

**Memorandum of Agreement between
the Belmont Education Association and the Belmont School Committee
on successor Unit C collective bargaining agreements (2025-2028)
May 19, 2026 Comprehensive Settlement Proposal**

Following successor contract negotiations pursuant to G.L. c. 150E, this Memorandum of Agreement (“MOA”) is entered into by Unit C of the Belmont Education Association (“Association”) and the Belmont School Committee (“Committee”) (collectively, “Parties”).

Except as amended by this MOA, the express provisions of the Unit C 2022-2025 Collective Bargaining Agreement shall be incorporated into the successor 2025-2028 collective bargaining agreement.

Existing contract language to be deleted is struck through and additions are underlined.

This MOA is subject to ratification by the Association and approval by a vote of the Committee.

1. **Duration** - For the successor 2025-2026 Contract, revise the effective dates to read July 1, 2025 through June 30, 2028, updating the cover page, the authors’ page/composition of bargaining teams, and throughout the remainder of the collective bargaining agreement, including Article 3 Duration.
2. **Housekeeping** - Reorder and rename articles in order to align the sequence of all four contracts. Gender neutral references throughout.
3. **2.5(h) – Rights and Responsibilities: Reduction in Force Add new Article Two Section 5(h) as follows:**

Not later than November 1 annually the Association shall be provided with a seniority list of all bargaining unit members including time worked in months and days in a bargaining unit position.

4. **5.2 – Salary and Other Compensation** Rename Article Five “Salary” to “Salary and Other Compensation” and amend Article Five Section 2 as follows:

~~shall be paid straight time for all hours up to forty (40) hours in a week and paid time and one half for any time worked over forty (40) hours per~~ Employees eligible for paid overtime shall receive payment therefore at the rate of time and one-half ~~straight time~~ for all time worked beyond forty (40) hours in a week, (including one-hour daily unpaid lunch breaks), in accordance with Article 28, which work must be directed or approved by the Superintendent or designee, with the exception of new employees who are engaged in mentoring outside of regular work hours as described in Article 31, the first five (5) hours per week overtime, and time and one half for all overtime worked in addition thereto, with exception of clerical aides who week.

5. **5.3 – Salary and Other Compensation** Rename Article Five “Salary” to “Salary and Other Compensation” and add a new Article Five Section 3 as follows:

Mileage Allowance: Bargaining unit members who are required to use their automobiles for authorized employment-related travel to professional development opportunities or authorized work-related responsibilities shall be compensated at the IRS rate. Educators who are assigned to more than one work location shall be compensated at the IRS rate for in district travel between worksites. Such mileage reimbursements shall not be available for in-district travel for other reasons, such as meetings or professional development. Educators shall submit for mileage allowance in a form or other means, as directed by the Superintendent or designee. Educators must submit all mileage allowance requests for the time period of July 1 through December 31 by no later than January 10 of the following year; all mileage allowance requests for the time period of January 1 through June 10 must be submitted by June 15 and all mileage allowance requests for the time period of June 11 through June 30 must be submitted by noon on June 30.

6. **6.3 – Longevity** Amend Article Six Section 3 as follows:

The longevity schedule for 52 week administrative assistants shall be:

	FY26
a. From 5 through 9 years of service	<u>\$825</u> Annually
b. From 10 through 14 years of service	<u>\$975</u> Annually
c. From 15 through 19 years of service	<u>\$1,125</u> Annually
d. 20 years or more of service	<u>\$1,250</u> Annually

Notwithstanding the above, all 46-, 44- and 42-week administrative assistants with ten (10) or more years of service shall receive \$500 per year on the first payroll of June. Clerical aides are not eligible for longevity.

Part-time bargaining unit members eligible for longevity will receive longevity payments pro-rated according to the percentage of time the member is working in the system.

Longevity payments will be made on or before December 1 of each year.

7. **8 – Sick Leave**

1. As of July 1st of each year, the 52-week staff shall be credited with 15 days sick leave to be added to any such leave accumulated in previous years to a total of 251.

2. As of September 1st of each year, ~~each member of the 44 week staff and 42 week staff~~ shall be credited with ~~42~~ **15** days sick leave to be added to any such leave accumulated in previous years to a total of 251.

~~3. As of September 1st of each year, each member of the 46 week staff shall be credited with 13 days sick leave to be added to any such leave accumulated in previous years to a total of 251.~~

~~4. As of September 1st of each year, each member of the clerical aide staff shall be credited with ten (10) days sick leave to be added to any such leave accumulated in previous years to a total of 227.~~

5. Sick leave benefits shall be granted under this article when the employee is physically incapable of meeting the employee's responsibilities due to illness or injury or is absent due to illness of a member of the employee's immediate family or household.

6. A medical certificate stating the nature of the illness, that the illness prevented reporting for work and that the employee is capable of resuming the responsibilities of his/her responsibilities position, may shall be required after an absence exceeding five (5) consecutive work days (part or all of a work day) or ten (10) intermittent work days (part or all of a work day) due to personal illness.

7. Sick leave may be used for medical appointments by all unit members

8. 7 – Vacation Time Amend Article Seven as follows, maintain other existing language in this article:

Only 52 week administrative assistants are eligible for vacation time.

~~1. Only 52 week administrative assistants with service of 1 through 4 consecutive years of service completed within the calendar year will have paid vacation leave of 2 weeks.~~

2. Only 52 week administrative assistants with service of ~~0-4~~ 5 consecutive years of service completed within the calendar year will have paid vacation leave of 3 weeks.

3. Only 52 week administrative assistants with service of ~~5-10~~ consecutive years of service completed within the calendar year will have paid vacation leave of 4 weeks.

~~4. Only 52 week administrative assistants with service of 15 consecutive years of service completed within the calendar year will have paid vacation leave of 4 weeks and 1 day.~~

~~5. Only 52 week administrative assistants with service of 20 consecutive years of service completed within the calendar year will have paid vacation leave of 4 weeks and 2 days.~~

6. Only 52 week administrative assistants with service of more than ~~10-25~~ years of service completed within the calendar year will have paid vacation leave of 5 weeks.

7. 52-week administrative assistants may be permitted to take ~~up to five days~~ of their vacation time during the school year when school is scheduled to be in session with the approval of the Principal or immediate supervisor. 52-week administrative assistants may be permitted to take vacation time during winter break, February vacation week, and April vacation week with approval of the Principal or immediate supervisor.

12. 52-week administrative assistants will be permitted to accrue unused vacation days to a maximum of no more than 50 days. Any existing 52-week administrative assistant with an accrued amount in excess of 50 days as of June 30, 2003 will be frozen at her/his amount as of July 1, 2003. Any 52-week administrative assistant who reaches the maximum cap of 50 days or is frozen at an accrued amount in excess of 50 days, shall be entitled to be paid for a portion of unused vacation days from their annual allocation at the end of each fiscal year. The amount to be paid (the "buyout") shall be up to a maximum of five days pay.

9. 9 – Excused Leave

1. Annually, only 52 week* administrative assistants who have completed the six months probationary period shall exercise their discretion in taking up to four (4) days excused leave with pay for those obligations of a personal nature that cannot be met outside those normal school hours during which the employee has professional responsibilities, but in no event will such days be used for personal recreation or outside occupation. Annually, 46 week, 44 week and 42 week administrative assistants are permitted three (3) days under the same conditions. Annually, clerical aides are permitted two (2) days under the same conditions.

2. Educators new to the system will, upon being hired, receive excused leave credit as provided in this Article prorated from the day they are, by contract, to report for work within the school system. Full credit will be given if their contract calls for them to report on the first educator work day. The prorated days shall be rounded up to the nearest half-day.

2. Notice must be submitted in writing to the immediate supervisor or the supervisor's designee at least seventy-two (72) hours before the absence is to occur, except in the case of an emergency, in which case notice shall be given as soon as possible.

3. **Approval must be obtained from the Superintendent or their designee (e.g. building principal) to take an excused leave day attached to a vacation week.**

~~3.~~ 4. Administrative assistants shall report to work on days when school is cancelled due to inclement weather, except as otherwise provided below in this article. If there is not enough cleared parking or the walkway to the building is not cleared, the administrative

assistant may request to work from home with approval of the Building Principal or immediate supervisor without loss of pay or benefit day. Clerical aides do not report to work on days when school is cancelled due to inclement weather. If, in the opinion of the immediate supervisor, the inclement weather on a no-school day warrants it, the supervisor may, at the request of the administrative assistant, grant permission for the administrative assistant not to report to work. The administrative assistant may take an excused leave day with the approval of the immediate supervisor except that an administrative assistant who is the only administrative assistant in a building shall not be required to report for work if a supervisor does not report to work due to inclement weather.

When a weather-related State of Emergency which covers the Town of Belmont is declared by the Governor, administrative assistants will not be required to report to work and will suffer no loss in pay. If such a State of Emergency is declared after the employee reports to work, administrative assistants shall be allowed to leave one-half hour after the last student has left the particular school and shall suffer no loss of pay. In such circumstances, central office administrative assistants shall be allowed to leave one-half hour after the last student has left the whole school system and shall suffer no loss of pay. If an employee did not report to work prior to such declaration, the employee shall not be paid for that period of time.

If a building is opened late due to such emergency, administrative assistants shall be allowed to arrive 30 minutes before students are due to arrive in that particular school and shall be allowed to leave at the end of their regular shift, and shall suffer no loss of pay.

Excused leave may be used on days when school is cancelled due to inclement weather. The 72-hour notice requirement shall be waived for inclement weather days.

~~4- 5.~~ Only 52 week employees who do not use the **four (4)** excused days pursuant to this Article during the previous twelve months ending June 15th will receive one additional day's pay by the end of the fiscal year.

BSC: TA to all Article 9 changes

10.9.1 – Excused Leave Amend Article Nine Section 1 as follows:

Annually, **bargaining unit members** ~~only 52-week* administrative assistants who have completed the six months probationary period~~ shall exercise their discretion in taking up to four (4) days excused leave with pay for those obligations of a personal nature that cannot be met outside those normal work hours during which the employee has professional responsibilities, but in no event will such days be used for personal recreation or outside occupation. ~~Annually, 46 week, 44 week and 42 week administrative assistants are permitted three (3) days under the same conditions. Annually, clerical aides are permitted two (2) days under the same conditions.~~ **Members**

may carry over one (1) unused Excused Days in the subsequent school year, not to exceed five (5) days total.

11.10 – Bereavement Leave

1. In the event of a death in the immediate family of an administrative assistant as defined below, the Committee will grant the administrative assistant up to a maximum of five (5) ~~funeral~~ **bereavement** leave days, provided that payment will only be made for those days upon which the administrative assistant has professional responsibilities and shall not apply to Saturdays, Sundays, holidays or days falling within the employee's vacation period.

2. **For purposes of this article** "immediate family" is defined as the ~~administrative assistant's spouse, domestic partner, child, parent, or sibling~~ **employee's spouse, child, parent, sibling, grandparent, grandchild, parent-in-law, spouse of a sibling or child, aunt, uncle, niece, nephew, domestic partner, or other member of the administrative assistant's immediate household.**

3. Three (3) days in accordance with the terms of Section 1 above shall be granted in the case of the death of the administrator's grandparent, parent-in-law, or member of the administrator's immediate household, or the spouse or child of a sibling or son-in-law, daughter-in-law, or grandchild. **In accordance with the provisions of Section 1 above, one (1) day of leave will be allowed to attend the funeral service or other obligations in the case of the death of a relative or close friend not otherwise included in this Article.**

4. Upon request from an administrative assistant, an additional day may be granted by the Superintendent or designee.

12.11 – Job Posting

1. Any vacancy in a position covered by the Contract shall be posted electronically via email message to all Belmont Public Schools staff. Vacancies may also be posted online for at least seven (7) work days.

2. Any employee hereunder may apply for the vacancy within seven (7) work days after it is posted.

3. Positions will be filled on the basis of qualifications with due regard to the seniority of applicants.

4. If an applicant is successful, they shall be given a six month trial and training period in the new position at the applicable rate of pay. If, at any time after two weeks during the six month trial and training period, the Superintendent determines not to permanently

appoint the employee to the new position, or the employee decides they do not wish to continue in the position, they shall be returned to the old position and rate.

5. Employees of other departments of the Town of Belmont who enter the bargaining unit will be allowed to carryover their accumulated vacation days (up to a maximum of 50 days, as per Article 7 new paragraph 13 above) and accumulated sick leave. ~~Longevity will not be carried over and can be earned only as a member of this bargaining unit.~~

[See Article 6]

13.12 – Holidays Amend Article Twelve as follows:

1. All **bargaining unit members** ~~52-week administrative assistants~~ shall receive the following holidays with pay **when such holidays fall within their regularly scheduled work year:**

New Year's Eve
New Year's Day
Martin Luther King Jr. Day
Presidents' Day
Patriot's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Indigenous People's Day ~~Columbus Day~~
Veteran's Day
Half Day before Thanksgiving
Thanksgiving Day
The Friday following Thanksgiving Day
Christmas Eve
Christmas Day

~~All 44 and 46 week administrative assistants shall receive the following holidays with pay:~~

New Year's Day	Labor Day	Half Day before Thanksgiving
Martin Luther King Jr. Day	Columbus Day	Thanksgiving Day
Memorial Day	Veteran's Day	Friday following Thanksgiving Day
Presidents' Day	-	Christmas Day

~~All 42 week administrative assistants shall receive the following holidays with pay:~~

New Year's Day	Labor Day	Half Day before Thanksgiving
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~~Martin Luther King Jr. Day~~	~~Columbus Day~~	~~Thanksgiving Day~~
~~Memorial Day~~	~~Veteran's Day~~	~~Friday following Thanksgiving Day~~
~~-~~	~~-~~	~~Christmas Day~~

~~Clerical aides are not eligible for holidays with pay.~~

2. If any holidays listed above should fall on Saturday, or in the case of Christmas Eve, on Sunday, ~~52-week~~ employees shall be given compensatory time off, by mutual agreement of the employee and the immediate supervisor **when such holidays fall within the employee's regularly scheduled work year.**

3. If a holiday falls within an employee's scheduled vacation time during the employee's normal work year, that day shall be considered a paid holiday and not a vacation day.

4. If a holiday falls on a Tuesday or a Thursday and school is not in session, then the Monday or Friday may also be taken as a holiday.

~~1. Any employee who is scheduled to work on Juneteenth or on the day the holiday is observed by Belmont Public Schools will have a paid holiday.~~

14. 15.2 – Work During School Cancellation Amend **Article Fifteen Number 2** as follows:

With prior approval of their supervisor, Unit C members may work remotely. If, in the opinion of the immediate supervisor, the inclement weather on a no-school day warrants it, the supervisor may, at the request of the administrative assistant, grant permission for the administrative assistant not to report to work. The administrative assistant may take an excused leave day with the approval of the immediate supervisor except that an administrative assistant who is the only administrative assistant in a building shall not be required to report for work if a supervisor does not report to work due to inclement weather.

15. 17 – Association Representative Remove **Article Sixteen Section 1** as follows and move to **Article 30 Association Security**:

The employees shall designate one employee from among their number to serve as Association Representative; his or her name shall be furnished to the Committee immediately after designation and the Association shall notify the Committee of any change. Said representative, with permission from the immediate supervisor, which permission shall not be unreasonably withheld, shall be granted reasonable time off with pay to deal with grievances of employees covered by this Contract.

16. 21 – ~~Credit Union Deductions~~ Outside Vendor Selection Rename **Article Twenty-One** “Credit Union Deductions” to “Outside Vendor Selection” and amend as follows:

1. ~~Upon submission of appropriately signed deduction cards, monthly deductions from salary will be made for the Belmont, Massachusetts Teachers’ Federal Credit Union as designated thereon for those employees who authorize the same in the manner provided below.~~
2. ~~The Association shall indemnify and save the Committee and/or the town harmless against all claims, demands, suits, or other forms of liability, which may arise by reason of any action taken in making deductions and remitting the same pursuant to this Article.~~
3. The Committee agrees to provide for payroll deduction of individual premium payments for disability insurance, with premium costs to be paid by the employee. These vendors shall include the MTA and any other vendors as mutually identified by the Town and Association.
4. Outside vendors who solicit bargaining unit members shall be mutually approved by the Committee and the Association. The Committee shall not permit outside vendors who have not been mutually approved to solicit on school grounds. The Committee shall make reasonable efforts to prevent outside vendors who have not been mutually approved from soliciting via electronic systems maintained by the Committee. The Parties recognize, however, that school addresses and electronic mail addresses are public records and the Committee is unable to prevent all solicitations by vendors.

17. 26 – Sick Leave Bank Amend **Article Twenty-Six** as follows:

Effective July 1, 2025 the Unit C sick bank shall be merged with the Unit A sick bank. Unit C shall access the Sick Leave Bank according to the terms defined in the Unit A agreement.

1. ~~_____ A sick leave bank has been established for use by eligible employees covered by the Contract who have exhausted their own sick leave and who have serious illness.~~
2. ~~_____ All employees shall contribute one (1) day of sick leave to the Bank on each July 1st whenever it runs below 100 days.~~
3. ~~_____ The initial grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed fifteen (15) days.~~
4. ~~_____ Upon completion of the fifteen (15) day period, the period of entitlement may be extended by the Sick Leave Bank Committee upon the demonstration of need by the applicant.~~
5. ~~_____ The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of four (4) members. Two (2) members shall be designated by the Committee to serve at its discretion and two (2) members shall be designated by the Association.~~

Comment [1]: There was an erroneous #17 here that was a proposal the BEA had withdrawn. I've removed it.

The Sick Leave Bank Committee in administering the Bank and in determining eligibility and amount of leave shall consider:

- a. ~~Adequate medical evidence of serious illness.~~
- b. ~~Prior utilization of all eligible sick leave.~~
- c. ~~Length of service in the Belmont School System.~~
- d. ~~Propriety of use of previous sick leave.~~
6. ~~If the Sick Leave Bank is exhausted, it shall be renewed by the contribution of one additional day of sick leave by each employee covered by this Contract. Such additional days will be deducted from the employees' annual fifteen (15) days of sick leave. The Sick Leave Bank Committee shall determine the time when it is necessary to replenish the Bank.~~
7. ~~The decision of the Sick Leave Bank Committee, with respect to the eligibility and entitlement, shall be final and binding and not subject to appeal.~~
8. ~~The Sick Leave Bank will have a cap of 120 days beginning 7/1/98 with an accumulation of 131 days.~~
9. ~~Employees new to the Association shall contribute one (1) day of sick leave to the Sick Leave Bank in the first year of employment.~~

18. 28.2 – Work Hours / Work Day Rename **Article Twenty-Eight “Work Hours”** to **“Work Hours / Work Day”** and amend **Article Twenty-Eight Number 2** as follows:

In any office where there are two or more administrative assistants, the administrator of the office shall have the flexibility to assign staggered working shifts for the purpose of providing office coverage over a wider span of time. In cases where staggered working shifts are assigned, the administrator shall notify the administrative assistants about the intended staggered shifts and provide each of them with an opportunity to discuss their preferences before making the assignments. Such shifts will be distributed equitably when reasonably possible but shift assignments shall remain in the administrator’s discretion.

19. 28.3 – Work Hours / Work Day Rename **Article Twenty-Eight “Work Hours”** to **“Work Hours / Work Day”** and add a new **Article Twenty-Eight Section 3** as follows:

Reasonable efforts will be made to equitably distribute the workload of administrative assistants, but workload assignment decisions shall be based upon the needs of the school and the particular position(s) involved.

20. 28.5 – Work Hours / Work Day Rename **Article Twenty-Eight “Work Hours”** to **“Work Hours / Work Day”** and add a new **Article Twenty-Eight Section 5** by moving the following from **Appendix B** and amending:

The administration will monitor and ensure that all administrative assistants have appropriate computer workstations. To the extent reasonably practicable, educators

shall have access to secure, designated space in each of the school buildings to which they are assigned to store personal items such as purses or bags.

21.31 – Mentoring Program Amend Article Thirty-One as follows:

The Belmont Public Schools shall establish a mentoring and orientation program for all newly hired administrative assistants. In accordance with this program, newly hired administrative assistants may be assigned a willing mentor by the Superintendent or the Superintendent's designee. Bargaining unit members who have been employed for five years or more may submit their names as volunteers to a pool for mentors. Mentors may be selected based on experience, similarity in position to mentee, Affinity Group membership, and/or other factors relevant to the efficient administration of the school district. Efforts shall be made to assign an affinity-alike mentor to new unit members when requested by such new educators and when affinity-alike mentors, who meet the requirements of this provision to be a mentor, are available. Mentors shall receive a stipend of ~~\$500~~ \$350. The orientation period shall occur during the first four (4) weeks of employment. The newly hired administrative assistant will get paid straight time pay outside of the regular work day but not to exceed a total of forty (40) hours a week (to avoid incurring overtime costs).

22.32(c) – Diversity, Hiring, and Retention Amend Article Thirty-Two Section c as follows:

The district shall create a ~~new~~ Diversity Equity and Inclusion and Wellbeing (DEIW) Hiring and Retention Team, led by the Director of DEIW, or other designee of the Superintendent, who shall chair the Team and has final authority on recommendations to the Superintendent of any matters addressed by the Team.

The district will provide an annual pool of \$21,000 for stipends distributed to all BEA members of the district Affinity Group, who elect to join the DEI Hiring and Retention Team as compensation for the following types of activities when requested by the Director of DEIW or designee:

- Liaison to and supporting the work of the BPS DEIW Director
- Consulting with the district-wide Equity Committee
- Networking and attending diversity job fairs and events to help attract candidates of color and create a more diverse workforce
- Lead and support affinity groups for faculty and staff
- Participating in interview teams
- Drafting and annual report of the district's diversity in hiring

The parties shall endeavor to include no less than one member from each building and to include participants from all BEA bargaining units. Each individual annual stipend shall not exceed \$3,000. In the event less than 7 individuals elect to join the DEI Hiring and Retention Team in a given year the district shall not be obligated to expend the full

\$21,000. The work related to hiring activities included under this stipend may occur over the summer.

With the exception of any claim regarding a stipend payment, grievances filed under this Article are not subject to arbitration.

BSC: TA (maintain current contract language; BEA withdraws its proposal to delete the bolded language.)

23.33 – Parental Leave Eliminate **Appendix C BPS Parental Leave Policy** and replace with a new **Article Thirty-Three “Parental Leave”** as follows:

Parental/Adoption Leave

- (a) Parental leaves of absence will be provided to educators to the extent required by, and subject to the provision of, applicable laws, including the Massachusetts Parental Leave Act General Laws Chapter 149, Section 105D (“MPLA”), and the Family and Medical Leave Act, 29 USC 2601 et seq. (“FMLA”). Whenever possible, such leave under the MPLA and FMLA and any leaves taken under the terms of Section 11.1 shall run concurrently.
- (b) Contractual parental leave will also be provided under the following conditions:
 - a. Up to twelve (12) weeks (no more than sixty (60) work days) may be taken for parental leave. The first ten (10) work days will be paid parental leave days, which will be paid at the educator’s regular rate, without deduction from sick leave. The second ten (10) work days will be paid parental leave days, which will be paid at the educator’s regular rate, without deduction from individual sick leave, to be drawn from the BEA sick leave bank. Such days shall be automatically approved, and applicants will be exempt from the procedures specified in the Unit A Collective Bargaining Agreement, Article 7. The remaining forty (40) days are unpaid but educators may access their own accrued sick leave and/or personal days to be paid during their leave.
 - b. The twelve weeks under this policy shall commence within one calendar year of the arrival of the child or birth of the child.
 - c. Educators must be employed for a minimum of one (1) year to be eligible for this benefit.
 - d. If both parents are employees of the Belmont Public Schools, both members will be entitled to parental leave individually.
- (c) Notice of Intended Leave. Educators shall provide written notice to the Superintendent regarding the intention to take leave under this provision. Such notice shall include the anticipated date of departure, intention to return to work, and anticipated length of leave. When possible, educators shall provide this notice at least sixty (60) days prior to the intended leave. In the event of extenuating circumstance, the sixty (60) day written-notice period of parental leave may be waived. In the event

the educator cannot provide sixty (60) days of notice, the educator shall provide as much advance notice as possible in the circumstances.

- (d) Notice of Return. The date of the anticipated return will be established with the Superintendent at the time the leave commences. An educator is entitled to return from parental leave before the expiration of the parental leave period on five (5) days' notice and provided a physician's statement of good health is submitted upon request.

Any authorized, unpaid extended leave does not constitute a break in service. While on any authorized, unpaid extended leave, the staff member does not accrue seniority. (Except for Military leaves and leaves for teacher exchange)

A staff member on any authorized extended leave is subject to the Reduction in Force provisions of the collective bargaining agreement as if actively employed.

- 24. 37 – Professional Development and Tuition Reimbursement** create new **Article Thirty-Seven** by moving the following from **Appendix B** and amending:

An administrative assistant who submits proof of satisfactory completion of a professional improvement which has been offered by an accredited institution and which has received prior approval of the school principal and the Director of Finance and Administration shall receive an additional \$100 to the employee's regular salary. Salary credit may be awarded to an employee for a maximum of two (2) such courses during the term of this Agreement. The credit will be added to the administrative assistant's base salary on a pro-rata basis effective immediately upon presentation of such proof.

An administrative assistant who submits proof of satisfactory completion of a continuing education or professional improvement course offered by an accredited institution that is related to the functions of their position or district initiative and which has received prior approval of the immediate supervisor or Assistant Superintendent shall receive a reimbursement of the cost of tuition up to a maximum of \$900 per course per unit member. Such course reimbursements shall not exceed \$5,000 for all Unit C each contract year~~\$300.~~

- 25. Appendix B – Side Agreements** remove and incorporate provisions into main body of the agreement

- 26. Appendix C – BPS Parental Leave Policy** remove **Appendix C** and replace with new **Article 33 – Parental Leave**

- 27. Appendix A – Hourly Rates** Amend **Appendix A** as follows:

Effective July 1, 2025 increase all steps on the salary scale by 6% for a market adjustment, Drop step 1. Add new top step at \$22.95 for Clerical Aide scale.

FY 26 One-time "Ratification Payment" of \$1200/unit member:

- o Available only if ratified on or before May 22, 2026 (before budget goes to Town Meeting).
- o Available only to current Unit C members at the time of ratification.

Effective July 1, 2026 increase all steps on the salary scale by 2.5%

Effective July 1, 2027 increase all steps on the salary scale by 2.5%