



**COLLECTIVE BARGAINING AGREEMENT**

**BETWEEN**

**THE NORTH ATTLEBOROUGH SCHOOL DISTRICT**

**AND**

**THE NORTH ATTLEBORO FEDERATION OF TEACHERS,  
LOCAL 4292, AFTMA, AFL-CIO  
(Office Professionals)**

**July 1, 2025 – June 30, 2028**

\*\*\* NORTH ATTLEBOROUGH SCHOOL COMMITTEE \*\*\*

NEGOTIATION SUB-COMMITTEE

COLLEEN ENDRES

CHARLIE PETERS

CARI ORSI

GILBERT LEFORT

\*\*\* NORTH ATTLEBORO FEDERATION OF TEACHERS \*\*\*

LOCAL 4292, AFTMA, AFL-CIO  
OFFICE PROFESSIONALS UNIT

NEGOTIATION SUB-COMMITTEE

WAYNE BOOTH: CHAIRPERSON

BETH GAUMOND

STACEY HAVEN

SUSAN PLANT

SCHOOL COMMITTEE CHAIRPERSON: TASHA BUZZELL

SUPERINTENDENT OF SCHOOLS: JOHN ANTONUCCI

ACTING FEDERATION PRESIDENT: ROBERT COLLINS

## TABLE OF CONTENTS

		PAGE
ARTICLE I	PREAMBLE	1
ARTICLE II	RECOGNITION	1
ARTICLE III	GRIEVANCE PROCEDURE	1
ARTIVE IV	EMPLOYEE PERSONNEL FILE	2
ARTICLE V	VACANCIES	2
ARTICLE VI	SENIORITY	3
ARTICLE VII	TRANSFERS	3
ARTICLE VIII	HOURS OF WORK	3
ARTICLE IX	WAGES	4
ARTICLE X	MILEAGE	5
ARTICLE XI	HOLIDAYS	5
ARTICLE XII	VACATIONS	5
ARTICLE XIII	PERSONAL LEAVE	6
ARTICLE XIV	SICK LEAVE	7
ARTICLE XV	FUNERAL DAYS	8
ARTICLE XVI	JURY DUTY	9
ARTICLE XVII	LONGEVITY	9
ARTICLE XVIII	SCOPE OF AGREEMENT	9
ARTICLE XIX	PROFESSIONAL IMPROVEMENT	9
ARTICLE XX	GENERAL	10
ARTICLE XXI	EARLY RETIREMENT	11
ARTICLE XXII	PARENTAL LEAVE	11

**TABLE OF CONTENTS** *(continued)*

ARTICLE XXIII	EVALUATION	11
ARTICLE XXIV	WORKING CONDITIONS	12
ARTICLE XXV	JUST CAUSE	12
ARTICLE XXVI	DURATION	12
ARTICLE XXVII	MANAGEMENT RIGHTS	12
	SIGNATURES	13
APPENDIX A	SALARY SCHEDULE	14-15
APPENDIX B	EMPLOYEE'S EVALUATION REPORT	B1 B2 B3

This Agreement is made and entered into this First day of July, 2025 and between the SCHOOL DISTRICT OF THE TOWN OF NORTH ATTLEBOROUGH, hereinafter referred to as the "School District", and the NORTH ATTLEBORO FEDERATION OF TEACHERS, LOCAL 4292, AFTMA, AFL-CIO, hereinafter called the "Federation."

### ARTICLE I - PREAMBLE

- A. The North Attleborough School District 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 deemed to derogate from or impair any power, right or duty conferred upon the School District by law or by any rule or regulation of any agency of the Commonwealth. The School District retains all the powers, rights and duties that it has by law.
- B. The Superintendent of Schools and/or their designee, hereinafter referred to as the "Superintendent," shall serve as the agent of the School District with respect to all matters pertaining to the administration of the provisions of this Agreement.
- C. It is expressly agreed that the grievance procedure set forth hereafter in Article III of this Agreement shall not be exercised in relation to the hiring policies of the School District.

### ARTICLE II - RECOGNITION

For the purpose of collective bargaining with respect to wages, hours and other conditions of employment and the negotiation of collective bargaining agreements, the School District recognizes the Federation as the exclusive bargaining agent and representative of all clerical employees of the District holding the following titles: Head Accounts Payable Bookkeeper; Head Payroll Coordinator; Accounts Payable Bookkeeper; Payroll Coordinator; Administrative Assistant II; Administrative Assistant I, Technology Assistant I, Financial Analyst, Technology Assistant II; but excluding therefrom the Office Professionals to the School Committee, Executive Office Professionals to the Superintendent of Schools, the Assistant Superintendent of Schools, the Director of Student Services and all other employees of the School District.

### ARTICLE III - GRIEVANCE PROCEDURE

1. The purpose of the procedure set forth in this Article is to produce prompt and equitable solutions to those problems, which from time to time may arise and affect the conditions of employment of the employees covered by this Agreement. The School District and the Federation desire that such procedure shall always be as informal and confidential as possible.
2. A grievance is defined as a question, complaint or dispute involving the meaning, application or interpretation of or compliance with the terms and provisions of this Agreement. Any matter which is not specifically covered by the provisions of this Agreement or which is reserved to the discretion of the Committee by the terms of this Agreement shall not be the subject of a grievance.
3. Grievances, except as otherwise provided for herein, shall be processed in accordance with the following procedure:
  - A. Level One: The aggrieved employee shall first attempt to resolve the grievance orally with their supervisor. If the employee is not satisfied with an informal resolution, they may present the grievance in writing to their supervisor, provided that any grievance must be presented in writing to the supervisor within fifteen (15) working days of when the employee reasonably knew or should have known of the event giving rise to the grievance, or the grievance shall be deemed waived. The written presentation of the grievance shall give a summary of the facts alleged, specify the contract

provision(s) allegedly violated, and state the relief desired. The supervisor shall advise the employee, in writing, of their decision regarding the grievance within five (5) working days after the grievance has been received by the supervisor.

- B. Level Two: If at the end of five (5) working days next following the presentation of the grievance at Level One the grievance shall not have been disposed of to the employee's satisfaction, the aggrieved employee or the Federation may, within five (5) working days thereafter submit their grievance in writing to the Superintendent. The written grievance shall give a summary of the facts involved, the provisions of this Agreement allegedly violated and the relief desired. Within ten (10) working days after receipt of the written grievance, the Superintendent shall meet with the aggrieved employee and a representative or representatives of the Federation in an effort to settle the grievance. In the event of the absence or disability of the Superintendent, their designated representative shall act on their behalf. Within ten (10) working days after the conclusion of said meeting, the Superintendent or their representative, as the case may be, shall advise the aggrieved employee and the Federation in writing of their decision concerning the grievance.
- C. If the aggrieved person is not satisfied with the Superintendent's decision at Level Two, or if no decision has been rendered within ten (10) working days after the meeting at Level Two, the Federation may submit the grievance to the American Arbitration Association for binding arbitration, provided that any request for arbitration must be filed with the American Arbitration Association not later than twenty-five (25) working days after the meeting at Level Two.

The costs of the services of the assigned arbitrator will be borne equally by the School District and the Federation.

4. The time limits hereinabove specified for the bringing and processing of a grievance may be extended by mutual agreement of the Federation and Superintendent.

#### **ARTICLE IV – EMPLOYEE PERSONNEL FILE**

Each employee, upon making requests and giving reasonable notice in said request, shall have the right to review the contents of their personnel file. No material derogatory to an employee's conduct, service, character or personality, upon which disciplinary action will be taken, shall be placed in their personnel file unless the employee has had the opportunity to review the material. The employee shall acknowledge that they have reviewed such material by signing their name to the copy to be filed in their personnel file. The employee's signature shall in no way mean that they agree to the contents of any such material. The employee shall also have the right to submit a written answer to such material and to have their response attached to the personnel file copy.

#### **ARTICLE V – VACANCIES**

Whenever any vacancy in a position represented by the Federation occurs it will be adequately publicized by means of a notice posted for at least ten (10) days prior to the close of the application period on the Federation bulletin board at every work site. During the months of July and August all vacancies will continue to be posted on the school department website and sent to all members of the bargaining unit via electronic e-mail.

Bargaining unit employees meeting the qualifications of a vacancy who have applied will be interviewed before external applicants

Effective November 1, 2025, a newly hired position under the Office Professional contract may be placed on salary schedule based upon actual years of previous experience in a professional role as determined by the Superintendent or designee.

#### **ARTICLE VI – SENIORITY**

1. Seniority shall mean an employee's length of continuous service in years, months, and days, commencing with the first day of attendant employment (not date of hiring) on a paid basis in the North Attleborough Public Schools. No services shall be credited which were rendered outside this bargaining unit, with the exception of Technology Assistants previously recognized in the Paraprofessional Unit. For the purpose of determining seniority of current members of this bargaining unit the seniority list of December 9, 1988 shall be used with updating from that date.
2. The principle of seniority shall be considered in all cases of promotion, transfer, decrease or increase of the bargaining unit, as well as preference in assignment.

#### **ARTICLE VII – TRANSFERS**

Employees who desire a change in assignment or who desire to transfer to another building for the next school year shall file a written statement of such desire with the Office of the Superintendent by April 1. Such statement shall include the assignment or school to which they desire to be transferred.

Any involuntary reassignment or transfer shall be made only after a meeting between the employee involved and the Superintendent and/or their designee, at which time the employee shall be notified of the reasons for the reassignment or transfer.

The Office of the Superintendent shall, upon request, make available to the chairperson of the unit the names of persons within the unit who have been reassigned or transferred and the nature of the new assignment.

#### **ARTICLE VIII - HOURS OF WORK**

1. The basic work week for all full-time employees shall consist of thirty-five (35) hours, or forty (40) hours for Technology Assistants.
2. Any period of time that an employee works over seven (7) hours in any regular working day shall be considered overtime. Any period of time that a Technology Assistant works over eight (8) hours in any regular day shall be considered overtime. No Technology Assistant shall be required to report to their assignment earlier than 7:15 a.m. Technology Assistants will be provided with a twenty (20) minute duty free lunch period during their eight (8) hour work shift.
3. Each employee shall at their discretion be compensated for all overtime in either of the following ways:
  - a. For each hour of overtime worked, an employee shall receive one and one-half (1 ½) times their regular hourly rate of pay; or
  - b. Each hour of overtime shall be credited as one and one-half (1 ½) hours of additional annual leave time.
  - c. Employees may not accrue more than seventy (70) hours of such compensatory annual leave. Employees who have already accrued more than seventy (70) hours as of July 1, 1997, may not accrue additional hours, but shall not lose any accrued time. All subsequent overtime worked by

said employees must be compensated by cash payment until they fall below the seventy (70) hour limit, at which point they may again accrue compensatory annual leave, provided they do not exceed the seventy (70) hour limit.

All compensatory annual leave earned shall be approved in writing by the employee's immediate supervisor and shall be submitted to the Superintendent's Office on a form prescribed for this purpose. A log of compensatory leave earned shall be maintained in the Central Office Business Office and shall be accessed by a member of this unit through the use of a form prescribed for this purpose. No unit member shall use compensatory leave that is not listed in the compensatory log.

- d. Once the employee chooses to be compensated for overtime in the form of Compensatory Annual Leave, it must be used in that manner. Accrued Compensatory Annual Leave will not be able to be exchanged for cash payment at any future date.
4. Employees shall be paid a normal workday's pay for each day that schools are closed for inclement weather or other emergency situations up to three days per school year. Notwithstanding this provision, the Superintendent of Schools may require employees assigned to the Central Office to report to work on any such day. Central Office essential employees shall receive their regular day's pay plus compensatory time for any hours worked during days when schools are closed for inclement weather or other emergency situations.

When schools are closed for reasons stated above, beyond three days, employees may use any accrued vacation, personal, or compensatory time without making prior application.

In the event school district offices are closed beyond three days, and employees are required to report to work, per the directive of the Superintendent of Schools or their designee, they shall receive their regular daily pay plus be credited with compensatory time equal to their regular daily workday hours.

5. Ten month employees shall report to work ten (10) work days prior to the first day that teachers return to work. Ten month employees shall work five (5) days after the end of the school year. If any of the five (5) days run after June 30<sup>th</sup>, employees shall be allowed to work these five (5) days within two (2) weeks of the end of the school year on days to be mutually agreed to by their principal.

#### **ARTICLE IX – WAGES**

Subject to acceptance by all town employees represented by individual unions, all employees covered by this contract shall be paid in equal installments every two weeks between September and June or be paid over twenty-six equal installments over the course of the entire year. Employees shall elect which payment method they desire not later than the close of the first week of school for that school year.

1. The salaries of all employees are set forth in Appendix A, which is attached to and made part of this Agreement.
2. An optional pro-rated salary for ten (10) month employees will be available. Notice of intent to receive pro-rated salary must be sent to payroll no later than the July 1st preceding the new year.
3. Each employee who has completed at least one full year of employment shall receive step increases successively to the next higher step within the wage scale on July 1st of each year.
4. If a posted position, covered by the North Attleboro Federation of Teachers' Contract (Office Professionals Unit) is filled by a member of the bargaining unit, the unit employee shall be paid at a step most closely matching their present step, that shall insure against a decrease in salary; unless a member

of the bargaining unit applies for and accepts a lesser-paying position, in which case they will be placed on the step which is the same as the one held in the position being vacated.

5. The administrative assistant in charge of Student Activities at the High School shall receive an annual stipend of \$3500 per school year. The administrative assistant in charge of Student Activities at the Middle School shall receive an annual stipend of \$1000 per school year.
6. Liaison to Retirement Board - \$1000

**ARTICLE X – MILEAGE**

Office Professionals will be reimbursed for mileage for school related business at the rate allowed by the Internal Revenue Service.

**ARTICLE XI – HOLIDAYS**

Full days:

- |                        |                        |
|------------------------|------------------------|
| Labor Day              | New Year’s Day         |
| Columbus Day           | Martin Luther King Day |
| Veterans’ Day          | Presidents’ Day        |
| Thanksgiving Day       | Good Friday            |
| Day After Thanksgiving | Patriots’ Day          |
| Day Before Christmas   | Memorial Day           |
| Christmas Day          | Juneteenth *           |
| Day Before New Year’s  | Independence Day       |

\*10-month employees shall not qualify for the Juneteenth holiday unless it falls on a workday.

On the day before Thanksgiving, work will end for all employees one-half hour after school sessions are dismissed according to the following schedule:

- |                         |   |
|-------------------------|---|
| High School             | ½ hour after school dismissal               |
| Middle School           | ½ hour after school dismissal               |
| Elementary Schools      | ½ hour after school dismissal               |
| Superintendent’s Office | ½ hour after last school building dismissal |

Subject to management discretion, twelve (12) month employees may take the last workday before Independence Day as a holiday. Any employee required to work on that day should receive a compensatory day at a different time.

**ARTICLE XII – VACATIONS**

1. The vacation year shall be the period July 1 to June 30 inclusive. Each member shall be credited as of July 1 with vacation leave pay in accordance with the following section:

**Effective July 1, 2025**

Years of Service	12-Month Employee Hired After June 30, 2011	10-Month Employee Hired After June 30, 2011
0-5	10 Days	8 Days

Years of Service	12-Month Employee Hired After June 30, 2011	10-Month Employee Hired After June 30, 2011
6-10	15 Days	12 Days
11-15	20 Days	16 Days
16+	25 Days	21 Days

Employees hired prior to June 30, 2011 shall be grandfathered into this vacation chart.

2. All 10-month bargaining unit employees are required to use earned vacation time during scheduled school vacations. Bargaining unit employees may not take days without pay until all vacation time is exhausted.
3. Subject to management discretion, twelve (12) month employees may take two (2) additional vacation days during the Christmas vacation week. Any employee required to work these days should receive two (2) compensatory days at a different time. Prior authorization is required by the supervisor/building principal if required to work. Documents should be sent to the Business Office no later than 48 hours prior to the required work.
4. No employee who is scheduled to work for only ten (10) months of the year shall use vacation time during any regularly scheduled school days or curriculum days, provided that, the administrator who directly supervises that employee (for example, a building Principal), may, in their sole discretion waive the enforcement of this paragraph for any or all of an employee's vacation leave.
5. Newly hired bargaining unit employees shall not use vacation time within the first six (6) months of employment.
6. Annual vacation allotments shall be provided to employees on July 1st of each year. While the entire annual allotment is provided on July 1st, the time is actually earned on a monthly basis throughout the year. Should an employee be hired or separated from employment during the course of a year, their vacation accrual will be prorated on a monthly basis. If an employee leaves employment having used less vacation time than what they earned on a prorated basis they will be paid for time accrued but not used. If an employee leaves employment having used more vacation time than their prorated earned amount, the unearned used time will be deducted from their last paycheck.
7. Effective with the 2022-2023 School Year, employees may not carry over more than ten (10) days into the following year and total accrual at any one time will be limited to an employee's annual allotment plus ten (10) days. Current employees will be grandfathered so that their future accruals will be capped at their current accrual amount plus ten (10) days.
8. 10-month bargaining unit members can buyback up to ten (10) vacation days of their accrual at the end of each School Year.

**ARTICLE XIII – PERSONAL LEAVE**

Three (3) days per year may be taken, with pay, for religious, legal, business, household or family matters that require the employee's absence from work. Application for such Personal Leave shall be made at least seventy-two (72) hours before taking such leave, except in the case of emergencies.

Additionally, employees may use Personal Leave in the event that the Superintendent of Schools cancels classes without making a prior application. Notwithstanding this provision, the Superintendent of Schools may require any employee assigned to the Central Office staff to report for work on any such day.

Unused personal leave days at the end of the school year shall be converted to sick leave days and added to the individual's sick leave accumulation.

#### ARTICLE XIV – SICK LEAVE

1. Each employee shall be credited with one (1) sick leave day per month (at the conclusion of each month) for the first year of employment and one and one-half (1½) days per month for each succeeding month of employment accumulative to 150 days.

Sick leave is defined as a full day allowed an employee for the following reasons:

- a. Personal illness.
  - b. Personal injury, non-employment connected.
  - c. Quarantine due to exposure to contagious diseases, which may endanger the health of pupils or other personnel.
  - d. Serious illness of a member of the immediate family.
  - e. The employee's immediate family shall include husband, wife, mother, father, child, grandchild, brother, sister, parent-in-law, grandparent, son-in-law, daughter-in-law, any person residing in the employee's household and any person for whom the employee has primary care responsibilities.
2. In a contract year, an employee may use up to twelve (12) of their sick leave days for absence due to serious illness of a member of their immediate family. This time may be extended by the Superintendent of Schools (or designee) if they deem it appropriate, in their sole discretion, due to extenuating circumstances. For the purpose of this Article, immediate family shall be defined as the employee's: husband, wife, mother, father, child, grandchild, brother, sister, parent-in-law, grandparent, son-in-law, daughter-in-law, any person residing in the employee's household and any person for whom the employee has primary care responsibilities.
3. Sick Leave Buyback An employee who dies or retires from service with the North Attleborough Public Schools, and who has been employed for ten (10) or more years in the North Attleborough Public Schools, is eligible for sick leave buyback subject to the following conditions:
    - a. The employee must provide notice of their irrevocable intent to retire by June 30 of the school year prior to the school year in which they intend to retire. For extenuating circumstances, the employee may once in their career, revoke such notice of intent to retire. Such notice is not required when the employee has died while in the service of North Attleborough Public Schools.
    - b. Retirement can only take effect on or about the last workday of that school year unless this requirement is waived by the Superintendent. In the event of the employee's death, payment for sick leave buyback shall be made to their estate and shall be made as soon as is practicable after the date of death.
    - c. Days above 65 accumulated sick leave days are subject to buyback.
    - d. Rate of buyback: \$25.00/day for employees.
4. A sick leave bank shall be established by initial contribution of 36 days by the School District and by members of the bargaining unit each contributing one day of their accumulated sick leave days for use by a participating member whose sick leave is exhausted through prolonged illness. (A prolonged illness shall be one that has caused an absence of more than fifteen (15) consecutive days.) Vacation,

personal, and compensatory days must be used by the participating member before being eligible to draw upon the sick leave bank. The sick leave bank shall be non-accumulating in that its benefits beyond a residual number of one hundred (100) days once reached shall expire at the end of each contract year.

- a. To be eligible for sick leave bank days, the applicant must have been employed for ninety (90) or more days, must be a member of the bargaining unit and contribute one sick leave day to the bank within thirty (30) days from their date of hire or within the first five full days of the school year for subsequent years of employment.
- b. A doctor's certificate shall be required in each instance that an applicant seeks access to the sick leave bank, including application for extended benefits.
- c. The initial grant of days from the sick leave bank will cover up to twenty-five (25) working days of any one prolonged illness; and the grant will end on the last workday of the contract year in which the prolonged illness began. Consideration will be given for additional days beyond the twenty-five (25) in the event that the prolonged illness continues. In no instance shall more than one additional grant be made to an individual in a contract year, nor shall that additional grant coupled with the initial grant exceed forty-two (42) days effective July 1, 2004; 44 days effective July 1, 2005; 48 days effective July 1, 2006 for the individual. If in such an instance of extended benefit award the Sick Leave Bank reaches a level of fifteen (15) days, it will be replenished by a contribution of one (1) additional day of sick leave by each participating member.

Whereas there shall be no limit on the number of participating members who may access the Sick Leave Bank in a contract year, the contribution to the Sick Leave Bank by participating members in that contract year shall be limited to three (3) days.

- d. The Sick Leave Bank will be administered by a Sick Leave Bank Committee comprised of four members: one School Committee member, the Superintendent of Schools, and two members of the Federation.
- e. The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.
- f. No days may be withdrawn from the Sick Bank for use for other than prolonged illness. Days may not be withdrawn to permit the individual to be absent to care for other members of the applicant's family.
- g. Application for benefits shall be in writing in the form of a letter to the Superintendent of Schools accompanied by a doctor's certificate as to the illness and the anticipated extent of recovery time from illness.

#### **ARTICLE XV – FUNERAL DAYS**

1. In the event of the death of a member of the immediate family as defined in Article XIV, Sick Leave, and/or in the event of the death of the employee's brother-in-law, sister-in-law, aunt, uncle, nephew or niece, the employee will be granted leave with pay in the amount of four (4) working days, and such leave shall not be charged to sick leave or vacation leave. They will be granted one (1) additional day for travel if needed. Funeral leave may be extended under extenuating circumstances at the sole discretion of the Superintendent.

- In the event of the death of the employee's cousin, the employee will be granted leave with pay in the amount of two (2) working days, and such leave shall not be charged to sick leave or vacation leave.

**ARTICLE XVI – JURY DUTY**

An employee who is required to serve on jury duty will be paid the difference, if any, between the amount of compensation they received for jury duty and their regular pay.

**ARTICLE XVII – LONGEVITY**

- Each employee who completes the number of years indicated below of continuous employment with the School District shall be granted a longevity lump sum payment in the amount set forth below for the number of years of such service they have completed.

**Effective July 1, 2025**

	12-Month Employee	10-Month Employee
7 years	\$541.00	\$515.00
10 years	\$697.00	\$645.00
15 years	\$959.00	\$880.00
20 years	\$1,155.00	\$1,045.00
25 years	\$1,355.00	\$1,215.00

- The longevity pay to which an employee is entitled shall be paid in lump sum payment in the first pay period next following the date on which they completed the number of years of said employment and shall continue to be paid each year thereafter on the anniversary of such pay period. In case of termination of employment before the anniversary date, the longevity benefit shall be prorated for that part of the year worked.

**ARTICLE XVIII – SCOPE OF AGREEMENT**

- No addition to, alteration, modification or waiver of any of the terms or provisions of this Agreement shall be valid, binding or of any force or effect unless it is made in writing and executed by the School District and the Federation.
- The failure by the School District or by the Federation in one or more instances to observe or enforce any provision of this Agreement shall not be construed to be a waiver of said provisions.
- If any provision of this agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or application shall continue in full force and effect.

**ARTICLE XIX – PROFESSIONAL IMPROVEMENT**

In order that professional and/or technical skills may be upgraded and improved, the North Attleborough School District will reimburse members of the Federation for courses taken to improve themselves professionally, subject to the following provisions:

- Courses requested must be in association with the employee's job classification, duties or future duties.

2. Prior to enrollment in the course, requests must be made in writing to the Superintendent of Schools or their designee with an explanation of how this course would improve the member in respect to their position.
3. Approval by the Superintendent of Schools, or their designee.
4. Successful completion of course. (Copy of final grade and receipt for tuition and fees must be included with request for reimbursement.)
5. Reimbursement for tuition and scholastic fees not to exceed \$350.00 per person per contract year.
6. Employees may also receive reimbursement for seminars, conferences or workshops they attend, subject to the same prerequisites provided for in-course reimbursement, including all mileage, meals, conference fees and other expenses, which shall be counted against the employee's maximum annual allotment of \$350.00. This shall not apply to conferences or workshops that the employee is required to attend by management; in those instances the District shall reimburse the employee for all reasonable expenses actually paid by the employee, and such reimbursement shall not be applied against the employee's maximum annual allotment for professional development.
7. Upon request of the Union, a joint committee comprised of Superintendent, or designee, for the Employer and up to two (2) bargaining unit members for the Union, as determined by the Union, shall meet to discuss professional development. This committee shall provide non-binding recommendations for professional development topics and scheduling. This committee shall not meet more than twice a year.

#### **ARTICLE XX – GENERAL**

1. All employees shall receive the health insurance benefits and opportunities that are provided to other employees of the North Attleborough School District or Town of North Attleborough in accordance with Massachusetts General Laws, Chapter 32B.
2. Employees shall be eligible to participate in the Municipal Employee's Pensions Plan made available by the Town of North Attleborough to its other employees.
3. All employees shall be eligible to participate in any annuity programs made available by the town of North Attleborough to other employees. Employees will also be able to participate in the "cafeteria plan" adopted by the Town of North Attleborough.
4. Employees shall be included in life insurance programs made available by the Town of North Attleborough to its other employees.
5. Employees shall be included under the provisions of the Workers' Compensation Law. This section is not subject to the grievance and arbitration provisions of this bargaining agreement.
6. The School District agrees to make payroll deductions for payment of dues to the North Attleboro Federation of Teachers as authorized by employees covered by this contract.
7. The School District agrees to make payroll deductions to the currently accepted credit unions of the Town of North Attleborough upon written authorization of employees covered by this Agreement.

## ARTICLE XXI – EARLY RETIREMENT

Employees who wish to retire from the North Attleborough School District at an early age, and who have served for ten (10) continuous school years or more in the North Attleborough School District, except that leave permitted under this contract or under any state or federal law shall not be viewed as contributing to nor interrupting such continuous service, and who provides written notice to the School District of said retirement on or before December 31 of any year, with said retirement to take effect on or before the last day of that school year, shall be eligible for the following payments:

<u>Age at time of retirement</u>	<u>Payment</u>
45-53	\$5,000.00
54-56	\$4,000.00
57-59	\$3,000.00

## ARTICLE XXII – PARENTAL LEAVE

Parental leave of absence, as defined in MGL c.149 section 105D, will be granted to any bargaining unit member without pay for up to two (2) years provided the employee has completed ninety (90) days of service in the North Attleborough Public Schools.

Bargaining unit employees may use up to twenty (20) days of their accrued sick time while on parental leave. Bargaining unit employees shall give at least two (2) weeks' notice of their anticipated date of departure and of their intention to return. Employees are urged to give earlier notification in order to provide the Employer with additional time to secure a replacement. Employees requesting leave must provide a copy of the birth certificate or adoption paperwork to the Superintendent.

## ARTICLE XXIII – EVALUATION

### A. Purpose of Evaluation

The educational success of the North Attleborough Public Schools rests in large measure on the constant examination of the total school program. A major facet of this analysis is the evaluation of its personnel, teaching and non-teaching. The basic purpose of evaluating the performance of employees is as follows:

1. To assure, as much as possible, the maximum development of each employee in providing assistance to the general climate of each school.
2. To inspire the effectiveness of employees in their relationship with pupils, teachers, administrators, and parents.
3. To stimulate self-improvement.
4. To bring about a uniform basis upon which the performance of the employee may be judged.

### B. Procedure

Evaluation is that procedure by which the quality of the performance of an employee is determined with respect to the criteria set forth in the enclosed form. A formal evaluation will be considered periodically and will require a written report by the immediate supervisor, which will be passed on to a third party (the Assistant Superintendent). The success of the evaluation process depends upon the cooperation of each party to the evaluation process being objective and candid. If both parties see the evaluation as essentially an improvement process, the results will be of great value to the schools of North Attleborough.

The following timetable for evaluation of employees is established:

1. A first-year employee will serve a probationary period not to exceed six (6) months and will be formally evaluated before the end of that period.
2. All other employees will be evaluated every other year, prior to May 15<sup>th</sup>.

Formal evaluation will necessitate the need for each employee and evaluator to become familiar with the criteria and the form to be used. Each immediate supervisor must provide each employee with the evaluation form and explain the evaluation procedure. Each employee will be notified of a meeting to be held with the supervisor. The purpose will be to discuss the criteria outlined in Appendix B with respect to strength or weakness, and to develop plans for further growth and improvement.

Within five (5) workdays following this meeting, each employee will be provided a copy of the supervisor's written report for their signature. The employee's signature does not mean they accept the content of the evaluation. If the employee feels they have received an unfair evaluation report, they will have the right to have it reviewed.

The evaluation report instrument is found in Appendix B.

#### **ARTICLE XXIV – WORKING CONDITIONS**

- A. Members of the office professional bargaining unit shall not be required to perform nursing duties unless they have been voluntarily trained to do so. This clause does not preclude a bargaining unit member assisting a student in an emergency situation until medical staff is available and from applying a band-aid or ice pack to minor injuries.
- B. All extra hours of bargaining unit work shall be posted for consideration by all members of the unit.

#### **ARTICLE XXV – JUST CAUSE**

All new office professionals shall serve a twelve-month probationary period during which they may be discharged without recourse to the grievance and arbitration provisions of this Agreement.

No employee shall be demoted, suspended, terminated or otherwise disciplined without just cause.

#### **ARTICLE XXVI – DURATION**

This Agreement shall take effect on July 1, 2025 and shall continue in full force and effect through June 30, 2028 and shall thereafter automatically renew itself for successive terms of one (1) year each, unless by the March 1st prior to the expiration of the contract year involved, either the School District or the Federation shall have given the other written notice of its desires to modify or terminate this Agreement. Notice of desire to modify shall not be considered notice of termination. In the event notice is given of a desire to modify this Agreement, said notice shall specify the particular addition no later than March 15th.

The party requesting modification shall submit to the other party a written statement setting forth the specific nature of the proposed modification. Thereafter, the School District and the Federation will meet to begin negotiations.

#### **ARTICLE XXVII - MANAGEMENT RIGHTS**

Nothing in this Agreement shall limit the School District in the exercise of its functions of management in the direction and supervision of the District. This includes, but not limited to, the right to: add or eliminate

departments; require and assign work; increase or decrease the number of jobs; change process; schedule hours to work and lunch or break periods; hire; to demote, discharge or take other disciplinary action against employees, provided any such action shall not be taken without just cause against non-probationary employees; transfer or promote; layoff because of lack of work or 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; determine standards of proficiency in skills, and to revise, except where any such rights are specifically and expressly modified or abridged by terms of this Agreement.

Unless an express, specific provision of this Agreement clearly provides otherwise, the Administrator(s) who oversees the employees in this bargaining agreement retain all the rights and prerogatives the District had prior to signing of this Agreement either by law, custom, practice, usage or precedent to manage and control the staff covered by this bargaining agreement. Management also reserves the right to decide whether, when and how to exercise its prerogatives, whether enumerated in this Agreement or not. Accordingly, the failure to exercise any right shall not be deemed a waiver.

Nothing in this article will prevent the Federation from filing a grievance concerning a violation of a specific provision of this contract. However, where no specific provision of the contract limits its ability to act, Management may exercise its rights under this article without having such actions being subject to the grievance procedure.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of reasonable policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in the connection therewith shall be limited only by the specific and express terms of this Agreement. Nothing contained in this Agreement shall be deemed or construed to impair or limit the powers and duties of the Administration and the laws of the Commonwealth.

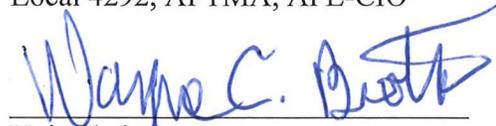
**IN WITNESS WHEREOF**, the District has caused this Agreement to be signed in its name and behalf by its Chairperson, hereto duly authorized and the Federation has caused this Agreement to be signed in its name and behalf by its Chairperson, hereto duly authorized, on the day and year first above written.

**FOR THE NORTH ATTLEBOROUGH  
SCHOOL COMMITTEE**

  
\_\_\_\_\_  
Chairperson

**FOR THE NORTH ATTLEBORO  
FEDERATION OF TEACHERS**

  
\_\_\_\_\_  
President, NAFT  
Local 4292, AFTMA, AFL-CIO

  
\_\_\_\_\_  
Unit Chairperson

**Appendix A  
North Attleborough Public Schools  
Office Professionals Hourly Wages**

**Effective 7/1/25**

	Administrative	Bookkeeper, Payroll Coordinator, Administrative	Head Bookkeeper, <u>Head Payroll</u> Coordinator	Financial Analyst Technology	Technology
<u>Step</u>	<u>Assistant I</u>	<u>Assistant II</u>	<u>Coordinator</u>	<u>Assistant</u>	<u>Assistant II</u>
1	19.47	20.83	21.76	29.56	32.52
2	21.00	22.45	23.49	30.31	33.34
3	22.33	23.85	24.92	31.22	34.35
4	24.36	26.02	27.17	31.83	35.02
5	24.99	26.66	27.79	32.24	35.46
6	25.59	27.29	28.51	32.73	36.01
7	26.19	27.94	29.17	33.21	36.53
8	26.82	28.60	29.84	33.63	36.99
9	27.45	29.26	30.50	35.07	38.57
10	28.06	29.91	31.17	36.31	39.95
11	28.90	30.80	31.99	37.39	40.75
12	30.35	32.35	33.72	39.27	42.78

**Effective 7/1/26**

	Administrative	Bookkeeper, Payroll Coordinator, Administrative	Head Bookkeeper, <u>Head Payroll</u> Coordinator	Financial Analyst Technology	Technology
<u>Step</u>	<u>Assistant I</u>	<u>Assistant II</u>	<u>Coordinator</u>	<u>Assistant</u>	<u>Assistant II</u>
1.00	19.91	21.30	22.25	30.23	33.25
2.00	21.47	22.96	24.02	30.99	34.09
3.00	22.83	24.39	25.48	31.92	35.12
4.00	24.90	26.61	27.78	32.55	35.81
5.00	25.55	27.26	28.42	32.97	36.26
6.00	26.17	27.90	29.15	33.47	36.82
7.00	26.78	28.57	29.83	33.96	37.35
8.00	27.42	29.24	30.51	34.39	37.82
9.00	28.07	29.92	31.19	35.86	39.44
10.00	28.69	30.58	31.87	37.13	40.85
11.00	29.55	31.49	32.71	38.23	41.67
12.00	31.64	33.72	35.16	40.94	44.60

**Appendix A - Continued**  
**North Attleborough Public Schools**  
**Office Professionals Hourly Wages**

Effective 7/1/27

<u>Step</u>	Administrative	Bookkeeper, Payroll Coordinator, Administrative	Head Bookkeeper, <u>Head Payroll</u> <u>Coordinator</u>	Financial Analyst Technology	Technology
	<u>Assistant I</u>	<u>Assistant II</u>		<u>Assistant</u>	<u>Assistant II</u>
1	20.36	21.78	22.75	30.91	34.00
2	21.95	23.48	24.56	31.69	34.86
3	23.34	24.94	26.05	32.64	35.91
4	25.46	27.21	28.41	33.28	36.61
5	26.12	27.87	29.06	33.71	37.07
6	26.76	28.53	29.81	34.22	37.65
7	27.38	29.21	30.50	34.72	38.19
8	28.04	29.90	31.20	35.16	38.67
9	28.70	30.59	31.89	36.67	40.33
10	29.34	31.27	32.59	37.97	41.77
11	30.21	32.20	33.45	39.09	42.60
12	32.98	35.15	36.65	42.68	46.49

---

**NORTH ATTLEBOROUGH OFFICE PROFESSIONALS UNIT**  
APPENDIX B  
EMPLOYEE EVALUATION REPORT

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

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

Position: \_\_\_\_\_

Step: \_\_\_\_\_ Report Number: \_\_\_\_\_

Location of Service: \_\_\_\_\_

Code:            1. Commendable                      2. Effective  
                    3. Improvement Needed            4. Not observable/not applicable

Reliable            Performs routine duties in a professional manner            \_\_\_\_\_

Comments:

Initiative            Is resourceful and self-reliant            \_\_\_\_\_

Comments:

Attendance            Reports to work regularly and on time            \_\_\_\_\_

Comments:

Public Relations                      Has a good relationship with outside contacts  
and with fellow employees                      \_\_\_\_\_

Comments:

Confidentiality                      Maintains confidentiality as appropriate                      \_\_\_\_\_

Comments:

Skills                      Displays skills and techniques essential to the position                      \_\_\_\_\_

Comments:

Application of  
Technology                      Displays proficiency in the application of computer  
skills that apply to the position and are used regularly                      \_\_\_\_\_

Comments:

Records  
and Files                      Neat and accessible                      \_\_\_\_\_

Comments:

Office Equipment  
and Machines                      Understands use and care: operates accurately and  
with reasonable speed                      \_\_\_\_\_

Comments:

Professional  
Development

Participates in Professional Development Training/  
Opportunities as provided by the District during the  
regular work day

\_\_\_\_\_

Comments:

Evaluator's Comments:

(The employee has a right to add a response to this evaluation, which shall be attached to this document within ten (10) workdays.)

Employee's Comments:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(The employee's signature indicates that he/she has seen and read this document. It does not mean that he/she accepts the content of the evaluation.)