance shall be made for Administrators who are unable to report at the opening of the school year except upon the presentation of a certification of illness from a competent physician or by a vote of the School Committee.
- C. If an Administrator leaves the school after 11:00 a.m. due to illness, a half-day (1/2 day) of such leave will be deducted from the Administrator's sick leave account. If an Administrator leaves the school before 11:00 a.m. due to illness, a full day (1 day) of sick leave will be deducted from the Administrator's sick leave account.
- **D.** The Superintendent or his/her designee may require an Administrator who is on sick leave for five(5) or more consecutive work days to provide a written statement from a qualified physician documenting that the employee was not able to work.
- E. The School Committee reserves the right to have an independent physician examine, at City expense, any Administrator claiming sick leave who, in its opinion, may not be entitled to the same and/or who may not be incapacitated to perform his/her official duties.
- F. Absence due to quarantine periods within the household of an Administrator shall be paid for in full and shall not be applied against the credit of sick leave provided that the Administrator takes temporary residence in a place where there are no children attending school; that he/she immediately notifies the Superintendent of Schools and the Board of Health of said change in residence; that he/she remains under observation of the Board of Health during that period of quarantine, and that at the end of the quarantine period he/she is given a certificate by the Board of Health authorities permitting him/her to return to school.
- G. All Administrators returning from a leave of absence will have their previously accumulated unused sick leave days restored to them. Those Administrators on military leave, Peace Corps leave, or any period of compensated leave such as sabbatical leave, are further more entitled to those sick days they might have accrued during the period of said leave.

# H. Sick Leave Buy Back

Any Administrator in the Fall River School System with a minimum of fifteen (15) years of service will get thirty dollars (\$30) for each day of accumulated unused

days up to 225 days upon resignation, retirement, or death. In addition, Administrators will be compensated at thirty dollars (\$30) for 25 percent (25%) of all days accumulated over 225 days. In order for an Administrator to be entitled to the "buy back," an Administrator must notify the Administration of his/her intent to retire or resign at least six (6) months before his/her retirement/resignation date. In the event that the State institutes an early retirement program, the School Committee will waive the above notice requirement for those teachers participating in said program. Money will be payable by August 31<sup>st</sup> of the year that they retire.

Administrators who have perfect sick leave attendance during a school year shall receive \$200 within thirty (30) days following the last day of school in that school year.

## **ARTICLE XIX**

#### SICK LEAVE BANK

- A. Upon the effective date of this Agreement or upon his/her initial employment within the Administrative unit, whichever is earlier, each Administrator shall deposit two days from his/her sick leave account into the Administrators' Sick Leave Bank. Thereafter, whenever the total number of days in the Administrators' Sick Leave Bank drops below fifty (50) days, each member of the administrative bargaining unit shall deposit one (1) day from his/her sick leave account into the Bank.
- B. An Administrator should be eligible to draw from the Administrators' Sick Leave Bank only after having exhausted all of his/her own accumulated sick leave days and personal days. In addition, in order to access the Sick Leave Bank, an Administrator must have at least thirty (30) days of accumulated Sick Leave as of July 1 of the contract year in which the Sick Leave Bank access has been requested. In the event that an Administrator is granted access to the Bank in one school year and his/her condition carries over to the following school year requiring additional access to the Bank, the aforesaid thirty (30) day accumulation threshold shall not be applicable. In such a case, the Administrator would still be required to exhaust his/her sick leave and personal leave days before access to the Sick Leave Bank is reinstituted.
- C. The Administrators' Sick Leave Bank shall be administered by a committee, composed of three members appointed by the president of the Association and two members appointed by the School Committee, which shall develop its own rules and procedures subject to the terms of this Agreement. All decisions of the Administrators' Sick Leave Committee shall be made by a majority vote of the members present.
- D. All requests by Administrators seeking an award of sick leave days from the Administrators' Sick Leave Bank must be in writing and accompanied by a detailed statement from the attending physician of the nature of the illness and probable

return date. The Administrators' Sick Leave Bank Committee will then review the request and either approve it or deny it based upon its merits. The decision of the Sick Leave Bank Committee will be final and binding and will not be subject to any further appeal by the applicant.

- **E.** The initial grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed thirty (30) days. Upon completion of the thirty (30) day period, the period of entitlement may be extended by the Sick Bank Leave Committee upon demonstration of need by the applicant.
- **F.** Any Administrator who has drawn one hundred (100) days from the Administrators' Sick Leave Bank in any school year will be eligible to draw up to twenty-five (25) additional days from the Administrators' Sick Leave Bank during that school year.
- G. Any Administrator who draws from the Administrators' Sick Leave Bank shall be required to reimburse the Bank on the basis of one (1) day for every four (4) days' use. Arrangements for such reimbursement shall be made between the Administrator and the Administrators' Sick Leave Bank Committee subject to the proviso that in no event will the reimbursement period exceed two school years.
- H. Any Administrator who draws days from the Administrators' Sick Leave Bank shall be entitled to all other benefits for which he/she would be eligible if he/she were on regular sick leave.

# ARTICLE XX

# **TEMPORARY LEAVE**

- A. In the event of a death in the immediate family, Administrators shall be entitled to a leave of absence for four (4) calendar days without loss of salary or loss of credit from annual or cumulative leave. The term "immediate family" shall include an Administrator's father, mother, brother, sister, spouse, child, grandparent, grandchild, father-in-law, mother-in-law, or member of his/her immediate household.
- B. The Superintendent shall have the authority to excuse an Administrator for one day's absence without loss of pay to attend the funeral of any other relative, but such absence shall be deducted from the Administrator's accumulated sick leave days.
- C. Up to five (5) days' emergency leave shall be granted without loss of pay in the event of a serious illness in an Administrators' immediate family requiring bedside or household attention. The Superintendent may, at his/her discretion, grant

additional emergency leave upon a showing of need. The Administrator may be required to document his/her need, and any such days shall be deducted from his/her accumulated sick leave days.

- D. Administrators will be entitled to two (2) days of leave of absence for personal, legal, business, household or family matters which require absence during school hours. Application for personal leave will be made at least twenty-four (24) hours before taking such leave, except in the case of emergencies. The applicant for such leave will not be required to state the reason for taking such leave other than that he/she is taking it under this Section, except that before and after a holiday, an Administrator will be required to document his/her need for a personal day to the Office of the Superintendent or his/her designee. Such absence shall not be deducted from an Administrator's sick leave days. Personal days will be accumulative at the rate of one (1) day per year.
  - 1. Upon resignation, retirement or death, Administrators shall be permitted to buy back all unused accumulated Personal Leave Days at their then current per diem rate of compensation.
- **E.** The Superintendent will excuse without loss of pay an Administrator who requests Jewish Holidays. These holidays will be limited to Rosh Hashanah and Yom Kippur.
- F. A maximum of seventeen (17) days per school year will be granted with no loss in compensation to persons called into temporary active duty with any unit of the United States Reserves or National Guard, provided such obligation is with his/her unit and cannot be fulfilled on days when school is not in session. Any exception to the above will require authorization of the Superintendent of Schools.
- **G.** No personal leave of absence shall exceed a maximum of two (2) consecutive years. Leave of absence to take a position with a new employer shall be at the sole discretion of the Superintendent.

# ARTICLE XXI

# SABBATICAL LEAVES

Upon approval by the Superintendent of Schools, sabbatical leave may be granted for study, travel, or other professional improvement to members of the administrative staff subject to the following conditions:

**A.** No more than five (5) Administrators of the administrative staff will be absent on sabbatical leave at any one time.

- **B.** Requests for sabbatical leave must be received by the Superintendent of Schools in writing, in such form as he/she may require, no later than April 30<sup>th</sup> of the school year preceding the school year for which the sabbatical leave is requested; and action must be taken on all such requests no later than thirty (30) days from the date of application.
- **C.** To be eligible for sabbatical leave, an Administrator must have completed at least seven (7) consecutive full years of service in the Fall River School System.
- **D.** Administrators who are granted sabbatical leaves for half a year will be paid 50 percent (50%) of their regular salary during their sabbatical leave. Administrators who are granted sabbatical leaves for a full year shall receive 50 percent (50%) of their regular yearly salary while on sabbatical leave unless they have eleven (11) or more years of service, in which case they shall receive 60 percent (60%) of their regular yearly salary while on sabbatical leave.
- E. Upon his/her return from sabbatical leave, an Administrator's salary will be the same as that which he/she would have received had the period of his/her leave been spent in the Fall River School System; and he/she will return to a comparable position. However, this provision will not prevent an Administrator on sabbatical leave from applying for and being appointed to any other position with or without an increased salary differential. For the purposes of this Section, the term "comparable position" means a position which is within the same administrative classification but which may be at a different location (for example, a Middle School Assistant Principal at Middle School A shall return to work as a Middle School Assistant Principal, but he/she may be assigned to Middle School B).
- F. Prior to the granting of sabbatical leave, an Administrator shall enter into a written agreement with the School Committee that, upon the termination of such leave, he/she will return to service in the Fall River School System for a period equal to double the length of the sabbatical leave. In default of completing such service, he/she shall refund to the School Committee an amount equal to such proportion of salary received by him/her while on leave as the amount of service not actually rendered, as agreed bears to the whole amount of service agreed to be rendered unless said default is due to illness, disability, discharge, death or other circumstances beyond the control of the individual.
- **G.** The Association shall have the right to directly recommend an individual to the Superintendent for a sabbatical leave provided the five (5) administrator limitation, set out above, has not been exhausted.

#### ARTICLE XXII

#### WORKDAY AND WORK YEAR

A. All Administrators will be available within the school system at least during the normal teacher working day and at any times before and after these hours that are reasonably necessary to complete their administrative duties, be available to students and parents, or attend appropriate meetings at the Superintendent's request. In any event, the Administrator's workday shall not end prior to 3:00 p.m.

# 1. Professional Development Day

Effective July 1, 2007, there shall be two (2) Professional Development Days which shall be scheduled on regular weekdays immediately adjacent to or during the regular school year. Such days will not be scheduled during vacation periods. If one of the Professional Development Days is scheduled at the beginning of the work year, it shall be scheduled on the Tuesday or Wednesday next following Labor Day and the Orientation Day shall be the other of those two (2) days. If both of the Professional Development Days are scheduled at the beginning of the work year, they shall be scheduled on the Tuesday, Wednesday and/or Thursday next following Labor Day, and the Orientation Day shall be the other of those three (3) days. The Professional Development Days are part of the regular work year.

- 2. In the event that mandatory professional development is scheduled on a work day, Administrators shall be paid at the applicable Administrative Hourly Rate for all time spent on such professional development after 4:30 p.m. This provision shall not have any effect upon the definition of the administrative work day that is contained in Section A herein.
- **B.** Administrators will have a duty-free lunch period, equal to that of the teachers at their school, with the option of leaving the building upon notification to and with the approval of the Superintendent or his/her designee.
- C. The work year for all Administrators on Level I of the Salary Schedule shall be one hundred and ninety-five (195) days consisting of the one hundred and eighty (180) days in the school year, one (1) orientation day, two (2) professional development days, the three (3) days that immediately follow the end of the school year, the five (5) days that precede the start of the school year and four (4) additional days that shall be scheduled in accordance with Section G.
- D. The work year for all Administrators on Level II of the salary schedule shall be two hundred and five (205) days consisting of the one hundred and eighty (180) days in the school year, one (1) orientation day, two (2) professional development days, the three (3) days that immediately follow the end of the school year, the five (5)

- days that precede the start of the school year and fourteen (14) additional days that shall be scheduled in accordance with Section G.
- E. The work year for all Administrators on Level IIIA of the salary schedule shall be two hundred and fifteen (215) days consisting of the one hundred and eighty (180) days in the school year, one (1) orientation day, two (2) professional development days, the three (3) days that immediately follow the end of the school year, the five (5) days that precede the start of the school year and twenty-four (24) additional days that shall be scheduled in accordance with Section G.
- F. The work year for all Administrators on Level IIIB of the salary schedule shall be two hundred and twenty-three (223) days consisting of the one hundred and eighty (180) days in the school year, one (1) orientation day, two (2) professional development days, the three (3) days that immediately follow the end of the school year, the five (5) days that precede the start of the school year and thirty-two (32) additional days that shall be scheduled in accordance with Section G.
- G. The scheduling of the four (4) additional days for Level I Administrators, the fourteen (14) additional days for Level II Administrators, the twenty-four (24) additional days for Level IIIB Administrators and the thirty-two (32) additional days for Level IIIB Administrators shall be by agreement by each Administrator and his/her immediate supervisor at times that are most appropriate to the effective performance of each such Administrator's duties and responsibilities and shall be reduced to writing by no later than January 1 of each year so that all such Administrators will be able to plan their vacation and personal time so as not to conflict with their scheduled work days. In order to facilitate this scheduling process, the Superintendent shall provide Administrators with notice of any scheduled professional development during the above-described additional work day period by no later than January 1 of each year. Administrators shall not take vacations and/or personal time during any professional development scheduled during the above-described additional work day period unless approved by the Superintendent or her designee.
- H. In cases of extenuating circumstances that are beyond the control of Central Administration, Administrators may be required to work on days other than those specified in Sections C, D, E and F of this Article. In that event, any such day or days will be deducted from the work times specified in Sections C, D, E and F.
- I. The work schedules for all Administrators shall be arranged so that all Administrators will be able to take an unencumbered vacation of at least four (4) consecutive calendar weeks (i.e. twenty-eight (28) consecutive days) during the months of July and/or August.
- J. The work year for FRAA Members runs from July 1 through June 30 and days worked after July 1 count toward the following rather than the preceding school year. In addition, any FRAA Member who is hired after July 1 will be required to

work the full year applicable to his/her position in order to receive the full annual salary for that position. In the event that a newly-hired FRAA Member does not work a full work year during the first year of employment, his/her annual salary shall be prorated for that work year to reflect the number of days actually worked.

K. High School, Middle School and Elementary School Department Heads shall be assigned to no more than one (1) teaching block or period per day. In the event that one (1) or more teachers in any Department are absent on any school day, the School Department shall make every effort either to assign a teacher(s) or to hire a substitute(s) to cover the absent teacher(s') class(es). A Department Head shall be assigned to cover an open class within his/her Department only in the event that the School Department's efforts to assign a teacher(s) or to hire a substitute(s) to cover the absent teacher(s') class(es) are unsuccessful.

# ARTICLE XXIII

# INSURANCES AND ANNUITY PLAN

The School Committee will pay the maximum percentage permitted by law of the cost of the following types of insurance coverage:

- A. A \$5,000 term life insurance plan and a \$5,000 accidental death and dismemberment policy; upon retirement a \$5,000 life insurance without the accidental death and dismemberment policy.
- B. The City of Fall River and the Fall River Public Employee Committee, of which the FRAA is a member, have entered into a separate agreement regarding health insurance, a copy of which is attached to and included in this Collective Bargaining Agreement as an Appendix.
- C. Administrators will be eligible to participate in a "tax-sheltered" annuity plan established pursuant to the United States Public Law No. 87-370.
- D. Effective on or about September 1, 2010, contingent upon acceptance of all Bargaining Units, the City of Fall River will offer Delta Dental in replacement of the existing Blue Cross/Blue Shield Dental Plan. Once implemented, Delta Dental will be the City's carrier for three (3) years, and in each of those years, members of the Administrative Bargaining Unit will receive a one (1) month premium holiday. The City reserves the right to choose the month of the holiday.

# **ARTICLE XXIV**

#### SALARIES AND COMPENSATION

- A. The Administrators' salary schedules to be in effect for the school years 2013 2014, 2014 2015, 2015 2016 and 2016 2017 are attached hereto and made a part hereof.
- B. In addition to their base salaries which appear in the Salary Schedules attached hereto in Appendices C, D, E, F, G, H, I, and J and which incorporate their Advanced Degree Increments, Administrators shall also be eligible for longevity increments in accordance with the schedule set forth in Appendix B which is attached hereto and made a part hereof.

All salaries on the Administrative Salary Schedule shall be increased by the following percentages as of the dates indicated below:

| Effective July 1, 2013 | One Percent (1.0%)              |
|------------------------|---------------------------------|
| Effective July 1, 2014 | One and One-Half Percent (1.5%) |
| Effective July 1, 2015 | Two and One-Half Percent (2.5%) |
| Effective July 1, 2016 | Two and One-Half Percent (2.5%) |

- C. Administrators will be paid on a biweekly basis. However, Administrators who wish to receive all of the salary owed to them for the school year prior to the end of the fiscal year may do so by submitting a written notification to the Superintendent by May 1 of that school year. In such cases, it is the intention of the parties that the remaining salary for the school year will be included in the last paycheck that is received in June.
- D. There shall be a four-step salary schedule for Administrators which incorporates their Advanced Degree Increments as set forth in Appendices C, D, E, and F. All Guidance Counselors and School Adjustment Counselors who are employed in those positions as of August 31, 2007 shall, for the remainder of their careers in those positions in the Fall River Public Schools, receive annual base salaries in the amounts listed in the then-applicable Administrators Salary Schedule for Level 1A. All Guidance Counselors and School Adjustment Counselors who are first hired into those positions after September 1, 2007 shall be paid in accordance with the applicable 12 step schedules that are set forth in Appendices G, H, I, J that are to be effective as of July 1, 2013 (Appendix G), July 1, 2014 (Appendix H), July 1, 2015 (Appendix I) and July 1, 2016 (Appendix J). Effective as of July 1, 2014, a new Educational Lane on the FRAA's Salary Schedule (including the Salary Schedule for Guidance and School Adjustment Counselors) shall be established for attainment of a Certificate of Advanced Graduate Studies

("CAGS") that is at the midpoint between the M+60/CAGS Lane and the Doctorate Lane.

- Except as provided in Section G, full credit for placement on the salary schedule will be granted upon initial employment in the administrative unit for all previous full-time administrative experience, for each year of active military service up to a maximum of three years, and for each year of service in the Peace Corps up to a maximum of two years. Effective as of July 1, 2013, in the event that the foregoing credit for placement on the salary schedule pursuant to this Section E or Section G herein would result in a loss in compensation, Administrators who are promoted into their positions directly from a position held as a Teacher in the Fall River School System shall be placed at that salary level and step that is closest to, but not less than, the last salary level and step received by them in their teaching position before the promotion.
- F. Full-time Administrators with previous full-time administrative experience in the Fall River School System will, upon returning to Fall River, receive full credit on the salary schedule for all full-time administrative experience, military experience, and Peace Corps work up to the maximums set forth in Section E. All full-time Administrators entering the Armed Forces as draftees, volunteers or reserves will be credited for one year on the salary schedule for each year of involuntary service beyond the time for which they were drafted, volunteered, or were activated. Full-time Administrators who left the Fall River Public School System and who were engaged in full-time administration during their absence will, upon returning to Fall River, be restored to the next higher position on the salary schedule above that which they were on when they left.
- G. Full credit, not to exceed ten (10) years, will be given to all Guidance and School Adjustment Counselors (hereinafter referred to as "Counselors") who are first hired into these positions after the date of ratification of this Agreement for previous full-time counseling experience as an appointed counselor at an accredited public or private school.
  - 1. Credit of one year for each year of active military service, not to exceed three (3) years, and credit of one (1) year for each year of Peace Corps work, not to exceed two (2) years, will be given to Counselors hired into those positions for the first time after the date of ratification of this Agreement upon their initial employment in those positions provided that official documentation is presented within ninety (90) days of the date of appointment.
  - 2. Counselors who are first hired into their positions after the date of ratification of this Agreement who have previous counseling and/or teaching experience in the Fall River School System and who leave the System to serve as a Counselor or Teacher, or for military or Peace Corps service will, upon returning to Fall River, receive full credit on the salary

schedule for all counseling and/or teaching experience, military experience, and Peace Corps work up to the maximum set forth in this Section. All counseling personnel entering the Armed Forces as draftees, volunteers or reservists, will be compensated at the rate of one (1) year on the salary schedule for each year of involuntary service beyond the time for which they had been drafted, volunteered, or their period of activation. Counselors who have not been engaged in counseling on a full-time basis will, upon returning to Fall River, be restored to the next position on the salary schedule above that at which they left.

- 3. One-half of previously accumulated unused sick leave days will be restored to returning Counselors. Those Counselors on military leave, Peace Corps leave, or any other educationally related leave are furthermore entitled to one-half the sick days they might have accrued during these years of said leave.
- H. An Administrator who is appointed to a higher classification on the salary schedule shall be placed on the first step of the schedule for his/her new classification which is higher than his/her present level of compensation.
- I. Administrators who are required to use their automobiles for in-town travel from site to site will be paid a travel allowance of \$2.50 per day for any day for which they submit documentation of the use of their automobiles. Effective September 1, 2007, the rate for in-town travel shall be increased to \$5.00 per day. Administrators who use their automobiles for approved out-of-town travel shall be paid a mileage allowance of 48.5 cents per mile, which shall be automatically adjusted if there is any change in the mileage allowance paid to other School Department or City employees.
- A Guidance Counselor at Durfee High School shall be designated as the J. "Counselor-in-Charge" at that school, and he/she shall receive an annual stipend of \$1,500 over and above the regular salary of a Guidance Counselor to compensate him/her for the additional duties and responsibilities of that position. Effective September 1, 2007, the position of Counselor-In-Charge at Durfee High School shall be reclassified as the Department Head of Guidance and placed in Classification Level II A. The Department Head of Guidance shall have a student case load of not more than 50% of that of the Senior Class Guidance Counselors. In addition, the Department Head of Guidance shall be responsible for evaluating the Guidance Counselors at Durfee High School in the same manner as the other Department Heads at that school evaluate the teachers in their respective departments. In the event that the incumbent in the position of Guidance Counselor-In-Charge either does not apply for or is not appointed to the position of Department Head of Guidance, she shall revert to her previous position of Guidance Counselor at Durfee High School.

- K. All Administrators who do not work on a 52 week per year basis will receive balloon checks for the salary balances that they are owed from the preceding school year. This pay will be included in the last paycheck for that respective school year.
- **L.** Effective as of July 1, 2006, the hourly rate for extra hours for Administrators will be \$30.00.
- M. Stipends are lump sum payments (not hourly rate payments) which are paid to administrators for work required by the Superintendent of Schools and related to their primary responsibilities. These stipends are considered part of the Administrators regular compensation. All stipends that are currently paid to Administrators are listed in Appendix K of this contract.

Effective as of July 1, 2013, all Administrators at schools designated as Level 4 or ELT Schools (defined as any school with an expanded or extended student day of any kind) will be available within the school system at least during the normal teacher working day and at any times before and after these hours that are reasonably necessary to complete their administrative duties, be available to students and parents, or attend appropriate meetings at the Superintendent's request. In any event, the Administrator's workday shall not end prior to 4:00 p.m. In consideration for this extension of the contractual work day, members of the FRAA who are employed at Level 4 or ELT Schools shall receive a stipend in the amount of four thousand dollars (\$4,000.00) which shall be paid in the regular biweekly pay of Administrators. Administrators who, as of the date of ratification of this Agreement, work at Expanded Learning Time Schools that currently receive a stipend of \$7,500 (i.e. Kuss, Silvia and Viveiros) shall continue receiving said stipend in that amount for as long as there are sufficient funds in the ELT Grant allocated for that purpose. Effective as of July 1, 2015, the ELT Stipend for Administrators who work at Kuss shall be \$4,000. In the event that the ELT Grant funds are insufficient to sustain the \$7,500 ELT Stipend at Silvia and/or Viverios, Administrators at those schools shall receive a Stipend of \$4,000.00. Stipend shall be part of each FRAA Member's Base Salary and a Level 4 and ELT School Salary Schedule shall be incorporated into the Contract as Appendix K so that the Stipend will be considered "regular compensation" by the Massachusetts Teachers' Retirement System.

N. a) A Vice Principal, Assistant Principal or other Administrator, who assumes the duties of a Principal, with the prior approval of the Superintendent or Superintendent's designee either during the Principal's absence or while the Principal's position is vacant, shall receive additional compensation in the amount of \$10.00 per day beginning with the first day of such coverage and continuing until the last day of such coverage including days on which the Assistant Principal or other Administrator who has assumed the duties of a Principal is on paid leave for such reasons as sick leave, personal leave, bereavement leave, jury leave and so forth.

- b) Any Administrator who assumes the duties of another administrative position (other than a Vice Principal or Assistant Principal covering a Principal's position pursuant to the preceding section) either during the absence of that other Administrator or while another administrative position is vacant shall, beginning with the sixth consecutive work day of such coverage, be compensated at the rate of 125% of his/her per diem for each such additional day of coverage including days on which the Administrator who assumes the duties of another such administrative position is on paid leave for such reasons as sick leave, personal leave, bereavement leave, jury leave and so forth. The assumption of these duties must be pre-approved by the Superintendent or the Superintendent's designee.
- O. Any Administrator who serves on a committee, focus group or team whose non-FRAA participants are compensated for such service shall be compensated at the administrative hourly rate of \$30 per hour for all time served on such a committee, focus group or team that is beyond the contractual work year for his/her position (i.e. 195, 205, 215 or 223 days).
- Ρ. 1. The parties acknowledge that, as of the date of ratification of the July 1, 2006 – June 30, 2009 Collective Bargaining Agreement, there are six (6) members of the administrative bargaining unit who do not have a Two of them are employed as Middle School Master's Degree. Department Heads, one is employed as the Director of Assessment, one is employed as the Athletic Director at the High School, one is employed as a Vice Principal at the High School and one is employed as the Instructional Media Coordinator at the High School. Notwithstanding any other provision of this Collective Bargaining Agreement and/or notwithstanding any other understanding between the parties hereto or between the Superintendent and/or School Committee and any or all of these six (6) individuals, the following provisions shall be applicable to them:
  - a. They shall be "grandfathered" in the administrative bargaining unit notwithstanding their lack of a Master's Degree.
  - b. Their salaries as of the date of this Agreement shall be frozen at that level until such time as they earn their Master's Degree.
  - c. Upon earning their Master's Degree, the two Middle School Department Heads and the Instructional Media Coordinator will be compensated at Level 2A and the Director of Assessment, the Vice Principal and the Athletic Director will be compensated at Level 2D, all on the then-applicable Administrators' Salary Schedule. At that time, they shall receive full credit for step placement purposes for

all of their employment in those positions in the Fall River Public Schools including the time during which their salaries have been frozen pursuant to the preceding paragraph.

- 2. The School Committee may, at its discretion, appoint Administrators who do not possess a Master's Degree to a position in the Administrative Bargaining Unit. However, the Administrator at issue must either possess the necessary Department of Elementary and Secondary Education Licensure for the Administrative Bargaining Unit position to which he/she is being appointed or have been granted a waiver by the Department of Elementary and Secondary Education for such Licensure under the applicable Department of Elementary and Secondary Education Regulations. In addition, as a condition of continued employment in the Administrative Bargaining Unit, an Administrator must obtain a Master's Degree within three (3) years of his/her appointment to the Administrative Bargaining Unit.
- Q. In consideration for the extensive amount of time, training and professional development that certain Administrators will be required to undertake pursuant to the Regulations of the DESE in order to earn their Sheltered English Immersion (SEI) Endorsement and, in accordance with the provisions of Article VIII, Section F of the Contract, all members of the Administrative Bargaining Unit who earn their SEI Endorsement shall earn three (3) Graduate Level Course Credits which shall be utilized for advancement on the FRAA's Salary Schedule. SEI Endorsement Training shall first be made available to those Administrators who are required to earn their SEI Endorsement by July 1, 2016 under the applicable DESE Regulations and shall also be opened up to other members of the Administrative Bargaining Unit who want to earn their SEI Endorsement provided that there are enough training slots available.

# **ARTICLE XXV**

# **GENERAL PROVISIONS**

- A. There will be no reprisals of any kind taken against any Administrator by reason of his/her membership in the Association or participation in its activities.
- B. The representatives of the Association will be relieved from all regular duties without loss of pay as necessary in order to permit their participation in negotiations that are scheduled during a school day. When it is necessary for representatives of the Association to schedule meetings during the school day in order to prepare for negotiations or to investigate a grievance, the various representatives may, upon notice to the Superintendent of Schools by the president of the Association, be released as necessary without loss of pay in order to permit participation in such meetings. Any Administrator whose

appearance at such investigations, meetings, or hearings as a witness is necessary will be accorded the same right. The Association agrees that these rights will not be abused. The Superintendent will make every effort to comply with all reasonable requests in this regard.

- C. The Superintendent will, upon request, provide the Association with any documents or other available information which may be necessary for the Association to process grievances under this Agreement.
- D. The Association President will be provided with email copies of the minutes of all School Committee meetings and all other printed materials as soon as possible after such meeting. Copies of the agenda of such meetings will be emailed to the Association President at the same time as they are released to publications.
- E. Within ninety (90) days of the opening of school, the Committee shall publish and distribute to the Association a list showing the length of time each Administrator has been in the school system in his/her current position and in all previously held administrative positions.
- F. Officers and representatives of the Association shall, upon notification to the Superintendent, be granted up to twelve (12) days' leave without loss of pay to attend conferences that are deemed to be in the interest of the membership. This leave will not be deducted from an Administrator's sick leave or personal leave.
- **G.** The School Committee will arrange to print this contract and to provide the Association with sufficient copies for distribution to all members of the bargaining unit.

# **ARTICLE XXVI**

## CONTRACT CONSTRUCTION

- A. All references to the male gender in this Agreement shall be construed to refer to the female gender as well whenever the context to permits and vice versa.
- B. If any provision of this Agreement or any application of the Agreement to any Administrator or group of Administrators shall be found contrary to law or unenforceable by a court or agency of competent jurisdiction, then such provision or application shall not be deemed to be valid except to the extent permitted by law. However, all other provisions or applications of this Agreement will continue in full force and effect.

# **ARTICLE XXVII**

# **NEGOTIATON PROCEDURE**

- A. At any time after October 15<sup>th</sup> of the calendar year preceding the calendar year in which this Agreement expires, the Committee agrees to enter into negotiations with the Association over the successor agreement in accordance with the procedure set forth herein in a good faith effort to reach agreement concerning Administrators' wages, hours, and other conditions of employment. Any agreement so negotiated will apply to all Administrators and will be reduced to writing and signed by the Committee and the Association.
- B. During negotiations, the Committee and the Association will present relevant data, exchange points of view, and make proposals and counterproposals. The Committee shall make available for inspection by the Association such financial records, data and information of the Fall River School Department as is necessary for informed negotiations. This inspection shall be made by appointment with the Superintendent or his/her designee. In addition, the Association shall make available for inspection by the School Committee such data and information as it may rely upon to support its proposals during negotiations.
- C. If the negotiations for a successor agreement reach an impasse, the procedure described in Chapter 150E of the General Laws of Massachusetts will be followed.
- D. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations. The parties mutually pledge that, subject to ratification, their representatives shall have the power and authority to make proposals, consider proposals, and make counterproposals in the course of negotiations.
- E. The Committee agrees that it will not negotiate with respect to the Administrators' wages, hours, and terms and conditions of employment with any organization other than the Association.
- F. This Agreement shall not be modified in whole or in part except by an instrument in writing duly executed by both parties.
- **G.** Any agreement that is mutually acceptable to both parties shall be reduced to writing, signed by both parties, and adopted by the Committee and Association.
- H. If during the term of this contract the School Committee reopens negotiations with any other collective bargaining unit as a result of State Educational Legislation, negotiations shall also be reopened with the Fall River Administrators' Association.

I. This Agreement incorporates the entire understanding of the parties on all topics that were the subject of the negotiations leading up to it.

#### **ARTICLE XXVIII**

#### STUDY GROUPS

# Personal Days

During the term of this contract, a study group made up of representatives of administration and of the bargaining unit will review policies related to the use and approval of personal days.

# Professional Appearance

During the term of this contract, a study group made up of representatives of administration and of the bargaining unit will review policies relative to appropriate dress and appearance.

## **ARTICLE XXIX**

#### DURATION

A. The provisions of this Agreement will be effective as of July 1, 2013 through June 30, 2014 and as of July 1, 2014 and will continue and remain in full force and effect through June 30, 2017.

The Association and the School Committee agree to take all steps necessary to implement the terms of this Agreement.

B. Negotiations for a successor agreement shall commence upon the giving of written notice by either party to the other party at any time after October 15, 2016. In the event that the negotiations for a successor agreement are not concluded by June 30, 2017 the terms of this Agreement shall remain in full force and effect beyond its expiration date until such time as an agreement is reached upon the terms of the successor Agreement.

| IN WITNESS WHEREOF, the parties hereunto set their hands and seals in the City of Fall River, Massachusetts, on this day of |                                  |  |  |
|---|----------------------------------|--|--|
| FALL RIVER, MASSACHUSETTS<br>SCHOOL COMMITTEE<br>by   | C. Samuel Suffer                 |  |  |
|   | Mayor Samuel Sutter, Chairperson |  |  |
|   | - 47/2                           |  |  |
|   | Mark Costa, Vice Chairperson     |  |  |
|   | Malanit I Under le               |  |  |
|   | Gabriet Andrade                  |  |  |
|   | Paul Hart                        |  |  |
|   | Joseph Martins                   |  |  |
|   |                                  |  |  |
|   | Robert Maynard                   |  |  |
|   | Mulipa Panchuy                   |  |  |
|   | Melissa Panchley                 |  |  |
| FALL RIVER, MASSACHUSETTS ADMINISTRATORS ASSOCIATION by   | George ackley                    |  |  |
|   | George Ackley, President         |  |  |
| ATTORNEY FOR THE FALL RIVER, MASSACHUSETTS SCHOOL COMMITTEE by  |                                  |  |  |
| •   | Bruce Assad, Legal Counsel       |  |  |
| CORPORATION COUNSEL,<br>CITY OF FALL RIVER<br>by  |                                  |  |  |
| ~,  | Gary Hawayek, Esq                |  |  |

#### APPENDIX A

#### **ADMINISTRATIVE CLASSIFICATIONS**

LEVEL I A. Guidance Counselor\*

School Adjustment Counselor\*

Outreach Worker

Social Workers

Crisis Counselors

Student Support Coordinator

B. School Psychologist

Curriculum Supervisors

Career Development Supervisors

**LEVEL II** A. High School Department Head

Middle School Department Head

Instructional Media Coordinator

B. Assistant Director of Alternative School

**Community Services Coordinators** 

Curriculum Supervisors

C. Supervisor of Special Education

Middle School Vice Principal

Elementary Vice Principal

Dean of Student Support and Operations

**Program Coordinators** 

Nursing Supervisor

Special Education Supervisor (Early Childhood Level)

D. Director of Cafeterias

High School Vice Principal

Director of Fine Arts

Director of Health, Physical Education and Athletic Director

Systemwide Curriculum Coordinators

Director of Career and Technical Education

**Director of Student Assessment** 

Dean of Teaching and Learning

Supervisor of Special Education (Effective July 1, 2014)

Program Director (Small Programs)

LEVEL III A. Coordinator of English Language Learners Services

Director of Special Needs

Director of Technology Integration and Management

Director of Instructional Services and Management Development

## Out of District Supervisor (Effective July 1, 2014) Program Director (Large Programs)

#### B. Associate High School Principal

\*All Guidance Counselors and School Adjustment Counselors who are employed in those positions as of August 31, 2007 shall, for the remainder of their careers in those positions in the Fall River Public Schools, receive annual base salaries in the amounts listed in the then-applicable Administrators Salary Schedule for Level 1A. All Guidance Counselors and School Adjustment Counselors who are first hired into those positions after September 1, 2007 shall be paid in accordance with the applicable 12 step schedules that are set forth in Appendices G, H, I, J that are to be effective as of July 1, 2013 (Appendix G), July 1, 2014 (Appendix H), July 1, 2015 (Appendix I) and July 1, 2016 (Appendix J).

#### APPENDIX B

#### LONGEVITY SCHEDULE

#### **LONGEVITY**

Administrators beginning their tenth (10<sup>th</sup>) year shall receive payments in accordance with the following longevity schedule; biweekly in accordance with their normal pay schedule.

10 years' service: \$450 15 years' service: \$600 20 years' service: \$1,075 25 years' service: \$1,675 30 years' service: \$1,875 35 years' service: \$1,950 40 years' service: \$2,025

Notwithstanding the foregoing, any Administrator with 40 years of service who was receiving a longevity payment of \$2100 as of the date of execution of this Agreement shall continue to receive an annual longevity payment in that amount.

## APPENDIX C – JULY 1, 2013 1.0% INCREASE

| Level | Step | В       | B+15    | B+30    | M/B+45  | M+15    | M+30    | M+45    | M+60/   | DOC     |
|-------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|       | •    |         |         |         |         |         |         |         | CAGS    |         |
| 1A    | 1    | 65,163  | 65,927  | 67,157  | 68,985  | 69,959  | 70,933  | 71,907  | 72,880  | 76,022  |
|       | 2    | 67,083  | 67,847  | 69,080  | 70,936  | 71,910  | 72,883  | 73,859  | 74,833  | 77,971  |
|       | 3    | 68,988  | 69,774  | 71,004  | 72,892  | 73,862  | 74,836  | 75,810  | 76,784  | 79,924  |
|       | 4    | 70,938  | 71,705  | 72,935  | 74,852  | 75,826  | 76,799  | 77,773  | 78,747  | 81,882  |
| 1B    | 1    | 66,083  | 66,848  | 68,077  | 69,963  | 70,934  | 71,909  | 72,881  | 73,858  | 76,994  |
|       | 2    | 68,448  | 69,209  | 70,443  | 72,325  | 73,300  | 74,274  | 75,248  | 76,221  | 79,359  |
|       | 3    | 71,015  | 71,780  | 73,009  | 74,926  | 75,901  | 76,876  | 77,848  | 78,822  | 81,961  |
|       | 4    | 73,574  | 74,346  | 75,570  | 77,538  | 78,511  | 79,482  | 80,456  | 81,430  | 84,569  |
| 2A    | 1    | 66,645  | 67,414  | 68,646  | 70,443  | 71,417  | 72,386  | 73,360  | 74,334  | 77,475  |
|       | 2    | 69,802  | 70,570  | 71,803  | 73,649  | 74,624  | 75,597  | 76,572  | 77,545  | 80,684  |
|       | 3    | 73,017  | 73,782  | 75,011  | 76,902  | 77,876  | 78,850  | 79,820  | 80,797  | 83,937  |
|       | 4    | 76,226  | 76,991  | 78,221  | 80,162  | 81,133  | 82,109  | 83,083  | 84,057  | 87,195  |
| 2B    | 1    | 67,362  | 68,125  | 69,355  | 71,166  | 72,140  | 73,112  | 74,087  | 75,060  | 78,198  |
|       | 2    | 71,205  | 71,970  | 73,199  | 75,071  | 76,044  | 77,020  | 77,992  | 78,967  | 82,103  |
|       | 3    | 75,022  | 75,791  | 77,024  | 78,943  | 79,917  | 80,890  | 81,864  | 82,836  | 85,975  |
|       | 4    | 78,870  | 79,639  | 80,869  | 82,853  | 83,826  | 84,801  | 85,775  | 86,745  | 89,885  |
| 2C    | 1    | 69,286  | 70,049  | 71,283  | 73,123  | 74,095  | 75,069  | 76,043  | 77,019  | 80,157  |
|       | 2    | 74,383  | 75,147  | 76,379  | 78,294  | 79,268  | 80,239  | 81,216  | 82,189  | 85,328  |
|       | 3    | 79,512  | 80,277  | 81,510  | 83,497  | 84,470  | 85,443  | 86,417  | 87,391  | 90,529  |
|       | 4    | 84,646  | 85,413  | 86,643  | 88,709  | 89,681  | 90,657  | 91,630  | 92,605  | 95,742  |
| 2D    | 1    | 70,735  | 71,500  | 72,728  | 74,588  | 75,559  | 76,535  | 77,507  | 78,482  | 81,617  |
|       | 2    | 77,147  | 77,913  | 79,145  | 81,099  | 82,075  | 83,049  | 84,022  | 84,995  | 88,132  |
|       | 3    | 83,527  | 84,290  | 85,520  | 87,569  | 88,543  | 89,516  | 90,491  | 91,463  | 94,603  |
|       | 4    | 89,943  | 90,705  | 91,931  | 94,083  | 95,056  | 96,029  | 97,001  | 97,977  | 101,115 |
| 3A    | 1    | 73,927  | 74,727  | 76,011  | 77,952  | 78,926  | 79,900  | 80,872  | 81,848  | 84,984  |
|       | 2    | 82,569  | 83,462  | 84,896  | 87,064  | 88,036  | 89,010  | 89,985  | 90,958  | 94,096  |
|       | 3    | 91,172  | 92,158  | 93,742  | 96,136  | 97,108  | 98,081  | 99,055  | 100,029 | 103,169 |
|       | 4    | 99,806  | 100,885 | 102,620 | 105,240 | 106,215 | 107,189 | 108,163 | 109,138 | 112,274 |
| 3B    | 1    | 76,743  | 77,573  | 78,906  | 80,921  | 81,895  | 82,869  | 83,841  | 84,814  | 87,953  |
|       | 2    | 87,849  | 88,799  | 90,326  | 92,632  | 93,607  | 94,581  | 95,555  | 96,527  | 99,667  |
|       | 3    | 98,917  | 99,987  | 101,705 | 104,303 | 105,276 | 106,250 | 107,223 | 108,198 | 111,337 |
|       | 4    | 109,986 | 111,176 | 113,087 | 115,975 | 116,948 | 117,921 | 118,895 | 119,871 | 123,005 |

## APPENDIX D – JULY 1, 2014 1.5% INCREASE

|       |      |          |          |         |         | CINEAGE |         |         | 77.00   |         | 500     |
|-------|------|----------|----------|---------|---------|---------|---------|---------|---------|---------|---------|
| Level | Step | В        | B+15     | B+30    | M/B+45  | M+15    | M+30    | M+45    | M+60    | CAGS    | DOC     |
|       |      |          |          |         |         |         |         |         |         |         |         |
| 1A    | 1    | 66,141   | 66,916   | 68,164  | 70,020  | 71,008  | 71,997  | 72,986  | 73,974  | 75,568  | 77,162  |
|       | 2    | 68,089   | 68,865   | 70,116  | 72,001  | 72,989  | 73,976  | 74,967  | 75,955  | 77,548  | 79,140  |
|       | 3    | 70,023   | 70,821   | 72,070  | 73,985  | 74,970  | 75,958  | 76,948  | 77,936  | 79,529  | 81,123  |
|       | 4    | 72,002   | 72,781   | 74,029  | 75,975  | 76,963  | 77,951  | 78,939  | 79,929  | 81,520  | 83,111  |
| 1B    | 1    | 67,074   | 67,850   | 69,098  | 71,012  | 71,998  | 72,988  | 73,975  | 74,966  | 76,557  | 78,149  |
|       | 2    | 69,474   | 70,247   | 71,500  | 73,410  | 74,399  | 75,388  | 76,377  | 77,365  | 78,957  | 80,550  |
|       | 3    | 72,080   | 72,857   | 74,104  | 76,050  | 77,040  | 78,029  | 79,016  | 80,004  | 81,597  | 83,190  |
|       | 4    | 74,677   | 75,462   | 76,704  | 78,701  | 79,688  | 80,674  | 81,662  | 82,652  | 84,245  | 85,838  |
| 2A    | 1    | 67,644   | 68,425   | 69,676  | 71,500  | 72,488  | 73,472  | 74,460  | 75,449  | 77,044  | 78,637  |
|       | 2    | 70,849   | 71,628   | 72,880  | 74,754  | 75,743  | 76,731  | 77,720  | 78,708  | 80,302  | 81,894  |
|       | 3    | 74,113   | 74,889   | 76,136  | 78,056  | 79,044  | 80,033  | 81,017  | 82,008  | 83,603  | 85,196  |
|       | 4    | 77,369   | 78,146   | 79,394  | 81,364  | 82,350  | 83,341  | 84,329  | 85,318  | 86,910  | 88,503  |
| 2B    | 1    | 68,372   | 69,147   | 70,395  | 72,234  | 73,222  | 74,209  | 75,198  | 76,186  | 77,778  | 79,371  |
|       | 2    | 72,273   | 73,049   | 74,297  | 76,197  | 77,185  | 78,175  | 79,162  | 80,151  | 81,743  | 83,334  |
|       | 3    | 76,148   | 76,928   | 78,179  | 80,127  | 81,115  | 82,104  | 83,092  | 84,079  | 85,672  | 87,265  |
|       | 4    | 80,053   | 80,833   | 82,082  | 84,096  | 85,084  | 86,073  | 87,062  | 88,046  | 89,640  | 91,233  |
| 2C    | 1    | 70,325   | 71,100   | 72,352  | 74,219  | 75,207  | 76,195  | 77,184  | 78,174  | 79,767  | 81,359  |
|       | 2    | 75,498   | 76,274   | 77,525  | 79,469  | 80,457  | 81,443  | 82,434  | 83,422  | 85,015  | 86,608  |
|       | 3    | 80,705   | 81,481   | 82,733  | 84,749  | 85,737  | 86,724  | 87,714  | 88,702  | 90,294  | 91,887  |
|       | 4    | 85,916   | 86,694   | 87,943  | 90,040  | 91,026  | 92,016  | 93,005  | 93,994  | 95,586  | 97,178  |
| 2D    | 1    | 71,796   | 72,573   | 73,819  | 75,706  | 76,692  | 77,683  | 78,670  | 79,659  | 81,250  | 82,841  |
|       | 2    | 78,304   | 79,082   | 80,332  | 82,316  | 83,306  | 84,294  | 85,282  | 86,270  | 87,861  | 89,454  |
|       | 3    | 84,779   | 85,554   | 86,803  | 88,883  | 89,871  | 90,859  | 91,848  | 92,835  | 94,428  | 96,022  |
|       | 4    | 91,292   | 92,066   | 93,310  | 95,494  | 96,481  | 97,469  | 98,456  | 99,447  | 101,039 | 102,632 |
| 3A    | 1    | 75,036   | 75,847   | 77,151  | 79,121  | 80,110  | 81,099  | 82,085  | 83,076  | 84,667  | 86,259  |
|       | 2    | 83,807   | 84,714   | 86,170  | 88,370  | 89,356  | 90,345  | 91,335  | 92,323  | 93,915  | 95,508  |
|       | 3    | 92,540   | 93,541   | 95,149  | 97,578  | 98,564  | 99,552  | 100,541 | 101,530 | 103,123 | 104,717 |
|       | 4    | 101,303  | 102,399  | 104,159 | 106,819 | 107,808 | 108,797 | 109,785 | 110,775 | 112,367 | 113,958 |
| 3B    | 1    | 77,894   | 78,736   | 80,090  | 82,135  | 83,123  | 84,112  | 85,098  | 86,087  | 87,680  | 89,273  |
|       | 2    | 89,167   | 90,131   | 91,681  | 94,022  | 95,011  | 95,999  | 96,988  | 97,975  | 99,568  | 101,162 |
|       | 3    | 100,401  | 101,486  | 103,231 | 105,867 | 106,855 | 107,843 | 108,832 | 109,821 | 111,414 | 113,007 |
|       | 4    | 111,636  | 112,843  | 114,783 | 117,714 | 118,703 | 119,690 | 120,679 | 121,669 | 123,260 | 124,850 |
|       |      | <u> </u> | <u> </u> | L       | L       | L       |         | L       | L       |         |         |

## APPENDIX E - JULY 1, 2015 2.5% INCREASE

| Level | Step | В       | B+15    | B+30    | M/B+45  | M+15    | M+30    | M+45    | M+60    | CAGS    | DOC     |
|-------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|       |      |         |         |         |         |         |         |         |         |         |         |
| 1A    | 1    | 67,794  | 68,588  | 69,868  | 71,771  | 72,783  | 73,797  | 74,810  | 75,823  | 77,457  | 79,091  |
|       | 2    | 69,791  | 70,586  | 71,869  | 73,801  | 74,813  | 75,825  | 76,841  | 77,854  | 79,487  | 81,119  |
|       | 3    | 71,774  | 72,592  | 73,871  | 75,835  | 76,844  | 77,857  | 78,871  | 79,884  | 81,518  | 83,151  |
|       | 4    | 73,802  | 74,600  | 75,880  | 77,874  | 78,887  | 79,900  | 80,913  | 81,927  | 83,558  | 85,188  |
| 1B    | 1    | 68,751  | 69,547  | 70,825  | 72,788  | 73,798  | 74,812  | 75,824  | 76,840  | 78,471  | 80,103  |
|       | 2    | 71,211  | 72,003  | 73,287  | 75,245  | 76,259  | 77,273  | 78,286  | 79,299  | 80,931  | 82,564  |
|       | 3    | 73,882  | 74,678  | 75,957  | 77,952  | 78,966  | 79,979  | 80,991  | 82,004  | 83,637  | 85,270  |
|       | 4    | 76,544  | 77,348  | 78,621  | 80,669  | 81,680  | 82,691  | 83,704  | 84,718  | 86,351  | 87,984  |
| 2A    | 1    | 69,335  | 70,136  | 71,418  | 73,287  | 74,300  | 75,309  | 76,321  | 77,335  | 78,970  | 80,603  |
|       | 2    | 72,620  | 73,419  | 74,702  | 76,623  | 77,636  | 78,649  | 79,663  | 80,676  | 82,309  | 83,942  |
|       | 3    | 75,966  | 76,761  | 78,039  | 80,007  | 81,020  | 82,034  | 83,043  | 84,059  | 85,693  | 87,326  |
|       | 4    | 79,303  | 80,099  | 81,379  | 83,398  | 84,409  | 85,424  | 86,437  | 87,451  | 89,083  | 90,716  |
| 2B    | 1    | 70,081  | 70,876  | 72,155  | 74,040  | 75,052  | 76,064  | 77,078  | 78,091  | 79,723  | 81,356  |
|       | 2    | 74,080  | 74,876  | 76,154  | 78,102  | 79,114  | 80,129  | 81,141  | 82,155  | 83,787  | 85,418  |
|       | 3    | 78,051  | 78,851  | 80,134  | 82,131  | 83,143  | 84,156  | 85,169  | 86,181  | 87,814  | 89,447  |
|       | 4    | 82,054  | 82,854  | 84,134  | 86,198  | 87,211  | 88,225  | 89,239  | 90,247  | 91,881  | 93,514  |
| 2C    | 1    | 72,084  | 72,878  | 74,161  | 76,075  | 77,087  | 78,100  | 79,113  | 80,128  | 81,761  | 83,393  |
|       | 2    | 77,386  | 78,181  | 79,463  | 81,455  | 82,468  | 83,479  | 84,495  | 85,508  | 87,141  | 88,774  |
|       | 3    | 82,722  | 83,519  | 84,801  | 86,868  | 87,881  | 88,892  | 89,906  | 90,919  | 92,552  | 94,184  |
|       | 4    | 88,064  | 88,861  | 90,141  | 92,291  | 93,302  | 94,317  | 95,330  | 96,344  | 97,975  | 99,607  |
| 2D    | 1    | 73,590  | 74,387  | 75,664  | 77,599  | 78,610  | 79,625  | 80,636  | 81,650  | 83,281  | 84,912  |
|       | 2    | 80,261  | 81,059  | 82,341  | 84,374  | 85,389  | 86,402  | 87,414  | 88,426  | 90,058  | 91,690  |
|       | 3    | 86,899  | 87,693  | 88,973  | 91,105  | 92,118  | 93,130  | 94,144  | 95,156  | 96,789  | 98,423  |
|       | 4    | 93,574  | 94,367  | 95,643  | 97,882  | 98,893  | 99,906  | 100,917 | 101,933 | 103,565 | 105,198 |
| 3A    | 1    | 76,912  | 77,744  | 79,080  | 81,099  | 82,112  | 83,126  | 84,137  | 85,153  | 86,784  | 88,416  |
|       | 2    | 85,902  | 86,831  | 88,324  | 90,579  | 91,590  | 92,604  | 93,618  | 94,631  | 96,263  | 97,896  |
|       | 3    | 94,853  | 95,879  | 97,527  | 100,018 | 101,028 | 102,041 | 103,054 | 104,068 | 105,701 | 107,335 |
|       | 4    | 103,836 | 104,959 | 106,763 | 109,489 | 110,503 | 111,517 | 112,530 | 113,545 | 115,176 | 116,807 |
| 3B    | 1    | 79,841  | 80,705  | 82,092  | 84,188  | 85,201  | 86,215  | 87,226  | 88,239  | 89,872  | 91,504  |
|       | 2    | 91,396  | 92,385  | 93,973  | 96,373  | 97,386  | 98,399  | 99,413  | 100,424 | 102,058 | 103,691 |
|       | 3    | 102,911 | 104,024 | 105,812 | 108,514 | 109,527 | 110,540 | 111,552 | 112,566 | 114,199 | 115,832 |
|       | 4    | 114,427 | 115,665 | 117,653 | 120,657 | 121,670 | 122,682 | 123,696 | 124,711 | 126,341 | 127,971 |

## APPENDIX F -- JULY 1, 2016 2.5% INCREASE

| Level | Step | В       | B+15    | B+30    | M/B+45  | M+15    | M+30    | M+45    | M+60    | CAGS    | DOC     |
|-------|------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|       |      |         |         |         |         |         |         |         |         |         |         |
| 1A    | 1    | 69,489  | 70,303  | 71,615  | 73,565  | 74,603  | 75,642  | 76,680  | 77,719  | 79,393  | 81,068  |
|       | 2    | 71,536  | 72,351  | 73,666  | 75,646  | 76,684  | 77,721  | 78,762  | 79,800  | 81,474  | 83,147  |
|       | 3    | 73,568  | 74,406  | 75,718  | 77,731  | 78,766  | 79,804  | 80,843  | 81,881  | 83,555  | 85,230  |
|       | 4    | 75,647  | 76,465  | 77,777  | 79,821  | 80,859  | 81,898  | 82,936  | 83,975  | 85,647  | 87,318  |
| 1B    | 1    | 70,470  | 71,285  | 72,596  | 74,607  | 75,643  | 76,683  | 77,720  | 78,761  | 80,433  | 82,105  |
|       | 2    | 72,991  | 73,803  | 75,119  | 77,126  | 78,166  | 79,205  | 80,243  | 81,281  | 82,954  | 84,628  |
|       | 3    | 75,729  | 76,545  | 77,856  | 79,900  | 80,940  | 81,979  | 83,016  | 84,054  | 85,728  | 87,402  |
|       | 4    | 78,458  | 79,282  | 80,587  | 82,685  | 83,722  | 84,758  | 85,797  | 86,836  | 88,510  | 90,183  |
| 2A    | 1    | 71,069  | 71,889  | 73,203  | 75,119  | 76,157  | 77,191  | 78,229  | 79,269  | 80,944  | 82,618  |
|       | 2    | 74,436  | 75,254  | 76,569  | 78,538  | 79,577  | 80,616  | 81,655  | 82,693  | 84,367  | 86,040  |
|       | 3    | 77,865  | 78,680  | 79,990  | 82,007  | 83,046  | 84,085  | 85,119  | 86,160  | 87,835  | 89,509  |
|       | 4    | 81,286  | 82,102  | 83,414  | 85,483  | 86,519  | 87,560  | 88,598  | 89,637  | 91,310  | 92,983  |
| 2B    | 1    | 71,833  | 72,648  | 73,959  | 75,891  | 76,929  | 77,966  | 79,005  | 80,043  | 81,716  | 83,390  |
|       | 2    | 75,932  | 76,747  | 78,058  | 80,054  | 81,092  | 82,133  | 83,170  | 84)209  | 85,881  | 87,553  |
|       | 3    | 80,003  | 80,822  | 82,137  | 84,184  | 85,222  | 86,260  | 87,298  | 88,335  | 90,009  | 91,683  |
|       | 4    | 84,106  | 84,925  | 86,237  | 88,353  | 89,391  | 90,430  | 91,470  | 92,503  | 94,178  | 95,852  |
| 2C    | 1    | 73,886  | 74,700  | 76,015  | 77,977  | 79,014  | 80,052  | 81,091  | 82,132  | 83,805  | 85,478  |
|       | 2    | 79,320  | 80,135  | 81,449  | 83,492  | 84,530  | 85,566  | 86,607  | 87,645  | 89,319  | 90,993  |
|       | 3    | 84,790  | 85,606  | 86,921  | 89,040  | 90,078  | 91,115  | 92,154  | 93,192  | 94,866  | 96,539  |
|       | 4    | 90,266  | 91,083  | 92,395  | 94,598  | 95,634  | 96,675  | 97,713  | 98,752  | 100,425 | 102,097 |
| 2D    | 1    | 75,430  | 76,246  | 77,556  | 79,539  | 80,575  | 81,615  | 82,652  | 83,692  | 85,363  | 87,035  |
|       | 2    | 82,268  | 83,085  | 84,399  | 86,483  | 87,524  | 88,562  | 89,600  | 90,637  | 92,309  | 93,982  |
|       | 3    | 89,071  | 89,885  | 91,197  | 93,382  | 94,420  | 95,459  | 96,498  | 97,535  | 99,209  | 100,883 |
|       | 4    | 95,913  | 96,726  | 98,034  | 100,329 | 101,366 | 102,404 | 103,440 | 104,481 | 106,154 | 107,828 |
| 3A    | 1    | 78,835  | 79,687  | 81,057  | 83,127  | 84,165  | 85,204  | 86,240  | 87,282  | 88,954  | 90,626  |
|       | 2    | 88,050  | 89,002  | 90,532  | 92,844  | 93,880  | 94,919  | 95,958  | 96,997  | 98,669  | 100,343 |
|       | 3    | 97,224  | 98,276  | 99,965  | 102,518 | 103,554 | 104,592 | 105,630 | 106,670 | 108,344 | 110,018 |
|       | 4    | 106,431 | 107,583 | 109,432 | 112,226 | 113,266 | 114,305 | 115,343 | 116,383 | 118,055 | 119,728 |
| 3B    | 1    | 81,837  | 82,722  | 84,144  | 86,293  | 87,331  | 88,371  | 89,406  | 90,445  | 92,119  | 93,792  |
|       | 2    | 93,681  | 94,694  | 96,322  | 98,782  | 99,821  | 100,859 | 101,899 | 102,935 | 104,609 | 106,283 |
|       | 3    | 105,483 | 106,624 | 108,457 | 111,227 | 112,265 | 113,303 | 114,341 | 115,380 | 117,054 | 118,728 |
|       | 4    | 117,288 | 118,556 | 120,594 | 123,674 | 124,712 | 125,749 | 126,788 | 127,829 | 129,500 | 131,170 |

## APPENDIX G – JULY 1, 2013 NEWLY HIRED GUIDANCE AND SCHOOL ADJUSTMENT COUNSELORS 1.0% INCREASE

| Level | Step | В      | B+15   | B+30   | M/B+45 | M+15   | M+30   | M+45   | M+60/<br>CAGS | DOC    |
|-------|------|--------|--------|--------|--------|--------|--------|--------|---------------|--------|
|       |      |        |        |        |        |        |        |        |               |        |
| 1A    | 1    | 53,211 | 53,972 | 54,744 | 55,527 | 56,309 | 57,094 | 57,880 | 58,663        | 61,612 |
|       | 2    | 54,674 | 55,456 | 56,249 | 57,054 | 57,858 | 58,665 | 59,470 | 60,275        | 63,247 |
|       | 3    | 56,179 | 56,982 | 57,797 | 58,624 | 59,450 | 60,277 | 61,106 | 61,934        | 64,926 |
|       | 4    | 57,723 | 58,548 | 59,385 | 60,235 | 61,084 | 61,936 | 62,787 | 63,635        | 66,652 |
|       | 5    | 59,312 | 60,160 | 61,021 | 61,893 | 62,764 | 63,639 | 64,513 | 65,387        | 68,426 |
|       | 6    | 60,942 | 61,814 | 62,698 | 63,594 | 64,487 | 65,389 | 66,287 | 67,184        | 70,248 |
|       | 7    | 62,617 | 63,513 | 64,421 | 65,342 | 66,262 | 67,187 | 68,110 | 69,032        | 72,121 |
|       | 8    | 64,340 | 65,260 | 66,194 | 67,140 | 68,086 | 69,034 | 69,983 | 70,931        | 74,045 |
|       | 9    | 66,108 | 67,054 | 68,013 | 68,985 | 69,959 | 70,933 | 71,907 | 72,880        | 76,022 |
|       | 10   | 67,978 | 68,950 | 69,936 | 70,936 | 71,910 | 72,883 | 73,859 | 74,833        | 77,971 |
|       | 11   | 69,852 | 70,851 | 71,864 | 72,892 | 73,862 | 74,836 | 75,810 | 76,784        | 79,925 |
|       | 12   | 71,730 | 72,756 | 73,797 | 74,852 | 75,826 | 76,799 | 77,773 | 78,747        | 81,882 |

## APPENDIX H – JULY 1, 2014 NEWLY HIRED GUIDANCE AND SCHOOL ADJUSTMENT COUNSELORS 1.5% INCREASE

|       |      |        | Γ      | 1      |        | 01127102 | T      |        | F      |        |        |
|-------|------|--------|--------|--------|--------|----------|--------|--------|--------|--------|--------|
| Level | Step | В      | B+15   | B+30   | M/B+45 | M+15     | M+30   | M+45   | M+60   | CAGS   | DOC    |
|       |      |        |        |        |        |          |        |        |        |        |        |
| 1A    | 1    | 54,009 | 54,782 | 55,565 | 56,360 | 57,153   | 57,950 | 58,748 | 59,543 | 61,039 | 62,536 |
|       | 2    | 55,494 | 56,288 | 57,093 | 57,909 | 58,726   | 59,545 | 60,362 | 61,179 | 62,687 | 64,196 |
|       | 3    | 57,021 | 57,837 | 58,664 | 59,503 | 60,341   | 61,181 | 62,023 | 62,863 | 64,381 | 65,900 |
|       | 4    | 58,588 | 59,426 | 60,276 | 61,138 | 62,000   | 62,865 | 63,728 | 64,590 | 66,121 | 67,652 |
|       | 5    | 60,202 | 61,063 | 61,936 | 62,822 | 63,705   | 64,593 | 65,481 | 66,368 | 67,910 | 69,452 |
|       | 6    | 61,856 | 62,741 | 63,638 | 64,548 | 65,455   | 66,370 | 67,281 | 68,192 | 69,747 | 71,302 |
|       | 7    | 63,557 | 64,466 | 65,387 | 66,323 | 67,256   | 68,194 | 69,131 | 70,067 | 71,635 | 73,203 |
|       | 8    | 65,305 | 66,239 | 67,186 | 68,147 | 69,107   | 70,069 | 71,032 | 71,995 | 73,575 | 75,155 |
|       | 9    | 67,100 | 68,059 | 69,033 | 70,020 | 71,008   | 71,997 | 72,986 | 73,974 | 75,568 | 77,162 |
|       | 10   | 68,998 | 69,984 | 70,985 | 72,001 | 72,989   | 73,976 | 74,967 | 75,955 | 77,548 | 79,140 |
|       | 11   | 70,900 | 71,914 | 72,942 | 73,985 | 74,970   | 75,958 | 76,948 | 77,936 | 79,529 | 81,124 |
|       | 12   | 72,806 | 73,848 | 74,904 | 75,975 | 76,963   | 77,951 | 78,939 | 79,929 | 81,520 | 83,111 |

## APPENDIX I – JULY 1, 2015 NEWLY HIRED GUIDANCE AND SCHOOL ADJUSTMENT COUNSELORS 2.5% INCREASE

|       |      |        |        |        |        | OI (E/ (OE |        |        |        |        |        |
|-------|------|--------|--------|--------|--------|------------|--------|--------|--------|--------|--------|
| Level | Step | В      | B+15   | B+30   | M/B+45 | M+15       | M+30   | M+45   | M+60   | CAGS   | DOC    |
|       |      |        |        |        |        |            |        |        |        |        |        |
| 1A    | 1    | 55,359 | 56,151 | 56,954 | 57,769 | 58,582     | 59,399 | 60,217 | 61,031 | 62,565 | 64,100 |
|       | 2    | 56,881 | 57,695 | 58,520 | 59,357 | 60,194     | 61,033 | 61,871 | 62,709 | 64,255 | 65,801 |
|       | 3    | 58,447 | 59,283 | 60,130 | 60,990 | 61,850     | 62,711 | 63,573 | 64,434 | 65,991 | 67,548 |
|       | 4    | 60,053 | 60,912 | 61,783 | 62,667 | 63,550     | 64,436 | 65,322 | 66,205 | 67,774 | 69,343 |
|       | 5    | 61,707 | 62,589 | 63,484 | 64,392 | 65,298     | 66,208 | 67,118 | 68,027 | 69,607 | 71,189 |
|       | 6    | 63,402 | 64,309 | 65,229 | 66,162 | 67,091     | 68,029 | 68,964 | 69,897 | 71,490 | 73,085 |
| •     | 7    | 65,145 | 66,077 | 67,022 | 67,981 | 68,938     | 69,899 | 70,860 | 71,819 | 73,426 | 75,033 |
|       | 8    | 66,938 | 67,895 | 68,866 | 69,851 | 70,835     | 71,821 | 72,808 | 73,795 | 75,415 | 77,034 |
|       | 9    | 68,777 | 69,761 | 70,759 | 71,771 | 72,783     | 73,797 | 74,810 | 75,823 | 77,457 | 79,091 |
|       | 10   | 70,723 | 71,734 | 72,760 | 73,801 | 74,813     | 75,825 | 76,841 | 77,854 | 79,487 | 81,119 |
|       | 11   | 72,672 | 73,711 | 74,766 | 75,835 | 76,844     | 77,857 | 78,871 | 79,884 | 81,518 | 83,152 |
|       | 12   | 74,627 | 75,694 | 76,776 | 77,874 | 78,887     | 79,900 | 80,913 | 81,927 | 83,558 | 85,188 |

## APPENDIX J – JULY 1, 2016 NEWLY HIRED GUIDANCE AND SCHOOL ADJUSTMENT COUNSELORS 2.5% INCREASE

| Level | Step | В      | B+15   | B+30   | M/B+45 | M+15   | M+30   | M+45   | M+60   | CAGS   | DOC    |
|-------|------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|       |      |        |        |        |        |        |        |        |        |        |        |
| 1A    | 1    | 56,743 | 57,555 | 58,378 | 59,213 | 60,047 | 60,884 | 61,722 | 62,557 | 64,129 | 65,702 |
|       | 2    | 58,304 | 59,137 | 59,983 | 60,841 | 61,699 | 62,559 | 63,418 | 64,276 | 65,861 | 67,446 |
|       | 3    | 59,908 | 60,765 | 61,634 | 62,515 | 63,396 | 64,278 | 65,163 | 66,045 | 67,641 | 69,236 |
|       | 4    | 61,554 | 62,435 | 63,328 | 64,233 | 65,139 | 66,047 | 66,955 | 67,860 | 69,469 | 71,077 |
|       | 5    | 63,249 | 64,154 | 65,072 | 66,002 | 66,930 | 67,863 | 68,796 | 69,727 | 71,348 | 72,968 |
|       | 6    | 64,988 | 65,917 | 66,860 | 67,816 | 68,768 | 69,730 | 70,688 | 71,644 | 73,278 | 74,912 |
|       | 7    | 66,774 | 67,729 | 68,698 | 69,680 | 70,661 | 71,647 | 72,631 | 73,614 | 75,261 | 76,909 |
|       | 8    | 68,611 | 69,592 | 70,588 | 71,597 | 72,606 | 73,616 | 74,628 | 75,640 | 77,300 | 78,960 |
|       | 9    | 70,497 | 71,505 | 72,528 | 73,565 | 74,603 | 75,642 | 76,680 | 77,719 | 79,393 | 81,068 |
|       | 10   | 72,491 | 73,527 | 74,579 | 75,646 | 76,684 | 77,721 | 78,762 | 79,800 | 81,474 | 83,147 |
|       | 11   | 74,489 | 75,554 | 76,635 | 77,731 | 78,766 | 79,804 | 80,843 | 81,881 | 83,555 | 85,231 |
|       | 12   | 76,492 | 77,586 | 78,696 | 79,821 | 80,859 | 81,898 | 82,936 | 83,975 | 85,647 | 87,318 |

#### **APPENDIX K**

#### **ADMINISTRATIVE STIPENDS**

### A. Expanded Learning Time Stipends

See Article XXIV, Section M.

### B. Level 4 School Stipend

See Article XXIV, Section M.

### C. Additional Services Stipends

### 1. Kuss Middle School Department Head\*

A. 2010 – 2011 \$11,953 B. 2011 – 2012 \$11,953

<sup>\*</sup>Additional Services included responsibility for the school schedule, data analysis and oversight of the Expanded Learning Time program, budget and reapplication.

#### APPENDIX L

#### **Health Benefits**

The effective date of this memorandum shall be April 1, 2012. The terms of this plan shall remain in effect until June 30, 2014.

#### I. Health Care Plan Benefits

After, a process deemed and agreed to have complied with the procedural process and requirements of Sections 21-23 of Chapter 32B of the General Laws, the **City** and the **PEC** have agreed that, effective April 1, 2012, the cost sharing features of the non-Medicare health plans (Blue Cross Blue Shield Blue Care Elect, Blue Cross Blue Shield Blue Choice, and Blue Cross Blue Shield Network Blue New England) offered by the **City** shall be changed. Effective April 1, 2012, each of those plans shall include the following co-payments:

| SERVICE              | CO-PAYMENT     |                                |
|----------------------|----------------|--------------------------------|
| Office Visit         | \$15.00        |                                |
| Emergency Room Visit | \$50.00        |                                |
| In-Patient Stay      |                | ot more than 4 In-Patient Co-  |
|                      |                | in a plan year per individual) |
| Out-Patient Surgery  |                | ot more than 4 In-Patient Co-  |
|                      | Payments       | in a plan year per individual) |
| High Tech Radiology  | \$50.00        |                                |
| Prescription Drugs   | \$10.00 Tier 1 | \$20.00 Tier 1                 |
|                      | \$20.00 Tier 2 | \$40.00 Tier 2                 |
|                      | \$35.00 Tier 3 | \$70.00 Tier 3                 |
|                      | Retail         | Mail order                     |

- 1. The **City** agrees that between April 1, 2012 and June 30, 2014 it will make no further changes to the above described BCBSPD co-payments. The **City** further agrees that during that period it will make no changes to the contribution ratios (75% City contribution/25% Employee contribution) that apply to the BCBSPD that it offers to its subscribers. However, nothing in this Agreement shall prevent the City, at any time after February 1, 2013, from commencing the procedures, authorized by M.G.L. c. 32B, Secs. 21-23, to implement changes to the BCBSPD that would be effective on and after July 1, 2014.
- 2. It is agreed that the provisions of this agreement shall supersede any contrary provisions of any collective bargaining agreement and that all references to copayments or other cost-sharing features in all collective bargaining agreements shall be null and void and shall be considered to be physically removed from such collective bargaining agreements, effective April 1, 2012.

- 3. The **PEC** signatories to this agreement attest to the fact that they are representative of their respective collective bargaining unit and deem all perquisites to the execution of this agreement as deemed met.
- 4. The **Parties** agree to forego the up to the 25% mitigation, which is outline in M.G.L. c. 32B §21-23.
- II. The Insurance Advisory Committee meetings will be held when necessary but not less than monthly at the request of the Chairperson of the Insurance Advisory Committee, at which time the monthly financial records, Employee Trust Fund Bank Statements, and all reconciled reports of the Employee Trust Fund will be submitted.
- III. Amendment of the Memorandum

This memorandum may be amended at any time by mutual agreement of all the parties. Such amendments shall not be binding upon any party unless it is in writing and signed by personnel authorized to bind each of the parties.

#### **ENTIRE AGREEMENT**

This contract, represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

#### CONFORMANCE

If any provision of this agreement violates any statute or rule of law of the Commonwealth of Massachusetts it is considered modified to conform to that statute or rule of law.

# Memorandum of Understanding Between The City of Fall River and Public Employee Committee

It is agreed by and among the City of Fall River ("City") acting by and through its Mayor and the Public Employee Committee ("PEC") as follows:

#### I. Parties to the Memorandum

Parties to this Memorandum of Understanding (Memorandum) are:

- A. The City of Fall River, with a principal address of 1 Government Center, Fall River, MA referred to as the "City" from this point forward; and
- B. The Public Employee Committee referred to as the "PEC" from this point forward. The PEC includes a representative of each collective bargaining unit with the City and a retiree representative. Specifically, the PEC consists of the following representatives:

| Bargaining Unit   | Representative of each Collective Bargaining Unit                        |
|---|--|
| School AFSCME - American Federation of State, County, and Municipal Employees         | Sandra St. Martin President of Local 1118 Sstmartin@fallriverschools.org |
| FREA - Fall River Educators<br>Association  | Rebecca Cusick, President  president@fallrivereducators.org              |
| FRAA - Fall River<br>Administrators Association (Fall<br>River Public Schools)        | George Ackley, President gackley@fallriverschools.org                    |
| FRPPA – Fall River Federation of<br>Paraprofessionals Fall River School<br>Department | Patricia A. Demeule, President pdemeule@fallriverschools.org             |

Elizabeth Lord-Correia, President elord@fallriverschools.org

FRCA -Fall River Clerical Association

Fall River School Department

Barbara Allard,

ballard@fallriverschools.org

SGVT - Director of Early Childhood

Government Programs

Peter Da Luz, Treasurer. pdluz@comcast.net

Fall River Police Association Local 1854

James Cusick, Secretary, JWCHR1@comcast.net

Fall River Fire Fighters, Local 1314

Joseph Castro, Union Vice-President,

JosephECastro@comcast.net

Fall River Police Superior Officers'

Association

<u>City</u>

Tracy Wright, President tracyw@fallriverma.org

AFSCME - American Federation of

State, County, and Municipal Employees

Robert DeSoto, Union Steward

Roc.ko@aol.com

Teamsters Local 251

Linda Saravo

lsaravao@fallriverma.org

LAW- Labor Advantage Workers

(nurses and custodians)

Robert Camara, Rcamara 16@verizon.net

Retirees

Retirees Association

City and PEC are hereinafter collectively "Parties". C.

#### II. Purpose

The purpose of this memorandum is to specify and delineate the finalized understanding the City's Health Plan Design (hereinafter "HPD") between the City and the PEC, as duly ordained and authorized under section 21-23 of Massachusetts General Laws Chapter 32B. The parties to this memorandum agree to participate in this new HPD.

- a. The City and the IAC/PEC have the option to put the health plans out to bid in any plan year. The City may not implement the GIC plans unless the GIC cost savings is greater than 7.5% and the City follows the legislative process outlined in MGL Chapter 32B, Sections 21-23. This does not preclude the City from entering into a contract with other insurance companies for equivalent health care plans if the competitive bid process generates rates less than the BCBS renewal;
- b. Due to significant cost reduction in premium costs, the City will no longer pay the \$26.88 subsidy currently paid to eligible retirees;
- c. Effective August 1, 2014 the City shall implement the plan design changes set forth with Blue Cross Blue Shield of MA for active City employees and retirees. Active Employees and non-Medicare eligible employees will subscribe to the HMO Blue New England Health Options v.4. Employees who are currently enrolled in Blue Care Elect may choose to be grandfathered under the new Blue Care Elect Deductible Plan or enroll into the HMO Blue New England Health Options v. 4 plan. To be eligible to enroll in Blue Care Elect, any existing employee or newly hired employee and non-Medicare eligible retiree after 8/1/2014 must reside outside of the New England service area. Anyone currently enrolled in the Blue Care Elect Plan (PPO) will be grandfathered and can remain on the new PPO Deductible Plan regardless of their residency. Effective 8/1/14 active employees and non-Medicare eligible retirees must show proof of residency outside of New England to be eligible for Blue Care Elect Deductible Plan. (voter registration, tax return, utility bill, driver's license or other similar document). If you reside in the New England service area you must enroll in the HMO Blue New England Options v. 4 plan. Eligibility for the Blue Care Elect Deductible Plan extends to any subscriber that has a dependent residing outside New England.
- d. Retirees enrolled in Medex will be enrolled in the BlueCareRx (PDP) plan with a prescription drug tier of 10/20/35 with two times for mail order. A new card will be issued for the prescriptions;
- e. The City will continue to provide Fall River Meds/CanaRx with the following contribution shares:
  - i. August 1, 2014 July 31, 2015: zero (0) percent employer and one hundred (100) percent employee, paid out of the Employee Trust Fund (employer's share of seventy-five (75) percent of cost to be reimbursed in accordance with VIII f-i below); and

#### III. Term of the Memorandum

The effective date of this memorandum shall be July 1, 2014. The terms of this plan shall remain if effect until June 30, 2018.

#### IV. Health Care Plan Benefits

After, a process deemed and agreed to have complied with the procedural process and requirements of Sections 21-23 of Chapter 32B of the General Laws, the City and the PEC have agreed that, effective August 1, 2014, the cost sharing features of the non-Medicare health plans (Blue Cross Blue Shield Blue Care Elect, Blue Choice, and Network Blue New England) offered by the City shall be changed. Effective August 1, 2014 the City will offer two (2) non-Medicare Plans. These plans are Blue Care Elect Deductible Plan and HMO Blue New England Health Options v.4. Furthermore the City will continue being a self-insured plan with Blue Cross. Effective August 1, 2014 retirees enrolled in Medex will be enrolled in the Blue CareRX (PDP) plan. (See attachments A, B and C for Plan Designs).

#### V. Amendment of the Memorandum

This memorandum may be amended at any time by mutual agreement of all the parties. Such amendments shall not be binding upon any party unless it is in writing and signed by personnel authorized to bind each of the parties.

- VI. The City agrees that between August 1, 2014 and June 30, 2018 it will make no further changes to the HPD co-payments. The City further agrees that during that period it will make no changes to the contribution ratios (75% City contribution/25% Employee contribution) that apply to the HPD that it offers to its subscribers.
- VII. The PEC signatories to this agreement attest to the fact that they are representative of their respective collective bargaining unit and deem all perquisites to the execution of this agreement as deemed met.
- VIII. It is agreed that the provisions of this agreement shall supersede any contrary provisions of any collective bargaining agreement and that all references to copayments or other cost-sharing features in all collective bargaining agreements shall be null and void and shall be considered to be physically removed from such collective bargaining agreements to the extent they exist. The Parties agree as follows:

- ii. July 31, 2015 June 30, 2018: seventy-five (75) percent employer and twenty-five (25) percent employee.
- f. The City shall provide mitigation as follows:
  - i. On 8/1/2015, the City shall reimburse to the Employee Trust Fund, their portion of the cost (seventy-five (75) percent of the contribution share) of CanaRx for 8/1/2014 through 7/31/2015;
  - ii. On 7/1/2016 the City shall provide \$750,000 to the Employee Health Care Mitigation Fund;
  - iii. On 7/1/2017 the City shall also provide an additional \$750,000 to the Employee Health Care Mitigation Fund;
  - iv. Any balance left over in the Employee Health Care Mitigation Fund at the end of a fiscal year shall rollover to the next fiscal year;
  - v. The City's Insurance Advisory Committee ("IAC") shall determine how the Employee Health Care Mitigation Fund is used.
- g. Claims in any plan year shall be shared between the Employee Trust Fund and the Employer based on the current seventy-five (75) percent employer, twenty-five (25) percent employee split if the City terminates its self-insured plan and implements an insured plan;
- h. An audit of the City's Health Insurance Accounts may be performed by an accountant selected by the IAC. The cost of the audit will be paid in full from the Employee Trust Fund;
- i. The City will provide the monthly Employee Trust Fund account balance to the IAC and its designated consultant with all supporting documentation at the IAC's monthly meetings. The IAC will provide a detailed list of requested information in writing at a subsequent meeting;
- Blue Cross Blue Shield MA shall provide twenty-six (26) informational sessions to bargaining unit members and retirees;
- k. Should the IAC elect to establish a Healthcare Reimbursement Account (HRA) using funds from the Employee Health Care Mitigation Fund, the IAC and the City shall meet on or about January 1, 2016 to discuss each party's share of the administrative cost of the HRA.

- 1. The Insurance Advisory Committee meetings will be held when necessary but not less than monthly at the request of the Chairperson of the Insurance Advisory Committee, at which time the monthly financial records, Employee Trust Fund Bank Statements, and all reconciled reports of the Employee Trust Fund will be submitted.
- m. The PEC/IAC may hire and assume the cost of its own Health Insurance Consultant to periodically analyze the City's health insurance plans.
- n. If the City and IAC mutually agree, in accordance with Article V of this Agreement, to employ the same Health Insurance Consultant, then the City and IAC shall be responsible for seventy-five percent (75%) and twenty-five percent (25%) of the cost respectively. Should the city and the IAC not agree then both parties will assume 100% of the cost for their respective consultants.

#### **ENTIRE AGREEMENT**

This contract, represents all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

#### **CONFORMANCE**

If any provision of this agreement violates any statute or rule of law of the Commonwealth of Massachusetts it is considered modified to conform to that statute or rule of law.

THIS MEMORANDUM OF UNDERSTANDING, consisting of seven pages, is executed by the persons signing below who warrant that they have the authority to execute the Memorandum of Understanding.

| City of Fall River                         |          |
|--|----------|
| W. Therego                                 | G-3 4-17 |
| By: William A. Flanagan, / Mayor           | Date     |
| Carty Ruseras                              | 6-36/4/  |
| By: Cathy Ann Viveiros, City Administrator | Date     |
| · //                                       |          |

| Moello 6/30/14  |
|---|
| By: Madeline Coelho, Director of Administrative Services/ Human Resources Date                        |
| Surf. M. 6-30-19  |
| By: Gary P. Howayeck, Esq., Office of the Corporation Counsel Date                                    |
| Public Employee Committee:  |
| <u>School</u>   |
| AFSCME – American Federation of State, County, and Municipal Employees, Through its Authorized Agent, |
| Sandra St. Martin, President of Local 1118 Date   |
|   |
| FREA - Fall River Educators Association,  |
| Through its Authorized Agent,   |
| Rebecco Choice June 27 2014   |
| Rebecca Cusick, President   |

| FRAA - Fall River Administrators Associated                     | ciation (Fall River Public Schools).       |
|---|--|
| Through its Authorized Agent,                                   | ,,   |
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| Glore Chalen  | July 1, 2014                               |
| George Ackley, President  |  |
| George Ackies, Trestdent  | Date                                       |
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| FRPA - Fall River Federation of Parapi                          | rofessionals Fall River School Department, |
| Through its Authorized Agent,                                   | •  |
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| Catricea a. Smen  | e Jane 21 2014                             |
| Judith Couto, Vice President<br>Patricia A. Demeule             | Date                                       |
| ratricia A. Demeule   | $\mathscr{O}$                              |
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| FRCA -Fall River Clerical Association F                         | all River School Department                |
| Through its Authorized Agent,                                   | an 14, or bostoor bepartment,              |
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| Clica Lett G. Lord Covel Elizabeth Lord-Correia, Vice President | 10/20/2011                                 |
| Digital Tank Carrie IV. D. 11                                   | 10 May 1014                                |
| Elizabeli Lord-Correia, Wiee-President                          | Date                                       |
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| SGVT - Director of Early Childhood Gove                         | ernment Programs,                          |
| Through its Authorized Agent,                                   |  |
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| Alland  | 7/8/4                                      |
| Barbara Allard  | Date                                       |
| (   | , Date                                     |
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| <u>City</u>   |  |
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| Tall Discon Daline Association To 11064                         |  |
| Fall River Police Association Local 1854,                       |  |
| Through its Authorized Agent,                                   | ,  |
| Poto delo du  | 6/27/14                                    |
| - lug ju ju   |  |
| Peter Da Luz, Vice President                                    | Date                                       |
| Treasurer   |  |
| Fall River Fire Fighters, Local 1314,                           |  |
| Through its Authorized Agent,                                   |  |
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| We Kell   | (105/11)                                   |
| Info Coming Contract  | - G/L//Y                                   |
| James Cusick, Secretary   | Date                                       |
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| Fall River Police Superior Officers' Association,   |   |
|---|---|
| Through its Authorized Agent,   |   |
|   |   |
| Joseph Castro / Injan Starrand /// 1/   |   |
| Date  |   |
| AFSCME – American Federation of State, County, and Municipal Employees, Through its Authorized Agent, |   |
| la a / ( a A de )   |   |
| Tracy Wright, Treasurer President Date  |   |
| Date  |   |
| Teamsters Local 251,  |   |
| Through its Authorized Agent,   |   |
| Robert DeSoto Union Steward  Column 1   |   |
| Robert DeSoto, Union Steward  Date  |   |
| LAW-Labor Advantage Workers (   |   |
| LAW- Labor Advantage Workers (nurses and custodians), Through its Authorized Agent,                   |   |
| Linda forano 6/27/11  |   |
| Linda Saravo 6/27/14 Date   |   |
| Date  | _ |
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| Retirees  |   |
| Retirees Association,   |   |
| Through its Authorized Agent,   |   |
|   |   |
| Walter ( )  |   |
| Robert Camara 6 27 /14  |   |