

AGREEMENT
BETWEEN THE
SCHOOL COMMITTEE OF THE
TOWN OF NORTH READING
AND THE
NORTH READING FEDERATION OF
PARAPROFESSIONALS
LOCAL 4972
AMERICAN FEDERATION OF TEACHERS
(AFT) AFT MASSACHUSETTS, AFL-CIO

JULY 1, 2023 – JUNE 30, 2026

TABLE OF CONTENTS

Article	Topic	Page
	Preamble	1
I	Recognition	1
II	Existing Conditions of Employment	2
III	Committee Rights	2
IV	Fair Practices	2
V	Grievance & Arbitration Procedure	3
VI	Compensation	5
VII	Fringe Benefits	9
VIII	Working Conditions	10
IX	Transfers & Vacancies	13
X	Leaves of Absence	14
XI	Union Rights & Responsibilities	18
XII	Savings Clause	21
XIII	Duration	21
	Signature Page	22
Appendix A	Wage Scales	23
Appendix B	Membership Form	39
Appendix C	Evaluation Procedure	40

PREAMBLE

It is the intention and the purpose of the parties hereto that this Agreement provides an orderly collective bargaining relationship between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

Article I **Recognition**

A. Union Recognition

The North Reading School Committee recognizes the North Reading Federation of Paraprofessionals, Local 4972, American Federation of Teachers (AFT), AFT Massachusetts, AFL-CIO (hereafter referred to as the Federation or Union) as the exclusive bargaining representative for all full-time and regular part-time Paraprofessionals employed by the School Committee including General Paraprofessionals (Category A), Digital Learning Paraprofessionals (Category B), and Special Education Paraprofessionals (Category C), and excluding all other employees, managerial, and professional, as defined in the Massachusetts Labor Relations Act. All members of the bargaining unit named above will hereafter be referred to as Paraprofessionals.

B. Jurisdiction

The jurisdiction of the Union shall include those persons now or hereafter who perform the duties or functions of the categories of employees in the bargaining unit.

C. Definitions

1. The term "Committee" as used in this Agreement means the North Reading School Committee.
2. The term "Parties" as used in this Agreement refers to the Committee and the Union as participants in this Agreement.
3. The term "School" as used in this Agreement means any work location or functional division maintained by the School Department.
4. The term "Federation" as used in this Agreement means the North Reading Federation of Paraprofessionals.
5. The term "Superintendent" as used in this Agreement shall be understood to mean the responsible administrative head of the School Department.
6. The term "Administration" or "the Administration" shall be understood to mean the same as "Superintendent" or his deputies.

7. The term "Union Representative" as used in this Agreement means any duly authorized designee of the Union.
8. Whenever in this Agreement a personal pronoun is used, such pronoun shall be understood to apply equally to all genders and members of the bargaining unit.

D. Complete Agreement

No change or modification of this Agreement shall be binding on either the Committee or the Federation unless reduced to writing and executed by the respective duly authorized representatives.

Article II
Existing Conditions of Employment

The provisions of this Agreement shall constitute Committee policy for the duration hereof or until changed by mutual consent in writing. Any previously adopted policy, rule, or regulation of the Committee which is in conflict with provisions of the Agreement shall be superseded and replaced by the Agreement. Nothing in this Agreement that changes pre-existing Committee policy, rules, or regulations shall operate retroactively, unless expressly so stated.

Article III
Committee Rights

- A. The Committee and the Federation agree that the Committee shall retain and reserve all its statutory rights, authority, and obligations in the administration of the School Department and direction of its Paraprofessionals. All the functions, rights, powers, and authority which the Committee has now, or may be granted, or have conferred upon it, including all the customary and usual rights, powers, functions, and authority of an employer, which it has not specifically delegated or modified by this Agreement, are recognized by the Federation to be retained by the Committee.
- B. No changes or modifications of this Contract shall be binding on either the Committee or the Federation unless reduced to writing and executed by the respective duly authorized representatives.

Article IV
Fair Practices

- A. As sole collective bargaining agent, the Union will accept into voluntary membership all Paraprofessionals covered by this Agreement without regard to race, color, creed, national origin, sex, marital status, or previous affiliation with other organizations.
- B. The Committee and the Union agree that there will be no discrimination in the hiring of employees or in their training assignment, promotion, transfer, or discipline because of race, color, national origin, age, sex, gender identity, disability, religion, or sexual orientation, creed, domicile, marital status, political activities, or participation in any organizational activities.

Article V
Grievance and Arbitration Procedure

A. General

It is the declared objective of the parties to encourage prompt resolution of grievances. The parties recognize the importance of prompt and equitable disposition of any grievances at the lowest organizational level possible. An employee shall have the right to present a grievance and have it promptly considered on its merits.

B. Definition

A grievance is a claim based upon an event or condition that alleges a violation, misinterpretation or misapplication of the provisions of this Agreement.

C. Procedures

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement. Otherwise, all grievances must be processed with the steps, time limits, and conditions herein set forth:

STEP 1: An Employee shall first discuss the complaint with his/her Principal directly with the objective of resolving the matter informally. The Principal shall orally convey his/her decision to the Employee within five (5) work days after receiving the complaint.

A grievance shall be presented to the Principal within twenty (20) work days after knowledge by the Employee or the Union giving rise to the act or condition which is the basis for the complaint. Within ten (10) work days of the receipt of said grievance, the Principal shall meet with the Union Representative and/or the aggrieved at a mutually convenient time. Within ten (10) work days of the foregoing meeting, the Principal shall communicate her/his decision in writing to the aggrieved Employee and the Union Representative. Both parties recognize that all time limits in the grievance procedure are considered to be maximums and both parties agree to act on grievances as quickly as possible.

STEP 2: If the grievance is not resolved at Step 1, the Employer or the Union may then initiate a grievance in writing to the Superintendent within five (5) work days after the receipt of the Step 1 response. Any appeal to the Superintendent shall include:

- a. name and position of grievant
- b. a statement of the grievance and the facts involved
- c. the corrective action requested
- d. name of Union Representative at Step 1, if any
- e. signature(s) of grievant(s) or Union representative

Within ten (10) work days of receipt of said grievance, the Superintendent shall meet with the Union Representative and/or the aggrieved at a mutually convenient time.

Within ten

(10) work days of the foregoing meeting, the Superintendent shall communicate his decision in writing to the aggrieved and the Union Representative.

STEP 3: If the grievance is not resolved in Step 2, the employee or the Union may appeal in writing within ten (10) work days to the full School Committee. The School Committee shall meet with the Union Representative, and/or the grievant at the next regularly scheduled meeting if the appeal is received five (5) work days before said meeting. If not received in a timely fashion, the appeal will be heard at the next subsequent regularly scheduled meeting. The School Committee within ten (10) work days following the meeting will forward its decision in writing to the Union Representative.

STEP 4: A grievance dispute which is not resolved in Step 3 may be submitted by the Federation to arbitration. The proceeding may be initiated by written notice to the School Committee and the American Arbitration Association postmarked within thirty (30) work days after receipt of the decision of the School Committee at Step 3. The arbitrator shall issue his decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision shall be in writing and shall set forth the arbitrator's opinion and conclusion on the issue submitted. The decision of the arbitrator if made in accordance with his jurisdiction and authority under this Agreement will be accepted as final by the parties to the dispute and both will abide by it. The arbitrator's fee will be shared equally by the parties to the dispute.

D. Additional Provisions

1. Failure by the Committee or its agents to answer an appeal within the time limit specified or for any other reason shall mean the appeal may be taken to the next step immediately.
2. Should the Union fail to process a grievance through the next higher step, the grievance shall be considered closed.
3. An employee may review his own personnel record and upon his specific request such personnel record may be reviewed by the Union Representative.
4. Nothing contained in the Agreement shall deprive any individual employee of the right to process his/her grievance through Step 3.

Article VI **Compensation**

A. Basic Salary Schedule

The salaries of the members of the bargaining unit are set forth in Appendix A and A(2), which is attached to and made a part of this Agreement.

The Parties agree to across the board general wage increases on the following schedule for Steps 2-5.

- SY 23-24, Day 1: 4% increase
- SY 24-25, Day 1: 6% increase
- SY 25-26, Day 1: 6% increase

Additionally, the below compensation adjustments are being made:

- Effective July 1, 2023
 - Remove Step 1, Employees on Step 1 move to Step 2
 - Add a longevity Step 8 at \$300 above Step 5
 - Increase Step 10 longevity to \$300 above Step 8
 - Increase Step 15 longevity to \$300 above Step 10
 - Increase Step 20 longevity to \$300 above Step 15
- Effective July 1, 2024
 - Increase Step 8 longevity to \$300 above Step 5
 - Increase Step 10 longevity to \$300 above Step 8
 - Increase Step 15 longevity to \$300 above Step 10
 - Increase Step 20 longevity to \$300 above Step 15

- Effective July 1, 2025
 - Remove Step 2, Employees on Step 2 move to Step 3
 - Add new Step 6 at 3% above Step 5
 - Increase Step 8 longevity to \$300 above Step 6
 - Increase Step 10 longevity to \$300 above Step 8
 - Increase Step 15 longevity to \$300 above Step 10
 - Increase Step 20 longevity to \$300 above Step 15

B. Method and Time of Salary Payment

Paraprofessionals shall be paid bi-weekly.

C. Working Before and/or After the Regular School Year

Any Paraprofessional required to work before and/or following the close of the regular school year shall be compensated in accordance with Article VIII, Section F, below.

D. Itemized Payroll Deductions

Accompanying each paycheck will be an itemized payroll deduction statement showing gross earnings, itemized deductions, total of deductions, and net earnings. Paychecks will be delivered in a manner to protect the privacy of the employee.

E. Mileage Allowance

Traveling Paraprofessionals covered by this Agreement who are authorized to use private automobiles for school business shall be reimbursed at the existing Town rate.

F. Sick Leave Buy-Back

1. Employees hired on or before June 30, 2008, will receive a sum equal to 33% of the employee's unused accumulated Sick Leave paid at his/her per diem (daily) rate at the date of retirement.
2. Employees hired after June 30, 2008, and on or before June 30, 2011, shall receive a sum equal to 33% of the employee's unused accumulated Sick Leave up to a maximum of 150 days paid at his/her per diem (daily) rate at the date of retirement.
3. Employees hired after June 30, 2011, shall receive a sum equal to 20% of the employee's unused accumulated Sick Leave up to a maximum of 150 days paid at his/her per diem (daily) rate at the date of retirement.
4. For employees hired after June 30, 2017, there is no sick leave buy-back benefit.
5. In the event of death, the employee's estate will receive a sum equal to 33% of the employee's unused accumulated sick leave paid at his/her per diem (daily) rate at the date of the death.

G. Placement on the Salary Schedule

Members of the bargaining unit shall be placed on the salary schedule at the step appropriate for training and creditable years of experience.

H. Holidays

The below listed holidays (12 days) have been rolled into the annualized and hourly rate wage schedules effective July 1, 2020 (FY 21) and will not be paid separately. If the work year starts prior to Labor Day, Paraprofessionals will be compensated for this additional holiday. If the work year starts after Labor Day the Paraprofessionals will not be paid for this holiday.

Columbus Day
Veterans Day
Afternoon Before Thanksgiving
Thanksgiving Day
Day After Thanksgiving
Day Before Christmas
Christmas Day
New Year's Day
Dr. Martin Luther King Day
Presidents Day
Patriots Day
Memorial Day

I. Lane Advancement

1. Effective July 1, 2020 all current North Reading Paraprofessionals will be placed on the appropriate approved wage step and column on the 14-lane wage schedule consistent with their level of earned college credits and years of service in North Reading.
2. Newly hired Paraprofessionals as of July 1, 2020 or later will be placed on the six (6) lane wage schedule at the appropriate column upon hire and successful review of all applicable college/university transcripts.
3. Steps 8, 10, 15 and 20 in the agreement shall reflect years of service in the North Reading Public School system. Paraprofessionals will be placed along the step scale based on the applicable experience as a Paraprofessional between Steps 2 through 5 from 2023-2025 (FY 24 and FY 25) and then steps 3 through 6 starting in school year 2025-2026 (FY 26) when hired. They will not advance to Steps 8, 10, 15, or 20 until they have received more than 8, 10, 15, or 20 years of applicable service in the North Reading Public School District.

4. A new employee hired after the start of the school year shall have thirty (30) calendar days, from their date of hire, to submit his/her official transcripts listing college credits to be considered for extra compensation during the current school year to the Superintendent or his/her designee.
5. College and graduate credits are eligible for extra compensation only if they are related to a program of study, at an accredited college or university, leading to a degree in the field of education.
6. Degrees in the field of psychology, counseling, or social work will also be considered provided that the total costs to the district are manageable in year one (1) of the agreement.
7. Credits beyond the Bachelor's degree should be graduate credits. A graduate course credit is defined as that which meets the traditional definition established at an accredited college or university (22.5 hours per credit) and not a "graduate-level" or "salary progression and recertification" credit. The spirit of the definition observed is that the graduate course credit is earned either online or through a course that requires a physical presence of the educator at an academic institution over a sustained period of time such as an academic semester. Further, a graduate course credit is one that is transferable into a recognized graduate/post-baccalaureate program. Examples of providers that are not accepted under this definition include Teacher Step, Advancement Courses, Learner's Edge, and Professional Development Institute.
8. All courses eligible for credit award must be pre-approved by the Superintendent or his designee. Currently Frontline Professional Growth is the preferred system.
9. Employees who hold a valid (non-emergency) teacher license or who earn a valid (non-emergency) teacher license shall be placed on the B+30 lane of the pay scale.
10. Any intention to advance a lane on the wage schedule due to college or graduate credits must be provided in writing to the Superintendent by February 1st in the year prior to the school year in which the advancement would take effect.
11. For those advancing a lane due to years of service, the District Payroll/HR office will continue to track these years of service for the purposes of advancing them to the appropriate column on the appropriate wage schedule for current staff members.
12. For lane advancement due to college or graduate credits or years of service, Paraprofessionals will have fourteen (14) days from the day they receive their salary agreement to bring any questions or concerns to the attention of the district.
13. Evidence of credits for graduate courses taken and completed must be submitted no later than August 1st in order to be eligible for such compensation and advancement along the wage schedule. Upon satisfactory submission of all course paperwork and

transcripts the educator will advance the appropriate lane movement by September 1st provided that the February 1st deadline noted above has been met.

J. Paraprofessional Training

1. The Committee shall provide workshops and/or courses, free of charge, to employees in subject/topic areas applicable to their job functions. Employees covered under this Agreement will not be required to attend four (4) of the half-days during the school year in exchange for one (1) full day professional development day noted in Article VIII, paragraph F below, as well as the required building meetings noted below. The dates for non-attendance at these four (4) half-days will be determined by the Superintendent of Schools, in consultation with the Union President. Employees who are not regularly scheduled to work on the four (4) identified half-days need not report to work on the one (1) full day professional development day or attend the required after school meetings. The School Committee reserves the right to make amendments to the annual professional development calendar.
2. Paraprofessionals may be required to attend up to five (5) building meetings per year at which time relevant safety information, professional development, and training will be provided. Paraprofessionals will be given at least ten (10) school days' notice for these meetings whenever practicable.

K. Student Safety and Planning

The Union and the employer share a desire to maintain safe school environments for students and staff. Any bargaining unit employee who regularly has contact with a student with a safety plan shall have that plan clearly communicated to him or her. The school principal or designee shall meet with the impacted bargaining unit employees when the plan is implemented and any time that the plan is edited.

Article VII **Fringe Benefits**

A. Health Insurance

Health Insurance offered under the Town Plan is available to school employees who qualify. Participation is optional. The Town currently pays seventy (70%) percent of the base plan.

B. Life Insurance

Life Insurance offered under the Town Plan is available to school employees who qualify. Participation is optional.

C. Pension/FICA

Employees who work twenty (20) or more hours per week shall contribute to the Middlesex County Retirement System. Those who work less than twenty (20) hours must contribute to the existing governmental required annuity plan.

D. Tax Sheltered Annuity

Employees are eligible to participate in approved tax sheltered annuity programs.

E. Workers' Compensation

Workers' Compensation is provided to employees by the Town. Employees are compensated in amounts equal to the difference between the Workers' Compensation benefit and the employee's net salary. Sick leave will not be used during this period of time.

Article VIII **Working Conditions**

A. Notices and Announcements

All official circulars pertaining to bargaining unit members shall be posted on the school bulletin boards, and a copy to be furnished to the president of the Federation.

B. School Facilities

1. Every effort will be made to provide adequate parking facilities for bargaining unit members.
2. Upon request, employees shall have access to a locking file cabinet, drawer, locker, or other locking space for the storage of personal property.
3. Paraprofessionals shall have access to all technology necessary to perform their job responsibilities, contractual obligations, and assist the students in their classrooms. Paraprofessionals shall be provided with technology upon approval of the administration. Requests for technology from a Paraprofessional shall not be unreasonably denied.

C. Seniority

1. The School Department shall prepare a directory which indicates the date on which all members of the bargaining unit were hired. Upon request, this directory shall be distributed to the Union president at least two (2) times per year, In September and in January.
2. Seniority of a bargaining unit member is based upon total length of continuous service in the North Reading School System.

D. Discipline

1. No member of the bargaining unit will be disciplined, reprimanded, reduced in rank or compensation, or deprived of increments in compensation, without just cause.

2. A newly hired employee will serve a ninety (90) day probationary period. The provisions of subsection 1 do not apply to an employee on probation.

E. Layoff-Recall

1. In the event of a cutback in program or a reduction in the number of positions within the bargaining unit, the least senior employee(s) within a category shall be the first employee(s) to be laid off. Category A shall consist of General Paraprofessionals. Category B shall consist of Digital Learning Paraprofessionals. Category C shall consist of Special Education Paraprofessionals.
2. A more senior employee in the school system in one category shall be able to bump the least senior employee in another category if the more senior employee was previously employed in that category and can demonstrate through experience or education/training, that he/she is qualified to perform the duties of the least senior employee in that category.
3. In the subsequent event of restoration of positions or the creation of new positions within a category, those previously laid off from said positions shall receive first opportunity for rehire where, the employee(s) who was the last laid off will be the first recalled, provided the employee's experience or education/training meet or exceed the requirements for the open position as stated in the posting for the vacancy. Should a situation arise where the ability of an employee on layoff, with recall rights, to perform the duties of an open position is in question, the Superintendent shall decide if the applicant's qualifications meet the requirements of the open position as stated in the posting. The decision of the Superintendent shall be final, provided it is not arbitrary or capricious. The rights contained in this paragraph (E3) shall terminate after eighteen (18) months from the date of layoff.
4. Employees laid off from one category are eligible and are encouraged to apply for openings in other categories in which they have no recall rights.

F. Length of School Day and School Year

The work year for Paraprofessionals shall be one hundred and eighty-one (181) days including the student school year, attendance at the Opening Day Meeting held to start the school year, and one (1) full-day professional development day. Paraprofessionals required to work beyond the normal work year shall be paid their per-diem (daily) rate for all days worked.

Prior to July 1, 2024, the normal work week for General Paraprofessionals (Category A), and Digital Learning Paraprofessionals (Category B) shall be thirty-six and three quarter (36.75) hours (7 hrs 21 mins/day). The normal work week for Special Education Paraprofessionals (Category C) shall be thirty-three and three quarter (33.75) hours (6 hrs 45 mins/day).

Effective July 1, 2024, the normal work week for all Paraprofessionals will be thirty-five (35) hours (7 hours/day). General Paraprofessionals and Digital Learning Paraprofessionals hired prior to January 1, 2024 will be provided the option of continuing to work thirty-six and three quarter (36.75) hours per week or reducing their schedule to thirty-five (35) hours per week. General Paraprofessionals and Digital Learning Paraprofessionals wanting to permanently move to thirty-five (35) hours per week must submit the request in writing to the Superintendent by February 1st in the year prior to the school year in which the update would take effect.

The work day shall include a paid lunch of at least twenty (20) minutes. Paraprofessionals required to work beyond the normal work day shall be paid their regular hourly rate for all hours worked, and time and-one-half of their regular hourly rate for all hours worked in excess of forty (40) hours in a given work week.

G. Damage or Loss of Property

1. No employee shall be held responsible for loss, damage, or destruction of school property or children's property, when such loss, damage, or destruction is not the fault of the employee.
2. An employee shall report in writing any loss, damage, or destruction to the Superintendent/Director, immediately upon becoming aware of such loss, damage, or destruction.

H. Paraprofessional Programming

1. Every reasonable effort will be made to notify each Paraprofessional by June 15 of his or her program for the next school year but, in every case, each Paraprofessional will be notified in writing by June 15 if she or he has a position in the school system for the next school year.
2. When student population changes or budgetary constraints arise during the summer, the Committee is not bound to the assignments given in accordance with the above paragraph.

I. Personnel Files

1. Personnel Files shall be maintained under the following circumstances:
 - a. Paraprofessionals shall have one (1) Personnel File to be maintained by the Office of the Superintendent. Only the employee, the Superintendent, and other administrative staff designated by the Superintendent shall have access to said file.
 - b. Any written or oral complaints regarding a Paraprofessional made to any member of Administration by any parent, student, or other person will be promptly called to the attention of the Paraprofessional. No material derogatory to an employee's conduct, service, character, or personality shall be placed in an employee's Personnel File by an administrator unless the employee is sent a dated copy at the same time.

- c. The employee shall have the right to submit a response to the statement. The employee's answer shall also be included in the employee's Personnel File. This response shall be submitted in writing within twenty (20) days of the received dated copy.
 - d. Upon request, an employee shall be given access to his/her Personnel File without delay.
 - e. Upon receipt of a written request, the employee shall be furnished with a reproduction copy of any material in his/her Personnel File.
2. Official grievances filed by any employee under the Grievance and Arbitration Procedure as outlined in this Agreement shall not be placed in the Personnel File of the employee, nor shall such grievance become a part of any other file or record which is utilized in the promotion process; nor shall it be used in any recommendations for job placement.

J. General

No Paraprofessional will be required to dispense medication to students. No Paraprofessional shall be required to transport students in a motor vehicle. No Paraprofessional shall be required to perform First Aid, CPR, or apply a non-violent restraint to a student, without first receiving adequate training.

K. Duty-Free Lunch

A duty-free lunch will be provided during the normal lunch periods of the Paraprofessional's school's schedule.

L. Teaching Responsibility and Office Subbing

1. When the Paraprofessional serves as the primary substitute teacher he/she will receive his/her salary plus an additional thirty-five dollars (\$35) per day or twenty-five dollars (\$25) for less than three hours per day. Effective January 1, 2024, Paraprofessional substitute differential shall be thirty-five dollars (\$35) per day when a Paraprofessional serves as a primary substitute teacher for at least thirty (30) minutes but less than three (3) hours per day. This differential shall be forty-five dollars (\$45) per day when a Paraprofessional serves as a primary substitute teacher for three (3) hours or more in a day.
2. When a Paraprofessional serves as the primary substitute teacher for a full block that is less than thirty (30) minutes in duration, the Paraprofessional shall receive a thirty-five dollar (\$35) differential for that day.
3. The Joint Labor Management Committee will meet prior to June 30, 2024 to discuss the scenarios in which a Paraprofessional serves as the primary substitute teacher for more than thirty (30 minutes) and less than three hours and develop a template for all schools to follow.
4. When a Paraprofessional serves as a substitute for the school Administrative Assistant, he/she will receive his/her salary plus an additional thirty-five dollars (\$35) per day. Full day subbing assignments for the Administrative Assistant shall not be split between multiple Paraprofessionals.

5. Payments under Section L will be processed using the Staff Absence Report presently in use or modified in the future by the Administration.

M. Paraprofessional Evaluation

1. An annual evaluation will be conducted in accordance with the Paraprofessional Evaluation Procedure attached as Appendix C. Each Paraprofessional will be given a copy of any evaluation report prepared by his/her principal or supervising administrator. An original, signed copy of the annual evaluation will be filed in the employee's personnel file. Any written or oral complaints regarding a Paraprofessional made to any member of the administration by any parent, student, or other person will be promptly called to the attention of the Paraprofessional.

N. Tools and Review

1. The Superintendent and the President of the Union shall meet regularly to discuss concerns related to inspections, treatment, cleanliness, maintenance, technology distribution, safety protocols, and building access. A tool for Paraprofessionals to report concerns in these areas will be shared by the District annually and upon hire with Paraprofessional staff. Reasonable concerns reported through the tool shall be reviewed and addressed by the appropriate departments within a reasonable timeframe and reviewed by Superintendent and the President of Union on an ongoing basis

O. Joint-Labor Management Committee (JLMC)

1. The parties shall establish a standing joint-labor management committee, comprised of the Union President, the Superintendent, and up to two designees by each. The purpose of the JLMC shall be to discuss and resolve issues impacting employees. The JLMC shall meet no less than quarterly.

P. Building-Based Joint-Labor Management Committees

1. The Principal of each worksite shall meet at least once per quarter with up to two (2) Union designees from the worksite in order to maintain effective communication, discuss building-based issues, and resolve problems. Such meetings shall be held during the workday.

Article IX **Transfers and Vacancies**

- A. All new positions and all vacancies in existing positions in the bargaining unit will be posted for a minimum of seven (7) days. Such notice shall set forth the salary, hours, and the general responsibilities and job functions of the position.
 1. Notice of such posting will be sent to the President of the unit and each union building representative at each school.
 2. Notices of vacancies in existing positions which arise during the summer months (when school is normally not in session) shall be sent to the Federation President via email for distribution, and posted on the District's website.

3. In most cases, the Committee would seek to retain equally qualified incumbent employees before hiring a person from outside the system.

B. In the determination of reassignments and transfers the convenience and wishes of the individual employee will be considered to the extent that these reassignments and transfers are in the best interests of the school system. Employees may request a meeting with the Administrator and/or Superintendent to discuss the reasons why their transfer request was not honored.

C. Involuntary Transfers

Notice of intent to transfer or reassign shall be given orally stating the reason as soon as practicable. Any involuntary transfer or reassignment shall be made only after a meeting between the Paraprofessional or Paraprofessionals involved and the Superintendent or his designee and shall be made on the basis of length of service in the category they serve unless in the opinion of the Superintendent the interest of the school system requires otherwise. The Paraprofessional or Paraprofessionals may have a Federation representative present at such a meeting. Involuntary transfers will not be made arbitrarily, capriciously, or without basis in fact.

D. Mid-Year Change of Assignment

When a Paraprofessional's in-school assignment is changed during the school year, he/she shall receive one week's notice, if practicable, and a reason for the change in assignment.

Article X **Leaves of Absence**

A. Sick Leave

1. Each employee shall be credited with twelve (12) sick days per year, cumulative to two hundred (200) days.
2. In addition to personal illness or injury, three (3) of an employee's sick leave days may be utilized for the employee's or immediate family member's medical appointments. An employee may use five (5) days of his/her sick leave for absence due to illness of a member of his/her immediate family.

3. Employees will be provided with access to the District on-line absence management (Frontline Absence Management) system as the means of tracking the balance of all accumulated paid leaves granted under this Agreement. The District agrees to provide an optional annual training session to Employees on the use of Frontline or its successor. All discrepancies noted in Frontline or its successor shall be brought to the attention of the Superintendent or his/her designee, in writing, and shall be corrected in a timely manner.

B. Sick Leave Bank

1. Employees shall deposit one (1) day of their Sick Leave allowance in the Sick Leave Bank each school year. Employees who have a serious or prolonged illness or injury and who have used all of their accumulated Sick Leave, may apply to draw on the Bank.
2. The operation of the Sick Leave Bank shall be carried out in accordance with the following guidelines:
 - a. Participation in the Sick Leave Bank shall be voluntary.
 - b. A member of the bargaining unit may participate in the Sick Leave Bank by agreeing to deposit one (1) day of his/her accumulated unused Sick Leave into the Bank. Once an employee elects to participate in the Sick Leave Bank his/her participation in the Bank shall be for the duration of the current school year, and shall continue from year to year, unless the employee notifies the Superintendent in writing and no later than October 1st of his/her desire to opt out of the Bank. No days previously donated to the Sick Leave Bank will be returned to an employee who subsequently decides to end his/her participation in the Bank.
 - c. All deposits must be made by October 1st of each year, or within thirty (30) days of an employee's date of hire.
 - d. Only employees who deposit into the Sick Leave Bank shall be permitted to make withdrawals from the Bank.
 - e. All requests for withdrawals from the Sick Leave Bank must be made in writing accompanied by written medical evidence (e.g. a note from the employee's doctor/physician/medical provider indicating the inability of the employee to perform his/her duties). The medical evidence must include the specific nature of the illness and/or injury, and the date the employee may be expected to return to work.
 - f. The Sick Leave Bank may only be used for an employee's illness or injury.
 - g. Employees who withdraw days from the Sick Leave Bank will be paid for each day at their current per diem (daily) rate of pay.

- h. A Sick Leave Bank Committee (SLBC) composed of two (2) members appointed by the Federation President, and two (2) members appointed by the Superintendent of Schools, shall meet to consider all requests to withdraw days from the Sick Leave Bank. The decision of the SLBC to grant or deny a request shall be made by majority vote of the SLBC. In the event a vote of the SLBC results in a tie, the Superintendent shall review the request, including any medical evidence presented by the employee, and he/she shall cast a final vote to break the tie. The vote shall be final and binding on all parties and shall not be subject to appeal or arbitration, provided the decision of the SLBC is not arbitrary or capricious.
- i. Whenever the balance of the Sick Leave Bank exceeds one hundred and twenty-five (125) days, there will be no need to annually assess additional days. Members will automatically donate one (1) additional day whenever the balance of the Bank falls below one hundred and twenty-five (125) days. In no case will a member be assessed more than two (2) days in any given school year. Up to three (3) times per school year upon written request made by the Federation, the District shall produce a report listing the current balance of days in the Sick Leave Bank, as well as a detailed list of all deposits/donations and withdrawals to/from the Sick Leave Bank.
- j. In the event of a new contract or an extension of the existing one, the balance of days in the Sick Leave Bank is carried over.
- k. Changes in the regulations or operation of the Sick Leave Bank must be made through collective bargaining.

C. Personal Leave

Employees shall be granted three (3) days of personal leave annually for imperative religious, legal, business, household, or family matters which require absence. No request for leave under this section will be permitted as to extend a holiday or vacation period.

D. Bereavement Leave

- 1. An employee shall be granted reasonable absence with pay for a period not to exceed five (5) days. In determining reasonable absence, consideration shall be given to the relationship of the employee to the deceased and the responsibility of the employee for making funeral arrangements. An employee's immediate family shall be considered as parents, spouse, life partner/companion, children, stepchildren, mother-in-law, father-in-law, siblings, grandparent, grandchild, brother-in-law, sister-in-law, foster child and foster parents, and former spouse, husband, wife, son, daughter, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandchild, or grandparent; also includes any relative residing with the employee or any person for whom the employee is solely responsible for all funeral arrangements.

2. An employee shall be granted reasonable leave up to three (3) paid days for any other member of the family.
3. In the event of the loss of a child(ren) due to miscarriage or stillbirth Paraprofessionals may be entitled to up to five (5) paid days at the time of this loss. Neither the length of the pregnancy nor the number of children will impact the number of days to which Paraprofessionals are entitled.

E. Extended Maternity/Parental/Adoptive Leave/MMLA

1. Massachusetts Maternity Leave Act (MMLA). An employee who does not have sufficient time of service to be eligible for a Family and Medical Leave may apply in writing to the Superintendent for an unpaid leave under the Massachusetts Maternity Leave Act ("MMLA") as long as he/she has been employed for at least ninety consecutive (90) calendar days. He/she may take a leave for the period close in time to preparing for and giving birth; or caring for a newborn or a newly-adopted/or foster child under 18 or a child under 23 with mental or physical disabilities. Under this Section of this Agreement, the unpaid MMLA leave is up to a maximum of twelve (12) weeks. An employee who has sufficient time of service for an FMLA Leave may nonetheless apply in writing to the Superintendent under this Section and the leave will be counted toward the twelve (12) weeks of maximum available leave under the FMLA. Under this Section of this Agreement, an employee is eligible to apply for up to ten (10) consecutive days of available paid sick leave beginning immediately following the birth of a child or the adoption/foster placement during an unpaid MMLA leave. However, an employee applying for leave under this Section may also request to apply for additional available paid sick leave for any period during this leave of her own disability, and his/her medical or related physical needs related to childbirth. The Superintendent will respond in writing with notice of applicable requirements, such as a physician's certification.
2. Nothing in this Section of this Agreement is intended to restrict an employee's benefits under the Massachusetts Maternity Leave Act, nor is intended to expand the benefits under the MMLA, except as stated in this Section of this Agreement or under another provision of this Agreement. An employee on an extended maternity, parental, or adoptive leave of absence shall notify the Superintendent of his or her intent of return at least ninety (90) days in advance.
3. An employee returning from an extended maternity, parental, or adoptive leave of absence will be returned to his or her previous position or a substantially similar position and will retain the seniority held at the time the leave became effective. Salary placement shall be at the next step of the salary schedule if the employee served one half (1/2) or more of the work year in which the leave was granted.

F. Other Leaves/FMLA

1. An employee who marries shall be granted two (2) weeks leave without compensation.

2. An employee summoned for Jury Duty or to serve as a witness in a court case which necessitates absence from assigned duties within his work schedule shall be paid at straight time the difference between the compensation for such service and his regular salary. Such employee shall report for his regular duties while excused from such attendance in court unless it is impossible, or unreasonable to do so.
3. Members of the bargaining unit may be granted unpaid leave not to exceed one (1) year for the following reasons: prolonged illness, needed rest and necessities of the home, professional improvement when employees are not eligible for sabbatical leave of absence, to serve in public office, or for any other activity which would benefit the North Reading School System. Application shall be made to the Superintendent of Schools.
4. Family Medical Leave Act (FMLA). An employee with at least twelve (12) months of employment or 1,250 hours of service within a year and who has a qualifying personal or family illness or other qualifying circumstance may apply for an unpaid leave under the Family Medical Leave Act (FMLA) by notifying the Superintendent in writing. The Superintendent will respond in writing to the employee within five (5) work days with notice of applicable requirements, such as a physician's certification. The leave year is on a twelve (12) month basis which will be calculated forward from the starting date of the FMLA Leave. The unpaid leave is up to a maximum of twelve (12) weeks within a twelve (12) month period, including leave taken on an intermittent rather than consecutive basis when such an arrangement is certified to be medically necessary. The cumulative amount of leave during a twelve (12) month period is twelve weeks, with an exception of possible eligibility for an extended leave to care for a seriously ill or injured armed service member, or for other specific qualifying family circumstances related to military deployment.
5. An employee may request to apply available paid sick leave for that part of an unpaid FMLA leave where a paid leave is allowed under a specific provision of this Agreement. Under this Section of this Agreement, an employee may request to apply up to a maximum of five (5) paid sick days during an unpaid FMLA leave for the care of a seriously ill or disabled immediate family member conditioned upon submission of a physician's certification. Under this Section of this Agreement, an employee may request to apply up to a maximum of ten (10) consecutive paid sick days beginning immediately following the birth of a child, or the adoption/ foster care placement during an unpaid FMLA leave.
6. Any leave taken under another provision of this Agreement under circumstances which would qualify for leave under the FMLA, will be counted toward the twelve (12) weeks of leave available under the FMLA.
7. Nothing in this section of this Agreement is intended to limit an employee's benefits under the Family Medical Leave Act, nor is intended to expand benefits under the FMLA, except as stated in this Section or under another provision of this Agreement.

G. Maintenance of Rights

All benefits to which an employee was entitled at the time his leave commenced, including unused accumulated sick leave, shall be restored to him upon his return, and he will be assigned to the same position which he or she held at the time said leave commenced, if available, or, if not, to a substantially similar or equivalent position.

H. Extension of Leave of Absence

Leaves of absence may be extended by the Superintendent. The right of increment credit and the same or a substantially equivalent position upon return from an extended leave shall be determined by the school district in each case.

Article XI **Union Rights and Responsibilities**

A. Union Representation

The Superintendent/Director shall recognize the Union Building Representative as the official representative of the employees in the bargaining unit.

B. Employee Information

1. The Committee shall make available to the Union upon its reasonable request, all records relevant to negotiations, or necessary for the proper enforcement of this Agreement.
2. Each September, upon request from the Union, the employer shall provide the Union with a list of bargaining unit employees with all information to which the Union is entitled under the law. This information includes, but is not limited to, the following:
 - a. First and Last Name
 - b. Worksite
 - c. Hire Date
 - d. Home Address
 - e. Personal Email Address
 - f. Home Phone Number
 - g. Cell Phone Number
3. The employer understands that the Union is entitled to the personal contact information of members, but that such information is not public record and shall not be released except in situations where the employer is required by law to do so.

C. New Employees

1. For employees hired during the school year, the employer shall schedule a monthly orientation meeting for all employees hired since the previous orientation meeting. This meeting will be facilitated by the District's Human Resources Administrator or his/her designee. The Union President and his/her designee will be invited to attend and to speak with the new Paraprofessionals at that time. The Union President, or designee, shall be given thirty (30) minutes to speak with new employees without management present.
2. The Union is entitled by law to contact information of new hires within ten (10) days of their hire date. The employer shall provide the union with all information outlined in Article XI(B)(2).
3. New Employee Orientation Meeting
 - a. Each year, the employer shall provide the Union thirty (30) minutes to meet with bargaining unit employees during the beginning of the year welcome meetings. During this meeting, only bargaining unit members and union staff may be present.

D. Representation at Meetings

1. The chairperson of the bargaining unit or his designee may be granted time off with pay for the purpose of representing the Paraprofessionals before local, state, and national organization.
2. The total number of days used for this process shall not exceed two (2) days in any school year. Application will be made to the Superintendent prior to the day(s) requested.

E. Printing of Agreement

The Committee agrees to publish this contract on its website in electronic form and to pay the cost of printing copies of the Agreement and to distribute copies of the Agreement, upon request, to each member of the bargaining unit presently employed by the Committee and to each new employee hired during the duration of this Agreement

F. Union Activity at the School Level

1. School Meetings: Before the opening of and after the closing of school on school days, the Union shall have the right to use designated areas in School Buildings for meetings of employees provided there is no interference with any scheduled school activities. The use of such designated areas should be arranged with the Principal.
2. Distribution of Materials: The Union shall have the right to place Union related materials in the mailboxes of employees.

G. Dues Deduction

1. An employee who wishes to have the School Committee deduct the regular monthly Union dues from his/her pay for transmittal to the Union shall execute an authorization card to be furnished by the Union in the membership form attached (see Appendix B).
2. The amount of dues will be certified to the School Committee from time to time by the Treasurer of the Union or by his duly authorized agent and the amount of dues will be uniform for all members of the Union. A certification of a change in Union dues shall become effective after the receipt by the School Committee of such certification in writing from the Union at least fifteen (15) days prior to the start of the month in which the Union seeks to make such change effective.
3. Union dues deducted by the School Committee shall be forwarded no later than thirty (30) days after such deduction was made.
4. An authorization by an employee for deduction of Union dues shall be canceled automatically whenever such employee is removed from the School District payroll or goes on leave of absence for more than one month and there shall be no obligation on the part of the School Committee to continue authorization in effect in the absence of an applicable collective agreement.
5. Authorization for deduction of Union dues may be revocable as provided by law.

H. Additional Deductions

Payroll deductions shall be made available to those employees who desire payroll deductions for any of the following purposes: Union dues and/or fees; tax sheltered annuities; the Stoneham Federal Credit Union.

I. Search Committees

Search committees for the Superintendent, Assistant Superintendent(s), Principals, Assistant Principals, and District-wide Directors shall include a minimum of one (1) Union Designee. Communication about these search committees will be made through the North Reading Federation of Paraprofessionals President. Hiring decisions remain at the discretion of the Employer.

Article XII **Savings Clause**

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and substitute action shall be subject to appropriate consultation and negotiation with the Union. In the event that any provision of this Agreement is or shall be contrary to law, all other provisions of this Agreement shall continue in effect.

Article XIII

Duration

This Agreement and each of its provisions shall be in effect as of July 1, 2023 and shall continue in full force and effect until June 30, 2026. Negotiations for a subsequent Agreement shall commence on or before February 1, 2026 on all items.

FOR THE NORTH READING FEDERATION OF PARAPROFESSIONALS

DocuSigned by:

Nancy Scioli

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Nancy Scioli, President*Cara White*

BA30309462E4423...

Cara White, Vice President*Lori Capuzzuto*

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Lori Capuzzuto*Marie A. Falasca*

017CAFE866364BB...

Marie Falasca*Julian Fleming*

917F46044E17433...

Julian Fleming*Amy High*

D0EA636344EF41D...

Amy High*Carrie-Anne Moore*

7B5157A406664A4...

Carrie-Anne Moore*Susan Welch*

B262B43A2CAE46C...

Susan Welch*Janice Wilk*

37B6099639424BA...

Janice Wilk*Nicholas DiPardo*

F1D161F5789D547BA...

Nicholas DiPardo, AFT MA Field Representative

FOR THE NORTH READING SCHOOL COMMITTEE

DocuSigned by:

Richard McGowan

1248C4C99718445...

Richard McGowan, School Committee*Patrick Daly*

18235062E9004D3...

Patrick Daly, Superintendent*Michael Connelly*

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Michael Connelly, Assistant Superintendent*Morgan Soares*

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Morgan Soares, Human Resources Administrator

This Agreement was signed on: 12/15/2023

APPENDIX A SALARY SCHEDULE GRANDFATHERED SCHEDULE

FY 24 4%

Annualized Wage Scale

FY 24 33.75 hours/week

STEP	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1										
2	\$25,794	\$26,442	\$26,835	\$27,051	\$27,356	\$28,055	\$29,504	\$29,898	\$30,419	\$31,029
3	\$26,543	\$27,217	\$27,623	\$27,827	\$28,157	\$28,843	\$30,279	\$30,685	\$31,219	\$31,842
4	\$27,585	\$28,284	\$28,703	\$28,907	\$29,262	\$29,936	\$31,359	\$31,766	\$32,325	\$32,947
5	\$28,246	\$28,957	\$29,389	\$29,567	\$29,961	\$30,609	\$32,020	\$32,452	\$33,023	\$33,633
8	\$28,546	\$29,257	\$29,689	\$29,867	\$30,261	\$30,909	\$32,320	\$32,752	\$33,323	\$33,933
10	\$28,846	\$29,557	\$29,989	\$30,167	\$30,561	\$31,209	\$32,620	\$33,052	\$33,623	\$34,233
15	\$29,146	\$29,857	\$30,289	\$30,467	\$30,861	\$31,509	\$32,920	\$33,352	\$33,923	\$34,533
20	\$29,446	\$30,157	\$30,589	\$30,767	\$31,161	\$31,809	\$33,220	\$33,652	\$34,223	\$34,833

FY 24 36.75 hours/week

STEP	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10
1										
2	\$28,086	\$28,792	\$29,221	\$29,401	\$29,788	\$30,438	\$31,850	\$32,279	\$32,846	\$33,455
3	\$28,903	\$29,636	\$30,079	\$30,245	\$30,660	\$31,296	\$32,707	\$33,136	\$33,731	\$34,340
4	\$30,037	\$30,798	\$31,255	\$31,421	\$31,863	\$32,486	\$33,870	\$34,326	\$34,935	\$35,544
5	\$30,757	\$31,531	\$32,002	\$32,140	\$32,624	\$33,219	\$34,603	\$35,060	\$35,682	\$36,305
8	\$31,057	\$31,831	\$32,302	\$32,440	\$32,924	\$33,519	\$34,903	\$35,360	\$35,982	\$36,605
10	\$31,357	\$32,131	\$32,602	\$32,740	\$33,224	\$33,819	\$35,203	\$35,660	\$36,282	\$36,905
15	\$31,657	\$32,431	\$32,902	\$33,040	\$33,524	\$34,119	\$35,503	\$35,960	\$36,582	\$37,205
20	\$31,957	\$32,731	\$33,202	\$33,340	\$33,824	\$34,419	\$35,803	\$36,260	\$36,882	\$37,505

FY 24 4%

Hourly Rate Scale

FY 24 33.75 hours/week

STEP	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1										
2	\$21.11	\$21.64	\$21.96	\$22.14	\$22.39	\$22.96	\$24.15	\$24.47	\$24.90	\$25.40
3	\$21.73	\$22.28	\$22.61	\$22.78	\$23.05	\$23.61	\$24.78	\$25.12	\$25.55	\$26.06
4	\$22.58	\$23.15	\$23.49	\$23.66	\$23.95	\$24.50	\$25.67	\$26.00	\$26.46	\$26.97
5	\$23.12	\$23.70	\$24.06	\$24.20	\$24.52	\$25.05	\$26.21	\$26.56	\$27.03	\$27.53
8	\$23.36	\$23.95	\$24.30	\$24.45	\$24.77	\$25.30	\$26.45	\$26.81	\$27.28	\$27.77
10	\$23.61	\$24.19	\$24.55	\$24.69	\$25.01	\$25.54	\$26.70	\$27.05	\$27.52	\$28.02
15	\$23.86	\$24.44	\$24.79	\$24.94	\$25.26	\$25.79	\$26.94	\$27.30	\$27.77	\$28.27
20	\$24.10	\$24.68	\$25.04	\$25.18	\$25.51	\$26.04	\$27.19	\$27.54	\$28.01	\$28.51

FY 24 36.75 hours/week

STEP	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10
1										
2	\$21.11	\$21.64	\$21.96	\$22.10	\$22.39	\$22.88	\$23.94	\$24.26	\$24.69	\$25.15
3	\$21.73	\$22.28	\$22.61	\$22.73	\$23.05	\$23.52	\$24.59	\$24.91	\$25.36	\$25.81
4	\$22.58	\$23.15	\$23.49	\$23.62	\$23.95	\$24.42	\$25.46	\$25.80	\$26.26	\$26.72
5	\$23.12	\$23.70	\$24.06	\$24.16	\$24.52	\$24.97	\$26.01	\$26.35	\$26.82	\$27.29
8	\$23.34	\$23.93	\$24.28	\$24.38	\$24.75	\$25.20	\$26.24	\$26.58	\$27.05	\$27.52
10	\$23.57	\$24.15	\$24.51	\$24.61	\$24.97	\$25.42	\$26.46	\$26.80	\$27.27	\$27.74
15	\$23.80	\$24.38	\$24.73	\$24.84	\$25.20	\$25.65	\$26.69	\$27.03	\$27.50	\$27.97
20	\$24.02	\$24.60	\$24.96	\$25.06	\$25.43	\$25.87	\$26.91	\$27.26	\$27.72	\$28.19

FY 25 6%

Annualized Wage Scale

FY 25 35 hours/week

STEP	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1										
2	\$28,354	\$29,066	\$29,499	\$29,737	\$30,072	\$30,840	\$32,432	\$32,865	\$33,438	\$34,108
3	\$29,178	\$29,918	\$30,365	\$30,589	\$30,952	\$31,706	\$33,284	\$33,731	\$34,318	\$35,002
4	\$30,323	\$31,091	\$31,552	\$31,776	\$32,167	\$32,907	\$34,472	\$34,919	\$35,533	\$36,217
5	\$31,050	\$31,832	\$32,307	\$32,502	\$32,935	\$33,647	\$35,198	\$35,673	\$36,301	\$36,972
8	\$31,350	\$32,132	\$32,607	\$32,802	\$33,235	\$33,947	\$35,498	\$35,973	\$36,601	\$37,272
10	\$31,650	\$32,432	\$32,907	\$33,102	\$33,535	\$34,247	\$35,798	\$36,273	\$36,901	\$37,572
15	\$31,950	\$32,732	\$33,207	\$33,402	\$33,835	\$34,547	\$36,098	\$36,573	\$37,201	\$37,872
20	\$32,250	\$33,032	\$33,507	\$33,702	\$34,135	\$34,847	\$36,398	\$36,873	\$37,501	\$38,172

FY 25 36.75 hours/week

STEP	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10
1										
2	\$29,772	\$30,519	\$30,974	\$31,165	\$31,575	\$32,265	\$33,761	\$34,215	\$34,817	\$35,462
3	\$30,637	\$31,414	\$31,883	\$32,059	\$32,499	\$33,174	\$34,670	\$35,125	\$35,755	\$36,400
4	\$31,839	\$32,646	\$33,130	\$33,306	\$33,775	\$34,435	\$35,902	\$36,386	\$37,031	\$37,676
5	\$32,602	\$33,423	\$33,922	\$34,069	\$34,582	\$35,213	\$36,679	\$37,163	\$37,823	\$38,483
8	\$32,902	\$33,723	\$34,222	\$34,369	\$34,882	\$35,513	\$36,979	\$37,463	\$38,123	\$38,783
10	\$33,202	\$34,023	\$34,522	\$34,669	\$35,182	\$35,813	\$37,279	\$37,763	\$38,423	\$39,083
15	\$33,502	\$34,323	\$34,822	\$34,969	\$35,482	\$36,113	\$37,579	\$38,063	\$38,723	\$39,383
20	\$33,802	\$34,623	\$35,122	\$35,269	\$35,782	\$36,413	\$37,879	\$38,363	\$39,023	\$39,683

FY 25 6%

Hourly Rate Scale

FY 25 35 hours/week

STEP	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1										
2	\$22.38	\$22.94	\$23.28	\$23.47	\$23.73	\$24.34	\$25.60	\$25.94	\$26.39	\$26.92
3	\$23.03	\$23.61	\$23.97	\$24.14	\$24.43	\$25.02	\$26.27	\$26.62	\$27.09	\$27.63
4	\$23.93	\$24.54	\$24.90	\$25.08	\$25.39	\$25.97	\$27.21	\$27.56	\$28.04	\$28.58
5	\$24.51	\$25.12	\$25.50	\$25.65	\$25.99	\$26.56	\$27.78	\$28.16	\$28.65	\$29.18
8	\$24.74	\$25.36	\$25.74	\$25.89	\$26.23	\$26.79	\$28.02	\$28.39	\$28.89	\$29.42
10	\$24.98	\$25.60	\$25.97	\$26.13	\$26.47	\$27.03	\$28.25	\$28.63	\$29.12	\$29.65
15	\$25.22	\$25.83	\$26.21	\$26.36	\$26.70	\$27.27	\$28.49	\$28.87	\$29.36	\$29.89
20	\$25.45	\$26.07	\$26.45	\$26.60	\$26.94	\$27.50	\$28.73	\$29.10	\$29.60	\$30.13

FY 25 36.75 hours/week

STEP	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10
1										
2	\$22.38	\$22.94	\$23.28	\$23.43	\$23.73	\$24.25	\$25.38	\$25.72	\$26.17	\$26.66
3	\$23.03	\$23.61	\$23.97	\$24.10	\$24.43	\$24.94	\$26.06	\$26.40	\$26.88	\$27.36
4	\$23.93	\$24.54	\$24.90	\$25.04	\$25.39	\$25.88	\$26.99	\$27.35	\$27.84	\$28.32
5	\$24.51	\$25.12	\$25.50	\$25.61	\$25.99	\$26.47	\$27.57	\$27.93	\$28.43	\$28.93
8	\$24.73	\$25.35	\$25.72	\$25.83	\$26.22	\$26.69	\$27.80	\$28.16	\$28.66	\$29.15
10	\$24.96	\$25.57	\$25.95	\$26.06	\$26.45	\$26.92	\$28.02	\$28.39	\$28.88	\$29.38
15	\$25.18	\$25.80	\$26.18	\$26.29	\$26.67	\$27.15	\$28.25	\$28.61	\$29.11	\$29.60
20	\$25.41	\$26.03	\$26.40	\$26.51	\$26.90	\$27.37	\$28.47	\$28.84	\$29.33	\$29.83

FY 26 6%

Annualized Wage Scale

FY 26 35 hours/week

STEP	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1										
2										
3	\$30,929	\$31,713	\$32,187	\$32,424	\$32,809	\$33,680	\$35,281	\$35,755	\$36,377	\$37,102
4	\$32,143	\$32,957	\$33,446	\$33,682	\$34,097	\$34,882	\$36,540	\$37,014	\$37,655	\$38,391
5	\$32,913	\$33,742	\$34,245	\$34,452	\$34,911	\$35,666	\$37,310	\$37,813	\$38,479	\$39,190
6	\$33,900	\$34,754	\$35,272	\$35,486	\$35,959	\$36,736	\$38,429	\$38,948	\$39,634	\$40,366
8	\$34,200	\$35,054	\$35,572	\$35,786	\$36,259	\$37,036	\$38,729	\$39,248	\$39,934	\$40,666
10	\$34,500	\$35,354	\$35,872	\$36,086	\$36,559	\$37,336	\$39,029	\$39,548	\$40,234	\$40,966
15	\$34,800	\$35,654	\$36,172	\$36,386	\$36,859	\$37,636	\$39,329	\$39,848	\$40,534	\$41,266
20	\$35,100	\$35,954	\$36,472	\$36,686	\$37,159	\$37,936	\$39,629	\$40,148	\$40,834	\$41,566

FY 26 36.75 hours/week

STEP	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10
1										
2										
3	\$32,475	\$33,299	\$33,796	\$33,983	\$34,449	\$35,164	\$36,750	\$37,232	\$37,900	\$38,584
4	\$33,750	\$34,605	\$35,118	\$35,304	\$35,802	\$36,501	\$38,056	\$38,569	\$39,253	\$39,937
5	\$34,558	\$35,429	\$35,957	\$36,113	\$36,657	\$37,325	\$38,880	\$39,393	\$40,092	\$40,792
6	\$35,595	\$36,492	\$37,036	\$37,196	\$37,757	\$38,445	\$40,046	\$40,575	\$41,295	\$42,016
8	\$35,895	\$36,792	\$37,336	\$37,496	\$38,057	\$38,745	\$40,346	\$40,875	\$41,595	\$42,316
10	\$36,195	\$37,092	\$37,636	\$37,796	\$38,357	\$39,045	\$40,646	\$41,175	\$41,895	\$42,616
15	\$36,495	\$37,392	\$37,936	\$38,096	\$38,657	\$39,345	\$40,946	\$41,475	\$42,195	\$42,916
20	\$36,795	\$37,692	\$38,236	\$38,396	\$38,957	\$39,645	\$41,246	\$41,775	\$42,495	\$43,216

FY 26 6%

Hourly Rate Scale

FY 26 35 hours/week

STEP	S1	S2	S3	S4	S5	S6	S7	S8	S9	S10
1										
2										
3	\$24.41	\$25.03	\$25.40	\$25.59	\$25.90	\$26.53	\$27.85	\$28.22	\$28.71	\$29.28
4	\$25.37	\$26.01	\$26.40	\$26.58	\$26.91	\$27.53	\$28.84	\$29.21	\$29.73	\$30.30
5	\$25.98	\$26.63	\$27.03	\$27.19	\$27.55	\$28.15	\$29.45	\$29.84	\$30.37	\$30.93
6	\$26.76	\$27.43	\$27.84	\$28.01	\$28.38	\$28.99	\$30.33	\$30.74	\$31.28	\$31.86
8	\$26.99	\$27.67	\$28.08	\$28.24	\$28.62	\$29.23	\$30.57	\$30.98	\$31.52	\$32.10
10	\$27.23	\$27.90	\$28.31	\$28.48	\$28.85	\$29.47	\$30.80	\$31.21	\$31.76	\$32.33
15	\$27.47	\$28.14	\$28.55	\$28.72	\$29.09	\$29.70	\$31.04	\$31.45	\$31.99	\$32.57
20	\$27.70	\$28.38	\$28.79	\$28.96	\$29.33	\$29.94	\$31.28	\$31.69	\$32.23	\$32.81

FY 26 36.75 hours/week

STEP	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10
1										
2										
3	\$24.41	\$25.03	\$25.40	\$25.54	\$25.89	\$26.43	\$27.62	\$27.99	\$28.49	\$29.00
4	\$25.37	\$26.01	\$26.40	\$26.54	\$26.91	\$27.44	\$28.61	\$28.99	\$29.51	\$30.02
5	\$25.98	\$26.63	\$27.03	\$27.15	\$27.55	\$28.06	\$29.23	\$29.61	\$30.14	\$30.66
6	\$26.76	\$27.43	\$27.84	\$27.96	\$28.38	\$28.90	\$30.10	\$30.50	\$31.04	\$31.58
8	\$26.98	\$27.66	\$28.06	\$28.19	\$28.61	\$29.12	\$30.33	\$30.72	\$31.27	\$31.81
10	\$27.21	\$27.88	\$28.29	\$28.41	\$28.83	\$29.35	\$30.55	\$30.95	\$31.49	\$32.03
15	\$27.43	\$28.11	\$28.52	\$28.64	\$29.06	\$28.82	\$30.78	\$31.18	\$31.72	\$32.26
20	\$27.66	\$28.33	\$28.74	\$28.86	\$29.28	\$29.80	\$31.00	\$31.40	\$31.94	\$32.48

APPENDIX A(2) SALARY SCHEDULE

New Hire Schedule

FY 24 4%

Annualized Wage Scale

FY 24 33.75 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2	\$25,794	\$26,835	\$29,504	\$29,898	\$30,419	\$31,029
3	\$26,543	\$27,623	\$30,279	\$30,685	\$31,219	\$31,842
4	\$27,585	\$28,703	\$31,359	\$31,766	\$32,325	\$32,947
5	\$28,246	\$29,389	\$32,020	\$32,452	\$33,023	\$33,633
8	\$28,546	\$29,689	\$32,320	\$32,752	\$33,323	\$33,933
10	\$28,846	\$29,989	\$32,620	\$33,052	\$33,623	\$34,233
15	\$29,146	\$30,289	\$32,920	\$33,352	\$33,923	\$34,533
20	\$29,446	\$30,589	\$33,220	\$33,652	\$34,223	\$34,833

FY 24 36.75 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2	\$28,086	\$29,221	\$31,850	\$32,279	\$32,846	\$33,455
3	\$28,903	\$30,079	\$32,707	\$33,136	\$33,731	\$34,340
4	\$30,037	\$31,255	\$33,870	\$34,326	\$34,935	\$35,544
5	\$30,757	\$32,002	\$34,603	\$35,060	\$35,682	\$36,305
8	\$31,057	\$32,302	\$34,903	\$35,360	\$35,982	\$36,605
10	\$31,357	\$32,602	\$35,203	\$35,660	\$36,282	\$36,905
15	\$31,657	\$32,902	\$35,503	\$35,960	\$36,582	\$37,205
20	\$31,957	\$33,202	\$35,803	\$36,260	\$36,882	\$37,505

FY 24 4%

Hourly Rate Scale

FY 24 33.75 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2	\$21.11	\$21.96	\$24.15	\$24.47	\$24.90	\$25.40
3	\$21.73	\$22.61	\$24.78	\$25.12	\$25.55	\$26.06
4	\$22.58	\$23.49	\$25.67	\$26.00	\$26.46	\$26.97
5	\$23.12	\$24.06	\$26.21	\$26.56	\$27.03	\$27.53
8	\$23.36	\$24.30	\$26.45	\$26.81	\$27.28	\$27.77
10	\$23.61	\$24.55	\$26.70	\$27.05	\$27.52	\$28.02
15	\$23.86	\$24.79	\$26.94	\$27.30	\$27.77	\$28.27
20	\$24.10	\$25.04	\$27.19	\$27.54	\$28.01	\$28.51

FY 24 36.75 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2	\$21.11	\$21.96	\$23.94	\$24.26	\$24.69	\$25.15
3	\$21.73	\$22.61	\$24.59	\$24.91	\$25.36	\$25.81
4	\$22.58	\$23.49	\$25.46	\$25.80	\$26.26	\$26.72
5	\$23.12	\$24.06	\$26.01	\$26.35	\$26.82	\$27.29
8	\$23.34	\$24.28	\$26.24	\$26.58	\$27.05	\$27.52
10	\$23.57	\$24.51	\$26.46	\$26.80	\$27.27	\$27.74
15	\$23.80	\$24.73	\$26.69	\$27.03	\$27.50	\$27.97
20	\$24.02	\$24.96	\$26.91	\$27.26	\$27.72	\$28.19

FY 25 6%

Annualized Wage Scale

FY 25 35 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2	\$28,354	\$29,499	\$32,432	\$32,865	\$33,438	\$34,108
3	\$29,178	\$30,365	\$33,284	\$33,731	\$34,318	\$35,002
4	\$30,323	\$31,552	\$34,472	\$34,919	\$35,533	\$36,217
5	\$31,050	\$32,307	\$35,198	\$35,673	\$36,301	\$36,972
8	\$31,350	\$32,607	\$35,498	\$35,973	\$36,601	\$37,272
10	\$31,650	\$32,907	\$35,798	\$36,273	\$36,901	\$37,572
15	\$31,950	\$33,207	\$36,098	\$36,573	\$37,201	\$37,872
20	\$32,250	\$33,507	\$36,398	\$36,873	\$37,501	\$38,172

FY25 36.75 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2	\$29,772	\$30,974	\$33,761	\$34,215	\$34,817	\$35,462
3	\$30,637	\$31,883	\$34,670	\$35,125	\$35,755	\$36,400
4	\$31,839	\$33,130	\$35,902	\$36,386	\$37,031	\$37,676
5	\$32,602	\$33,922	\$36,679	\$37,163	\$37,823	\$38,483
8	\$32,902	\$34,222	\$36,979	\$37,463	\$38,123	\$38,783
10	\$33,202	\$34,522	\$37,279	\$37,763	\$38,423	\$39,083
15	\$33,502	\$34,822	\$37,579	\$38,063	\$38,723	\$39,383
20	\$33,802	\$35,122	\$37,879	\$38,363	\$39,023	\$39,683

FY 25 6%

Hourly Rate Scale

FY 25 35 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2	\$22.38	\$23.28	\$25.60	\$25.94	\$26.39	\$26.92
3	\$23.03	\$23.97	\$26.27	\$26.62	\$27.09	\$27.63
4	\$23.93	\$24.90	\$27.21	\$27.56	\$28.04	\$28.58
5	\$24.51	\$25.50	\$27.78	\$28.16	\$28.65	\$29.18
8	\$24.74	\$25.74	\$28.02	\$28.39	\$28.89	\$29.42
10	\$24.98	\$25.97	\$28.25	\$28.63	\$29.12	\$29.65
15	\$25.22	\$26.21	\$28.49	\$28.87	\$29.36	\$29.89
20	\$25.45	\$26.45	\$28.73	\$29.10	\$29.60	\$30.13

FY 25 36.75 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2	\$22.38	\$23.28	\$25.38	\$25.72	\$26.17	\$26.66
3	\$23.03	\$23.97	\$26.06	\$26.40	\$26.88	\$27.36
4	\$23.93	\$24.90	\$26.99	\$27.35	\$27.84	\$28.32
5	\$24.51	\$25.50	\$27.57	\$27.93	\$28.43	\$28.93
8	\$24.73	\$25.72	\$27.80	\$28.16	\$28.66	\$29.15
10	\$24.96	\$25.95	\$28.02	\$28.39	\$28.88	\$29.38
15	\$25.18	\$26.18	\$28.25	\$28.61	\$29.11	\$29.60
20	\$25.41	\$26.40	\$28.47	\$28.84	\$29.33	\$29.83

FY 26 6%

Annualized Wage Scale

FY 26 35 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2						
3	\$30,929	\$32,187	\$35,281	\$35,755	\$36,377	\$37,102
4	\$32,143	\$33,446	\$36,540	\$37,014	\$37,655	\$38,391
5	\$32,913	\$34,245	\$37,310	\$37,813	\$38,479	\$39,190
6	\$33,900	\$35,272	\$38,429	\$38,948	\$39,634	\$40,366
8	\$34,200	\$35,572	\$38,729	\$39,248	\$39,934	\$40,666
10	\$34,500	\$35,872	\$39,029	\$39,548	\$40,234	\$40,966
15	\$34,800	\$36,172	\$39,329	\$39,848	\$40,534	\$41,266
20	\$35,100	\$36,472	\$39,629	\$40,148	\$40,834	\$41,566

FY 26 36.75 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2						
3	\$32,475	\$33,796	\$36,750	\$37,232	\$37,900	\$38,584
4	\$33,750	\$35,118	\$38,056	\$38,569	\$39,253	\$39,937
5	\$34,558	\$35,957	\$38,880	\$39,393	\$40,092	\$40,792
6	\$35,595	\$37,036	\$40,046	\$40,575	\$41,295	\$42,016
8	\$35,895	\$37,336	\$40,346	\$40,875	\$41,595	\$42,316
10	\$36,195	\$37,636	\$40,646	\$41,175	\$41,895	\$42,616
15	\$36,495	\$37,936	\$40,946	\$41,475	\$42,195	\$42,916
20	\$36,795	\$38,236	\$41,246	\$41,775	\$42,495	\$43,216

FY 26 6%

Hourly Rate Scale

FY 26 35 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2						
3	\$24.41	\$25.40	\$27.85	\$28.22	\$28.71	\$29.28
4	\$25.37	\$26.40	\$28.84	\$29.21	\$29.73	\$30.30
5	\$25.98	\$27.03	\$29.45	\$29.84	\$30.37	\$30.93
6	\$26.76	\$27.84	\$30.33	\$30.74	\$31.28	\$31.86
8	\$26.99	\$28.08	\$30.57	\$30.98	\$31.52	\$32.10
10	\$27.23	\$28.31	\$30.80	\$31.21	\$31.76	\$32.33
15	\$27.47	\$28.55	\$31.04	\$31.45	\$31.99	\$32.57
20	\$27.70	\$28.79	\$31.28	\$31.69	\$32.23	\$32.81

FY 26 36.75 hours/week

STEP	No Degree (1)	Associates Degree (3)	Bachelor's Degree (7)	Bachelor's Degree + 15 (8)	Bachelor's Degree + 30 (9)	Master's Degree (10)
1						
2						
3	\$24.41	\$25.40	\$27.62	\$27.99	\$28.49	\$29.00
4	\$25.37	\$26.40	\$28.61	\$28.99	\$29.51	\$30.02
5	\$25.98	\$27.03	\$29.23	\$29.61	\$30.14	\$30.66
6	\$26.76	\$27.84	\$30.10	\$30.50	\$31.04	\$31.58
8	\$26.98	\$28.06	\$30.33	\$30.72	\$31.27	\$31.81
10	\$27.21	\$28.29	\$30.55	\$30.95	\$31.49	\$32.03
15	\$27.43	\$28.52	\$30.78	\$31.18	\$31.72	\$32.26
20	\$27.66	\$28.74	\$31.00	\$31.40	\$31.94	\$32.48

APPENDIX B
MEMBERSHIP FORM AND DUES DEDUCTION AUTHORIZATION
**NORTHREADING FEDERATION OF
PARAPROFESSIONALS LOCAL 4972**



MEMBERSHIP APPLICATION

FIRST NAME: _____ **LAST NAME:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

CELL PHONE: _____

PERSONAL (NON-WORK) E-MAIL: _____

SCHOOL/BUILDING/ROOM#: _____

EMPLOYMENT STATUS: (CHECK ONE) ☐ FULL TIME ☐ PART TIME

**MEMBERSHIP APPLICATION AND AUTHORIZATION FOR DUES
DEDUCTION**

- ☐ I hereby request and accept membership in North Reading Federation of Paraprofessionals, Local 4972 and I agree to abide by its Constitution and Bylaws. I authorize the union and its successor or assignee to act as my exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment with my employer.
- ☐ Effective immediately, I hereby authorize and direct my Employer to deduct from my pay each pay period and transmit to North Reading Federation of Paraprofessionals, Local 4972 membership dues in the amount established or revised by the North Reading Federation of Paraprofessionals, Local 4972 in accordance with the North Reading Federation of Paraprofessionals, Local 4972 Constitution and By-Laws. There shall be no change in the amount of dues deducted without 60 days prior notice to me

Employee's Signature: _____ Date: _____

APPENDIX C

PARAPROFESSIONAL EVALUATION PROCEDURE

Evaluation Form Updates

A subgroup will meet to collaboratively develop and update the forms noted in the evaluation procedure for use in the spring of 2021:

- Appendix D (Post Observation Conference Form)
- Appendix E (Evaluation Form)
- Appendix F (Improvement Plan Form)

Evaluation Procedure

A. Purpose

The educational success of North Reading Public Schools rests, in a large measure, on the constant review of the total school program and the identification of strategies for improvement. As vital members of the school staff, Paraprofessionals play an important role in the success of our schools and contribute to the overall quality of education provided to our students. Based upon a common set of standards, the evaluation provides each Paraprofessional with feedback about job performance and identifies areas of commendation, as well as areas of future professional growth. The basic purposes of the evaluation are:

- To ensure that each Paraprofessional has an opportunity to contribute to the overall success of the school and its students.
- To inspire and to commend the effectiveness of each Paraprofessional in his/her relationship with students, teachers, administrators and parents.
- To stimulate self-improvement and continuous professional growth of each Paraprofessional.

B. Definitions

- **Rating:** Ratings represent the outcomes of a paraprofessional's observation. Ratings include Exemplary, Meets Expectations Consistently, Meets Expectations Inconsistently, Does Not Meet Expectations. Employees shall be informed of their ratings during their Evaluation Meeting. Ratings shall be based on direct observations and evidence gathered by the Evaluator.
- **Observation:** Employees in their first three years shall be observed by their Evaluator annually. Observations shall be a minimum of ten (10) minutes in length. Observations will be unannounced. Employees who have completed three full consecutive years shall be evaluated on a Biannual Evaluation Cycle and shall be observed at least one (1) time during the year in which the evaluation will occur.
- **Evaluator:** The Evaluator will conduct the paraprofessional's evaluation. Employees shall be informed of the identity of their Evaluator no later than

September 15th of an evaluation year. The Evaluator shall not be a member of either the teacher or paraprofessional bargaining units.

- **Confidentiality:** Evaluations shall be confidential between the Evaluator and the Employee being evaluated. Employees may request Union representation during any meeting associated with the evaluation process.

C. Evaluation Cycle

- **Annual Evaluation Cycle:** Employees in their first three (3) consecutive full school years shall be evaluated annually.
- **Biannual Evaluation Cycle:** Beginning in their fourth school year, Paraprofessionals shall be evaluated every other year.

D. Calendar

During a year in which an Employee is to be evaluated, the following deadlines must be met:

1. **Observation:** If the Employee is on an Annual Evaluation Cycle, the Evaluator shall observe the Employee no later than December 1st (or within the Employee's first thirty (30) school days of employment if hired after October 15th). If the Employee is on a Biannual Evaluation Cycle, the Evaluator shall observe the Employee no later than April 1st.
2. **Post Observation Conference:** The Evaluator shall meet with the Employee no later than ten (10) school days following the observation. The Evaluator will describe to the Employee positive and negative aspects of the Employee's job performance during the observation and in the normal course of his or her work. A written summary of the debrief will be provided to the Employee using Appendix D (Post Observation Conference Form).
3. **Evaluation Meeting:** The Evaluator shall meet with the Employee no later than June 1st. During the Evaluation Meeting, the Evaluator shall provide the paraprofessional with a written evaluation in accordance with Appendix E (Evaluation Form). The Employee shall be informed of his or her evaluation rating (Exemplary, Meets Expectations Consistently, Meets Expectations Inconsistently, Does Not Meet Expectations).
 - The evaluation will be signed by both the Evaluator and the Employee. The Employee's signature does not mean he/she agrees with the content of the evaluation.
 - The Employee may, at his/her discretion, attach a written statement within ten (10) days of receipt of the evaluation.
 - The signed annual evaluation ("Paraprofessional Evaluation Form in Appendix E"), along with any attachments written and signed by the

employee, will be filed in the Employee's personnel folder in the Superintendent's Office.

4. **Improvement Plan:** Employees who receive an evaluation rating of Does Not Meet Expectations may be placed on an Improvement Plan.

E. Improvement Plans

The durations of Improvement Plans will be no fewer than thirty (30) school days and no more than one (1) school year. Improvement Plans may extend into the following school year. Improvement Plans shall be drafted in accordance with Appendix F (Improvement Plan Form)

Improvement Plans shall include:

1. Define the improvement goals directly related to the performance indicator(s) that must be improved;
2. Describe the activities and/or work products the Employee must complete as a means of improving performance;
3. Describe the assistance/resources, be it financial or otherwise, that the district will make available to the Employee;
4. Articulate the measurable outcomes that will be accepted as evidence of improvement;
5. Detail the timeline for completion of each component of the Plan;
6. Include the signatures of the Employee and Evaluator.

Employees shall be observed at least one (1) time during each forty-five (45) school day period of their Improvement Plan.

At the conclusion of the Improvement Plan, the Evaluator shall convene an Evaluation Meeting with the Employee. During the Evaluation Meeting, the Evaluator shall provide the Employee with a written evaluation in accordance with Appendix D. The paraprofessional shall be informed of his or her evaluation rating (Exemplary, Meets Expectations Consistently, Meets Expectations Inconsistently, Does Not Meet Expectations).

1. If the Employee receives a rating of Exemplary, Meets Expectations Consistently, Meets Expectations Inconsistently, the Employee shall have his or her rating upgraded in the personnel file.
2. If the Employee receives a rating of Does Not Meet Expectations the Evaluator shall make a recommendation to the Superintendent to extend the Improvement Plan or to terminate the Employee.