



**GREENFIELD PUBLIC SCHOOLS
195 Federal Street, Suite 100
Greenfield, MA 01301**

AGREEMENT

between

THE GREENFIELD SCHOOL COMMITTEE

and

THE GREENFIELD EDUCATION ASSOCIATION, UNIT C

July 1, 2025 – June 30, 2028

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ARTICLE I RECOGNITION

The Committee recognizes the Greenfield Education Association for purposes of collective bargaining as the exclusive representative of Unit C, consisting of all Instructional Assistants, School Monitors, Occupational Therapy Assistants, Physical Therapy Assistants, Speech/Language Assistants, and Full-Time Substitutes and Registered Behavior Technicians of the Greenfield School System who are scheduled for twenty (20) hours or more in a school week on a regular basis and have worked the probationary ninety (90) days. Excluded are

temporary personnel. Temporary personnel are defined as full-time or part-time personnel hired for less than one year on a temporary basis and without expectation of continuing employment.

The management of the school system and the direction of the working force, including the right to plan, direct, and control operations; to schedule and assign duties to employees; to determine the means, methods, processes, materials, and schedules; to establish standards and require employees to observe School Committee rules and regulations; to request a medical evaluation to assure health for essential position functions; to hire, lay-off or relieve employees from duties; and to maintain order and to suspend, demote, discipline and discharge employees for just cause, are the recognized reserved rights of the School Committee.

The foregoing enumeration of management's rights shall not be deemed to exclude other rights of management not specifically set forth, the School Committee therefore retaining all rights not otherwise specifically restricted by this agreement.

The exercise by the School Committee of any of the foregoing rights shall not alter any of the specific provisions of this agreement nor shall they be used to discriminate against any member of the Association or bargaining unit.

ARTICLE II NEGOTIATIONS PROCEDURE

- A. No later than January of the calendar year in which this Agreement expires, the Committee and the Association agree to enter into negotiations over a successor agreement concerning all matters permissible by the Law of this Commonwealth to be the subject of collective bargaining. Within two (2) weeks of date of said agreement to negotiate a joint meeting will be scheduled for the purpose of establishing guidelines under which negotiations will take place. Guidelines will be in writing and signed and executed by the designees of both parties. Within thirty (30) calendar days of the aforesaid negotiation guideline meeting, the first negotiations meeting shall be held at a mutually acceptable time and place. Any successor agreement so negotiated will be reduced to writing and signed by the Committee and Association.
- B. During negotiations, the Committee and Association will present relevant data, exchange points of view and make proposals and counter-proposals. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters.
- C. During the term of this Contract, negotiations may be re-opened by mutual consent to cover specific issues that may arise. If an agreement is reached an addendum to this Contract will be ratified and signed by both parties and added to the Contract.
- D. The Committee agrees not to negotiate with any employee organization other than the organization recognized herein as the exclusive bargaining agent during the term of this Agreement.

ARTICLE III GRIEVANCE PROCEDURE

- A. A grievance is defined as a complaint by any unit member, group of members, or the Association, that there has been a violation, misinterpretation or misapplication of the terms of this Agreement.
- B. General Provisions
 - 1. The Association shall have the right to be present and to participate in the processing of any grievance, at any level, and to use representatives of its own choosing.

2. The time limits specified mean calendar days, exclusive of vacations, and are to be considered as maxima, with every effort made to expedite the process. The time limits specified may, however, be extended by mutual consent, in writing.
3. No reprisals of any kind will be taken against any Party by reason of participation in a grievance. All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
4. Responses at all levels of the grievance procedure shall indicate, clearly, the rationale for the decision and shall be communicated in writing to the grievant(s), the President of the Association, and the Chairperson of the Committee.

C. Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable and prompt solutions to problems which may arise under this Agreement. The Committee and the Association desire that such procedure shall remain as informal and as confidential as may be appropriate, and nothing in this Contract shall be construed as limiting the rights of any teacher having a grievance, to discuss the matter informally, with any appropriate member of the Administration, provided, the adjustment of the grievance is not inconsistent with the terms of the Contract, and nothing in this Contract shall be construed as limiting the Association from bringing matters before the Committee in a manner other than as a grievance.

D. Informal Procedure

Any member, having a complaint sufficient to state a grievance under the above definition, shall, prior to filing it under the formal procedure, discuss the matter informally with his/her immediate supervisor in an attempt to adjust it. Such discussion must be held no more than twenty-eight (28) calendar days from the time the member knew or should have known of the act or condition on which the grievance is based. Said member may request the Association be present and state its views. A reasonable attempt by all Parties must be made to secure a solution via the informal procedure as stated above. A class grievance may not be initiated beyond Level Two of the Grievance Procedure.

E. Formal Procedure

1. **LEVEL ONE:** The member(s), or the Association, shall present the grievance to the principal or immediate supervisor, in writing, within ten (10) calendar days after completion of the informal procedure. The grievance shall indicate the particulars of the complaint, including dates and circumstances where applicable, and the portion(s) of the Contract on which the grievance is based. Once submitted, the content of the grievance may not be changed. The grievance shall be discussed by the aggrieved and the supervisor, who shall answer the grievance within seven (7) calendar days of its receipt.
2. **LEVEL TWO:** If the grievance has not been resolved to the satisfaction of the grievant(s) and/or the Association, the grievant or the Association may, within fourteen (14) calendar days, submit the grievance, in writing, to the Superintendent. The grievance shall be discussed by the aggrieved and the Superintendent, who shall answer the grievance within fourteen (14) calendar days of its receipt.
3. **LEVEL THREE:** If the grievance is not resolved to the satisfaction of the grievant(s) and/or the Association, the grievant(s) or the Association may, within seven (7) calendar days, submit the

grievance, in writing, to the Committee. Within fourteen (14) calendar days of receipt of the grievance, a majority of the Committee shall meet with the grievant(s) for the purpose of hearing the arguments.

4. LEVEL FOUR: If the grievance is not resolved to the satisfaction of the Association, the Association may, within fourteen (14) calendar days following receipt of the Committee response, submit the grievance to final and binding arbitration. The procedures governing the arbitration process are set forth below:

(a) The arbitration proceedings will be conducted under the then applicable Voluntary Labor Arbitration Rules of the American Arbitration Association. The Arbitrator's decision shall be rendered in writing as soon as possible and shall be binding on both the Committee and the Association and the grievants, only in those grievances resulting from interpretation or application of any provisions of this Agreement or any subsequent Agreement entered into pursuant to this Agreement. The cost of the Arbitrator shall be borne equally by the Committee and the Association.

(b) The parties to this collective bargaining agreement recognize the "exclusive remedy" provisions of M.G.L. Chapter 150E, Section 8 and the amendment to M.G.L. Chapter 71 providing educational employees the right to access a statutory arbitration procedure. The parties further agree that an employee who is subjected to disciplinary action, where such disciplinary action can be reviewed by an arbitrator appointed by the Massachusetts Department of Education pursuant to M.G.L. Chapter 71 or through this Article, may pursue an appeal of their grievance through either the Grievance procedure or such state appointed arbitrator. The parties further agree that whichever arbitration forum in which review of a disciplinary action is first requested shall be the exclusive method for the resolution of such dispute, foreclosing access to the other arbitration forum.

ARTICLE IV WAGES AND BENEFITS

A. Wages

The wages of all persons covered by this Agreement are set forth in APPENDIX A, which follows and is made a part hereof.

1. Instructional Assistants shall have separate lines on their paychecks for regular, substitute, bus, and longevity pay, hourly rate of pay, and number of hours worked.
2. All hourly personnel will complete timesheets turned in each Friday or the last day of the workweek to the principal or principal's designee. The employee should compute the hours and sign, assuring the data is correct.
3. Unit C members will be paid on an average annual basis, with a full year Unit C members' pay being averaged over twenty-two (22) or twenty-six (26) pay periods, starting with the first payday after school is opened. Unit C members who start work after the beginning of the school year or leave the school system during a school year will have their pay annualized and pro-rated. Unit C members must notify the Payroll Department by August 1st if they are selecting twenty-six (26) instead of the default twenty-two (22) pay periods.
4. Pay will be annualized as follows:

- **Preschool Instructional Assistants** will have pay annualized for the number of days preschool is in session according to the school calendar, plus the same professional development as all other instructional assistants.
- **Non-Preschool Instructional Assistants** will have pay annualized for 183 days, paid holidays and 6 hours of building based in-service. In-service will be paid as worked and submitted by timesheets and attendance records.
- **School Monitors** will have pay annualized for a total of 190 days including the 180 days that school is in session, plus ten (10) additional days immediately before, after or during the instructional school year as assigned by the building principal or Superintendent of Schools.
- **OTA/PTA/SLA** will be based on the needs of the district and established in consult with the Superintendent or his/her designee.

B. Benefits

All persons covered under this contract and eligible for health and life insurance and who meet the requirements of the City of Greenfield for such coverage will have deductions made unless proper waiver cards, as furnished by the Employer, are executed and filed with the Superintendent of Schools. Every new employee will be notified of this requirement, in writing.

Upon signing of the appropriate authorization cards, persons covered under this contract may have the following payroll deductions:

1. Tax-Sheltered Annuity Premiums.* (*Such contracts for Tax Sheltered Annuities must be received by the School Business Office no later than April 1st of any given school year.)
2. City Retirement [if regularly employed for twenty (20) or more hours per week on a regular basis.]
3. United Way Contributions.
4. Health and Life Insurance:
The Committee agrees to continue to provide Unit C members with the same Health and Life Insurance Plan as provided City employees. If the City, by a change in the City By-Law, provides additional coverage for City employees, or agrees to pay a larger share of the premiums, then such improvements will be granted to Unit C members at the same time (see Appendix B).
5. GEA/MTA/NEA Dues. This payroll deduction may be authorized under the following conditions:
No later than October 1st of each year, the Association will notify the Committee or its designee of all those Unit C members seeking payroll deductions for Association dues. The Committee will amend deductions as submitted by the Association on an ongoing basis. Deductions will be calculated to end on the first payroll in May. The Committee will exercise its full power to insure that dues are transmitted to the Association on each payroll date as deducted from members.
6. Reimbursement for Incidental Supplies. On or before April 30th of each school year, Instructional Assistants who have spent personal money on miscellaneous supplies and who have received advance written approval from the Building Principal or their designee prior to the purchase, will provide the business office with readable initial receipts affixed to a sheet of 8x11 paper in an amount not exceeding \$50.00.

- C. Unit C members employed at the time of any of the following holidays will receive holiday pay at their usual daily rate of pay (base full-day pay) not including extended hours that are part of any grant or special program. Paid holidays for School Monitors is effective starting July 1, 2017. The following 8.5 days are paid holidays:

Paid Holidays:

- (1) Labor Day*
- (2) Columbus Day
- (3) Veterans Day
- (4) Thanksgiving Day
- (5) Day after Thanksgiving (plus a full day's pay for the Wednesday prior to Thanksgiving)
- (6) Martin Luther King Day
- (7) Memorial Day
- (8) Patriots Day
- (9) Juneteenth**

*Labor Day will be a paid holiday in those school years when Unit C members are required to start work prior to Labor Day.

** Juneteenth will be a paid holiday if Juneteenth falls within the school year and school is closed due to the Juneteenth holiday. Employees must work the following school day to receive compensation for the holiday.

- D. All Unit C members will be paid on their base wages for all services performed. No Unit C member will be required to work additional hours for compensatory time off at a later date unless by mutual agreement of the Unit C member and his/her supervisor.
- E. Employees will advance along the salary schedule at the rate of one step per full school year served. New employees hired within the first 90 calendar days of the school year will also be eligible for step movement at the end of the school year in which they were hired.
- F. Unit C members will be reimbursed for all approved work-related mileage at the City rate.
- G. Unit C members who are assigned to workshops, seminars, conferences or other job-related sessions during normal working hours will be paid the normal rate of pay for the regularly scheduled hours of assignment and reimbursed for expenses incurred in accordance with School Committee policy.
- H. All Unit C members who are assigned or requested to attend evening courses after regular scheduled school hours will be reimbursed for expenses in accordance with established School Committee policy.
- I. For the purpose of training, courses, and seminars that improve the skills and knowledge of our Unit C personnel, an annual amount of \$10,000 will be available. Unit C members who are employed on a regular basis in excess of twenty (20) hours per week will be eligible to receive the following reimbursement based on years of service for courses taken with prior approval of the Superintendent of Schools. Increased emphasis is placed on in-house courses and seminars, learning skills to work with students, indoors and outdoors. The actual amount of reimbursement will reflect actual expense incurred, limited by the prevailing rate per credit hour at the University of Massachusetts at the time of application and will not include fees other than the aforementioned tuition costs:
- i. 1st year Unit C members: \$0
 - ii. Years 2-5 of continuous service: up to 3 credit hours
 - iii. Years 6 and beyond of continuous service: up to 6 credit hours.

- J. For Unit C members who are not newly hired, in addition to the three (3) days and 6 hours of scheduled in-service programs for Instructional Assistants, Unit C members who participate in "in-service" programs offered by the School Department at a time when the Unit C member is not usually employed will be paid the appropriate hourly rate for such time, if prior approval has been granted by the Superintendent of Schools or his/her designee. Such in-service will not be scheduled on holidays, Saturdays, or more than four (4) business days prior to the scheduled opening of school in the fall. It is intended that people who are requested to stay be provided at least ten (10) business days' notice.
- K. Any late start or early release day due to inclement weather or emergency situation will be paid as a regular day.

ARTICLE V
WORK DAY, YEAR, DUTIES

- A. The workday for Instructional Assistants will typically be six (6) hours within the school day at the building or buildings to which the Instructional Assistant is assigned. For special education and elementary Instructional Assistants, the workday will typically be 6.25 hours. Early dismissal day pay shall be computed at three (3) hours for preschool Instructional Assistants, four (4) hours for elementary Instructional Assistants and three and three-quarters (3.75) hours for middle and high school Instructional Assistants.

Any additional time required of Instructional Assistants will be compensated at the respective hourly wage up to and including forty (40) hours per week. All work in excess of the normal daily hours must have prior approval of the Superintendent or his/her designee. No person will be required to work in excess of eight (8) hours in any one day unless by mutual consent. All time in excess of forty (40) hours per week will be paid at the rate of time and one-half.

The workday for School Monitors will be 8 hours per day including 7.5 hours paid and 30 minutes unpaid lunch. Daily schedule, start time, end time, and lunch break are established by the building principal.

The workday for OTA/PTA/SLA will be based on the needs of the district and established in consult with the Superintendent or his/her designee. Upon preapproval by the Director of Pupil Services or the Assistant Director of Pupil Services, an OTA, SLPA, or PTA may attend IEP meetings and/or 504 meetings.

During in-service Professional Development days, OTA, SLPA, PTA, RBT shall pursue self-directed professional development activities preapproved in writing by the Director of Pupil Services; unless the District determines that district scheduled professional development is relevant to their position. Any request for self-directed professional development activities shall be made at least two (2) weeks in advance.

OTA, SLPA, and PTA shall be provided time as determined by the Director of Pupil Services to update ESPED on a regular basis with their progress notes. Their day to day notes, plans, and/or data collection shall be kept in the appropriate office and available to their supervisors upon request.

- B. The work year for Unit C Members will be the 180 days that students are required to attend school, plus 3 days and 6 hours to be utilized as directed by the Superintendent of Schools or her designee. The first ninety (90) workdays of new employees are probationary.

1. The 3 days and 6 hours will be fulfilled through: the day of Convocation, the day after Convocation, and an additional in-service day to be scheduled on Teacher In-Service Days in November or January, or with ten (10) business days' advance notice. Six hours of additional PD will be provided as determined by principals with the approval of the Superintendent and tracked by Unit C members with the approval of the principal. Professional development time is a requirement of employment.
2. The Superintendent may approve up to five (5) additional work days for Unit C members (e.g. based on need, knowledge, and skills required) to accommodate needed summer assistance.
3. The work year for Preschool Instructional Assistants will be the number of days the preschool is in session, plus the same professional development as all other Instructional Assistants.
4. The work year for School Monitors will be 190 days.
5. The work year for OTA/PTA/SLA/ will be based on the needs of the district and established in consult with the Superintendent or their designee.
6. Unit C Members are encouraged to apply for summer school positions that are posted annually. Applications are required through the District's online program. The District will provide employees with training on how to submit an application utilizing said program and provide additional support navigating the platform upon request.
7. All Unit C members are required to attend district planned Unit C professional development unless otherwise preapproved in writing by Administration.
8. Employees hired after the start of the school year are required to complete all district mandatory trainings at Central Office before reporting for their assignment. Employees will be paid their regular hourly rate for this work upon submission of a timesheet.

C. The Committee, through its administration, reserves the right to assign the duties of each individual Unit C Member as is in the best interest of the Schools as determined by the Administration. The employee is required to report to the Principal or Building Coordinator if assignment is not in place for the day, e.g. assigned student is absent. The substitute pay benefits outlined below in sections 1-8 are for Instructional Assistants only. School Monitors shall only be eligible for substitute pay benefits in sections 1-2. Building Based Substitutes are not entitled to any of the substitute pay benefits.

1. Instructional Assistants who perform duties as a substitute for a licensed teacher as requested by the building principal shall be compensated the following stipend in addition to their regular daily pay per incident. To be eligible for this substitute teacher compensation Instructional Assistants must be deployed as a substitute teacher by the principal when a regular substitute teacher is not available or the coverage time needed does not lend itself to using a regular substitute teacher. This provision is not intended to be used on a regular scheduled basis for small group instruction, which is part of an Instructional Assistant's regular duties.
 - a. \$20.00 for such duty of thirty (30) minutes up to ninety (90) minutes (cumulative during one day)
 - b. \$25.00 for such duty of ninety (90) to one hundred eighty (180) minutes (cumulative during one day)
 - c. \$55.00 for more than one hundred eighty (180) minutes (cumulative during one day).
2. Instructional Assistants may be called as a substitute teacher for a full day at the regular substitute rate of pay with the understanding that their duties do not extend beyond those expected of a regular

substitute. Instructional Assistants who work as a substitute teacher will be paid at the prevailing substitute rate or their regular Instructional Assistant rate plus \$75.00, whichever is greater.

3. Instructional Assistants may be required to substitute for other Instructional Assistants in the same building provided that they are not expected to work extra time to make up time missed from their regular position.
 4. Instructional Assistants may be required to substitute for other Instructional Assistants in a different building provided that they are not expected to work extra time to make up work missed from their regular position. Instructional Assistants who substitute for other Instructional Assistants temporarily reassigned to a different building will be provided the IRS' mileage rate for the distance traveled in their own vehicles between their original building and the newly assigned building if the Instructional Assistant provides the required mileage form.
 5. Instructional Assistants who have particular reservations about performing substitute work for teachers under this Article will inform their immediate supervisor and such reservations will be honored whenever feasible.
 6. In Elementary School, Middle School, and High School, if an Instructional Assistant substitutes full day for a class without a teacher of record where no substitute plans are provided, they are entitled to the teacher's contractual preparation period.
 7. If a pre-school Instructional Assistant is assigned to substitute for a class without a teacher of record, during the first week of their assignment they will receive thirty (30) minutes of paid preparation time daily. After the first week of the assignment, educators will receive the regularly scheduled paid preparation period on Friday.
 8. When an Instructional Assistant is assigned to substitute for a class without a teacher of record for more than fifteen (15) consecutive workdays, beginning on the 16th day they will be paid according to the Unit A contract at Step 1 of the Bachelor's column if that amount is more than their current hourly rate.
- D. Instructional Assistants assigned to a normal work day as defined in Article V, Section A, will be entitled to a duty free lunch period of thirty (30) minutes without pay.
- E. Instructional Assistants will be compensated, at their hourly rate, for any meeting required by administrators scheduled out of school hours beyond the agreed upon professional development time listed in this contract.
- F. Subject to appropriation, the Committee shall add up to six (6) permanent floating substitute positions as part of Unit C to the annual budget. Building-Based Substitutes will be placed on the salary scale based on experience when initially hired. Building-Based Substitutes are not entitled to additional compensation as outlined in this contract for providing substitute coverage.
- G. The School Committee and the Association agree that mutual respect between and among administrators, employees, and co-workers is vital to the efficient operation of the School System.

ARTICLE VI TRANSPORTATION

Unit C members shall not transport students.

ARTICLE VII ASSIGNMENTS

A. Notifications and Responses

1. Unit C members will be notified of confirmation of intent to re-employ them for the coming school year by June 1st. Upon Agreement to continue working for the Greenfield Schools, the Unit C member will sign and return the letter of intent within two (2) weeks of the postmark date. Failure to return the letter within two (2) weeks of the postmark date will result in the position being posted.

If a final budget has not been approved by City Council by the above date, the following dates will prevail. In cases of no request for referendum, this will be nineteen (19) days after dissolution of the City council meeting at which the annual budget is voted, or in cases of an item being submitted for referendum, fourteen (14) days after the results of such referendum are certified by the proper public officials(s).

Specific assignments and reporting place will be provided typically by August 1st and shall include the rate of pay, step number, date of hire, and hours of employment in each Unit C members' yearly assignment letter. Assignments relate to positions available and coverage needed. Unit C member's assignments must be fluid to meet the ever-changing district needs for coverage.

- a. The Superintendent shall provide job descriptions to the Association. Agreed upon job descriptions shall be available upon request.
2. If a summer program is run by the Greenfield Schools and the administration determines a need for the use of Unit C Members all Unit C Members shall be notified of these openings by written notice supplied to their usual place of assignment. Employees desiring to apply for the open position may submit their request, in writing, by applying through the online application process. The District will provide employees with training on how to submit an application utilizing said program and provide additional support navigating the platform upon request. The job awarded will be made taking the following into consideration:
 1. Qualifications
 2. Specialized Training and Experience working with a specific child or type of child as determined by the Administrator of Special Education
 3. Seniority

To the extent possible, positions will be filled first by qualified regularly appointed Unit C Members in the Greenfield School System.

B. Transfer/Assignments

1. Unit C members may be transferred from time to time (within their job classification) when it is to the benefit of the School System as determined by the Administration; provided they are qualified for the new position as determined by the Superintendent of Schools. Qualifications may include experience, training, attendance, work performance, or other factors.
2. Unit C members desiring reassignment should make these requests known, in writing, to their immediate supervisor and the Superintendent. Unit C members desiring to fill a vacancy, should apply for vacant assignments.
3. Sick leave accrued and service for Longevity Pay will carry forward with Unit C members who transfer to positions covered by the Unit C Contract.

C. Reduction in Force (RIF)

1. Natural attrition and/or retirement(s) shall be taken into consideration prior to invoking the provisions of this Article.
2. When it is necessary to reduce the number of Unit C members, those affected by a layoff will be notified, in writing, thirty (30) days prior to the time the layoff will take place.
3. Any Unit C member whose position is eliminated shall:
 - a. be transferred to an open Unit C position within their classification, for which he/she is qualified as determined by the Superintendent of Schools or his/her designee. Qualifications include experience, training, attendance, and work performance.

If this is not possible, then he/she may:

- b. replace a Unit C member within their job classification with less seniority than the individual whose position has been eliminated provided the individual is qualified to fill such as determined by the Superintendent of Schools or his/her designee, or
- c. be subject to layoff.

In case of (a) transfer and (b) bumping, final determination rests with the Superintendent of Schools and such decision is not subject to the grievance procedure beyond Level Two of Article III, Paragraph E.

D. Recall or Rehire

1. Unit C members who are laid off shall be entitled to:
 - a. Receive compensation for unused accumulated sick leave at the rate of 20% per leave day, computed at the current daily rate, provided the Unit C member has fifteen (15) years of service to the Greenfield Public Schools upon the effective date of layoff.
 - b. Recall rights for two (2) years from the effective date of their layoff.
 1. During the recall period, Unit C members subject to recall shall be notified, in writing, of all Unit C position vacancies for which they are qualified in the inverse order of their respective layoff. Such notice shall be sent to their last address of record.
 2. Unit C members so notified shall have seven (7) calendar days to respond indicating their interest in said positions.
 3. No benefits or seniority shall accrue during the period of layoff.
2. Upon re-employment within the recall period:
 - a. Date of layoff shall be restored in full. The employee will be

permitted but not required to repurchase sick leave, which had accumulated prior to layoff at the same rate affected under paragraph 1, a. above.

- b. Benefits for the school year in which the recall occurs will be pro-rated based on the date of resumption of employment.

E. Vacancies

1. Any vacancy in a Unit C position during the school year (September to June) will be adequately publicized by the Superintendent or his/her designee on the District website, and via school email, as far in advance of the appointment as possible.
2. No vacancy shall be filled until three (3) business days after posting of the above notice.

F. General

1. Unit C members who apply for a job opening will be considered on the same basis as all other candidates with the exception that when there are substantially equal qualifications, as determined by the Superintendent or his/her designee, the employed Unit C member will be given preference. Some of the factors, but not necessarily all, that might be considered are individual qualifications; experience, both job related and number of years; recommendations; overall efficiency of the school system; etc.
2. Final decisions on assignments, transfers and vacancies rest with the administration and the Committee and it is agreed they are not subject to grievance.

G. Special Responsibilities

At the time of assignment of duties, Unit C members will be informed of any special responsibilities.

ARTICLE VIII SICK LEAVE

A. Beginning July 1, 2017, Unit C members will accrue sick leave with the following formula:

1. **Years 1-5:** 2 sick days at the start of year/service.
At the start of month 3, 1 sick day per month of service is accrued, equaling a total of 10 days possible annual accrual.
2. **Years 6-10:** 1.25 sick days are accrued per month equaling a total of 12 possible sick days accrued annually.
3. **Years 11 and beyond:** 1.5 sick days accrued per month equaling a total of 15 possible sick days accrued annually.

Unused sick leave shall be accumulated from year to year without limitation so long as the Unit C member remains continuously employed by the district.

The school department shall provide reasonable notice to Unit C members on or before October 1st of each school year of accrued sick days.

To be eligible for sick leave credit, Unit C members must have worked not less than 100 days in the aggregate in the year prior to July 1st of the year for which the Unit C member is seeking sick leave credit

of fifteen (15) days. If the 100 days in the aggregate is not met, sick time will accrue as for new Unit C member for the year in question.

- B. The Superintendent may require that absences of three (3) or more consecutive school days or a pattern of non-consecutive absences related to a medical condition be certified by a physician. The Superintendent may require recertification every five (5) days.
- C. Any Unit C member covered by this contract shall be entitled to use up to fifteen (15) days per year of accumulated sick leave in the event of illness in the immediate family. The Superintendent has the right to request medical documentation supporting use of this leave after five (5) days. For this section, "immediate family" will constitute the following: spouse, child, parent, sibling, parent-in-law and any member of the immediate household residing with the Unit C member or individual for whom the Unit C member has acted as a parent or legal guardian.

ARTICLE IX LEAVES

A. Personal Leave

Each Unit C member will be granted two (2) Personal days per school year with pay for the purpose of transacting or attending to legal, business, household or family matters which cannot be taken care of other than during school hours.

One day of unused Personal leave will accumulate as sick leave.

Reasonable prior notice must be made to the administrator unless the circumstances attendant to the leave request precludes such notice. Personal days will not be granted for days immediately preceding or following school vacations or holidays.

B. Emergency Leave

Unit C members may be granted emergency leaves of absence with pay at the discretion of the Superintendent or his/her designee. The circumstances must be considered an unavoidable emergency and reasonable proof of said emergency must be provided. Paid emergency leave will not exceed two (2) days.

C. Bereavement Leave

Up to five (5) school days absence per incident may be granted with full pay in the event of death in the Unit C member's immediate family. Immediate family is defined to include, spouse, children, parents, grandparents, grandchildren, parents-in-law, sister, brother, sister or brother-in-law, a member of the immediate household residing with the Unit C member, or individual for whom the Unit C member has acted as a parent or legal guardian. Bereavement leave will not reduce accrued sick leave time.

One (1) school day may be granted with full pay, in the event of the death of a relative other than specified in Section B of this article to attend the funeral.

D. Other Leaves of Absence

After five (5) years of continuous service, Unit C members will be eligible to be considered for a one (1) year leave of absence without pay upon submission of adequate justification as determined by the Superintendent of Schools with no loss of seniority or benefits accrued up to the start of such leave. If the

Unit C member fails to pay the required insurance premiums during such leave and thereby allows the policy to lapse, insurance coverage upon return to work will be on the same basis as for new employees. All such leaves will be requested, in writing, at least thirty (30) days prior to commencement of the leave, and under no circumstance will the leave encompass more than one (1) school year. Unit C members must notify the Superintendent, in writing, of their intention to return from leave by June 1st.

E. Jury Duty Leave

The Greenfield School Committee recognizes the appropriate Federal and State laws relative to its employees serving on jury duty. Unit C members who are required to serve on jury duty will receive their regular compensation for the time involved less any amounts paid by the courts for such service.

F. Military Leave Provision

A maximum of seventeen (17) days per school year, for persons called into temporary active duty with any unit of the United States Reserves of the National Guard, provided such obligations cannot be fulfilled on days when school is not in session and the reservist has made an effort to request duty when school is not in session. The reservist will be paid the difference between his/her military pay and his/her normal school compensation.

Military leave will be granted to any Unit C member who is inducted or enlists in any branch of the armed forces of the United States. Upon return from such leave, the Unit C member will be placed on the salary schedule at the same level.

G. Parental leave which includes adoption, of up to one (1) year will be granted without pay or increment.

H. A leave of absence, without pay or increment, of up to one (1) year, will be granted for the purpose of caring for a sick member of the Unit C's immediate family. Additional leave may be granted at the discretion of the Superintendent or his/her designee. Request for this leave must be submitted, in writing, to the Superintendent with prior reasonable notice.

I. Any bargaining unit member whose personal illness extends beyond the period compensated may be granted a leave of absence up to one year without pay for such time as is necessary for recovery from such illness. Appropriate medical, psychological (licensed psychologist) evidence of fitness to function in the assigned capacity may be required before such personnel are permitted to return to work. The employee shall furnish the Committee, in writing, medical evidence furnished by a duly licensed physician or psychologist. The Committee shall have the right to designate a duly licensed physician to verify, upon examination, the findings of the report submitted by the professional employee. The Committee shall bear the expense for such examination and report. The Committee shall furnish the professional employee a copy of same.

J. Other leaves of absence, without pay, may be granted by the Superintendent.

K. Following a letter from the Superintendent, notification of intent to return to service from a leave shall be made, in writing, prior to April 1st of the year in which the leave ends, or the position shall be considered vacated, and the employee to have voluntarily terminated his/her employment.

L. All benefits to which a Unit C member was entitled at the time their leave of absence commences, including unused, accumulated sick leave, will be restored to them, upon their return, and they will be assigned to the same position which they held at the time said leave commenced, if available, or, if not, to a substantially equivalent position. If an employee fails to pay the required insurance premiums during

such leave and thereby allows the policy to lapse, insurance coverage upon return to work will be on the same basis for new employees.

M. All requests for extensions of leaves will be applied for in writing to the Superintendent stating the specific reason for the request, at least forty-five (45) calendar days prior to the termination date of the leave or extension thereof. No single extension shall exceed ninety (90) calendar days. More than one (1) extension may be granted.

N. Employees are entitled to unpaid leave in accordance with the provisions of the Family Medical Leave Act (FMLA). The provisions of the FMLA are posted in each administrative office.

O. Sick Leave Bank

1. Effective October 1, 2022, a Sick Leave Bank will be established for use by Unit C members whose sick leave accumulations have been exhausted and who request additional leave due to a prolonged and/or catastrophic illness.

2. Each Unit C member shall submit one (1) sick day of their personal accumulation to the Sick Leave Bank on October 1, 2022, to be utilized by Unit C members who qualify and who have exhausted their own individual sick leave, both annual and

accumulated, and who still have a prolonged and/or catastrophic illness.

Thereafter if the total number of days in the Bank is over 100 days on October 1, no day will be deducted from the members. If the Bank falls below 41 days, a day will be deducted from each member at that time. In this case members will be notified of this deduction at the time of the deduction. The Association will be notified of the total accumulated sick days in the Bank by September 30th of each year. No sick days will be deducted from members who have less than ten (10) accrued days. Deductions of sick leave from part-time employees shall be prorated. The total number of days in the Bank shall not exceed 110 days more than the Full Time Equivalent of the number of Unit C members.

3. Unit C members shall be eligible for the Sick Leave Bank benefit after the anniversary of one (1) full calendar year of service to the Greenfield Public Schools. A member's Sick Leave Bank benefit shall extend for up to one hundred eighty (180) calendar days exclusive of optional summer employment. Thereafter, the member may be eligible for long-term disability.

4. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of the Superintendent, two (2) members of the Greenfield Education Association, and two (2) members of the Administration as designated by the Superintendent.

5. Application for benefits shall be made in writing to the Sick Leave Bank Committee accompanied by a medical certificate on the same form as used under the Family Medical Leave Act. This certificate shall provide a diagnosis and prognosis/estimated recovery time. All information provided to the Committee shall be confidential.

P. Paid Parental Leave

Section A.

Employees who have completed at least one full calendar year of employment with the District and are eligible for FMLA or MPLA for the birth or adoption of a child, regardless of medical need, shall be entitled to five (5) consecutive days of paid time, not deducted from paid leave. This time will be taken before use of any sick, personnel or unpaid time. If both parents work for the District, they shall be eligible for up to five (5) of this paid time in the aggregate. This paid time shall run concurrently with MPLA and FMLA. No other paid time, with the exception of sick leave as specified in section D below, may be used for the birth or bonding with a child under FMLA or MPLA during the first twelve (12) months following the birth of the child by an eligible parent/guardian who does not have a personal medical condition related to the birthing process. This benefit will be prorated for part time employees.

Section B Notification.

An employee must give at least thirty (30) days notice to the Superintendent's Office of the employee's anticipated date of departure and intention to return, or as soon as practicable if the delay in notice is for reasons beyond the employee's control.

Section C Documentation.

The Superintendent may require the employee to submit documentation sufficient to demonstrate eligibility for Parental leave.

Section D Use of Paid Leave.

An employee who has accrued sick leave and/or personal leave has the right to choose to use up to fifteen (15) consecutive days of the employee's sick leave during Parental Leave. This leave must also be taken consecutively after the paid leave in Section A. If both parents work for the District, they shall be eligible for up to fifteen (15) days of this paid time in the aggregate. The sick leave bank may not be used to supplement this leave. After that, sick leave may only be used if a physician has certified the medical necessity for the leave time. This would allow for use of contractually available family sick leave with supporting medical documentation and/or sick leave for the employee's own illness. Paid time described in Section A above shall be granted before any voluntary use of paid sick leave. Should the employee provide medical documentation supporting an extended leave, the employee may use their paid sick leave for this additional time.

Section E Restoration and Other Rights.

An employee who complies with the requirements for Parental Leave will be restored to the employee's previous or a similar position with the same status, pay, length of service credit and seniority, whenever applicable, as of the date the employee's leave began. The period of Parental Leave beyond 60 days will not count toward length of service or seniority. Benefits will not continue and/or accrue when on unpaid leave.

ARTICLE X SICK LEAVE BUY-BACK

All Unit C members with fifteen years (15) years of service to the Greenfield Public Schools, at the time of retirement, layoff or death, shall receive 20% of their unused accumulated sick leave at their basic rate. If allowable, all Unit C members covered by Article I, upon retirement, have option to have sick leave buy-back over two (2) years. Employees making this choice should notify the Business Office by January 1st.

ARTICLE XI

PROTECTION

- A. Unit C members will immediately report all cases of injury or assault and battery suffered by them in connection with their school employment to the Superintendent of Schools, in writing. The Superintendent will comply with any reasonable request from the Unit C member for information in its possession relating to the incident or the persons involved.
- B. If a civil proceeding or criminal complaint is brought against a Unit C member alleging that he/she committed an assault in the course of his/her employment, the Committee will furnish legal counsel to defend him/her unless his/her action was willful, wanton, malicious or otherwise removed from indemnification under Chapter 258, Section 9 of the General Laws of Massachusetts.
- C. Upon written application by Unit C members involved in a Workers' Compensation case, he/she may receive the difference between what they received from Workers' Compensation and their regular gross pay, deductible from their sick pay to the extent they have sick time pay available.
- D. Prior to an investigatory meeting, an employee shall be notified of the meeting, the general nature of the complaint/concern, and shall be entitled to have a representative present at the investigatory meeting. The Union shall receive concurrent notice of all disciplinary charges, hearings and decisions.

ARTICLE XII GENERAL

- A. During the term of this Agreement, the Parties hereto agree that there shall be no strikes of any kind whatsoever, work stoppages, slowdowns or interference or interruption with the operations of the School Department by any Unit C members or the Association. Nor shall there be any strike or interruption of work during the term of this Agreement because of any disputes or disagreements between any other persons (or other employers or associations who are not signatory Parties to this Agreement).

Unit C members who violate this provision shall be subject to disciplinary action, including discharge, and any claim by either Party against the other of a violation of this Article shall be subject to grievance as provided for in Article III of this Agreement.
- B. The District will distribute an electronic copy of this agreement to the Committee as well as the Association and all Association members. Two (2) hard copies will be provided for each school.
- C. If any provision of this Agreement, or any application of the Agreement to any Unit C member or group of Unit C members 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 applications will continue in full force and effect.
- D. The parties acknowledge that during the negotiations that resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that any such matters not covered herein have voluntarily been withdrawn as part of the consideration for the making of this Agreement, and that the understanding and Agreement arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the Committee and Association for the life of the Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though

the subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

- E. The Association recognizes that the School Committee shall not be obligated to provide the increased cost of new benefits set forth in this Agreement in the absence of the appropriate City Council action providing the necessary funds to the wage adjustment included. The employer, however, shall be obligated to seek City Council approval and shall exercise its best efforts to obtain approval. In the event the City Council does not provide the necessary funds, the Association and the School Committee agree to review the proposed agreement in order to reach a mutually agreeable, approvable settlement. Compliance by both parties with Massachusetts General Laws Chapter 150E, Section 7b, as amended by Proposition 2½, will prevail if City Council approval is not secured.
- F. Unit C members may request from the Superintendent full or partial reimbursement for loss to personal items due to extraordinary circumstances in the course of the job.
- G. The Administration will provide a seniority list of unit members, in writing, annually to the Association. The list will be available by the first Monday in October. Challenges to this list must be presented, in writing, to the Superintendent within ten (10) school days. If challenges to the seniority list are submitted within the ten (10) school days after it is received, Administration will review the list and provide a response to the concerns presented by November 1 to the Association. The response will include an updated seniority list if applicable. If there are no challenges to the list within the ten (10) school days after it is received, the list will stand for the full calendar year, unless such error is clerical and could not reasonably be challenged by the Association or individual members of the bargaining unit. In such cases the time limits for filing will be waived.

ARTICLE XIII AGENCY FEE

Pursuant to the United States Supreme Court Decision in Janus v. AFSCME, Council 31, 138 S.Ct. 2245 (2018):

1. The committee may only deduct union dues or fees from employee's paycheck if the employee has clearly and affirmatively consented to the deduction in writing.
2. The specific amount of the dues or fees shall be certified to the Committee by the union treasurer on or before October 1st of each school year.
3. The City Treasurer shall deduct from the salary of such teacher the amount of dues as may be certified by the Committee and transmit the sum so deducted to the union within thirty (30) days of such deductions.
4. It is specifically understood and agreed that the Greenfield School Committee and its officers and agents shall be held harmless against all claims, demands, suits or other forms of liability which may arise by reason of any action taken in making said deductions and remitting the same to the Union under this Article.

ARTICLE XIV TRANSFER TO TEACHER BARGAINING UNIT

Sick leave accrued and service for Longevity Pay will carry forward with Unit C members who transfer to positions covered by the Unit A Contract.

ARTICLE XV

REOPENER

In recognition that health insurance costs are a significant and rising expenditure and liability to the Town's annual budget, the Union will continue to cooperate with other Unions and the Town through the Insurance Advisory Committee. Either party may serve notice on the other that they wish to reopen the contract on the subject of Health Insurance during the life of the contract.

The parties agree that during the term of this agreement the contract may be reopened for the purpose of defining new roles, responsibilities and credentials.

ARTICLE XVI CERTIFICATION

Effective July 1, 2010, all Unit C members must hold appropriate licenses and Instructional assistants must be Highly Qualified (HQ) according to state and local requirements (certification).

ARTICLE XVII LEADERSHIP: INDUCTION AND ORIENTATION

An induction and mentoring program shall be created for all newly hired Instructional Assistants in the District. The purpose of the program is to provide guidance, resources, and support for new Instructional Assistants.

Two representatives from the IA bargaining unit will be asked to provide input into the program being purchased or developed. Once the program has been established, all components of the program will be overseen by Administration. IAs who serve as mentors will be asked to provide feedback at the end of each year.

Mentors shall be Unit C members currently employed by the district and must have served as an IA in the district for two (2) years or more. Mentors must participate in a mentor training program prior to beginning their work with a mentee. Mentors shall be compensated at their hourly rate for participation in any training required and/or approved by the Superintendent, or administrator overseeing the mentor program, that takes place outside of the school day up to thirty (30) hours.

At least one (1) mentor per building shall be selected so long as each building contains an applicant deemed qualified by Administration. The posting for the position of mentor shall occur in each building no later than June 1st of each school year for the following school year.

Mentors must serve for a period of one (1) school year, and may reapply annually for the position. The mentor shall attend quarterly meetings with the administrator overseeing the mentor program and maintain a log of meetings held between the mentor and mentees during the mentoring year, and shall make such log available to the principal and/or administrator upon request. Confidentiality is crucial when building a relationship based on mutual respect and trust. All communications and knowledge gained (except illegal acts or potential violations of school rules and/or policies) must be considered confidential between the mentor and mentee.

Mentors and mentees shall meet on a regular basis, but at least twice a month. Meetings shall take place before or after the school day.

Each mentor is assigned, per building, up to four (4) mentees at any given time unless a mentor agrees to accept more mentees. After 4 mentees are assigned, another mentor will be assigned to mentor IA staff. However, mentors may volunteer to take up to six (6) mentees. Mentors may be assigned across buildings if sufficient, qualified mentors are not available. Mentor Instructional Assistants shall be compensated at the annual rate of three hundred and fifty dollars (\$350) per mentee (said amount will be prorated if the mentee is hired during the

school year or leaves during the school year). If there are two qualified mentors who wish to share mentoring duties the mentors will split the three hundred and fifty dollars (\$350) per shared mentee. Payment shall be made at the end of the school year after the Mentor has turned in a log of mentorship meetings. Mentee shall be compensated at their hourly rate for meetings outside of the school day up to two (2) hours per month upon submission of a timesheet.

ARTICLE XVIII
DURATION

The provision of this Agreement shall be in effect for three (3) years, 2025-2026, 2026-2027, and 2027-2028 with automatic one (1) year extension unless either party notifies the other of its desire to open the contract in accordance with the provisions of Section A of Article II.

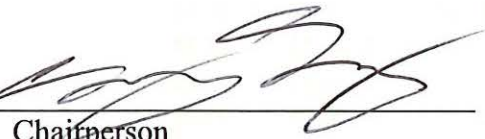
ARTICLE XIX
ANTI-DISCRIMINATION

Appointments by the Greenfield Public Schools will be made without regard to race, creed, color, religion, nationality, sex, sexual orientation, gender identity, disability, age, pregnancy, pregnancy related condition, or marital status.

IN WITNESS WHEREOF, the parties hereunto set their hands and seal this _____ day of _____, 2025.

GREENFIELD SCHOOL COMMITTEE

GREENFIELD EDUCATION ASSOCIATION,
UNIT C

By: 
Chairperson

By: 
Representative

Date: 1/14/2026

Date: 1/8/2026

APPENDIX A

AGREEMENT BETWEEN SCHOOL COMMITTEE & UNIT C MEMBERS:

Instructional Assistants hired after the 90th day of school will remain at the same step the following year.

Instructional Assistants and School Monitor Salary Schedules:

IA	FY25	FY26	FY27	FY28		SM	FY25	FY26	FY27	FY28
Step 1	\$17.51	\$17.95	\$18.40	\$18.86		Step 1	\$16.96	\$17.38	\$17.82	\$18.26
Step 2	\$17.95	\$18.40	\$18.86	\$19.33		Step 2	\$17.81	\$18.26	\$18.71	\$19.18
Step 3	\$18.40	\$18.86	\$19.33	\$19.81		Step 3	\$18.66	\$19.13	\$19.60	\$20.09
Step 4	\$18.86	\$19.33	\$19.81	\$20.31		Step 4	\$19.50	\$19.99	\$20.49	\$21.00
Step 5	\$19.33	\$19.81	\$20.31	\$20.82		Step 5	\$20.35	\$20.86	\$21.38	\$21.91
Step 6	\$19.82	\$20.32	\$20.82	\$21.34		Step 6	\$21.20	\$21.73	\$22.27	\$22.83
Step 7	\$20.31	\$20.82	\$21.34	\$21.87		Step 7	\$22.05	\$22.60	\$23.17	\$23.75
Step 8	\$20.82	\$21.34	\$21.87	\$22.42		Step 8	\$22.90	\$23.47	\$24.06	\$24.66
Step 9	\$21.34	\$21.87	\$22.42	\$22.98		Step 9	\$23.74	\$24.33	\$24.94	\$25.57
Step 10	\$21.87	\$22.42	\$22.98	\$23.55		Step 10	\$24.59	\$25.20	\$25.83	\$26.48
Step 11		\$22.98	\$23.55	\$24.14		Step 11		\$26.21	\$26.87	\$27.54
Step 12			\$24.14	\$24.74		Step 12			\$27.94	\$28.64

Severe Special Needs Differential Pay of an additional one (1) dollar per hour for those Instructional Assistants assigned to a Substantially Separate program; or who are specifically assigned to students who demonstrate physical aggression towards self or others on a regular basis; or whose duties involve Kindergarten through high school students regularly requiring diapering, catheterization, or active participation in toileting assistance. This differential may be reviewed on a quarterly basis by the Principal and by the Special Education Director. RBT's are not be eligible for this differential.

OTA/PTA/ SLPA	FY25	FY26	FY27	FY28		RBT	FY25	FY26	FY27	FY28
Step 1	\$31.01	\$31.79	\$32.58	\$33.39		Step 1	\$ 23.33	\$ 23.91	\$ 24.51	\$ 25.12
Step 2	\$31.94	\$32.74	\$33.56	\$34.40		Step 2	\$ 24.02	\$ 24.62	\$ 25.23	\$ 25.86
Step 3	\$32.90	\$33.72	\$34.57	\$35.43		Step 3	\$ 24.74	\$ 25.36	\$ 26.00	\$ 26.65
Step 4	\$33.89	\$34.74	\$35.61	\$36.50		Step 4	\$ 25.48	\$ 26.12	\$ 26.77	\$ 27.44
Step 5	\$34.89	\$35.76	\$36.66	\$37.57		Step 5	\$ 26.25	\$ 26.90	\$ 27.57	\$ 28.26
Step 6	\$35.95	\$36.85	\$37.77	\$38.71		Step 6	\$ 27.03	\$ 27.71	\$ 28.40	\$ 29.11
Step 7	\$37.02	\$37.95	\$38.89	\$39.87		Step 7	\$ 27.85	\$ 28.55	\$ 29.26	\$ 29.99
Step 8	\$38.13	\$39.08	\$40.06	\$41.06		Step 8	\$ 28.70	\$ 29.41	\$ 30.15	\$ 30.90
Step 9	\$39.27	\$40.25	\$41.26	\$42.29		Step 9	\$ 29.55	\$ 30.29	\$ 31.05	\$ 31.82
Step 10	\$40.46	\$41.47	\$42.51	\$43.57		Step 10	\$ 30.44	\$ 31.20	\$ 31.98	\$ 32.78
Step 11		\$42.72	\$43.78	\$44.88		Step 11		\$ 32.13	\$ 32.94	\$ 33.76
Step 12			\$45.10	\$46.22		Step 12			\$ 33.92	\$ 34.77

LONGEVITY

Entitlement to longevity will be based on the number of years of service as of the employee's start date, and longevity pay will be effective the day following the employee's anniversary date for those so entitled, as follows:

In the eleventh (11th) to fifteenth (15th) years,
\$625.00 annually;

In the sixteenth (16) to twentieth (20) years,
\$800.00 annually;

In the twenty-first (21st) to twenty-fifth (25th) years,
\$975.00 annually;

In the twenty-sixth (26th) to thirtieth (30th) years,
\$1,150.00 annually.

APPENDIX B

AGREEMENT BETWEEN SCHOOL COMMITTEE & UNIT C MEMBERS

CITY HEALTH AND LIFE INSURANCE

Article IV Health and Life Insurance, program detail as of March 2014:

- HMO (Health Insurance, City program with area providers)
 - Greenfield contributes 80% of the insurance premium
 - Employee contributes 20% of the insurance premium
- PPO (Health Insurance, Preferred Provider option)
 - Greenfield contributes 60% of the insurance premium
 - Employee contributes 40% of the insurance premium
- Flexible Spending Account (FSA)
 - With employee's written request, money is withheld from pay pre-tax--
 - an allowable cost-saving initiative, e.g. for eyeglasses, medical care
- Modified Dental Insurance Program
 - The City of Greenfield has a Dental Program employees can choose, but it is 100% paid for
 - by the employee and, therefore, voluntary
- Life Insurance: \$10,000.00 effective 7/1/2009
 - This life insurance policy is 100% paid by the employer

APPENDIX C
ANNUAL PERFORMANCE REVIEW FORM

GREENFIELD PUBLIC SCHOOLS

Annual evaluations will be completed as early as January, but no later than March 1st. An employee rated "needs improvement" or "unsatisfactory" in 2 or more performance categories will be reevaluated in 60 to 90 calendar days from receipt of initial evaluation.

Employee:

School:

Teacher(s):

Evaluator:

Date of Initial Evaluation	
Date if Re-Eval (if needed):	

DEFINITIONS OF RATINGS

The following definitions are used to identify the employee's level of performance.

Commendable	C	Performs assigned duties in a manner indicating an exceptional understanding of essential functions
Meets Expectations	ME	Performs assigned duties at an acceptable level through demonstrated job performance.
Needs Improvement	NI	Performance in one or more areas does not meet the requirement for a "Meets Expectations" rating.
Unsatisfactory	U	Even under close direction, performance does not indicate the ability and/or willingness to produce required results.

JOB PERFORMANCE	C	M E	NI	U	Comments
1. Attendance and Punctuality <ul style="list-style-type: none"> • Demonstrates consistent attendance • Punctual 					
2. Quality/Quantity of work <ul style="list-style-type: none"> • Accurate/Thorough • Consistently charts student progress • Student planners/notebooks completed in professional manner • Sound Judgment/Decision-making exhibited 					
3. Work Habits <ul style="list-style-type: none"> • Organized • Effectively uses time • Dependable • Adaptable/Flexible • Positive attitude • Demonstrates initiative/Self-starter 					

JOB PERFORMANCE	C	M E	NI	U	Comments
4. Work Relationships <ul style="list-style-type: none"> • Works well with other adult staff • Contributes to the team • Communicates effectively with supervisors • Maintains professional boundaries with parents 					
5. Work Commitments <ul style="list-style-type: none"> • Completes assignments effectively • Follows procedures and school rules • Complies with district safety policies and practices • Maintains professional appearance and demeanor 					

6. Student Interaction <ul style="list-style-type: none"> • Helps establish and maintain a positive and challenging learning environment • Fosters student independence • Provides effective behavior management for all students • Takes action when needed • Supports student needs • Treats students with fairness 					
7. Communication skills <ul style="list-style-type: none"> • Writes and speaks clearly • Conveys important messages to teachers and parents • Maintains confidentiality in all communications 					
8. Professional Development & Growth <ul style="list-style-type: none"> • Participates in offered, available PD • Maintains required qualifications 					

Recommendations/Commendations:

Signature of Evaluator:

Date:

Signature of Instructional Assistant:

Date:

Instructional Assistant signature indicates receipt of this document only. An IA has the right to submit a written response to this evaluation within ten (10) school days of receiving their evaluation, which will be attached to all copies maintained in the district's files.