

**Employment Guidelines Work  
Conditions for Non-Unit Therapists  
Effective FY 24  
2023-2024  
SLPA, PT, PTA, OTA, OT  
March 18, 2024**

**1. Appointment Letter:** Upon agreement of the new policy, all Non-Unit Therapists will receive a letter stating work assignment, FTE, hours per week, and salary. All Non-Unit Therapists will continue to receive an annual reasonable assurance letter with annual salary, no later than June 30th of each year.

**2. Personal Days:** Up to three (3) days, except before or after a holiday. These days are not to exceed one day per term. If such leave at that time is necessary, the Superintendent must be provided with a written request stating the specific reasons for the requested absence a minimum of ten (10) working days prior to the date requested. Any employee absent on the day before or after a holiday without prior approval from the Superintendent will not be paid. If a personal day for urgent personal matters is needed, that individual shall notify the Principal at least 24 hours in advance.

New employees hired after July 1, 2017, and in their first year of employment, shall be granted one (1) personal day per quarter, for not more than three (3) per school year.

**3. Compensation:** Compensation is defined in the attached salary scale on APPENDIX A of this Policy Statement, for regular services up to 35 hours per week. Effective July 1, 2017, Non-Unit Therapists will work 182 days (180 school days, 1 staff meeting day, and 1 in-service day). Any additional hours worked beyond the contractual 35 hours per week, including Extended School Year (ESY), will be paid at negotiated teachers rate (currently \$40/hour) for OT/PT. Any additional hours worked beyond the contractual 35 hours per week, including Extended

School Year (ESY), will be paid at \$30/hour OTA/PTA/SLPA.

**4. Supervisor:** Employee that supervises a therapist assistant will be compensated an additional 1 hour per week at their hourly rate for licensure application and supervisory.

**5. Professional Day:** Employee can request up to two (2) professional days per year with pay. Requests for such leave must be made in writing to the Director of Special Education as soon as possible, and in advance whenever possible, for approval. Conference and/or workshop fees may be submitted for reimbursement per approval of the Director of Special Education. No more than 3 members may attend a conference or workshop on any given day, unless approved in advance by the Director of Special Education.

**6. Medical Insurance:** The City of Haverhill shall provide employees the same health insurance benefits and coverage provided to all other municipal employees pursuant to MGL c. 32B. Employees hired before July 1, 2011 shall pay a twenty-five percent (25%) health insurance contribution for both PPO and HMO products. Employees hired on or after July 1, 2011 shall pay a thirty percent (30%) health insurance contribution for both PPO and HMO products.

#### Flexible Spending Account under IRS Section 125

The maximum annual allowable amount to be deducted on a pre-tax basis for the Flexible Spending Account will be \$2,650 per plan or whatever is allowable by law. The maximum annual allowable amount to be deducted on a pre-tax basis for Medical Dependent Care Account will be \$5,000.

#### Health Reimbursement Account

The City will establish Health Reimbursement Accounts pursuant to the current MGL c. 32B PEC Agreement.

#### Opt-Out Plan - A one-time opt out option

The City of Haverhill will provide a health insurance opt out option.

Eligible employees who enroll in the program will receive a one-time lump sum financial incentive payment. The amount will be \$1,500 for an individual and \$3,000 for a family. In order to be eligible for the program an employee must meet the following criteria: 1) the employee must have 24 consecutive months of enrollment in a City of Haverhill health plan, and 2) the employee must provide written proof of other (non-City of Haverhill) health coverage. The employee will not be eligible to re-enroll in the health insurance for a period of one year from the date of the opt out.

**7. Bereavement:** Employee is allowed leave, with pay, up to five (5) days at any one time in the event of death in the immediate family. Immediate family is defined as follows: husband, wife, mother, father, son, daughter, brother, sister, grandfather, grandmother, of employee or spouse thereof, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, or any member of the immediate household.

**8. Maternity Leave:** All state and federal laws, rules and regulations pertaining to maternity leave shall also be applicable to employees who are covered by this agreement as defined in the Haverhill Teachers Association contract. Paternity leave falls under Family Medical Leave Act and the Haverhill Public Schools will allow up to two (2) weeks with pay using accrued sick and personal days.

**9. Evaluation:** The employee will be evaluated annually for their performance according to their: a) duties & responsibilities as outlined in job description, and b) adherence to policies and directives of the Haverhill School Committee and Superintendent of Schools. An Administrator will evaluate all non-unit members no later than June 1st.

**10. Indemnification:** Employee should immediately report, in writing to the Superintendent, all cases of abusive conduct and torts suffered by them in connection with their employment. The Haverhill School Committee will provide indemnification whenever the employee becomes eligible therefore pursuant to the provisions of Chapter 258 of M.G.L..



**11. Termination, Demotion, and Suspension:** In the event that the employee desires to terminate his/her contract before the term of service shall have expired, he/she may do so with at least fifteen (15) working days written notice of intent to the Superintendent of Schools and the Superintendent accepts said resignation. Otherwise the Superintendent may dismiss, demote, or suspend the employee in accordance with Massachusetts General Laws, Chapter 71, Section 41 and 42D.


**12. Salary Increases:** Annual salary increases will automatically follow the teachers' annual COLA salary increases.

**13. Review of Policy Language (Employment Guidelines/Work Conditions and Salary Step Scales):** The School Committee Policy language and salary step scales for Non-Unit Specialists will be reviewed every 3 years. Anticipated negotiation in 2027 for FY28.


**14. Retroactive Wages:** If any employee resigns or retires prior to the effective date of this policy, you will not be entitled to retroactive wages.

This agreement having been ratified by the parties, is hereby signed and sealed by their duly authorized representatives.

HAVERHILL SCHOOL COMMITTEE

  
\_\_\_\_\_  
Its Chair  
Vice-Chair

NON-UNIT THERAPISTS

  
\_\_\_\_\_  
Deborah Schuchman OT  
Amanda Brooks OT  
Sandy Basler OT  
Nicole Harris, SLPA  
\_\_\_\_\_  
It's Representatives

## APPENDIX A

**Non-Unit Therapists FY24**

Step	B (I)	B+15(II)	B+30(III)	B+45/ M (IV)	M 15	Doctorate
1	\$52,188	\$54,584	\$56,947	\$59,311	\$61,694	\$68,790
2	\$54,584	\$56,947	\$59,311	\$61,694	\$64,052	\$71,157
3	\$56,947	\$59,311	\$61,694	\$64,052	\$66,419	\$73,521
4	\$59,311	\$61,694	\$64,052	\$66,415	\$68,791	\$78,255
5	\$61,694	\$64,052	\$66,419	\$68,790	\$71,157	\$78,255
6	\$64,052	\$66,419	\$68,790	\$71,157	\$73,521	\$80,622
7	\$66,419	\$68,790	\$71,157	\$73,521	\$75,890	\$82,989
8	\$68,790	\$71,157	\$73,521	\$75,890	\$78,255	\$85,359
9	\$71,157	\$73,521	\$75,890	\$78,255	\$80,622	\$87,727
10	\$73,521	\$75,890	\$78,255	\$80,622	\$82,989	\$90,091
11	\$75,890	\$78,255	\$80,622	\$82,989	\$85,359	\$92,641
12	\$78,075	\$80,441	\$82,807	\$85,174	\$87,544	\$94,646
13	\$80,261	\$82,626	\$84,992	\$87,360	\$89,729	\$96,811
14	\$82,446	\$84,811	\$87,177	\$89,545	\$91,914	\$99,016

**Non-Unit Therapists FY25**

Step	B (I)	B+15(II)	B+30(III)	B+45/ M (IV)	M 15	Doctorate
1	\$53,754	\$56,222	\$58,655	\$61,090	\$63,545	\$70,854
2	\$56,222	\$58,655	\$61,090	\$63,545	\$65,974	\$73,292
3	\$58,655	\$61,090	\$63,545	\$65,974	\$68,412	\$75,727
4	\$61,090	\$63,545	\$65,974	\$68,407	\$70,855	\$80,603
5	\$63,545	\$65,974	\$68,412	\$70,854	\$73,292	\$80,603
6	\$65,974	\$68,412	\$70,854	\$73,292	\$75,727	\$83,041
7	\$68,412	\$70,854	\$73,292	\$75,727	\$78,167	\$85,479
8	\$70,854	\$73,292	\$75,727	\$78,167	\$80,603	\$87,920
9	\$73,292	\$75,727	\$78,167	\$80,603	\$83,041	\$90,359
10	\$75,727	\$78,167	\$80,603	\$83,041	\$85,479	\$92,794
11	\$78,167	\$80,603	\$83,041	\$85,479	\$87,920	\$95,420
12	\$80,417	\$82,854	\$85,291	\$87,729	\$90,170	\$97,485
13	\$82,669	\$85,105	\$87,542	\$89,981	\$92,421	\$99,715
14	\$84,919	\$87,355	\$89,792	\$92,231	\$94,671	\$101,986



**APPENDIX A**
**Non-Unit Therapist Assistants FY23**

Step	Associates	Bachelors
1	\$35,145	\$39,537
2	\$37,340	\$41,734
3	\$39,537	\$43,930
4	\$41,734	\$46,127
5	\$43,930	\$48,323
6	\$46,127	\$50,519
7	NA	NA
FY25 8	NA	NA
FY26 9	NA	NA
FY27 10	NA	NA
Summer / After School Hours		

**Non-Unit Therapist Assistants FY24**

Step	Associates 3%	Bachelors 3%
1	\$36,199	\$40,723
2	\$38,460	\$42,986
3	\$40,723	\$45,247
4	\$42,986	\$47,510
5	\$45,248	\$49,772
6	\$47,510	\$52,034
7	\$49,772	\$54,296
FY25 8	\$52,034	\$56,558
FY26 9	\$54,296	\$58,820
FY27 10	\$56,558	\$61,082
Summer / After School Hours	\$30	\$30

**Non-Unit Therapists Assistants FY25**

Step	Associates 3%	Bachelors 3%
1	\$37,285	\$41,945
2	\$39,614	\$44,276
3	\$41,945	\$46,604
4	\$44,276	\$48,935
5	\$46,605	\$51,265
6	\$48,935	\$53,595
7	\$51,265	\$55,925
FY25 8	\$53,595	\$58,255
FY26 9	\$55,925	\$60,585
FY27 10	\$58,255	\$62,914
Summer / After School Hours	\$30	\$30