

AGREEMENT BETWEEN THE  
CHELMSFORD SCHOOL COMMITTEE

AND

THE CHELMSFORD SCHOOLS' FOOD SERVICE ASSOCIATION

JULY 1, 2019 – JUNE 30, 2022

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## **PREAMBLE**

This Agreement is negotiated under the provisions of Chapter 150E of the General Laws of the Commonwealth of Massachusetts in order to encourage and abet effective and harmonious working relationships between the CHELMSFORD SCHOOL COMMITTEE and the CHELMSFORD SCHOOLS' FOOD SERVICE ASSOCIATION in order that the public cause of public education may be best served in CHELMSFORD.

## **ARTICLE I**

### **RECOGNITION**

1-01 The Chelmsford School Committee recognizes the Chelmsford Schools' Food Service Association for purposes of collective bargaining as the exclusive representative of a unit consisting of cafeteria employees of the Chelmsford Public School System in the classifications listed in Appendix A of this Agreement. Unless otherwise indicated, the workers in the bargaining unit will be hereinafter referred to as "employees."

## **ARTICLE II**

### **SCHOOL COMMITTEE RIGHTS**

2-01 It is recognized that the School Committee has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility, and prerogative to direct the operation of the public schools in Chelmsford in all aspects. This right, responsibility, and prerogative is not subject to delegation in whole or in part, except that the same shall not be exercised in a manner inconsistent with or in violation of any of the specific terms and provisions of this Agreement.

**ARTICLE III**  
**SALARIES**

**3-01 Salaries:**

(a) Increase the hourly rate at Step 1 of the salary scale in the General Worker and Cook employee categories by the following amounts as set forth in Appendix A:

	Year 1	Year 2	Year 3
General Worker	\$ .50	\$ .50	\$ .50
Cook	\$ .50	\$ .50	\$ .50

Combine the Team Leader Middle School and Team Leader High School employee categories into a single employee category with five (5) steps, incorporating a Team Leader Satellite Sites designation as set forth in Appendix A.

After applying the specified hourly rate increase at Step 1 of each employee category, adjust the difference between Steps 1 – 5 of the salary scales to reflect a consistent 2.5% difference between steps as set forth in Appendix A.

(b) New employees will enter at Step 1 of the salary schedule and will advance one (1) step each year. Employees must work at least half of the school year, a minimum of ninety (90) days, to be eligible to advance one (1) step in any given year.

**3-02 Job Evaluation:** Any employee covered by this Agreement may request that his or her job be reviewed for the purpose of ensuring that it reasonably and fairly represents his or her assigned tasks. Such requests will be made prior to October 1 of a given contract year and the Association will be notified, in writing, of all such requests received as of that date. Having requested such action, said job will be re-evaluated in accordance with the job evaluation plan of the American Association of Industrial Management (A.A.I.M.). The re-evaluation will proceed in a timely manner and will be completed no later than March 1. Upon completion, the employee and the Association will be notified, in writing, of the finding. If, as a result of such re-evaluation, a job title change is

appropriate, such will be implemented at the start of the next contract year. This job evaluation program shall not be subject for the grievance procedure as elsewhere herein cited.

3-03 Each employee shall receive a copy of his or her job description upon the commencement of his or her employment in that classification. The contract year shall be deemed to commence as of the effective date of this contract, and on each anniversary of the effective date, for the duration of this contract as specified in ARTICLE XIV, Duration.

3-04 An employee's first ninety (90) calendar days of continuous employment with the Committee shall constitute her/his probationary period. No layoff of an employee made during this period, and no disciplinary action, including but not limited to dismissal, suspension, demotion or reprimand taken against an employee during the probationary period shall be construed as a violation of any of the provisions of this Agreement. Bargaining unit members shall be ineligible to access the grievance and arbitration article for any layoff or discipline that occurs during the probationary period.

Employees shall neither earn nor be eligible to use sick days, bereavement days, personal days or holiday pay during their probationary period. After an employee has completed her/his probationary period, all sick days, bereavement days, personal days and holiday pay shall be provided to the employee, retroactive to the employee's first day of employment.

3-05 When an employee works temporarily as a Cook or Team Leader, said employee shall be compensated at the Cook or Team Leader pay scale, from the first day in that position.

## **ARTICLE IV**

### **WORK YEAR, WORK DAY**

- 4-01 The work year for School Nutrition General Workers and Cooks shall be 183 days, two (2) days prior of the arrival of students, 180 scheduled student school days, and one (1) day after the close of school. The work year for Team Leaders shall be 184 days, three (3) days prior to the arrival of students, 180 scheduled student school days, and one (1) day after the close of school.
- 4-02 Notwithstanding the above, whenever the School Department has a scheduled “early release” day, all employees will work a minimum of two (2) hours of their regular shift in order to prepare and serve breakfast. A maximum of five (5) early release days will be scheduled by the Director of School Nutrition as a six (6) hour shift in order for employees to receive training to meet professional development standards as mandated by the Massachusetts Department of Elementary and Secondary Education. Attendance on each early release day designated for professional development shall be required. Three (3) training sessions will be designated as workshops for credits toward certification. The Director of School Nutrition shall provide notice to employees at least thirty (30) calendar days in advance of the early release days scheduled to receive training.
- 4-03 The Director of School Nutrition shall adjust the work hours as required to meet the needs of the various schools.
- 4-04 When the Superintendent enacts a delayed school opening due to inclement weather, employees who report to work at their regular scheduled start time shall receive two (2) hours of additional compensation at their regular hourly rate of pay. Employees who arrive late or use sick, personal, or bereavement leave are not eligible for the additional two (2) hours of compensation.

**ARTICLE V**  
**INSURANCE BENEFITS**

- 5-01 All employees shall be covered by Workers' Compensation at all times while working for the School Department and while traveling between schools in connection with employment or while on School Department or other property reasonably related to their employment.
- 5-02 The Committee agrees to continue to provide employees with the same health and insurance plans as provided town employees. The premiums and benefits under these plans are administered by the Board of Selectman, the Authorizing Agent.

**ARTICLE VI**  
**LEAVE**

- 6-01 **Sick Leave:** Sick Leave for each employee will be applicable at the rate of twelve (12) days per contract year, starting on the first day that said employee reports for work during the contract year. This requirement to report on the first day may be waived in the event of emergency hospitalization or recuperation there from. Only previously accumulated sick leave may be used.

Sick leave may not be used for any purpose except medical consultation on behalf of the employee, or illness or injury of the employee, except that up to eight (8) paid sick days per school year may be used to care for family members who are ill, or for arranging for care of a sick member of the employee's immediate family. Immediate family shall be defined as parent, parent-in-law, spouse, child, sibling, grandparent, grandchild, uncle, aunt, niece, nephew, and any person actually residing in the immediate household of the employee. Unused sick leave may be accumulated from year to year up to a maximum of one hundred and fifty (150) days, such accumulation to begin on the first day that said employee reports for work during the contract year. A doctor's certificate may be

required from an employee who is absent in excess of three (3) consecutive days at any time. Such certificate may be required from an employee who requests the use of sick leave for an extended time. If deemed to be in the best interest of the Chelmsford Public Schools, the Director of School Nutrition (hereinafter referred to as the “Director”) may require a physical examination to be administered without charge to the employee. These provisions may also be invoked whenever illness prevents an employee from reporting on the first workday of the contract year, and previously accumulated sick leave is requested to covert the absence.

- a) When an employee does not report to work due to illness on the workday immediately preceding or immediately following a holiday, the employee shall only be paid for the holiday if a physician’s letter is provided excusing the absence on the workday immediately preceding or immediately following the holiday.
- b) Any employee who has been laid off as a result of a reduction in work force and is subsequently recalled within a period of two (2) years shall have all previously accumulated sick leave restored as of the date of rehire.
- c) Any member of the Chelmsford Schools’ Food Service Association with a minimum of ten (10) years of service shall upon death or retirement from the Middlesex Retirement System be allowed to convert accumulated sick leave at a rate of thirty percent (30%) of unused sick leave to a maximum of two thousand (\$ 2,000) dollars.
- d) Effective July 1, 2019, increase each incentive amount for judicious use of sick leave by \$ 100.00; \$ 350.00 to any employee who does not exceed one (1) sick day in a school year; \$ 300.00 to any employee who uses only two (2) sick days in a school year; \$ 250.00 to any employee who uses only three (3) sick days in a school year. Days “off payroll/unpaid days” shall be considered the same as sick days when determining eligibility for the judicious use of sick leave annual benefit.

Employees hired after the first day of any given school year shall have their sick leave allowance computed in its entirety on a pro-rated basis at one and one-fifth (1.2) days per month through June of the school year in question. Employees hired and who begin working after the fifteenth (15<sup>th</sup>) of any month shall have such month of initial employment excluded from such pro-rated computation.



Notwithstanding the accrual method for sick days set forth in this section for employees who begin employment after the start of the school year, bargaining unit members shall be required to use sick days in full-day increments, consistent with the terms of Section 6-02.

- 6-02 Any employee who leaves a scheduled work shift early due to an unexpected illness shall be paid for the actual hours worked and may use accrued sick leave to cover the balance of scheduled work shift.
- 6-03 Employees will be entitled to funeral leave without loss of pay as follows: Up to five (5) days to attend a funeral of the immediate family which includes spouse, mother, father, step-parent, daughter, son; up to three (3) days for sister, brother, mother-in-law, father-in-law, grandmother, grandfather, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild; and up to one (1) day for aunt, uncle, niece, nephew, or any other member of the employee's family living in the household at the time of death. An employee who takes leave under this article must attend the funeral, and such day will constitute one of the days herein granted. Additional funeral leave may be requested in writing from the Superintendent.
- 6-04 In the event of family illness, an employee may request a leave of absence of up to ninety (90) working days for the purpose of caring for a sick member of the employee's immediate family. Such request is to be made in writing. Additional leave may be granted at the discretion of the Superintendent of Schools. A leave of absence without pay for childbirth will be granted to each employee who requests such leave for childbirth upon two (2) weeks notice for a period of up to eight (8) weeks. An employee may use accumulated sick leave for childbirth during said eight (8) week period as the employee is disabled, in accordance with a physician's certification. The Superintendent may grant unpaid childbirth leave beyond the eight (8) weeks at his/her discretion and such decision is not arbitratable.

6-05 Whenever an employee is on leave for any of the reasons covered by this Article or is otherwise absent from work, the Director of School Nutrition will use reasonable effort to fill his/her position with someone in-house at that school before going to the list of available substitutes, and the Director will offer the position to employees on a rotating basis. Whenever an employee is to be absent from work, the Director of School Nutrition must be notified as soon as possible.

6-06 **Personal Leave:**

a) It is recognized by all that absences by regular employees from their work assignments causes disruption of the normal work process and must therefore be held to a minimum. In each contract year an employee will be eligible for two (2) days of personal leave with pay, starting the first day that said employee reports for work during the contract year. After completing ten (10) years of service, all employees will be eligible for three (3) days of personal leave with pay. Such leave shall be for personal, legal, business, religious, household, or family matters which requires the absence of the employee during normal work hours and which cannot otherwise be scheduled outside of the regular work day of the employee. In no instance shall personal leave be used for the purpose of extending a holiday or vacation. A personal leave day may also be used for an unscheduled school closing due to inclement weather. An employee using personal leave due to inclement weather must notify the Director of School Nutrition on the next workday. Sick leave may not be used for an unscheduled school closing due to inclement weather. It is understood that approval of any unusual request not specifically listed above under the reasons for personal leave shall be at the sole discretion of the Superintendent of Schools or their designee.

b) Employees hired after the first day of any given school year shall have their personal leave allowance computed in its entirety on a pro-rated basis at one-fifth (.2) days per month through June of the school year in question. Employees hired and who begin working after the fifteenth (15<sup>th</sup>) of any month shall have such month of initial employment excluded from such pro-rated computation.

- c) Notwithstanding the accrual method for personal days set forth in this section for employees who begin employment after the start of the school year, bargaining unit members shall be required to use personal days in full-day increments.
- d) Absence for personal leave must be approved by the Director in advance of such absence. Ordinarily such requests should be submitted in writing seven (7) calendar days prior to the date on which the employee wishes to be absent. If, because of lack of time in an emergency situation, permission is sought and granted orally, such permission must be confirmed in writing.
- e) If the Director believes the purpose of the leave is not of a nature specified above requiring the absence of the employee during working hours then he/she will decline to approve the payment for such leave. Said leave shall not be unreasonably withheld. If the individual employee contests this decision, he/she may present the matter through the grievance and arbitration procedure.
- f) Nothing in this Article shall preclude the Director from granting additional personal leave without pay for reasons which he/she deems urgent.
- g) Unused personal days shall be added to the employee's sick leave account. For those employees who have a maximum accumulation of sick leave days, unused personal days shall be added over and above the contractual maximum accumulation. These additional days may not be used until the employee's sick leave amount has been depleted. These additional days may not be bought back upon retirement.
- h) In the event of multiple employee requests for the use of personal time on the same day, approval/disapproval of use shall be at the sole discretion of the Director of School Nutrition as to not interrupt the normal daily business operation of the School Nutrition Department due to a shortage of staff. The decision to approve or deny the use of personal days by the Director of School Nutrition shall not be subject to the grievance or arbitration process.

6-07 **Jury Duty:**

Whenever an employee is called for jury duty, he/she shall be granted time off as required by the calling court, without loss of personal leave. Payment for jury duty time off shall be sufficient to provide compensation at said employee's normal rate for all workdays missed, in whole or in part, as adjusted by any court compensation paid to the employee for jury duty. Compensation for jury duty time off shall be effected in accordance with normal School Department practice.

- 6-08 Each employee of the bargaining unit shall be entitled to two (2) days' leave with pay for the purpose of the employee observing religious holy days where the tenets of the employee's religion obligate abstention from work and where the formal religious observance of the day conflicts with the school day. All employees shall provide written notice to the Superintendent of Schools during the first week of school, or within a reasonable period of time, said time to be not less than two (2) weeks before the date of observance. The Superintendent, in his/her discretion, may grant additional religious days, which shall be deducted from the employee's personal days. In the event that an employee has exhausted his/her personal days, one (1) additional religious day may be deducted from the employee's accrued sick leave. The Superintendent's decision shall not be subject to the grievance and arbitration process.

## **ARTICLE VII**

### **PAID HOLIDAYS**

- 7-01 Employees will be paid for the following holidays:

Columbus Day	New Year's Day
Veterans' Day	Martin Luther King Day
Thanksgiving Day	Presidents' Day
Day after Thanksgiving	Good Friday, provided that school is not in session
Christmas Day	Memorial Day, provided that school is not in session

If school is held on Good Friday or Memorial Day, the School Committee will grant the employee a compensatory paid holiday or a compensatory day's pay.

- 7-02 Employees will be paid their regular day's pay as holiday pay for each of the aforesaid paid holidays provided that they work their last scheduled workday preceding and their first scheduled workday subsequent to the holiday. This will apply if the day before and after are taken as sick leave with a physician's letter. Employees will not be paid their regular day's pay as holiday pay for each of the aforesaid paid holidays provided they are "off payroll" or on an unpaid leave of absence the last scheduled workday preceding and the first scheduled workday subsequent to the holiday.
- 7-03 The aforementioned eligibility requirement in 7-02 shall be applicable to paid holidays falling during a school vacation period or other period during which school is not in session.
- 7-04 In the event that students' official first day of school occurs prior to Labor Day or that the Director of School Nutrition requires that School Nutrition Employees work prior to Labor Day, add Labor Day to the list of paid holidays, and holiday rules apply.

## **ARTICLE VIII**

### **VACATIONS**

- 8-01 Employees on the anniversary date of their first day of employment shall be granted vacation days annually with pay as follows:

First day of employment through completion of four (4) years of employment – 4 days during Christmas recess. Beginning of fifth (5<sup>th</sup>) year of employment through completion of fourteen (14) years of employment – 8 days during Christmas and February recess. Beginning of fifteenth (15<sup>th</sup>) year of employment – 12 days during Christmas, February and April recess.

## **ARTICLE IX**

### **AFTER HOURS**

9-01 Any extra activities requiring the employees' services shall be fairly and equitably distributed to all employees assigned to that building. The Director has the discretion of assigning any other employees that may be needed.

9-02 Work performed at the request of the School Department in excess of forty (40) hours in any workweek shall be considered overtime and shall be paid for at the rate of one and one-half times the regular hourly rate of pay of the employee. Hours worked for the purpose of computing overtime shall include only hours the employee actually works.

When a non-Chelmsford Public Schools entity (i.e. private rental) requests and is granted use of a kitchen facility outside of normal working hours, so that school nutrition services are required and assigned by the Director of School Nutrition, in lieu of overtime, employees assigned by the Director of School Nutrition shall receive an hourly rate of \$ 30.00 as compensation for their services for all hours assigned.

9-03 Employees shall not be eligible to work overtime assignments if they do not work their regular shift the day of or day immediately preceding the overtime assignment.

9-04 Employees called to work additional hours either immediately preceding his/her regular shift or immediately following his/her regular shift shall be paid for the actual hours worked at the regular rate or overtime rate, whichever is applicable.

An employee called back to work after having completed his regular shift and having left his/her place of employment will be paid at the rate of one and one-half (1 ½) times his/her basic rate of pay for all hours worked on recall, and for such recall work he/she will be guaranteed a minimum of two (2) hours pay at one and one-half (1 ½) times his/her basic rate of pay.

## **ARTICLE X**

### **LIMITATION OF DUTIES**

- 10-01 It is recognized that no duty will be in violation of the Laws of the Commonwealth of Massachusetts.
- 10-02 Employees shall not be required to perform special washing of walls, paint, tables, or chairs at the close of the school year, beyond that which is normally performed in the daily cleaning of tables, chairs, walls, and paint. This clause shall not exclude employees from performing such special washing at the close of the school year on a voluntary basis, for additional pay, at a rate of pay no less than their regular pay.
- 10-03 Any lifting or carrying of items of excessive weight shall require the services of two (2) employees.
- 10-04 An employee who takes a deposit to the bank in lieu of the Team Leader will be compensated at one half (1/2) hour of the Team Leader rate of pay.
- 10-05 If emergencies arise at any school and if employees report for work and are dismissed, they will receive payment for hours scheduled for that particular day.

## **ARTICLE XI**

### **WORK BREAK**

- 11-01 Employees working in excess of four (4) hours per day shall be allowed a paid, free twenty (20) minute lunch period.
- 11-02 A basic First Aid Kit will be provided in each kitchen.

## **ARTICLE XII**

### **GRIEVANCE PROCEDURE**

#### **12-01 Definition:**

A “grievance” is a complaint by an employee or group of employees within the bargaining unit which alleges a violation, misinterpretation, or misapplication of the terms of this Agreement by the School Committee or its agents.

#### **12-02 Procedure:**

Any grievance or dispute which may arise between parties, including the application, meaning, or interpretation of this Agreement, shall be settled in the following manner:

**Step 1:** An employee with a grievance will first discuss the matter with the Director with the objective of settling the matter informally. Any matter which cannot be settled informally shall proceed in the following manner:

**Step 2:** The Association representative, with or without the aggrieved employee, shall take up the grievance or dispute in writing with the Director of School Nutrition within three (3) working days of the date of the grievance or of his/her knowledge of its occurrence but not more than fifteen (15) working days from the date of its occurrence. The Director shall attempt to adjust the matter and shall respond in writing within fifteen (15) working days.

**Step 3:** If the grievance has not been settled, it shall be presented to the Superintendent of Schools, in writing, within three (3) working days after the Director’s response is due. The Superintendent shall respond, in writing, within seven (7) working days. The seven (7) working days may be extended by mutual agreement if either party is unavailable.

**Step 4:** If the grievance still remains unadjusted, it can be presented to the School



Committee, in writing, at its regular meeting. The grievance shall be heard, and the School Committee can render its decision within fifteen (15) working days.

**Step 5:** If the grievance is still unsettled, either party may, within fourteen (14) working days after the reply of the Superintendent or School Committee notify, in writing, the other party of its intent to submit the grievance to the American Arbitration Association under its procedures. The arbitrator shall be requested to submit his decision within thirty (30) days. The decision of the Arbitrator shall be final and binding on both parties. The cost of the Arbitrator shall be shared equally by both parties.

#### 12-03 Time Limits:

The time limits specified herein may be extended by mutual agreement.

## **ARTICLE XIII**

### **SENIORITY**

13-01 Seniority shall be considered as the length of an employee's continuous service in the School Department. Continuous service means the most recent period of unbroken service. If two or more employees are hired on the same day, their seniority shall be established first by performance, second by certification, third by date of hire as a substitute, and fourth by alphabetical order of last name.

13-02 A list of all employees in the bargaining unit shall be kept up-to-date and posted once a year in each kitchen.

13-03 In the event that a closing or consolidation of schools necessitates a reduction in the size of the bargaining unit, the School Committee shall first attempt to achieve that reduction through normal attrition rather than through involuntary layoffs. If it is not possible to achieve any such reduction through normal attrition, the School Committee will so notify the Association. Thereafter, the reductions shall be accomplished by layoffs, taking into consideration a composite of the following factors: a) length of service in the system; b) certification; c) qualifications – possessing requisite skills and experience to perform a specific job assignment; and d) evaluation of past performance. Items (b) and (d) being equal, reduction shall be accomplished by layoffs based upon seniority with the least senior employee in a given classification. Any employee who is so scheduled for layoff from his/her classification may bump any less senior employee in a lower rated classification for which he/she possesses the necessary qualifications. Employees who have been laid off shall retain recall rights for up to two (2) calendar years after their layoff, and they shall be recalled to work during that period in the reverse order from that in which they were laid off before any new employee is hired to fill any reinstated position for which the laid off employee is qualified.

13-04 In the event of an extended absence due to illness or injury, the employee shall maintain the seniority that he/she has accumulated and shall continue to accumulate seniority until such time as he or she returns to work, up to a limit of one (1) calendar year. This clause shall remain in effect even though said employee is entitled to Workman's Compensation during the period of absence from work.

## **ARTICLE XIV**

### **DURATION**

- 14-01 This Agreement shall continue in full force and effect from July 1, 2019 through June 30, 2022, and thereafter unless either party gives written notice by January 1, 2022 setting forth in such notice a request to negotiate a new collective agreement.

## **ARTICLE XV**

### **EFFECT OF AGREEMENT**

- 15-01 This instrument constitutes the entire Agreement of the School Committee and the Chelmsford Schools' Food Service Association, arrived at as a result of collective bargaining negotiation, except such amendments hereto as shall have been reduced to writing and signed by the parties.
- 15-02 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands with respect to any subject matter referred to, or covered by this Agreement even though such subjects or matters may not have been within the knowledge of contemplation of either or both parties at the time that they negotiated or signed this Agreement.
- 15-03 Any waiver or breach of condition of this Agreement by either party shall not constitute a precedent with respect to future enforcement of all the terms and conditions of this Agreement.
- 15-04 No provision of this Agreement shall be retroactive to the effective date unless otherwise specifically stated herein.

## **ARTICLE XVI**

### **NO STRIKE CLAUSE**

- 16-01 During the period of this Agreement, no employee covered by this Agreement shall engage in, induce, or encourage any strike, work stoppage, slow-down, or withholding of services by such employee or employees.
- 16-02 The terms of this clause shall extend three (3) years from the effective date of this Agreement.

## **ARTICLE XVII**

### **POSTING OF VACANCIES**

- 17-01 If the Employer elects to fill a vacancy permanently, the Employer shall post a notice of vacancy electronically for a period of not less than five (5) calendar days, weekends and legal holidays excluded. All employees interested in applying and being considered for the vacancy must apply during the advertised posting period. Applicants will be notified of appointment or non-appointment after the hiring process has been completed.

## **ARTICLE XVIII**

### **FEE WAIVER**

- 18-01 Any School Nutrition Employee working for the Chelmsford Public Schools shall receive a 50% waiver of the fee for his/her child to attend extended day and extended year programs offered by the Chelmsford Public Schools, provided that the employee seeking the fee waiver is actually working in one of the above programs during the time that the child is attending the extended day and extended year program.

- 18-02 Any School Nutrition Employee not working in one of the programs during the time that his/her child is attending the extended day and extended year programs shall be eligible to receive a 25% waiver of the fee for his/her child to attend extended day or extended years programs offered by the Chelmsford Public Schools.

## **ARTICLE XIX**

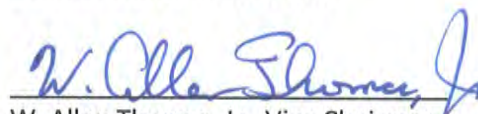
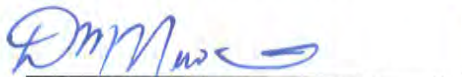

### **PROFESSIONAL DEVELOPOMENT AND TRAINING**

- 19-01 Due to the importance of employee professional development and training, all employees shall be required to become members of the School Nutrition Association. The School Nutrition Department will pay the initial application fee to be certified. In addition, all courses for certification and re-certification will be reimbursed at 100%.
- 19-02 Summer conference registration and attendance fees will be paid by the School Nutrition Department, not to exceed one thousand (\$ 1,000) dollars for the Unit. Attendance at conferences and workshops requires the advanced approval of the Director of School Nutrition.
- 19-03 With advance approval by the Director of School Nutrition, when employees attend professional development or training scheduled outside of their regular work schedule, they will be paid to attend such professional development or trainings at the employee's regular salary rate. In addition, mileage reimbursement may be available per the District's mileage reimbursement policy.
- 19-04 Employees out of work on sick leave or approved extended leaves of absence shall not be eligible to attend conferences and be reimbursed for such, or attend scheduled meetings and be compensated for such.

- 19-05 The Committee shall provide each employee with five (5) shirts approved by the Committee, at no cost to the employee, on an annual basis. All employees are required to wear the shirts approved and provided by the Committee during their assigned work shifts.
- 19-06 Employees shall receive an annual clothing allowance of one hundred (\$ 100.00) dollars paid in their first paycheck of the school year.

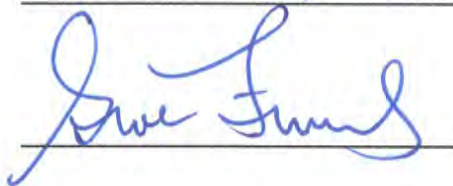
This Agreement has been duly executed by the authorized representatives of the Committee  
and the Association on the 19<sup>th</sup> day of March, 2019.

Chelmsford School Committee

  
Dennis F. King, II, Chairman  
W. Allen Thomas, Jr., Vice Chairman  
Donna M. Newcomb, Secretary  
John W. Moses

Barbara J. Skaar

Chelmsford Schools Food Service Association



## Appendix A: Salary Schedule

Job Title	Step	(2018 - 19)	(2019 - 20)	(2020 - 21)	(2021 - 22)
General Worker	1	\$ 14.13	\$ 14.63	\$ 15.13	\$ 15.63
	2	\$ 14.48	\$ 15.00	\$ 15.51	\$ 16.02
	3	\$ 14.84	\$ 15.37	\$ 15.90	\$ 16.42
	4	\$ 15.21	\$ 15.75	\$ 16.29	\$ 16.83
	5	\$ 15.59	\$ 16.15	\$ 16.70	\$ 17.25
Cook	1	\$ 14.57	\$ 15.07	\$ 15.57	\$ 16.07
	2	\$ 14.93	\$ 15.45	\$ 15.96	\$ 16.47
	3	\$ 15.30	\$ 15.83	\$ 16.36	\$ 16.88
	4	\$ 15.69	\$ 16.23	\$ 16.77	\$ 17.31
	5	\$ 16.08	\$ 16.63	\$ 17.19	\$ 17.74
Team Leader - Middle School	1	\$ 16.91			
	2	\$ 17.33			
	3	\$ 17.76			
Team Leader - High School	1	\$ 18.91			
Team Leaders	1		\$ 17.50	\$ 18.00	\$ 18.50
	2		\$ 17.94	\$ 18.45	\$ 18.96
	3		\$ 18.39	\$ 18.91	\$ 19.44
	4		\$ 18.85	\$ 19.38	\$ 19.92
	5		\$ 19.32	\$ 19.87	\$ 20.42