

**Contractual Agreement**  
**between**  
**The Dover-Sherborn Regional**  
**Dover School Committee**  
**Sherborn School Committee**  
**and**  
**The Dover-Sherborn Public Schools'**  
**Administrative Assistants Association**

*July 2014 through June 2017*

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**PREAMBLE**

This Agreement entered into by the Dover-Sherborn Regional, Dover, and Sherborn School Committees of the Towns of Dover and Sherborn, Massachusetts, hereinafter referred to as the School Committees, and the Dover-Sherborn Public Schools' Administrative Assistants' Association, hereinafter referred to as the Association, or Employees, has as its purpose the promotion of harmonious relations between the School Committees and the Association; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of terms and conditions of employment.

**ARTICLE I**  
**Recognition**

The School Committees recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other conditions of employment on behalf of all administrative assistants of the Dover-Sherborn Public Schools, excluding all confidential administrative assistants as noted: the administrative assistant to the Superintendent of Schools, the administrative assistant to the Assistant Superintendent of Schools and the Business Manager, and all other Dover-Sherborn Public School employees, as well as temporary, substitute Secretarial Employees.

The Association hereby accepts the published rules and regulations of the School Committees as they apply to the members of the Association, and the Association further agrees to abide by these rules and regulations.

**ARTICLE II**  
**School Committee Rights**

Nothing in this Agreement shall be construed to in any way, alter, modify, change, or limit the authority and jurisdiction of the School Committees, as provided by the Massachusetts Constitution, the General Laws of Massachusetts, the decisions of the Supreme Judicial Court of Massachusetts, the Laws of the United States, the decision of the Supreme Court of the United States, or any law or order pertinent thereto.

As to every matter not specifically mentioned or provided for in this Agreement, the School Committees retain all the powers, rights, and duties that it has by law. The School Committees have final responsibility for establishing the policies of the Public Schools of Dover and Sherborn.

**ARTICLE III**  
**Separability of Agreement/Invalidity**

Should any provision of this Agreement be found to be in violation of any Federal or State Law, the remaining provisions shall remain in full force and effect.

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**ARTICLE IV**  
**Employees' Rights and Obligations**

**4.1**

Employees covered by this Agreement shall have the right, and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist employee organizations, or to refrain from such activity; to hold office and participate in the management of the Association; to act in the capacity of Association representative; and to engage in other lawful Association and concerted activities for the purpose of collective bargaining or other mutual aid or protection; except that no official of the Town of Dover, the Town of Sherborn or the Dover-Sherborn Regional School District shall participate in the management of the Association or act as its representative if such activity would be incompatible with his or her official duties.

**4.2**

In the exercise of these rights, all employees covered by this Agreement shall be free from any and all interference, restraint and coercion, and such employees shall be protected against any discrimination in regard to tenure, promotion or other conditions of employment.

**4.3**

Any of the benefits or privileges presently enjoyed by employees in the unit will not be unilaterally impaired.

**4.4**

Neither the Committee nor the Association will discriminate against any employee covered by this Agreement or applicant for employment because of race, color, creed, sex, gender identity, or national origin.

**4.5**

During the month of September, employees will receive an appointment letter reporting sick and vacation leave status, anniversary date, years of service, and present salary from the Central Office.

**ARTICLE V**  
**Discrimination**

The School Committees and Association agree that all provisions of this Agreement shall be applied without regard to race, color, religious creed, age, sex, gender identity, or national origin. The School Committees and Association further agree that they shall not directly, or indirectly, apply or attempt to apply discipline, coercion or discrimination against any employee who chooses to engage or not engage in Association activities.

**ARTICLE VI**  
**No Strike Clause**

The Association on its own behalf and on behalf of each of the employees that it represents, hereby agrees and covenants that during the term of this Agreement the Association will not authorize, approve participation or in any way encourage any strike, work stoppage, slowdown or the

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withholding of service from the employer, School Committees, and the Towns of Dover and/or Sherborn.

It is further agreed that the Association will not interfere, restrain or coerce any person from seeking employment with the Dover-Sherborn Schools.

It is further agreed that any employee covered by this Agreement who violates this provision or any part thereof, subjects him/herself to disciplinary action, suspension or discharge from work.

## **ARTICLE VII**

### **Association Representation and Access to Premises**

The Association shall designate in writing to the School Committees the name of its Association Representatives.

The School Committees agrees to permit other authorized Association representatives reasonable access to the school premises to discuss grievances with Association members, providing they first obtain permission to do so from the Superintendent of Schools.

## **ARTICLE VIII**

### **Filling of Vacancies**

When a bargaining unit vacancy occurs for any reason, including new positions, the Superintendent or his/her designee shall post notices within seven (7) regularly scheduled work days of the Superintendent or his/her designee action of same in each school for not less than seven (7) regularly scheduled work days prior to the opening of applications.

The posting will be provided to the Association representatives who will then circulate it to Association members.

The notice shall indicate the title and classification of the available position, the specific duties of the position, the hourly rate for the position, number of hours per week and weeks per year, and the school or building in which the position is located.

Current administrative assistants wishing to be considered for the position shall make a written application to the Business Manager by the closing date indicated in the posting. All in-house candidates will receive an interview for and be considered for all vacant positions. The Superintendent or his/her designee shall consider all applicants in a fair and impartial manner. The applicant deemed most qualified will be appointed.

Applicants will be notified of their status in writing and in a timely manner.

All newly appointed administrative assistants will serve on a trial basis for three months (3) during which time she/he may be replaced by the Superintendent or his/her designee as he/she, in his/her sole discretion, so determines. The decision to replace the individual during this (3) month probationary period will not be grievable or subject to arbitration.

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## **ARTICLE IX**

### **Reduction in Force**

In the event that a reduction in administrative assistants is necessary, the decision as to the order of layoff shall be made after consideration of the needs of the school district(s), work performance based upon annual evaluations, and seniority. The individual whose job is affected by a reduction in force at the affected school may displace a less senior person in another school in the same or lower job grade. An administrative assistant with seniority and favorable evaluations may move into a higher job grade if the administrative assistant has the qualifications for the position and is approved by the receiving Principal/Headmaster and the Superintendent of Schools. Employees to be laid off shall be notified in writing at least thirty (30) days prior to the effective date of lay-off.

Employees laid off under this article shall be recalled in the inverse order of their lay-off. Employees recalled after lay-off shall be credited with such salary and benefits as they were entitled to at the effective date of their lay-off. This recall list shall be used for regular or part-time employment.

Vacancies created as a result of reductions-in-force shall be filled in accordance with Article VIII.

## **ARTICLE X**

### **Resignations**

Any administrative assistant who intends to resign his/her position shall give notice to the Superintendent no later than ten (10) business days prior to the date of intended resignation. Exceptions to this provision may be approved by the Superintendent due to illness or unforeseen circumstances beyond the control of the administrative assistant involved. Unless so approved by the Superintendent, violation of this provision will be so noted in the administrative assistant's file and will be included in any future reference requests.

## **ARTICLE XI**

### **Work Schedule**

Year-round administrative assistants shall conform to the work schedule provision defined in Section 11.1 below and be entitled to the overtime provisions as set forth in Section 11.2 below. For the purposes of this contract, a School-year Administrative Assistant is defined as one who is employed on a regular daily basis during the normal school year; a Year-round Administrative Assistant is defined as one who is employed forty (40) hours per week, fifty-two (52) weeks per year, inclusive of holiday and vacation leave. The administrative assistants' workday consists of 8 hours, which shall include a one-half ( $\frac{1}{2}$ ) hour paid lunch break. The Principal/Headmaster of the school shall establish the workday for all administrative assistants in that building at the beginning of the school year.

#### **11.1 Work Schedule**

Administrative assistants who work a minimum of thirty (30) hours per week shall be entitled a paid one-half ( $\frac{1}{2}$ ) hour duty-free lunch period. Employees' work schedules shall provide for an approximate 10-minute relief period each morning. An afternoon relief period may be taken contingent upon work load and work pressure at that time.

#### **11.2 Overtime**

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Employees covered by this Agreement shall be paid overtime at the rate of one and one-half times his/her regular rate of pay for work in excess of forty (40) hours in one week.

Overtime work must be authorized in advance by the employee's immediate supervisor. Absence because of a paid holiday or authorized sick leave shall be considered working time for the purpose of this article.

The first priority for offering overtime will be to administrative assistants of the school affected or of the Central Office. Otherwise, overtime shall be offered on a rotating basis according to seniority to all qualified administrative assistants.

## **ARTICLE XII**

### **Absence and Leave Benefits**

Administrative assistants covered by this agreement may be allowed the absence and leave benefits as set forth below.

#### **12.1 Holiday Leave**

The following days shall be considered to be paid holidays on the days celebrated as provided by State Law. However, absence and leave benefits under this article shall not be paid to part-time administrative assistants whose normal work- week is less than twenty (20) hours:

#### **Classification I (Year-round Administrative Assistant)**

Labor Day  
Columbus Day  
Veterans' Day  
½ Day before Thanksgiving  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day  
New Year's Day  
M. L. King Day  
Washington's Birthday  
Good Friday  
Patriot's Day  
Memorial Day  
Independence Day

#### **Classification II (School Year Administrative Assistants)**

Labor Day  
Columbus Day  
Veteran's Day  
½ Day before Thanksgiving  
Thanksgiving Day

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Day after Thanksgiving  
Christmas Eve  
M.L. King Day  
Good Friday  
Memorial Day

If Christmas and New Year's Day fall on a Thursday, the following day shall be a paid holiday for full-time administrative assistants.

If any of the above holidays should fall on a normal day off, an additional day is to be given subject to the approval of the building Headmaster/Principal and Business Manager. Holidays must be taken; no compensation will be paid employees for failure to do so. If required to work, compensation will be paid at the rate of two (2) times the normal rate. If a paid holiday should fall during an employee's vacation leave, an additional day of vacation shall be taken by mutual consent between the employee and the Business Manager or Headmaster/Principal or immediate supervisor. Regularly employed part-time employees shall be paid the equivalent of their normal working day for those holidays, which occur during their normal period of employment.

### 12.2 Vacation Leave

All vacations shall be taken during the regular summer vacation period or school vacation periods. All vacation time requires approval of the employee's immediate supervisor. However, with the approval of one's immediate supervisor, an administrative assistant may use earned vacation time when school is in session.

Vacation time must be taken in the year in which it is earned, or it is forfeited. The only exception to this is if the employee requests, in writing, to carry-over up to a maximum of five (5) earned vacation days to the next year. If a paid holiday falls during a vacation period, then an additional day of vacation shall be taken by mutual consent of the employee and his/her immediate supervisor. Upon termination of services for any reason, cash payment for unused vacation due the employee shall be made.

All Year-round administrative assistants shall be entitled to vacation leave as provided in this Article:

|   |   |
|---|---|
| 6 complete months to 1 year               | The first year's vacation time shall be computed by starting with the employee's date of hire and ending with the following June 30th. Five (5) days of paid vacation leave shall be made available for use after six (6) months of employment. |
| 1 complete year through 4 complete years  | Ten (10 days)   |
| 5 complete years through 9 complete years | Fifteen (15) days   |

|   |                       |
|---|-----------------------|
| 10 complete years through 19 complete years | Twenty (20) days      |
| 20 complete years plus                      | Twenty-Five (25) days |

Should an employee covered by this Agreement transition from a 10-month to a 12-month position, or from a 12-month to a 10-month position, his/her vacation accrual shall be adjusted accordingly.

With the exception of new employees, (see above paragraph) all vacation eligibility shall be computed as of July 1<sup>st</sup> each year, counting full calendar months. A person whose position is terminated is entitled to unused earned vacation time. Any administrative assistant who works 50% of the school days in their first year of employment shall be considered to have one (1) complete year as of July 1 for vacation purposes.

### 12.3 Sick Leave

Employees covered by this Agreement shall be entitled to sick leave earned at the rate of one and one-quarter (1.25) days for each month worked, not to exceed fifteen (15) days in a school year. Credit is to begin the first working day of the month in which employed. An employee in continuous employment shall be credited with the unused portion of leave granted up to a maximum of one hundred and eighty (180) days.

After completion of ten (10) years of service with the school system/district and upon retirement, employees covered by this Agreement shall be entitled to compensation for any unused accumulated sick leave at a rate of ten (\$10) dollars per day up to a maximum of eighteen hundred (\$1,800) dollars.

Any full-year administrative assistant who does not use any sick time during a fiscal year shall receive a bonus of \$250, payable in June of the year in which it is earned.

Any school-year administrative assistant who does not use any sick time during a fiscal year shall receive a bonus of \$150, payable in June of the year in which it is earned.

An employee who is incapacitated by reason of injury sustained in the course of and arising out of his/her employment by a School Committee may elect to receive from his/her accumulated sick leave the difference between his/her normal work week compensation and the weekly indemnity of the Workers' Compensation Act, beginning the first day of incapacity. Likewise, an employee who is entitled to collect a weekly indemnity under the Workers' Compensation Act because of an employment-related injury may, at his/her option, elect to defer payment of all or part of his/her due sick leave for the period of his/her incapacity.

A doctor's certificate is required when an employee under this Agreement is absent for more than five (5) consecutive days. The Superintendent may also require medical documentation when circumstances warrant suspected abuse, such as repeated absences surrounding weekend and holiday periods.

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Administrative assistants will be allowed to use up to five (5) days annually from their accumulated sick leave in cases of family illness. Family illness shall be limited to that of spouse, parents, children or a relative living at home. Family illness time for in-laws, grandparents and other relatives living outside of the home shall be at the discretion of the Superintendent and one's immediate supervisor.

#### **12.4 Family and Medical Leave**

All eligible members of the bargaining unit shall be eligible for unpaid leaves of absence in accordance with the Family and Medical Leave Act of 1993 ("FMLA"). FMLA currently includes leaves of up to 12 weeks per year for:

- The birth of a child and in order to care for the newborn;
- The adoption or placement of a child for foster care with the employee;
- To care for a child, spouse, or parent with a serious health condition;
- Because of the employee's own serious health condition that makes the employee unable to perform the essential functions of his/her position.

All full time bargaining unit members shall presumptively be considered to have met the 1,250 hour eligibility threshold on an annual basis. In the case of a part-time employee, the district shall bear the burden to establish the employee did not meet the 1,250 hour eligibility threshold.

For leave related to the birth or placement of a child, the employee must provide at least two weeks' written notice before his/her anticipated date of departure and include an intended date of return.

#### **12.5 Bereavement Leave**

In the event of a death in the immediate family of an employee covered by this Agreement, he/she shall be granted time off without loss of pay for up to (5) consecutive business days.

Immediate family includes mother, father, sister, brother, wife, husband, son, daughter, grandparent or grandchild of an employee, and in-laws of the same, as well as any other person residing in the employee's household and regarded as a member of the employee's family.

#### **12.6 Personal Leave**

Personal leave time totaling three (3) days per fiscal year (July 1-June 30), with pay, will be granted to each employee for the purpose of conducting urgent personal business which cannot be handled outside the regular work day. No reason for these days need be stated. Personal leave will be approved at the discretion of one's immediate supervisor whose discretion shall not be unreasonably exercised. Except in unforeseen emergency, a minimum of five (5) working days notification must be provided prior to an excused leave.

Requests for personal days contiguous to vacation periods or holidays must state the reason(s) necessitating the leave. Such requests shall be made to the Superintendent, in writing, at least three (3) days in advance of the requested leave. Personal days will not be granted for the primary purpose of extending vacations or holidays.

#### **12.7 Jury Leave**

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The Superintendent or his/her designee shall authorize special leave for those employees serving on Jury Duty or attending court as required by a summons. Other legal matters may be attended to by using either a vacation or personal day. Payment to the employee will be his/her regular rate of pay less the amount given the employee in said proceedings.

#### **12.8 Snow Delay/Emergency Situations**

Administrative assistants are not to report for work when school is cancelled because of inclement weather or other related emergencies. In such instances, school-year administrative assistants make-up the time when students make-up the school day. In such instances, year-round administrative assistants are to make-up the lost time through a mutually agreeable arrangement with his/her immediate supervisor.

If an administrative assistant is late due to inclement weather, the time can be made up by working extra hours on succeeding days at the discretion of one's immediate supervisor.

If administrative assistants are released early from work due to inclement weather or related emergencies, they shall be paid for their normal working day.

#### **12.9 Leave of Absence**

An administrative assistant may request leave of absence for other than personal illness or accident. The request shall be reviewed by the Superintendent or his/her designee and, if granted, the employee shall forfeit all employee fringe benefits for the period of the leave. Any employee who accepts other employment on such leave shall be deemed to have resigned unless the employee has received permission for such employment from the Superintendent or his/her designee.

All benefits to which an administrative assistant was entitled at the time of the commencement of the leave of absence, including unused accumulated sick leave, will be restored to him/her upon his/her return, and shall be assigned to the same position which he/she had at the time said leave commenced, if available, or if not, to a substantially equivalent position.

Requests for Leave of Absence shall be submitted, in writing, to the employee's immediate supervisor with a copy to the Superintendent. Requests for leaves of absence shall be limited to periods of twelve (12) months.

### **ARTICLE XIII**

#### **On the Job Injury**

When an administrative assistant is out on Workers' Compensation, he/she shall be paid the difference between his/her regular base pay and the Workers' Compensation pay, but not in excess of his/her regular rate of pay. The difference that is paid against Workers' Compensation should be charged against sick leave.

### **ARTICLE XIV**

#### **Fringe Benefits**

Administrative assistants covered by this Agreement shall be entitled to the fringe benefits set forth below.

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Benefits under this article shall not be paid to part-time administrative assistants whose normal working week is less than twenty (20) hours.

**14.1 Longevity Benefits**

Full time administrative assistants covered by this Agreement, after completion of ten (10) consecutive years of service in any district shall be entitled to the following longevity, payable in June of the year in which the longevity is earned.

|   | Classification I | Classification II |
|---|------------------|-------------------|
| Ten (10) years of service from date of employment         | \$275            | \$230             |
| Fifteen (15) years of service from date of employment     | \$325            | \$270             |
| Twenty (20) years of service from date of employment      | \$400            | \$300             |
| Twenty-five (25) years of service from date of employment | \$475            | \$365             |

Payments will be made twice a year, on the second payday in December and the second payday in June; and each payment will consist of one-half (1/2) of the yearly amount. Administrative assistants must be employed by the school district/system at the time of payment in order to collect a longevity payment.

To qualify for the additional payments under this Article, the employee must have completed the required years of service before payment date.

**14.2 Sick Leave Bank**

A Sick Leave Bank is to be established for use by eligible members of the Administrative Assistants' Association covered by this Agreement who have exhausted their own sick leave and who have serious illness.

The bank shall be established by each administrative assistant with two or more years of service contributing one sick day the first year. Thereafter, the bank shall be maintained at a minimum of one day per contributing secretarial staff member as needed. A maximum shall be three days per secretarial staff member.

The initial grant of sick leave by the Sick Leave Bank Committee shall not exceed fifteen (15) days.

Upon completion of the fifteen (15) day period, the period of entitlement may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant.

The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of three (3) voting and one (1) non-voting member. One (1) voting member shall be designated by the committee to serve at its discretion and the remaining two (2) voting members shall be designated by the Association. The Superintendent or his/her designee participates as the fourth member, and is a non-voting member. The Sick Leave Bank Committee shall determine the eligibility for the use of the bank and the amount of leave to be granted. The following criteria shall be used by the Committee in administering the bank and in determining eligibility and amount of leave:

1. Adequate medical evidence of serious illness;

- 
2. Prior utilization of all eligible sick leave; and
  3. Propriety of use of previous sick leave.

If the Sick Leave Bank is exhausted, it shall be renewed by the contribution of one additional day of sick leave by each Association member with two or more years of service covered by this Agreement. The Sick Leave Bank Committee shall determine the time when it becomes necessary to replenish the bank.

The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.

#### **14.3 Insurance**

Employees may be eligible for enrollment in such hospitalization and insurance plans as may be available for Town or District employees. Eligibility and contribution for such plans shall be governed by Town or District policy. School year (ten month) employees shall pay their share during the summer months prior to the month the premium is due. All administrative assistants employed prior to July 1, 1994 shall not be affected by future policy changes by the towns of Dover and Sherborn and the Regional School District during their active employment or after their retirement.

#### **14.4 Annuities**

Payroll deductions for tax-sheltered annuities may be made in accordance with the Internal Revenue Code, General Laws of Massachusetts and Committee Policy.

#### **14.5 Retirement**

This Article is subject to Rules and regulations as to membership in the particular county retirement system that is applicable.

### **ARTICLE XV Personnel Records**

#### **15.1**

Each administrative Assistant shall have the right, with 24 hours written notice and during regular business hours, to examine and to copy any and all materials contained in his/her personnel file.

#### **15.2**

Whenever any written material is inserted into an administrative assistant's personnel file, the administrative assistant shall be notified and given a copy of such material within ten (10) days.

### **ARTICLE XVI Wage Classifications and Wage Schedules**

Employees covered by this Agreement shall be classified and paid pursuant to the following provisions of this Article.

#### **16.1 Classification**

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The administrative assistant classification comprising membership in the bargaining unit shall be shown in the Administrative Assistant Classification Schedule (Attachment 2).

### **16.2 Wage Schedule**

The Wage Schedule (Attachment 1) shall be in effect during the period of this Agreement.

### **16.3 Wage Adjustment Upon Temporary Filling of Vacancy**

In the event that a presently employed administrative assistant is assigned to substitute for another administrative assistant on a higher classification for a period of five consecutive working days or more, he/she shall receive the higher classification rate of pay for the duration of his/her substitution.

### **16.4 Direct Deposit & Employee Self-service**

All administrative assistants are subject to direct deposit payroll with paycheck stub information being electronically provided via email.

## **ARTICLE XVII**

### **Grievance and Arbitration**

Any grievance or dispute, which may arise between the parties concerning the application, meaning or interpretation of this Agreement shall be settled pursuant to the terms of this Article. The School Committee and the Association desire that such procedure shall always be as confidential as may be appropriate for the grievance involved at the procedural Classification Involved.

#### **Level One**

The employee with a grievance will first discuss it within twenty (20) working days of the date of the grievance with his/her immediate supervisor with the object of resolving the matter informally. An Association Representative may be present. The immediate supervisor must render a decision in writing within five (5) working days of said presentation.

#### **Level Two**

If the grievance is not satisfactorily resolved at Level One, the employee may, with the Association Representative's concurrence, present the matter in writing to the Business Manager within five (5) working days following such Level One presentation. The Business Manager shall, within eight (8) working days after written receipt of the written grievance, notify and meet with the aggrieved employee and the Association Representative in an effort to resolve the matter. The Business Manager shall render his/her decision to the grievance in writing within five (5) working days of the presentation. Group grievance will be processed at this level.

#### **Level Three**

If the grievance is not satisfactorily resolved at Level Two, the Association Representative may present the grievance in writing to the Superintendent of Schools within five (5) working days of receipt of the written response of the Business Manager.

The Superintendent of Schools shall, within five (5) working days after receipt of the written grievance, notify and meet with the aggrieved employee and the Association Representative in an effort to resolve the matter. The Superintendent shall render his/her decision to the grievance in

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writing within five (5) working days after the meeting. Disciplinary procedures, if necessary, will be processed at this level, and any decision rendered by the Superintendent shall be final.

**ARTICLE XVIII**  
**Miscellaneous Provisions**

The following constitute miscellaneous provisions of this Agreement.

**18.1 Personal Complaints**

Any complaint regarding an administrative assistant made to any member of the administration by any person, regardless of the form in which the complaint was made, will be called to the attention of the administrative assistant, in writing, provided that the complaint is not subject to criminal investigation.

**18.2 Professional Development**

Association members may attend, with the prior approval of his/her immediate supervisor, appropriate conferences and workshops. Reasonable expenses for mileage and registration fees will be covered by the Schools.

Association members shall be reimbursed at least \$250 annually for tuition and fees related to courses relevant to his/her job. Such reimbursement shall be made only after the employee submits all corresponding receipts as well as evidence of attendance and/or successful course completion.

**18.3 Copy of Agreement**

The entire Agreement will be posted on the Dover-Sherborn Public Schools' website within two (2) weeks of ratification. Administrative assistants will access the Agreement electronically.

**18.4 Just Cause**

No administrative assistant will be disciplined, reprimanded, reduced in rank or compensation without just cause. Newly hired administrative assistants will have a probationary period of three (3) months, during which time they shall not have the just cause protections afforded by this section.

**ARTICLE XIX**  
**Negotiations Procedure**

This Agreement incorporates the entire understanding of the parties on all issues, which were or could have been the subject of negotiation.

Any matter not specifically covered by this Agreement is not a part of this Agreement.

This Agreement may not be modified in whole or part by the parties except by an instrument, in writing, duly executed by both parties.

**ARTICLE XX**  
**Duration**

This Agreement shall commence July 1, 2014 and extend through June 30, 2017.

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**ARTICLE XXI**

**Evaluation**

Each employee covered by this Agreement will receive a written evaluation by an immediate supervisor at least one time during each school year, but no later than June 30<sup>th</sup> of any given year.

The evaluation shall be discussed with the employee so that there may be understanding of the evaluation.

The evaluation shall be signed by both the employee and the immediate supervisor with comments either party cares to make.

The evaluation shall be filled out in duplicate, one copy to be given to the employee, the second copy to be filed with the employee's records at the Central Office.

This evaluation may be used for determining promotions and/or salary adjustment when applicable.

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**SECRETARIAL/ADMINISTRATIVE SUPPORT PERSONNEL  
PERFORMANCE APPRAISAL  
PROCESS/GUIDELINES**

All administrative assistants are to be appraised yearly. The appraisal will take place before June 30<sup>th</sup>, annually. One's immediate supervisor will initiate and conduct the appraisal with input from necessary personnel.

**Purpose:**

The appraisal should consist of:

- ◆ An objective review and evaluation of the employee's performance in relation to the specific **job description** and any improvement goals previously established.
- ◆ A two-way discussion during which the employee and immediate supervisor discuss the employee's strengths and review those areas where further development/improvement is needed.

**Directions:**

- ◆ It is important to schedule a meeting with the employee and let the employee know in advance when and for what purpose the meeting will take place.
- ◆ It is also important to give the employee a blank copy of the appraisal tool ahead of time and ask that he/she rate his/herself and/or start thinking about their performance strengths and opportunities for improvement.
- ◆ The "comments" and "action plan" lines are to be used to cite examples of actual behaviors which support your ratings, particularly in the exceeds and needs improvement (N/I) categories. **For any rating that is below there must be an action plan outlined for improvement.**
- ◆ Jointly establish developmental/improvement objectives, action plans, along with target dates to be addressed during the year. For any needs improvement rating there must be an action plan outlined for improvement. The expectation(s), a reasonable timetable for meeting the expectation(s), along with a means, should be clearly identified in this action plan.
- ◆ Provide the employee with the opportunity to make written comments about the appraisal after you have completed all of the comments and ratings.
- ◆ Submit signed copy of appraisal to the Human Resources Office for review and filing.

**Dover-Sherborn Public Schools  
Administrative Assistant Performance Evaluation**

**Name**

**Reviewer**

**Title/School**

**Review Period**

**1. Job Knowledge**

| <b>Outstanding</b> | <b>Good</b> | <b>Acceptable</b> | <b>Needs Improvement</b> | <b>Unacceptable</b> |
|--------------------|-------------|-------------------|--------------------------|---------------------|
| 5                  | 4           | 3                 | 2                        | 1                   |

Understanding of the basic fundamentals, techniques and procedures necessary to do the job  
 Knowledge of the organization's policies, practices and procedures as they relate to the job  
 Comments:

**2. Effectiveness of Work**

| <b>Outstanding</b> | <b>Good</b> | <b>Acceptable</b> | <b>Needs Improvement</b> | <b>Unacceptable</b> |
|--------------------|-------------|-------------------|--------------------------|---------------------|
| 5                  | 4           | 3                 | 2                        | 1                   |

Effective in terms of successfully accomplishing his/her mission  
 Gets the job done  
 Consistent record of work attendance  
 Completes tasks in a timely and complete fashion  
 Comments:

**3. Initiative**

| <b>Outstanding</b> | <b>Good</b> | <b>Acceptable</b> | <b>Needs Improvement</b> | <b>Unacceptable</b> |
|--------------------|-------------|-------------------|--------------------------|---------------------|
| 5                  | 4           | 3                 | 2                        | 1                   |

Ability to act decisively, effectively and at appropriate times on own initiative  
 Evidence of resourcefulness in dealing with complex as well as routine situations  
 Ability to consider, evaluate and adopt new ideas to improve job performance  
 Comments:

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#### 4. Quality of Work

| Outstanding | Good | Acceptable | Needs Improvement | Unacceptable |
|-------------|------|------------|-------------------|--------------|
| 5           | 4    | 3          | 2                 | 1            |

Thorough, dependable and accurate facts and data  
Ability to analyze situations and reach sound conclusions  
Ability to use job knowledge creatively and to contribute new and workable ideas

Comments:

#### 5. Relations with Other People

| Outstanding | Good | Acceptable | Needs Improvement | Unacceptable |
|-------------|------|------------|-------------------|--------------|
| 5           | 4    | 3          | 2                 | 1            |

Relations with students, other staff members, volunteers and the community  
Evidence of ability to inspire respect and cooperation and to work harmoniously with other staff members  
Ability to aid others with their tasks when deadlines must be met  
Overall ability to enhance the image of the school system  
Comments:

#### SUMMARY

**Commendations:**

**Recommendations/Areas of Improvement:**

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**Goals:**

- I agree with the contents of this evaluation.
- I agree with the contents of this evaluation and am attaching comments.
- I do not agree with the contents of this evaluation and am attaching comments.

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**Employee Signature**

**Date**

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**Supervisor Signature**

**Date**

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**Attachment 1  
Wage Schedule**

**Fiscal Year 2015; School Year 2014-15**

Currently employed administrative assistants shall receive an increase of 2.0% from his/her Fiscal Year 2014 hourly wage.

The salary range for all administrative assistants hired during the term of this contract, namely fiscal years 2015-2017, shall be \$20.00-\$23.00.

**Fiscal Year 2016; School Year 2015-16**

Currently employed administrative assistants shall receive an increase of 2.0% from his/her Fiscal Year 2015 hourly wage.

The salary range for all administrative assistants hired during the term of this contract, namely fiscal years 2015-2017, shall be \$20.00-\$23.00.

**Fiscal Year 2017; School Year 2016-17**

Currently employed administrative assistants shall receive an increase of 2.0% from his/her Fiscal Year 2016 hourly wage.

The salary range for all administrative assistants hired during the term of this contract, namely fiscal years 2015-2017, shall be \$20.00-\$23.00.

Note: Administrative assistants shall receive successive step increases provided he/she has completed at least four (4) months of service in any given fiscal year. Should an administrative assistant not meet the four (4) month requirement, no step increase shall be provisioned until the following July.

**Attachment 2**  
**Classification Schedule**

**Classification I: Year-round Administrative Assistants**

These are permanent employees employed on a twelve (12) month basis and working a maximum of forty (40) hours per week.

**Classification II: School-year Administrative Assistant**

These are permanent employees who work a minimum of 20 hours a week and whose work year includes the days students attend school (180+) and also includes five (5) working days prior to the day teachers report to school and five (5) working days after students' last day of school but not beyond June 30<sup>th</sup>.

All new employees hired will be placed within the appropriate grade classification.

|   |                              |
|---|------------------------------|
| <u>Dawn Fattore</u><br>Dawn Fattore, Chair, Dover School Committee                    | <u>June 16, 2014</u><br>Date |
| <u>Frank Hess</u><br>Frank Hess, Chair, Sherborn School Committee                     | <u>6/16/2014</u><br>Date     |
| <u>Dana White</u><br>Dana White, Chair,<br>Dover-Sherborn Regional School Committee   | <u>6-16-2014</u><br>Date     |
| <u>Kelly O'Donnell</u><br>Kelly O'Donnell, Administrative Assistants' Association     | <u>6/2/14</u><br>Date        |
| <u>Elizabeth Benatti</u><br>Elizabeth Benatti, Administrative Assistants' Association | <u>6/2/14</u><br>Date        |