

TEACHER AIDES

AGREEMENT

BETWEEN

THE DANVERS SCHOOL COMMITTEE

AND

COUNCIL #93, LOCAL #1098, AMERICAN FEDERATION OF

STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

This agreement entered into by the Town of Danvers School Committee, hereinafter referred to as the Employer, and Council #93, Local 1098, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations 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 for Teacher Aides.

JULY 1, 2018 - JUNE 30, 2021

ARTICLE 1

RECOGNITION

- 1-01 Employer recognizes the Union as the sole and exclusive Union for the purposes of establishing salaries, wages, hours and other conditions of employment for all teacher aides employed in the Town of Danvers School System. Teacher Aides will be permanent part-time employees in the Danvers School System.
- 1-02 Specifically excluded from this bargaining unit are:
- College Interns
 - College Co-op. Students
 - Volunteers

ARTICLE 2

MANAGEMENT'S RIGHTS

- 2-01 Except as otherwise expressly and specifically provided in the Agreement, the Union recognizes and agrees that the supervision, management and control of the School Department's business, operations, working force and facilities are exclusively vested in the management of the School Department. Without limiting the generality of the foregoing, the Union recognizes and agrees that the right to plan, direct, and control the School Department's business, operations, and working force; to hire, promote, transfer and lay off employees, and lawfully and for just and proper cause, to demote, discipline, suspend or discharge employees; and the right to determine the hours, schedules and assignments or work, the work tasks, classification, and standards of performance for employees is vested exclusively in the management of the School Department. The foregoing shall not be taken, however, as a limitation upon the rights of the Union to represent the employees covered hereby in the grievance procedure provided in this Agreement, and any other procedure dealing with employee representation rights.

ARTICLE 3

GRIEVANCE PROCEDURE

- 3-01 Definitions - A "grievance" is any question as to the interpretation and/or application of this Agreement or any subsequent agreement entered into pursuant to this Agreement.

"Days" shall mean:

1. During the school year, workdays
2. During the balance of the year, Mondays through Fridays except for holidays.

- 3-02 Purpose

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to those problems which affect the working conditions of the bargaining unit. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

2. Nothing contained herein will be construed as limiting the right of the bargaining unit having a complaint to discuss the matter informally with any appropriate member of

the administration, and having the complaint adjusted without intervention of the bargaining unit, providing the adjustment is not inconsistent with the terms of the Agreement and that the Union has been given the opportunity to be present and to state its views at such adjustment.

- 3-03 Procedure - A grievance shall be initiated within five (5) days of the event giving rise to the grievance and/or knowledge of the alleged grievance, but in no event to exceed fifteen (15) days.

Since it is important that the grievance 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 in writing, by mutual agreement.

1. Level One. A bargaining unit member with a grievance will first discuss it with his principal or immediate supervisor either directly or through the Union with the objective of resolving the matter informally.
2. Level Two. If the grievance is not resolved to the satisfaction of the grievant within five (5) days, the Union may submit, in writing, the grievance to the Superintendent. The writing shall set forth the specific facts upon which the grievance is claimed, the section(s) claimed to be violated and the remedy sought by the grievant. Within five (5) days after the receipt of the written grievance, the Superintendent, and/or his authorized representative, shall meet with the aggrieved employee and a Union representative in an effort to resolve this matter.
3. Level Three. If the grievance is still unresolved within ten (10) days after said meeting, the Union may submit, in writing, the grievance to the Committee. Within fifteen (15) days after receipt of the written grievance, the Committee shall meet in executive session (if permitted by law) with the aggrieved employee and Union representative in an effort to resolve the matter. All meetings at this level shall include only parties in interest and their authorized, designated representatives.
4. Level Four. If the grievance cannot be resolved by and between the Committee, the aggrieved employee, and the Union within fifteen (15) days after the meeting held in Level Three, then the matter may be submitted for arbitration within ten (10) days thereafter with the Committee or the Union with the American Arbitration Association in accordance with its rules. The Arbitrator cannot add or detract from, or in any way alter or modify the terms or provisions of this Agreement, or determine the arbitrability of any issue. The decision of the Arbitrator shall be final and binding on the parties. The cost (fees and expenses) of the arbitrator shall be borne equally by the parties. Either party, at its own expense, retains its rights of appeal as provided in Chapter 150 C of the General Laws.

- 3-04 Rights of Union to Representation - Any party in interest may be represented at all stages of the grievance procedure by a person of his own choosing, except that he may not be represented by a representative or by an officer of any organization other than the Union or its designated representative.

3-05 Miscellaneous

1. Decisions rendered at Levels One, Two and Three of the grievance procedure will be in writing, setting forth the decision, and the reasons therefore, and will be transmitted promptly to all parties in interest and to the Union. However, for any grievance resolved at Level One, Two or Three to the mutual satisfaction of the grievance and the parties, said resolution shall be reduced in writing.

2. All documents, communications and records dealing with the processing of the grievance will be filed separately from the personnel files of the participant. It is understood that any such records maintained will be solely for historical information and shall not be used against any employee in any way.

3. All Union meetings and/or hearings at any level of the grievance procedure will be held after the normal workday for the Union members. The Administration may schedule meetings or hearings within the school day, however, there will be no loss of pay for bargaining unit members.

ARTICLE 4

UNION DUES AND INITIATION FEES

4-01 Employees shall tender their monthly membership dues by signing authorization of dues form. In accordance with the terms of the form of authorization of check-off dues hereinafter set forth, the employer agrees to deduct Union membership dues, levied in accordance with the Constitution of the Union, from the pay of each employee who executed such form; and the employer agrees to remit the aggregate amount to the treasurer of the Union, along with a list of employees who have had said dues deducted. Such remittance shall be made by the 10th day of the succeeding month.

4-02 The Union shall be responsible for initially preparing a Union Dues check-off list and will thereafter be responsible for immediately informing the School Department business office of any changes in said list.

4-03 Union Dues and Agency Service Fee

Pursuant to General Law Chapter 150E, Section 12, it shall be a condition of employment that on or after the thirtieth (30th) day of employment in the bargaining unit, or the execution of this agreement, whichever is later, each member of the bargaining unit who elects not to join or maintain membership in the Union shall pay to the Union an agency fee which shall be equal to the amount required to be a member and remain a member in good standing of the exclusive bargaining agent and its affiliates to or from which membership dues or per capita fees are paid or received.

The School Committee assumes no obligation financial or otherwise, arising out of the provisions of this Article and the bargaining unit shall indemnify and hold the School Committee harmless from any and all claims, grievances, arbitrations, awards, suits, attachments or other proceedings arising out of or by reason of any for the action taken by the School Committee purposes or complying with any action taken by the School Committee for the purposes or complying with any provisions of this Article. The bargaining unit assumes full responsibility for the disposition of the funds deducted under this Article as soon as they have been remitted by the School Committee to the bargaining unit.

4-04 People Language

The employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization, which authorization may only be made and presented to the employer one time during each year of the contract. Attached hereto is a sample of the authorization form for the AFSCME PEOPLE program. Such authorization must be executed by the

employee and may be revoked by the employee at any time by giving written notice to the employer with a courtesy copy of such notice to the Union. The employer agrees to remit any deductions made pursuant to this provision at the same time it submits dues to the Union to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Employer assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Union agrees that it Will indemnify and hold harmless the Employer from any claim, actions or proceedings by any employee arising from deductions or actions taken by the Employer under this Article. Once deductions are remitted to the Union, it is understood and agreed that their disposition thereafter shall be the sole and exclusive obligation of the Union.

ARTICLE 5

- 5-01 Probationary Employees - Upon initial employment, all employees covered by this bargaining unit shall be on probation for one hundred and twenty (120) consecutive work days exclusive of sick days, until permanently appointed. Probationary status may be extended for an additional reasonable period not to exceed three months where the School Committee believes that the employee's work performance and qualifications require further review prior to permanent appointment. Employees shall be evaluated during this period. The School Committee's decision to extend the probationary period of any employee shall not be unreasonable. Discharge, suspension, or other disciplinary actions involving an employee on probation shall not be subject to the grievance procedure.

ARTICLE 6

WORKDAY, WORKYEAR, OVERTIME

- 6-01 The work day for Teacher Aides will be six (6) hours with one-half (1/2) hour unpaid for lunch. It is understood that the beginning and ending hours may vary, and will be specified by the appropriate principal or supervisor. Compensatory time will be arranged by the immediate supervisor for overtime not exceeding 1/2 hour in an unplanned situation. The regular hourly rate of pay will be paid for overtime work assigned by the immediate supervisor (beyond six (6) hours on a regular work day).

The work year for Teacher Aides will be 183 days - 180 school days, the day before students begin, and 2 days of professional development. The length of the work year may be extended at the discretion of the Superintendent if the needs of the system warrant. Two months' notice of such need extension will be given to Union members in the event of this possibility. Said extension shall be at the regular hourly rate.

ARTICLE 7

HOLIDAYS/VACATIONS

- 7-01 Teacher Aides will be paid for the following holidays if such falls within their school year, consistent with present practice: Labor Day, Veterans' Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Day, New Years Day, Memorial Day, Columbus Day, Patriots' Day, Washington's Birthday, Martin Luther King, Jr.'s Birthday and Good Friday.

7-02 Vacation Pay

Full-time school year employees shall be entitled to the following vacation pay, payable as follows:

A new employee hired in September of a school year or scheduled for appointment at the October School Committee Meeting will be eligible for two weeks of vacation paid at the end of the school year. Employees appointed after October and before February will receive one week vacation paid at the end of the school year.

Full-time school year employees who so work shall be entitled to three (3) weeks pay after five (5) years, 15.5 days after 6 years, 16 days after 7 years, 16.5 days after 8 years, 17 days after 9 years, 17.5 days after 10 years, 18 days after 11 years, 18.5 days after 12 years, 19 days after 13 years, 19.5 days after 14 years and 20 days after 15 years. Regular part-time employees who so work the school year shall be entitled to his/her pro rated share of such vacation pay.

ARTICLE 8

SICK LEAVE DAYS AND SICK BANK

- 8-01 Absences for reasons of personal illness will be allowed up to fifteen (15) sick leave days with pay.
- 8-02 Sick leave may be accumulated from year to year up to a maximum of two hundred and twenty-five days.
- 8-03 Employees who leave work due to illness will be paid for the time the employee worked prior to leaving his/her shift. An eligible employee who receives sick leave compensation for the balance of the unworked shift time shall be charged sick time for such in fractions of a day.
- 8-04 Teacher Aides who are absent for five (5) consecutive workdays because of illness may be required to provide the School Committee or designee with a doctor's certificate.
- 8-05 Employees who used three (3) or less sick days will be entitled to two (2) additional vacation days. If same employee uses zero (0) sick days employee will be entitled to three (3) additional vacation days.

A teacher aide may elect to redeem four (4) days of unused sick leave according to the following schedule:

<u>Sick Days Used</u>	<u>Annual Incentive Payment</u>
0 days	4 days' pay at the end of the year
More than 0 up to 1	3 days' pay at the end of the year
More than 1 up to 2	2 days' pay at the end of the year
More than 2 up to 3	1 day pay at the end of the year

- 8-06 Upon retirement employees who have achieved excellent attendance by using three (3) days or fewer sick days during the three (3) school years preceding retirement will be allowed to cash out one-half (1/2) of their accumulated sick days up to a maximum of fifty (50) days at their current daily rate.

During this three (3) year period, if a long-term illness occurred, the Superintendent or his/her designee may, if he/she believes attendance was otherwise exemplary

and conformed to the spirit of the provision, exempt this occurrence from qualification.

8-07 Sick Leave Bank

1. A sick leave bank will be established for use by members of the bargaining unit who have exhausted their own sick leave and have a prolonged and/or serious illness or injury.

Participation in the sick bank is at the discretion of the employee. All new hires will be offered entry into the bank upon hire and must contribute 2 days to the bank to join. Entry must be made at the start of employment (within 10 business days). An employee who does not join the bank will have no opportunity to join the bank in the future and will have no access to the time in the bank under any circumstance.

In the first year of the bank (2018-2019 school year), all employees will be offered entry. To gain entry employees must contribute 2 days and elect to join prior to September 14, 2018.

2. Each member of the bargaining unit shall contribute two (2) days from his/her sick leave accumulation to the Sick Leave Bank in order to fund the bank. In the event the Sick Leave Bank becomes depleted, each member of the bargaining unit shall contribute one (1) day from his/her leave accumulation to refund the bank. No more than three (3) sick leave days shall be deducted from the members individual sick leave account in any one school year. Sick Leave Bank days unused in one school year shall be carried over to the next school year. At no point shall the bank contain more than two hundred (200) days.
3. The Sick Leave Bank shall be administered by a Sick Leave Bank Board consisting of four (4) members. A Sick Leave Bank Board consisting of four (4) members shall administer the Sick Leave Bank. Two (2) members will be designated by the Superintendent to serve at its pleasure, and two (2) members shall be designated by the Union to serve at its pleasure. Award of benefits from the bank require a majority vote of the full Board.
4. Any initial grant of sick leave by the Board shall not exceed fifteen (15) days. If need continues, reapplication to the Board may be made for further extensions up to a maximum of thirty (30) days. Except as provided hereafter in this paragraph, no more than thirty (30) days may be granted by the Sick Leave Bank Board to any individual for a single illness or accident. The Board agrees to give due consideration to those situations of unusual circumstances and for the hardship arising from prolonged illness or accident when an employee's accrued sick leave and thirty (30) days from the Bank have been exhausted. Such situations will be brought to the attention of the Board by the membership only, whereupon the Board may authorize up to an additional fifteen (15) Sick Leave Bank days.
5. A member who has received a grant from the Sick Leave Bank will upon his/her return to regular duties, receive three (3) sick leave days from the Bank to be used in the event of illness during the remainder of the school year. Days not used will be returned to the Bank on the last day of school.
6. Subject to the provisions of the Article, the Board shall utilize the following criteria in administering the bank and in determining eligibility and amount of leave:

- a. Adequate medical evidence, including diagnosis and prognosis or serious and/or prolonged illness or injury and expected date of return. This information shall remain confidential with the Sick Leave Bank Board.
 - b. Prior utilization of sick leave shall be a factor if abuse has been shown.
7. The decision of the Sick Leave Bank Board with respect to eligibility and entitlement shall be final and binding and not subject to appeal except for reconsideration to the Board itself.
8. In the event that a member dies, retires, leaves or is fired, their accumulated sick days shall be deposited into the Sick Leave Bank.

ARTICLE 9

JURY PAY

- 9-01 The employer agrees to make up the difference in an employee's wages between a normal week's wages and compensation received from jury duty.

ARTICLE 10

FUNERAL LEAVE

- 10-01 Funeral Leave – In connection with each death in the immediate family, an employee shall be entitled to receive five (5) working days immediately prior to and including the day of the funeral. The employee may at his/her option be entitled to use the next working day after the funeral as one of said working days. The phrase “immediate family” means the death of a mother, father, parent of spouse, children, spouse, brother, sister, stepchild or grandchild.

The employee may at his/her option be entitled to use two working days after the funeral as two of said working days. The employee at his/her option has a 30-day window after the funeral to use their entitled time.

The employee may at his/her option be entitled to use the next working day after the funeral as one of said working days. The employee at his/her option has a 30-day window after the funeral to use their entitled time

In connection with the death of an employee's grandparents, brother-in-law or sister-in-law, the employee shall be entitled to four (4) days off immediately prior to and including the day of the funeral.

One day of funeral leave will be granted upon the death of any other relative with approval of the building principal or director.

In the event of a death of those listed above the Superintendent may, if he/she believes that there are special circumstances, which warrant it, grant additional leave.

- 10-02 In the event of a death of those listed above, the Superintendent may, if he believes that there are special circumstances which warrant it, grant additional leave.

ARTICLE 11

BULLETIN BOARD SPACE

- 11-01 Bulletin Board space will be provided in each school for the posting of Union notices.

ARTICLE 12

TRANSFERS

- 12-01 All qualifications being equal, seniority shall be a major factor but not the determining factor in involuntary transfers but subject to the grievance procedure. First consideration will be given to bargaining unit members who evidence an interest in the transfer.

ARTICLE 13

GENERAL

- 13-01 The District acknowledges that our teacher aides are integral and valued agents of support for our students and professional staff. Therefore, we offer a flat \$250 per year rate for each teacher aide in the district, with the understanding that when, as, and if needed, the teacher aide will fill in for a teacher when deemed necessary by the building principal. If the Teacher Aide is needed for the full day (beginning with the morning bell and ending at the last bell of the school day), he or she will receive compensation at the daily teacher substitute rate, or **\$25.00 per day in addition to their regular pay.**
- 13-02 Aides will receive First Aid and CPR training provided at least one other Danvers Public School labor classification takes the training (over and above the school nurses). Aides will be held harmless in any lawsuit as a result of any First Aid or CPR activity. If an employee does not pass certification for the CPR and First Aid training courses, that employee shall not be terminated or disciplined.
- 13-03 Reimbursement for cleaning of garments soiled while performing duties. Aides should request approval from immediate Supervisor then submit receipt to Supervisor for payment approval.
- 13-04 The School Committee reserves the right to contract out any work but warrants that as a result no member of the union shall be laid off or discharged or shall suffer any loss of pay. However, it is recognized that the School Committee may reclassify an employee or transfer an employee to another position within the School Department, in the event that work customarily performed by members of the union is eliminated.
- 13-05 Aides will be able to attend Workshops and Seminars sponsored by the School Department directly related to improving present job skills.
- 13-06 Year-round paycheck is optional. Must notify payroll office by June 15. **Summer paychecks will be accompanied by an itemized detail document explaining pay stub produced by Central Office.**
- 13-07 No job sharing unless agreed to by School Committee and Union.
- 13-08 New hires will attend New Employee Orientation. A "mentor" will be assigned and accompany the new aide to Orientation day and the mentor will be paid for that day at the new school year rate of pay.

- 13-09 Teacher Aides that accompany students on overnight trips shall receive, in addition to their regular pay or any overtime pay, a payment of \$128.00 for each overnight stay. This is the same amount provided for teachers under their contract.
- 13-10 When a Teacher Aide assumes the responsibilities for a school Secretary due to absence/illness for an entire day, the Teacher Aide shall be paid at the Secretaries rate of pay for the full day. If the Secretaries rate of pay is lower than the Teacher Aides, the Teacher Aide shall receive their regular rate of pay.
- 13-11 **The Teacher Aides will no longer have responsibility for conducting vision and hearing tests. It is understood and agreed, Teacher Aides may be called upon to assist with the testing.**
- 13-12 **The Teacher Aides, as employees of the Town of Danvers, are substantially and adequately covered for any claim of legal liability by the Hastings-Tapley Insurance Company of 271 Cambridge Street, Cambridge, MA.**

The details of the coverage are as follows:

Bodily Injury Liability	\$300,000 each occurrence \$300,000 aggregate
Property Damage Liability Subject to \$500 deductible per occurrence	\$ 50,000 each occurrence \$100,000 aggregate

ARTICLE 14

REDUCTION IN FORCE

- 14-01 When a reduction in the work force becomes necessary due to declining enrollment, staffing needs, or economic reasons, the School Committee will release Teacher Aides by seniority, qualifications being equal. An employee may volunteer for layoff. A laid off employee shall have recall rights, according to the same conditions in which the teacher aide was laid off, for two full years from date of layoff. If a laid off employee refuses an offer to a vacancy, they shall be removed from the recall list. Seniority is defined as the total length of continuous service as a teacher aide in the Danvers School System.

ARTICLE 15

WAGES

- 15-01 **Effective July 1, 2018, wages will increase 2.0%. July 1, 2019, wages will increase 2% + \$0.50 per hour increase. July 1, 2020, wages will increase 2.25% + \$0.50 per hour.**

ARTICLE 16

JOB POSTING

- 16-01 The employer shall post all vacancies in the School Department for at least seven (7) working days. The posting shall contain a statement of the pay rates and qualifications required.

- 16-02 Neither the posting of vacancy notices nor the interviewing of applicants shall require that the vacancy be filled.
- 16-03 The School Committee may fill the position with an applicant from outside the Town employ but if the outside employee's qualifications and those of the unit employee applicant are relatively equal, the School Committee shall hire the unit employee applicant.

ARTICLE 17

EFFECT OF ILLEGALITY

- 17-01 If any provision of the Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to the laws of the Commonwealth, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

ARTICLE 18

MATERNITY LEAVE AND PERSONAL LEAVE

- 18-01 The School Committee agrees to grant maternity leave in accordance with the provisions of Massachusetts General Laws Chapter 149, Section 105.
- 18-02 Personal Leave
- a. Each employee may have three (3) days with pay per year, non-cumulative, for the purpose of transacting or attending to personal, business, or household matters which require the absence of the employee during school hours and which cannot be otherwise scheduled.
 - b. Two of the three personal days in a. above require written notice of intention to take any such leave shall be filed with the Building Principal at least one week in advance. The notice must state the reason. Exceptions will be made where the requirement for one week's advance notice would be a hardship or an impossibility.
 - c. One (1) of such three (3) personal leave days should be granted without the need for explanation. The employee shall mark "Personal" on such application.
 - d. Requests for personal leave shall not be unreasonably withheld nor shall the Superintendent act in an arbitrary, capricious, or discriminatory manner in acting on such requests.
 - e. Should a dispute arise concerning the granting of personal leave, the employee may take such leave but shall not be compensated for such day unless and until the matter is resolved in favor of the employee.
 - f. Notwithstanding other leave provisions set forth in this Article, a teacher aide who has been employed for twelve (12) consecutive months shall be entitled to a leave of absence without pay for up to twelve (12) consecutive weeks for adoption, foster care placement of child or if a serious health condition affects the employee or the employee's spouse, child or parent in accordance with the Federal Family and

Medical Leave Act. Consistent with the Family and Medical Leave Act, during said twelve (12) week leave, an employee on leave under this Section shall continue to be eligible for health insurance with the Town and the employee paying their respective regular costs of the health insurance. Leave taken under this Section cannot be added to other leave provisions set forth in this Article.

ARTICLE 19

REST PERIOD

- 19-01 Full time school year employees regularly scheduled to work shall be provided a ten (10) minute break either in the morning or in the afternoon. The principal (supervisor) or designee shall determine whether the ten (10) minute break of an employee shall be taken during the morning or during the afternoon.

ARTICLE 20

LUNCH PERIOD

- 20-01 If an employee is required to work during his/her regular scheduled lunch period for emergencies or staffing problems, the employee shall be entitled to receive an equal amount of compensatory time off during the work day, provided such can be arranged after the emergency or when the staffing needs problem no longer exists. If the Principal is not able to provide such compensatory time off during that work day, the employee shall be paid at his/her base hourly rate or part thereof (pro-rated) for the actual time worked during the lunch period. The employee shall document such actual time worked and receive approval from the principal for such payment.

ARTICLE 21

EVALUATION

- 21-01 Employees' evaluation will be done by their immediate principal or their designee on or before April 15 of any given year. These evaluations will be shown to and discussed with each employee. The employee will sign and date the evaluation and the report will become part of the employee's personnel file. The evaluation is not intended to be a discipline tool or a tool to deny ascension to the next pay step. It will initially be in the form of a narrative which reviews the duties that were performed during the year and the manner in which their duties were performed. Meanwhile, a subcommittee will be formed to establish a mutually agreeable format for use in future evaluations. This form if completed and agreed upon prior to 4/15/98, will be used in place of the narrative.

ARTICLE 22

TEACHER AIDE ASSIGNMENT

- 22-01 Teacher Aides will be notified in writing of their programs for the coming school year, including the school to which they will be assigned, by June 15th, except for such changes as are necessary because of changing enrollments, unanticipated fiscal constraints or late resignations. Any Teacher Aide whose assignment is changed after June 15th will be notified immediately in writing of said change.

ARTICLE 23

LONGEVITY

AFTER 5 YEARS	\$50
AFTER 10 YEARS	\$150
AFTER 15 YEARS	\$300
AFTER 20 YEARS	\$400
AFTER 25 YEARS	\$500

ARTICLE 24

DURATION

Subject to the express terms herein, this Agreement shall be in effect beginning July 1, 2018 and terminate on June 30, 2021.

Council #93, Local #1098

Danvers School Committee

Carol MacKane Staff Rep
Sheryl James

[Signature]

[Signature]

[Signature]

[Signature]

Mary Beth King

June 11, 2018

Date

Date


ATTACHMENT I

SIDE LETTER AGREEMENT

The Danvers School Committee and AFSCME Teacher Aides have an interest in reviewing various positions within the Danvers Public School system to determine if certain positions and current responsibilities have changed over the years potentially resulting in departmental oversight changes and/or classification changes.

Proposed is the formation of a subcommittee (consisting of mutually agreed upon participants) to conduct this review, and report the results of the review and make recommendations to the Committee and Bargaining Unit. The Committee proposed study shall commence immediately with conclusion of this study being completed prior to June 30, 2019. The committee shall first develop job descriptions for all aide roles and then will explore classifications.

PEOPLE CONTRIBUTION FORM

Contribution Form		AFSCME PEOPLE	
Become a PEOPLE MVP for \$8.35/month (\$100 annually)			
<p>I hereby authorize my employer and associated agencies to deduct, each pay period, the amount certified as a voluntary contribution to be paid to the treasurer of American Federation of State, County and Municipal Employees PEOPLE, AFSCME, AFL-CIO, P.O. Box 65334, Washington, D.C. 20035-5334, to be used for the purpose of making political contributions and expenditures. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice.</p>		<p align="center">PLEASE PRINT LEGIBLY.</p>	
<p>Deduction Per Pay Period</p> <p><input type="checkbox"/> \$5 <input type="checkbox"/> \$10 <input type="checkbox"/> \$15</p> <p><input type="checkbox"/> Other \$_____ each pay</p> <p>Circle jacket size S M L XL 2XL Other _____</p> <p>For Office Use Only</p> <p><input type="checkbox"/> PAYROLL DUES</p>		<p>Last Name _____ First Name _____ MI _____</p> <p>Street Address _____ Apt. No. _____</p> <p>City _____ State _____ ZIP Code _____</p> <p>SSN (last four digits) _____ Employee ID # _____ Occupation _____</p> <p>Local Number _____ Employer _____</p> <p>Cell Phone _____ Home Phone _____</p> <p>By providing my cell phone number, I understand that AFSCME and its affiliates may use automated calling technologies and/or text message me on my cell phone on a periodic basis. Carrier message and data rates may apply to such texts.</p> <p>Personal E-mail Address _____</p>	
<p>Signature _____ Date _____</p>		<p align="right">  </p>	
<p>In accordance with the federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned. Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.</p>			