

AGREEMENT

HULL SCHOOL COMMITTEE

AND

HULL SCHOOL SECRETARIES ASSOCIATION OF MASSACHUSETTS LABORERS'
DISTRICT COUNCIL, LOCAL 1162, BROCKTON, MA

JULY 1, 2021 - JUNE 30, 2024

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ARTICLE I: RECOGNITION

1.1 The Hull School Committee recognizes and acknowledges the Hull School Secretaries Association of Massachusetts Laborers' District Council, Local 1162, Brockton, MA, as the exclusive collective bargaining agent, hereinafter referred to as the Association, in any and all matters relating to wages, hours, and working conditions.

1.2 The following are included in the Bargaining Unit: All full-time and part-time school secretaries.

1.3 The Association may have persons designated as delegates; in the bargaining unit within the jurisdiction of the particular Association. The delegates so designated will be recognized as the representatives of the Association and their names will be submitted to the Superintendent of Schools and the School Committee on or before reopening of an existing contract.

1.4 Definition of Full-Time:

All personnel hired after the execution date of this Agreement, employed as full-time status shall work a twelve month school year for eight hours per day when school is in session, starting when teachers return and for summer hours as outlined in 7.2.

Definition of Part-Time:

Personnel employed for less than full-time. Personnel employed for less than full-time will receive pro rata benefits.

1.5 All terms and conditions of the previous Agreement will be incorporated into the successor agreement as mutually agreed by both parties.

ARTICLE II: AMENDMENTS

2.1 The understanding between the Association and the School Committee has been set forth in the Agreement and the exhibits attached thereto.

2.2 Any amendment to this Agreement officially and mutually agreed to by the two parties concerned shall be committed to writing and signed by the duly authorized representatives of the parties.

ARTICLE III: INSURANCE BENEFITS

3.1 Group Insurance - The Town of Hull Employees Group Insurance Plan with all subsequent amendments shall be considered part of this Agreement or mutually agreed equivalent.

3.2 Hospital-Surgical-Medical - Any employee who works a minimum of twenty (20) hours per week will be eligible for hospitalization benefits if they desire to join the Town of Hull's Group Plan.

ARTICLE IV: ABSENCE FROM DUTY

SICK LEAVE

4.1 All personnel shall be credited with 1 1/4 days sick leave after each month of service.

4.2 All personnel shall be credited with the unused portion of sick leave up to a maximum of two hundred thirty (230) days.

4.3 If the amount of leave credit provided has been or is about to be exhausted, an employee may make application for additional allowance. Such application shall be made to the Superintendent, which is authorized to grant such additional allowances as it may determine to be equitable, after reviewing all circumstances including the employee's attendance and performance record prior to conditions supporting the request for additional allowance.

4.4 The Superintendent reserves the right to grant additional allowance up to fifteen (15) days, with the understanding the individual shall repay by services the number of days that have been granted. Repayment for Secretaries continuing in service will be from the following years' sick leave as follows:

- (1) Five (5) days or less - to be paid the following year.
- (2) Six (6) days to ten (10) - over a two year period.
- (3) Eleven (11) to fifteen (15) days - over a three year period or sooner, if the employer so desires.

4.5 If the individual resigns from the School System and has on record "borrowing time," financial payment must be made to compensate for the balance of borrowed time.

4.6 An annual good health maintenance incentive of \$500 will be awarded to those secretaries who use zero sick days. An incentive of \$200 will be awarded to those who use one sick day.

4.7 If a secretary is on sick leave for five (5) consecutive days, then a physician's note may be required at the discretion of the Superintendent or the Superintendent's designee.

PERSONAL LEAVE

4.8 Personal Leave - A maximum of four (4) days non-cumulative personal leave of absence without loss of pay and not to be deducted from sick leave in any one year may be granted for personal business that cannot be conducted at any other time. Reasons such as the following are given as examples:

- (a) Mandatory court appearance;
- (b) Legal business that cannot be transacted at any other time;

- (c) Commencement exercises at which the employee, their spouse, or child will be awarded a degree or diploma;
- (d) Wedding date and/or preparation for the wedding;
- (e) Religious holidays;
- (f) Any other reason approved by the Superintendent of Schools.

If a secretary feels that they do not want to put the reason in writing or provide it orally, they will not be required to do so. If the system's needs require it, the Superintendent may have to deny a request for personal leave.

4.9 Except in emergency situations, secretaries shall submit a written request for personal leave at least two (2) working days in advance.

4.10 Requests for personal leave may not be authorized on days preceding or following holidays or vacation periods.

4.11 If one or more personal days are taken because of religious holidays, an employee may appeal the maximum provision of four (4) days to the Superintendent.

4.12 The above provisions shall not be aggrievable beyond the Superintendent of Schools level.

BEREAVEMENT LEAVE

4.13 Bereavement Leave - Bereavement Leave may be granted on the death of a member of an employee's immediate family up to a maximum of five (5) days, not to be deducted from sick leave. Immediate family is defined as: Mother, Father, Mother and Father-in-law, Spouse/Companion, Son, Daughter, Son-in-law, Daughter-in-law, Brother, Sister, Grandparents, Grandchildren, Stepchildren, or any other person residing in the same household.

4.14 In the case of the death of an employee's Spouse/companion Grandparents, the Employee will be allowed the days needed up to and including the day of the funeral or memorial services, but not to exceed three (3) days, and not to be deducted from sick leave.

FAMILY AND MEDICAL LEAVE

4.15 Childbearing Leave and Child Rearing Leave - A maternity leave of absence without pay up to one year will be granted.

4.16 A physician's certificate of fitness may be required before a Secretary may return to her position.

4.17 A Secretary who is on maternity leave shall not be entitled to accrue paid sick leave or other benefits during the period of such leave. Upon her reemployment she shall be credited with prior service and accrued benefits.

4.18 Hull Public Schools will provide eligible Secretaries up to twelve (12) weeks of unpaid leave in a twelve (12) month period in accordance with the Family and Medical Leave Act of 1993.

4.18(a) If leave is taken under this policy, Secretaries must first exhaust their accrued paid sick leave then any accrued personal and vacation days.

4.18(b) If any Secretary's accrued paid leave is less than twelve (12) weeks, the remaining weeks of leave will be granted without pay.

4.18(c) FMLA shall run concurrently with any other statutory or contractual leaves of absence.

4.18(d) Health and basic life insurance coverage will continue if the employee desires and arranges for payment of the employee portion of their premium.

OTHER LEAVE

4.19 The School Department agrees to pay the secretary's normal wages when on jury duty. The employee shall turn over to the Superintendent any compensation received from the court exclusive of travel expenses.

4.20 No salary deduction is made in case of absence of personnel by reason of being called to appear in court as a government witness or other tribunal.

4.21 Leave of absence shall not be granted to any employee for the purpose of taking up other employment.

ARTICLE V: HOLIDAYS

5.1 All personnel shall be granted the following paid holidays:

New Year's Day
Martin Luther King Day
Washington's Birthday
Patriot's Day
Good Friday
Juneteenth
Memorial Day
Independence Day*
Labor Day

Columbus Day
Veterans' Day
4.5 Hour Work Schedule on the Day Before
Thanksgiving (per the secretaries' schedule
at each school)
Thanksgiving Day
Day Following Thanksgiving Day
December 24
Christmas Day

*Applies to full-time personnel.

5.2 In addition to the above, any other day that may be declared a holiday by the Governor of the Commonwealth, General Court or Hull School Committee.

5.3 When a holiday occurs during an employee's vacation, the holiday shall not be counted against vacation time. All requests for vacations shall be made in writing and receive approval of the Principal and the Superintendent.

5.4 Should any holiday fall on a Saturday or Sunday, personnel shall be granted an additional day off with pay. It shall be celebrated in the approved manner on the preceding Friday or the following Monday as within the school schedule.

ARTICLE VI: VACATIONS

6.1 The eligibility of personnel to receive a vacation with pay within the current year shall be determined in accordance with the following schedule:

TIME EMPLOYED	LENGTH OF VACATION
After six (6) months	One (1) week
After one (1) year	Two (2) weeks
After three (3) years	Three (3) weeks
After five (5) years	Four (4) weeks
After ten (10) years	Five (5) weeks

6.2 The following will apply to any individual Secretary hired after June 30, 2004: All secretarial personnel must take vacations during times when school is not in session. If there is an administrator working during school vacation periods, there must be at least one Secretary providing support. Exceptions to this clause will be approved on a case-by-case basis by the Superintendent and non-precedent setting. The decision of the Superintendent is final and not subject to the grievance provisions of the contract.

6.3 Current personnel receiving five (5) weeks vacation time must take no less than three (3) weeks during non-school time and two (2) weeks anytime during the school year. Three weeks may be taken during the school year at the discretion of the building principal.

6.4 Current personnel receiving four (4) weeks vacation must take no less than two (2) weeks during non-school time, and two (2) weeks anytime during the school year.

6.5 Current personnel receiving three (3) weeks vacation time must take no less than two (2) weeks during non-school time and one (1) week anytime during the school year.

6.6 Current personnel receiving two (2) weeks vacation must take no less than one (1) week during non-school time and one (1) week anytime during the school year.

6.7 All requests for vacations shall be made in writing (Request for Leave Form) and receive approval of Superintendent.

6.8 Two, three or four consecutive weeks' vacation may be granted by way of special request to the Superintendent of Schools.

6.9 Single day vacation may be granted at the discretion of the immediate supervisor with the approval of the Superintendent of Schools, in compliance with all other provisions of the contract.

6.10 If a vacation request is administratively denied whether by the principal or the Superintendent and it is impossible for the Secretary to take earned vacation time, this time may be carried over to the following school year and be taken during time that school is in session, subject to the usual approval process.

6.11 Employees, with prior approval from the Superintendent and principal, shall be allowed to carry over two weeks vacation credit into the following year. Any carryover vacation time must be used two weeks prior to the start of the subsequent school year. Any vacation not used will be unrecoverable.

ARTICLE VII: LENGTH OF WORKING DAY

7.1 When school is in session the normal workday shall be eight (8) hours including a thirty (30) minute paid lunch and fifteen (15) minute morning and afternoon paid break periods.

The normal work schedule shall be determined by the principal. The following shall be used as a guide only:

Jacobs School	8:00 AM - 4:00 PM
Memorial Middle	7:30 AM - 3:30 PM
High School	7:15 AM - 3:15 PM

The principal shall give a secretary a 30-day notice of a change in hours.

The eight (8) hour schedules for new hires after the execution of this contract will be determined by Principals in collaboration with the Superintendent.

If an emergency situation arises whereby school schedules required adjustment, the parties shall meet to negotiate any proposed changes taking into consideration school needs and employee concerns.

7.2 Summer work hours will be from 8:00 a.m. until 3:00 p.m. on Monday through Thursday. The practice of having a four-day work week during the summer while maintaining regular salaries will continue. Summer work hours will commence on the Monday immediately preceding July 1 each year. Summer work hours will run until the second Friday before teachers report (all five days of that week will follow the 8:00 a.m. until 3:00 p.m. schedule).

7.3 For school vacations during the school year, Secretaries will work from 8:00 a.m. until 2:00 p.m. absent exigent circumstances that will be communicated by the school principal or their designee (who is acting under the clear direction of the principal).

7.4 Secretaries shall not suffer any loss of pay on any day when the schools are canceled as the result of inclement weather or any other reason. The expectation will be that the Secretaries will perform their duties on all days that school is in session – whether in-person or remote.

ARTICLE VIII: PROMOTIONS AND TRANSFERS

8.1 The following non-union positions shall be considered promotional opportunities for bargaining unit members. Such positions shall be posted for seven (7) days and consideration shall be given bargaining unit members:

Executive Secretary/Office Manager
Bookkeeper
Secretary to the Assistant Superintendent/Director of Student Services
Human Resources/Payroll Coordinator
Finance Coordinator

8.2 Temporary Transfers: Any employee who is required to function in a job out of the unit shall, with respect to such periods receive the pay entitlement on the higher pay scale, and it shall be retroactive to the first day of the assignment. This provision shall apply to vacation periods.

8.3 Overtime compensation at the rate of one and one-half times the employee's regular rate of pay will be paid for service actually performed on Saturday, Sunday, or legal holidays and for service performed in excess of the regular scheduled workday. The practice of comp time is hereby eliminated.

8.4 There shall be a probationary period of six (6) months for all new personnel hired before a contract is issued to them.

8.5 Professional Development: All Secretaries will have opportunities for professional development in areas related to their job responsibilities.

All secretarial job candidates seeking employment with Hull Public Schools shall be required to pass a basic Microsoft Office Products test as a condition of pre-employment.

8.6 Confidentiality Issue: All Secretaries will receive an annual training on matters related to student and staff confidentiality.

8.7 The parties agree that any position or job that is secretarial work will be posted so that all interested members of the bargaining unit may apply for such position before it is offered outside the bargaining unit.

ARTICLE IX: GRIEVANCE PROCEDURE

9.1 A grievance is defined as a complaint by an employee that there has been a violation, misinterpretation, or misapplication of specific provisions of the Agreement.

9.2 Step 1 - The aggrieved employee shall take up the grievance in writing with the school principal within three (3) working days of the date of the grievance or knowledge of its occurrence. The school principal shall attempt to resolve the matter and shall respond in writing to the aggrieved employee within five (5) working days in writing.

9.3 Step 2 - If the grievance has not been resolved to the employee's satisfaction, it shall be presented in writing within five (5) working days to the Secretaries' Association for review to decide whether or not the Secretaries' Association shall present the grievance to the Superintendent of Schools. If so decided, the grievance shall forthwith be presented in writing within five (5) working days by the Secretaries' Association to the Superintendent of Schools.

9.4 Step 3 - The Superintendent of Schools shall respond in writing within seven (7) working days. If the grievance is unsettled, the Secretaries' Association shall decide if it should be referred to the School Committee. If the Secretaries' Association shall so vote, the grievance shall forthwith be presented in writing within ten (10) working days by the Secretaries' Association to the School Committee.

9.5 Step 4 - If at the end of twenty-five (25) working days next following presentation to the School Committee the grievances shall not have been disposed of to the satisfaction of the Secretaries' Association, the Secretaries' Association may, by giving written notice to the School Committee within the ten (10) working days next following conclusion of such period of twenty-five (25) days, present the grievance for arbitration to the American Arbitration Association. The expense of such arbitration shall be shared equally by the School Committee and the Secretaries' Association. The decision of the arbitration shall be final and binding on both parties in the grievance procedure.

ARTICLE X: SENIORITY

10.1 Seniority shall be defined as the total full-time and part-time cumulative service converted to full-time from date of employment within the Hull Public Schools. Effective July 1, 2008 any new hire within the bargaining unit shall have seniority defined as date of hire within the bargaining unit. Prior employment within the school system shall not be utilized in determining seniority within this unit. In the case of broken service for Reduction in Force and Maternity Leave and other approved leave, personnel shall be credited with prior service. Seniority shall prevail in regard to layoff, recall, school assignment transfer, vacation schedule and all other matters relative to employment, providing all other qualifications and abilities are met.

10.2 In the event of a Reduction in Force for lack of funds, personnel shall be laid off by reverse order of seniority.

10.3 In the event additional funds become available or a vacancy in the Bargaining Unit occurs, laid off personnel shall be recalled to work by order of seniority by certified return receipt mail.

10.4 A recall list of laid off personnel shall be maintained for two years from the date of lay-off.

10.5 Notices of recall and job vacancies in the bargaining unit from which the employee was laid off shall be in writing and mailed to eligible employees on the recall list by certified mail to the last address on file for each employee. Employees so notified shall respond

affirmatively if they so choose, in writing within ten (10) calendar days from mailing of the notice, otherwise they shall be deemed to have waived their right to be recalled to the vacant position and shall be removed from the recall list. Where an employee accepts the recall within the ten (10) calendar days required, the employee shall return to work within sixteen (16) calendar days from the date the recall notice was mailed or a mutually agreed upon date.

ARTICLE XI: SEVERANCE PAY

11.1 A Secretary who retires from the Hull Public Schools will be entitled to the amount of \$75.00 at the time of retirement for every day of unused sick leave, which has been accumulated beyond the limit of seventy-five (75) days. Severance Pay will be granted up to a maximum of eighty (80) days. Notification of intent to retire must be provided by the Secretary on or before the December 1 prior to the retirement date. Severance pay may be paid in the next fiscal year unless funds are available in the fiscal year in which the Secretary is retiring.

ARTICLE XII: LONGEVITY

12.1 Employees shall receive a recognition allowance annually upon completion of years of service in the Hull Public Schools in accordance with the following schedule.

YEARS OF SERVICE	DOLLAR AMOUNT
Five (5) years	\$850.00 annually
Ten (10) years	\$950.00 annually
Fifteen (15) years	\$1,600.00 annually
Twenty (20) years	\$1,950.00 annually

Recognition allowance shall be paid on the employee's anniversary date.

ARTICLE XIII: DURATION

13.1 All articles and paragraphs covered within this Agreement shall become effective July 1, 2021 to June 30, 2024 and shall be automatically renewed from year to year unless by November 1st in any year, either party notifies the other in writing of its desire to modify or terminate the Agreement.

ARTICLE XIV: WAGES

14.1 A part-time Secretary shall be paid at their regular hourly rate when performing substitute secretarial work, however, the committee is under no obligation to employ a part-time Secretary for substitute secretarial work.

14.2 Salary Schedule

Step	2021-2022	2022-2023	2023-2024
	1.5%	2%	2.5%
1	\$827.31	\$843.85	\$864.95
2	\$863.26	\$880.52	\$902.54
3	\$895.23	\$913.13	\$935.96
4	\$927.20	\$945.74	\$969.39
5	\$959.17	\$978.35	\$1002.81
6	\$991.14	\$1010.96	\$1036.24
7	\$1015.12	\$1035.42	\$1061.30
8	\$1039.11	\$1059.89	\$1086.39
9	\$1063.10	\$1084.36	\$1111.47
10	\$1087.06	\$1108.80	\$1136.52
11	\$1108.81	\$1130.98	\$1159.26

13.2 It is acknowledged and agreed that certain of the employees covered by this Collective Bargaining Agreement may from time to time provide services in the Morning Care Program, KidsCare Program, JASPER, MASPER, Open Gym, Tutoring, Adult Education, Pajama Story Hour, Summer School and Stipended Positions contained in HTA (teacher) Appendixes C and D, or any other hourly positions, stipended positions, or grant-funded positions that may be established during the course of the contract. Such services when performed by secretaries employed under this Agreement shall be compensated as follows:

JASPER/MASPER	\$25.00/hour
Morning Care	\$30.00 for 1 hour, 25 minutes
Tutoring	\$25.00/hour
Open Gym	\$25.00/hour
KidsCare	\$15.11/hour
Pajama Story Hour	\$25.00/hour
Summer School	\$25.00/hour
Adult Education	\$25.00/hour
Other School District Assignments	\$25.00/hour
HTA (teacher) Appendixes C and D	as per HTA Contract

Further, performance of such services by secretaries shall be considered services performed under this Contract, provided, however, that no other provisions of this Contract, including but not limited to any provision regarding appointment, reappointment, removal or discharge, shall be applicable to employment in the above programs. Any hours worked by a Secretary in excess of forty (40) hours per week shall be compensated at a rate one and one half (1 1/2) times the regular rate of pay.

Nothing herein shall require the employment of any secretary in the above programs.

ARTICLE XIV: RETIREMENT INCENTIVE

14.1 A secretary, who as of the effective date of retirement will have completed fifteen (15) consecutive years of full time service in the Hull Public Schools, upon notification of retirement three (3) years in advance, shall be paid a \$1,500 retirement increment in equal installments over the last three (3) years of employment.

14.2 Any secretary who desires to withdraw notice of retirement must petition to the Superintendent no later than one-hundred twenty (120) days prior to the retirement date. The Superintendent will consider emergencies and unavoidable hardships in reaching its decision. Should the petition be approved by the Superintendent, repayment of all money received under this Article must be made within thirty (30) days of the approved date.

ARTICLE XV: TUITION REIMBURSEMENT

15.1 Secretaries who have completed their probationary period shall receive reimbursement for tuition costs for job-related courses at the rate of \$100 per credit, but not exceeding the total cost of the course.

15.2 Secretaries shall be limited to two (2) courses during any given fiscal year.

15.3 The course must be submitted for approval by the Superintendent in advance. The Superintendent's decision is final.

15.4 A grade of "B" or better will be required for reimbursement.

ARTICLE XVI: PERFORMANCE EVALUATION

16.1 Principals and/or supervisor(s) will evaluate Secretaries in their buildings on an annual basis in writing, usually after school has vacated for the summer break but before June 30th.

ARTICLE XVII: COMMITTEE RIGHTS CLAUSE

17.1 Nothing in this Agreement shall be deemed to derogate from or impair from any power, right or duty heretofore possessed by the School Committee or imposed upon it by law or through custom, practice or usage to direct and manage the operation, and employees of the public schools. The parties agree that all matters relating to wages and conditions of employment have been subject to collective bargaining under the provisions of Chapter 150E of the Massachusetts General Laws of this Agreement and contain all the understandings of the parties relating to these matters.

ARTICLE XVIII: EMPLOYEE RIGHTS CLAUSE

18.1 The School Committee and the Secretaries' Association will work together to create a safe, professional, respectful and non-hostile work environment.

ARTICLE XIX: STATEMENT OF AGREEMENT

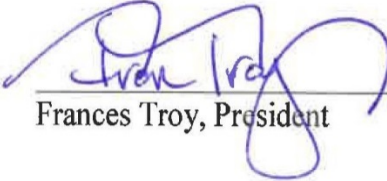
19.1 Abusive or excessive absence from work is recognized by the Hull School Committee and the Hull School Secretaries' Association as a breach of an employee's responsibility to attend work regularly in return for the benefits and security afforded by this Agreement. The School Committee and the Association recognize that unwarranted absenteeism is harmful to the citizens of Hull in terms of cost, quality, continuity and efficiency. The parties further recognize that unwarranted absences have an adverse effect on employees who do attend work.

For the Hull School Committee:

David Twombly, Chair

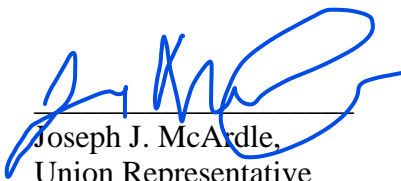
Date of Signing

For the Hull School
Secretaries' Association:



Frances Troy, President

Date of Signing



Joseph J. McArdle,
Union Representative



Date of Signing



Hull Public Schools

Kathleen I. Tyrell
Superintendent of Schools

180 Harborview Road, Hull, Massachusetts 02045
(781) 925-4400 ext. 1118 Fax (781) 925-8042


April 28, 2009

The Hull School Committee and the Hull School Secretaries Association hereby agree that the Town may implement the following change to the health insurance premium contribution ratios for health insurance plans provided by the Town:

Increase employee's premium contribution percentage
from ten percent (10%) to twenty-five percent (25%).

The Union hereby acknowledges that it has been provided notice and an opportunity to bargain over this matter, and the parties have reached agreement on the prospective change.


For the Hull School Committee Association


For the Hull School Secretaries Association
of Massachusetts Laborers' District Council,
Local 1162, Brockton, MA

Date

Date



HULL PUBLIC SCHOOLS

Performance Evaluation Form

Last Name

First Name

Evaluation Date

Title

Department

REQUIRED COMPETENCIES	RATING SCALE FOR EVALUATION OF PERFORMANCE COMPETENCIES							
	Improvement is Essential for Success	Developing			Proficient			Exceptional
Quality of Work	1	2	3	4	5	6	7	8
Planning and Initiative	1	2	3	4	5	6	7	8
Versatility	1	2	3	4	5	6	7	8
Service Orientation	1	2	3	4	5	6	7	8
Communication	1	2	3	4	5	6	7	8
Teamwork	1	2	3	4	5	6	7	8
Skills	1	2	3	4	5	6	7	8
Leadership Management (if applicable)	1	2	3	4	5	6	7	8

Comments:

Signature of Evaluator

Date

I have been given an opportunity to examine the contents of this evaluation. I certify that my job performance was reviewed and discussed with me.

Employee's Signature

Signature does not mean employee agrees with evaluation

Date

PERFORMANCE RATING

I=IMPROVEMENT IS ESSENTIAL FOR SUCCESS

Performance does not meet what is required. Performance is unsatisfactory and little or no significant developmental progress or improvement has been evidenced. Improvement is essential; corrective action planning is required.

D=DEVELOPING

Performance is in need of development to reach a level that would be expected from a fully Proficient employee. The person at this level of performance may be learning and developing skills or competencies, or may be new to the job, and is displaying those behaviors expected of someone moving in a positive direction toward full competence.

P= PROFICIENT

Performance is what would be expected of a person who is fully experienced and qualified. The person who reaches this level of performance can be depended upon consistently to attain the expected results.

E=EXCEPTIONAL

Performance clearly surpasses the fully proficient level for this period. The person who reaches this level of excellence does so through truly unique and exceptional application of knowledge, skill, and/or ability that may be difficult to sustain over time.

Required Competency	Key Indicators
Quality of Work	<p>Is dependable.</p> <p>Has a minimum of unplanned absences.</p> <p>Returns calls/voice mails in a timely manner.</p> <p>Produces work, which is free from error.</p> <p>Pays attention to necessary details.</p> <p>Keeps appointments on time.</p> <p>Works in a safe manner.</p> <p>Sets high standards for own work.</p> <p>Commits fully to job.</p> <p>Follows accepted standards and guidelines for the area of work.</p> <p>Reaches decisions based on the highest ethical standards.</p>
Planning and Initiative	<p>Makes effective use of time.</p> <p>Is a self-starter.</p> <p>Follows through on assigned tasks.</p> <p>Works independently.</p> <p>Develops new ideas/solutions.</p> <p>Stays current in own job field.</p> <p>Is committed to professional development.</p> <p>Demonstrates a willingness to go beyond the boundaries of the job to benefit others.</p> <p>Seeks ways to better understand the needs of customers and to improve service.</p> <p>Anticipates internal and external forces that will impact the future effectiveness and efficiency of the area and responds with needed change.</p> <p>Incorporates the School Department's mission and issues into development plans.</p>
Versatility	<p>Adapts to change quickly.</p> <p>Applies rules and policies appropriately.</p> <p>Adjusts behavior to fit the situation or person as appropriate.</p> <p>Modifies plans and goals to meet changing institutional demands and opportunities.</p> <p>Capitalizes on opportunities to reduce costs, improve customer service, increase productivity, increase customer satisfaction, improve decision-making and reduce waste.</p>
Service Orientation	<p>Ensures clear, accurate understanding of requests by listening attentively and asking appropriate questions.</p> <p>Communicates and obtains input with appropriate sources before making commitments.</p> <p>Responds to requests with an appropriate level of urgency.</p> <p>Anticipates future needs and regularly improves systems and responds as needed.</p> <p>Clearly and patiently explains why certain requests cannot be met and provides appropriate alternatives.</p> <p>Relates to others agreeably, tactfully, and courteously.</p>

Required Competency	Key Indicators
Communication	<p>Expresses ideas effectively. Speaks effectively. Conducts an effective meeting. Gives clear direction. Actively listens. Has effective writing skills. Uses appropriate communication. Deals effectively with angry or demanding people. Consults with supervisor about actual or potentially sensitive issues. Assumes responsibility for communicating relevant information to supervisor on a timely basis. Listens to and considers the views of others. Considers the advantages, disadvantages, usefulness, potential results and other relevant factors of alternatives. Has open communication style, i.e., shares information in a timely manner, sets others at ease in conversations, and encourages positive interaction.</p>
Teamwork	<p>Maintains effective working relationships with co-workers, supervisors, and the public. Functions effectively with administrative peers, has a manner of dealing with people that encourages joint problem solving, openness and candor. Works effectively with people across organizational boundaries. Refers to others appropriately. Takes ownership of problems and avoids finger pointing.</p>
Skills	<p>Uses databases, spreadsheets and on-line data transfer systems. Composes routine correspondence. Maintains files. Accurately keeps records (e.g., appointments calendars, attendance records, etc.). Demonstrates appropriate telephone techniques (taking messages, directing inquiries, and handling complaints). Uses office equipment as required. Uses technology efficiently. Demonstrates appropriate technical know-how.</p>
Leadership / Management (if applicable)	<p>Gives clear direction. Delegate's decision-making. Develops others. Makes appropriate decisions. Gives criticism and praise correctly. Encourages flexibility and personal initiative by others. Shares information and keeps people up-to-date. Solicits input, ideas and expertise of others. Builds team spirit. Resolves conflict quickly. Works as a facilitator and coach. Encourages participative decision-making. Holds employee accountable for problem solving, continuous streamlining of work processes. Ensures that employees are trained appropriately. Directs unit's resources and activities toward high-value work, contributing directly to the Hull Public Schools' mission and goals. Maintains appropriate community linkages.</p>

Self Appraisal Questions

- 1. What are my positive attributes in relation to performing my job?**

- 2. What are my major accomplishments for the past year?**

- 3. In what areas of my job do I need to improve?**

- 4. Are all of my capabilities being utilized in my present position?
If not, how can they be better utilized?**