

AGREEMENT BETWEEN

**THE MONOMOY REGIONAL
SCHOOL COMMITTEE**

AND THE

**MONOMOY REGIONAL EDUCATION
ASSOCIATION**

Unit B

2021 – 2024

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Article 1 – Recognition

For purposes of collective bargaining, the Committee recognizes the Monomoy Regional Education Association as the exclusive bargaining representative for all full-time and regular part-time, administrative assistants, couriers, health assistants, library assistants, instructional assistants, special education assistants, and cafeteria monitors employed by the Monomoy Regional School District, excluding the following positions (by whatever title they may be known): Secretary or Administrative Assistant to the Superintendent, Recording Secretary for the School Committee, Secretary to the Business Manager, Bookkeeper, Pupil Personnel Services Secretary, Personnel Secretary, Secretary to the Curriculum Director, Assessment and Compliance Administrative Assistant, all temporary or casual employees, and all other employees.

Article 2 - Negotiations Procedure

1. Not later than November 1 of the calendar year preceding the calendar year in which this Agreement expires, the Committee agrees to enter into negotiations with the Association over a successor Agreement. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiation at the expense of the party utilizing such services or representatives.
2. This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. The Association and the Committee acknowledge that during the negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining, that all subjects have been discussed and negotiated, and that the agreements contained in this Agreement were arrived at after free exercise of such rights and opportunities. The Association and the Committee therefore, voluntarily and without qualifications, waive any rights each may have had in this respect and agree that each party shall not be obligated to bargain collectively with regard to any subject or matter referred to or covered by this Agreement or with regard to any subject or matter not covered or referred to in this Agreement, whether or not within the knowledge of the parties at the time they negotiated or signed this Agreement.

Article 3 – Committee and Superintendent Prerogatives

The Committee is a public body established under and with powers provided by statutes of the Commonwealth of Massachusetts and nothing in this Agreement shall be deemed to derogate from or impair any power, right or duty conferred upon the Committee by statute or any rule or regulation or any agency of the Commonwealth. As to every matter not specifically mentioned or provided for in this Agreement the Committee retains all of the powers, rights and duties that it has by law and may exercise the same at its discretion without any such exercise being made subject of a grievance proceeding hereunder.

Subject only to the express provisions of this Agreement, the right and responsibility to operate, manage and control the public schools and educational activities and the right to direct and

control the work of the employees and the use of its properties and facilities are vested exclusively in the Committee and/or Superintendent. These rights whether exercised or not, include without being limited to, all the rights and powers given to the Committee and/or Superintendent by law, the right to select, employ, test, train, assign, transfer, promote and direct the work of the teachers and to periodically evaluate and determine their qualifications; to organize the supervisory and teaching staff and to establish, change and discontinue their duties including the right to introduce, change and discontinue improved and experimental methods, facilities, operations, processes, services and techniques; to discipline, suspend or dismiss teachers in the manner provided by law; to obtain from any source and to contract and subcontract for materials, services, supplies and equipment; to establish and change any form of employee benefits in excess of or in addition to those provided in this Agreement; to establish modify and enforce policies and regulations regarding studies, curriculum, conduct, library and reference facilities, textbooks, discipline, schedules and safety regulations; to control, direct and change facilities and services for the use or benefit of the employees and all other rights pertaining to the operation and management of the schools and the establishment and change of conditions of employment not specifically given in this Agreement to the Association or to the teachers provided, however, that none of the rights shall be exercised by the Committee or Superintendent contrary to any express provision of this Agreement. The failure by the Committee and/or Superintendent to exercise any of the rights as provided in this paragraph shall not be construed as a waiver of these rights. The exercise by the Committee and/or Superintendent of any of the rights as provided in this paragraph shall not be subject to the grievance procedure or to arbitration as provided in Article III.

The parties are agreed that the relations between them shall be governed by the terms of this Agreement only. No prior agreements or understandings, oral or written shall be controlling or in any way affect the relations between the parties unless and until such agreements or understandings have been reduced to writing and duly executed by both parties. No change or modifications of this Agreement shall be binding on either the Association or the Committee unless reduced to writing as executed by the respective duly authorized representative. Nothing that occurred prior to July 1, 2012 will be regarded as a past practice that will bind the Committee or the District unless contained within this Agreement.

Article 4 - Grievance Procedure

Section 1

Definition of a grievance

“The term ‘grievance’ shall include only those claims or disputes which allege a specific and direct violation of the express language of a specific provision of this Agreement. The purpose of the grievance procedure is to produce prompt and equitable solutions in an atmosphere of informality and confidentiality. Persons covered by this Agreement as well as the Association shall have the right to present a grievance.”

Section 2

Grievances shall be presented in writing by the aggrieved party within fifteen (15) school days of the event or events giving rise to the grievance, or within fifteen (15) school days from the date the aggrieved party had knowledge or reasonably should have had knowledge of the event or the events giving rise to the grievance. For purposes of this Article, the term “school days” shall be

defined as those days when school is actually in session. During the summer months the term "school days" will mean "business days".

A grievance shall be deemed waived if not presented in writing within the time limits specified in Section 2 or Section 3 of this Article unless such time limits are extended by mutual agreement.

An employee with a grievance shall with or without a representative of the Association present it in writing to his immediate supervisor and/or the principal within fifteen (15) school days of the event on which the grievance is based. The grievance at any level will be in writing and signed and shall set forth the precise date, time and place of the grievance and shall set forth the facts giving rise to the grievance and the section of this Agreement that is believed to be violated. In the event that a grievance affects a group or class of employees, the group or class of employees may request the Association to submit the grievance on their behalf commencing at Level One.

The Association may process such a grievance through all levels of the grievance procedure, even though the aggrieved person does not wish to do so.

Section 3

Level One: The aggrieved employee, with or without the Association representative, shall present the written grievance to the building principal or their designee provided the designee is not from Unit B, within the fifteen (15) school days referred to in Section 2 for purposes of discussion.

Level Two: If the grievance is not disposed of at Level One to the employee's satisfaction, or if no decision has been rendered within ten (10) school days following presentation of the grievance to the building principal or their designee, the grievance shall be presented to the Superintendent of Schools or their designee within five (5) school days of the Level One answer or the date on which said answer is due. Where a grievance is not the responsibility of the building principal, it may be initiated at Level Two with the Superintendent.

Level Three: If the grievance is not satisfactorily disposed of by the Superintendent or their designee, or if no written decision has been rendered within ten (10) school days following presentation of the grievance to the Superintendent or their designee, the grievance shall be presented to the Committee within five (5) school days of the Level two answer or the date on which said answer is due. Where a grievance is not the responsibility of the building principal, it may be initiated at Level Two with the Superintendent.

A grievance that pertains to the discipline, dismissal, assignment or evaluation of a teacher cannot be processed to the School Committee at Level Three. If the Association desires to appeal to the Superintendent's decision on a grievance pertaining to such matters, the grievance may be pursued to arbitration from Level Two.

The Committee will meet with the Association within ten (10) school days following receipt of the written grievance.

Level Four: Arbitration

If at the end of fifteen (15) school days following the meeting with the Committee the grievance has not been disposed of to the satisfaction of the Association, the Association may submit the grievance to arbitration. Submission shall be to the American Arbitration Association, with a

copy to the Superintendent. Such submission must be postmarked no later than twenty (20) school days following the date of the meeting with the Committee. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association, and the cost shall be shared equally by the Committee and the Association.

Section 4

The authority of the arbitrator shall be limited to the terms and provisions of this Agreement and to the question or questions which are submitted. The arbitrator shall be bound by the provisions of this Agreement and they shall not have any authority to establish salaries or other forms of compensation. The arbitrator shall not have any authority to change the established salary schedule or other forms of compensation as provided in this Agreement, to add to, subtract from, modify or otherwise change any of the terms or provisions of this Agreement. The arbitrator shall have no authority to make any decisions or award retroactive beyond the date on which the grievance was first filed at Level One.

Section 5

The arbitrator shall issue their written decision consistent with AAA rules to the Committee, and to the Association within thirty (30) days after the final submission. The decision shall be final and binding upon all parties.

Section 6

The costs for the services of the arbitrator shall be borne equally by the Committee and the Association. Each party shall pay its own expenses for the presentation of its case to the arbitrator.

Section 7

By mutual consent of the parties involved in the grievance procedure, the time schedule may be shortened or lengthened.

Section 8

All documents, communications and records dealing with the processing of a grievance will be kept in the strictest confidence and will not be made available to potential employers or others inquiring about said employee.

No written communication, other document, or record relating to any grievance shall be filed in the personnel file maintained by the School Department for any employee involved in presenting such grievance.

Article 5 - Salaries and Method of Payment

- A. The salaries of all persons covered by this Agreement are set forth in Appendix A which is attached hereto and made part hereof.
- B. A unit member's annual salary will be divided into twenty-six equal payments. With adequate written notice by August 1st a unit member may elect to receive the summer payments at the end of June or will otherwise receive them biweekly over the summer. So long as the School Department is able to identify at least one bank that will provide free checking, all employees will receive salary payments via direct deposit.

If an employee wishes to change the payment schedule for future payments, notice must be provided by August 1st to receive a payment at the end of the following June, as stated above.

- C. Annual step increments shall become effective at the beginning of the regular work year each year. They are approved annually on the basis of continued service. No employee will be denied a step increment without just cause and provided that an employee works 50% or more of the work days in the preceding year.
- D. Any Assistant whose day is extended beyond the normal work hours when assisting on a field trip or when assisting in the supervision of students due to any instance of an extended day for students shall be paid at their hourly rate for each hour or fraction thereof. No Instructional or Special Education Assistant will be required to work in the evening or on a day when school is not in session.
- E. Upon initial hire, the Superintendent will have full discretion to negotiate the individual's placement on the salary schedule so long as the hire is not placed at a higher wage level than a current employee with the same experience.

Article 6 - Leaves of Absence

1. Sick Leave

- A. For the first two (2) school years of a unit members employment, s/he shall earn sick leave at the rate of one and one half (1 ½) days per month actually worked up to a maximum of fifteen (15) days per year plus such leave as they have accumulated since the date of employment in the Chatham School System, the Harwich School System or the Monomoy Regional School System. Following the completion of two (2) school years, each member who works at least one day in the school year shall be credited with fifteen (15) days annual sick leave, plus such leave as they have accumulated since the date of employment in the Chatham School system or the Harwich School system or the Monomoy Regional School System. Sick leave may be accumulated from year to year up to a maximum of one hundred and fifty (150) days. Sick leave may be used for personal illness, incapacity, or medical treatment required by such illness or incapacity. Up to fifteen (15) days per year of one's sick leave maybe used for illness of a immediate family member, or domestic partner, although no more than five (5) consecutive days may be used for this purpose at any one time unless additional days are approved. The Superintendent may request that an assistant absent for seven (7) consecutive days or with repeated unexplained absences or a pattern of abuse provide a doctor's certification that illness, incapacity or medical treatment prevents the assistant from working and an estimate of the duration of disability. The Superintendent may also request a certificate of fitness to return as a condition of return to work.
- B. After accrued sick leave days have been exhausted, and unless the sick leave bank grants additional days, one (1) full day's pay shall be deducted for each school day for which the assistant is absent.

- C. The District will provide workers' compensation insurance for its employees. Whenever an employee is absent from work as a result of a personal injury which is compensable under workers' compensation, the employee may choose to supplement the workers' compensation payments by drawing upon their accumulated sick leave in amounts that will allow the employee to receive their regular rate of compensation.
- D. Part-time employees shall receive sick leave benefits as stated herein, on a pro-rata basis.

2. **Personal Leave**

- A. Unit members may take up to two (2) days of compensated personal leave per year. Such personal leave shall be taken only for urgent personal business that cannot be conducted on non-school hours. Employees shall be entitled to carry over one (1) unused personal day to the next school year. Any additional days remaining at the end of the school year shall be converted to accumulated sick leave.
- B. Written application for all personal leave will be made at least 24 hours before taking such leave except in cases of emergency.

3. **Bereavement Leave**

Unit members will be entitled to bereavement leave of up to five (5) days at any one time, without loss of pay, in the event of a death of an unit member's spouse, child, parent, parent-in-law, daughter-in-law, son-in-law, or grandparent, sibling, domestic partner or person residing in the employee's household. In addition, at the Superintendent's discretion, bereavement leave of up to five (5) days, without loss of pay, may be granted in the event of a death not included in the above categories. An employee shall apply for bereavement leave as soon as possible. Additional days, with or without loss of pay, may be granted to employees at the discretion of the Superintendent.

4. **Sick Leave Bank**

- A. Upon the effective date of this agreement, a Sick Leave Bank shall be established for use by staff members defined below who have exhausted their own sick leave. The Sick Leave Bank may be utilized for personal illness and illness of a family household member or domestic partner.

Staff Members who are eligible to participate in the bank are as follows:

- 1. All staff members covered by the recognition clause of this contract (exclusive of coaches who are not otherwise employed by the school department).
- 2. All members of Unit A, B and Unit C.

- B. All new staff members shall have one (1) of their annual sick days automatically deducted in their first year of employment. If the Sick Leave Bank falls below 500 days it shall be automatically renewed by contributions of one (1) sick day from each of its members' accumulated sick leave. The one (1) sick day contribution shall be deducted on the first day of the new school year.
- C. The initial grant of sick leave by the Sick Leave Bank Committee, as established in Section 4, to an eligible employee shall not exceed thirty (30) days.

Upon completion of the thirty (30) day period, the period of entitlement shall be extended by the sick leave bank committee upon demonstration of need by the applicant.

Any sick leave granted any individual under the provisions of this Article shall expire at the end of the applicable school year.

- D. A six-person Sick Leave Bank Committee consisting of three teachers appointed to the Bank Committee by the Association, one administrator (exclusive of the Superintendent), one secretary or assistant appointed by the Association, and the Superintendent of Schools shall administer the bank. If a tie in voting occurs relative to the use of the Sick Leave Bank, the decision shall be in favor of the applicant. Decisions of the Sick Leave Bank Committee are final and binding and not subject to grievance or arbitration.
- E. The Sick Leave Bank Committee shall determine the eligibility for use of the plan and the amount of leave to be granted. The following criteria may be used by the Committee in administering the bank and determining the eligibility and amount of leave:
 - 1. Adequate medical evidence of illness or incapacitation
 - 2. Prior utilization of all eligible sick leave
 - 3. Length of service in Chatham, Harwich and Monomoy systems.
 - 4. Propriety of use of previous sick leave
- F. A written request for sick leave bank days shall be submitted to the Committee by an applicant or their designee. Such a request shall be accompanied by whatever medical evidence is required by the Committee to substantiate the request.

5. Parental, FMLA, Child Care and Adoption Leave

A. Parental Leave

- 1. A unit member who becomes pregnant or adopts a child will notify the Superintendent in writing, as soon as possible, stating the anticipated dates of departure and return. Such notification shall provide the administration with as much opportunity as possible to secure a replacement and insure continuity of assignments.

2. Employees who are eligible for leave under the Massachusetts Parental Leave Act are able to return during or at the end of an eight (8) week leave period, and employees who are eligible for and who have not yet exhausted their annual FMLA entitlement can return during or at the end of the twelve week leave period.
3. The employee shall be entitled to take paid sick leave for the period of the parental leave during which she was physically disabled due to the pregnancy, childbirth and recovery therefrom.

B. Child Care

1. In the case of a birth or adoption of a child, any unit member shall have the right to apply for a leave, without pay, for child-rearing purposes.
2. In the case of female employees, the application for child-caring leave may be made to become effective immediately upon the termination of the parental leave.
3. The dates for commencement and termination of child-caring leave shall, in all cases, be subject to and based upon a finding and determination by the District that such leave will not substantially interfere with the administration of the school or the education of the pupils.
4. It is recognized that no specific position can be held open during any leave, but in all instances, reasonable efforts will be made to assign the employee to the same position which the employee held at the time the leave commenced. If the position is not available, then reasonable efforts will be made to assign the unit member to a substantially equivalent position.

C. Paid Parental Leave

Regardless of whether the unit member is otherwise entitled to a leave under the Massachusetts Parental Leave statute, or the Family Medical Leave Act (FMLA) a unit member whose spouse gives birth or who adopts a child shall be entitled to two (2) weeks of paid parental leave by using accumulated sick leave and the remainder of the leave will be unpaid; provided an employee may not obtain sick leave from the sick leave bank for the purpose of obtaining paid parental leave

- D.** For the purposes of determining FMLA hours of service eligibility, the parties agree that each full- time employee is determined to have worked the required hours needed for eligibility to qualify for FMLA benefits and protections.

6. **Other Leaves**

A. **Military Leave**

Military leave will be granted in accordance with applicable Federal or State law.

B. **Unpaid Leaves of Absence**

1. Employees may be granted an unpaid leave of absence for personal reasons at the discretion of the Superintendent.
2. Unused accumulated sick leave will be restored to an employee upon their return.
3. All requests for leaves and extensions or renewals of leaves will be applied for and granted in writing.

C. **Substitute Teacher Leave:**

Employees may take a leave of absence from their position in order to substitute for a teacher on an extended leave. The employee will be paid in accordance with the Unit A Teachers Contract at Bachelors Step 1. S/he will continue to receive health benefits in accordance with Article 24 of this agreement provided that the employee meets the requirement for the minimum hours of work to be eligible for health insurance.

A Substitute Teacher Leave of Absence does not constitute a break in service and the employee will have all benefits of the contract restored upon their return.

D. **Court or Jury Duty**

An employee called for jury duty, or as a subpoenaed witness, will be placed on a leave with pay and shall submit to the employer the stipend paid to them for the jury duty or as a subpoenaed witness, excluding any travel reimbursement.

Article 7 - Payroll Deductions

- A. Payroll deductions will be made from the salary of a unit member when said unit member authorizes the District in writing to make such deductions in accordance with the provisions of General Laws, Chapter 180, Section 17A.

B. **Annuities**

The Committee will make monthly payroll deductions for employees who elect to defer income and purchase annuities. Employees may enroll for such annuity deductions during the open enrollment period.

All payroll deductions requested by the employee shall be authorized in a form to be provided for the purpose by the Superintendent. All such deduction authorizations shall be submitted no later than the third Monday in September.

Article 8 – General

- A. Unit members will immediately report all cases of assault suffered by them in connection with their employment to the Superintendent in writing.
- B. This report will be forwarded to the Principal/Immediate Supervisor. The District will comply with any reasonable request from the unit member for any non-privileged information in its possession relating to the incident or the persons involved.
- C. If civil proceedings are brought against a unit member alleging that they committed an assault in connection with their employment, the Committee may furnish legal counsel to defend them in such proceeding if they request such assistance consistent with M.G.L. c.258.
- D. If any provisions or clause of the Agreement or application thereof to any person or circumstances is held invalid, such invalidity shall not affect the other provisions or applications of the Agreement which can be given effect without the invalid provision or application.
- E. Neither the Association nor any unit member, either individually or collectively, shall engage, in, induce or encourage any strike, work stoppage, slowdown, or withholding of services of any unit member (s), either collectively or individually.
- F. A unit member who is resigning is to submit his notice of resignation to the School Committee at least forty-five (45) days prior to the effective date of resignation.
- G. The Association will have the right to use school buildings without cost and at reasonable times for meetings, subject to safety requirements and availability, and required to pay for any additional custodial costs involved by reason of said meetings. The principal of the building in question and the Superintendent will be advised, sufficiently in advance, of the time and place of all such meetings. Notification shall be by submission of Use of Building Form.
- H. Unit members shall be allowed to leave the building with the approval of the principal or principal's designee.
- I. Any additional duties, to include, but not be limited to, recess, cafeteria, hall, parent pick up, parent drop off, and bus duties shall be assigned equitably. Administrative Assistants shall not be assigned additional duties.
- J. The District will make every effort to provide bargaining unit members with information it believes will be useful and relevant and that may have been provided to other staff members at staff meetings. Such information may be distributed in hard copy or electronically.

Article 9 – Work Day and Work Year – Administrative Assistants, Instructional Assistants, Special Education Assistants, Library Assistants, Health Assistants, Couriers and Cafeteria Monitors

- A. The work year for all Instructional, Special Education, Library, and Health Assistants will begin no earlier than the Wednesday before Labor Day and end no later than June 30. The Friday before the Labor Day weekend shall be a non-work day for all bargaining unit employees.
- B. The work year and hours of Administrative Assistants shall be as follows:
1. The work year for Administrative Assistant “A” shall be 213 days per year consisting of the 183-day school year (which includes in-service days) plus five (5) days before and five (5) days after the school year. The remaining twenty (20) days shall be mutually scheduled between the principal and the Administrative Assistant. The work day shall be seven-and-a-half (7.5) hours per day with a half hour unpaid lunch for a total of eight (8) hours per day. On days when school opening is delayed due to inclement weather, Administrative Assistants should report as soon as possible, with no loss in pay.
 2. The work year for Administrative Assistant “B” shall be 203 days per year consisting of the 183-day school year (which includes in-service days) plus five (5) days before and five (5) days after the school year. The remaining ten (10) days shall be mutually scheduled between the principal and the Administrative Assistant. The work day shall be six-and-a-half (6.5) hours per day with a half hour unpaid lunch for a total of seven (7) hours per day. On days when school opening is delayed due to inclement weather, Administrative Assistants should report as soon as possible, with no loss in pay.
 3. The work year for Administrative Assistant “C” shall be 193 days per year consisting of the 183-day school year (which includes in-service days) plus five (5) days before and five (5) days after the school year. The work day shall be six-and-a-half (6.5) hours per day with a half hour unpaid lunch for a total of seven (7) hours per day. On days when school opening is delayed due to inclement weather, Administrative Assistants should report as soon as possible, with no loss in pay.
- Overtime: Any Administrative Assistant who works for more than forty (40) hours in one (1) week will be paid for any additional hours at the overtime rate of one and one-half (1 ½) times the hourly rate of the Administrative Assistant.
- C. The work year for all Instructional, Special Education, Library and Health Assistants shall be 182 days which shall include the 180 school days, and the two (2) days prior to the start of the school year.

- D. The work day for the Instructional, Special Education, Library, and Health Assistants shall be seven (7) hours per day, which includes a thirty (30) minute duty free unpaid lunch.
- E. The work year for cafeteria monitors shall be the one hundred eighty (180) days that school is in session, minus the scheduled released time days.
- F. Special education assistants shall be given ninety (90) minutes of professional responsibility time per week for the purpose of coordinating efforts with their lead teacher. The weekly professional responsibility time shall be scheduled by the principal of each school building. Professional responsibility time for full-time grade level teacher assistants, including one-to-one and Title I assistants, shall be 90 minutes per week. The professional responsibility time shall not consist of periods of less than fifteen (15) minutes with every effort made to make it as consistent a time frame as possible.

Article 10 - Evaluation and Personnel File

- 1. All evaluation and observation of the work performed by employees will be conducted openly and with the full knowledge of the employee.
- 2. Evaluations shall be completed by May 30th of each year.
- 3. Any employee may request a conference to discuss the contents of the evaluation prior to signing the evaluation.
- 4. A Committee consisting of an equal number of representatives from the School Committee and the Association shall be created to review and evaluate the job descriptions currently in use. Recommendations, if any shall be forwarded to the respective bargaining teams not later than February 1, 2017.
- 5. No material derogatory to an employee's conduct, services, character, or personality will be placed in the personnel file unless the employee has had an opportunity to review such material by affixing their signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee will also have the right to submit a written answer to such material and their answer shall be reviewed by the Superintendent and attached to the file copy.
- 6. Employees will have the right upon written request to the Superintendent to inspect by appointment the contents of their evaluation file and to review all evaluations completed by administrators.

Employees will have the right upon written request to the Principal to inspect by appointment the contents of their evaluation file and to make photocopies at employee's personal expense.
- 7. The probationary period for new employees shall be ninety (90) school days.

8. As required by law, the Committee shall continue its policy of not discriminating against any employee on the basis of ancestry, race, creed, color, religion, gender identification, national origin, sex, sexual orientation, age, disability, marital status, or membership or participation in the Association, or any other basis protected by applicable law.
9. The personal and private life of an employee is not within the appropriate concern of the Committee, except as it may interfere with the employee's responsibility to and relationships with students and the school system.
10. No non-probationary employee shall be disciplined or discharged except for just cause, notwithstanding any other provisions in this Agreement.
11. No written reprimand shall be entered into an employee's file without just cause. Evaluations shall not be deemed to be reprimands.

Article 11 – Seniority

1. Seniority is defined as the length of continuous service as a unit member in the District, including years as a Chatham, Harwich or Monomoy employee, in years, months and days from the date of hire. An employee shall lose their seniority if they resign, are discharged, or fail to report within ten (10) working days upon recall from layoff. Seniority shall be considered in all cases of promotion, transfer, reduction in force, and system assignment and shall govern and control, with respect to choice of vacation period, if applicable.
2. Authorized leaves of absence up to eight (8) weeks shall be considered time worked for the purposes of determining seniority. Such portions of authorized leaves of absence without pay which are in excess of eight (8) consecutive weeks shall be excluded when determining the length of continuous service. However, any service immediately prior to or immediately following such excluded period shall be computed as continuous service.
3. A list specifying the seniority of each member of the bargaining unit shall be prepared by the Superintendent and forwarded to the President of the Association, annually no later than November 1. If the Association makes no challenge, within thirty (30) days of the receipt of the list, the list will be deemed mutually acceptable.

Article 12 - Reduction in Force

The Committee retains the right to determine the number of positions which are needed. In the event that the Committee decides to reduce the number of positions in any of the job classifications covered by this Article, the following procedure will be followed: within the classification in which the reduction is to take place, the Committee shall retain those employees with the greatest length of service in the district as defined in Article 11, unless the Committee demonstrates that between that employee with the least seniority and that employee with the with the next lowest seniority there is a significant difference in performance as demonstrated in the evaluations. If such a difference in performance is demonstrated and if the least senior employee has a superior performance, then the least senior employee will not be reduced and the employee with the next lowest seniority will

be reduced. The above criteria shall not apply, when in major conflict with the relevant demonstrated needs of the system. Such determination is subject to the grievance procedure in Article 4.

Employees laid off under this Article who have completed three consecutive years of service shall be considered for recall in the inverse order of their lay off for a period of twenty-four months. Such employees shall be notified by the Superintendent concerning any open positions within the bargaining unit for which they are qualified. Failure to accept such offering within ten (10) school days of such offering will result in the employee forfeiting their recall rights.

For purposes of this Article, the job classifications shall be:

1. Administrative Assistant A, Administrative Assistant B, Administrative Assistant C
2. Health Assistant, Library Assistant, Instructional Assistant, Special Education Assistant
3. Cafeteria Monitors

Article 13 - Longevity

Employees shall receive a lump-sum payment, separate and apart from base pay, based upon their years of service with the District (including years in Chatham, Harwich or Monomoy) . The longevity payment set forth below shall be made with the first payroll period in November. Any employee, who leaves the system before the payment dates in November will receive a pro-rated payment based on the percentage of the work year worked since the last payment. The Longevity payments shall be:

	2021-2022	2022-2023	2023-2024
Upon completion of 10 years of service:	\$1,146	\$1,175	\$1,207
Upon completion of 15 years of service:	\$1,578	\$1,617	\$1,662
Upon completion of 20 years of service:	\$1,901	\$1,948	\$2,002

Article 14 - Course Reimbursement/Professional Development

The District agrees to provide an annual sum of six thousand dollars (\$6,000) to be utilized for reimbursements for professional improvement related activities for employees, not to exceed \$1,500 per employee per fiscal year. To be eligible for a reimbursement, an employee must submit to the Superintendent in writing an explanation of the activity that the employee proposes to undertake, a written explanation of where and when the activity will take place as well as why the employee desires to undertake said activity, and other relevant information which the Superintendent may request. In addition, the employee will submit a statement of likely expenses to be incurred in the undertaking of the activity (e.g., tuition, books, fees, transportation). Such information will be provided to the Superintendent as far as possible in advance of the commencement of the activity. The Superintendent shall notify the individual of

the decision in regard to the requested reimbursement prior to the commencement of the activity, unless the lateness of the employee's request and/or presentation of supporting information makes this impractical. The reimbursement which has been approved by the Superintendent shall be made to the employee after evidence of successful completion of the activity has been presented and reviewed. Wherever possible, Assistants will have full opportunity to participate in the professional development granting activities sponsored by the District. Two members of the unit shall be invited to participate and provide input in the School District system-wide professional development committee.

Article 15 - Vacancies and Appointments

Whenever a vacancy in a position occurs or a new position to be filled by an employee is created in the district, it will be adequately publicized by the Superintendent of Schools by means of a notice placed on the bulletin board, email and website and by letter to the staff as far in advance as possible, for no less than five (5) business days. In all situations, the minimum requirements for the position, the duties and the rate of compensation will be clearly stated. By written agreement between the Superintendent and the President of the Association, the posting period may be reduced in days.

Every employee who desires to fill any such vacancy will file an application, in writing, by the closing date of application. Each applicant will be given an interview. All current employees will be given first consideration before outside candidates; however, no guarantee is provided that a current employee will be awarded the position created by the vacancy or new position.

Written transfer requests from employees, for vacant positions to be available for the following school year shall be given consideration. Transfers will be considered before vacancies are filled through the normal hiring process. Employees shall be provided with an up to date job description at their initial appointment.

Article 16 – Personal Duties

- A. An instructional, special education or Title I assistant who is expected to lift a student or to assist a student by performing duties of a personal nature, such as but not limited to diapering, specialized feeding, toileting, changing of clothes, or fitting adaptive equipment, will receive appropriate training to do so under the direction of the appropriate personnel. Only those assistants who are appropriately trained to do so will be expected to perform such responsibilities. If it is necessary to provide the training outside the normal work day, a mutually agreeable time will be set and the assistant will be paid their normal hourly rate. Any assistant who is to perform such duties of a personal nature will do so in the presence of other personnel assigned by the Building Principal.
- B. Employees will not transport students in employees' vehicles.

Article 17 - Criminal Offender Record Information

Pursuant to Chapter 385 of the Acts of 2002, CORI checks shall be conducted observant of the following:

1. CORI checks will be conducted not less than once every three (3) years for employees covered by this Agreement.
2. A copy of a CORI report will be available to the employee. If the CORI report shows any activity, a copy will be sent to the employee.
3. All CORI reports will be maintained in the Superintendent's office in separate confidential files.
4. The Superintendent or other administrator designated by the Superintendent in the central office will be the only person authorized to request CORI checks.

Article 18 – Stipends – Secretaries and Administrative Assistants

1. The responsibility of the Substitute Teacher Scheduler shall first be offered to the Secretary or Administrative Assistant of each building principal. If these employees refuse the offer, the District may designate a third party to act as the Substitute Teacher Scheduler. It is understood that the Substitute Scheduler shall not be responsible for calling maintenance and/or custodial staff.

The stipends for Substitute Teacher Scheduler shall be as follows:

	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
High School	\$2,733	\$2,801	\$2,878
Middle School	\$2,251	\$2,308	\$2,371
Chatham Elementary	\$1,608	\$1,648	\$1,693
Harwich Elementary	\$2,733	\$2,801	\$2,878

2. The stipend for assisting the principal with the handling of the responsibility of the Central Treasury and the Master Calendar shall be as follows:

	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>
High School Principal's Secretary	\$1,501	\$1,539	\$1,581
Middle School Principal's Secretary	\$965	\$989	\$1,016
Elementary School Principal's Secretary	\$750	\$769	\$790

The position shall be first offered to the above-named employees. If these employees refuse the offer, the district may designate a third party to act as the central Treasury or Master Calendar person. It is understood that the person holding these positions must be located in the Principal's Office.

3. **Substitute for Classroom Teachers**
An Assistant who is assigned to serve as a substitute classroom teacher shall receive, in addition to their regular annual salary, an additional stipend of thirty-seven dollars and

thirty-five cents (\$37.50) for a full day (more than 3 hours) or twenty-two dollars and fifty cents (\$22.50) for a half day (1-3 hours).

4. Instructional Assistants who work in the Pre-K, ISLE, SEAL, SHELL, SAND, SAIL, SURF and/or SHORE programs and Oak Street Academy shall receive an annual stipend of \$2,250 per year for performing the following duties and expectations. Instructional Assistants in these programs may perform all, or some, of the following on a regular basis.
 - Respond to emergency situations (e.g. injured student, challenging behaviors, restraint).
 - Support students' needs across both inclusion and substantially separate programming.
 - Provide individual or small group programming developed by the special education teacher.
 - Possible exposure to bodily fluids including, but not limited to, saliva, urine, feces, vomit, blood and/or other bodily fluids.
 - Assist medically fragile, or students with physical disabilities, for the purpose of maintaining students' personal hygiene.
 - Assist students with physical and/or cognitive disabilities with grooming, feeding, toileting, and/or diapering.

Article 19 - Van Driver Positions

1. Assistants who drive the van before and after the school day shall be paid premium pay of one and one-half (1.5) multiplied by their regular hourly rate; they will be paid their regular hourly rate if they are assigned to drive the van during the school day.

The positions of van drivers and substitute van driver will be posted and filled according to unit seniority. In the event there are insufficient applicants for said positions, the Administration may assign the positions to Assistants in the Developmental Disabilities Program or Intensive Special Needs Program in reverse order to seniority.

Individuals serving as Van Monitors will be compensated at straight time.

2. All Assistants in the Development Disabilities Program, as a condition of employment shall be required to have a valid Van Driver's "7D License" and the assistant shall be physically able to lift and transfer students.

Van drivers shall not be responsible for maintenance of the van, checking the brakes, getting inspection sticker.

3. Any assistant who drives the van will be reimbursed for the cost of the renewal of the van driver's "7D license", as needed.

Article 20 – Mileage

Employees will be compensated for required travel between schools and other required work-related travel with appropriate documentation, at the per mile rate currently approved by the IRS, at the start of the contract year.

Article 21 – Sick Leave Buy-Back

1. If an employee has been employed by the Chatham, Harwich or Monomoy School System for at least five (5) but less than ten (10) years, then that employee shall be compensated for twenty-five percent (25%) of their unused sick days. The total payment, however, will not exceed payment for sixteen (16) days.
2. If the employee has been employed by the Chatham, Harwich or Monomoy School System for at least ten (10) but less than fifteen (15) years, then that employee shall be compensated for forty-five (45%) of unused sick days. The total payment, however will not exceed payment for twenty-seven (27) days.
3. If an employee has been employed by the Chatham, Harwich or Monomoy School System at least fifteen (15) years, then that employee shall be compensated for sixty percent (60%) of the unused sick days. The total payment however, will not exceed payment for forty-five (45) days.
4. If the employee has been employed by the Chatham, Harwich or Monomoy School System for at least twenty (20) years, then that employee shall be compensated for 75% of the unused sick days. The total payment, however, will not exceed payment for fifty-six (56) days.

Article 22 – Duration

This Agreement shall take effect on July 1, 2021 and shall expire on June 30, 2024. On or before October 1, 2022, either party may notify the other of its desire to negotiate a successor Agreement, whereupon negotiations shall commence within thirty (30) days.

Article 23 – Stipends for Extracurricular and Athletic Positions

If an employee is appointed to a stipend position listed in the Unit A contract, the employee shall be paid such stipend as if the stipend were incorporated by reference into this Agreement.

Article 24 - Health Insurance

1. The District's contribution to the health, vision and dental plans shall be seventy (70) percent and the employee shall pay thirty (30) percent effective July 1, 2013. Prior to that date, unit members who had been employed in Chatham will pay the percentage rates that have been in effect in Chatham, while unit members who had been employed in Harwich, as well as members hired after July 1, 2012, will pay the percentage rates that had been in effect in Harwich.

2. Effective on January 1, 2013, upon retirement from the Monomoy Regional School District, a bargaining unit member may, at their option, be included in the health, vision and dental plans of the District. The District shall pay seventy (70) percent and the unit member shall pay thirty (30) percent.
3. Effective July 1, 2019, the District may offer high deductible plans with the corresponding health savings account as offered through the CCMHG. The District shall pay seventy percent (70%) and the employee shall pay thirty percent (30%) of the premium of the plan. The District shall contribute the health savings account (HSA) as required by the CCMHG plan.
4. i. The District will offer a one-time incentive, paid out only in the fiscal year for which the elected change is made, for employees who choose to voluntarily transfer from PPO plans to HMO or high deductible plans as follows:
 1. Transfer from BCBS PPO to any HMO - \$2000 for employees on the family or single +1 option; \$1000 for employees on the individual option.
 2. Transfer from HPHC PPO to any HMO - \$800 for employees on the family or single +1 option; \$300 for employees on the individual option.
 3. Transfer from BCBS PPO to HPHC PPO - \$1400 for employees on the family or single +1 option; \$700 for employees on the individual option. No incentive moving BCBS HMO to HPHC HMO.
 4. Transfer from BCBS PPO to BCBS PPO high deductible plan - \$1900 for employees on the family or single +1 option; \$700 for employees on the individual option.
 5. Transfer from BCBS HMO to BCBS HMO high deductible plan - \$1500 for employees on the family or single +1 option; \$500 for employees on the individual option.
 6. Transfer from HPHC PPO to HPHC PPO high deductible plan - \$2000 for employees of the family or single +1 option; \$800 for employees on the individual option.
 7. Transfer from HPHC HMO to HPHC HMO high deductible plan - \$1900 for employees of the family or single +1 option; \$700 for employees on the individual option.
 8. Transfer from BCBS PPO to HPHC PPO high deductible plan - \$3400 for employees on the family or single +1 option; \$1600 for employees on the individual option.

9. Transfer from BCBS HMO to HPHC HMO high deductible plan - \$2000 for employees on the family or single +1 option; \$700 for employees on the individual option.
- ii. The District will offer a one-time incentive, paid out only in the fiscal year for which the elected change is made, for employees to transfer from a plan offered by the District through the CCMHG to a non-district, non-Town of Chatham or non-Town of Harwich plan \$2800 for employees on a family or single+1 plan; \$1100 for employees on the individual plan.
 - iii. To help employees build Health Savings Accounts (HSA), the district will contribute 50% of the deductible to the employee's HSA (\$2000 family, \$1000 individual) for FY20 and FY21 (duration of this contract). HSA contributions will be made within the first ten (10) business days of July.
 - iv. Nothing herein is intended to prevent an employee from electing a different plan in subsequent fiscal years, to include electing any of the PPO options, or to prevent an employee from electing a different plan due to a "qualifying event."
 - v. All incentive amounts will be prorated based on the portion of the plan year for which the employee has voluntarily elected to transfer to a different plan in accordance with the scheduled above.

Appendix A – Salary Schedule

Increase all of the wages in the salary schedules by the following percentages:

July 1, 2021 – 1.0%
 July 1, 2022 – 2.5 %
 July 1, 2023 – 2.75 %

Cafeteria Monitor Schedule

Effective July 1, 2021	1.0%	Effective July 1, 2022	2.5%	Effective July 1, 2023	2.75%
Step 1	\$13.46	Step 1	\$13.80	Step 1	\$14.18
Step 2	\$14.05	Step 2	\$14.40	Step 2	\$14.80
Step 3	\$14.63	Step 3	\$15.00	Step 3	\$15.41
Step 4	\$15.33	Step 4	\$15.71	Step 4	\$16.14
Step 5	\$15.91	Step 5	\$16.31	Step 5	\$16.76
Step 6	\$16.49	Step 6	\$16.90	Step 6	\$17.36

Assistants Schedule

Effective July 1, 2021		1.0%	
Non-Certified – 182 days 6.5 hours		Current Certified – 182 days 6.5 hours	
Step 1	\$19.73	Step 1	\$22.90
Step 2	\$20.74	Step 2	\$24.12
Step 3	\$21.70	Step 3	\$25.33
Step 4	\$22.87	Step 4	\$26.55
Step 5	\$24.09	Step 5	\$27.86
Step 6	\$25.38	Step 6	\$29.26
Step 7	\$26.71	Step 7	\$31.41
Step 8	\$28.29	Step 8	\$32.50
Step 9	\$29.80	Step 9	\$33.76
Step 10	\$31.02	Step 10	\$34.78
Step 11	\$31.93	Step 11	\$35.82
Step 12	\$32.90	Step 12	\$36.90

Effective July 1, 2022		2.5%	
Non-Certified – 182 days 6.5 hours		Current Certified – 182 days 6.5 hours	
Step 1	\$20.22	Step 1	\$23.47
Step 2	\$21.26	Step 2	\$24.72
Step 3	\$22.24	Step 3	\$25.96
Step 4	\$23.44	Step 4	\$27.21
Step 5	\$24.69	Step 5	\$28.56
Step 6	\$26.01	Step 6	\$29.99
Step 7	\$27.38	Step 7	\$32.20
Step 8	\$29.00	Step 8	\$33.31
Step 9	\$30.55	Step 9	\$34.60
Step 10	\$31.80	Step 10	\$35.65
Step 11	\$32.73	Step 11	\$36.72
Step 12	\$33.72	Step 12	\$37.82

Effective July 1, 2023		2.75%	
Non-Certified – 182 days 6.5 hours		Current Certified – 182 days 6.5 hours	
Step 1	\$20.78	Step 1	\$24.12
Step 2	\$21.84	Step 2	\$25.40
Step 3	\$22.85	Step 3	\$26.67
Step 4	\$24.08	Step 4	\$27.96
Step 5	\$25.37	Step 5	\$29.35
Step 6	\$26.73	Step 6	\$30.81
Step 7	\$28.13	Step 7	\$33.09
Step 8	\$29.80	Step 8	\$34.23
Step 9	\$31.39	Step 9	\$35.55
Step 10	\$32.67	Step 10	\$36.63
Step 11	\$33.63	Step 11	\$37.73
Step 12	\$34.65	Step 12	\$38.86

Administrative Assistant Schedule

Effective July 1, 2021			1.0%
	Classification		
Step	A	B	C
1	\$22.85	\$21.97	\$21.12
2	\$23.78	\$22.85	\$21.97
3	\$24.73	\$23.78	\$22.85
4	\$25.73	\$24.73	\$23.78
5	\$26.79	\$25.73	\$24.73
6	\$27.86	\$26.79	\$25.73
7	\$28.99	\$27.86	\$26.79
8	\$30.15	\$28.99	\$27.86
9	\$31.37	\$30.15	\$28.99
10	\$32.64	\$31.37	\$30.15
11	\$33.95	\$32.64	\$31.37
12	\$35.27	\$33.95	\$32.64

Effective July 1, 2022		2.5%	
	Classification		
Step	A	B	C
1	\$23.42	\$22.52	\$21.65
2	\$24.37	\$23.42	\$22.52
3	\$25.35	\$24.37	\$23.42
4	\$26.37	\$25.35	\$24.37
5	\$27.46	\$26.37	\$25.35
6	\$28.56	\$27.46	\$26.37
7	\$29.71	\$28.56	\$27.46
8	\$30.90	\$29.71	\$28.56
9	\$32.15	\$30.90	\$29.71
10	\$33.46	\$32.15	\$30.90
11	\$34.80	\$33.46	\$32.15
12	\$36.15	\$34.80	\$33.46

Effective July 1, 2023			2.75%
	Classification		
Step	A	B	C
1	\$24.06	\$23.14	\$22.25
2	\$25.04	\$24.06	\$23.14
3	\$26.05	\$25.04	\$24.06
4	\$27.10	\$26.05	\$25.04
5	\$28.22	\$27.10	\$26.05
6	\$29.35	\$28.22	\$27.10
7	\$30.53	\$29.35	\$28.22
8	\$31.75	\$30.53	\$29.35
9	\$33.03	\$31.75	\$30.53
10	\$34.38	\$33.03	\$31.75
11	\$35.76	\$34.38	\$33.03
12	\$37.14	\$35.76	\$34.38

NOW THEREFORE, the Committee and the Association have caused this Agreement to be signed by their respective authorized representatives.

(Please sign, print, and date)

FOR THE MONOMOY REGIONAL
SCHOOL COMMITTEE:

Meredith Dend

BY: Vice Chair

DATE: 8/20/22

FOR THE MONOMOY REGIONAL
EDUCATION ASSOCIATION:

L.V. Weather

BY: _____

DATE: 7/26/2022

Appendix B
Monomoy Regional School District
Instructional Assistant Performance Form

Employee: Click here to enter text.

Principal(s): Click here to enter text.

School: Click here to enter text.

Position: Click here to enter text.

Classroom Observation (or equivalent) Dates: Click here to enter text.

Evaluation Conference Date: Click here to enter text.

					<i>Please check one-see explanation on reverse</i>					
PERFORMANCE CRITERIA					E	P	N	I	U	COMMENTS <i>For additional space, see reverse</i>
INSTRUCTIONAL SUPPORT										INSTRUCTIONAL SUPPORT
Carries out learning objectives and instruction using prescribed methods and materials as directed.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Adheres to standards of classroom management					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is knowledgeable of applicable curriculum					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assists students in organizing work, following oral and written directions, and completing assignments as directed					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COMMUNICATION										COMMUNICATION
Demonstrates proficiency in the use of effective communication skills					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Demonstrates proficiency in the use of effective listening skills					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HUMAN RELATIONS										HUMAN RELATIONS
Helps to advance the educational environment established by the professional staff member					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.
Responds to the physical, social and emotional needs of individual students while working in collaboration with a professional staff member					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Works cooperatively with staff					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL RESPONSIBILITIES										GENERAL RESPONSIBILITIES
Meets accepted standards of behavior					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Click here to enter text.

	<i>Please check one-see explanation on reverse</i>				
PERFORMANCE CRITERIA	E	P	N I	U	COMMENTS <i>For additional space, see reverse</i>
Performs appropriate supervisory functions as directed by a professional staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs appropriate clerical functions as directed by a professional staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs appropriate other functions as directed by a professional staff member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ADDITIONAL COMMENTS

(Please state performance area: i.e. Instructional Support, Communication, etc.)

Click here to enter text.

EVALUATEE RESPONSE

(ATTACH ADDITIONAL PAPER IF NECESSARY)

Signature (below) indicates that the employee has received a copy of this evaluation, but does not necessarily indicate agreement with the content of the evaluation.

_____/_____
_____/_____

Evaluator Signature/Date

Evaluatee Signature/Date

EXPLANATION OF PERFORMANCE EVALUATION CRITERIA

- E** *Exemplary:* Performance is always highly acceptable. Requires very little supervision in any task assigned.
Performs all duties in an exemplary manner.
- P** *Proficient:* Performance meets expectations. Requires little supervision in any task assigned.
- NI** *Needs Improvement:* Performance does not always meet expectations. Work requires supervision even in matters of a routine nature.
- U** *Unsatisfactory:* Performance is unacceptable.

Appendix C
Monomoy Regional School District
Evaluation for Administrative Assistants

Administrative Assistant: _____ Position: _____

School: _____ Supervisor: _____

Evaluation Date: _____

Please check one. (See explanation below.)

PERFORMANCE CRITERIA	Exemplary	Proficient	Needs Improvement	Unsatisfactory
SKILLS AND COMPETENCIES				
<i>Communications</i>				
a. Handles electronic communications in an efficient, courteous manner.				
b. Responds to questions and requests accurately and in a positive manner.				
<i>Use of Technology</i>				
a. Demonstrates competency in the use of computers and office equipment.				
b. Demonstrates proficiency in the preparation of documents, reports and letters.				
<i>Filing and Record Keeping</i>				
Maintains well-organized and accurate files.				
<i>Organizational Skills</i>				
a. Organizes the office for maximum efficiency.				
b. Manages time efficiently.				
HUMAN RELATIONS				
Responds to the needs of administration, staff, students, parents and the public in a manner appropriate for a positive working atmosphere.				
PROFESSIONAL BEHAVIOR				
<i>Attendance</i>				
a. Adheres to specified working hours.				
b. Has a good attendance record.				
<i>Dependability</i>				
Performs office functions in a timely manner.				
<i>Initiative</i>				
a. Performs work without direct supervision.				
b. Demonstrates good decision-making skills.				
<i>Confidentiality</i>				
Maintains a high degree of confidentiality regarding records, files and information.				
<i>Personal</i>				
Meets accepted standards of professional appearance and demeanor				

Additional Comments: _____

Actions to be taken in needs improvement or unsatisfactory area(s): _____

The Administrative Assistant has read the evaluation and there has been an opportunity to review it with the Evaluator. The Administrative Assistant 's signature does not necessarily indicate agreement. The Administrative Assistant may choose to submit a companion letter, which will become part of the evaluation.

Signature of Principal: _____ Date: _____

Signature of Administrative Assistant: _____ Date: _____

Evaluatee Response:
(use additional paper if necessary)

