

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is made by and between the School Committee of Wachusett Regional School District (the "Committee") and the American Federation of State, County, and Municipal Employees, AFL - CIO, Council 93, Local #2885 Clerical Employees ("Union"). The Agreement between the Committee and the Union dated July 1, 2019 - June 30, 2022 and subsequent Agreement from July 1, 2022 to June 30, 2023, is hereby extended through June 30, 2026 with the amendments set forth below with the amendments set forth below.

The Committee and the Union, collectively referred to as the "Parties," hereby agree to the following: ¹

Entire Agreement

Add: Section numbers to each paragraph where applicable.

Cover Page and Duration

The parties agree that the duration of this agreement shall be three years from July 1, 2023 to June 30, 2026.

Article 1: Recognition

Add: Accounting Secretary to recognition clause.

Article 2: Union Rights and Responsibilities

Add Section F. The union steward shall have the right to meet with newly hired employees without charge to the pay or leave time of such an employee, for not less than 30 minutes, not later than 10 calendar days after the date of hire during new employee orientation, or if the employer does not conduct new employee orientation at an individual or group meeting.

Article 6: Grievance Procedure

Amend Grievance Procedure by deleting level two.

D. Formal Procedure

Level One:

If the aggrieved person is not satisfied with the disposition of his/her claim through the informal procedure outlined above, or if the claim is not resolved through the informal procedure, he/she shall have the right to present his/her grievance to his/her immediate supervisor accompanied by one member of the Association. Such grievance shall be in writing and confirm to the requirements of filing detailed in paragraph 5 of Section B of this Article, as outlined above. The supervisor shall have five (5) days of the date of the grievance presentation to render a decision.

¹ This document includes strikes, underlines, and Italics. ~~Strike~~ shall mean deleted language. Underline shall mean new language. *Italics* shall mean commentary.

Level Two:

~~If the grievant is not satisfied with the disposition of the grievance at Level One or if no written decision has been rendered within the time limit set forth in Level One, the grievant may appeal to a Clerical Grievance Resolution Committee (hereinafter referred to as the C.I.G.R.C.). Such appeal must be within ten (10) school days after the written decision was due at Level One. Said C.I.G.R.C. shall meet within ten (10) school days after the grievance is referred to Level Two.~~

~~The C.I.G.R.C. shall consist of three (3) full-time bargaining unit members chosen by the Association and three (3) members of the District's Administrative Cabinet selected by the Superintendent, no two members on either side shall be from the same work location and/or department. Whenever possible, no representative from either side should be from the same location. The nonvoting co-conveners of the C.I.G.R.C. shall be the President of the Association and the Superintendent or their designees.~~

~~The C.I.G.R.C. shall investigate the grievance and attempt to achieve a resolution. Decisions of the C.I.G.R.C. shall be by agreement of four (4) or more members of the C.I.G.R.C. voting by secret ballot. Decisions of the C.I.G.R.C. shall be final and binding upon all parties for that particular grievance on a no-precedent basis. The C.I.G.R.C. is not confined to accepting or rejecting the requested remedy of the grievant(s). The C.I.G.R.C. may determine by majority vote of its members a mediated settlement to the grievance, which would be binding, but not precedent setting on all parties.~~

Article 9 – Discharge and Discipline

The following amendments shall be made to this Article:

Section 1. Disciplinary actions for non-probationary permanent employees shall include, but not be limited to the following measures: verbal reprimand, written reprimand, demotion, suspension, and discharge for good cause. Good cause shall be defined as any ground which is put forward by the employer in good faith and which is not arbitrary, irrational, unreasonable, or irrelevant to the employer's task of building up and maintaining an efficient school system. The parties recognize that there are actions or inactions that require more severe discipline in the first instance.

Section 2. The employer shall determine the severity of the discipline in any given instance. If the Employer has reason to discipline an employee, it shall be done privately. When an employee is discharged by the Employer, the Union shall be promptly notified. Employees who receive a written reprimand may submit a written response to explain their position and such response will be included in the employee's personnel file.

Section 3. In the event an employee is demoted, suspended, or discharged, the employee shall be given a written statement of the reasons therefore at the time of or prior to the effective date of such demotion, suspension, or discharge.

Section 4. Any disciplinary action involving demotion, suspension, or discharge may be made the subject of a grievance, provided the grievance is submitted within five (5) working days of the effective date of such demotion, suspension, discharge, or knowledge thereof. Such grievances shall be processed in accordance with the grievance and arbitration procedure contained herein, except that they shall begin at level 3.

Article 14 – Holidays

Juneteenth - Juneteenth shall be added to the Holiday list for full year secretaries and school year secretaries when it falls within their required amount of school year days.

The following underlined language shall be added.

Payment for a holiday shall be made only if the eligible employee shall have worked on his/her last regularly scheduled day prior to such holiday on his/her regularly scheduled day following the holiday, or the employee is on approved time off paid status. Holidays will be paid based upon regularly scheduled workdays.

Article 16 -- Sick Leave

Add additional paragraph.

Sick leave must be charged against unused sick leave credits in units of one-quarter $\frac{1}{4}$ of a day or one-half $\frac{1}{2}$ of a day, or three-quarters $\frac{3}{4}$ or one (1) full day, but in no event may the sick leave credits used to be less than the actual time off.

Article 32 – Advisory Committee On Contract Language

Rename Article to Job Description Advisory Committee.

Article [] – Pay Procedures

New Article shall be added to the CBA.

Section 1. Employees will be paid bi-weekly. Friday shall be the regular bi-weekly payday, except as it may change due to a holiday.

Section 2. Pay stubs shall be in electronic form which shall contain hours worked, date, net pay, vacation hours, and itemized deduction made therefrom.

Section 3. All employees are required to receive their compensation through direct deposit.

Section 4. The Employer shall have the right to change pay procedures upon a two-week notification to employees and the Union.

Section 5. School year secretaries shall have the option to have their pay divided into twenty-one (21) or twenty-six (26) pay periods.

The parties expressly agree and understand that an employee who elects to have their pay divided into twenty-one equal (21) pay periods may be required to compensate the district for wages paid, but not yet worked, upon termination of their employment.

Article 26 – Wages

Underlined language below shall be added to the Agreement under Article 26. Additionally, wage tables (Attachment A) shall replace previous wage tables as Appendix A.

The parties agree that the classification of Level 1 employees shall be amended by eliminating the first two steps and adding two additional steps that will be 1.5% higher than the previous step. No other levels shall be affected by this change.

2023-2024 Fiscal Year

The parties agree that all employees shall retroactively receive a 2% Cost of Living Adjustment (“COLA”) beginning July 1, 2023.

2024-2025 Fiscal Year

- 1. The parties agree that all employees will receive a 2.25% COLA beginning on July 1, 2024.*
- 2. The parties agree that beginning on July 1, 2024 there shall be a Step 10 added to the salary grid, which shall include wages that are 2% higher than wages at Step 9.*

2025-2026 Fiscal Year

The parties agree all employees will receive a 2.75% COLA beginning on July 1, 2025.

Section 1. In this Agreement and made part of it as Appendix A shall be established a classification and pay plan. It shall consist of all positions covered by this Agreement by title along with hourly wages for each position.

Effective July 1, 2023 increase wage schedule of 2 %.

Effective July 1, 2024 increase wage schedule 2.25%

Effective July 1, 2025 increase wage schedule 2.75%

Section 2. Education Stipend Beginning on July 1, 2024, a member who has successfully completed and received an Associates of Arts, Associates of Science, or Associates of Business Administration (A.A. / A.S. / A.B.A.) degree from an accredited college or university shall receive an additional stipend of \$0.25 per hour over their hourly rate.

Beginning on July 1, 2024, a member who has successfully completed and received a Bachelor of Arts, Bachelor of Science or Bachelor of Business Administration (B.A./B.S./B.B.A.) degree from an accredited college or university shall receive an additional stipend of \$0.50 per hour over their hourly rate.

June C. Husey
AFSCME, Local 2885, Clerical Employees

4-29-24
Date

Scott Runstrom
Wachusett Regional School District School Committee

4/29/2024
Date

**CLERKS WAGE GRID
PROPOSED APPENDIX A**

FY24	2%				
Step	Level I	Level II	Level III	Level IIIA	Level IV
1	\$15.79	\$19.92	\$21.34	\$23.19	\$25.04
2	\$16.23	\$20.41	\$21.82	\$23.88	\$25.97
3	\$16.71	\$20.86	\$22.26	\$24.58	\$26.89
4	\$17.16	\$21.34	\$22.74	\$25.28	\$27.81
5	\$17.63	\$21.78	\$23.21	\$25.96	\$28.74
6	\$17.98	\$22.25	\$23.67	\$26.64	\$29.68
7	\$18.24	\$22.71	\$24.14	\$27.21	\$30.62
8	\$18.51	\$23.15	\$24.63	\$27.76	\$31.08
9	\$18.79	\$23.50	\$25.00	\$28.17	\$31.56

FY25	2.25%				
Step	Level I	Level II	Level III	Level IIIA	Level IV
1	\$16.15	\$20.37	\$21.82	\$23.71	\$25.60
2	\$16.60	\$20.87	\$22.31	\$24.42	\$26.55
3	\$17.09	\$21.33	\$22.76	\$25.13	\$27.50
4	\$17.55	\$21.82	\$23.25	\$25.85	\$28.44
5	\$18.03	\$22.27	\$23.73	\$26.54	\$29.39
6	\$18.38	\$22.75	\$24.20	\$27.24	\$30.35
7	\$18.65	\$23.22	\$24.68	\$27.82	\$31.31
8	\$18.93	\$23.67	\$25.18	\$28.38	\$31.78
9	\$19.21	\$24.03	\$25.56	\$28.80	\$32.27
10	\$19.60	\$24.51	\$26.07	\$29.38	\$32.91

**CLERKS WAGE GRID
PROPOSED APPENDIX A**

FY26	2.75%				
Step	Level I	Level II	Level III	Level IIIA	Level IV
1	\$16.59	\$20.93	\$22.42	\$24.36	\$26.31
2	\$17.05	\$21.44	\$22.92	\$25.09	\$27.28
3	\$17.56	\$21.92	\$23.39	\$25.82	\$28.25
4	\$18.03	\$22.42	\$23.89	\$26.56	\$29.22
5	\$18.52	\$22.88	\$24.38	\$27.27	\$30.19
6	\$18.89	\$23.38	\$24.87	\$27.99	\$31.18
7	\$19.16	\$23.86	\$25.36	\$28.59	\$32.17
8	\$19.45	\$24.32	\$25.88	\$29.17	\$32.65
9	\$19.74	\$24.69	\$26.27	\$29.60	\$33.16
10	\$20.14	\$25.18	\$26.79	\$30.18	\$33.82

Level I includes the job titles of Office Assistant/ Aide

Level II includes the job titles of Secretary I

Level III includes the job titles of full year including: Special Education Secretary, Guidance & High School Secretary, and School Year Upper & Lower House Secretary

Level IIIA includes the job titles of Principal's School Secretary

Level VI includes the job titles of Senior Secretary, Senior Accounting Clerk /Secretary, Accounting Clerk/Secretary and Purchasing Clerk