

AGREEMENT BETWEEN
GREATER LOWELL TECHNICAL SCHOOL DISTRICT
AND
GREATER LOWELL EDUCATIONAL SUPPORT STAFF/MTA

July 01, 2007 -- June 30, 2010

GLOSSARY

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PREAMBLE

This Agreement entered into this 7th day of February, 2008, between the Greater Lowell Technical School District/School Committee (hereinafter referred to as the *Committee*) and Greater Lowell Educational Support Staff Personnel/MTA (hereinafter referred to as the *Union*).

By the consummation of this agreement, the parties seek to continue and promote harmonious relations and mutual cooperation between the Committee and the Union; to set forth the agreement of the parties with respect to rate of pay, hours and conditions of employment under which employees represented by the Union perform their duties; and to provide for an orderly and equitable adjustment of all grievances as herein defined.

ARTICLE I

RECOGNITION

The Committee recognizes the Union pursuant to the provisions of Chapter 150E of the General Laws as the exclusive representative for the purposes of collective bargaining with respect to wages or salaries, hours and other conditions of employment for all non-professional employees classified as Attendance Monitor, Clerk-Typist, Accounting Clerk, Switchboard Operator/Vocational Project Cashier/Secretarial Support, Administrative Secretary, General Secretary, Library Technician, Satellite Media Center Aide, Copy Center Coordinator, General Secretary/Lap Coordinator, Information/Registration Receptionist/Switchboard, Material Production Clerk, Mailroom/Stationary Clerk, Computer/Telephone Technician, Media Retrieval Aide, Data Entry Device Operator, Cafeteria Bookkeeper while excluding all other employees of the Committee as certified by the Massachusetts Labor Relations Commission in Case No. MCR 2395.

During the life of this agreement and in accordance with the terms of the form of authorization, the Committee agrees to deduct, from the second (2nd) payroll each month, union membership dues levied in accordance with the constitution of the Union from the pay of each employee who executes and furnishes such form to the Committee and to remit the aggregate amount to the Treasurer of the Union along with a list of employees who have had said dues deducted. Such remittance shall be made by the 10th of the succeeding month. The provisions of this article shall be subject to G.I.C. 180, Sec. 17a.

ARTICLE III

DISCRIMINATION

There shall be no discrimination, interference, restraint, or coercion by the Committee, the Union, or their respective officers or agents against any employee because of membership or non-membership in the union.

There shall be no discrimination by either party against any employee because of race, creed, color, sex, or age.

ARTICLE IV

UNION ACTIVITY ON SCHOOL PROPERTY

The Committee agrees to allow Union stewards reasonable time off during work hours to process and proceed with grievances. Such time shall be at the approval of the Superintendent/Director or his/her designee.

The Committee agrees to allow representatives of Greater Lowell Educational Support Staff Personnel/MTA to enter the school premises to confer with employees as long as care is used not to disrupt the work schedule and approval is ascertained from the Superintendent/Director or his/her designee.

The Committee will designate a space located in the Curriculum Center which the Union may use as a bulletin board. The purpose of the board will be for posting of notices by the Committee or the Union. No notice shall be posted thereon unless it has been signed by a duly authorized representative of the Committee, or an authorized representative of the Union after it has been first submitted to the Administration.

ARTICLE V

GRIEVANCE PROCEDURE

- A. A "grievance" is hereby defined as a complaint by an employee or group of employees on an alleged violation of this agreement, or any controversy, misunderstanding or dispute arising as to the interpretation, application, or observance of any of the provisions thereof.

- B. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limit to the aggrieved employee and to the employee's bargaining representative shall permit the aggrieved party or parties to proceed to the next step.

- C. Failure at any step of the procedure to appeal the grievance to the next step within the specified time limit, shall be deemed to be acceptance of the decision rendered.

- D. A grievance that affects a group of employees may be submitted in writing to the Superintendent directly, and the processing of such a grievance shall commence at Step #3.

STEP ONE:

Whenever an employee has a grievance, the aggrieved employee and/or Union Steward shall informally present the grievance to his/her supervisor within ten (10) days of the occurrence or his/her knowledge of the occurrence. The supervisor shall endeavor to settle the grievance in this informal session. The Union Steward shall be given the opportunity to be present at Step One.

STEP TWO:

- A. If the grievance shall not have been settled at step one, the aggrieved employee and/or the Union steward shall present the grievance in writing to his/her supervisor within five (5) days from the step one meeting date. The supervisor shall hold a meeting, which may be attended by the aggrieved employee, his/her steward, and the Committee's representative in charge of non-certified personnel.
- B. Within three (3) days after the conclusion of the Step Two meeting, the supervisor shall submit a copy of his/her written decision of the grievance to the aggrieved employee, a copy to the employee's steward, and a copy to the Committee's negotiator.

STEP THREE:

- A. If the grievance shall not have been settled at Step Two, the employee's Union representative may present the grievance in writing to the Superintendent/Director. That presentation shall be made within five (5) days after the date of the supervisor's decision at Step Two.
- B. Within five (5) days after receipt of such a presentation, the Superintendent/Director or his/her designee shall hold a meeting which may be attended by the aggrieved employee, the employee's Union representative, a member of the School Committee designated by its chairman, and the Committee representative in charge of non-certified personnel.

C. Within three (3) days after the conclusion of the Step Three meeting, the Superintendent/Director shall submit a copy of his/her written decision of the grievance to the employee, and a copy to the Committee's negotiator.

STEP FOUR:

If the grievance shall not have been settled at Step Three, the employee's Union representative may, in writing, request a review hearing before the full School Committee. The request for said review hearing shall be made no later than three (3) days from receipt of the Superintendent/Director's written decision as provided for in Step Three. The review hearing shall be held within five (5) days after the receipt of the written request for same from the employee's Union representative.

STEP FIVE:

If the grievance shall not have been settled at Step Four, the employee's Union representative may cause the grievance to go to binding arbitration. To do so, the employee's Union representative shall, within thirty (30) days after receipt of the Committee's Step Four decision, file for binding arbitration to the American Arbitration Association. The Committee shall pay one half of the Arbitrator's fees and expenses, if any are chargeable, and the other half shall be paid by the Union.

ARTICLE VI

WORK WEEK AND WORK SCHEDULE

On days when students and staff are released early, (i.e. the day before Thanksgiving), no employees shall be released before the actual student/teacher dismissal time.

The work week shall consist of five (5) days, Monday through Friday, at seven and one half hours per day. This shall include one half hour for lunch.

In the event that the Superintendent/Director intends to alter an employee's hours of work during any fiscal year, such alteration shall be only within the hours of 7:00 a.m. to 5:00 p.m. An exception to this shall be the night school secretary, who will be required to cover hours designated by the night school director. Summer hours for all twelve (12) month employees shall be from 7:45 a.m. until 3:15 p.m. beginning the first Monday after the last Friday in June or the last student contact day whichever is later, ending the Friday before the last Monday in August. Final day of employment for ten (10) month employees will be the last Friday in June or the last student contact day, whichever is later.

The first day of employment for (10) month employees for the next school year will be the last Monday in August.

Twelve (12) month permanent employees as of June 30, 1980 who are reduced to a shorter work year (10 months or 44 weeks) shall continue to be treated as full time (12) month employees.

ARTICLE VII

INCLEMENT WEATHER

Employees shall, at the discretion of the Superintendent/Director, be dismissed early or (per radio announcement) may not be required to report on days when school is cancelled. Otherwise, all staff shall report to work at 10:00 a.m.

When school opening is delayed, employees shall not be required to report to work until forty (40) minutes prior to newly announced opening time.

In any of the above instances, employees involved will be paid for a complete day of seven and one half hours.

ARTICLE VIII

OVERTIME

An employee who is required to work in excess of seven and one-half (7 ½) hours in any one work day or in excess of thirty seven and one-half (37 ½) hours in any one week, shall be paid for any such work at one and one-half times his/her regular straight time hourly rate.

Any employee called back to work on the same day after having completed his/her assigned work day of seven and one-half (7 ½) hours shall be paid at the rate of one and one-half (1 ½) times his/her regular hourly rate for all hours worked on recall. A minimum of four (4) hours pay shall be guaranteed for each call back during a regular work week.

Employees called to work on Saturday shall be paid at one and one-half (1 ½) times their regular hourly rate with a minimum of four hours guaranteed. All work performed on holidays and Sundays shall be paid at the rate of double time with a minimum of four hours guaranteed.

Employees hired for posted part-time work funded through a state and/or federally approved grant shall be paid at a rate of \$18.50 per hour effective 2005-2006 for the duration of this contract.

Employees requesting compensatory time in lieu of monies for overtime shall receive compensatory time at the rate of time and one-half.

Any work in the school system outside the normal work day that may be considered clerical work, shall be performed by employees covered by this Agreement and shall be paid at the rate of time and one-half. Said overtime shall first be offered to those clerical employees who normally perform such related work and should said employees not be available, the work shall then be offered to other clerical employees of the bargaining unit. Overtime will be offered on a rotating basis to those employees who are eligible. For the purpose of equal distribution refusals shall be considered time worked.

The foregoing paragraph is not intended to delete work opportunities for students and/or other personnel that are funded by monies not in the budget of the School Committee. It is recognized that any work done by students and/or other personnel referred to above is a learning or training process and is not intended to take extra work opportunities away from members of the bargaining unit and that said employees shall be an addition to and not a replacement for employees covered by this Agreement.

ARTICLE IX

SICK LEAVE

Twelve (12) month employees shall be granted fifteen (15) days sick leave annually on July 1st. Ten (10) month employees shall be granted twelve and one half (12 ½) days sick leave annually on July 1st. Newly hired employees shall receive sick leave to be earned at the rate of one and one quarter (1 ¼) days per month until the July 1st following his/her anniversary date of hire at which time they shall be granted fifteen (15) days annually for twelve (12) month employees or (12 ½) days annually for 10 month employees, with unlimited accumulation.

VOLUNTARY SICK LEAVE TRANSFER PROGRAM

- A. Upon the effective date of this Agreement, a voluntary sick leave transfer program shall be established for eligible members covered by this Agreement who:
1. have a serious illness, and
 2. have exhausted their own accumulated sick leave.
- B. When conditions in paragraph (A) have been identified, members of the bargaining unit may voluntarily contribute two (2) days of their sick leave to be used by the member who is seriously ill and whose sick leave has been exhausted. Employees shall not donate more than six (6) days per year.

ARTICLE X

PERSONAL LEAVE

Twelve (12) month employees shall be allowed, on a noncumulative basis, three (3) days of paid personal leave for imperative personal business, and ten (10) month employees shall be allowed, on a noncumulative basis, (2 ½) days of paid personal leave for imperative personal business. Requests for such leave must be in writing to the immediate supervisor as soon as possible and not less than twenty-four (24) hours prior to the absence whenever possible.

ARTICLE XI

BEREAVEMENT LEAVE

Employees will be granted up to three (3) days at any one (1) time in the event of death requiring attention by the employee of an employee's spouse, child, son-in-law, daughter-in-law, parent, father-in-law, mother-in-law, sibling, brother-in-law, sister-in-law, grandfather, grandmother, grandchild, aunt, uncle or other member of the immediate household. In extenuating circumstances the Superintendent-Director may grant other or longer funeral leave.

ARTICLE XII

JURY DUTY

Any employe called for duty on a jury shall be entitled to receive the difference between his/her salary and the amount of compensation for such duty if the amount of compensation is less than salary. A statement from the court covering the dates that the employee served as a juror and the reimbursement received shall be submitted to the Superintendent/Director.

ARTICLE XIII

MATERNITY LEAVE

A minimum of six (6) months maternity leave without pay shall be granted. This leave may be extended at the discretion of the Committee. An employee returning from maternity leave shall do so at the same rate of pay at which she left. Employees shall maintain the option of returning to work prior to termination of said authorized maternity leave by submitting a one-month notice.

ARTICLE XIV

MILITARY LEAVE

Employees will be granted military leave to fulfill obligations to the United States Armed Forces. Up to two weeks of annual military leave may be granted with no loss in total pay. Compensation by the military will be deducted from the employee's pay for that period upon his/her return.

Military orders and pay vouchers constitute evidence in support of request. An official leave of absence without pay will be granted for active duty in any branch of the armed forces of the United States. When the person is released from such service, he/she will be eligible for re-employment provided he/she notifies the district within fifteen (15) days that he/she intends to return to employment within thirty (30) days.

ARTICLE XV

VACATION

The following vacation schedules shall be granted to employees:

REQUIRED LENGTH OF COMPLETED
CONTINUOUS EMPLOYMENT

VACATION WITH PAY

Less than one (1) year	One day per month not to exceed ten (10) days
At least one (1) year but less than five (5) years	ten (10) days
At least five (5) years but less than ten (10) years	fifteen (15) days for 12 month employees twelve and one half (12 ½) for 10 month employees
At least ten (10) years but less than twenty (20) years	twenty (20) days for 12 month employees 16 2/3 days for 10 month employees
At least twenty (20) years	twenty-five (25) days for 12 month employees 21 days for 10 month employees
At least twenty-five (25) years	thirty (30) days for 12 month employees twenty six (26) days for 10 month employees

After completing this twenty-fifth year of employment, employees shall automatically receive their sixth week of paid vacation time.

Employees vacation schedule shall be approved by their immediate supervisor after said vacation time has been earned. Ten (10) month employees shall not be entitled to utilize student contact days as vacation time.

For the purpose of this article – “year” shall mean “work year”.

Ten (10) month employees shall be entitled to utilize non-student contact days as vacation time, after said vacation time has been earned.

Vacation time shall not be denied unreasonably.

Vacation time shall be earned monthly and may be used as accumulated, in accordance with this Article. The vacation policy shall be effective from the first day of each employee's employment.

Employees, after completing their fifth year of employment, shall automatically receive their third week of paid vacation time. 1.25 days will be accumulated monthly between the beginning of the fifth (5) and the end of the ninth (9) years.

Employees, after completing their tenth year of employment, shall automatically receive their fourth week of paid vacation time. During the tenth year, 1.67 days will be accumulated monthly.

Employees, after completing their twentieth year of employment, shall automatically receive their fifth week of paid vacation time. During the twentieth year, 2.09 days will be accumulated monthly.

Employees, after completing their twenty-fifth (25th) year shall automatically receive their sixth week of paid vacation time. During their twenty-fifth year, 2.5 days will be accumulated monthly.

Employees requesting earned vacation pay will be paid on the last regular working day prior to their scheduled vacation, provided a two week notice in writing is given to the payroll department. Holidays in a vacation period will not be charged to vacation time. Vacation time may be accumulated up to one and one-half (1 ½) times the vacation allotted to the employee. An employee may work and receive salary on straight time in lieu of vacation only upon the approval by the Superintendent-Director. Authorized paid leaves shall not be considered a break in service.

All employees employed as of June 30, 1980 shall continue to have the privilege of requesting vacation any time as per present practice. Ten (10) month employees shall have the option of working the full 44 weeks and taking earned vacation time during the summer.

Summer scheduling shall be accomplished by seniority within departments.

Any summer work shall first be offered to employees who have had their full-time (twelve month) schedule lessened to the reduced schedule before any temporary employees can work any type of summer employment as covered by this contract.

ARTICLE XVI

LEAVE OF ABSENCE

All leaves of absence of one (1) days or more without pay may only be granted by the Superintendent/Director when conditions warrant. Requests outlining reasons and length of absence must be presented in writing to the Superintendent/Director. The Superintendent/Director will make his/her recommendation to the Committee, who in turn will make the final determination. No benefits will be accrued while on leave of absence status. Group health insurance and life insurance may be continued for the duration of the leave with full costs to be borne by the employee. Employees shall maintain the option of returning to work prior to termination of said authorized leave by submitting a one (1) month's notice.

Seniority will not be affected by a leave of absence granted for a life threatening illness (that shall be determined by a doctor) of employee's parent(s), child(ren), or spouse, when said employee is granted a leave not to exceed six (6) months.

The parties recognize and hereby incorporated by reference the provisions of the so-called Family Medical Leave Act.

Notices of Leaves of Absence will be forwarded to the Association President.

ARTICLE XVII

HOLIDAYS

The following paid holidays will be granted to full-time employees:

Ten (10) month employees will be granted all holidays that fall within their yearly work schedule.

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
Washington's Birthday	Veterans Day
Patriots Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Day

If any of these holidays fall on Saturday or Sunday, an additional day off or compensatory amount of money will be paid to the employees.

At the discretion of the Superintendent/Director, employees will also be granted skeleton crew days from the following:

The day before or after Christmas.

The day before or after New Years.

ARTICLE XVIII

GROUP INSURANCE

1. The Committee agrees to pay eighty percent of an Indemnity Plan or eighty-five percent of a Health Maintenance Organization (HMO) Plan in accordance with the provisions of the relevant sections of Chapter 32B of the Massachusetts General Laws. Said insurance programs will be the best available under the aforementioned statute(s).

2. The Committee agrees to pay seventy-five percent of a dental plan offered by Delta Dental which will provide 100% coverage on diagnostic and preventative services (Type 1), 80% coverage on restorative and other basic services (Type 2), and 50% of major restorative prosthodontic (Type 3). Deductibles will apply to Type 2 and 3 services.

ARTICLE XIX

LIFE INSURANCE

The Committee agrees to provide term insurance in the amount of \$20,000. If any other group of employees in the school receive life insurance in excess of \$20,000, the employees covered by this Agreement shall receive a like amount of coverage.

ARTICLE XX

SENIORITY

Seniority shall be defined as a length of unbroken continuous service at the Greater Lowell Technical High School in a position covered by this contract.

Seniority will be one of the factors considered at all times in matters of:

1. Department vacation time
2. Schoolwide posted job vacancies within the bargaining unit
3. Departmental work schedules (final decision up to immediate supervisor)
4. Overtime
5. Skeleton crew days (final decision up to Superintendent-Director)
6. Cut backs
7. Layoffs
8. Recalls

Any time off without pay in terms of one (1) day or more (except for maternity leave and leave granted for a life threatening illness as outlined in Article XVI) will not be credited to Seniority.

BUMPING RIGHTS

Employees whose jobs may be eliminated shall retain the right to bump another employee in the same category if the other employee has less seniority than the employee whose position is eliminated.

If the employee does not possess enough seniority to exercise his/her right under paragraph one (1), then said employee may bump into the next lower category by exercising his/her seniority rights over employees in said category who have less seniority than he/she.

The above paragraph would be adhered to in other lower categories if not applicable in the next immediate lower category.

Employees bumping must meet the requirements of the job he/she is bumping into. In no case will an employee be permitted to bump another employee in a higher category.

RECALL PROCEDURE

Employees laid off as a result of the above procedure shall be recalled by seniority as long as they can meet the requirements of the position vacancy. This recall period should last for a period of twenty-four (24) months.

ARTICLE XXI

VACANCIES AND PROMOTIONS

All vacancies shall be posted for five (5) full consecutive work days within the school. The chief steward will receive a copy of all postings and job descriptions, no later than the first day of said posting.

Consideration will be given to employees who apply and are qualified for such vacancies.

In the event that two or more employees applying are equally considered for a position, seniority will be considered.

When a vacant position goes unfilled or is eliminated, a notice of intent will be forwarded to the Association President. Included in this notice will be a statement addressing the reassignment of duties of the unfilled position.

ARTICLE XXII

DISCIPLINE AND DISCHARGE

No employee shall, after having been employed continuously for a period of 120 work days or more, be suspended, demoted or discharged until said employee has had sufficient time to file a "grievance".

In the event of a final discharge, because of cut-backs, lay-off, or any other circumstances at no fault of the employee, said employee shall receive one (1) month's notice.

ARTICLE XXIII

WORKMEN'S COMPENSATION BENEFITS

All employees injured while on the job, necessitating lost time and medical expense, shall receive current salary within the limit of accumulated days of sick leave. Weekly benefits payable under Workmen's Compensation shall be returned to the employer for the period of time that they are receiving their full salary under the district's sick leave benefits. After sick leave days have been exhausted, the employee will retain the Workmen's Compensation benefits.

ARTICLE XXIV

TUITION REIMBURSEMENT

Employees who wish to take job-related courses may be reimbursed up to \$500.00 per year (not to exceed \$1500 for the life of the contract) with the prior approval of their immediate supervisor and Superintendent-Director.

ARTICLE XXV

TRAVEL EXPENSES

Employees traveling on district business shall be reimbursed per mile at the rate established by the Federal government and other approved expenses. All such expenditures shall be approved in advance by the Assistant Superintendent/Business.

ARTICLE XXVI

WORKING OUT OF CLASSIFICATION

An employee who is temporarily assigned to a higher classification (excluding vacation coverage) for more than three (3) consecutive work days shall receive the rate of pay of the higher classification retroactive to the first day of assignment.

ARTICLE XXVII

MANAGEMENT RIGHTS

It is recognized that the School Committee has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility, and prerogative to direct the operation of the Greater Lowell Technical School District in all its aspects. Their rights, responsibilities, and prerogatives are not subject to delegation in whole or in part except that the same shall not be exercised in a matter inconsistent with or in violation of any of the specific terms and provisions of this contract.

ARTICLE XXVIII

PERSONNEL RECORDS

Each employee shall have the right, upon written request, to examine and copy any and all material, including any and all evaluations, contained in any personnel records concerning such employees. Whenever any material, including evaluation, is inserted into the personnel file or records of an employee, such employee shall be promptly notified and given a copy of such material.

The Union or any employee may challenge the accuracy or propriety of a personnel evaluation by filing a written statement of the challenge in the personnel file.

An employee may file a grievance based on a personnel evaluation which results in a negative action. Upon a determination at any step of the grievance procedure that such material is either inaccurate or improperly placed in such employee's personnel records, a copy of such determination shall be placed in the personnel file along with such evaluation.

ARTICLE XXIX

MISCELLANEOUS WORKING CONDITIONS

PAYDAY

Staff members are paid on alternating Fridays, 26 times a year. Each check covers work for the calendar period of two weeks, ending at 4:00 p.m. on the preceding Friday. When the office is closed on Friday, payment will be made on the last regular work day of that week. An itemized pay statement will be enclosed in the pay envelope, explaining any additions and/or deletions.

Employees shall receive a status report of any sick, vacation, and personal time used and/or accumulated. Such report shall be distributed annually to all employees in January.

RECEIPT OF CONTRACT

Every new staff member and all presently employed staff members will receive a copy of the contract. A signed receipt will be made and placed in each employee's file.

ARTICLE XXX

JOB EVALUATIONS

When management decides to change job titles and/or to significantly change job duties, the Committee or its designee will meet and confer with the Union. The Committee is in no way obligated because of such meeting.

ARTICLE XXXI

SAVINGS CLAUSE

Should any article, section or clause of this Agreement be declared illegal by a court of competent jurisdiction, said article, section, or clause as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law; but the remaining articles, sections, and clauses, shall remain in full force and effect for the duration of this Agreement, if not affected by the deleted articles, sections or clauses.

ARTICLE XXXII

SALARY INCREASE AND SCHEDULE

Salary Increase

SALARY INCREASE STARTING July 1, 2007	3%
SALARY INCREASE STARTING July 1, 2008	3%
SALARY INCREASE STARTING July 1, 2009	3%

Add new step 8 in 07-08 at \$18 above current after 3% adjustment;
Add new step 9 in 08-09 at \$18 above step 7 after 3% adjustment;
Add new step 10 in 09-10 at \$18 above step 8 after 3% adjusted,
See attached schedule

Employees who receive a promotion to a higher category shall be slotted at the step which shows at least a \$5.00 increase. The salary schedule attached shall be in effect for the duration of this contract.

Employees who receive a promotion to a higher category, due to the combining of two jobs, shall be slotted at the same step at which they were on prior to the promotion.

EXAMPLE: Category 4, Step 7 before promotion
 Category 5, Step 7 – after promotion

This will be retroactive back to the starting date of the promotion.

Part-time Employees

Effective January 1, 2003, positions of part-time staff were added to the contract. This action will not set a precedent concerning present positions in this Bargaining Unit.

Part-time staff will work no less than 18 hours and no more than 20 hours per week and will receive a salary on a prorated basis in accordance with the contract. Employees working less than 20 hours will earn ½ a benefit day per month.

Add one benefit day per month (one day = the amount of time you normally work in one day. Example: 5 hour work day = benefit day of 5 hours.)

Jobs and job descriptions of the position of "Clerk/Typist/Information/Registration/Receptionist" is changed to "Information/Registration Receptionist." Add to the major responsibilities: "1st Switchboard Back-up". Delete "Clerk-Typist" from the present job description.

This creates the list of switchboard backup operator as follows:

- 1st Information/Registration/Receptionist (Discipline/Attendance)
- 2nd General Secretary (Curriculum)
- 3rd General Secretary (Curriculum)
- 4th Administrative Secretary (Adult Re-Training Programs)
- 5th Computer/Telephone Technician (Information Systems)

ARTICLE XXXIII

LONGEVITY

Greater Lowell Education Support Staff shall receive as compensation the following remuneration for service in the Lowell Trade and Vocational School and/or the Greater Lowell Technical High School.

\$ 700.00 total longevity 16th through 19th years of service.
\$1400.00 total longevity 20th through 24th years of service.
\$2000.00 total longevity 25 or more years of service.

The effective date for commencing longevity pay for Greater Lowell Education Support Staff will be July 1st of the 16 year of employment according to his/her seniority date. (i.e. if employees anniversary date of hire between July 01, 1975 to December 30th, 1975, longevity will be paid on July 01, 1991. If the employee's anniversary date of hire falls between January 01, 1976 and June 30, 1976, longevity would be paid on July 01, 1992.)

ARTICLE XXXIV

JUST CAUSE

No employee shall be disciplined, reprimanded, suspended, reduced in rank or compensation, deprived of any professional advantage or dismissed without just cause.

NON CERTIFIED STAFF

SALARY SCHEDULE

July 01, 2007

(3% Increase)

CATEGORY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
II	\$551.00	\$572.00	\$592.00	\$613.00	\$633.00	\$676.00	\$694.00	\$712.00
III	\$610.00	\$630.00	\$651.00	\$671.00	\$692.00	\$734.00	\$752.00	\$770.00
IV	\$669.00	\$689.00	\$710.00	\$730.00	\$750.00	\$793.00	\$811.00	\$829.00
V	\$745.00	\$766.00	\$786.00	\$807.00	\$827.00	\$870.00	\$888.00	\$906.00

July 01, 2008

(3% Increase)

CATEGORY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
II	\$568.00	\$589.00	\$610.00	\$631.00	\$652.00	\$696.00	\$715.00	\$733.00	\$751.00
III	\$628.00	\$649.00	\$670.00	\$691.00	\$712.00	\$756.00	\$775.00	\$793.00	\$811.00
IV	\$689.00	\$710.00	\$731.00	\$752.00	\$773.00	\$817.00	\$836.00	\$854.00	\$872.00
V	\$768.00	\$789.00	\$810.00	\$831.00	\$852.00	\$896.00	\$914.00	\$933.00	\$951.00

July 01, 2009

(3% Increase)

CATEGORY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
II	\$585.00	\$606.00	\$628.00	\$650.00	\$672.00	\$717.00	\$736.00	\$755.00	\$774.00	\$792.00
III	\$647.00	\$669.00	\$690.00	\$712.00	\$734.00	\$779.00	\$798.00	\$817.00	\$836.00	\$854.00
IV	\$709.00	\$731.00	\$753.00	\$774.00	\$796.00	\$842.00	\$861.00	\$880.00	\$898.00	\$916.00
V	\$791.00	\$812.00	\$834.00	\$856.00	\$877.00	\$923.00	\$942.00	\$961.00	\$979.00	\$997.00

NON CERTIFIED POSITIONS BY CATEGORY

CATEGORY II:

- Materials Production Clerk
- Mail Room Stationery Supply Clerk

CATEGORY III:

- Satellite Media Center Aides
- Clerk-Typist
- Media Retrieval Aide
- Information/Registration Receptionist/Switchboard

CATEGORY IV:

- General Secretary
- Junior Accounting Clerk
- Copy Center Coordinator
- Cafeteria Bookkeeper
- Library Technicians
- Attendance Monitor
- General Secretary/I.A.P Coordinator

CATEGORY V:

- Administrative Secretary
- Computer/Telephone Technician
- Senior Accounting Clerk
- Switchboard Operator/Voc. Projects
Cashier/Secretarial Support

ARTICLE XXXV

STAFFING BY DEPARTMENT

A. Staffing by Department (12 month positions)

<u>DEPARTMENT</u>	<u>POSITIONS</u>
<u>Assistant Superintendent/Curriculum</u>	1 General Secretary/LAP Coordinator 2 General Secretaries 1 Mailroom/Stationery Clerk 1 Computer/Telephone Technician
<u>Director of Technical Studies</u>	1 Administrative Secretary
<u>Title I, ELL, BIA</u>	2 General Secretaries
<u>Director of Plant Maintenance</u>	1 Switchboard Operator/Voc. Projects Cashier/Secretarial Support
<u>Guidance</u>	One (1) Administrative Secretary
<u>Director of Media Services & Professional Development</u>	1 Administrative Secretary 1 Library Technician 2 SMC Aides (Vacant)
<u>School Business Administrator</u>	1 Senior Accounting Clerks 3 Junior Accounting Clerks
<u>Special Education</u>	1 Administrative Secretary 1 General Secretary
<u>Teacher Testing Program</u>	1 Administrative Secretary
<u>Director of Assessment Services</u>	1 Material Production Clerk (Vacant) 1 Data Entry Device Operator
<u>Director of Adult Retraining Programs</u>	1 Administrative Secretary
<u>Technology Cluster Chairperson</u>	1 Copy Center Coordinator

B. Staffing by Department (10 month positions)

<u>Cafeteria/School Business Administrator</u>	1 Cafeteria Bookkeeper
<u>Discipline/Attendance</u>	1 General Secretary 1 Attendance Monitor 1 Info/Registration/Receptionist/Switchboard
<u>Director of Media Services/Professional Development</u>	3 SMC Aides 1 Media Retrieval Aide (Part-time) (Vacant)
<u>Guidance</u>	1 General Secretary

The above-cited list is included in this agreement only to show what positions are, in fact, in effect at the time of the execution of this contract.

ARTICLE XXXVI

JOB DESCRIPTIONS

Every employee will be given a job description from the first day of employment.

No job description will have duties added or deleted unless the union meets with administration. The union and administration would have to bargain any additions or deletions.

The job description for Material Production Clerk will be clarified.

DURATION OF CONTRACT

This contract shall be in effect from July 01, 2007 and continue in effect until midnight on June 30, 2010.

The parties to this Agreement shall open negotiations for a new agreement no later than sixty (60) days before termination of said contract.

The parties further agree that such negotiations may be opened sooner by mutual agreement of the parties, but in no event shall such negotiations commence later than sixty (60) days before said termination.

This agreement entered into this 7th day
of February, 2008.

For the
Greater Lowell School Committee

Greater Lowell Educational Support
Staff Personnel/MTA

Michael J. Lemi
Herold Hae
Staff Hoyle
Bill [unclear]
[unclear]
[unclear]
[unclear]

Mary [unclear]
Karin [unclear]
Cathleen [unclear]
Beverly [unclear]
[unclear]
[unclear]