

**Memorandum of Agreement Between
LEA Professional Association Local 3954
And
Shore Educational Collaborative**

WHEREAS Shore Educational Collaborative and LEA Professional Association Local 3954, AFL-CIO representing members of Bargaining Unit A at Shore Education Collaborative;

WHEREAS, the Collective Bargaining Agreements (CBA) for Bargaining Unit B expires on June 30th, 2024;

WHEREAS, The Collective Bargaining Agreement between the Shore Educational Collaborative and LEA Professional Association Local 3954 (Unit B) that expires on June 30th, 2024 shall be continued through August 31st, 2025 with the modifications set forth below. All changes are intended to take effect on July 1, 2024, unless otherwise noted.

1. The following General Housekeeping

- a. Remove Physical Therapist Assistants from Article 1*

2. ARTICLE VI Working Conditions update and/or add following sections

H. Duty Free Lunch

Each paraprofessional may be provided with a paid duty-free lunch *between 10:30am and 1:30pm*, as ~~determined by the Educational Coordinator, except when needed for student emergencies, or unusual service delivery days including, but not limited to excessive staff absences.~~ Paraprofessionals may request to leave their assigned buildings during this period and ~~permission may be left to the discretion of the Educational Coordinator/designee.~~

3. Add New Section: Length of School Day

- A. The normal workday will begin a half-hour before school and a half-hour after school, the half hour after scheduled class dismissal times. The later school day hours apply to all staff who work across programs with students dismissed at 2 and 2:30.

During Professional Development days, staff may be required to stay until 3:30pm. Program Directors will provide at least 10 days' notice if that will be required, and staff will be paid their hourly rate for the additional time, as submitted on a "sub bill."

In addition to PD days, it is understood and agreed that throughout the year employees may be required to attend no more than five (5) after-school and one (1) evening meeting per year. Staff will be notified about scheduled meetings that will take place outside of the normal work day at least (10) business days in advance. Staff will be paid hourly rate for the additional time, as submitted on a "sub bill."

4. Add new section: Remote Work Add a new section to article

When a professional development session is virtual and can be reasonably done offsite with minimal disruption to the school community, a bargaining unit member may request to do the session remotely. No reasonable request shall be denied.

5. ARTICLE XI Tuition Reimbursement update section as follows:

The Board agrees to reimburse all paraprofessionals to whom this Agreement applies an amount of

~~\$200~~ \$400 per credit to any accredited college or university for any approved college course successfully completed as part of an accredited degree program for the purpose of paraprofessional's professional development. Registration Fees will not be reimbursed. Total annual tuition reimbursement for all paraprofessionals covered by this agreement will not exceed ~~\$7,500~~ \$15,000. Employees will follow Shore policies with respect to seeking approval for tuition reimbursement and criteria/timelines for reimbursement.

6. ARTICLE XIV Section I. Longevity *Revise as follows*

A longevity stipend shall be issued by July 30 for employees who *have completed* ~~full school~~ years of ~~continuous~~ employment with Shore at the levels below. Any approved paid or unpaid leave provided by statute or Shore policy will not be considered an interruption in service.

- After 5 years of service, \$750
- After 10 years of service, \$1,500
- After 15 years of service, \$1,750
- After 20 years of service, \$2,000
- After 25 years of service, \$2,500

7. ARTICLE X Section A Health Insurance *Revise as follows*

Shore Educational Collaborative will establish a health insurance advisory committee with at least one representative from the professional and one representative of the paraprofessional unit. The purpose of the committee will be to meet with Shore's health insurance broker annually, prior to renewal, to review and provide input on plan options. Shore shall provide at least two health insurance plan design choices for family, individual, and when possible individual plus one. The employer contribution for each plan will be 70% and the employee contribution will be 30%. An employee may choose one plan based on the procedures established by the Collaborative.

8 ARTICLE X – FRINGE BENEFITS Section B Worker's Compensation *Add following paragraph to section.*

Paraprofessionals shall be included under the provisions of the Worker's Compensation Law.

Bargaining unit members out for work related injuries shall receive their salary for the first 5 days of being out of work for recovery from a workplace injury.

9. ARTICLE IX – PAID LEAVE OF ABSENCE Section I. . Sick Leave Buy Back. *Update to read as follows*

A bargaining unit member who has used fewer than six (6) sick days in a school year, exclusive of Sick Bank donations, may elect to redeem sick days in a lump sum cash payment of one hundred and twenty-five dollars (\$125) per day according to the following schedule:

- If you were absent no more than 2 days, you may buy back up to 8 days.
- If you were absent no more than 3 days, you may buy back up to 7 days.
- If you were absent no more than 4 days, you may buy back up to 6 days.
- If you were absent no more than 5 days, you may buy back up to 5 days.
- If you were absent no more than 6 days, you may buy back up to 4 days.

10. ARTICLE IX – PAID LEAVE OF ABSENCE *Add following section.*

G. Sick Leave Bank

Starting in School year 2024-2025 there shall be a Sick Leave Bank. The sick leave bank shall be comprised of four (4) members. The President of the LEA Professional Association shall appoint two (2) members. The Executive Director of the Shore Collaborative shall appoint two members.

The bank shall be administered in accordance with the guidelines of this article. One of the Association representatives shall serve as Chair of the Sick Leave Bank Committee.

All leaves must be approved by the Executive Director/designee, and adhere to statutory requirements for FMLA, and Shore policies and procedures. Before being eligible to draw on the sick leave bank, staff on approved leaves must exhaust all current and accumulated sick leave, with the following exception: a professional who through illness anticipates they will exhaust all available sick, and personal leave may apply ten (10) days prior to exhaustion of his/her sick leave. Staff who meet these criteria may apply in writing to draw on the “bank”.

This bank may be used to cover any absence that is covered by FMLA. There will be a limit of 10 days from the bank to cover Parental Leave for a new child. Members will have had to contribute 1 day prior to September 1st of the school year to be eligible during that school year. The bank may not be used to supplement short-term and long-term disability.

The initial request from the bank shall not exceed thirty (30) days. After the initial request has been exhausted a member can file up to fifteen (15) additional days. All requests from the bank shall not exceed thirty (30) days in any one request and each member may draw up to a total of forty-five (45) in a school year. Three votes shall be needed to refuse or grant a sick bank request. Authorization or refusal for bank days must be in writing and signed by the Chair of the Sick Leave Bank Committee.

The Executive Director shall bring any suspected case of sick leave bank abuse before the Sick Leave Bank Committee. Should the Sick Leave Bank Committee, by majority vote of those present and voting, determine that an abuse pattern does exist the matter will be remanded back to the Executive Director. Should the Executive Director take disciplinary action such action shall be subject to review under the just cause provision of the Collective Bargaining Agreement.

Each bargaining unit member who wishes to be eligible to participate in the sick leave bank shall contribute two (2) days of their unused sick leave to the bank at the start of each school year. Each day contributed will be subtracted from that educator's individual sick leave. An additional donation will be made whenever the total number of days remaining in the bank is reduced to thirty (30) days. There can be no more than one request for additional donations per year.

11. ARTICLE IX – PAID LEAVE OF ABSENCE *New Section. Religious Holidays*

Bargaining unit members shall receive two paid (2) days a year for observance of religious holidays that fall upon a school day. Requests for time off for the observation of religious holidays must be submitted in writing to the Executive Director thirty (30) working days in advance of the requested day except for holidays that fall in August or September. Professionals have 5 days to submit in writing the requested days if they fall in August or September. If the program should close for that date due to inadequate staffing, the staff may be required to make up that time through additional work days at the end of the school year or through additional program hours. In no instance shall time off under this article be requested for the purpose of extending a holiday or vacation.

Beginning in the school year 2023-2024, Good Friday will not be observed as a holiday and will be a scheduled work day.

12. ARTICLE IX – PAID LEAVE OF ABSENCE Section F. Funeral Leave

A. Funeral Leave will be granted in the amount of up to five (5) days for immediate family members defined as spouse, mother, father, brother, sister, son, daughter, or relative residing in the employee's household. In the event of a familial loss (either by the pregnant person or the co-parent) of a pregnancy due to miscarriage or stillbirth, educators shall be entitled to up to five (5) days at the time of this loss. Neither the length of the pregnancy nor the number of children will impact the number of days to which members of the bargaining unit are entitled.

B. Funeral leave will be granted in the amount of up to two (2) days for family members defined as mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, and grandchild.

C. Funeral leave will be granted in the amount of up to two (2) days for family members defined as mother-in-law, father-in-law, sister-in-law, brother-in-law, grandparent, and grandchild.

D. Funeral leave will be granted in the amount of one (1) day or portion thereof per school year for other relative or nonrelative bereavement.

E. One (1) additional day or portion thereof per school year for other relative or non-relative bereavement.

F. In all instances of bereavement leave, the Educational Coordinator will be contacted to arrange with the teacher the needed schedule for any bereavement leaves.

G. The Executive Director may approve up to 5 days for relatives not defined as immediate family given special considerations as requested by the employee.

13. DURATION

This Agreement and each of its provisions shall be in effect as of **July 1, 2024**, and shall continue in full force and effect until **August 31, 2025**, and shall renew itself from year to year, unless either party notifies the other party by certified mail no later than October 1, 2023, or any other October thereafter of its desire to terminate or modify the present Agreement.

14. Appendix B add lanes and following qualifier

- 3% increase to the scale in FY 25.
- In FY25, remove steps 1 & 2 and move all bargaining unit members up to the new correlated step. Anyone on step 1, will move to the new step 2 (current Step 4), which will be 3% higher than the current step 4, for example.
- In FY25 add new steps 11 & 12 to Paraprofessionals and new steps 9 & 10 with 3% increase above previous step.

This Memorandum of Agreement, having been ratified by the parties, is hereby signed and sealed by their duly authorized representatives. The parties recognize and agree that all proposals/counterproposals regarding changes to the Collective Bargaining Agreement not embodied in this Memorandum have been withdrawn.

FOR THE EMPLOYER

Paul Pusean 12/12/2023
(date)

[Signature] 12/12/23

FOR THE UNION

Daphne Sorey 1/9/2024
(date)

Stacy Cohen 1/9/2024

Instructional Aide, FY25
7.5 hrs/day, 183 days

Step:				Associate's Degree			Bachelor's Degree			Master's Degree		
	Hourly	Daily	Salary	Hourly	Daily	Salary	Hourly	Daily	Salary	Hourly	Daily	Salary
1	31.73	237.98	43,549.43	32.33	242.48	44,372.93	32.92	246.90	45,182.70	33.71	252.83	46,266.98
2	33.37	250.28	45,800.33	33.97	254.78	46,623.83	34.57	259.28	47,447.33	35.36	265.20	48,531.60
3	36.52	273.90	50,123.70	37.12	278.40	50,947.20	37.71	282.83	51,756.98	38.50	288.75	52,841.25
4	37.81	283.58	51,894.23	38.41	288.08	52,717.73	39.00	292.50	53,527.50	39.79	298.43	54,611.78
5	38.55	289.13	52,909.88	39.15	293.63	53,733.38	39.75	298.13	54,556.88	40.53	303.98	55,627.43
6	39.32	294.90	53,966.70	39.91	299.33	54,776.48	40.51	303.83	55,599.98	41.30	309.75	56,684.25
7	40.11	300.83	55,050.98	40.71	305.33	55,874.48	41.29	309.68	56,670.53	42.09	315.68	57,768.53
8	40.90	306.75	56,135.25	41.50	311.25	56,958.75	42.10	315.75	57,782.25	42.89	321.68	58,866.53
9	42.13	315.98	57,823.43	42.75	320.63	58,674.38	43.36	325.20	59,511.60	44.18	331.35	60,637.05
10	43.39	325.43	59,552.78	44.03	330.23	60,431.18	44.66	334.95	61,295.85	45.51	341.33	62,462.48

Paraprofessional, FY25
7 hrs/day, 183 days

Step:				Associate's Degree			Bachelor's Degree			Master's Degree		
	Hourly	Daily	Salary	Hourly	Daily	Salary	Hourly	Daily	Salary	Hourly	Daily	Salary
1	20.54	143.77	26,309.43	21.14	147.95	27,074.70	21.73	152.13	27,839.97	22.53	157.68	28,855.93
2	21.36	149.54	27,364.98	21.96	153.72	28,130.25	22.55	157.83	28,882.32	23.34	163.38	29,898.28
3	22.04	154.29	28,235.80	22.63	158.40	28,987.88	23.23	162.59	29,753.15	24.02	168.14	30,769.11
4	22.94	160.57	29,383.71	23.54	164.75	30,148.98	24.12	168.86	30,901.05	24.92	174.41	31,917.01
5	24.44	171.09	31,310.07	25.04	175.28	32,075.34	25.64	179.46	32,840.61	26.43	185.01	33,856.57
6	26.62	186.31	34,094.07	27.21	190.49	34,859.34	27.81	194.67	35,624.61	28.60	200.22	36,640.57
7	27.37	191.57	35,057.26	27.95	195.68	35,809.33	28.55	199.86	36,574.60	29.34	205.41	37,590.56
8	28.68	200.73	36,732.93	29.26	204.84	37,485.01	29.86	209.02	38,250.28	30.65	214.57	39,266.24
9	30.11	210.75	38,566.94	30.69	214.86	39,319.01	31.29	219.04	40,084.28	32.08	224.59	41,100.24
10	32.51	227.55	41,641.21	33.10	231.73	42,406.48	33.70	235.91	43,171.75	34.49	241.46	44,187.71
11	33.48	234.36	42,887.88	34.10	238.70	43,682.10	34.71	242.97	44,463.51	35.53	248.71	45,513.93
12	34.48	241.36	44,168.88	35.12	245.84	44,988.72	35.75	250.25	45,795.75	36.60	256.20	46,884.60

Paraprofessional, FY25
7.5 hrs/day, 183 days

Step:				Associate's Degree			Bachelor's Degree			Master's Degree		
	Hourly	Daily	Salary	Hourly	Daily	Salary	Hourly	Daily	Salary	Hourly	Daily	Salary
1	20.54	154.04	28,188.68	21.14	158.52	29,008.61	21.73	163.00	29,828.54	22.53	168.95	30,917.07
2	21.36	160.22	29,319.62	21.96	164.70	30,139.55	22.55	169.10	30,945.35	23.34	175.05	32,033.88
3	22.04	165.32	30,252.65	22.63	169.72	31,058.44	23.23	174.20	31,878.37	24.02	180.15	32,966.90
4	22.94	172.04	31,482.54	23.54	176.52	32,302.47	24.12	180.92	33,108.27	24.92	186.87	34,196.80
5	24.44	183.31	33,546.51	25.04	187.79	34,366.44	25.64	192.28	35,186.37	26.43	198.22	36,274.90
6	26.62	199.61	36,529.36	27.21	204.09	37,349.29	27.81	208.58	38,169.23	28.60	214.52	39,257.75
7	27.37	205.25	37,561.34	27.95	209.66	38,367.14	28.55	214.14	39,187.07	29.34	220.09	40,275.60
8	28.68	215.06	39,356.71	29.26	219.47	40,162.51	29.86	223.95	40,982.44	30.65	229.90	42,070.97
9	30.11	225.80	41,321.72	30.69	230.21	42,127.52	31.29	234.69	42,947.45	32.08	240.63	44,035.98
10	32.51	243.80	44,615.58	33.10	248.28	45,435.51	33.70	252.76	46,255.45	34.49	258.71	47,343.98
11	33.48	251.10	45,951.30	34.10	255.75	46,802.25	34.71	260.33	47,639.48	35.53	266.48	48,764.93
12	34.48	258.60	47,323.80	35.12	263.40	48,202.20	35.75	268.13	49,066.88	36.60	274.50	50,233.50