

Memorandum of Agreement Between

Shore Educational Collaborative

and

LEA Professional Association, Paraprofessional Unit, Local 3954, AFT MA, AFL-CIO

This Memorandum of Agreement is entered into by and between Shore Educational Collaborative (hereinafter the Employer) and the LEA Professional Association (hereinafter the Union).

The following terms are subject to ratification by the parties:

Clerical edits:

- Change to neutral pronouns and terms.

Salary Scale Adjustments:

Paraprofessionals and Instructional Aides:

- 5% increase across all steps effective 2025-26 School Year
- 5% increase across all steps effective 2026-27 School Year
- 5% increase across all steps effective 2027-28 School Year

Paraprofessional Scale:

- Eliminate first three steps from the paraprofessional wage scale.
- Paraprofessional members at Steps 1, 2, and 3 will go to the new Step 1, which will be 5% higher than the current Step 4.
- Paraprofessional members at step 4 will go to the new Step 2, which will be 5% higher than the current Step 5.
- Paraprofessional members at Step 5 will go to the new Step 3, which will be 5% higher than the current Step 6.
- This continues until Step 12. The current Step 12 will become the new Step 9, which will be 5% higher than the current Step 9.

Article VI, Section D. Substitutes:

1. "The Educational Coordinator (EC) or Director of Student Services shall make efforts to replace a teacher with a substitute teacher. When a substitute teacher is not available the EC will assign a paraprofessional regularly scheduled in the classroom to substitute for

an absent teacher. This paraprofessional will be expected to perform teacher duties as assigned by administration. The paraprofessional so designated will receive an additional \$13.00 ~~40~~ per hour for each regularly scheduled hour so assigned. ~~In year two, the rate shall increase to \$11 per hour.~~ If the paraprofessional is required to stay longer than the regularly scheduled hours, as determined by the Educational Coordinator or his/her designee, this rate will also be paid for all duties performed in the role of substitute teacher."

2. Assignments for duty coverage in emergency situations will be shared as equitably as possible by the paraprofessional staff.
3. When, on occasion, there are two paraprofessionals utilized in a classroom, the paraprofessional assigned by administration to function as the substitute teacher will receive the additional compensation.
4. When a teacher is out of the classroom ~~building~~ for one hour ~~forty-five minutes or more~~ ~~two (2) or more hours~~, and another teacher is not available or assigned to the individual class for coverage, a paraprofessional will be perform teacher duties. The paraprofessional will be paid the additional substitute teacher rate differential for the entire time that the teacher is out of the classroom, beginning at 7:30 if the coverage is needed in the morning.
5. The Educational Coordinator (EC) will assign a paraprofessional regularly scheduled in the program to substitute for an instructional aide who is on an extended leave of absence, as defined as an absence of two or more weeks, or when the position becomes vacant, and the paraprofessional will be paid on the Instructional Aide scale.

Article VI, Section E, Seniority:

5. When a vacancy occurs in a position covered by this Agreement, the Shore Collaborative shall post a notice of the vacancy on the Shore Educational Collaborative's website and will be emailed weekly. ~~appropriate bulletin board at the Collaborative's Administrative office and send the notice via email to the paraprofessionals. Notices of vacancies which occur during the summer will be mailed and emailed to the Association's representative in addition to being posted as above.~~

Article VI, Section H, Duty Free Lunch:

Each paraprofessional may be provided with a paid half hour duty-free lunch between 10:30am and 1:30pm, as determined by the Educational Coordinator. Paraprofessionals may leave their assigned buildings during this period.

Article VI, Section M, Length of Work Year/Day:

1. Paraprofessionals shall have a work year of ~~183~~ 184 days as a minimum.

Article VI, Section P, Training:

Employees will be compensated at the rate of \$50 when providing training for Safety Care.

When providing training for Safety Care during school hours, the hourly rate paid will be modified to \$50/hour. When providing Safety Care training after school hours, the hourly rate will be \$50/hour.

Article VI, Section R, 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. Staff will be have a total of one hour of time before and after school, with no less than 10 minutes at either end of the day.~~

Article VII, Section A – Transfers/Promotions

3. ~~When a vacancy occurs in a position covered by this agreement, the Shore Collaborative shall email a posting of the vacancy to bargaining unit members and the union. Vacancies will be emailed weekly.~~
4. Members of the bargaining unit who wish to apply for the vacancy shall notify HR in writing apply online within timeline specified on the posting.

Article IX, Section B. Leaves for Sickness and Disability or Personal Needs:

1. Each paraprofessional is entitled to a leave of absence for sickness or disability with full pay at the rate of 1.5 days per month each school year in which s/he is serving in the Shore Educational Collaborative as of the first day or date of hire of said school year from September through June. Such leave not used prior to the termination of an employee's service shall lapse, and the employee shall not be entitled to any compensation in lieu thereof. Sick leave accrual shall be to a maximum of ~~90~~ 180 days with provisions for utilization to be determined by the Shore Educational Collaborative Board of Directors.
2. Periodically, paychecks may be adjusted to reflect used sick leave in excess of actual days earned. Employees will be notified one (1) pay period in advance of deduction.
3. Staff who are required to work the Extended School Year Program will be provided two (2) sick days for the session. Sick days may be saved and added to the school year allocation, and may be added to personal sick accrual.
4. Sick leave may not be used for any purpose other than for personal illness, disability, or family illness. For absences due to illness, disability, or family illness beyond five (5) or more successive days or when there is a trend of absences that may indicate abuse of sick time, a statement from the doctor may be requested by the Program Supervisor.

Article IX, Section I. Sick Leave Buy Back:

Replace existing language with:

- A bargaining unit member who has at least 10 sick days accrued may elect to redeem up to ten (10) unused sick days in a lump sum cash payment of \$125 per unused sick days at the end of the school year.

Article XII, Section G. – Credit Union and Insurance:

The Employer agrees to deduct from employee's salaries the premium payment for any group insurance made available to members of the bargaining unit ~~through General Membership Services when requested in writing by the employee.~~ Additionally, the Employer agrees to provide a payroll deduction for Massachusetts Federal Credit Union or its successor when requested in writing by the employee to do so.

Article XIV, Section A. – Basic Salary Schedule:

C. Step Advancement: For purposes of salary payment, employees will advance to the next step of his respective salary schedule at the beginning of the new school year provided the employee has worked a minimum of ninety (90) days the prior school year. Employees will move to a new salary lane based on credits earned, provided official transcripts are submitted by September 1 for a September 15 payroll change, and by February 1 for a February 15 payroll change.

Article XIV, Section E. - Automobile Use:

Employees will not be required to transport clients of the Shore Collaborative in their personal automobile.

Employees who wished to or are required to (as written in their job descriptions) drive Shore owned/leased vehicles for the purposes of school business, transporting students to field trips, competitions, job experiences, meetings, interviews, or other Shore related and approved activities must possess valid Massachusetts drivers' license and must submit to driving record checks prior to driving a Shore vehicle, and as requested thereafter and be approved by Shore to drive the vehicles. The Executive Director will consider employee driving records as reported by the RMV and based on these will authorize employees as drivers. Final approval is at the discretion of the Executive Director.

No employee shall be required to accompany a student in a separate vehicle (e.g. taxi, ride share).

Article XIV, Section I. Longevity Plan – the increments shall be adjusted as follows:

- After 5 years of service – ~~\$750~~ \$1,000
- After 10 years of service – ~~\$1,500~~ \$2,500
- After 15 years of service – ~~\$1,750~~ \$3,000
- After 20 years of service – ~~\$2000~~ \$3,500
- After 25 years of service – ~~\$2,500~~ \$4,000
- After 30 years of service (new increment) – \$4,500

Article XIV, Section K. Program Stipends [new section]:

Employees shall be eligible for the following stipend positions:

Track & Field - \$2,000

Basketball - \$2,000

ARTICLE XVIV – DRESS CODE

~~Employees are not permitted to wear clothing with rips and/or tears, faded and/or worn out; clothing with derogative slogans, and/or pictures; advertising of tobacco products, drugs, alcohol, illegal substances; tank tops/halter tops, clothing which displays one's bare belly/midriff/cleavage; low rise jeans that expose hips; visible underwear (including tops and bottoms, straps and waistbands) no caps; items that are spandex. As needed, from time to time, changes in the dress code will be discussed with the Union leadership and mutually agreed upon changes will be conveyed by the Executive Director, in writing, to all unit members.~~

Employees are not permitted to wear: clothing with rips and/or tears; clothing that is faded and/or worn out; clothing with derogatory slogans and/or pictures; clothing or accessories that advertise tobacco products, drugs, alcohol or any other illegal substances; tank tops or halter tops; clothing that displays one's bare belly, midriff or cleavage; low rise jeans that expose hips; visible underwear (including tops and bottoms, straps and waistbands); caps or hats; or items that are spandex. As needed, from time to time, changes in the dress code will be discussed with the Union leadership and mutually agreed upon changes will be conveyed by the Executive Director, in writing, to all unit members.

Article XXXI. Duration

This Agreement and each of its provisions shall be in full force and effect as of July 1, ~~2025~~2024, and shall continue in full force and effect until June 30, ~~2028~~2025, and shall renew itself from year to year, unless either party notifies the other ~~in writing by certified mail~~ no later than October 1, ~~2027~~2023 or any other October 1st thereafter of its desire to terminate or modify the present Agreement.

For the Employer:

Date: 6/10/25



For the Union:

Date: 6/16/25

Stacy Cohen
6/16/25

