

Milton Educators Association

Unit D

(Educational Assistants)

September 1, 2022– August 31, 2025

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This Agreement is made and entered into by and between the Milton School Committee (hereinafter referred to as the Committee) and the Milton Educators Association (hereinafter referred to as the Association).

ARTICLE I - RECOGNITION

For the purpose of collective bargaining with respect to wages, hours and other conditions of employment, the negotiation of collective bargaining agreements and any questions arising thereunder, the Committee recognizes the Association as the exclusive bargaining agent and representative of all Educational Assistants employed by the Committee.

ARTICLE II – RIGHTS CLAUSE

This Committee is a public body established under and with powers provided by the statutes of the Commonwealth of Massachusetts and nothing in the Agreement shall derogate from the powers and responsibilities of the Committee under the statutes of the Commonwealth or the rules or regulations of agencies of the Commonwealth. The Committee retains those rights, powers and duties it now has, may be granted or have conferred upon it by law unless modified or changed by this Agreement. Any action made pursuant to those matters reserved to it by this Article shall not be made the subject of the provisions of the grievance procedure nor the provisions of this Agreement pertaining to arbitration.

ARTICLE III – DEDUCTION

- A. The Committee agrees to deduct from the salaries of its Employees dues for the Milton educators Association, Massachusetts Teachers Association, or the National Education Association or any one such Association as said Employees individually and voluntarily authorize the Committee to deduct, and to transmit the monies promptly to the Milton Educators Association. Employee authorizations will be in writing in the form set forth below.

*Dues Authorization Card

MTA, NEA, NCTA, MEA, Total, Name, Address

I hereby request and authorize the Milton School Committee to deduct from my earnings and transmit to the Treasurer of the Milton Educators Association the amount indicated in equal monthly payments over the remainder of the School year

and for succeeding school years. I understand that the Committee will discontinue any deductions for any school year only if I notify the Committee in writing to do so no later than sixty (60) days prior to the commencement of the school year. I hereby waive all rights and claim for said monies so deducted and transmitted with this authorization, and relieve the School Committee and all its officers from any liability therefore.

- B. Deductions referred to in Section A. will be made in equal installments on paydays during the school year. The Committee will not be required to honor for any deductions or authorizations that are delivered to it later than two (2) weeks prior to the distribution of the payroll from which the deductions are to be made.
- C. No later than Friday after school commences, the Association will provide the Committee with a list of those Employees who have voluntarily authorized the Committee to deduct dues. The Association will notify the Committee monthly of any changes in said list. Any employee desiring to have the Committee discontinue deductions they have previously authorized must notify the Committee and the Association concerned in writing by September 15 of each year, or other intermediate dates during the school year.
- D. The Association agrees to indemnify, defend and save the Committee harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of any action taken by the Committee in reliance upon the aforesaid payroll deduction or authorization card submitted to the Committee under the provision of M.G.L. c.180, section 17G. This section shall be effective on September 1, 1996, and subject to ratification by both parties in accordance with M.G.L. c.15, section 12.

ARTICLE IV - GRIEVANCE PROCEDURE

- A. Definition: For the purpose of this Agreement, a grievance will be defined as a dispute between a member of the bargaining unit covered by this Agreement or the Association and the Committee over the interpretation or application of the provisions of this Agreement or any alleged inequitable or discriminatory treatment of an Employee under the provisions 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. For the purposes of this provision, the consent of the Committee will be provided by the Superintendent.
1. Level One. An employee covered by this Agreement who has a grievance shall discuss it with their supervisor either personally or through the appropriate representative of the Association within five (5) school days from the date on which the incident giving rise to the grievance has occurred or when the Employee has knowledge of such incident.
 2. Level Two-If the grievant is not satisfied with the disposition of the grievance at Level One, or if no decision has been rendered, said grievant and/or the Association may appeal to the Superintendent, provided such appeal is made within ten (10) school days after the presentation of the grievance at Level One. Such appeal shall be in writing setting for the details of the decision if any, rendered in Level One. Within ten (10) school days after the receipt of the written grievance by the Superintendent, the Superintendent, or their designee, shall confer with the grievant. If the grievant is not represented by the Association, the Superintendent shall advise the appropriate representative of the Association that an appeal has been made and the date and time of the conference to state the views of the Association.
 3. Level Three – If the grievant is not satisfied with the decision of the Superintendent, or their designee, or if no decision has been rendered, said grievant and/or the Association may appeal to the Committee, provided, however, that such appeal is made within ten (10) school days following the conference at Level Two above. Such appeal shall be in writing, setting for the details of the grievance, the applicable provisions of the Agreement, and the decision, if any, at Level Two. The Committee shall confer with the grievant and/or the appropriate representative of the Association, if any, at an executive session at the regularly scheduled meeting next following the

receipt of the written appeal.

4. Level Four- If the grievant is not satisfied with the decision of the Committee or if no decision has been rendered after the regularly scheduled meeting of the Committee next following the conference, the Association may, within fifteen (15) school days thereafter, submit the grievance to arbitration as provided in this Agreement.

ARTICLE V - ARBITRATION

The grievance shall be submitted to an arbitrator who shall be selected mutually by the parties. If the parties do not mutually select an arbitrator within ten (10) school days from the date of submission of the grievance to arbitration, then either party may request a list of five (5) arbitrators from the American Arbitration Association. The parties shall determine by lot, which party is to strike the first name and the name remaining after each has eliminated two (2) shall be the arbitrator.

The arbitrator shall be bound by the written submission of both parties of the grievance. His decision shall not extend beyond said submission nor alter, amend, or modify the provisions of this Agreement. Nor shall the arbitrator render a decision, which shall impinge upon any of the reserved rights and duties of the Committee.

Further, the arbitrator shall render within thirty (30) calendar days from the date of the completion of the hearings, which decision shall be final and binding on both parties to this Agreement.

Both parties shall share equally the expense of such arbitration.

ARTICLE VI - SICK LEAVE

- A. Educational Assistants covered by this Agreement shall annually receive fourteen (14) sick days per year with unlimited accumulation.
- B. Members of this bargaining unit may join the Unit A Sick Leave Bank, with all its provisions.

Membership

A bargaining unit member eligible to join the Sick Leave Bank must apply for membership on a form provided by the Sick Leave Bank administrators. The application for the contract period must be submitted by September 15 of each year. When making said application to the Bank, a bargaining unit member must contribute one (1) sick day. If the Bank falls below fifty (50) days, a participating bargaining unit member must contribute one (1) additional sick day in order to continue membership in the Bank.

- C. Unit Members who retire or die after fifteen (15) consecutive years of employment in the Milton Public Schools shall be compensated for unused, accumulated sick days. Such payments shall be made at the rate of thirty (30%) percent of the unused, accumulated sick days at ten (\$10.00) dollars per day.
- D. Any Unit Member who transfers to another Milton Education Association Bargaining Unit shall receive full credit for all accrued sick leave days upon the first day of employment in their new position.

ARTICLE VII SENIORITY AND REDUCTION IN FORCE

- A. In the event the Committee determines it necessary to reduce the number of employees in the bargaining unit defined in Article I, employees covered by this Agreement shall be laid off in situation wherein an aide has received an unfavorable evaluation in the past three (3) years from the principal. Then, in such an event, said employee shall be the first to be laid off. After said employees are laid off, length of service in the bargaining unit shall determine the order of layoff. Employees covered by this Agreement shall be recalled in the inverse

order of their layoff and shall have this right to recall for a period of twenty-four (24) calendar months from the effective date of their recall. Employees serving a recall period shall be notified by the Superintendent or designee by registered mail to the last known address of the employee concerning any open positions in the system which they may be qualified to fill. Failure to accept an offer of employment for any such position will terminate this requirement. To avail themselves of recall rights, a laid-off employee shall respond in person or by registered mail, within ten (10) days from the date that the Superintendent's Office mailed the notification to the employee, that they are willing to accept the recall. If they fail to accept within ten (10) days, they shall be dropped from the recall role. An employee who has been laid off shall be responsible for informing the Superintendent's Office and the Office of the Association in person or by registered mail of any change in their address of record.

B. There shall be five lists for the purpose of Reduction in Force:

1. One exclusively for French Immersion Classroom Assistants
2. One exclusively for Classroom/Instructional Assistants, and
3. One exclusively for Special Educational Aides; and Tutors
4. Applied Behavioral Analysis Trained Aides
5. Certified Nursing Assistants

C. The language shall provide that service in the bargaining unit shall not accrue during leaves of absence from a bargaining unit position.

ARTICLE VIII - EVALUATION

- A. The work performance of each Employee during their first five (5) years of employment will be evaluated annually using the evaluation tool attached as Appendix
2. The work performance of each Employee may be evaluated from time to time by their supervisor.

The work performance of each Employee with six (6) or more years of service will be evaluated from time to time at least once every two (2) years by their supervisor.

- B. A copy of each evaluation report, if any, shall be furnished to Employees evaluated who shall have the right to discuss the same with the maker of the report.
- C. No material originating after original hiring which is derogatory to an Employee's conduct, service, character, or personality will be placed in their personnel file unless the Employee has had the opportunity to review such material. The Employee shall also have the right to submit a written answer to such material and their answer shall be reviewed by the Superintendent and attached to the file copy.
- D. Employees will have the right, upon written request, to review the contents of their personnel file and to have a representative of the Association accompany them.
- E. The Association recognizes the authority and responsibility of the Committee to discipline or reprimand an Employee for delinquency in performance. No Employee shall be disciplined, reprimanded, reduced in Compensation or discharged without just cause.
- F. If a Bargaining Unit Member receives an unsatisfactory overall evaluation, the evaluator and the Bargaining Unit Member will develop a plan to improve the Bargaining Unit Member's performance in the area(s) of concern. The plan will identify specific objectives for the improvement of performance and resources. This plan will become part of the evaluation materials and will identify resources, which the School Department will dedicate to assist the Bargaining Unit Member in the remediation process. The evaluator will write the plan and both the evaluator and the employee will sign the plan.

ARTICLE IX – TEMPORARY LEAVES OF ABSENCE

- A. Employees covered by this Agreement may be entitled to four (4) days of personal leave two (2) Personal Days without a reason and two (2) personal days with a reason under the following conditions:

1. A written request must be submitted at least twenty-four (24) hours in advance of the day requested, except in case of emergency.
 2. A written request shall state the purpose of the request and that such purpose cannot be conducted outside of the employee's working hours.
 3. The personal day(s) may not be taken before or after a holiday or school recess.
 4. The Superintendent may waive any of the foregoing conditions.
- B. If, during the school year, a member of this Unit replaces a member of this or any unit, that member will receive their regular rate of pay plus an additional \$40 per day for that period of time and will maintain their health insurance access (if applicable). All Unit Members offered such positions will be informed as to the potential of returning to their position (at the end of the replacement employment) prior to taking the replacement position.
- C. Unused personal days will be added to the Educational Assistants' accumulated sick leave.
- D. The use of "non-paid" days for the purposes of taking and/or extending holidays and vacations shall be prohibited.

ARTICLE X - PROTECTION

- A. Employees will immediately report all cases of abusive conduct and/or torts suffered by them in connection with their employment to the Superintendent in writing.
- B. This report will be forwarded to the Committee which shall comply with any reasonable request from the employee for information in its possession relating to the incident or the persons involved which is not otherwise protected or confidential material under state or federal law.

ARTICLE XI - GENERAL

- A. Employees covered by this Agreement shall be employed on an annual basis and shall not have any right to reappointment. The reappointment or non-reappointment of an employee covered by this Agreement shall be at the sole discretion of the Committee. The exercise of said discretion shall not be made the subject of a grievance or any other action.
- B. Unless otherwise notified in writing prior to May 15th, employees shall be deemed to have been assigned to work the same number of hours and work weeks for the forthcoming school year.
- C. Employees who are required to use their own automobile on school business shall be paid the town mileage rate.
- D. Members of this Unit shall be permitted a twenty (20) minute lunch period and twenty (20) minute break as part of their school day.
- E. Any Unit Member who substitutes for a teacher for a full day shall receive an additional compensation of forty (\$40.00) dollars for that day. Any Unit Member who substitutes for a teacher for half day shall receive an additional compensation of twenty dollars (\$20.00) for that half day.

Effective for the 2023-2024 school year, any Unit Member who substitutes for a teacher for a full day shall receive an additional compensation of seventy dollars (\$70) for that day. Any Unit Member who substitutes for a teacher for a half day shall receive an additional compensation of thirty five dollars (\$35) for that half day. After two weeks of continuous coverage in the same assignment, the Unit Member will be paid additional compensation of one hundred twenty dollars (\$120) for each day.
- F. Members shall be notified of job postings.
- G. Restraint Training, behavior training and CPR training will be made available to educational assistants each year. Unit Members are expected to remain current

in restraint training, behavior training and CPR. A Unit Member shall not be involuntarily assigned to a position requiring the use of restraint training.

- H. Additional Employment - Members of Unit D are eligible for employment positions with the District's ESAP and/or ASE Programs, provided such work is performed outside the member's contractual work hours and does not otherwise conflict with from the member's duties and responsibilities under this CBA and/or District policies.

All appointments of Unit D members to positions with the ESAP and/or the ASE Programs shall be at the sole discretion of the Committee, acting by and through the Superintendent of Schools and/or their designee (hereinafter, the "Superintendent.") Each appointment shall be for a term designated by the Superintendent and shall be subject to those terms and conditions identified from time to time by the Superintendent.

Work in the ESAP and/or ASE Programs shall not constitute exclusive bargaining unit work. No other provisions of this CBA, including without limitation the grievance and arbitration provisions of the CBA, shall be applicable to employment in the above programs except that any future disputes over the failure to pay for hours that are worked subsequent to the execution of this agreement may be submitted to the grievance and arbitration procedure. The Committee expressly reserves the right to employ individuals who are not Unit D and/or MEA Members to employment positions in the ESAP and ASE Programs.

Unit D Members shall be subject to the same employment application, interview and screening processes as outside candidates for these additional employment opportunities. The Committee shall have no legal and/or contractual obligation of any kind to employ any Unit D Member in any available employment position and/or to maintain such employment with the ESAP and/or ASE Programs.

Unit D Members who are employed in positions with the Community Schools Programs shall receive one paycheck from Milton Public Schools/Town of Milton for the two positions. The Association waives its right to negotiate over the rates of pay.

ASE/ESAP Supervisor
CC Supervisor
CC Assistant Supervisor
Specialist Instructor
Group Leader
Teacher Part Time Instruction
Teacher Extracurricular
Support Staff
MCS Nurse
Clerical

- I. Effective for the 2023-2024 school year, the work day for bargaining unit members shall begin 20 minutes before students are scheduled to start school and end 10 minutes later than the end of the school day for students. The 20 minutes before the student day and the 10 minutes after the student day shall be duty-free time reserved for the purpose of preparation and collaboration with other educators, with the exception of not more than one (1) morning duty and one (1) afternoon duty per week
- J. Unit D will have representation on the District-wide professional development committee established in the Unit A Collective Bargaining Agreement.

ARTICLE XII - BEREAVEMENT

Employees shall have five (5) days exclusive of weekends and/or holidays, with pay, during each school year, each time there is a death in the immediate family which may include the following members: spouse, father, mother, sister, brother, son, daughter, and grandchildren. Three (3) days absence, with pay, during each school year, will be granted each time there is a death of a mother-in-law, father-in-law, brother-in-law, sister-in-law and grandparents. Two additional days may be granted upon request.

ARTICLE XIII - LEAVES OF ABSENCE

- A. Members of this unit may, with the recommendation of the Superintendent, be granted a leave of absence for up to two (2) years without pay. The time an employee is on such leave shall not be considered years of service in the bargaining unit.
- B. Members of the unit who wish to make a long term substitute teaching assignment or some other similar teaching assignment within the Milton Public Schools must either:
 - 1) request a leave of absence from their unit position; or
 - 2) resign from their bargaining unit position.

In either event, when a leave of absence is taken from a bargaining unit position, such service outside of the bargaining unit shall not be counted as years of service pursuant to Article VIII.

ARTICLE XIV –WORK YEAR

- A. Each employee will be paid at an hourly rate based on a work year of 188 days which includes eight holidays. The holidays are Labor Day, Yom Kippur/Rosh Hashanah (as in Units A and B), Indigenous People's Day, Veterans Day, Thanksgiving Day, Martin Luther King's Birthday, Good Friday (provided it does not fall within a vacation week), and Memorial Day. To be paid for a holiday listed herein, a member must work the work day before and the work day after said holiday. Bargaining Unit Members who are trained to work in ABA and actually work providing ABA services in the Partners Program, the NECC Program and the Pre-School program or comparable program shall work two hundred eight (208) days per year.
- B. Members of this Unit shall be notified in writing at least two (2) weeks in advance if they will be required, or not, to attend a full-day in-service day. In no event will Educational Assistants be required to attend more than three (3) full-day in-service days. If worked, these days are in addition to the new work year and will be paid.

ARTICLE XV – SALARY SCHEDULES

- A. Effective for the 2022-2023 school year, the salary schedule in effect on August 31, 2022 shall be increased by two and one half percent (2.50%).

Effective 2022-2023 school year

Step	non-ABA	ABA
1	\$15.67	\$17.08
2	\$17.08	\$18.46
3	\$18.46	\$19.85
4	\$19.85	\$21.00
5	\$21.00	\$22.68
6	\$22.42	\$24.20
7	\$24.04	\$25.97
8	\$25.44	\$27.49
9	\$26.82	\$28.98
10	\$28.23	\$30.49
11	\$30.10	\$32.51

- B. Effective for the 2023-2024 school year, Steps 1 and 2 are deleted and the other steps are renumbered and adjusted as below.

Effective 2023-2024 school year

Old Step	New Step	non-ABA	ABA
1			
2			
3	1	\$21.19	\$23.19
4	2	\$22.36	\$24.36
5	3	\$23.45	\$25.45
6	4	\$24.65	\$26.65
7	5	\$25.96	\$27.96
8	6	\$27.06	\$29.06
9	7	\$28.35	\$30.35
10	8	\$29.55	\$31.55
11	9	\$30.98	\$32.98

- C. Effective for the 2024-2025 school year, the salary schedule in effect on August 31, 2024 shall be adjusted as below.

**Effective 2024-2025
school year**

Step	non-ABA	ABA
1	\$24.00	\$26.00
2	\$25.00	\$27.00
3	\$26.00	\$28.00
4	\$27.00	\$29.00
5	\$28.00	\$30.00
6	\$29.00	\$31.00
7	\$30.00	\$32.00
8	\$31.00	\$33.00
9	\$32.00	\$34.00

* Unit Members assigned to and actually working in an ABA position, who have completed the District requirements to serve as an ABA, and who work with a student(s) whose IEP identifies services from an ABA certified education assistant will be paid according to the hourly rates in the column labeled “ABA.” The District will provide the Association with written notice prior to any change in requirements to serve as an ABA.

- D. Effective for the 2023-2024 school year, Unit Members possessing a Master’s degree shall receive an annual stipend of \$500.

- E. Salaries will be paid on a bi-weekly basis.

- F. Longevity: Unit Members will receive additional compensation for their services in the Milton Public Schools in accordance with the following provisions:

- | | | |
|----|---|----------|
| 1. | After ten (10) consecutive years of service | \$500.00 |
| 2. | After fifteen (15) consecutive years of service | \$600.00 |
| 3. | After twenty (20) consecutive years of service | \$800.00 |

Longevity is prorated based upon FTE status (1.0 = 32.5 hours / week).

G. New hires who possess a Bachelor's degree shall be placed on at least Step 5.
Effective September 1, 2023, new hires who possess a Bachelor's degree shall be placed on at least Step 3.

ARTICLE XVI – HEALTH INSURANCE

A. The Parties agree that effective January 1, 2020, the non-Medicare plan choices will be;

Blue Cross Blue Shield Network Blue Deductible HMO

Harvard Pilgrim Health Care Best Buy HMO

B. During the period January 1, 2020 through June 30, 2022, the Town will not make plan design changes to its health insurance offerings.

C. The plan design for, including out-of-pocket maximums and deductibles, are attached to this Agreement as Appendix 1 and incorporated herein.

D. For the 2023-2024 plan year, the Town shall offer an “opt-out” program for employees who are enrolled in a Town sponsored health insurance plan. The Town will have no obligation to offer this opt-out program after June 30, 2024. The terms of the opt-out program are as follows:

1. In order to be eligible for the program, members must (1) be currently enrolled in a health insurance plan through the Town of Milton for at least two consecutive years immediately preceding the requested date of termination, and (2) maintain creditable health insurance coverage through a plan not offered by the Town of Milton.
2. The annual opt-out program is effective for the July 1, 2023 plan year at a rate of \$2,500 for individual subscribers and \$5,000 for family subscribers.
3. Employees who opt-out in writing by June 1 for a full year for the July 1, 2023 plan year will receive the opt-out payment in the first June pay period of 2024. (Example, if an employee opts-out in writing by June 1, 2023, of a

family plan effective July 1, 2023, the employee will receive the \$5,000 payment in June of 2024.)

4. Employees who are enrolled in a Town plan as of July 1, 2023 and who then enroll in a spouse's plan who is not employed by the Town during the benefit year shall be entitled to a pro-rate share of the opt-out payment amount.
5. Employees who are properly enrolled in the opt-out program and retire or resign their employment with the Town prior to receipt of the opt-out payment will be entitled to a pro-rate share of the opt-out payment amount.
6. In no event will an employee be eligible to receive an opt-out payment if the employee is enrolled in a Town-offered plan as either a subscriber or dependent.

ARTICLE XVII – PERSONAL INJURY BENEFITS

- A. Whenever a member of the bargaining unit is absent from school as a result of personal injury caused by an accident occurring in the course of their employment, they will be paid their full salary, less the amount of any workmen's compensation award made for temporary disability due to said injury, for the first thirty (30) work days with no part of such absence will be charged to their accumulated sick leave for the period of such absence; thereafter, the member of the bargaining unit may choose to use accumulated sick time to make up the difference between any workers' compensation and their full salary. For injuries resulting from assault or which are construction related, a teacher will be paid their full salary, less the amount of any workmen's compensation award made for temporary disability due to said injury and no part of such absence will be charged to their accumulated sick leave.
- B. The Committee will reimburse an educator for:
 - a. the cost of any personal property (e.g. eyeglasses, hearing aids, medical

devices) that is damaged or destroyed during the course of one's work duties; and

- b. in cases where an employee is injured in the course of their employment, the employee shall be paid full salary and shall not suffer a loss of sick leave days for the first five (5) days of said absence and will otherwise comply with Workers' Compensation Law.

ARTICLE XVIII – TERM OF AGREEMENT

The Agreement and the provisions hereof shall be effective as of September 1, 2022 to and including August 31, 2025 and shall continue from year to year thereafter unless terminated or changed by the parties hereto. Either of the parties desiring to terminate this Agreement or change any section or sections shall notify the other party in writing, of such intent on or before October 15, 2024 or October 15th of any year thereafter.

In witness whereof the Committee and the Association to be signed by their duly authorized representative this day of _____2023.

For the Milton School Committee:

For the Milton Educators Association:

Elizabeth Carroll
Chairman, Milton School Committee

Brendan Bonn
President, Milton Educators Association

Appendix A



TOWN OF MILTON IN FORCE PLANS vs. NEW PLANS - FY20

Covered Benefits	Effective 1/1/20	Effective 1/1/20
	New Plan BCBS Network Blue New England Deductible	New Plan HPHC BEST BUY HMO
Out of Pocket Maximum	\$2,000/\$4,000	\$2,000/\$4,000
Medical Prescription	\$3,000/\$6,000	\$3,000/\$6,000
Plan Year	Individual	Individual
Deductible	Family	Family
*Deductible effective 1/1/20 to 6/30/20	\$400	\$400
*Deductible resets effective 7/1/20 to 6/30/21	\$800	\$800
Primary Care Visit	\$25	\$25
Preventive Services	Covered in Full	Covered in Full
Preventive Dental for Children	Covered in Full	Covered in Full
BCBS - Under Age 12		
HPHC - Under Age 13		
Hearing aids (up to \$2,000 per ear every 36 months for a member age 21 or under)	All charges beyond the maximim	All charges beyond the maximim
Routine Vision Exams	\$0 - Once every 24 months	\$0 - Once every 24 months
Specialist Visit	\$30	\$30
Mental Health Outpatient Visits	\$25	\$25
Chiropractor Office Visit	\$30 20 visit limit	Not Covered
Short-Term Rehab Therapy- (Physical, & Occupational Therapy) 60 Visits per calendar year No Limit for Speech, Hearing & Language Therapy	\$25 Up to 30 visits per calendar year No limit for Speech Therapy	\$25 Up to 60 visits per calendar year No limit for Speech Therapy
Emergency Room	\$100, after deductible	\$100, after deductible
Hospital Admission	\$150, after deductible	\$150, after deductible
Mental Health & Substance Abuse Treatment Inpatient Facility	\$150, after deductible	\$150, after deductible
Ambulatory Outpatient Surgery	\$100, after deductible	\$100, after deductible
Extraction of Teeth Impacted in Bone	Not Covered	\$30 In Professional Office Setting \$100, after deductible for Outpatient Surgical Facility
Diagnostic X-Rays and Lab Tests (Excluding High Tech Imaging)	Nothing, after deductible	Nothing, after deductible
High Tech Imaging (MRI, CT, PET)	\$0 - Free Standing Facility, after deductible \$50- Hospital Based Facility after deductible	\$0 - Free Standing Facility \$50- Hospital Based Facility after deductible
Ambulance Services	Nothing, after deductible	Nothing, after deductible
Dialysis Services	Nothing, after deductible	Nothing, after deductible
Home Health Care & Hospice	Nothing, no deductible	Nothing, no deductible
Medical Formulas	Nothing, after deductible	Nothing, after deductible
Durable Medical Equipment, Prosthetic Devices & Ostomy Supplies	Nothing, after deductible	Nothing, after deductible
Prescriptions Rx Deductible	\$0	\$0
Retail Tier 1	\$10	\$10
30-day supply Tier 2	\$30	\$30
Tier 3	\$50	\$50
Mail Order Tier 1	\$20	\$20
90-day supply Tier 2	\$60	\$60
Tier 3	\$100	\$100

Appendix B

MPS	Milton Public Schools	Appendix B Unit D Performance Evaluation Instrument
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Employee Name		Years in position	
School Name		Appraisal Date	
Principal/Supervisor			

The evaluation process provides opportunity for staff members to meet with supervisors to review work performance. The growth and development of the staff member is the primary focus. The work performance of each Employee during their first five (5) years of employment will be evaluated annually using this evaluation tool. The work performance of each Employee may be evaluated from time to time by their supervisor. The work performance of each Employee with six (6) or more years of service will be evaluated at least once every two (2) years by their supervisor.

Performance Rubrics

The performance rubric is a rating scale used to describe each of the responsibilities of the employee. It relates the standard of performance expected for each responsibility and provides a specific description of what a rating entails. Evidence is required for assessments of “approaches expectations” or “unsatisfactory” and otherwise optional. Principals or supervisors are asked to highlight applicable phrases and add comments for each category.

Definitions of Ratings

Rating	Definition
4 Exceeds Expectations	The educator exceeds responsibilities consistently producing exceptionally high quality work that optimizes the effectiveness of the student learning within the school.
3 Meets Expectations	The performance of the educator consistently fulfills responsibilities resulting in quality work that impacts student learning/outcomes in a positive manner. This rating is a high performance standard and is expected of all Instructional Assistants.
2 Approaches Expectations	The educator inconsistently meets responsibilities set forth in elements of the rubric resulting in areas of work performance that require development. There is a willingness to address professional improvement through the Professional Growth Plan.
1 Unsatisfactory	The educator does not adequately fulfill responsibilities, resulting in work performance lacking quality and/or negatively impacting student learning/outcomes.

Role and Responsibilities			
4 Exceeds Expectations	3 Meets Expectations	2 Approaches Expectations	1 Unsatisfactory
Consistently and effectively utilizes strategies appropriate to student developmental level in facilitating student learning.	Effectively utilizes strategies appropriate to student developmental level in facilitating student learning.	Requires support to utilize strategies appropriate to student developmental level in facilitating student learning.	With support, fails to utilize strategies appropriate to student developmental level in facilitating student learning.
<i>Evidence:</i>			

Consistently and effectively utilizes classroom management practices and procedures as established by the teacher.	Effectively utilizes classroom management practices and procedures as established by the teacher.	Requires support to effectively utilizes classroom management practices and procedures as established by the teacher.	With support, fails to utilize classroom management practices and procedures as established by the teacher.
<i>Evidence:</i>			
Consistently and effectively uses provided instructional materials to support student learning individually and/or in small groups.	Effectively uses provided instructional materials to support student learning individually and/or in small groups.	Requires support to uses provided instructional materials to support student learning individually and/or in small groups.	With support, fails to use provided instructional materials to support student learning individually and/or in small groups.
<i>Evidence:</i>			
Role and Responsibilities Section Comments: (Required for any rating of “Approaches Expectations” or “Unsatisfactory.” Otherwise optional.)			

Job Performance			
4 Exceeds Expectations	3 Meets Expectations	2 Approaches Expectations	1 Unsatisfactory
Consistently and effectively assists students in transitioning between tasks.	Effectively assists students in transitioning between tasks.	Requires support to assists students in transitioning between tasks.	With support, fails to assist students in transitioning between tasks.
<i>Evidence:</i>			
Consistently and effectively follows through on assigned work	Effectively follows through on assigned work	Requires support to follows through on assigned work	With support, fails to follow through on assigned work
<i>Evidence:</i>			
Consistently and effectively provides instructional support to individual students and/or students in small groups as directed.	Effectively provides instructional support to individual students and/or students in small groups as directed.	Requires support to provides instructional support to individual students and/or students in small groups as directed.	With support, fails to provide instructional support to individual students and/or students in small groups as directed.
<i>Evidence:</i>			

Job Performance Section Comments: (Required for any rating of “Approaches Expectations” or “Unsatisfactory.” Otherwise optional.)

Professionalism			
4 Exceeds Expectations	3 Meets Expectations	2 Approaches Expectations	1 Unsatisfactory
Consistently and effectively ensures the confidentiality of information acquired during the course of employment and is a role model for others.	Ensures the confidentiality of information acquired during the course of employment.	Requires support to ensure the confidentiality of information acquired during the course of employment.	With support, rarely ensures the confidentiality of information acquired during the course of employment.
Evidence:			

Consistently and effectively demonstrates and encourages others to show ethical behavior and is a role model for others.	Effectively demonstrates ethical behavior.	Requires support to demonstrate ethical behavior.	With support, fails to demonstrate ethical behavior.
<i>Evidence:</i>			
Advocates and encourages effective and co-operative, respectful relationships with faculty, staff, and students.	Maintains effective and co-operative, respectful relationships with faculty, staff, and students.	Generally maintains effective and co-operative, respectful relationships with faculty, staff, and students.	With support, rarely maintains effective, respectful and co-operative relationships with faculty, staff, and students.
<i>Evidence:</i>			
Consistently demonstrates a willingness to be flexible and adapt to change in assignment(s).	Demonstrates a willingness to be flexible and adapt to change in assignment(s).	Requires support to be flexible and adapt to change of assignment(s).	With support, rarely demonstrates a willingness to be flexible and adapt to change of assignment(s).
<i>Evidence:</i>			

Shows interest/initiative in in applying information from professional development opportunities and is a model for others	Shows interest/initiative in applying information from professional development opportunities	With support, applies information from professional development opportunities.	With support, fails to apply information from professional development opportunities.
Evidence:			
Professionalism Section Comments: (Required for any rating of “Approaches Expectations” or “Unsatisfactory.” Otherwise optional.)			

Principal/Supervisor's Comments

Principal's Signature

Date

Instructional Assistant's Signature

Date

Optional Instructional Assistant's Comments