

**AGREEMENT BETWEEN  
THE WRENTHAM SCHOOL COMMITTEE AND  
WRENTHAM TEACHERS' ASSOCIATION UNIT B MEMBERS**

**August 27, 2022 through August 26, 2025**

## Contents

PREAMBLE .....	3
ARTICLE I – UNION SECURITY .....	3
ARTICLE II- GRIEVANCE PROCEDURE.....	4
Definitions .....	4
Grievance Format.....	4
Grievance Procedure .....	4
Miscellaneous.....	5
ARTICLE III - MANAGEMENT RIGHTS .....	6
ARTICLE IV - LEAVE OF ABSENCE WITH PAY .....	6
Sick Leave .....	6
Personal Leave.....	7
Parental Leave .....	7
Professional Improvement/ Development.....	8
Educational Meetings.....	9
Bereavement Leave.....	9
Sick Bank.....	9
Jury Duty.....	9
ARTICLE V – LEAVES OF ABSENCE WITHOUT PAY .....	9
ARTICLE VI - RESIGNATIONS .....	11
ARTICLE VII - PAYROLL DEDUCTIONS.....	11
ARTICLE VIII - POSTING/TRANSFERS.....	11
ARTICLE IX - REDUCTION IN FORCE .....	11
ARTICLE X - LUNCH PERIOD .....	12
ARTICLE XI - POSTING AND ASSIGNMENTS .....	12
ARTICLE XII- GOOD CAUSE.....	13
ARTICLE XIII - SAVING AND SEPARABILITY.....	13
ARTICLE XIV - OTHER CONDITIONS OF EMPLOYMENT.....	13
ARTICLE XV- COMPENSATION .....	14
ARTICLE XVI - EVALUATION INSTRUMENT .....	14
New Unit Member Orientation .....	14
ARTICLE XVII - WORKLOAD AND HOURS .....	14
ARTICLE XVIII - DURATION.....	15

APPENDIX A - COMPENSATION RATES.....	16
STIPENDS FOR UNIT B WTA.....	17

## PREAMBLE

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this contract is made on the date of execution indicated at the end of the duration article, by the Wrentham School Committee of the elementary schools of the Town of Wrentham (state code 350, sometimes hereinafter referred to as the Committee) and the Wrentham Teachers' Association (hereinafter sometimes referred to as the Association).

## ARTICLE I – UNION SECURITY

The Committee hereby recognizes the Wrentham Teachers' Association as the exclusive bargaining agent and representative of all Unit B members, including but not limited to ABA Tutor and Instructional Aide and excluding all office support staff, all casual, managerial and confidential employees, and all other employees for the purposes of collective bargaining with respect to wages, hours, and other conditions of employment and any other questions arising hereunder.

1. The Association shall have up to 30 minutes to meet privately with newly hired or newly placed employees at any scheduled new employee orientation in the building where they work without loss of pay or time off. If no building orientation exists for that group of employees, the Association shall have the opportunity to schedule a 30-minute meeting with newly hired or newly placed employees without loss of pay or time off for the employees.
2. The Association shall have permission to use the Wrentham Public Schools (WPS) email and electronic communication system for general announcements, such as the announcement of general membership meetings, contract ratification meetings, and social events, provided that such use does not create an undue burden on network capacity, system administration, or have political content.
3. Within 10 calendar days of a request by the Association, the Committee shall provide a docket of personnel information for bargaining unit members. This docket shall contain a summary page of all below:
4. All Unit B members, including employee first and last names, personal contact information (including telephone number, email address, and mailing address), school, job classification, FTE, and date of hire.
5. By August 1<sup>st</sup> of each year, the Committee will provide to the Association a list of newly hired bargaining unit members containing their names, personal contact information, and work location. If any employee is hired after August 1<sup>st</sup> this information will be forwarded to the Association within 10 calendar days.

6. If a third party, such as an advocacy group, labor organization, or individual other than the Association, requests contact or employment information of bargaining unit members' information through an MGL 150E information request or Public Records Request, the Committee will inform the Association of such request and the name of the requestor within twenty-four (24) hours.

## **ARTICLE II- GRIEVANCE PROCEDURE**

### *Definitions*

1. Grievance - A grievance is a dispute over the interpretation or application of the terms or provisions of the contract.
2. Grievant - A grievant is the employee bringing the complaint.
3. Days - Days shall mean school days except during the summer recess when days shall mean when the District Office is open.

### *Grievance Format*

All grievances shall specify the nature of the grievance, article(s) of the contract violated, date the alleged violation occurred, name of the grievant, the name of the person giving rise to the grievance, and the remedy sought.

### *Grievance Procedure*

1. Purpose

The purpose of the grievance procedure is to produce prompt and equitable solutions to those problems that from time to time may arise. The Committee and the Association desire that the stated grievance procedures shall always be informal and confidential as may be appropriate for the grievance involved at the procedural level involved.

2. Level 1 - Informal Step

A grievant shall present his/her grievance orally to the Principal within ten (10) days of the action giving rise to the claim or from the date the individual should have reasonably known of such action. The Principal shall respond orally to the grievance within five (5) days of any discussion. In addition, the Association through its representative shall have the right to receive from the Principal a written verification of the date this step occurred including the identification of the grievant. However, no other information will be required to be divulged at this step.

3. Level 2 - Principal

If the grievant is not satisfied with the disposition of the grievance at the informal step within five (5) days of the oral response or fifteen (15) days from the action giving rise to the grievance, the grievance may be presented in writing in accordance with section B above. Within five (5) days of receipt of the grievance, the Principal shall meet with the grievant and within ten (10) days of such meeting shall respond in writing with an answer.

4. Level 3 - Superintendent

If the grievant is not satisfied with the disposition of the grievance at Level 2, within five (5) days of the written response or ten (10) days of the meeting to discuss the grievance, the grievant may appeal the grievance to the Superintendent.

5. Level 4 - School Committee

If the grievant is not satisfied with the disposition of the grievance at Level 3, within (5) days of the written response or ten (10) days of the meeting to discuss the grievance, the grievant may appeal the grievance to the School Committee. The School Committee shall hear the grievance at one of the next two (2) regularly scheduled Committee meeting during Executive Session provided at least five (5) days notice of such appeal has been given. Within fifteen (15) days of the close of the meeting to hear the appeal, the Committee shall render a decision in writing to the grievant.

6. Level 5 - Arbitration

- a. If the Association is not satisfied with the resolution of the grievance at Level 4, it may, by so notifying the Committee within ten (10) days of receipt of the Committee's decision, submit the grievance to arbitration. The submission shall be in the form of a Demand for Arbitration. Within ten (10) days of receipt of the Demand by the Committee, the President of the Association or designee and the Chairman of the School Committee or designee shall attempt to agree upon the name of an arbitrator. If, within five (5) days of such attempt, no agreement can be reached, the Demand may be submitted to the American Arbitration Association. The parties agree to be bound by the rules and procedures of the American Arbitration Association.
- b. The arbitrator shall be without authority to render a decision that requires the commission of an act prohibited by law or in violation of the terms of this Contract.
- c. All costs for the services of the arbitrator and the hearing, including per diem expenses and the actual and necessary travel and subsistence expenses of the arbitrator and the cost of substitutes, if any, will be borne equally by the School Committee and the Wrentham Teachers Association.
- d. Any award shall be final and binding upon the School Committee, the Association, and the aggrieved employee.

*Miscellaneous*

1. An employee may present a grievance to the employer and have such grievance heard without the intervention of the Association. However, the Association has the right to be present at any meeting where the grievance is discussed and provided no grievance resolution is inconsistent with the terms of this Contract.
2. If a grievance is not initiated or appealed in accordance with this procedure the grievance shall be deemed waived.

3. The time limits stated herein may be extended in writing by mutual agreement of the parties.
4. Each time a grievance is appealed the reason for the appeal must be responsive to the answer at the previous level of the procedure.
5. If in the judgment of the Association a grievance affects a group or class of paraprofessionals, the executive board may submit such grievance in writing to the Superintendent directly and the processing of such grievance shall be commenced at Level 3.

### **ARTICLE III - MANAGEMENT RIGHTS**

The Committee is a public body established under and with powers provided by the laws of the Commonwealth of Massachusetts, and nothing in this Agreement shall be construed to derogate from or impair any power, right, or duty conferred upon the Committee by law or any rule or regulation of any agency of the Commonwealth. Nothing in this Agreement shall limit the Wrentham School Committee and the Superintendent in the exercise of its functions of management and in the direction and supervision of the School Department. This includes, but is not limited to, the right to: add or eliminate departments; require and assign overtime; increase or decrease the number of jobs; change process; assign work and work to be performed; schedule shifts and hours to work and lunch or break periods; hire; suspend; demote; discipline or discharge; transfer or promote; layoff because of lack of work or other legitimate reasons; establish rules, regulations, job descriptions, policies and procedures; conduct orderly operations; establish new jobs; abolish and change existing jobs; determine where, when, how and by whom work will be done; to discontinue processes or operations or to discontinue their performance by employees; determine standards or proficiency except where any such rights are specifically modified or abridged by terms of this Agreement or as covered by Massachusetts General Laws Chapter 150E.

Unless an express, specific provision of this Agreement clearly provides otherwise, the School Committee, acting through its Superintendent and Principals or other appropriate officials strictly adhering to the chain of command as may be authorized to act on their behalf, retains all the rights and prerogatives it had prior to the signing of this Agreement either by law, custom, practice, usage or precedent to manage and control the School Department.

### **ARTICLE IV - LEAVE OF ABSENCE WITH PAY**

#### *Sick Leave*

1. Family sick days for short-term immediate illness will be limited to family members who reside in the household. Any individually accumulated sick days presently accrued by any unit member, or any currently accumulated sick days in a sick leave bank will carry over upon ratification of the agreement. Unit members may use sick days to support family members who do not reside in the household with the approval of the Superintendent or his/her designee.
2. Unit members shall accrue sick leave at the rate of one and ½ day per month for a total of fifteen (15) days per year. In certain cases the School Committee may request the school

health services personnel to determine that the unit member is unable to teach. At the discretion of the Superintendent, a unit member may be allowed to utilize paid sick days in advance of them having been accrued. In cases of suspected abuse of sick leave, a unit member may be required to provide a note from a doctor and/or be examined at the School Committee's expense, by a doctor designated by the Superintendent.

3. Bargaining unit members shall be able to accumulate 100 sick days.
4. Once a unit member has notified the Committee he/she is resigning, retiring, or going on a leave of absence, use of sick leave beyond three (3) consecutive days must be for just cause and may be verified by a doctor's certification. No sick leave will be given to employees in this situation if the Committee has requested verification of use of sick leave. The doctor's certification in such case will be at the expense of the Committee. The school doctor will make the certification when the expense is borne by the Committee. If any other doctor is used, it will be at the unit member's expense. The unit member could be reimbursed in an amount equal to the standard fee of the school doctor, if the unit member used his/her own doctor at the request of the Committee. If the reasons for the leave is an operation or a period of recuperation from an illness, then the doctor must certify that the operation, etc., is not elective and is of an emergency nature not to be postponed to a period of time when school is not in session or after employment has terminated.

#### *Personal Leave*

1. Three (3) days of personal leave, non-accumulative, for each full -school year may be granted, by the principal, with no reason given.
2. Such days are subject to the following restrictions: Notification of such days must be given to the principal at least three (3) days in advance, when feasible. No more than three (3) members of the unit may take such days on any one school day; and such personal days may be taken for special circumstances on the day before or after a vacation or extended weekend at the discretion of the Superintendent. Personal days may not be used on Field Day.
3. Unit members may submit a written request to the Committee for personal emergencies not specifically covered by the Contract. Pay will not be deducted for such leave until the Committee acts.
4. Personal leave days shall not be deducted from sick leave.

#### *Parental Leave*

1. Employees in this unit, who have been employed by the Committee for at least three (3) consecutive months as a full-time employee, shall be entitled to parental leave for a period not to exceed twelve (12) weeks. Such leave is available for the birth, adoption, or placement of a child under the age of 18 (or age 23 if the child is mentally or physically disabled). If any regularly scheduled school vacation days fall during any portion of the twelve week period of leave, the employee shall be entitled to additional days equal to the same number of scheduled school vacation days. This provision does not apply to summer vacation periods or Saturdays and Sundays, which fall during a school vacation period. The employee may use any accrued, unused sick time and personal days during

this period to a maximum of 40 days. At a minimum, if possible, the employee shall give two weeks' written notice to the Superintendent of his/her anticipated date of departure and Intention to return to duty. It is preferable that the employee give at least sixty (60) calendar days' written notice to the Superintendent of Schools, whenever possible. If appropriate, such notice shall include a written statement from her physician attesting to the employee's ability to continue performing the essential functions of her position and giving an estimate of the delivery date. Such notice may be considered as a request for leave under the provisions of the Family and Medical Leave Act of 1993. The employee shall be permitted to continue on active duty until such date, provided she does perform the essential functions of her position and furnishes additional statements from her physician upon the reasonable request of the Superintendent or his/her designee.

2. In the event an employee fails to return to duty at the expiration of parental leave, the employee shall be deemed to have resigned, and the obligation of the Committee to provide a position for the employee shall cease.
3. All benefits to which the employee was entitled at the time that the leave of absence commenced, including any unused accumulated sick leave shall, except as is otherwise provided herein, be restored to the employee upon his/her return, and s/he shall, except as is otherwise provided herein, be assigned to the same position which s/he held at the time such leave commenced, if such position is available. Upon his/her return, the employee shall not advance in increment unless s/he shall have worked at least one hundred (100) days in the school year in which his/her leave commenced either in the Wrentham Public School System.
4. The parties recognize that the Massachusetts Parental Leave Act and the Family and Medical Leave Act (FMLA), as amended, and other federal and state laws, may establish rights different from those expressed In this article. To the extent that this is true, the greater of those rights (i.e., FMLA rights vs. rights under this article) will control, but those greater rights will not be in addition to the lesser rights. Where an employee takes leave under one of the articles set forth in this Agreement for a reason which would entitle the employee to leave under the FMLA, such leave will also be considered FMLA leave and will be deducted from the employee's statutory FMLA leave entitlement.
5. If two employees seek to utilize leave under this Article for the birth, adoption, or placement of the same child, they shall be limited to the amount of parental leave allotted to one teacher, which may be split between the two employees in accordance with the needs of the employees and the Committee.

#### *Professional Improvement/ Development*

Unit members may be granted time for professional improvement/development to visit another school system, to observe a particular educational program or to take a course, workshop or seminar with the approval of the Superintendent or his/her designee.



### *Educational Meetings*

Unit members may be granted permission to attend educational meetings or conferences with reasonable expenses reimbursed, upon written request to the Superintendent. Mileage shall be reimbursed at the current Town of Wrentham reimbursement rate.

### *Bereavement Leave*

1. Unit members will be granted bereavement leave with pay for five (5) calendar days beginning the day after the death of a unit member's parent, child, spouse, sibling, grandparent, grandchild, mother-in-law, or father-in-law.
2. Unit members will be granted up to two (2) days of bereavement leave with pay at the time of the death of the unit member's aunt, uncle, cousin, brother-in-law, sister-in-law, or other member of the unit member's immediate household not otherwise included in this or the preceding paragraph.
3. Bereavement leave under the preceding two paragraphs will not be deducted from sick leave or from personal leave.
4. Additional bereavement leave may be granted at the discretion of the Superintendent.

### *Sick Bank*

Unit members will be entitled to enter the Wrentham Schools Sick Bank by the donation of one of their allotted sick days. Unit members who have exhausted their entire number of sick days may apply to the Sick Bank Boards consisting of the WTA President, School Principal and Superintendent for up to 20 additional sick days in any given year. They may make such application for personal illness only. The decision of the board is final. If at the end of any school year the bank has more than 100 days remaining, the voluntary contribution in the following September will be waived. No unit member may apply to the sick bank if they have not contributed. The Sick Bank referred to in this section is the same bank utilized by Unit A.

### *Jury Duty*

Any member of the bargaining unit covered by this Agreement shall be paid the difference between his/her regular hourly rate and his/her jury pay or witness fee when required by a subpoena to be a witness in any court proceeding. Such differential to be paid for the actual hours involved. Jury duty pay hereunder shall be paid only when an individual claiming such payment submits a certification of attendance as a juror by the applicable Clerk of Court to the Superintendent. To be entitled to witness fee pay hereunder, the employee must present the subpoena to the Superintendent.

## **ARTICLE V – LEAVES OF ABSENCE WITHOUT PAY**

- A. All requests for leaves of absence shall be submitted in writing to the Superintendent with the reason therefore to be then acted upon by the Superintendent. Except for parental leaves or except as otherwise noted in this article, requests for leaves of absence without pay must be submitted by January 15 preceding the commencement of the leave. Exceptions to this requirement may be made at the discretion of the Superintendent.

- B. A unit member who has completed twelve (12) months per Family Medical Leave Act ("FMLA"), and whose personal illness extends beyond the period of time for which he/she is entitled to receive sick leave, may be granted a leave of absence pursuant to Section A above, by the Superintendent for such time as is necessary for his/her recovery from such illness, subject however, to the following:
- a. Such leave shall be granted in accordance with the Family Medical Leave Act ("FMLA").
  - b. Such leave request may be supported by appropriate medical evidence as determined by the Superintendent.
  - c. A unit member shall not be eligible for increment credit.
  - d. A leave pursuant to Section A not covered by FMLA shall be no longer than six (6) months.
- C. A unit member may be granted a leave of absence pursuant to section A above, for a period of time described in FMLA for the purpose of caring for a sick member of the employee's Immediate family (spouse, children, parents), pursuant to the conditions set forth in section B. a, b, and c above.
- D. Leaves of absence may be granted for graduate study for one or two year's duration. Such leave shall be pursuant to Section B.a and c above.
- E. Other leaves of absence may be granted to unit members for purposes other than those set forth above such leave shall be granted subject to B.c above.
- F. The leaves of absence provided for under this Article may be extended by the Committee. Requests for such extensions will be submitted in writing to the Superintendent. Total leaves of absence plus extensions will not exceed two (2) years in any four (4) year period.
- G. All benefits to which a unit member was entitled at the time his/her leave of absence without pay commenced, including unused accumulated sick leave, will be restored to him/her upon his/her return and he/she will be assigned to a teaching position. Nothing in this Article shall act so as to diminish the rights of unit members under Article IX.
- H. The Association and the Committee acknowledge that they are subject to the provisions of the Family Medical Leave Act ("FMLA"). The FMLA shall not increase nor decrease the amount of leave available to eligible employees under this agreement. Where an employee takes leave under one of the Articles for a reason which would entitle an employee to leave under the FMLA, such leave shall also be considered FMLA leave and will be deducted from the employee's statutory FMLA leave entitlement.
- I. Military Leave: A paraprofessional on military leave shall be reinstated if s/he applies for his/her position within two (2) years after the date of discharge provided s/he does not serve in excess of four (4) years on a voluntary basis and is not disabled or incapacitated for performing the duties of his/her position, Upon reinstatement, s/he will be entitled to all increments for which s/he would have been eligible except for service in the armed forces, (See Chapter 708 of the Acts of 1941 as amended by Chapter 580 of the Acts of 1964). No member of the teaching staff who entered the armed forces shall be penalized thereby, either in salary or rank.

## **ARTICLE VI - RESIGNATIONS**

Resignation notice shall be presented to the Superintendent at least two (2) weeks in advance of the effective date, unless there are extenuating circumstances.

## **ARTICLE VII - PAYROLL DEDUCTIONS**

Payroll deductions for the Wrentham Teacher's Association dues may be arranged with the Treasurer of the Town of Wrentham. Additional payroll deductions may be arranged with the Superintendent of Schools. All unit members in the Wrentham Public Schools are entitled to all health and life insurance plans offered to town employees. Current employees shall contribute 25% of the cost of HMO (non-indemnity) health insurance plans. The contribution rate toward PPO's (indemnity plans) shall be set by the Town but not be more than 50% of the cost.

## **ARTICLE VIII - POSTING/TRANSFERS**

- A. All extra paid positions will be posted, The President of the Wrentham Teachers' Association will be notified in writing of any teaching or paraprofessional vacancy that occurs.
- B. In the case of involuntary transfers, seniority will be among the factors considered by administration In arriving at their decision.
- C. Voluntary Transfers: A unit employee may request a voluntary transfer, in writing, to the Superintendent of Schools.

## **ARTICLE IX - REDUCTION IN FORCE**

- A. Positions to be eliminated shall be at the sole discretion of the Committee.
- B. Should the Committee decide to reduce the number of employees, it shall make every effort to accomplish said reductions by attrition.
- C. Relative to layoff, the Superintendent will take into account seniority, training, and past performance.
- D. Any employee hired as a full-time substitute for a position he/she is then appointed to as a permanent employee will receive seniority credit for the substitute period. The awarding of seniority credit for substitute service shall only occur when said employee moves from substitute to permanent employee in the same position without interruption.
- E. Seniority shall mean an employee's total continuous length of service in years, months, and days from the initial date of employment by Wrentham within this recognition clause. Seniority will be total time as an instructional paraprofessional, tutor, or special education assistant.
- F. The Superintendent will forward to the Association a seniority list within thirty (30) days of the execution of this agreement:
  - 1. If no challenge to this list is made by the Association within thirty (30) days of receipt of this list, the list stands as written.

2. An updated list will be provided each year within thirty (30) days of beginning of the school year and the Association will have thirty (30) days to challenge this list.
- G. Employees to be laid off shall be notified in writing by the end of the school year, if possible. An exception to this will be if circumstances cause a layoff during the school year.
- H. Employees rehired after layoff under this paragraph within their category shall be credited with such salary and fringe benefits, as they were entitled to at the effective date of their layoff.
- I. Employees who have been laid off shall be entitled to recall rights for fourteen (14) months from the end of the school year in which they were laid off for any vacancy or new position that they are qualified to fill in the inverse order of their respective layoff.
- J. Employees laid off under this paragraph shall be given priority on the substitute list during this recall period.
- K. Employees on recall shall be notified by the Superintendent of any open positions within their classification in the School System. Failure to apply for an open full time, permanent position within his/her area of competence within fifteen (15) days following such notification by the Superintendent shall terminate the requirements of this Article.
- L. If legally possible, unit members laid off under this paragraph may continue group health and life insurance coverage as provided by the Town of Wrentham during said recall period at 100% cost to employee plus 4% administrative cost. Failure to forward premium payments to the Town Treasurer shall terminate this option. However, if the laid off unit member gets another job and is eligible to participate in a health insurance and/or life insurance plan in his/her new position, then the laid off unit member will no longer be eligible to participate in the plans offered by the Town.

## **ARTICLE X - LUNCH PERIOD**

A forty (40) minute, duty free, lunch period shall be provided to each employee each workday.

## **ARTICLE XI - POSTING AND ASSIGNMENTS**

- A. Members, other than newly appointed members, will be notified in writing via work email as to their assignment as soon as practicable and under normal circumstances not later than August 1.
- B. Paraprofessional assignments will be made without regard to race, creed, color, religion, nationality, or marital status.
- C. Whenever any vacancy in a paraprofessional position occurs during the year, the position will be adequately publicized by the administration and the President of the Association will be notified of the vacancy as far in advance of the appointment as possible. The qualifications for the position and its duties will be clearly set forth. The qualifications set forth for a particular position will not be changed unless the Association has been notified in advance of such changes and the reasons thereof. Applications for any position should

be filed in writing. When possible, all vacancies will be posted for seven (7) work days during the school year and two (2) weeks during the summer months.

- D. Paraprofessionals will be given adequate opportunity to make application for these positions, and the Committee agrees to give due weight to the professional positions and attainments of all applicants, the length of time each has been in the school system and other relevant facts.
- E. Unit members shall be notified of all paraprofessional or teacher vacancies including newly created teaching positions via postings sent to each building.

## **ARTICLE XII- GOOD CAUSE**

No unit member who has successfully completed the three (3) years probationary period, will be dismissed, suspended, reprimanded in writing, or reduced in rank or compensation without good cause. It is understood that members who have not completed the three year probationary period will not be covered under Article XII, Good Cause.

## **ARTICLE XIII - SAVING AND SEPARABILITY**

If provisions of this Contract shall be found contrary to the law, then such provisions shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions shall continue in full force and effect.

## **ARTICLE XIV - OTHER CONDITIONS OF EMPLOYMENT**

This Agreement is the result of collective negotiations between the Committee and the Association that have been conducted under the requirements and directions of state law. The provisions of this Contract supersede all conflicting policies and directives of the Committee and may be changed only through mutual agreements of the Committee and Association. All terms and conditions of employment not covered by the Agreement shall continue to be subject to the Committee's direction and control and shall not be the subject of negotiations until the commencement of the negotiations for a successor to this Contract. The maintenance of the spirit of cooperation between the Association and Committee shall be considered important in the decision-making process.

The school year for employees of this unit shall consist of a total of the equivalence of 181 days, including 180 student days and scheduled professional development sessions or meetings.

The Committee will make every effort to provide each employee with comfortable, climatic conditions and an educationally sound, legal and safe environment. Each building shall have well-lighted, clean and separate restroom facilities.

Subject to the provisions of this Contract, the wages, hours and other conditions of employment applicable on the effective date of this Contract by the employees covered by this Contract shall continue to be so applicable.

## **ARTICLE XV- COMPENSATION**

- A. Unit members shall be compensated in accordance with the salary rates set forth in Appendix A. Unit members shall be paid for a full day as a result of any late start or early dismissal due to unforeseen circumstances. If unit members are required to arrive/leave one or more hours earlier/later, said members will be paid on a pro-rated per diem/hourly rate.
- B. Employees will be paid on a biweekly basis throughout the school year; deductions for health insurance shall be deducted in equal amounts throughout the work year. Unit members may opt for 26 or 22 payments. Notification is required no later than the first work day.
- C. Wages and benefits for less than full time unit members will be prorated in proportion to the time worked.
- D. Should the Superintendent wish to increase the core job responsibilities in the work year for any staff member employed at the start of this Agreement, the number of extended days shall be negotiated with the Wrentham Unit B members Association and the Wrentham School Committee. In such instances additional paid days shall be at the per diem rate.
- E. Every effort will be made to hire substitutes to cover classes of regularly assigned teachers. In the event that a Paraprofessional/ABA Tutor is taken from his/her regular duties to be the sole substitute for a teacher, the individual will be compensated at the following rates: 60 minutes – 3 hours of coverage: \$25 stipend will be added to his/her regular pay. Full Day Coverage: \$55 stipend will be added to his/her regular pay.

## **ARTICLE XVI - EVALUATION INSTRUMENT**

Members of this unit will be evaluated annually for the first three years of employment. Members rated “Proficient” will be placed on a 3-year rotating evaluation cycle beginning with their fourth year of service. Complaints on which action will be taken regarding a member of this unit made to any member of the administration by a parent, student, teacher, or other person will be promptly called to the attention of the employee.

### *New Unit Member Orientation*

All new members will be paid to attend a required half-day orientation before the start of school. New members will be assigned a veteran member to help the new members acclimate to the school and district. All mandatory professional development sessions will be conducted during school hours.

## **ARTICLE XVII - WORKLOAD AND HOURS**

- A. The work day for most members of this unit will be 6 hours and 55 minutes long, comprised of 6 hours and 15 minutes of work and 40 minutes of unpaid lunch. The work hours for members of the unit will be set by the principals and/or Director of Student Services. The typical workday would be from 8:00 a.m. until 2:55 p.m. Unit members

who are required to work longer hours will be compensated in accordance with Article XV.

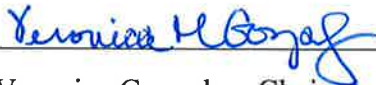
- B. The district calendar will be posted on the district web page.
- C. Unit members will not be required to drive pupils to activities which take place away from the school building.
- D. A professional development calendar will be provided at the start of each school year.

### ARTICLE XVIII - DURATION

This contract shall be effective August 27, 2022 through August 26, 2025.


IN WITNESS WHEREOF, the parties to the Contract have caused this to be executed by their agents hereunto duly authorized as of the date written below.

SCHOOL COMMITTEE  
OF WRENTHAM


  
Veronica Gonzalez, Chair

6.14.2022  
Date

WRENTHAM TEACHERS'  
ASSOCIATION

  
Jodi Fownes, Co-President

6-17-2022  
Date

  
Laura White, Co-President

6-17-2022  
Date

\* Step 4 will be paid to Step 3 unit members holding professional certification from DESE and to members with more than 17 years of service Seniority as defined in Article IX Section E.

# **APPENDIX A - COMPENSATION RATES**

<b>UNIT B FY2023</b>		<b>181 Days</b>							
<b>Hours/day</b>									
<b>Step</b>	<b>6.75</b>	<b>6.25</b>	<b>6.50</b>						
	ABA	Para	PCA	ABA Hourly	Para Hourly	PCA Hourly			
1	25,901	20,170	24,942	21.20	17.83	21.20			
2	27,978	20,804	26,942	22.90	18.39	22.90			
3	30,153	21,607	29,036	24.68	19.10	24.68			
4	30,813	22,240	29,530	25.22	19.66	25.10			
<b>UNIT B FY2024</b>		<b>181 Days</b>							
<b>Hours/day</b>									
<b>Step</b>	<b>6.75</b>	<b>6.25</b>	<b>6.50</b>						
	ABA	Para	PCA	ABA Hourly	Para Hourly	PCA Hourly			
1	26,549	20,679	25,565	21.73	18.28	21.73			
2	28,674	21,324	27,612	23.47	18.85	23.47			
3	30,910	22,738	29,765	25.30	20.10	25.30			
4	31,594	23,202	30,424	25.86	20.51	25.86			
<b>UNIT B FY2025</b>		<b>181 Days</b>							
<b>Hours/day</b>									
<b>Step</b>	<b>6.75</b>	<b>6.25</b>	<b>6.50</b>						
	ABA	Para	PCA	ABA Hourly	Para Hourly	PCA Hourly			
1	27,208	21,200	26,201	22.27	18.74	22.27			
2	29,395	21,856	28,307	24.06	19.32	24.06			
3	31,680	23,847	30,507	25.93	21.08	25.93			
4	32,376	24,333	31,177	26.50	21.51	26.50			



**STIPENDS FOR UNIT B WTA  
2022-2025**

Longevity	More than 15 years of service	\$600.00
Longevity	More than 20 years of service	\$800.00
After School Enrichment	7 or more students	\$400.00 per session
Summer Institute	7 or more students	\$750 per class
Faculty Senate Representative		\$350
Professional Development	Time outside contractual day/schedule	Hourly rate for step and lane
Student support in afterschool activities	Time outside contractual day/schedule	Hourly rate for step and lane
Extended School Year	ABA Tutor	\$30.00 per hour
	Paraprofessional	\$25.00 per hour