

# **Agreement**

between the

**Lexington Education Association  
Technology Unit**

and the

**Lexington School Committee**

**July 1, 2018 – June 30, 2021**

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## **AGREEMENT**

Pursuant to the provisions of the General Laws of Massachusetts, this agreement made this first day of July, 2018 by the SCHOOL COMMITTEE OF THE TOWN OF LEXINGTON, MASSACHUSETTS, (hereinafter referred to as the School Committee or the Employer) jointly and severally by the members of the LEXINGTON EDUCATION ASSOCIATION, TECHNOLOGY UNIT (hereinafter referred to as the LEA or the Association).

### **ARTICLE 1: RECOGNITION**

The School Committee recognizes the Lexington Education Association as the exclusive representative for the purpose of collective bargaining with respect to wages, hours and other conditions of employment of the following employees of the Lexington Public School System: all full-time and regular part-time positions with the following titles: Network Administrator, System Administrator, Assistant Database Administrator, Technology Specialist, Field Technician, and System and Network Associate but excluding all managerial, confidential and casual employees and all other employees of the Lexington School Committee. The term 'employee' is understood to mean a position for which the LEA has been recognized as the exclusive representative, and only such positions are covered by this Agreement. (See: MCR-03-05075 (May 19, 2004))

### **ARTICLE 2: ASSOCIATION SECURITY**

The Employer agrees that no reprisals of any kind will be taken by it against any employee covered by this Agreement by reason of membership in the LEA, or participation in any lawful LEA activities, provided such activities shall not be carried on in such manner as to interfere with the performance of employees' duties.

### **ARTICLE 3: GRIEVANCE PROCEDURE**

The purpose of the grievance procedure hereinafter set forth is to encourage prompt resolution of grievances as hereinafter defined at the lowest possible administrative level.

3.1 Definition: A grievance is a dispute involving the meaning or interpretation of a specific provision of this Agreement.

#### 3.2 General Rules

- a. Every effort shall be made by the technology employee and her/his immediate supervisor to arrive at a settlement of the matter involved prior to the use of the formal grievance procedure.
- b. Failure at any level of this procedure to appeal the grievance to the next Level by filing a proper written statement within the specified time limits shall be deemed to be acceptance of the decision rendered at that level, and a waiver of the complaint and the right to proceed further under the grievance procedure.
- c. No reprisal of any kind shall be taken by any party to this Agreement or by the administration against any party-in-interest, any witness, any member of the LEA or any other participant in the grievance procedure by reason of such participation.
- d. A grievance that affects, or may affect a group, or class of employees, or is of a general nature, may be submitted as an Association grievance by the Professional Rights and Responsibilities Committee to the Superintendent or designee directly, and the processing of such grievance shall be commenced at Level Two of the grievance procedure.
- e. Each written statement of a grievance processed beyond Level One shall include a concise statement of the facts constituting the grievance, a reference to the applicable provisions of the Agreement alleged to have been violated, misinterpreted or inequitably applied, the date when the grievance occurred and the dates of all prior written presentations. The grievance shall be signed by the employee and by the Chairperson of the PR&R Committee of the LEA.
- f. All documents, communications and records dealing with the processing of a grievance will be filed

separately from the personnel files of the participants.

- g. By mutual written agreement of the parties to a grievance proceeding, the time limits incorporated below maybe extended.
- h. Failure at any step of this procedure to communicate the decision of a grievance within the specified time limits to the aggrieved employee(s) and the Chairperson of the PR&R Committee shall permit the aggrieved party or parties to proceed to the next level.
- i. Grievances already in progress at the close of school in June shall continue to be processed over the summer. During this summer processing of grievances, all time limits shall be increased by five (5) school days, with school days construed to mean business days (i.e. days when the Superintendent's Office is open).

3.3 Level One: The aggrieved employee shall first present a written statement of the grievance to the appropriate supervisor within ten (10) work days after the event on which the grievance is based. There shall be a meeting within five (5) work days of the receipt of the grievance. The written answer shall be presented to the grievant with a copy to the PR&R chairperson within five (5) work days of the meeting.

3.4 Level Two: In the event that the grievance is not disposed of to the satisfaction of the aggrieved person at Level One, or in the event that no decision is rendered within ten (10) work days after initial presentation of the grievance, the aggrieved employee may within five (5) work days after the expiration of said ten (10) work days, submit the grievance in writing to the Superintendent of Schools. The Superintendent or a designee shall meet with the aggrieved person and the representative of the LEA within ten (10) work days after receipt of the dispute in an effort to settle the grievance. The Superintendent shall give a written answer to the grievant with a copy to the PR&R chairperson within five (5) calendar days of the Level Two meeting.

3.5 Level Three: Within ten (10) work days of the receipt of the Level Two decision, the LEA may by giving written notice to the School Committee and to the American Arbitration Association, present the grievance to arbitration under the rules of the AAA.

- a. The arbitrator shall be without power to modify, alter, add to or subtract from or recommend changes in the provisions of the Agreement. The arbitrator's award shall be final and binding on both parties as to any matter within the scope of the arbitrator's jurisdiction as provided in this Agreement. The fees of the AAA and of the arbitrator and the reasonable expenses of the arbitrator and the conduct of the hearing shall be shared equally by both parties except for the presentation of its case. In no event shall any present or future members of the School Committee have any personal obligation for any payment under provision of this Agreement.

#### **ARTICLE 4: APPOINTMENTS, GOOD CAUSE, and EVALUATION**

##### 4.1 General Provisions

- a. The Director of Innovation and Instructional Technology or Database Administrator within his/her respective department will hire all employees subject to the approval of the Superintendent of Schools. The LEA President will be sent a copy of each annual letter.
- b. Members of the Technology Unit will be supervised and evaluated according to the supervisor listed in the job descriptions in Appendix A.
- c. The data and information used to supervise and evaluate will come primarily from, but not be limited to, the following sources: individual meetings with the Technology Unit employees; direct observation of technology employees' work performance and subsequent outcomes of that performance; repair logs and similar documents; reports from administrators; LEA-reviewed surveys of availability, appropriateness, and functionality of technology. The observation of work performance and the gathering of data/reports for evaluative purposes will be conducted openly and with full knowledge of the employee.
- d. Any adverse conclusions with regard to job performance or any noting of unsatisfactory attainment of a particular performance standard(s) must be documented / supported in writing and presented to the employee within 10 working days of knowledge of (effective July 1, 2019) the incident before being included in the Final Evaluation.

- e. The Technology Unit employee may attach additional written explanations and/or documentation to any of the evaluator's written observations and/or assessments.
- f. After a one-year probationary period, no Technology Unit employee will be disciplined, reprimanded, reduced in rank or compensation, or dismissed without good cause, which, in the case of ineffectiveness, means two consecutive (formative/summative), overall performance determinations of "ineffective."
- g. Grievances alleging violation of the evaluation procedure must be filed within the timelines specified in the grievance procedure in order to preserve the issue in the event of adverse personnel action.

#### 4.2 Process and Standards for Supervision and Evaluation

All employees covered under this agreement will be supervised and evaluated annually in accordance with the provisions contained in Appendix C.

#### 4.3 Supervised Assistance

- a. The purpose of Supervised Assistance is to remediate work-performance deficiencies or, failing that, to dismiss for good cause after 6 months on Supervised Assistance
- b. Placement on supervised assistance will usually result from the completion of the formal evaluation process. However, a Technology Unit employee may also be placed on supervised assistance at any time if he/she is notified in writing at least thirty (30) days before the actual placement. In the latter case the written notification must include a clear statement of the performance issues, supporting data, specific expectations for improved performance, and administrative supports to remediate the issue. A copy of the written notification must be sent to the LEA President. For employees who have successfully completed their one-year probationary period, two (2) consecutive overall ratings of (formative and/or summative) of "ineffective" shall invoke Article 4.3 (Supervised Assistance) of the agreement.
- c. If, at the end of the warning period, the Technology Unit employee is placed on Supervised Assistance, a written Improvement Plan must be developed within 10 working days. The Improvement Plan will be written by the evaluator and reviewed by the LEA President/ designee. The Improvement Plan will include the following:
  - Specific performance deficiencies for remediation
  - Specific indicators of successful remediation
  - Specific supports, if any, and supervision
  - Specific data gathering /evaluation plan
- d. The LEA President / designee and Superintendent / designee will meet within 5 working days of a written request from the evaluator or the LEA President to resolve any disagreements over the Improvement Plan. In the event that the parties cannot agree within five working days of the initial meeting, they shall meet with a mediator, chosen by mutual agreement, to resolve any outstanding issues. If, after an additional meeting with a mediator, they are unable to resolve any outstanding disagreements, the mediator shall resolve the disagreements. The decision of the mediator is final and binding, and not subject to the Article 3 grievance process.
- e. An employee placed on Supervised Assistance will receive three 2-month reviews. The results of the Supervised Assistance Review Meetings will be recorded, and must be received by the employee within five working days of the review meeting.
- f. At the conclusion of the third 2-month review, the evaluator will recommend a return to standard evaluation or dismissal for good cause.
- g. The Superintendent may withhold a step increment and/or negotiated salary increase if a Technology Unit employee is placed on Supervised Assistance. Placement on Supervised Assistance is grievable. There will be an expedited grievance procedure with only one level of management review, that is the Superintendent's level. The Immediate step thereafter is arbitration. If a grievance is filed over a Technology Unit employee being placed on Supervised Assistance, and ultimately is arbitrated, the Association will prevail if it demonstrates that the decision was based on a material procedural violation of the contract, a material factual error in an observation or evaluation, or was arbitrary or capricious. An arbitrator may not substitute his or her judgment for that of the evaluator in matters of professional educational judgment.

### **ARTICLE 5: COMPENSATION**

5.1

- a. Effective July 1, 2018 Increase all salary schedules by 2.00%
- b. Effective July 1, 2019 Increase all salary schedules by 2.25%
- c. Effective July 1, 2020 Increase all salary schedules by 2.25%

**7/1/18-6/30/19**

Position Title	Network Administrator	Assistant Database Administrator	System & Network Associate	Systems Administrator	Tech Specialist
Work Year	(12 month)	(12 month)	(12 month)	(12 month)	(12 month)
1	\$ 73,014.09	\$ 53,702.27	\$ 58,671.43	\$ 70,599.75	\$ 63,504.48
2	\$ 74,839.36	\$ 55,042.11	\$ 59,991.63	\$ 72,437.34	\$ 64,300.96
3	\$ 77,023.69	\$ 56,715.24	\$ 61,311.81	\$ 74,621.64	\$ 65,407.62
4	\$ 79,206.83	\$ 58,354.07	\$ 62,630.91	\$ 76,804.79	\$ 66,516.65
5	\$ 81,389.94	\$ 59,991.71	\$ 63,952.22	\$ 78,987.90	\$ 67,623.15
6	\$ 83,574.26	\$ 61,630.54	\$ 65,271.28	\$ 81,172.22	\$ 68,730.27
7	\$ 85,757.39	\$ 63,268.20	\$ 66,590.37	\$ 83,355.35	\$ 69,836.43
8	\$ 87,941.71	\$ 64,907.00	\$ 67,909.46	\$ 85,538.46	\$ 70,945.00
9	\$ 90,124.82	\$ 66,544.65	\$ 69,229.66	\$ 87,722.79	\$ 72,053.69
10	\$ 92,307.96	\$ 68,183.50	\$ 70,547.63	\$ 89,905.93	\$ 73,160.40
11	\$ 94,492.27	\$ 69,821.13	\$ 71,867.82	\$ 92,090.25	\$ 74,265.28
12	\$ 97,153.93	\$ 71,455.22	\$ 73,186.91	\$ 94,739.58	\$ 75,748.85
Note: 194 day schedules comprised of 184 day school year plus 10 additional days					

	Field Tech (12 month)	Field Tech (194 days)
1	\$ 24.4609	\$ 25.8529
2	\$ 24.8067	\$ 26.2185
3	\$ 25.2719	\$ 26.7104
4	\$ 25.7381	\$ 27.2023
5	\$ 26.2033	\$ 27.6946
6	\$ 26.6694	\$ 28.1874
7	\$ 27.1346	\$ 28.6793
8	\$ 27.6008	\$ 29.1716
9	\$ 28.0666	\$ 29.6633
10	\$ 28.5321	\$ 30.1555
11	\$ 28.9980	\$ 30.6485
12	\$ 29.6119	\$ 31.2969

**Effective Date****7/1/19-6/30/20**

Position Title	Network Administrator	Assistant Database Administrator	System & Network Associate	Systems Administrator	Tech Specialist
Work Year	(12 month)	(12 month)	(12 month)	(12 month)	(12 month)
1	\$ 74,656.91	\$ 54,910.57	\$ 59,991.54	\$ 72,188.24	\$ 64,933.33
2	\$ 76,523.24	\$ 56,280.55	\$ 61,341.44	\$ 74,067.18	\$ 65,747.73
3	\$ 78,756.72	\$ 57,991.34	\$ 62,691.33	\$ 76,300.63	\$ 66,879.29
4	\$ 80,988.98	\$ 59,667.03	\$ 64,040.10	\$ 78,532.89	\$ 68,013.27
5	\$ 83,221.21	\$ 61,341.52	\$ 65,391.14	\$ 80,765.13	\$ 69,144.68
6	\$ 85,454.68	\$ 63,017.23	\$ 66,739.88	\$ 82,998.60	\$ 70,276.70
7	\$ 87,686.93	\$ 64,691.74	\$ 68,088.66	\$ 85,230.84	\$ 71,407.75
8	\$ 89,920.40	\$ 66,367.40	\$ 69,437.42	\$ 87,463.08	\$ 72,541.26
9	\$ 92,152.63	\$ 68,041.90	\$ 70,787.33	\$ 89,696.56	\$ 73,674.90
10	\$ 94,384.89	\$ 69,717.63	\$ 72,134.95	\$ 91,928.81	\$ 74,806.51
11	\$ 96,618.35	\$ 71,392.11	\$ 73,484.85	\$ 94,162.28	\$ 75,936.25
12	\$ 99,339.89	\$ 73,062.97	\$ 74,833.61	\$ 96,871.22	\$ 77,453.20
Note: 194 day schedules comprised of 184 day school year plus 10 additional days					

	Field Tech (12 month)	Field Tech (194 days)
1	\$ 25.0113	\$ 26.4346
2	\$ 25.3649	\$ 26.8084
3	\$ 25.8405	\$ 27.3114
4	\$ 26.3172	\$ 27.8143
5	\$ 26.7929	\$ 28.3178
6	\$ 27.2695	\$ 28.8216
7	\$ 27.7451	\$ 29.3246
8	\$ 28.2218	\$ 29.8280
9	\$ 28.6981	\$ 30.3308
10	\$ 29.1740	\$ 30.8340
11	\$ 29.6504	\$ 31.3380
12	\$ 30.2782	\$ 32.0010



Effective Date					
7/1/20-6/30/21					
Position Title	Network Administrator	Assistant Database Administrator	System & Network Associate	Systems Administrator	Tech Specialist
Work Year	(12 month)	(12 month)	(12 month)	(12 month)	(12 month)
1	\$ 76,336.69	\$ 56,146.05	\$ 61,341.35	\$ 73,812.48	\$ 66,394.33
2	\$ 78,245.02	\$ 57,546.87	\$ 62,721.62	\$ 75,733.69	\$ 67,227.06
3	\$ 80,528.75	\$ 59,296.14	\$ 64,101.88	\$ 78,017.39	\$ 68,384.08
4	\$ 82,811.23	\$ 61,009.54	\$ 65,481.00	\$ 80,299.88	\$ 69,543.57
5	\$ 85,093.69	\$ 62,721.71	\$ 66,862.44	\$ 82,582.35	\$ 70,700.43
6	\$ 87,377.41	\$ 64,435.12	\$ 68,241.53	\$ 84,866.07	\$ 71,857.93
7	\$ 89,659.88	\$ 66,147.30	\$ 69,620.65	\$ 87,148.54	\$ 73,014.43
8	\$ 91,943.60	\$ 67,860.67	\$ 70,999.76	\$ 89,431.00	\$ 74,173.44
9	\$ 94,226.07	\$ 69,572.84	\$ 72,380.05	\$ 91,714.73	\$ 75,332.58
10	\$ 96,508.55	\$ 71,286.28	\$ 73,757.98	\$ 93,997.21	\$ 76,489.65
11	\$ 98,792.26	\$ 72,998.43	\$ 75,138.26	\$ 96,280.93	\$ 77,644.82
12	\$ 101,575.04	\$ 74,706.88	\$ 76,517.37	\$ 99,050.82	\$ 79,195.90
Note: 194 day schedules comprised of 184 day school year plus 10 additional days					

	Field Tech (12 month)	Field Tech (194 days)
1	\$ 25.5741	\$ 27.0294
2	\$ 25.9356	\$ 27.4116
3	\$ 26.4220	\$ 27.9259
4	\$ 26.9093	\$ 28.4402
5	\$ 27.3957	\$ 28.9549
6	\$ 27.8831	\$ 29.4701
7	\$ 28.3693	\$ 29.9844
8	\$ 28.8568	\$ 30.4991
9	\$ 29.3438	\$ 31.0132
10	\$ 29.8304	\$ 31.5277
11	\$ 30.3176	\$ 32.0431
12	\$ 30.9595	\$ 32.7211

- 5.2 The work year for those Tech Specialist and the Field Techs assigned to work one hundred eighty-four (184) days within the school calendar, this may include vacation weeks, and an additional ten (10) days at the discretion of the Director of Innovation and Instructional Technology.
- 5.3 Effective July 1, 2011, the employer will pay each employee eligible on that date an annual travel allowance of \$1,000. In the event that, in the future, other employees become eligible for the travel allowance, the amount will be pro-rated for the remainder of the work year.
- 5.4 Effective July 1, 2011, in the event that retail gas prices average over four dollars (\$4.00) per gallon in the greater Boston Metropolitan Area for more than one-quarter of a fiscal year, the parties agree to negotiate the stipend for mileage.
- 5.5 All employees covered by the agreement shall receive a \$50 per month stipend for cellular phone usage incurred from traveling and communicating between LPS facilities. Members shall not be required to provide telephone records or bills in order to receive the monthly stipend
- 5.6 The parties agree that as of July 1, 2012, and as per Massachusetts employment statues, all employees covered by this agreement are being compensated six (6) days in arrears.
- 5.7 An employee hired after the start of a new contract year and prior to February 1, shall be given credit for the entire year.

#### **ARTICLE 6: SICK LEAVE**

- 6.1 Each member of the bargaining unit will receive seven (7) paid sick days when hired or on every July 1 and an additional day per month thereafter to a total of 14 days for the year ending on August 31. Unused sick days may be accumulated from year to year up to a maximum accumulation of 190 days. Sick leave shall be prorated on the basis of an employee's FTE. When sick leave is used, it will be charged in hours for hourly employees. The following formula shall determine the conversion of days into hours: (# of days allotted) x (8.0 hours day) x (FTE).
- 6.2 When hired or upon initial ratification of this Agreement, each member of the bargaining unit will contribute one (1) sick day to the LEA Unit A Sick Bank as described in Article 17E of the Unit A Agreement. The provisions of Unit A, Article 17E will govern access, use, and contributions to the Sick Bank with the following exception:
- The Sick Bank Committee may not grant more than 90 sick days for a particular illness to any member of the Technology Unit. The 90-day sick-bank maximum will be reduced to a 60-day sick-bank maximum on the date a Long-Term Disability Program is made available to members of the Technology Unit.

#### **ARTICLE 7: ATTENDANCE, WORKING HOURS, and VACATION**

- 7.1 Individual work schedules will be determined by the Superintendent or a designee.
- 7.2 All employees covered by this Agreement who regularly work more than five (5) hours per day will have a thirty (30) minute, paid, duty-free and meeting-free lunch period.
- 7.3 For twelve (12)-month employees, there are 15 paid holidays: New Year's Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Rosh Hashanah, Good Friday, Yom Kippur, Columbus Day, Veterans' Day, Thanksgiving Day, Friday after Thanksgiving, Christmas, and Martin Luther King Day. Should Independence Day, Veterans' Day, Christmas Day and New Year's Day fall on a Saturday, the preceding Friday will be a paid holiday.
- 7.4 Twelve (12)-month employees are entitled to paid vacation days as follows:
- 1-3 years of employment: 10 vacation days
  - 4-10 years of employment: 15 vacation days
  - 11-15 years of employment: 20 vacation days
  - 16+ years of employment: 25 vacation days

With the approval of the Superintendent, a maximum of 5 paid vacation days may be carried over to the following year.

- 7.5 An employee must receive approval from his/her Immediate Supervisor for a vacation that will exceed 9 consecutive work days. Such approval will not be unreasonably denied.

7.6 All hourly employees covered under this agreement will record their work hours electronically using an electronic recording system. Should the Administration wish to implement the use of time-clocks, a member of the Technology Unit will participate on the committee that evaluates time-clocks and makes recommendations to the Superintendent of Schools for implementation.

## **ARTICLE 8: TEMPORARY LEAVE**

8.1 Funeral Leave: An absence with pay for a period not to exceed five (5) days, may be granted by the Superintendent or a designee in case of the death of a member of an employee's immediate family or household. The term "Immediate family" means the employee's, spouse, child, father, mother, sister, brother, grandparents, grandchild, father-in-law, mother-in-law, stepfather, stepmother, step-siblings. An absence with pay for any one day may be granted by the Superintendent or his/her administrative designee in case of the death of an employee's sister-in-law, brother-in-law, aunt, uncle, cousin, or of a grandparent of the employee's spouse. These provisions shall be administered in the light of their purpose, which is to provide opportunity when needed to enable an employee to attend the funeral or to attend to family or personal matters arising as a result of the death.

8.2 Military Leave: Any regular employee serving an annual tour of duty with the armed forces shall be paid the difference between her/his regular salary and her/his military pay during such period but not to exceed two (2) calendar weeks.

8.3 Jury Duty: A regular employee called for jury service shall be paid the difference between her/his regular salary and her/his jury pay during the period of such service and shall report for work whenever excused from attendance at court. Upon receipt of a summons for jury service, the employee shall immediately notify the Director of Innovation and Instructional Technology.

8.4 Leave without Pay: Leave without pay may be granted upon request to an employee by the Superintendent, or designee, in consultation with the Director of Innovation and Instructional Technology for good and sufficient reason when such may be done without interference with the needs of the Lexington Public Schools as determined solely by the Superintendent.

8.5 Parental Leave: Parental leave allows full-time female or male employees who have been employed for at least three (3) consecutive months up to eight (8) weeks of leave after the birth of a child; the adoption of a child under the age of 18; adoption of a child under the age of 23 if the child is mentally or physically disabled; and placement of a child up to age 18 with the employee per court order. An employee seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the employee's intention to return; unless the delay of notice is for reasons beyond the employee's control. If both parents are employed by the Lexington Public Schools, the employees are entitled to a total of eight (8) weeks in the aggregate. Appropriate supporting documentation may be required.

Parental leave is unpaid, but employees may use their accrued paid sick time in order to receive pay during this leave, if they wish to do so, excepting that if the birth occurs during a period of time that school is not in session, then it shall commence with the first work day that school is in session. After an employee has used all eligible leave time, any remaining time of parental leave shall be unpaid. Eligible staff may petition the sick bank in accordance with the parameters set out in the collective bargaining agreement. Parental leave will run concurrently with FMLA leave if the employee is eligible for such leave.

An employee granted a parental leave of absence under this policy shall, upon return to service after said leave, be restored to his/her previous, or a similar, position with the same status, pay, length of service credit and seniority as the employee had on the date of commencement of the leave of absence. An employee does not accrue sick time, longevity credit, credit for placement on the salary schedule, or seniority for any period during which the employee is on unpaid leave of absence. A Technology Unit staff member will be granted child rearing leave of absence by the School Committee of up to two (2) years from the effective date of commencement of leave, but in any event, it may last until the beginning of a new school year. These staff members do not accrue sick time, longevity credit, credit for placement on the salary schedule, or seniority for any period during which the staff member is on unpaid leave of absence. Upon their return, they shall receive the normal salary increment, provided that the staff members had completed at least one half (1/2) year at their present position. A staff member must give written notification of his/her intent to return from such a leave of absence no later than six (6) calendar months prior to the scheduled end of the leave or not return. The staff member will be placed in a position within the school system for which they are-qualified.

8.6 Personal Days: Technology employees may be absent for three (3) days a year for such as, but not restricted to, the following reasons: legal affairs, business or personal matters, adoption of a child, court appearances, real estate business, serious family illness, graduation from a place of higher learning, funerals. Reasons which are unusual, imperative or emergency in nature at which their attendance is required and no other arrangement can be made are approved upon request. Written notification to Director of Human Resources for such personal leave will be made at least forty-eight (48) hours in advance, except in the case of an emergency, in which case, notification can be made by phone followed by written

notification during or after the absence. The employee need only state that he/she needs a personal day for reasons consistent with the policy as stated above. Personal days shall not be taken immediately preceding or following a vacation or holiday except by special permission of the Superintendent. Unused personal leave days will automatically convert to sick days at the end of each contract year.

8.7 Members of the Tech Unit are eligible for an unpaid leave of up to twelve (12) weeks per twelve (12) month period for any of the following reasons: (1) To care for the professional staff member's child within a year of birth, adoption, or the initiation of foster care; (2) to care for a close relative with a serious health condition; (3) because of the staff member's own serious health condition makes the staff member unable to perform the staff member's job.

## **ARTICLE 9 - GROUP INSURANCE and BENEFIT PROGRAMS**

9.1 Life Insurance: All employees regularly working twenty (20) hours or more per week shall be entitled to secure a Certificate of term life insurance coverage on the basis available to other employees of the Lexington School System and/or employees of town of Lexington covered by collective bargaining agreements. An Optional Life Insurance Plan is also available.

9.2 Health Insurance: All employees regularly working twenty (20) hours or more per week shall be eligible for individual or family health coverage for hospital and medical services and extended benefits in accordance with the terms offered by the Town of Lexington to its employees. Employees hired after March 31, 1986, are subject to the Medicare tax, that portion of the Social Security tax that covers Medicare. The Town of Lexington must presently withhold 1.45% of wages of those employees who fall in this category.

9.3 Technology Unit employees are entitled to any other insurance/benefit plan which the town may provide for LPS employees.

9.4 Employees are eligible to participate in the Employee Assistance Plan (EAP) offered by the Town of Lexington to LPS employees.

9.5. A professional development fund shall be established for the employees covered by this agreement in the amount of \$5,000 for each Fiscal Year in this agreement. Requests shall be approved at the discretion of the Director of Innovation and Instructional Technology.

## **ARTICLE 10: ASSOCIATION RIGHTS**

10.1 The School Committee shall permit the LEA members to use in-school mailboxes, and to use school buildings for school meetings, provided no additional cost for custodial employees is necessitated by such use.

10.2 The School Committee shall furnish to the LEA by no later than October 15th of each year, the names and addresses of all employees included in Article One of this Agreement in the Lexington School System prior to the opening of school, in so far as possible, and whenever positions are filled because of new openings, resignations, transfers or death.

10.3 The School Committee shall furnish to the LEA a complete listing of all Employees covered by this Agreement along with the location to which they are assigned and the number of hours they are assigned to work per week.

## **ARTICLE 11: INDEMNIFICATION OF EMPLOYEES**

The Committee shall indemnify employees to the extent required and permitted by state law.

## **ARTICLE 12: ASSOCIATION DUES**

The employer will deduct from the pay of each employee for whom the employer has received a check-off authorization form provided by the LEA and executed by the employee, the LEA dues, fess, and assessments in the amounts specified by the LEA. The employer will make fourteen (14) deductions on a biweekly basis and remit the aggregate amount to the LEA along with a list of the employees for whom dues, fees, and assessments were deducted. The LEA shall give the employer

at least thirty (30) days notice of any change in the dues or of any implementation of fees or assessments.

### **ARTICLE 13: EMPLOYEES' FILES**

14.1 Except for initial employment documents (resume, references, etc.), nothing shall be added to any technology employee's personnel file(s) until and unless the employee has seen the item and has acknowledged such by signing it. If the employee refuses to sign a document, it will be shown to an officer of the LEA, who will sign it.

14.2 Any employee may attach an addendum to information in her/his Personnel File. An employee may have information removed from her/his file by use of the grievance procedure, on the grounds that information in her/his file is incorrect, or irrelevant to the employment relationship.

14.3 The employee shall have the right upon request at reasonable times to examine her/his personnel file at a location designated by the Employer and to have a copy of any material in it.

14.4 The employer will not reveal information in employees' files without the consent of the employee to anyone outside the management of the Town, except when required to do so in legal proceedings.

14.5 In order for a document to constitute a reprimand, it must contain the designation *RE: Letter of Reprimand*; otherwise, it may not be used as evidence to establish a pattern of progressive discipline.

### **ARTICLE 14: USE OF SCHOOL FACILITIES**

Employees may use the physical education facilities of the school in which they work, including showers, tennis courts and gymnasium, at their own risk, provided that such use does not interfere with student use of these facilities and further provided that no additional custodial cost is necessitated thereby.

### **ARTICLE 15: PAYROLL DEDUCTIONS**

16.1 The Town of Lexington has established payroll deduction procedures allowing employees to purchase tax deferred annuities. The employees covered by this Agreement may take advantage of such procedure by designating on a form to be provided by the employer that s/he wishes to have such deduction made from her/his paycheck in a specified amount.

16.2 Employees covered under this Agreement shall participate in the direct deposit of their paychecks.

### **ARTICLE 16: SEPARABILITY and/or AMENDMENT**

17.1 If any provision and/or application of this Agreement is found by a court of competent jurisdiction to be contrary to law in a decision which is not appealed, then that provision or application shall be deemed ineffective to the extent contrary to law and all other provisions or applications shall continue in full force and effect. In the event that a provision or application is rendered ineffective as a result of a final court decision, or the parties agree that a provision is illegal, the parties shall meet forthwith to negotiate a provision or application to replace that found to be illegal. In these negotiations the impasse procedures provided by G.L.C.150E for agreements shall be followed by the parties. No new provisions shall be implemented until an agreement has been reached, ratified and executed by the parties. All understandings and agreements reached under this procedure shall be reduced to writing, signed by each party, and made a part of this Agreement.

17.2 This Agreement constitutes the entire Agreement between the parties on all matters presented for collective bargaining. Any modification of any of the terms of this Agreement requires a writing signed by the President of the LEA and the Chairperson of the School Committee attesting to ratification by the respective party.

### **ARTICLE 17: SCHOOL COMMITTEE RIGHTS**

Except where a specific provision or an express term of this Agreement provides otherwise, the employer retains the exclusive right to manage its workforce and to determine the methods and means by which schools shall be operated. The exercise of such responsibility by the employer and/or its agents shall be at the sole discretion of the Superintendent and/or School Committee and shall not be subject to arbitration, except as specifically provided by an express term of this Agreement.

#### **ARTICLE 18: NO STRIKE CLAUSE**

The LEA agrees that neither it nor its members individually or collectively will cause, condone, sanction, or take part in any strike, walkout, slowdown or work stoppage, during the period this Agreement is in effect. Any employees who violate this provision shall be subject to discipline and/or discharge pursuant to pertinent state law.

#### **ARTICLE 19: DURATION**

The provisions of this Agreement shall be effective as of July 1, 2018 and will continue and remain in full force and effect until June 30, 2021, and shall be automatically renewed from year to year, unless by December 15 in any succeeding year, either party notifies the other in writing of its desire to terminate or amend this Agreement. When such notice is given, the contract will continue in effect beyond its expiration date until replaced by a successor agreement.

Notice of an intention to terminate or amend this Agreement shall be given in writing to the Chairperson of the Lexington School Committee and the Superintendent of Schools at the office of the Lexington Public Schools, 146 Maple Street, Lexington, Massachusetts 02420, or by the employer to the President of the LEA at her/his place of employment in the Lexington School System. Negotiations for a successor agreement will begin at a mutually agreeable time and place as soon as possible after the request for negotiations has been delivered but in no event sooner than November 1st of the fiscal year prior to the fiscal year in which this Agreement expires.

#### **ARTICLE 20: INDEPENDENT MEDICAL EXAMINATIONS**

The Superintendent of Schools has a responsibility to students and staff to ensure that employees who are present at work are fit to perform the duties and responsibilities associated with their work assignment(s). The Superintendent of Schools, acting in his/her capacity as employer, has the discretion to request and/or require a medical opinion from a medical practitioner of his/her choosing or additional medical assessment by the employee's doctor if there is a reasonable basis for questioning whether the employee is disabled from work, and/or determine whether the employee is fit to perform his/her duties, and/or determine whether the employee is fit to return to work after more than fifteen consecutive days of absence from work.

The Superintendent can order employees to participate in a medical evaluation or an assessment of their physical, emotional or mental health if there is a documented basis for the reason(s) for the order, and this order is delineated in writing to the employee and a copy is sent to the President of the Association.

A physician may request records and information medically necessary and appropriate, in the physician's professional opinion, to inform an assessment of whether the employee is fit for work. Prior to undertaking the assessment, the physician will be informed in writing by the Superintendent that it is the School's wish to respect the employee's privacy by avoiding inquiries broader than those that are medically necessary and appropriate for this purpose.

The basis for such an order may be based on a pattern of one or more of the following indicators:

- Complaints of inappropriate verbal conduct or any conduct indicating an inability to exercise self-control and self-discipline;
- An abrupt change in customary behavior resulting in an inability to perform essential functions of the position;
- Irrational verbal conduct or behaviors, including delusions and/or hallucinations;

- Suicidal statements or behaviors, or personal expressions of mental instability;
- Unexplained and excessive tiredness or hyperactivity;
- Diagnosis of a life-threatening eating disorder;
- Inappropriate use of alcohol, medications or other drugs, including symptoms of illegal drug use;
- Memory loss;
- Impatience or impulsiveness, especially with a loss of temper;
- Unexplained and/or excessive lateness or absenteeism, and;
- Physical injury or illness that creates a reasonable concern that an employee is unable to safely perform the essential functions of his or her position.

When making this determination, the Superintendent also has the discretion to consider:

- The extent to which a period of rehabilitation has been satisfactorily completed;
- The validity of the report of the employee’s personal medical practitioner, and;
- The extent to which the employee’s medical practitioner has taken into consideration the demands of the workplace.

If the results of the examination show that the employee qualifies for a reasonable accommodation, the employee will be afforded all of his/her rights in accordance with the Americans with Disabilities Act and General Laws 151B.

In the event of a dispute regarding the interpretation and/or application of this Agreement, the grievant and the LEA may submit its claim(s) to arbitration but there will be no entitlement to arbitration if the matter is also pursued in other fora.”

**ARTICLE 21: LONGEVITY**

Employees who have been employed continuously by the District and have completed ten years or longer, shall receive, in addition to their regular salary, an annual longevity stipend in accordance with the table below. This stipend shall be paid in the second paycheck in June for completion of service in that year.

10 years of continuous employment	\$700
15 years of continuous employment	\$800
20 years of continuous employment	\$900
25 years of continuous employment	\$1,300
30 years of continuous employment	\$2,500

**ARTICLE 22: LAYOFFS AND INVOLUNTARY TRANSFERS**

In cases where reductions in staff will cause layoffs or involuntary transfers of members of this Unit, where the staff’s training, quality of work performance, experience, ability and suitability for a position and length of service are equal, members of the bargaining unit with greater length of service in the bargaining unit position will be the last transferred from their existing position and the last to be laid off.

**ARTICLE 23: JOINT LABOR MANAGEMENT COMMITTEE ON JOB DESCRIPTIONS AND EVALUATIONS**

For the duration of this contract, as needed, the parties agree to establish a Joint Labor Management Committee that will consist of two members appointed by the Superintendent and two members appointed by the LEA. The committee will meet, as needed, to review and update detailed job descriptions, and/or the evaluation tool and rubric, as requested by

either the Superintendent or the LEA. Any changes and updates must be agreed upon by a majority of the members of the JLMC. In the event that the committee is unable to reach a decision, the committee may present their arguments to the superintendent who will have the final decision.

In witness of this agreement having been ratified by the parties, the duly authorized representatives of the Lexington Education Association and the Lexington School Committee have, by affixing their signatures to this document attest to its ratification and hereby execute this agreement.

The Memorandum of Agreement is subject to the ratification of the parties.

\_\_\_\_\_  
For the LEA – Technology Unit

\_\_\_\_\_  
date

\_\_\_\_\_  
For the Lexington School Committee

\_\_\_\_\_  
date



**APPENDIX A:**

**CONTRACT PERFORMANCE STANDARDS/  
JOB DESCRIPTIONS**

**Job Title: Assistant Database Administrator**

The Assistant Database Administrator is responsible for assisting the Database Administrator to ensure that all student information systems contain accurate and up-to-date information, creation of user accounts, submitting state and federal reports, year-end rollover of various databases, and training administrative and support staff in using Aspen. Working in collaboration with the Database Administrator, this would include the following primary responsibilities:

- Ensuring that the Student Information System (Aspen) is operating correctly and that end users have appropriate access
- Assembling, generating and submitting all required state and federal reports by reporting deadlines. (SIMS, SCS, EPIMS, SSSDR, and CRDC). This includes increased data cleansing for reporting via SIF
- Training and providing on-going support to Administrative Assistants, Administrators, and office support staff on functions associated with their roles in Aspen. This includes one-on-one or small group sessions
- Processing customized report requests from end users and resolving data experience issues. This may include changing rubrics for ELL Report Cards, creating discipline and attendance reports for Chapter 222 compliance, specific label requests, etc
- Assist in the creation of accounts for the DESE Security Portal
- Import MCAS Scores, DRA scores, bus route and financial aid information into Aspen
- Support the Central Registration Office with issues arising with the Registration Gateway software. Troubleshoot and help resolve issues with the data flow from Registration Gateway into Aspen
- Assist in training new Administrators on using the emergency notification system
- Provide support for families and students through the family and student portals, with issues concerning their Aspen user accounts
- Create user accounts for new staff as needed in Atlas Rubicon, AIMSWEB, and AMC Anywhere
- Prepare analytical reports from AIMSWEB on student progress
- Assist with adding new staff to IO Education, assigning plans, evaluators and contributing evaluators
- Coordinating the annual student information update (rollover) process
- Create all elementary school schedules in the Aspen database. This includes configuring all homerooms, teachers and elementary courses for student enrollment and preparation for grading for Standards Based Report Cards
- Conducts other administrative and staff duties as directed by the Database Administrator or as needed by the District

**4/1/2019**

**Job Title: Network Administrator**

**Job Title: Network Administrator**

Working under the supervision of the Director of Innovation and Instructional Technology, the Network Administrator is responsible for overseeing all aspects of the LPS network connectivity and infrastructure operations.

**Duties include, but not limited to:**

- Manages the acquisition, installation and maintenance of LPS local area (LAN), and wide area networks (WAN) including any new wireless or other network services.
- Monitors all aspects of LPS daily and long term network usage, performance, equipment and security. Coordinates technical team response for the resolution of any network related problems and/or issues.
- Evaluates and recommends use of network products and services for the district. Maintains up to date documentation of the network.
- Working in collaboration with technical staff and as appropriate, district administrators, helps establish and implement policies and procedures for network usage for the district.
- Interfaces as needed with the Town MIS department on shared network issues.
- Interfaces as needed with any outside monitoring vendors/service providers to insure effective and comprehensive network operations.
- Repairs and maintains network connection devices as needed, (e.g., NIC cards, wall jacks, cable punch down, switches, cabinets, access points, etc.) to insure secure connectivity.
- Responsible for the structure and maintenance of technical infrastructure for the district including all network cabinets, network devices and computer center network/server facilities.

In addition to the above responsibilities, the Network Administrator is a key team member within the Technology Department. The Network Administrator will also:

- Work closely with other team members to resolve end users' problems including network accounts, hardware and software installations, network connectivity or access that may be escalated by field staff.
- Participate in the continued development of LPS help desk or other technology support tool.
- Provide the Technology team with technical direction, training and assistance to other members of the department based upon expertise as needed.
- In close collaboration with the Systems Administrator and the Director of Innovation and Instructional Technology, the Network Administrator will coordinate the deployment of servers and applications, including account design, systems integration, communications systems, access protocols, and security procedures. This includes maintaining a coordinated backup and recovery plan to secure all LPS servers.
- Supports the Director of Innovation and Instructional Technology, the Technology Department members, and building administrators with ongoing operations and special projects as needed. This may include

such issues as budget recommendations, hardware and software tool planning, disaster recovery and backup planning, protocol changes due to policy changes and other tasks related to supporting the District's Technology Plan.

**4/1/2019**

**Job Title: Field Technician**

Working under the supervision of the Director of Innovation and Instructional Technology, the Field Technician (FT) is responsible for providing hands on technical assistance and customer-facing support in all LPS buildings for resolving hardware, network, peripheral connectivity, and software problems as part of the district technical response team.

**Duties include, but not limited to:**

- As coordinated by the Technology Coordinator in conjunction with the Technical Support Services Specialists, provide first line troubleshooting, problem resolution, and if needed, problem escalation of user reported technical issues throughout all buildings.
- Work effectively and collaboratively with the Systems Administrator and Network Administrator to resolve user logon, account issues and connectivity problems.
- Efficiently image/install or deploy new devices, software applications, hardware and software updates, and peripheral devices on all district computers.
- As needed provide hardware repairs and upgrades including such tasks as installing replacement hard drives, upgrade memory or peripheral cards, replacement of printer assemblies, etc. as needed.
- Provides first line support and maintenance and troubleshooting for AV equipment including VoIP phones, voice amplification systems, document cameras, projection systems
- Coordinate with building and other technical personnel to insure that problems and issues related to technology are effectively reported so that they can be resolved by the team as needed.
- Provide technology support for computer-based testing including device preparation and basic troubleshooting of testing applications

In addition to these above responsibilities, the FT is a key member within the Technical Department. The FT will also:

- Assist in maintaining an up-to-date hardware, software and peripheral inventory.
- Assist in the maintenance of up to date computer images to support enterprise deployment.
- Assists in the remote network management of computing devices as directed.
- Assist in projects coordinating and executing computer and peripheral roll- outs and or moves within the buildings.
- Assists in the efficient operation of the Technology Web Help Desk system. Assists in providing extended support for new technology and devices that are introduced to the district.
- Provides any needed technical support to the Digital Learning Coaches.

- Is available to participate in special departmental projects as appropriate

Works collaboratively with all Technology Department staff to insure effective and efficient support for technology in support of the districts educational goals. Conducts other administrative and staff duties and responsibilities as directed by Director of Innovation and Instructional Technology or as needed by the district.

**4/1/2019**

**Job Title: Systems Administrator**

Working under the direction of the Director of Innovation and Instructional Technology, the Systems Administrator is primarily responsible for overseeing all of LPS administrative and instructional servers and systems including central management of users, network shares, accounts, security privileges, access protocols, and remote desktop management tasks.

**Duties include, but not limited to:**

- Oversees all aspects of the design, installation and operations of network services that support all facets of the district's administration and instructional/curricular technology needs (current and future)
- Coordinates the technical development of accurate computer management, software deployment strategies, and effective problem resolution for district hardware and/or software related issues.
- Creates, supports, and maintains all end user network accounts to the desktop level for all systems/services as needed; this includes all platforms, departments, logon accounts and security access. The Systems Administrator also will communicate information as needed to all target end users (e.g. distribution of account information, etc.)
- Maintains accurate documentation of LPS servers including: design, licensing, workflows, architecture, set-up, user account information, security, usage, etc.
- Works closely with Digital Learning Coaches as well as Administrators (where appropriate) to insure the LPS technical services are designed and implemented to effectively support their needs.
- Primary department point of contact for building administrators to support technology needs related to computer-based testing. Works in conjunction with Systems Associate to review the technical requirements documentation, participate in meetings, DESE & College Board webinars and related training.
- Provide technical support and liaison for target department application systems; this includes support for the nursing tracking systems and for the library media automation systems. This might include providing support for any new services as introduced into the district (e.g., document management systems, video streaming, new web services, podcast servers, etc.)

In addition to the above responsibilities, the Systems Administrator is a key team member within the Technology Department. The Systems Administrator will also:

- Work with technology staff to implement and refine technical standards for all district's computers including those located in the classrooms, labs, offices, mobile carts, libraries, kiosks, etc. as appropriate for all levels (elementary, middle and high schools). Provide technical assistance for review and implementation of the District's Technology Plan.
- In close collaboration with the Network Administrator, the Systems Administrator will help coordinate the deployment and integration of all LPS servers and networked applications. This includes reviewing account design, communications systems, access protocols and security procedures as well as maintaining appropriate backups and data recovery plans.
- Works collaboratively with technical staff, to identify training needs of the department and help provide as appropriate

- Participate in the continued development of the help desk or other district technology support model. This includes collaboratively developing procedural documentation and streamlining back office workflow procedures.
- Working with the Director of Innovation and Instructional Technology and other technology staff, help to coordinate tasks and projects of field staff to maximize efficiency of the District's technical support within all buildings.
- Supports the Director of Innovation and Instructional Technology, the Technology Department staff members and the building administrators for ongoing operations and for special projects as needed.

**4/1/2019**

### **Job Title: Technology Specialist**

Working under the supervision of the Director of Innovation and Instructional Technology, the Technology Specialist provides tier 2 support and is responsible for inventory, support, maintenance, repair, and management of technology devices. This role is divided into field support and in-office support as follows:

- Provides in-field technical support in schools to remain current in all aspects for field technical work (equivalent to approximately one full workday per week) and in-office support for inventory control, coordination and escalation of device repair, project planning, device imaging, and oversight of ticketing system (Web Help Desk) as necessary.

#### **Duties include but not limited to:**

- Manage hardware life-cycle including inventory, deployment, maintenance, repair & recycling.
  - Serve as point of contact for inventory allocation
  - Track and monitor device repairs and spare parts stock
  - Coordinate recycling pick ups
- Provide Tier 2 support and root cause analysis for field staff as needed for more complex issues related to hardware and software performance, peripheral integration, etc.
- Build and test images to be deployed on the district's computers. Maintain a complete, current catalog of images used throughout the district, including those built by Field Technicians.
- Support new initiatives and technologies by testing and evaluating new computing devices, peripherals and mobile / remote device management technologies to ensure compatibility with our environment.
- Work with IT Operations Coordinator to create standards and procedures for hardware maintenance, inventory and device management to ensure best practices are clearly communicated to Field Technicians
- Coordinate and manage student and community volunteers working in IT office
- Support technology needs related to computer-based testing by preparing and testing devices to ensure testing can occur without disruption. Configure devices for testing accommodations for students engaged in paper-based tests
- Serve as back up to Field Technicians as needed to insure continued and smooth operations.

The TS Works collaboratively with Technology department staff to effective support for the District's educational goals. The TS conducts other administrative and staff duties as directed by the Director of Innovation and Instructional Technology, or as needed by the district.

**4/1/2019**

**Job Title: Systems Associate**

Working under the supervision of the Director of Innovation and Instructional Technology, the System Associate is responsible for supporting the Systems Administrator (SA) in all aspects of software implementation, mobile device management, and technical support for computer-based testing.

**Duties include, but not limited to:**

- Work with Systems Administrator and Database Team to create and manage user accounts for district-supported applications
- Responsible for the management, upkeep and deployment of iPads including the remote management of devices & deployment of Apps.
- Coordinate the underlying set up of student mobile devices (iPads, Chromebooks) through appropriate Mobile Device management software and/or Google Admin Console to effectively and efficiently manage devices.
- Helps to manage and maintain database systems (i.e. Destiny Library System) working with the Database Team to ensure smooth transition for software upgrades
- Supports computer protection services (i.e. Sophos) including software updates and provides updated software installers
- Work closely with the Systems Administrator and building administrators to support technology needs related to computer-based testing by reviewing the technical requirements documentation, participating in meetings, DESE & College Board webinars and related training.
- Provides technical research, support and development for new initiatives and technologies (e.g., new applications, online test environments).
- Serve as backup to Systems Administrator to insure continued and smooth operations

In addition to the above responsibilities, the SA is a key team member within the Technology Department. The SA will also:

- Work closely with other team members to resolve end users' issues including accounts, mobile device or software issues that may be escalated by the field staff.

- Provide the technology team with technical training and assistance based on expertise as needed. Supports the Director of Innovation and Instructional Technology, Technology Department members, and building administrators for ongoing operations and for special projects as needed by the district.
- Conducts other administrative and staff duties as directed by the Director of Innovation and Instructional Technology or as needed by the district.

**4/1/2019**

**Job Title: Network Associate**

Working under the supervision of the Director of Innovation and Instructional Technology, the Network Associate (NA) is responsible for supporting the Network Administrator (NA) in all aspects of network services, VoIP phone systems and A/V equipment, including voice amplification, digital signage and projection systems.

**Duties include, but not limited to:**

- Provides support and serves as backup to Network Administrator to ensure continued network security and up-time
- In coordination with the Network Administrator, works collaboratively with the Town IT department on any shared network resources
- Coordinates vendor installs and repairs of A/V and VoIP equipment with outside contractors and Lexington staff including communication with all stakeholders throughout the process and verification of completed work
- Provides training and Tier 2 support for Field Technicians for maintenance and troubleshooting for AV equipment including VoIP phones, voice amplification systems, document cameras, projection systems and digital signage.
- Manages district-wide VoIP phone systems, including setup and maintenance of auto-attendant and configuration of new VoIP extensions for new users, updates phones for moves / changes as needed
- Develops and maintains documentation related to network, A/V and phones in conjunction with Network Administrator

In addition to the above responsibilities, the NA is a key team member within the Technology Department. The NA will also:

- Work closely with other team members to resolve end users' issues including network connectivity, VoIP system, voice amplification systems, projection systems and digital signage
- Provide the technology team with technical training and assistance based on expertise as needed. Supports the Director of Innovation and Instructional Technology, Technology Department members, and building administrators for ongoing operations and for special projects as needed by the district.



- Conducts other administrative and staff duties as directed by the Director of Innovation and Instructional Technology or as needed by the district.

**4/1/2019**

## APPENDIX B

### TECHNOLOGY UNIT – FORMATIVE & SUMMATIVE EVALUATION TOOL

#### Deadlines:

Evaluator completes Formative Assessment by December 10.

Evaluator holds Formative Assessment Meetings if requested by December 15.

Tech unit member signs Formative Assessment by December 15.

Evaluator completes Summative Assessment by May 15.

Evaluator holds Summative Assessment Meetings if requested by May 22.

Tech unit member signs Summative Assessment by May 22.

#### Core Competencies

\*indicates a core competency required for an overall rating of “effective”

<b>Accountability</b>	Effective(2 pts)	Effective with Concerns (1 pt)	Ineffective (0 pts)
Acts in a professional manner *			
Is dependable & punctual			
Fulfills professional responsibilities			

<b>Collaboration</b>	Effective (2)	Effective with Concerns (1)	Ineffective (0)
Is receptive to feedback and utilizes feedback to improve performance*			
Works well within the department			
Is flexible towards changing priorities			

<b>Communication &amp; Service</b>	Effective (2)	Effective with Concerns (1)	Ineffective (0)
Focuses on end-user satisfaction*			
Works cooperatively with staff outside the department			
Communicates in a professional manner			

<b>Time &amp; Task Management</b>	Effective (2)	Effective with Concerns (1)	Ineffective (0)
Applies critical thinking and solves problems*			
Responds in accordance with timelines and process as set by departmental protocols			
Completes assignments in a timely manner			

### Position Specific Competencies

<b>Field Tech Competencies</b>	Effective (2)	Effective with Concerns (1)	Ineffective (0)
Responds to Web Help Tickets (and email, phone and in person requests)			
Provides general technical resource, organization and support within each building			
Insures that equipment /software/ service- access function smoothly and reliably for students and staff			
Maintains up-to- date records in WHD for assets and clients			
Conducts equipment maintenance and repairs as required			

<b>Tech Specialists Competencies</b>	Effective (2)	Effective with Concerns (1)	Ineffective (0)
Collaborates with Operations Coordinator to set priorities for Field Tech and manage projects			
Provides Tier 2 & in field support for Technicians			
Coordinates and oversees deployments and allocations			
Oversees Web Help Desk			
Creates consistent protocol for tech procedures			

<b>Systems Administrator &amp; Systems Associate Competencies</b>	Effective (2)	Effective with Concerns (1)	Ineffective (0)
Manages accounts for all LPS Services			
Responsible remote management of devices via MDM and Admin Console			
Oversees Active Directory integration, and supports computer protection services			
Provides technical expertise for deployment of new software/systems			
Supports technology needs related to computer-based testing			

<b>Network Administrator &amp; Network Associate</b>	Effective (2)	Effective with Concerns (1)	Ineffective (0)
Plans, Supports, and Implements WAN/LAN and VOIP Systems			
Interfaces with outside vendors to support network & infrastructure			
Interfaces With Town MIS on shared Network Services and projects			
Works with team members to resolve end user problems that have been escalated			
Coordinates purchase and installation of AV, and Digital signage systems			

<b>Assistant Database Administrator</b>	Effective (2)	Effective with Concerns (1)	Ineffective (0)
Ensures that Student Information System (SIS) contains accurate and up-to-date information			
Manages all staff, student and parent accounts for SIS			

Trains, supports and troubleshoots all areas of SIS for users			
Assists in generating and submitting district data reports (State and Federal)			
Meets regularly with building Administrators and office staff for assessing SIS needs			
Manages importing of data into SIS			
Processes custom report requests from end users			

**Narrative Feedback**

Referencing core & job- specific competencies, comment on any job functions for which the employee deserves special recognition and any job functions for which the employee has been rated “effective with concerns” or “ineffective”. If relevant, comment on the employee’s progress towards his/her goals and larger initiatives he/she has been assigned:

<b>Overall Rating - % of total competencies (core and position specific) rated as “effective”</b>	Effective (80% including 4 core*)	Effective with Concerns (70%-79% are rated effective )	Ineffective (Less than 70%)
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An overall rating of “Effective with Concerns” should include a written explanation below.

For employees who have successfully completed their one-year probationary period, two (2) consecutive overall of ratings (formative and/or summative) of “Ineffective” shall invoke article 4.3 (“Supervised Assistance”) of the agreement.

Signature of Evaluator \_\_\_\_\_

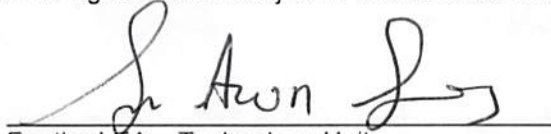
Date: \_\_\_\_\_

Signature of Tech Unit Member \_\_\_\_\_

Date: \_\_\_\_\_

In witness of this agreement having been ratified by the parties, the duly authorized representatives of the Lexington Education Association and the Lexington School Committee have, by affixing their signatures to this document attest to its ratification and hereby execute this agreement.

The Memorandum of Agreement is subject to the ratification of the parties.

  
\_\_\_\_\_  
For the LEA – Technology Unit

5/16/19  
date

  
\_\_\_\_\_  
For the Lexington School Committee

5/9/19  
date

**APPENDIX A:**  
**CONTRACT PERFORMANCE STANDARDS/  
JOB DESCRIPTIONS**