



Agreement between the

Duxbury School Committee

and

The Administrative Assistants' Association

July 1, 2020 – June 30, 2023

*Agreement between the Duxbury School Committee and
The Duxbury Administrative Assistants Association • July 1, 2020 – June 30, 2023*

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ARTICLE I - COMMITTEE RIGHTS CLAUSE

The Duxbury School Committee is a public body established under and with powers provided by the Statutes of the Commonwealth of Massachusetts and nothing in this Agreement shall be deemed to derogate from the powers and responsibilities of the Committee under said statutes of the Commonwealth or the Rules and Regulations of agencies of the Commonwealth.

Further, the Association and the Committee agree to be bound by existing Rules and Regulations of the Committee except as the Rules and Regulations are changed by this Agreement.

As to every matter not covered by this Agreement, the Committee retains the powers and duties that it has by law and may exercise the same without any such exercise being made the subject of an arbitration proceeding hereunder.

ARTICLE II - RECOGNITION

The Committee recognizes the Association as the sole and exclusive bargaining agent for the purposes of establishing salaries, wages, hours and other conditions of employment for the Administrative Assistants of the Duxbury School Department, excluding all Central Office Clerical Staff.

ARTICLE III - DISCRIMINATION AND COERCION

There shall be no discrimination by the administrators or other agents of the Committee against any Employee because of his/her activity or membership in the Association.

ARTICLE IV - GRIEVANCE PROCEDURE

A. **Definition:** For the purposes of this Agreement, a grievance will be defined as a dispute between a member of the bargaining unit covered by this Agreement and the Committee, or the Association and the Committee, over the interpretation or application of an expressed written provision of this Agreement.

B. **Procedure:** Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

1. **Level One - Immediate Supervisor** - An Employee covered by this Agreement who has a grievance shall submit it in writing to the principal of the building within ten (10) working days from the date on which the incident giving rise to the grievance has occurred or when the grievant should have known of such occurrence. Except, however, in the event of physical or mental incapacity of the grievant and a grievance cannot be presented as specified. Then the time limitations shall be extended to ten (10) working days after said disability has been removed.

2. **Level Two - Superintendent** - If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered within five (5) working days after presentation of the grievance, said grievant may appeal to the Superintendent, or designee, within five (5) working days. Such appeal shall be in writing setting forth the details of the grievance, the applicable provisions of the Agreement and the decision, if any, rendered in Level One, and said grievant shall also notify the Association of such appeal. Within five (5) working days after receipt of the written grievance, the Superintendent, or designee, shall

confer with the grievant, at which time the appropriate representatives of the Association may be present.

3. Level Three - School Committee - If the grievant is not satisfied with the disposition of the appeal at Level Two, or if no decision has been rendered within ten (10) working days after the grievant has first met with the Superintendent, or designee, he/she may file an appeal in writing to the School Committee at the office of the Superintendent of Schools, setting forth specifically the act or condition and the provision of this Agreement on which the grievance is based. Within ten (10) working days following receipt of the written appeal to Level Three, a subcommittee of the School Committee will meet with the grievant for the purpose of resolving the grievance. The ultimate decision on the appeal at this level will, however, be rendered by the School Committee at the next regularly scheduled meeting.

4. Level Four - Arbitration - If the grievant is not satisfied with the disposition of the appeal at Level Three, or if no decision has been rendered at the next regularly scheduled meeting, the grievant may request, in writing, that the President of the Association submit the grievance to arbitration. If the Association determines that the grievance be meritorious, it may submit the grievance to arbitration within fifteen (15) working days after receipt of a written request by the grievant. Within ten (10) working days after receipt of such written notice of submission to arbitration, the Committee and the Association will agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators may be made to the American Arbitration Association. The arbitrator will be chosen in accordance with the rules of the American Arbitration Association.

The arbitrator will be without power or authority to make any decision, which requires the commission of an act, prohibited by law or which is violative of the terms of this Agreement, or which exceeds the submission of the grievance to him/her. The decision of the arbitrator will be final and binding on all the parties to the arbitration. The cost for the services of the arbitration, including per diem expenses, if any, actual and necessary travel expenses and subsistence expenses will be borne equally by the Committee and the Association.

ARTICLE V - QUALIFICATIONS AND ABILITIES

Qualifications and abilities shall prevail in regard to position openings, school assignments, transfers and other matters relative to employment. The Superintendent or designee may transfer employees if, after discussion with principal parties and in the judgment of the administrators, it is in the best interest of the school department. When the Superintendent or designee have determined that staff reductions are necessary, a determination will be made by the Superintendent or designee concerning which administrative assistants are qualified for the remaining positions. In determining qualifications, the evaluation reports from up to the three previous school years (including the current school year) will be considered. After the determination is made regarding qualifications, the staff will be reduced on the basis of seniority. An Employee who is to be reduced will be notified by June 15. Every effort will be made to notify Employees earlier than June 15.

ARTICLE VI - JOB POSTING, BIDDING, AND HIRING

When a position covered by this Agreement becomes vacant, the Superintendent or his/her designee shall post a notice of vacancy which will remain posted for ten (10) working days. The hiring authority shall award the position to the most qualified applicant. Every effort will be made to proceed with this process in an expedient and effective manner.

The successful applicant, if a new hire, shall be given a probationary period not to exceed ninety (90) calendar days in the vacant position at the applicable rate of pay. During such probationary period, the new hire may be discharged at the sole discretion of the Superintendent or designee.

In the case of promotion and/or reclassification to a job on a higher pay grade, an Employee will transfer to the same step of the new position, or if the new rate is less, the Employee will move to the next highest step, whichever is higher.

It is mutually agreed between the parties that, if the Superintendent feels no applicant is qualified, the Superintendent may fill the position from outside the bargaining unit.

ARTICLE VII - EVALUATIONS

All monitoring or observation of the work performance of an Employee will be conducted openly and with full knowledge of the Employee. Employees will be given a copy of an evaluation report prepared by their appropriate Supervisors and will have the right to discuss such report with them. The evaluation form is attached as Appendix B.

Employees will have the right, upon written request, to review the contents of their personnel file. An Employee will be entitled to have a representative of the Association accompany him/her during such review.

No material derogatory to an Employee's conduct, service, character or personality will be placed in his/her personnel file unless the Employee has had the opportunity to review the material. The Employee will acknowledge that he/she has had the opportunity to review such material by affixing his/her signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Employee will also have the right to submit a written answer to such material and his/her answer shall be reviewed by the Superintendent or designee and attached to the file copy.

Any complaints regarding an Employee made to any member of the Committee or the Administration by any parent, student or other person as a result of any action concerning the Employee is contemplated will be called to the attention of the Employee within five (5) working days.

The Association recognizes the authority and responsibility of the appropriate Supervisor and/or the Assistant Superintendent for disciplining or reprimanding an Employee for delinquency of performance. If an Employee is to be disciplined or reprimanded formally by a member of the Administration above the level of the appropriate Supervisor or the Assistant Superintendent, he/she will be entitled to have an appropriate representative of the Association present if he/she so desires.

It shall be the responsibility of the appropriate Supervisors and Principals of the various schools to evaluate all personnel performing any Administrative Assistant duties. This will be done annually for the first three years of employment, and thereafter every two years.

All Administrative Assistant evaluations must be completed no later than May 15th and forwarded to Human Resources no later than May 30th with recommendations for step increases (see Article XXIII C).

ARTICLE VIII - HOURS OF WORK

The regular hours of work each day shall be consecutive, except for the interruption of a lunch period.

Each Employee shall be assigned to work a set number of hours with regular starting and quitting times as determined by the respective building principal, or appropriate Supervisor.

ARTICLE IX - EMPLOYMENT STATUS

All Employees will be classified on the basis of the number of months employed during a calendar year. For this purpose, the following guideline shall apply:

52 weeks = 12-month Employee
48 weeks = 11-month Employee

In addition, full-time employment status shall be determined as one who works a minimum of six and one-half (6 1/2) hours per day, five (5) days per week, exclusive of paid holidays. All others shall be considered to have part-time status, but eligible for benefits provided they work at least twenty (20) hours per week.

The employment status for each Employee will be the determining factor in granting sick leave.

ARTICLE X - OVERTIME

Full-time employees covered by this Agreement shall be paid at their regular rate of pay for all work during their established work day/week. Full-time employees shall be paid one and one-half (1-1/2) times their regular rate of pay for work in excess of their regularly established work day/week. A regular workday will not be considered more than eight hours, or a regular work week in excess of forty hours. All others shall be paid overtime at the rate of one and one-half (1 1/2) times their regular rate of pay for work in excess of thirty-five (35) hours in any one work week. Employees who have performed their regularly scheduled work week and are required to work on Saturdays, Sundays or Holidays shall be guaranteed a minimum of two (2) hours at the overtime rate of one and one-half (1 1/2) times their regular rate of pay.

Overtime must be authorized in writing in advance by the Assistant Superintendent or designee. The Committee shall keep appropriate records of all overtime work and shall make the information available to any Employee covered by this Agreement upon the receipt of a personal request. In case of a filed grievance involving such records, they shall be subject to examination by the appropriate Association representative upon the receipt of a written request.

ARTICLE XI - ASSOCIATION REPRESENTATIVES

A written list of representatives shall be furnished to the Committee immediately after their designation and the Association shall notify the Committee of any changes. The above shall be granted reasonable time off during working hours to attend Association business when required by the Committee when it does not interfere with the regular performance of their regularly scheduled duties.

ARTICLE XII - HOLIDAYS

Employees, including probationary Employees, shall be granted the following fourteen and one half (14.5) paid holidays each year, if actively employed on the occurrence of each day.

*.5 day before New Years Day
New Years Day
Martin Luther King Day
Presidents' Day

Patriot's Day
Good Friday
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
*.5 day before Thanksgiving Day
Thanksgiving Day
Friday after Thanksgiving
*.5 day before Christmas Day
Christmas Day*
(provided school is legally closed for students)

If a holiday occurs during an Employee's scheduled vacation period, such Employee shall receive an additional day's vacation with pay.

Any Employee required to work on any of the above listed holidays shall receive one and one-half (1 1/2) times his/her straight time hourly rate for all hours worked on the holiday.

Any other day officially designated as a holiday by either the Federal or State Government, and that is accepted by the Town of Duxbury, will be considered to be a paid holiday, provided that such a holiday falls during a regularly assigned workday schedule.

ARTICLE XIII - VACATION

Vacation entitlement is determined as of June 30 of each year and will be granted to all Employees covered by this Agreement in accordance with the following:

After one (1) year in the Unit - 10 working days
After five (5) years in the Unit - 15 working days
After ten (10) years in the Unit - 20 working days

The vacation leave credited to a newly hired Employee will be pro-rated on a monthly basis for the initial twelve (12) months of employment in the Unit at .8333 days per month up to a maximum of 10 working days. Employee vacation days must be used in the school year granted and cannot be carried over to the follow year.

All vacations will be normally scheduled during the period of July 1 through August 15. (The "August 15" date is defined as the Friday closest to August 15). However, at the request of the Employee, earned vacation may be taken during other periods. All such requests must have the approval of the respective building principal.

Upon termination of employment, the Employee shall receive pro-rated payment equal to the amount of vacation pay that he/she would have received had the termination not occurred, except for discharge for cause. If termination is caused by death, such payment shall be made to the Employee's spouse or estate.

ARTICLE XIV - SICK LEAVE

Each Employee shall be granted with sick days by the School Department to provide for absence due to illness, disability, personal reasons, or family illness. Sick days are granted July 1 of the contract year according to the following:

12-month Employees (52 weeks) = 15 days per year
11-month Employees (48 weeks) = 14 days per year
10-month Employees (44 weeks) = 13 days per year

On September 1 of each year, sick leave accumulation will be reported to each member covered in this Agreement. All sick leaves will be accumulated to a total of 165 days.

The sick leave credited to a newly hired Employee will be pro-rated on a monthly basis for the initial twelve (12) months of employment in the Unit. Each year, one (1) day of the newly credited sick leave of each Employee will be automatically contributed to the Sick Leave Bank for the Unit. All deposits in the Sick Leave Bank are voluntary. Members will automatically be eligible for the Sick Leave Bank following one (1) year of service. Only those who deposit to the bank may be permitted to withdraw from the bank. Days remaining in the Sick Leave Bank at the conclusion of the contract year will carry over from year to year until the Bank reaches a maximum of 165 days. The Sick Leave Bank shall be administered by a Sick Leave Bank Committee consisting of (1) member of the Association, (1) member designated by the Committee and a third member, the District's Chief Human Resources Officer. Sick Leave Bank decisions require all members to be present. If an Employee has a personal illness or accident (defined as more than ten (10) consecutive days) he/she will forward a doctor's note to the Superintendent certifying the disability, illness or accident. The Superintendent may grant an initial award up to 15 days from the Sick Leave Bank to an Employee who has exhausted his/her personal accumulation. Subsequent awards will be determined by the Sick Leave Bank Committee not to exceed 90 days annually or 180 days lifetime. The decision of the Sick Leave Bank Committee shall not be subject to appeal. The School Committee reserves the right to seek a second medical opinion from the School Physician or other physician.

ARTICLE XV - FUNERAL LEAVE

Up to five (5) work days will be granted, without loss of pay, to an Employee covered by this Agreement in the event of the death of a spouse, child, parent, brother, sister or immediate member of the Employee's household related by blood or marriage.

Up to three (3) work days, including the day of the funeral, will be granted without loss of pay to an Employee covered by this Agreement in the event of the death of a mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandchild or grandparent.

Up to one (1) sick day to attend the funeral of another relative or someone significant in a member's life with the approval from administration.

ARTICLE XVI - JURY DUTY

In the event that an Employee covered by this Agreement is required to serve Jury Duty, the Committee agrees to compensate the Employee at his/her rate of pay for lost time. Any compensation received by the Employee from the Jury Commission will be returned to the Town if the salary paid by the Jury Commission is equal to or less than the salary earned from the Town. If, however, the Jury Duty compensation exceeds the regular pay of said Employee, the Employee will return his/her regular salary in accordance with this Agreement to the Town.

ARTICLE XVII - PERSONAL LEAVE

The Superintendent or designee shall grant at the respective rate of each Employee's pay up to two (2) days of personal leave each year of this Agreement, non-cumulative, to all Employees provided that the request for such leave shall be made: (1) in writing, stating the reason for such request; (2) only for business that cannot be conducted during non-work hours; and (3) the request is submitted at least forty-

eight (48) hours before the commencement thereof, except in cases of emergency. Employees may carryover (1) unused personal day each year not to exceed an accrual of more than (3) days.

Such personal days may not be requested for the day before or day after a Holiday or vacation. This restriction shall not apply to college and university graduations of the Administrative Assistant, his/her spouse, and/or children.

The Committee agrees that an Administrative Assistant, upon reasonable request with the approval of the immediate supervisor and the Superintendent or designee, be granted an unpaid leave of absence for no more than three (3) months. Said Employee must be employed for a minimum of one (1) year before being eligible for such a leave. An Employee can only be granted one (1) leave within a three (3) year period. Upon returning the Employee will be considered for similar or like position.

ARTICLE XVIII - PROFESSIONAL LEAVE

Upon the recommendation of the respective building principals or appropriate immediate supervisors and with the approval of the Superintendent or designee, one (1) day of professional leave may be authorized each year.

ARTICLE XIX - EXTREME WORKING CONDITIONS AND ADMINISTRATIVE LEAVE

Any "No School Day" due to inclement weather shall be considered a workday.

Any "No School Day" due to inclement weather conditions created by blizzard, flooding or any unforeseen emergencies may be waived by the Superintendent or designee allowing the Employees covered by this Agreement up to a maximum of five (5) days for paid administrative leave.

ARTICLE XX - PHYSICAL EXAMINATIONS

All Employees covered by this Agreement will be required to successfully pass a physical examination prior to initial appointment to their respective positions. The cost of this physical will be covered by the School Department.

ARTICLE XXI - MISCELLANEOUS PROVISIONS

Should any provision of this Agreement be found to be in violation of any Federal or State law by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement, and any benefit, privilege or working condition existing prior to this Agreement not specifically covered by this Agreement shall remain in full force and effect; and if proper notice is given by either party as to the desirability of amending, modifying or changing such benefit, privilege or working condition, it shall be subject to negotiation between the parties.

The parties to this Agreement agree that they shall not discriminate against any person because of race, creed, color, national origin, sex or age and that such persons shall receive the full protection of this Agreement.

Employees will immediately submit to the Superintendent, written reports of an assault and/or battery in connection with their employment in which they have been involved. The Committee will provide indemnification and legal counsel to the extent permitted in accordance with the requirements of Chapter 258 of the Massachusetts General Laws.

ARTICLE XXII - OTHER FRINGE BENEFITS

All Employees scheduled to work more than twenty (20) hours per week will be eligible to be covered by the Town of Duxbury Medical and Life Insurance programs as per the policy of the Town and State Regulations.

Employees who work less than twenty (20) hours per week will not be eligible for the above listed benefits.

In addition, all Employees of the School Department will be required to file the necessary forms and applications with the appropriate Retirement Board who will make the determination as to whether or not an individual Employee comes under the respective retirement plan.

All Employees will be covered by Worker's Compensation Insurance.

The Committee will reimburse the Employee for any clothing or other personal property damaged or destroyed in the course of his/her employment not caused by the negligence of the Employee, up to a limit of \$500.

Employees will be eligible to participate in a tax-sheltered annuity plan established pursuant to the United States Public Law 87-370, provided said companies are on an approved list prepared by the Superintendent. Employees will be eligible to participate in any "flexible benefit" programs according to Section 125 of the Internal Revenue Code and other State and Federal statutes and/or regulations, which are adopted and implemented by the Town of Duxbury.

An Employee who expects to be absent will enter into the Aesop system to request such absence. The Superintendent or designee will furnish to the substitute caller and each member of the Unit, a list of persons who have agreed to serve as substitute Administrative Assistants. The principle of confidentiality will be respected. The daily rate for a substitute Administrative Assistant will be based upon Step 1 of the current year pay scale.

ARTICLE XXIII - PROMOTION FROM STEP TO STEP

An Employee may move from step to step on July 1 of each year based on the recommendation of the respective building principals or appropriate immediate supervisor to the Superintendent or designee who will make the final decision. An Employee must complete his/her three (3) month probationary period before being eligible for a step increase on July 1. An employee, who transfers and is in her/his 90-day trial and training period on July 1, will be eligible for a step increase.

Based on a written evaluation of the Employee's job performance, the recommendation may be:

- A. No step increase
- B. One (1) step increase
- C. Two (2) step increase (provided the immediate supervisor notifies the Superintendent of his/her intention prior to January 15)

ARTICLE XXIV - HIRING AUTHORITY

The hiring authority of any Employee covered by this Agreement will be the Superintendent upon the recommendation of the Principal.

ARTICLE XXV - SALARIES

The salary rates for all Employees covered by this Agreement shall be for the period July 1, 2020 through June 30, 2023, and as listed in Appendix A attached hereto. All pay must be processed via direct deposit, and when the Town of Duxbury implements payday will transition from bi-weekly Thursdays to bi-weekly Fridays, and electronic advance of same.

ARTICLE XXVI - LONGEVITY PAY

All Employees covered by this Agreement who have continuous service in the Unit as of June 30th of each year, in accordance with the following schedule, will receive a longevity premium in addition to their regular base pay as per the schedule in Appendix A attached hereto. "Year" is defined as "calendar anniversary" of the date of hire in the Unit.

After 7 years	60 cents per hour
After 14 years	80 cents per hour
After 21 years	95 cents per hour

ARTICLE XXVII - RETIREMENT INCENTIVE

If 165 sick days are left at the time an Administrative Assistant is retiring, a bonus will be given to the Administrative Assistant as follows:

after 15 years of service - \$ 1,750
after 20 years of service - \$ 2,500

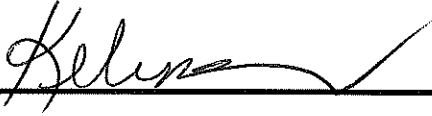
ARTICLE XXVIII - TERM OF AGREEMENT

This Agreement and the provisions thereof shall be effective as of July 1, 2020, unless otherwise indicated, and shall continue in full force and effect until June 30, 2023, and thereafter until changed or modified.

All topics that should have been bargained have been bargained.

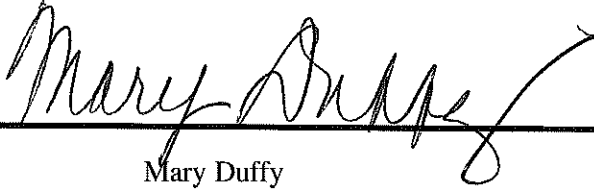
IN WITNESS WHEREOF, THE SCHOOL COMMITTEE OF THE TOWN OF DUXBURY has caused this Agreement to be signed in its name and on its behalf by its Chairman and the DUXBURY ADMINISTRATIVE ASSISTANTS ASSOCIATION has caused this Agreement to be signed in the name of its President

this 20 day of September 2020.



Kellie Bresnehan

Chairman, Duxbury School Committee



Mary Duffy

President, Administrative Assistants' Association

MEMORANDUM OF AGREEMENT

The Duxbury School Committee and the Duxbury Administrative Assistants Association, having bargained, hereby agree to the following amendments to the Collective Bargaining Agreement regarding the Administrative Assistants ("Agreement"):

DURATION - The Agreement is effective July 1, 2017 through June 30, 2020.

ARTICLE XXV – SALARIES

All hourly wages in Appendix A will be increased by the following percentages:

July 1, 2020	2%
July 1, 2021	2%
July 1, 2022	2%

ARTICLE XXVI – LONGEVITY PAY

As of July 1, 2017 - Longevity Pay will be increased to the following:

After 7 years	60 cents per hour
After 14 years	80 cents per hour
After 21 years	95 cents per hour

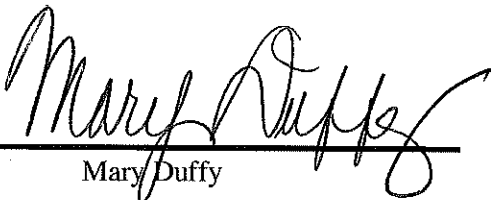


Kellie Bresnehan

Duxbury School Committee

9/20/20

Date



Mary Duffy

Administrative Assistants' Association

9/20/20

Date

APPENDIX A

SALARY SCHEDULE – Administrative Assistants

2020-2021 = 2% 2021-2022 = 2% 2022-2023 = 2%

JULY 1, 2020 through JUNE 30, 2023

Administrative Assistants

STEP	1	2	3	4	5	6	7	8	9
2020-2021	19.80	21.17	22.53	23.66	25.32	26.68	28.03	29.46	30.93
2021-2022	20.19	21.59	22.98	24.14	25.83	27.22	28.59	30.05	31.54
2022-2023	20.60	22.02	23.44	24.62	26.34	27.76	29.16	30.65	32.18

The daily rate for a substitute Administrative Assistant will be based upon Step 1 of the current year pay scale.

APPENDIX B

Administrative Assistants Performance Review

*Agreement between the Duxbury School Committee and
The Duxbury Administrative Assistants Association • July 1, 2020 – June 30, 2023*

<i>Name and Assignment</i>		<i>School Year</i>	<i>Date</i>
<i>School</i>	<i># of years in Present Position</i>	<i>Job Title</i>	
<i>Evaluator's Name and Position</i>			

1.	JOB FACTORS	Notable Strength	Effective Performance	Needs Improvement	Doesn't Apply/ Can't Rate
A.	Specific Job Factors				
	Typing, setting up letters, forms & memos				
	Submission of Purchase Orders, Requisitions and Vendors maintained through Soft Right				
	Setting up letters and memos				
	Spelling and grammar				
	Setting up statistical tables				
	Composing routine correspondence				
	Routing incoming mail				
	Maintaining files				
	Maintaining sufficient amounts of supplies				
	Maintaining school calendar and agenda (e.g., appointment calendars, attendance records, etc.) via Google docs				
	Telephone technique (taking messages, directing inquiries, handling concerns via Polycom)				
	Familiarity with forms and procedures				
	Absence Management – Staff absences, substitute input, maintaining and reconciling records with Frontline (Aesop)				
	Maintain Principal's Attendance and send out parent letters in accordance with M.G.L. Chapter 222				
	Maintain personnel timesheets (bi-weekly) and submit to Business Office				
	Maintain Aspen records for school staff and students				
	Maintain building use and building calendar via School Dude				
	Maintain Job Postings and Applications, candidate pool and search via School Spring				
	School security via Raptor Visitor Management				

	Register students from online Info Snap registration process. Maintain registration folder, legal documents, schedules, and appointments				
	Maintain student report cards and portal information				
	Maintain school website through School Wires				
	Emailing of PTA new letters and correspondence with families				
	Daily arrival and dismissal duties				
	Coordination and input of arrival and dismissal lists				
	Maintain and submit field trip monies to the Business Office				
	Process CORI applications				
	Other specific job factors (describe briefly below)				
B.	General Job Factors				
	Attitude toward job (interest, enthusiasm, initiative)				
	Meeting deadlines and schedules				
	Practical common sense, knows when to ask questions				
	Learning new procedures				
	Following instructions				
	Relations with others (effectiveness in dealing agreeably, tactfully, courteously with others)				
	Written communications (letters, memoranda or documents)				
	Oral communications (making or responding to inquiries orally)				
	Handling unusual situations, interruptions, work pressure				

2. STRENGTHS AND AREAS FOR IMPROVEMENT

With regard to present position:

Describe any particularly strong points in this employee's job performance.

3. INDICATE ANY AREAS THAT PARTICULARLY CALL FOR IMPROVEMENT

4. NOTE BELOW ANY ADDITIONAL COMMENTS ON ANY RELEVANT ASPECTS OF THE EMPLOYEE'S PERFORMANCE

5. ATTENDANCE RECORD FOR 12 MONTH PERIOD (IF LESS THAN 12 MONTHS, ENTER NUMBER OF MONTHS HERE _____)

Satisfactory	Marginal	Unsatisfactory
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If a special situation exists, explain:

6. OVERALL EVALUATION

Outstanding	Satisfactory	Unsatisfactory
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7. COMMENTS BY EMPLOYEE

I acknowledge having read and discussed this performance review.

EMPLOYEE: _____ DATE: _____

SUPERVISOR: _____ DATE _____