

Contract  
between the  
Lunenburg Education Association  
and the  
Lunenburg School Committee  
July 1, 2017—June 30, 2020

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## ARTICLE I

### PREAMBLE

Pursuant to the provisions of Section 1781 of Chapter 149 and as amended by Chapter 763, Acts of 1965 of the General Laws of Massachusetts and Chapter 150E, Acts of 1973 of the General Laws, the SCHOOL COMMITTEE of the school system of LUNENBURG, MASSACHUSETTS (hereinafter sometimes referred to as the COMMITTEE), and the LUNENBURG EDUCATION ASSOCIATION (hereinafter sometimes referred to as the ASSOCIATION), hereby agree to a new three-year contract to be in effect from July 1, 2017 through June 30, 2020.

- A. Recognizing that our prime purpose is to provide education of the highest possible quality for the children of Lunenburg, and that good morale within the teaching staff of Lunenburg is essential to achievement of that purpose, we, the undersigned parties to this Contract, declare that:
1. Under the laws of Massachusetts, the COMMITTEE, elected by the citizens of Lunenburg, has final responsibility for establishing the educational policies of the public schools of Lunenburg.
  2. The Superintendent of Schools of Lunenburg (hereinafter referred to as the SUPERINTENDENT) has responsibility for carrying out the policies so established.
  3. The teaching staff of the Public Schools of Lunenburg has the responsibility for providing for the schools education of the highest possible quality.
  4. Fulfillment of these respective responsibilities can be facilitated and supported by consultations and free exchange of views and information between the COMMITTEE and the SUPERINTENDENT, and the teaching staff in the formulation and application of policies relating to wages, hours, and other conditions of employment for the teaching staff; and so,
  5. To give effect to these declarations, the following principles and procedures are hereby adopted.

### SCOPE

- B. For the purposes of collective bargaining pursuant to M.G.L. Chapter 150E, the Lunenburg School Committee (the "Committee") recognizes the Lunenburg Education Association (the "Association") as the exclusive collective bargaining representative of professional employees including the positions of: teacher, guidance counselor, school psychologist, occupational therapist, speech and

language pathologist, Board Certified Behavior Analyst (BCBA) and nurse, but excluding all administrators, members of other bargaining units, night school personnel, principals, substitutes, confidential, casual, managerial employees, and all other employees of the Lunenburg Public Schools.

- C. This Agreement shall be interpreted so as to be gender neutral in its application. Wherever the masculine gender is used, it shall also include the feminine, and wherever the feminine is used, it shall include the masculine.

## ARTICLE II

### GRIEVANCE PROCEDURE

- A. The purpose of this Article is to provide an orderly method for the settlement of grievances, which are disputes between the parties over a claimed violation of a specific provision of this Agreement. Grievances must be processed in accordance with the following steps, time limits, and conditions set forth in this article. Grievances should be treated confidentially to the extent appropriate under the circumstances.
- B. Grievances concerning suspensions may be brought under the procedure set forth in this Article. However, should an employee elect to pursue any statutory arbitration remedy, including arbitration pursuant to M.G.L.c.71, §42D, such arbitration shall be the exclusive remedy for the discipline at issue.
- C. All grievances filed at Steps 1 and 2 of the grievance procedure must be sufficiently specific to enable the District to understand the contractual basis of the grievance, the facts supporting it, the date of the occurrence(s), and the remedy sought.
- D. All days shall refer to calendar days unless otherwise specified.
- E. The Steps of the Grievance procedure shall be as follows:

#### INFORMAL STEP:

Employees may attempt to resolve their concerns informally with their immediate supervisors before invoking the formal grievance procedure. However, pursuit of an informal resolution will not extend any of the timelines set forth in the formal procedure.

#### STEP 1:

The employee or the association shall submit the grievance in writing to the Principal within 15 calendar days of the date that the employee or the Association knew or, reasonably should have known of the occurrence giving rise to the grievance. The Principal and the Association shall meet within 5 days of when the grievance was presented. The Principal shall respond in writing within 5 days of the hearing.

#### STEP 2:

If the grievance is not resolved in Step 1, the Association may appeal it by giving a written notice of such appeal to the Superintendent of Schools within 10 calendar days after the answer of the Principal is due. The Superintendent and the Association shall meet within 5 days to discuss the grievance. The Superintendent shall respond in writing within 5 days of the hearing.

#### STEP 3:

If the grievance is not settled in Step 2, the Association may request a hearing before the School Committee, by submitting a written request, which may include a written summary of the basis of the grievance, to the Superintendent within 10 calendar days of the date the Step 2 response is due. The Superintendent will present the request to the School Committee in executive session at the next available meeting and shall communicate the School Committee's decision to the Association in writing within 5 days of the decision. If the decision is a denial of the request, then the Superintendent's written notification of the denial to the Association shall serve as the District's Step 3 response for the purposes of this Article. The School Committee shall decline to hear personnel matters when it determines that the subject matter of the grievance falls outside of the Committee's jurisdiction. The School Committee shall notify the Association in writing of a decision not to hear the grievance. Should the School Committee agree to hear the grievance, the hearing will be held at or before the next available meeting after the meeting at which decision to hear the grievance is made. If the School Committee elects to have a subcommittee hear the grievance, then the hearing shall be scheduled at a time mutually agreeable to the parties. Thereafter, the Committee's written Step 3 response shall be due within 30 calendar days after the hearing.

#### STEP 4: Arbitration

1. If the dispute or grievance is not settled in the foregoing steps and it involves the claimed violation of an arbitral provision of this Agreement, then the Association may seek arbitration by filing a written demand for arbitration with the American Arbitration Association. The demand shall be filed with the American Arbitration Association within 15 calendar days of the District's answer in Step 2, unless Step 3 review has been requested, in which case, the demand must be filed within 15 calendar days of the District's answer in Step 3.
2. The arbitration proceeding will be conducted under the rules of the American Arbitration Association. The hearing locale shall be Lunenburg, MA, unless otherwise agreed by the parties. The arbitrator shall not have the authority to add to, subtract from, modify, change or alter any of the provisions of this Agreement. The award shall be final and binding on the School District, the Association, and the grievant. The decision of the

arbitrator shall not violate any statutes of the Commonwealth, or regulations pursuant to such statutes.

3. The arbitrator's decision shall be final and binding and may be reviewed in court under G.L. c.150C, or on the grounds that the award: (1) is arbitrary or capricious, or (2) misinterprets or misapplies any provision of the law. The dispute, as stated in the request for arbitration, shall constitute the sole and entire subject matter to be heard by the arbitrator, unless the parties agree in writing to modify the scope of the hearing. A dispute that was not raised in the grievance may not be raised in arbitration. The arbitrator may not hear evidence or argument with respect to matters that are not arbitral under this agreement.
- F. The parties agree to follow each of the foregoing steps in the processing of grievances; and if at any step the District fails to give its written answer within the time limit therein set forth, the grievance shall be deemed to be denied, and the Association may appeal the grievance to the next step at the expiration of such time limit. Failure of the Association at any step to process according to the time limits set forth herein shall mean that the Association has waived the grievance, and the right to proceed further.
- G. The Association may file a grievance affecting employees in two or more school buildings at Step 2, provided that it meets the time lines specified in Step 1.

### ARTICLE III

#### LEAVE POLICY

A. SICK LEAVE:

1. For personal illness of the teacher, each teacher shall be entitled to twelve (12) sick leave days per year. Any of these, which are not used, can be accumulated to one hundred eighty (180) days without loss of pay.
2. The superintendent, at his/her discretion, may require certification by a physician after five (5) consecutive days of sick leave.
3. For illness of a member of the teacher's immediate family, which necessitates the teacher's absence from school, up to ten (10) days per school year may be charged to the teacher's personal sick leave. The immediate family is to be construed as spouse and children, spouse's children, mother, father, grandparent, grandchild, sister, brother, parent-in-law, or any other person who resides within the same household.
4. Accumulation of sick leave will start with the beginning of the most recent period of continuous full-time employment at Lunenburg.

B. DEATH IN THE FAMILY:

1. For death in the immediate family of the teacher, an absence up to five (5) calendar days may be granted without loss of pay or other leave benefits.
2. The immediate family is to be construed as husband, wife and children, mother, father, grandparent, grandchild, sister, brother, mother-in-law, father-in-law or any other person who lives within the same household.
3. In the event of death of other close relatives, one (1) day may be granted.

C. TEMPORARY LEAVES-OF-ABSENCE:

1. Each employee is entitled to a maximum of three (3) personal days per year for the purpose of attending to personal or family business, which cannot be conducted outside of school hours. Requests for personal days must be made in writing to the principal at least 48 hours before the day of the proposed absence. The form on which requests for personal days are to be made is attached hereto and incorporated herein as if set forth in full as Appendix A to this Agreement.
2. Personal days will not be granted generally during the first five (5) days of the school year, during the last five (5) days of the school year, or immediately preceding or following school vacation periods or holidays.
3. If the employee wishes to use a personal day for personal illness or illness in the immediate family or emergency, the requirements for 48 hours' notice will be waived.

D. JURY DUTY:

Employees will be granted leave to attend jury duty in accordance with applicable law.

E. MILITARY LEAVE:

Employees will be granted military leave in accordance with applicable state and federal laws.

F. FAMILY AND MEDICAL LEAVE:

Notwithstanding anything in this agreement to the contrary, any unit member may exercise his or her rights to take Family and Medical Leave or Military Family Leave pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), as amended, or to take Small Necessities Leave pursuant to the Massachusetts Small Necessities Leave Act ("SNLA"). The FMLA is a federal law that provides for up to 12 weeks of unpaid leave each year for the birth, adoption or placement of a child; the serious health

condition of the employee or an immediate family member; or to attend to certain qualifying exigencies connected with having a family member deployed to active military service. In addition, the FMLA allows unto 26 weeks of leave in a single 12-month period to care for covered military service members who become ill or injured in the line of duty while on active duty in the military. The SNLA is a state law that provides up to 24 hours per year of unpaid leave to attend to certain responsibilities regarding the educational advancement of the employees child, accompanying an employee's child to routine medical or dental appointments, or accompanying an elderly relative of the employee to routine medical or dental appointments, or appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes. Although the statutory leaves are unpaid, employees with available qualifying paid leave benefits will receive paid leave. In the event that an employee qualifies for FMLA or SNLA leave, the District has the right to designate sick or other leave as FMLA or SNLA leave. The District shall have the right to establish rules and regulations concerning the use of Family and Medical Leave and Small Necessities Leave that are consistent with those laws and do not conflict with specific provisions of this agreement.

G. ADDITIONAL LEAVE:

**Superintendent may grant requests to extend parental leave for up to twenty (20) school days, taking into consideration the needs of the district and the teacher. Such requests shall not be unreasonably denied.**

ARTICLE IV

CONDITIONS

A. THE CONTRACT YEAR:

The teachers' contract covers the period starting as close to September 1st as administratively and educationally feasible, but not later than the day after Labor Day, and continues for one hundred eighty-two (182) working days with a one hundred eighty-third day only as necessary as determined by the Superintendent with suggestions provided by the L.E.A. This contract may not be invoked for more than one hundred eighty three 183 working days. (This is based on one hundred eighty (180) days of children being in school).

Annual teachers' salaries earned in the ten month period will be spread over a twelve-month period extending from September 1 through August 31st. A teacher employed during the year may be paid on a ten-month or twelve-month basis upon mutual agreement with the Superintendent of Schools; otherwise, salaries will be paid on a twelve-month basis.

\* An exception to this article would be first year teachers whose contract year is one hundred eighty-four (184) working days.



B. LENGTH OF SCHOOL DAY:

A teacher's day (the "work day") will begin at least fifteen (15) minutes before the start time for students. At the end of the students' school day (the "school day"), and upon completion of all professional responsibilities (which may include but are not limited to: before and after school help for students, parent meetings, faculty meetings, professional development, programs, grade level meetings and subject meetings, etc.), teachers may leave at their discretion. With advance notice to teachers of at least twenty-four (24) hours, school principals may periodically rearrange the before school and after school requirements to accommodate before-school and/or after school faculty grade level, and subject area meetings and planning sessions. Attendance at normal faculty, mandatory professional development, and teacher orientation meetings will not be required in excess of forty (40) minutes beyond the normal work day, and shall not exceed an average of four (4) meetings per month unless mutually agreed upon by the administration and faculty.

C. OPENING AND CLOSING TIMES OF SCHOOL DAY:

Opening and closing times of schools will be determined by the administration. The school day shall not exceed seven (7) hours and five (5) minutes.

D. COMPENSATION AND OTHER CONDITIONS OF EMPLOYMENT:

Subject to the provisions of this Contract, the wages, hours, and other conditions of employment applicable on the effective day of the Contract shall continue to be applicable.

E. SCHOOL CALENDAR:

1. In the interest of facilitating a more flexible School Calendar, efforts will be made by the School Committee to start the school year as close to September 1st as administratively and educationally feasible.
2. That the Lunenburg Education Association be consulted on changes in the Calendar but respecting the right of the School Committee to alter it, when emergencies arise.

F. CLASSROOM PERIODS:

In the practice of good school administration, the school administrator will consult with faculty members affected before the number of scheduled periods or length of classroom periods within the normal school day are altered.

G. STAFF DEVELOPMENT DAYS:

The School Committee will schedule five (5) staff development days per year.

The meetings will be scheduled between 7:00 a.m. and 3:00 p.m. with consideration for after school activity schedules customary to the building and grade level.

The administration and the faculty will plan the agenda cooperatively.

ARTICLE V

SCHOOL EVENTS FOR PARENTS DURING THE SCHOOL YEAR

The parties agree the interests of Lunenburg parents, teachers, and students will be best served by providing opportunities for school events for parents during the school year.

A. PARENT-TEACHER CONFERENCES:

1. Principals may schedule parent-teacher conferences in a way that, in their judgment, best meets the needs of teachers, students, and parents. Conferences may be scheduled through a combination of early release time, and meeting time in the evening for a total of six hours.
2. Notwithstanding the foregoing, conferences will continue to be scheduled when necessary in individual cases when agreed upon by the parent and teacher, or required by the administration, based on a parent, teacher or administrator request. Such conferences will be held at mutually agreeable times.

B. OTHER SCHOOL EVENTS FOR PARENTS:

In addition to the above, the Principal may schedule one additional evening meeting for the purpose of a parent open house. Meetings for this purpose will not exceed two hours or extend beyond 9 p.m. unless extended at the discretion of the individual teachers.

ARTICLE VI

CLASS SIZE

The Committee and the Association recognize that Class Size is an important factor in good education, and the Committee will, subject to space availability and all other educational considerations, ensure that class size is conducive to an effective teaching/learning atmosphere. Special attention will be given to such areas as: basal groups, shop classes, and laboratory sections. However, the final decision on class size rests with the Committee.

## ARTICLE VII

### NOTIFICATION OF OPENINGS (Teaching Personnel)

- A. When there are vacancies within the District (defined as positions that the District desires to fill), including opportunities for advancement, stipend positions, new positions and replacement positions, the District will post those positions.
- B. Posting may be accomplished by posting the information in the central office, and in at least one location in each building and by sending an e-mail to all affected staff on their district e-mail accounts.
- C. Notices of vacancies will be posted for 7 calendar days, prior to the position being filled. If it is necessary to make a decision sooner than the posting period will allow, then the Superintendent may seek a waiver of the 7 days from the Association President.
- D. The NOTICE OF OPENING will include:
  - 1. A brief job description including the scope of the work and the salary provisions.
  - 2. Date the work is to begin.
  - 3. Any other information deemed pertinent to a given position.
  - 4. Deadline date for receipt of applications.
- E. Notification over the summer shall be accomplished either by summer mailing, or by e-mail as described above. If summer mailing is utilized, notice of all positions will be accomplished by one summer mailing prior to August 15 to all employees who have provided a summer address to the district for this purpose prior to the conclusion of the last working day for teachers. If a vacancy occurs after August 15, then notice to employees shall be by e-mail or by newspaper advertisement.

## ARTICLE VIII

### TEACHER ASSIGNMENTS

- A. Teachers (other than newly appointed teachers) will be notified in writing of their programs for the coming school year, including the schools to which they will be assigned, the grades and/or subjects that they will teach, and any special or unusual classes that they will have, as soon as practicable and under normal circumstances not later than August 1<sup>st</sup>. Wherever practicable, teachers will be given verbal tentative notice of such assignments by the close of the school year. If changes are made in teachers' programs after notification, they will be notified in writing as soon

as possible, or no less than 2 weeks prior to implementation.

- B. In order to assure that pupils are taught by teachers working within their areas of competence, teachers will not normally be assigned, except temporarily or for good cause, outside the scope of their teaching certificates and/or their major or minor fields of study.
- C. Changes in grade assignment in the elementary schools and in subject assignment in the secondary schools will normally be voluntary. When involuntary transfers are necessary, a teacher's area of competence, major and/or minor field of study, quality of teaching performance, and length of service in the Lunenburg School System will be considered in determining which teacher is to be transferred. Teachers being involuntarily transferred will be transferred to comparable positions as far as is reasonably possible. The reassignment and utilization of teachers within a school building by the principal will not be considered a transfer. Teachers reassigned will be provided with at least 2 weeks notice, and an opportunity to meet with the principal if they so request.
- D. An involuntary transfer will be made by written notice to the affected teacher, stating the reasons for the transfer. The teacher shall be given an opportunity to meet with the Superintendent. In the event a teacher objects to the transfer, upon written request of the teacher, the Association will be notified in writing as to the specific reasons for the transfer and the Superintendent will meet with the Association representatives and the teacher involved to discuss the transfer.
- E. In arranging schedules for teachers who are assigned to more than one school, an effort will be made to limit the amount of inter-school travel. As such, teachers will be notified of any changes in their schedules as soon as practicable. Teachers will be reimbursed, upon request, at the IRS rate for mileage between buildings when required to travel to more than one building during the school day due to their assignments.
- F. Notwithstanding anything in this agreement to the contrary, the final decision on all assignments and transfers rests with the Superintendent of Schools.
- G. Teacher assignments will be made without regard to race, creed, color, religion, nationality, sex, sexual orientation, disability, age or marital status.

## ARTICLE IX

### NON-TEACHING DUTIES

The Committee and the Association acknowledge that a teacher's primary responsibility is to teach and that his energies should, to the extent reasonably practicable, be utilized to this end. The Committee has no present intention to make any substantial increase in the non-teaching duties that would affect a wide segment of teachers, and should circumstances change, would do so only after negotiation with the Association. On the

other hand, the Committee recognizes that it may be desirable to relieve teachers of other non-teaching duties than now provided for in each building and, accordingly, will study additional methods and means designed to provide that in each building more of the teacher's time may be devoted to activities of direct benefit to students. Issues arising with respect to interpretation or application of the above, while they may be "grievances" under this Agreement, shall not be arbitrable.

## ARTICLE X

### TEACHING LOAD

- A. All teachers shall have a duty-free lunch period. All teachers will have at least a 20 minute lunch period.
- B. All classroom teachers and special service teachers shall have a duty-free preparation period each full work day. Intended largely for preparation, these periods shall be equal in time length to that of instructional periods in the workday provided each building. Academic subject area middle school and senior high school teachers (grades 6-12), will not normally be assigned more than five (5) instructional periods per work day and one (1) period some other duty. Modified block scheduling may be utilized at the high school, which will result in teachers teaching an extended period once every day.

While exceptions to the above may be made on either a temporary or regular basis, it is agreed that any such exception shall be rare.

- C. **Classroom teachers in grades K-5 will be entitled to no less than one 40 minute preparation period per day. Pre-School teachers will be provided preparation time between the morning and afternoon sessions for no less than 25 minutes.**
- D. Special area teachers shall not normally be required to teach outside their area of specialization (i.e., music, art, physical education, industrial arts, and home economics).

## ARTICLE XI

### GROUP INSURANCE AND TAX-SHELTERED ANNUITIES

- 1. All teachers covered by this Contract shall be eligible to participate in the present Group Insurance Plan in accordance with the provisions of said Plan in force and effect for employees of the Town of Lunenburg or in any comparable plan subsequently established to cover solely employees of the Town of Lunenburg. The Committee and the Association will each designate two (2) persons to represent them on a study committee to report on the issue of "jointly managed trusts" as a vehicle for providing health insurance coverage to members of this bargaining unit. The report of this committee is not binding on either party, and the issue may be raised by either party in subsequent contract negotiations.

2. Teachers shall be eligible to participate in a Tax-Sheltered Annuity Plan or a Tax-Sheltered Mutual Plan established pursuant to appropriate federal, state and local laws, by December 1st of each school year.

## ARTICLE XII

### VOLUNTARY TERMINATION OF EMPLOYMENT

Voluntary termination of employment from the Lunenburg School System will be by a written notice of at least thirty (30) days, except in the month of August and September, when a sixty (60) day notice is required.

## ARTICLE XIII

### SICK LEAVE BANK

- A. A Sick Leave Bank will be established for use by qualified members whose sick leave accumulation is exhausted through prolonged illness and who require additional leave to recover from an extended illness.
- B. Each member of the bargaining unit, school administrators, superintendent of schools, assistants, upon the accumulation of twenty (20) sick days at the end of a school year, become eligible for membership in the Sick Leave Bank. They then will contribute two (2) sick days initially and one (1) sick day each succeeding year until each member has contributed five (5) days.

In the event that the accumulation of bank days falls below three hundred fifty (350) days, members shall contribute additional days as deemed necessary by the Sick Leave Bank Committee.

- C. Any Sick Leave Bank days shall be carried over to successive years.
- D. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of two (2) School Committee Designees and two (2) members of the Sick Leave Bank designated by the teachers' association. The Superintendent will serve as an ex-officio (non-voting) member of the committee.
- E. Application for benefits shall be made in writing to the Sick Leave Bank Committee prior to the point at which the employee's sick leave is exhausted as herein before provided, and shall be accompanied by a doctor's certificate as to the need for and anticipated extent of extended recovery time from the illness.
- F. A prolonged illness will be construed to be one, which causes the employee to be absent from work twenty (20) consecutive school days. Recurrence of an illness must be diagnosed by the doctor as being related and/or a continuation of the original illness. Under this provision, the twenty (20) prolonged illness days may be waived.

- G. If a member's sick days are exhausted because of a prolonged illness, any additional days needed for other illnesses will be considered on an individual basis provided a doctor has certified the need for such days.
- H. The initial grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed thirty (30) days.
- I. Additional entitlement may be extended by the Sick Leave Bank Committee upon demonstration of need by the applicant.
- J. Subject to the foregoing requirements, the Sick Leave Bank Committee will determine the eligibility for the use of the Bank and the amount of leave to be granted. The following general criteria shall be considered by the Committee in administering the Bank and in determining the amount of leave:
  - 1. Medical evidence of serious extended illness.
  - 2. Prior utilization of eligible sick leave.
  - 3. Longevity.

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

- K. Upon return from extended sick leave during which benefits were received through the Sick Leave Bank, the recipient shall be entitled to commence a new accumulation of individual sick leave in accordance with the provisions of the collective bargaining agreement on the same basis as other teachers.

#### ARTICLE XIV

##### SABBATICAL LEAVE/ PROFESSIONAL LEAVE

- A. Upon the recommendation of the Superintendent of Schools, a Sabbatical Leave for a full or one-half school year may be granted by the School Committee for:
  - 1. Advanced study at an approved college or university; or
  - 2. For independent research to teachers who have completed seven (7) consecutive years of service in the Lunenburg School System, where such experience would, in the opinion of the Committee, increase the teacher's professional ability.
- B. Personnel requesting such leave must submit their applications, in writing, to the Superintendent of Schools not later than January 15th of the school year preceding the school year for which the leave is requested. Applications for sabbaticals must indicate the scope and area of the study of independent research to be undertaken as well as specifically indicating how such leave will benefit the Lunenburg School System. Action shall be taken on all such requests as soon as possible and not later

than April 15th. A second or third such leave shall not be authorized until a teacher shall have re-established eligibility by serving another period of seven (7) years.

- C. No more than two (2) teachers involved with half year leaves or one teacher involved with a full year leave from the total school system will be absent on sabbatical leave during any one school year. No more than one teacher shall be absent at any one time.
- D. Successful applicants will receive one-half (1/2) of the salary to which they would have been entitled provided that that amount when coupled with any scholarship, grant, or aid, shall not exceed the regular salary to which they would have been entitled.
- E. Before accepting such sabbatical leave, the teacher shall enter into a written agreement to return to active service in the Lunenburg School Department for a period of at least twice the length of such leave. A teacher who does not fulfill this agreement shall have agreed in writing to pay the Town the amount of salary received for the sabbatical provided that the teacher may be released from such payment if his failure to serve twice the length of the leave is due to disability, death or if he is discharged from his position by the School Committee.
- F. A teacher returning from sabbatical leave shall be placed on the step of the salary schedule he would have attained had he remained in the school system. He shall not be entitled to sick leave or other benefits while on leave.
- G. A progress report should be submitted to the Superintendent by the recipient at the mid-point of the leave. Upon completion of the leave, the recipient shall submit a written report to the Superintendent containing transcripts of all college and university work done while on leave, together with any other pertinent or interpretive materials considered essential to an evaluation of his program.
- H. Recipients shall not engage in remunerative work unless approved in writing by the Superintendent while on leave except when scholarships and fellowships in approved colleges and universities which do not interfere with the prescribed program of professional improvements are allowed.
- I. In the case where there are several applications for the sabbatical leave, the Superintendent may appoint an evaluation committee, which would screen the applicants and report its findings to him. The recommendation of the Superintendent shall be made on the basis of the value of the proposed leave to the educational system of Lunenburg.
- J. (Professional Leave) - Upon the application of a member of the bargaining unit and the recommendation by the Superintendent, the School Committee or its designee may grant to such member of the bargaining unit, leave without pay for such term, upon such condition and for such purpose as the School Committee or its designee shall determine. The purpose for which a member of the bargaining unit shall submit



his application for such unpaid leave may include, but shall not be limited to:

1. Advanced study;
2. Participation in an exchange-teaching program in another state, territory or country;
3. Participation in a cultural program related to his professional responsibilities;
4. Participation in a public office to which he has been elected or appointed;
5. Participation as MTA/NEA elected or appointed office and for such other purposes as may be allowed under the laws of the Commonwealth;
6. Career exploration.

Any request for leave pursuant to paragraphs 2 and/or 3 above must be submitted on or before March 1st of the school year preceding the year in which the leave is to be taken. Requests for leave for advanced study must be submitted on or before April 1st of the school year preceding the year in which the leave is to be taken.

Any member of the bargaining unit granted an unpaid leave-of-absence shall retain those benefits accrued prior to the period of his leave which are permitted by statute and the policies of the School Committee; provided, however, that the period of any such leave shall not be included in the computation of seniority of any member of the bargaining unit, nor shall the taking of any such leave be deemed to affect any prior-accrued seniority.

Any request for leave pursuant to paragraphs 1, 2 and/or 3 above must be submitted at least one year in advance of the effective date.

## ARTICLE XV

### JOINT MEETINGS

The Lunenburg Education Association Executive Board and the Superintendent will meet monthly to discuss educational issues.

## ARTICLE XVI

### PAYROLL

#### A. PAYROLL REGULATIONS:

1. The Association and the Superintendent will consult annually prior to the close of school to establish the pay dates for the upcoming school year. The first full paycheck will be paid on the first Friday after the start of school on which the Town issues a payroll.
2. In the event that a scheduled pay date falls on a holiday, or during a vacation period, the check will be mailed the Thursday preceding to the teacher's home.
3. The Superintendent of School shall have the right to determine the salary schedule placement for newly hired employees without reference to actual experience, subject to the agreement of said employee, as a part of the hiring process. Full credit shall be given for degree status at the time of hire. Thereafter, such employee shall move through the steps based on experience, course work, and/or degree earned during their employment in the Lunenburg Public Schools as provided in this contract.
4. In order to receive salary credit for degrees and/or course work, written notice must be given to the Superintendent of Schools not later than November 1 the school year prior to the school year in which salary credit for such degrees or course work is to be effective. (No changes of salary schedule placement will be made at the beginning of the school year and/or during a school year without prior notification as set forth above.)
5. The employer may establish stipends for work to be performed outside of the contractual work year on a voluntary basis. The establishment of such stipends and/or the employment of persons to perform such work shall not be subject to collective bargaining and/or the grievance or arbitration provisions of this contract except as to an allegation that an employee was involuntarily required to perform such work.

#### B. SUMMER PAYROLL:

1. Teachers leaving the employ of the school system will receive their accumulated summer pay in a lump sum on or before June 30th.
2. Teachers remaining in the school system may receive their accumulated summer pay in a lump sum if they have so requested, in writing, to the Superintendent of Schools by June 1st of each year. This also will be paid on or before June 30th.

C. SALARY PRORATION:

1. Salaries for teachers entering or leaving the school system during the school year will be figured at a daily rate of 1/183rd of the total annual salary. In the event that more than 185 days of school attendance for pupils are mandated by the State and more than 183 (184 days for first year teachers) working days are required of the teachers, additional salary will be paid on a proration of the annual salary at 1/183rd per diem.
2. Deductions for days of absence over the allotted sick leave are made in accordance with the above procedure. Such deductions are adjusted in the July payroll period or upon termination of service during the school year.
3. All extra-curricular and co-curricular activities, (including but not limited to Driver Education) established by the administration and approved by the School Committee shall be compensated pursuant to the after school activities schedule attached to and incorporated in this Agreement. Said compensation shall be treated in all respects as regular compensation, including, but not limited to being subject to deductions required by the Massachusetts Teachers Retirement System.

The administration, in its posting of such positions, shall set forth the maximum number of hours to be worked for each such position.

4. Curriculum Development will be paid at a rate determined between the teacher and the Superintendent but not less than the pro-rated amount based on the current Bachelor minimum salary.

D. PAYROLL WITHHOLDINGS:

1. By law, deductions must be withheld for both federal and state income taxes.
2. By law, deductions of 5% for service prior to January 1, 1975; 7% for service effective January 1, 1975; 8% for service effective January 1, 1984; and 11% for service effective September 2001 must be withheld from salary for teachers' retirement.
3. Voluntary withholdings currently in practice are:
  - a. Blue Cross-Blue Shield or Health Maintenance Organization premiums
  - b. Payroll Savings
  - c. Teachers' Association dues
  - d. United Fund
  - e. Tax Sheltered Annuities

- f. Accident and Health Insurance
- g. United States Savings Bonds
- h. Teachers will be allowed to participate in the Town of Lunenburg Section 125 Cafeteria Plan pursuant to the provisions of Section 125 of the Internal Revenue Code:
  - 1) Employee contributions to group health insurance will be made in pre-tax dollars;
  - 2) Employees may voluntarily participate in a Medical Care Account Plan (MEDCAP) and/or a Dependent Care Account Plan (DECAP) subject to all applicable laws and regulations; it is understood that MEDCAP and DECAP are funded by employee contribution *in toto*, and that withdrawal from either during the plan year is prohibited under ordinary circumstances. All requirements and procedures set forth in the Summary Plan Description concerning benefits apply to MEDCAP and DECAP.

E. DUES DEDUCTION:

- 1. The COMMITTEE hereby accepts the provisions of Section 17C of Chapter 180 of the General Laws of Massachusetts and, in accordance therewith, shall certify to the Treasurer of Lunenburg, all payroll deductions for the payment of dues to the ASSOCIATION duly authorized by employees covered by this Contract.
- 2. Agency Service Fee.

Commencing on the effective date of this Agreement, all employees who are members of the bargaining unit as of the ratification date of this Agreement and all new employees hired after said date shall be required as a condition of their employment to pay an agency service fee unless they become members of the Association within thirty (30) days. Said fee shall be in an amount and shall be implemented in accordance with all applicable state and federal laws and regulations. The collection of the fee shall be solely the responsibility of the Association, and the School Committee shall not be responsible for the implementation, collection or enforcement of the fee, except that it will supply any required documentation to establish that a person refusing to pay the fee is a member of the bargaining unit. The sole remedy available to the Association to enforce payment of the fee shall be to proceed to court for collection of the fee. The Committee will grant one (1) representative of the Association such leave as is reasonable necessary for court appearances in connection with enforcement of this provision. In the event that the Committee is made a party to any litigation involving this provision, the Association agrees to hold the Committee harmless and indemnify it in full for any judgments, which are entered against the

Committee, provided that the Committee will agree to utilize the services of an attorney chosen by the Association.

## ARTICLE XVII

### CRITERIA GOVERNING ADVANCEMENT BETWEEN DEGREE SCHEDULES AND PROFESSIONAL IMPROVEMENT

- A. Courses must be taken from accredited institutions of higher education. Courses are to be subject content oriented in the teacher's field or be prerequisites for an approved graduate degree program or deemed beneficial to the applicant in his particular Lunenburg assignment. On-line continuing education course credit can account for no more than 60% of the required number of credits for column advancement.
- B. Approval of a given course on the prescribed form must be received from the Superintendent of Schools prior to taking the course if it is to receive credit for salary purposes.
- C. All courses, whether in-service or otherwise, offered by degree granting institutions will be acceptable if the provisions of "A" and "B" above are met.
- D. CRITERIA FOR REIMBURSEMENT:
  - 1. The Committee will pay the reasonable expenses (including fees, meals, lodging and/or transportation) incurred by teachers who attend workshops, seminars, conferences or other professional improvement sessions at the request of the School Administration and with the advance approval of the Superintendent of Schools.
  - 2. Teachers must present receipted bill for payment.
- E. Professional development activities shall be coordinated through the Professional Development Committee, subject to the approval of the Director of Professional Development and Superintendent of Schools.

## ARTICLE XVIII

### REDUCTION IN FORCE

- A. In the event of any reduction in the force of employees with professional teacher status, system-wide seniority within academic disciplines, as defined below will be the criterion used to select those to be laid off, except where the Superintendent determines that substantial performance variations, the presence or absence of special experience or training, or other substantial educational considerations exist, in which case the Superintendent shall determine which employee shall be laid off.
- B. Academic disciplines are:

1. Biology
2. Business
3. Chemistry
4. Early Childhood
5. Earth Science
6. Elementary
7. English
8. Foreign Language
9. General Science
10. Health
11. History
12. Instructional Technology
13. Latin
14. Library
15. Mathematics
16. Middle School
17. Music
18. Physical Education
19. Physics
20. Reading
21. School Guidance Counselor
22. School Nurse
23. School Psychologist
24. School Social Worker/School Adjustment Counselor
25. Specialist in Speech, Language, and Hearing Disorders
26. Teacher of Students with Moderate Disabilities
27. Teacher of Students with Severe Disabilities
28. Teacher of the Visually Impaired
29. Technology/Engineering
30. Visual Art

- C. Seniority shall be defined as continuous unbroken service in a professional educational position in Lunenburg (either in or out of the bargaining unit) from the date of appointment to any such position and including the time spent on leave-of-absence whether paid or unpaid, up to and including two total years.

In the event two (2) or more persons are tied, the tie breaker, in order shall be:

1. Degree Status;
2. More years of total teaching experience;
3. Lottery.

Annually, but no later than October 15th, the parties will have either agreed upon a seniority list or identified the persons with respect to whom there is disagreement. Any such disagreements will be resolved in one arbitration pursuant to the Expedited Arbitration Rules of the American Arbitration Association.

- D. Laid off employees with professional teaching status will retain recall rights for a period of two (2) years from the effective date of their layoff. (August 31 is the effective date of a layoff for an employee scheduled for layoff status the next school year.)

In the event a vacancy occurs in a position for which an employee with recall rights is then currently qualified pursuant to the provisions of G.L. c. 71S. 38G will be offered that position. In the event there are two or more employees who are so qualified, the criteria for selection between them will be applied as set forth in section 1. above. Such employee(s) shall be notified of the opening by certified mail to the then last address of record, and the employee shall have ten (10) calendar days from the date of mailing to notify the Superintendent in writing of his/her acceptance of the position. Failure to so notify terminates all rights under this recall provision.

Recalled employees shall be restored all benefits and seniority, but they shall not accumulate benefits or seniority while on recall status.

Laid off employees may continue group health and life insurance during the recall period as permitted under applicable law by reimbursing the town the total premium cost. Failure to forward premium payments to the town during the period of layoff or refusal to return to employment upon recall will terminate all rights under this Article.

## ARTICLE XIX

### ASSOCIATION BUSINESS

**The School Committee will grant up to five (5) days in total for Association business to attend the MTA annual meeting. The Association will reimburse the District the cost of substitutes.**

## ARTICLE XX

### SALARIES

- A. SCHOOL PSYCHOLOGIST AND GUIDANCE COUNSELORS SALARY DIFFERENTIALS:
1. A \$400.00 differential was adopted for the Lunenburg Public Schools Psychologist.
  2. A \$200.00 differential was adopted for Guidance Counselors.
- B. GUIDANCE PERSONNEL - SPECIAL NEEDS PERSONNEL REMUNERATION BEYOND TEACHERS' NORMAL SCHOOL YEAR:

In the event it is felt to be necessary for Guidance and Special Needs personnel to work beyond the number of days required of all other teaching staff, they will receive additional remuneration on a prorated per diem basis at the rate of 1/185th of their annual base salary. This additional time will be subject to the prior approval of the Superintendent of Schools.

C. CRITERIA GOVERNING COACHES SALARY:

New coaches will come into the assignment at the Step 1 rate; however, the Committee reserves the right to place a new coach on another step on the basis of previous experience in a comparable assignment in other school systems.

The salaries for Coaches are set forth in the salary schedules attached hereto and incorporated in this Agreement.

- D. During the self-evaluation and visitation year of the NEASC accreditation process, salaries will be provided to those serving in the following capacities as follows: Committee Chair, \$1,000; Standards Chairs, \$600; Clerk/Editor, \$600.

- E. Salaries for after school activities, extracurricular activities and department heads and other co-curricular work are contained in this contract.

F. PROGRAMS FOR SENIOR TEACHERS:

1. Bargaining unit members with fifteen (15) years of service for the Lunenburg Public Schools may make a one-time election, subject to the other provisions of this Article, between the following two options:
  - a. Longevity payments of \$5,000 per year for three (3) consecutive years, for a maximum total payout of \$15,000. If necessary, payments will continue after termination of employment, or until the participating unit member has received the total \$15,000 payout.
  - b. A \$5000 per year stipend to be paid while the teacher remains employed by the District as a Master Teacher. The Master Teacher option only shall be available to bargaining unit members with twelve (12) or more years of service for the District. Once elected, option (a) shall not be available to teachers taking this option.
2. Master Teachers may serve as mentors or curriculum task force members as this step is proposed to recognize the value and experience our senior teachers bring to the school department. Participants are required to spend no more than 100 hours in performance of the duties as agreed to by both the Superintendent and the Master Teacher in writing.
3. Eligible teachers who desire to enter one of the two programs must apply in writing to the Superintendent no later than December 15 of the year



preceding the year in which the member wishes to begin receiving the payment.

4. The maximum annual payout by the District under these two programs shall not exceed a combined total of \$120,000. Within that total, the maximum annual payout by the District under the provisions of paragraph 1. a. above shall not exceed \$40,000. Accordingly, new applicants may be admitted into one of these programs only to the extent that the cost of new successful applicants combined with incumbent participants, do not exceed the maximums described in this paragraph. In the event that the cost of new applicants giving such notice, combined with incumbent participants, would result in Lunenburg Public Schools total payments exceeding these maximum amounts in any school year the following will apply:
  - a. Applicants will be asked to volunteer to withdraw or defer their applications to a future year. Applicants will have five (5) school days to respond to this request.
  - b. In the event costs still exceed the maximums in any school year after volunteers have been sought, seniority as defined in this Agreement will be the sole factor used to determine which successful applicants will be allowed to enter and begin to receive benefits. Should a tie exist, a lottery will be conducted with the affected Unit A members or their Association representative present, to determine who is eligible.
5. Master teachers from a previous year are presumptively eligible to continue in that status, provided they have satisfactorily performed their Master Teacher responsibilities, in the opinion of the Superintendent. Should the Superintendent determine that a Master Teacher has not fulfilled his or her responsibility, then the Master Teacher status will end. To the extent the teacher has not received \$15,000 from the program, the teacher may switch to the first option until he or she has been paid Longevity payments totaling \$15,000, including any previously paid Master Teacher stipends.

**The parties agree the contract does not preclude a Master Teacher from voluntarily leaving the program. The parties agree the contract does not preclude a Master Teacher from reapplying to the program.**

6. Once a teacher has elected one option or the other, the Teacher may not subsequently elect the other option, except in the circumstance described above, where the Superintendent removes the Master Teacher designation. In all other cases, the exercise of the election, once approved by the Superintendent pursuant to this Article, shall be final.

G. LONGEVITY:

Members of Unit A that have completed a minimum of 30 years of continuous service to the Lunenburg Public Schools shall receive a longevity increase. This longevity payment will be added to the base salary and paid regularly in all payroll checks. Beginning in the 2004-2005 school year the longevity will be .5% and in 2005-2006 the rate shall be 1%.

**The parties agree to add the following three (3) longevity salary levels for FY19:**

<b>15 to 19 years:</b>	<b>Add \$1,900.00 to Step 12 for teachers who have completed 15 years of teaching service in the Lunenburg Public Schools</b>
<b>20 to 24 years:</b>	<b>Add \$3,800.00 to Step 12 for teachers who have completed 20 years of teaching service in the Lunenburg Public Schools</b>
<b>25 or more years:</b>	<b>Add \$5,700.00 to Step 12 for teachers who have completed 25 years of teaching service in the Lunenburg Public Schools</b>

H. NURSING COORDINATOR:

The nursing coordinator position will be posted and appointed annually by the District. The nursing coordinator will perform duties as assigned by the superintendent.

ARTICLE XXI

COURSE AND CONFERENCE REIMBURSEMENT

A. COURSE REIMBURSEMENT:

The reimbursement total paid to all bargaining unit members in any fiscal year under this provision shall not exceed thirty thousand dollars (\$30,000.00). The fiscal year will be divided into two reimbursement periods with the total split into equal pools of fifteen thousand dollars \$15,000. Courses taken from July to December will be eligible for reimbursement in January (last pay of the month). Courses taken from January to June will be eligible for reimbursement in September (last pay of the month). Any remaining money in the pool following the first round of reimbursements will be carried over to the second reimbursement period. In the event funds still remain following the second round of payments, they will be made available to Bargaining Unit Members for additional course reimbursements. In the event requests exceed available pool funds, reimbursements will be apportioned to staff as equally as possible. **Unexpended course reimbursement funds, not to exceed \$5,000.00 will be carried over to the following school year.**

In-house courses offered at reduced costs of \$225.00 or less are not eligible for reimbursement; however, these courses will continue to be counted toward degree

status advancement. Individuals may elect to receive a Lunenburg credit for these courses which can be applied to degree status advancement solely in Lunenburg.

Each Bargaining Unit Member will be eligible to receive reimbursement for tuition and fees for courses completed with a passing grade of B or better at an accredited four year college and/or university up to a maximum of **eight** hundred fifty dollars (\$850.00) per course, subject to the following conditions:

1. All courses must be approved in advance by the Superintendent of Schools or his/her designee and must support the teacher's primary teaching responsibility in Lunenburg.
2. A final grade report along with payment verification must be submitted to the Superintendent's office not later than December 30th of the current fiscal year to be eligible for the first round of reimbursements and not later than July 30th for the second round of reimbursements.
3. To qualify for reimbursement, Bargaining Unit Members must continue to be actively employed in the Lunenburg Public Schools during the school year following the completion of said courses. Should a bargaining unit member fail to return to the employ of the Lunenburg Public Schools full reimbursement of all funds awarded to that member must be made within thirty (30) days of the termination date.

**B. CONFERENCE REIMBURSEMENT:**

The reimbursement total paid to all bargaining unit members in any fiscal year under this provision shall not exceed sixteen thousand dollars (\$16,000.00). This pool will support both conference and substitute costs. The fiscal year will be divided into two reimbursement periods with the total split into equal pools of eight thousand dollars (\$8,000). All substitute fees for individuals attending conferences are to be paid from this pool. Conferences attended from July to December will be eligible for reimbursement in January (last pay of the month). Conferences attended from January to June will be eligible for reimbursement in September (last pay of the month). Any remaining money in the pool following the first round of reimbursements will be carried over to the second reimbursement period. In the event funds still remain following the second round of payments, they will be made available to Bargaining Unit Members for additional conference reimbursements.

Each Bargaining Unit Member will be eligible to receive reimbursement up to a maximum of two hundred dollars (\$200.00) per conference, subject to the following conditions:

1. All conferences must be approved in advance by the Superintendent of Schools or his/her designee and must support the teacher's primary teaching responsibility in Lunenburg.

2. Payment verification must be submitted to the Superintendent's office not later than December 30 of the current fiscal year to be eligible for the first round of reimbursements and not later than July 30 for the second round of reimbursements.
3. Employees may also submit for approval, subject to the same conditions and limitations provided in this section for conferences, requests for reimbursement of dues paid by the employee for membership in content area professional organizations and societies.

## ARTICLE XXII

### EVALUATION

The procedures, rubrics and district determined measures relating to evaluation of bargaining unit members are set forth in Appendix C, D, E and Appendix F to this Agreement.

## ARTICLE XXIII

### MANAGEMENT RIGHTS

The Association affirms that the Committee is a public body established under and with powers provided by the 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 of any agency of the Commonwealth. As to every matter not specifically mentioned or not provided for in this agreement, the Committee retains all powers, rights and duties that it has by law and may exercise the same at its discretion, without any such exercise being made the subject of a grievance or arbitration proceeding hereunder.

## ARTICLE XXIV

### DURATION

- A. This Contract shall continue in effect to and including June 30, 2020 and shall thereafter automatically renew itself for successive terms of one year each unless by the November 1st next prior to the year of expiration, either the Committee or the Association shall have given the other written notice of its desire to modify or terminate this Contract.
- B. As to every matter not specifically mentioned or provided for in this Agreement, the COMMITTEE has the powers and duties conferred upon it by law and may act upon the same without being subject to arbitration under this agreement provided, however, this article shall not be construed to mean that any employee who may be aggrieved by the exercise of any such power by the COMMITTEE shall be prevented from protesting and taking up such matter with any superior, including the SCHOOL

COMMITTEE, with a view towards securing a modification or revocation of the action protested, further provided, however, that any decision thereafter made by the SCHOOL COMMITTEE which does not involve the interpretation or application of the agreement with respect to such matter shall be final.

- C. The contract may be reopened for negotiation provided the parties mutually agree and for the limited purpose of negotiating over Appendix B Athletic Salary Stipends, and/or Extra Curricular Salary Schedule and/or Appendix C Evaluation. The purpose of these negotiations will be to update the stipend list by adding or deleting outdated positions, increasing or decreasing the salaries of existing stipends, adding new stipends or modifying the evaluation.**

IN WITNESS WHEREOF, the parties to this CONTRACT have caused these present to be executed by their agents hereunto duly authorized, and their seal to be affixed hereto, as of the date first above written:

Signatures on file at the Office of the Superintendent.

LUNENBURG EDUCATION  
ASSOCIATION:

\_\_\_\_\_  
President

\_\_\_\_\_  
Contract Manager

\_\_\_\_\_  
Secretary

LUNENBURG SCHOOL  
COMMITTEE:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Vice-Chairperson

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

Date signed: \_\_\_\_\_

## Appendix A

### LUNENBURG PUBLIC SCHOOLS

#### PERSONAL LEAVE REQUEST

Name: \_\_\_\_\_

School: \_\_\_\_\_

Date Request Received by Principal<sup>1</sup> : \_\_\_\_\_

Date(s) of Requested Leave<sup>2</sup> : \_\_\_\_\_

I am requesting personal leave on the above date(s) for the purpose of attending to personal or family business, which cannot be conducted outside of school hours<sup>3</sup>

\_\_\_\_\_  
Employee Signature

The above leave is approved as having been requested in accordance with the terms of the Collective Bargaining Agreement in effect between the Lunenburg Education Association.

\_\_\_\_\_  
Principal's Signature

<sup>1</sup> Requests for personal days must be received in writing at least 48 hours in advance of the date the leave is to be taken. If the employee wishes to use a personal day for personal illness or illness in the immediate family or emergency, the requirements for 48 hours notice will be waived.

<sup>2</sup> Personal days will not be granted generally during the first five days of the school year, during the last five days of the school year, or immediately preceding or following school vacation periods or holidays.

<sup>3</sup> An employee may not be required to provide a more detailed statement of reasons when requesting personal leave.

Appendix B

Salary Schedules

2017-18

Step	Bachelor	B+15	B+30	Masters	M+15	M+30	M+45	M+60	M+75	Doctorate
0										
1	46,000	48,361	50,723	53,085	55,445	57,805	60,166	62,526	64,887	67,250
2	47,967	50,329	52,688	55,050	57,411	59,772	62,132	64,494	66,720	69,215
3	49,935	52,294	54,658	57,018	59,378	61,739	64,100	66,459	68,822	71,183
4	51,905	54,266	56,624	58,984	61,345	63,705	66,066	68,428	70,789	73,149
5	53,869	56,232	58,591	60,952	63,312	65,674	68,035	70,395	72,756	75,119
6	55,838	58,199	60,559	62,921	65,279	67,640	70,005	72,363	74,722	77,084
7	57,805	60,166	62,526	64,887	67,250	69,607	71,969	74,329	76,690	79,050
8	59,772	62,132	64,494	66,853	69,215	71,575	73,935	76,297	78,658	81,018
9	61,739	64,100	66,459	68,822	71,183	73,545	75,904	78,265	80,626	82,986
10	63,705	66,066	68,428	70,789	73,149	75,510	77,871	80,232	82,590	84,954
11	65,674	68,035	70,395	72,756	75,119	77,477	79,837	82,200	84,560	86,919
12	69,462	71,823	74,184	76,544	78,907	81,265	83,626	85,988	88,348	90,708



Appendix B

Salary Schedules

2018-19

Step	Bachelor	B+15	B+30	Masters	M+15	M+30	M+45	M+60	M+75	Doctorate
0										
1	46,460	48,845	51,230	53,616	56,000	58,383	60,767	63,151	65,536	67,922
2	48,446	50,832	53,215	55,601	57,985	60,370	62,754	65,139	67,387	69,907
3	50,434	52,817	55,204	57,588	59,972	62,356	64,741	67,124	69,511	71,895
4	52,424	54,809	57,191	59,573	61,958	64,342	66,727	69,112	71,497	73,881
5	54,408	56,794	59,177	61,562	63,946	66,330	68,715	71,099	73,483	75,870
6	56,396	58,781	61,165	63,550	65,932	68,317	70,705	73,087	75,469	77,855
7	58,383	60,767	63,151	65,536	67,922	70,303	72,689	75,073	77,457	79,841
8	60,370	62,754	65,139	67,521	69,907	72,291	74,674	77,060	79,445	81,828
9	62,356	64,741	67,124	69,511	71,895	74,281	76,663	79,047	81,432	83,816
10	64,342	66,727	69,112	71,497	73,881	76,265	78,650	81,035	83,416	85,803
11	66,330	68,715	71,099	73,483	75,870	78,252	80,636	83,022	85,406	87,788
12	70,157	72,542	74,925	77,309	79,696	82,078	84,462	86,848	89,232	91,615

Appendix B

Salary Schedules

2019-20

Step	Bachelor	B+15	B+30	Masters	M+15	M+30	M+45	M+60	M+75	Doctorate
0										
1	47,157	49,578	51,998	54,420	56,840	59,259	61,679	64,099	66,519	68,941
2	49,173	51,595	54,013	56,435	58,855	61,275	63,695	66,116	68,536	70,956
3	51,191	53,610	56,032	58,452	60,872	63,291	65,712	68,131	70,553	72,973
4	53,210	55,631	58,048	60,467	62,888	65,307	67,728	70,149	72,569	74,989
5	55,224	57,646	60,064	62,485	64,905	67,325	69,746	72,166	74,585	77,008
6	57,242	59,663	62,083	64,503	66,921	69,341	71,765	74,183	76,601	79,023
7	59,259	61,679	64,099	66,519	68,941	71,357	73,779	76,199	78,618	81,038
8	61,275	63,695	66,116	68,534	70,956	73,376	75,794	78,216	80,637	83,055
9	63,291	65,712	68,131	70,553	72,973	75,395	77,813	80,233	82,654	85,073
10	65,307	67,728	70,149	72,569	74,989	77,409	79,829	82,250	84,668	87,090
11	67,325	69,746	72,166	74,585	77,008	79,426	81,845	84,267	86,687	89,105
12	71,209	73,630	76,049	78,469	80,892	83,309	85,729	88,151	90,570	92,989

Athletic Salary Schedule  
Stipends  
Effective 2017-18 School Year

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Football (Head Coach)	\$4,111	\$4,590	\$5,073	\$5,531	\$6,114
Football (Assistant)	\$2,031	\$2,340	\$2,633	\$3,090	\$3,600
Freshman Football	\$1,411	\$1,596	\$1,782	\$2,242	\$2,724
Field Hockey (Varsity)	\$2,438	\$2,822	\$3,225	\$3,685	\$4,211
Field Hockey (Jr. Varsity)	\$1,596	\$1,782	\$1,966	\$2,425	\$2,914
Soccer (Varsity)	\$2,438	\$2,822	\$3,225	\$3,685	\$4,211
Soccer (Jr. Varsity)	\$1,596	\$1,782	\$1,966	\$2,425	\$2,914
Cross Country	\$1,596	\$1,782	\$1,966	\$2,425	\$2,914
Basketball (Varsity)	\$2,845	\$3,321	\$3,801	\$4,260	\$4,804
Basketball (Jr. Varsity)	\$2,006	\$2,246	\$2,487	\$2,947	\$3,449
Basketball (Freshman)	\$1,411	\$1,596	\$1,782	\$2,242	\$2,724
Hockey (Varsity)	\$2,845	\$3,321	\$3,801	\$4,260	\$4,804
Hockey (Jr. Varsity)	\$2,006	\$2,246	\$2,487	\$2,947	\$3,449
Baseball (Varsity)	\$2,438	\$2,822	\$3,225	\$3,685	\$4,211
Baseball (Jr. Varsity)	\$1,596	\$1,782	\$1,966	\$2,425	\$2,914
Softball (Varsity)	\$2,438	\$2,822	\$3,225	\$3,685	\$4,211
Softball (Jr. Varsity)	\$1,596	\$1,782	\$1,966	\$2,425	\$2,914
Winter Indoor Track (Varsity)	\$2,438	\$2,822	\$3,225	\$3,685	\$4,211
Winter Indoor Track (Assistant)	\$1,411	\$1,596	\$1,782	\$2,242	\$2,724
Spring Track (Varsity)	\$2,438	\$2,822	\$3,225	\$3,685	\$4,211
Spring Track (Assistant)	\$1,596	\$1,782	\$1,966	\$2,425	\$2,914
Winter Weight	\$1,411	\$1,596	\$1,782	\$2,242	\$2,724
Summer Weight	\$1,411	\$1,596	\$1,782	\$2,242	\$2,724
Golf	\$1,596	\$1,782	\$1,966	\$2,384	\$2,871
Tennis	\$1,596	\$1,782	\$1,966	\$2,384	\$2,871
Fall Cheerleading	\$1,411	\$1,596	\$1,782	\$2,242	\$2,724
Winter Cheerleading	\$1,411	\$1,596	\$1,782	\$2,242	\$2,724
THMS Head Football Coach	\$1,411	\$1,596	\$1,782	\$2,242	\$2,723
THMS Asst Football Coach	\$1,178	\$1,364	\$1,549	\$2,009	\$2,490
THMS Field Hockey Coach	\$1,411	\$1,596	\$1,782	\$2,242	\$2,723
THMS Cheerleading Coach	\$706	\$799	\$889	\$1,120	\$1,363
THMS Basketball Coach	\$1,411	\$1,596	\$1,782	\$2,242	\$2,723

Extra-Curricular Salary Schedule		
Note: The amount listed represent single-advisor, school-year commitment. Positions may be shared or split into half-year situations.		
School	Activity	Effective 2017-18
	<u>Tier I</u>	
LHS	Yearbook	2,858
	<u>Tier II</u>	
LHS	Senior Class Advisor	2,057
LHS	Student Council	1,943
LHS	Musical Director	1,715
LHS	Senior Class Play	1,715
THES & PRI	After School Activities Coordinator (NEW)	1,715
	Nursing Coordinator	1,664
	<u>Tier III</u>	
LHS	After School Chorus	1,201
LHS	Class Advisor – Junior	1,659
LHS	Class Advisor – Sophomore	1,315
LHS	Class Advisor – Freshman	1,201
LHS	Marching Band Director	1,372
LHS	Jazz Band Director	1,201
<b>LMS</b>	Yearbook <b>LMS</b>	1,372
<b>LMS</b>	Student Government	1,201
PS	Building Leadership Team Member	1,020
<b>THES</b>	Building Leadership Team Member	1,020
<b>LMS</b>	Building Leadership Team Member	1,020
	<u>Tier IV</u>	
LHS	Art Club LHS	686
LHS	SADD	686
LHS	Competitive Class Play Grade 10	800
LHS	Competitive Class Play Grade 11	800

LHS	Competitive Class Play Grade 12	800
<b>LMS</b>	Cross Country Club	800
LHS	Latin Club LHS	800
<b>LMS</b>	Latin Club <b>LMS</b>	800
THMS	Spring Track	800
LHS	Mock Trial	800
LHS	National Honor Society	915
LHS	World Hunger Task Force Advisor	686
	<u>Tier V</u>	
<b>LMS</b>	Student Government Grade 6 <b>LMS</b>	457
LHS	Outdoor Adventure	571
<b>LMS</b>	Jazz Band Director ( <b>LMS</b> )	571
LHS	Knights Herald	571
LHS	Gateway Literary Magazine	571
<b>LMS</b>	Art Club <b>LMS</b>	457
<b>THES &amp; PRI</b>	After School Instructor (NEW)	457
<b>LMS</b>	Best Buddies <b>LMS</b>	457
<b>LHS</b>	<b>Hunger Task Force</b>	<b>686</b>
LHS	Best Buddies LHS	686
LHS	Becca's Closet	457
THMS	Cross Country Skiing Club	228
<b>LMS</b>	Drama Club	343
LHS	Photography Club	571
<b>LMS</b>	Field Hockey <b>LMS</b>	228
<b>LMS</b>	Floor Hockey <b>LMS</b>	228
LHS	French Club LHS	571
<b>LMS</b>	Instrumental Instruction	457
LHS	Math Team	652
<b>LMS</b>	Service Learning Club (NEW)	457

<b>THES</b>	Service Learning Club <b>ELEM (NEW)</b>	457
	Service Learning Club	0
PS	Primary (NEW)	457
LHS	Talent Show LHS	457
<b>LMS</b>	Talent Show <b>LMS</b>	457
	<u>Tier VI</u> --all new activities	
System	<u>System Tier</u>	
District	ELL Assessment	515
District	Curriculum Task Force	515
District	Curriculum Committees	515
	Multi-Cultural Festival	
District	Director	1,372
LHS	Saturday Detention	1,761
	After School Detention	
LHS	Supervisor	1,761
District	Mentor Team Member	2,000
	Nature's Classroom	
<b>THES</b>	Coordinator <b>THES</b>	1,143
	Washington D. C. Class	
<b>LMS</b>	Trip Coordinator	857
LHS	Department Head/Instructional Leaders Salaries	1913 base + 208/person
ALL	Ski Club	655

Appendix C: Refer to Separate Attachment

Appendix D: Refer to Separate Attachment

Appendix E: Refer to Separate Attachment

Appendix F: Refer to Separate Attachment