

Agreement Between The

THE TOWN OF CHELMSFORD

AND

CHELMSFORD FEDERATION OF TEACHERS

**Local 3569, AFT MA, AFL-CIO
Library Employees, Unit A and Unit B**

Effective

FY2020 - FY2022

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PREAMBLE

This Agreement is made and entered into by and between THE TOWN OF CHELMSFORD and the CHELMSFORD FEDERATION OF TEACHERS, LOCAL 3569, AFT MA, AFL-CIO.

The Town of Chelmsford and the Chelmsford Federation of Teachers recognize the prime purpose of this Agreement is to promote harmonious labor relations between the parties. In order to fulfill this prime purpose, the parties agree as follows:

ARTICLE I - RECOGNITION

Unit A.

The Town acknowledges the Federation as the sole and exclusive bargaining agent with respect to wages, hours and other terms and conditions of employment for all full time and regular part-time supervisory library personnel employed by the Town of Chelmsford, MLS Specialists Supervisor, including the department heads, but excluding all confidential, managerial, casual and other employees.

Unit B.

The Town acknowledges the Federation as the sole and exclusive bargaining agent with respect to wages, hours and other terms and conditions of employment for all full time and regular part-time non- supervisory library personnel employed by the Town of Chelmsford, including but not limited to library assistants, library specialists, and library clerks but excluding all confidential, managerial, and casual employees.

ARTICLE II - DEFINITIONS

The term "Town" as used in this Agreement means the Town of Chelmsford.

The term "Federation" shall mean the Chelmsford Federation of Teachers, Local 3569, AFT MA, AFL-CIO.

The term "Parties" as used in this Agreement refers to the Town and the Federation as participants in this Agreement.

The term "Director" as used in this Agreement shall be understood to mean the person holding the position of Director of the Town of Chelmsford Library.

The term "Main Library" shall mean the Adams Library located at 25 Boston Road, Chelmsford.

The term "Branch Library" shall mean the MacKay Library, located at 43 Newfield Street, Chelmsford.

The term "employee" as used in this agreement shall mean any member of the bargaining unit.

The term "Federation Representative" as used in this Agreement means any duly-authorized designee of the Federation.

Whenever in the Agreement the term full-time employee is used, it shall mean employees whose regular work week is at least 37.5 hours.

Casual employees mean those employees who do not qualify for full-time or regular part-time employee status.

Whenever the singular is used in this Agreement it is to include the plural.

Whenever in this Agreement a personal pronoun is used, such pronoun shall be understood to apply equally to both male and female members of the bargaining unit.

Whenever the term part time employee is used, it shall mean employees whose regular work week is 15 hours or more, but less than 37.5 hours.

ARTICLE III - TOWN'S PERSONNEL RULES AND REGULATIONS

Except as this Agreement will hereinafter otherwise provide, all conditions of employment applicable to employees covered by this Agreement on the effective date of this Agreement, as established by the Town's Personnel Rules and Regulations in force on the said date, will continue to be so applicable during the life of this Agreement. Nothing in this Agreement which changes preexisting Town's Rules and Regulations will operate retroactively.

ARTICLE IV - MANAGEMENT RIGHTS

The Town will not be limited in any way in the exercise of the functions of management and will have retained and reserved unto itself the right to exercise, without bargaining with the Federation, all the powers, authority and prerogatives of management including, but not limited to, the following items:

- a) the operation and direction of the affairs of the Town of Chelmsford in all of its various aspects;
- b) the determination of the level of services to be provided;
- c) the direction, control, supervision and evaluation of the employees, provided, further, the Federation agrees to bargain upon the Town's request about changes in the evaluation instrument, the frequency of evaluations and the conducting of the evaluation;
- d) the determination of new employee classifications, provided, however, the Town agrees to bargain about the impact of any new employee classification;
- e) the creation, determination, interpretation and change of job descriptions, subject to the provisions of Article XXIII;
- f) the increase, diminishment, change-or discontinuation of operations in whole or

in part;

- g) the institution of technological changes or the revising of processes, systems or equipment from time to time;
- h) the subcontracting of work, subject to the provisions of Article XXII;
- i) the alteration, addition or elimination of existing equipment or facilities, provided, however, the Town agrees to bargain the impact, on request, upon the employees, conditions of employment of the closing of a building during the proposed library renovation;
- j) the determination of the location, organization, number and training of personnel;
- k) the assignment of duties and work assignments including the change of duties and work assignments from time to time;
- l) the creation, assignment and change of shifts, including establishment and change from time to time of shift times and the determination of the number of shifts and the changing of the number of shifts, subject to Article VIII;
- m) the transfer of employees, including without limitation the choice of which employee(s) will be transferred, the duration of such transfer(s) and where the employee will be transferred to;
- n) the assignment to work sites, including the change of work sites from time to time;
- o) the granting and scheduling of leaves, subject to Articles X, XI, XII XIII, XIV, XV, XVI;
- p) the scheduling and enforcement of working hours, subject to Article VIII;
- q) the assignment of overtime, subject to Article VIII;
- r) the determination of which employees, if any, are to be called in for work at times other than their regularly scheduled hours and the determination of the classification(s) to be so called, subject to Article VIII;
- s) the determination of whether goods should be leased, contracted or purchased;
- t) the hiring appointment or promotion of employees, including the determination of qualifications and requirements for the position, subject, in the case of promotions, to Article XXI;
- u) the demotion, suspension, discipline or discharge of employees, subject to Articles XIX, XX;
- v) the layoff or relief of employees due to lack of funds or of work, or the incapacity to perform duties or for any other reason, provided, however, the Town agrees to bargain about the impact of a layoff of employees;

- w) the making, amendment, and enforcement of such rules, regulations, operating and administrative procedures from time to time as the Town deems necessary; and the Town will have the right to invoke these rights and make such changes in these items as the Town in its sole discretion may deem appropriate, without negotiation with the Federation, except to the extent expressly abridged by a specific provision of this Agreement.

During an emergency, the Town will have the right- to take any action necessary to meet the emergency notwithstanding any contrary provisions of this Agreement.

ARTICLE V - FEDERATION RIGHTS AND RESPONSIBILITIES

Section 1. Federation Representation

The Library will recognize the Federation Vice President as the official representative of employees in the Library. The Federation will notify the Town and the Library Director of the individual elected to this position.

Section 2. Information

- A. The Town will comply with reasonable requests to provide the Federation, within ten (10) working days from the receipt of such request, with available documents which may be required by the Federation to develop proposals for negotiations or to process existing grievances under this Agreement. Such documents will not be of a personal or confidential nature.
- B. Names and addresses of new Library employees will be provided to the Federation following their employment by the Town.

Section 3. Protection of Individual and Group Rights

- A. Nothing contained herein will be construed to prevent any person from informally discussing any dispute with her immediate superior or processing a grievance on her own behalf in accordance with the grievance procedure.
- B. Nothing contained herein will be construed to permit any organization other than the Federation to participate in the processing of a grievance.

Section 4. Representation at Meetings

- A. The Federation Vice President or her designee may be granted time off with pay for the purpose of representing Library employees in the grievance procedure.
- B. The members of the Federation negotiating committee, not to exceed two (2) who are scheduled to work during collective bargaining negotiations, will be granted leave of absence without pay or benefits for all meetings between the Town, its agents or representatives and the Federation, for the purposes of negotiating the terms of the contract or any supplements thereto.

Section 5. Federation Activity

- A. Federation Meetings. Before the opening of, during lunch time, and after the close of the Library on days when the Library is open, the Federation will have the right to use designated areas in the Libraries for meetings of Library employees provided said area is not accessible to the public while being used by the Federation and there is no interference with any scheduled Library activities. The use of such designated areas will be arranged with the Library Director.
- B. Distribution of Materials. The Federation will have the right to place Federation related materials in the existing boxes of Library employees.
- C. Bulletin Boards. The Town will provide bulletin board space in a designated area of the Library for posting Federation notices and related Federation materials.

Section 6. Time for Building Representatives

Federation representatives will be allowed, with advance notice to the Town, to enter the premises for individual discussion of working conditions with an employee, provided care is exercised by such representative that he or she does not interfere with the performance of duties assigned to the employee. Internal Federation affairs will not be pursued during normal working hours.

Section 7. Dues Check-Off

The Town will, for the duration of this Agreement, deduct regular periodic Federation dues bi-weekly from the paycheck of each employee who individually and voluntarily certifies in writing authorization for such deduction. The Federation agrees to indemnify and save the Town harmless against any and all claims, suits or other forms of liability arising out of the deduction of money for Federation dues from an employee's pay. The Federation assumes full responsibility for the disposition of the monies so deducted once they have been turned over to the Treasurer of the Federation, who will provide such information to the Town Treasurer as may be required by said Town Treasurer under General Laws, Chapter 180, Section 17A.

Section 8. Additional Deductions.

The Town agrees to deduct from employees' salaries the premium payment for any group insurance made available to members of the bargaining unit through General Membership Services when requested in writing by the employee. Additionally, the Employer agrees to provide a payroll deduction for Massachusetts Federal Credit Union or its successor when requested in writing by the employee to do so. Payroll deduction will be made available to those employees who wish to participate in the Federation sponsored Committee on Political Education.

DUES AUTHORIZATION FORM
AUTHORIZATION FOR PAYROLL DEDUCTION

by: _____
(Your Name - Print)

(Department)

(Date)

To: Town Treasurer

I hereby authorize and direct the Town Treasurer to deduct any membership dues charged against me by the Federation, from any earnings accumulated to my credit, such deduction to be made upon formal demand and presentation of the current amount of such dues to the Town Treasurer by the Federation. This amount shall be paid to the treasurer of the Chelmsford Federation of Teachers, Local 3569, AFT MA, AFL- CIO. Further, I agree that the said Town of Chelmsford, its officers and agents, shall be saved harmless for such deductions made under these circumstances as provided by General Laws, Chapter 180, Section 17A.

It is understood that I reserve the right to withdraw this authorization by giving at least sixty (60) days notice to the Town Treasurer or the head of my Department, and by filing a copy of such notice of withdrawal of authority for such payroll deductions with the Federation Treasurer.

Employees Signature

Employee's Address, Zip

ARTICLE VI - GRIEVANCE PROCEDURE AND ARBITRATION

Section 1. Definitions

- A. A "grievance" is a complaint which alleges a violation, misinterpretation, or misapplication of the terms of this Agreement by the Town or its agents.
- B. An "aggrieved person" is any employee or group of employees.
- C. A "party in interest" is any person who might be required to take action or against whom action might be taken in order to resolve the claim.
- D. The word "day" will be construed as a work day rather than a calendar day.

Section 2. Purpose

- A. The purpose of this procedure is to secure, at the lowest possible administrative level, prompt solutions to the problems which may from time to time arise affecting the working conditions of library staff. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. Nothing herein contained will be construed as limiting the right of any employee having a grievance to discuss the matter informally with his immediate superior, and having the grievance adjusted without intervention of the Federation, provided the adjustment is not inconsistent with the terms of this Agreement and that the Federation has been given opportunity to be present at such adjustment and to state its views.

Section 3. Procedure

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to expedite the process. The time limits specified may however, be extended by mutual agreement.

- A. **Level One.** An employee with a grievance will first discuss it with her immediate superior, either directly or through the Library Federation Representative, with the objective of resolving the matter informally.
- B. **Level Two.**
 - 1. If the aggrieved person is not satisfied with the disposition of her grievance at Level One, she may file her grievance in writing with the Director. The grievance must be presented within fifteen (15) days of event or incident upon which the grievance is based or the grievance is waived.

2. Within ten (10) days after receipt of the written grievance by the Director, the Director will meet with the aggrieved person in an effort to resolve it.
- C. **Level Three.** If the aggrieved person is not satisfied with the disposition of her grievance at Level Two, or if no decision has been rendered within ten (10) days after she has first met with the Director, she may file the grievance in writing with the Town Manager within five (5) days after a decision by the Director, or fifteen (15) days after she has first met with the Director, whichever is sooner. Within ten (10) days after receiving the written grievance, the Town Manager or his designee will meet with the aggrieved person for the purpose of resolving the grievance.
- D. **Level Four.**
1. If the aggrieved person is not satisfied with the disposition of his grievance at Level Three, or if no decision has been rendered within ten (10) days after he has first met with the Town Manager, he may within five (5) days after a decision by the Town Manager, or within twenty (20) days of the filing of the grievance with the Town Manager, if there is no answer of the Manager, request in writing the President of the Federation submit his grievance to arbitration. If the Federation determines that the grievance is meritorious, it may submit the grievance to binding arbitration. In any case, the Federation must give notice to the Town of submission of the grievance to arbitration within thirty (30) days of the submission of the grievance to the Town Manager.
 2. Within ten (10) days after such written notice of submission to arbitration, the Town Manager or his designee and the Federation representative in the matter will attempt to agree upon a mutually acceptable arbitrator and will obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a request for a list of arbitrators must be made to the American Arbitration Association by the Federation.
 3. The arbitrator so selected will confer with representatives of the Town and the Federation and hold hearings promptly and will issue her decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings have been waived, then from the date of final statements and proofs are submitted to her. The arbitrator's decision will be in writing and will set forth her findings of fact, reasoning and conclusions on issues submitted. The arbitrator will be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violation of the terms of this Agreement. The decision of the arbitrator will be submitted to the Town and to the Federation and will be final and binding. The arbitrator will have no power to add to, subtract from or modify the Agreement and may only interpret and determine such issues as may be submitted to him. Nothing contained in this Agreement will prevent the Town from challenging the jurisdiction of the arbitrator.

4. The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expense, will be borne equally by the Town and the Federation.
5. Either party may cause a transcript to be made of the arbitration hearing at its own expense, and the transcript will be the official record of the hearing. If the other party wants a copy of the transcript, it will pay one-half of the cost of the stenographer and the copies. In every case, a copy will be submitted to the arbitrator for her use.
6. Each party will pay its own cost for the arbitration.
7. The arbitrator must find a violation of a particular provision of this Agreement in order to award a remedy.

Section 4. Rights to Representation

Upon request the employee will be allowed representation by a Federation representative, if desired, at all steps of this grievance procedure. When a grievant is not represented by the Federation, the Federation will be given five (5) days prior notice of a meeting, if possible and have the right to be present and to state its views at all levels of this procedure. The Federation will have the right to appeal the disposition of a grievance if such disposition is alleged to be a violation of this Agreement.

Section 5. Miscellaneous

- a) If, in the judgment of the Federation, a grievance affects a group or class of employees, the Federation may submit such grievance in writing to the Director directly and the processing of such grievance will be commenced at Level Two.
- b) Decisions rendered at Levels Two and Three of the grievance procedure will be in writing setting forth the decision and the reasons thereof and will be transmitted promptly to the Federation.
- c) All documents, communications and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.
- d) Failure of an individual employee or group of employees or the Federation to appeal a decision within the time limits specified will mean that the grievance will be considered waived. Failure of the Town to provide an answer in writing or otherwise, at any level will not excuse a failure of an employee, a group of employees or the Federation to timely appeal to the next step.

ARTICLE VII - FAIR PRACTICES

Section 1.

As sole collective bargaining agent, the Federation will accept into voluntary membership all employees covered by this Agreement without regard to race, color, creed, national origin, disability, sex, age, gender, as defined by law, or previous affiliation with other organizations.

Section 2.

The Town and the Federation agree that there will be no discrimination in the training, assignment, promotion, transfer, or discipline of employees because of race, color, creed, religion, national origin, disability, sex, age, gender, as defined by law, domicile, marital status, or participation or lack of participation, in any Federation activities; provided, however, that only "protected activity" will be covered in the case of Federation activity.

ARTICLE VIII - WORKING CONDITIONS

Section 1. Hours

- a) The regular number of hours worked per week by each employee shall not be reduced without agreement with the Federation.
- b) Employees will be scheduled quarterly. The Town will have the right to set and change the days of work, hours of work and starting and ending times without bargaining with the Federation, provided, however, that work schedules shall be effective for at least three months. Unit A employees who started working prior to the signing of the initial contract dated January 24, 1994, shall not have their schedule changed unless a meeting is first held with the employee to explain the reasons for the schedule change. An employee will be given two weeks advance notice of any change to his/her schedule. An employee will be granted the opportunity to discuss any proposed changes to his/her schedule.
- c) Every four hours of work shall include one fifteen-minute break. Only one 15-minute break may be combined with lunch times to extend it to 45 minutes. Exceptions to this must be arranged at the discretion of the supervisor.
- d) Employees scheduled to work a minimum of five hours in one day shall take a thirty-minute unpaid lunch break if they desire, subject to the operational needs of the Library.
- e) A seniority substitute list shall determine who is called for substitute work in each department. Seniority begins when an employee obtains permanent hours under this contract.
 - 1) Assistants or specialists, who work at least 50% of their scheduled hours within their assigned department, get 1st priority (in seniority order) for that department's sub list.
 - 2) Assistants or specialists, who work fewer than 50% of their scheduled hours within their assigned department, get 2nd priority (in seniority order) for that department's sub list.
 - 3) Specialists who wish to sub as a specialist in another department for which they have no assigned hours will get 3rd priority for that department's sub list.

- 4) Assistants who wish to sub as an assistant in another department for which they have no assigned hours will get 3rd priority for that department's sub list.
 - 5) Wherever possible, subbing will be done with like to like – department heads will be subbed with department heads, specialists will be subbed with specialists, assistants with assistants. In the event that we are unable to do so and have to fill a department head slot with an acting department head, specialist sub hours with an assistant, the person shall be compensated at the salary scale of the higher classification at his/her current step for those hours. In the event that we have to fill assistant sub hours with a specialist, the person shall be compensated at the salary scale of the lower classification at his/her current step for those hours.
- (f) Sunday Assignments will follow the same rules as substitute rules, with the exception that Department Heads will always have seniority within their department. When non-union administration staff are required to work because of lack of union staffing, administration get priority when choosing their department to work in. If administration is filling in due to sickness or emergency, they will fill the already scheduled department head slot. In the event additional personnel are needed, the Library may request non-bargaining unit employees to perform such work. In the event the Library is unable to fill the required schedule for a Sunday, bargaining unit employees will be required to work in inverse seniority, by classification.

Section 2. Notice and Announcements

All official circulars pertaining to employees shall be posted on the Federation bulletin boards, and a copy furnished to the Federation Representative in each building.

Official circulars will mean documents received by the Library Director from the Town Manager, or his designee, addressed to all employees, or memos from the Library Director to all employees.

Section 3.

Seniority for employees employed in the Bargaining units on January 1, 1994 will be as stated in Appendix B. Seniority for employees hired after January 1, 1994 will be based upon total length of continuous service within the bargaining units.

Section 4. Personal injury Benefits

- A. Employees will be required to report all accidents suffered by them in connection with their employment to the appropriate authority within twenty-four (24) hours of said accidents.
- B. An employee receiving weekly disability benefits under the state Workers' Compensation Act may, upon request, use accrued sick leave to make up the

difference between the employees' regular weekly wages and the weekly disability benefits.

- C. This section will not be interpreted to provide an employee with workers' compensation benefits of any kind under this Agreement.

Section 5. Employee Files

- A. Employee files shall be maintained under the following circumstances:
 1. No material derogatory to an employee's conduct, service, character or personality shall be placed in the files unless the employee is sent a dated copy at the same time.
 2. The employee shall have the right to submit a response to any statement contained in their personnel file. The employee's statement shall also be included in the file.
 3. Upon request, an employee shall be given access to their file without unreasonable delay.
 4. Upon receipt of a written request, an employee shall be furnished a reproduction of any material in their file within a reasonable period of time.

Section 6. Volunteers

The Federation recognizes the Library uses volunteers to perform various duties in the Library, including some duties performed by bargaining unit employees. The Town agrees that it will not use volunteers to directly layoff, or reduce the hours of, current bargaining unit employees.

Section 7. Library Closings

Employees not required to report to work or remain at work due to extreme weather conditions shall not suffer monetary loss due to such closings. Employees will be scheduled to meet or exceed the minimum staffing levels which are defined as: Main Library – 1 department head, 2 circulation assistants, 1 children's specialist, 1 reference specialist, and 1 custodian. MacKay – 2 library assistants

Subject to the approval of the Library Director or his/her designee, during extreme weather conditions when the library remains open, employees will be allowed to use their personal or vacation time to leave work provided that the library shall maintain minimum staffing requirements.

Section 8. Delayed Library Openings

Employees shall not suffer monetary loss due to delayed library openings.

ARTICLE IX - HOLIDAYS

Section 1.

The following days will be considered to be paid holidays for employees regularly scheduled to work on that day:

One half day on New Year's Eve Day (1:00pm)	
New Year's Day	
Martin Luther King Day	Columbus Day
Presidents' Birthday	Veteran's Day
Patriot's Day	Early closing on day before Thanksgiving Day (5:00pm)
Memorial Day	Thanksgiving Day
Independence Day	Day After Thanksgiving
Labor Day	Christmas Eve
	Christmas Day

In addition, all employees scheduled to work the day before Thanksgiving and the day before New Year's Day, will be paid for any scheduled hours that the Library is closed on such days.

Section 2.

Part-time employees will be paid for any hours they are scheduled to work on days observed as holidays, pursuant to Section 1.

Section 3.

In order to be eligible for holiday pay, an employee must be present, or on an approved paid leave, the last working day preceding a holiday and the first working day following the holiday.

Section 4.

If a holiday listed in Section 1 is observed by the Library on a Saturday, full-time employees not regularly scheduled to work on Saturdays will be allowed to take a compensatory day off without loss of pay, within thirty days of the holiday. Approval of the compensatory day off will not be unreasonably denied.

ARTICLE X - VACATION LEAVE

Section 1. Accrual of Vacation

Vacation year shall be from anniversary date of hire. Vacation shall be granted based upon continuous service in the prior twelve-month period, and prorated accordingly, in accordance with the following schedule:

All bargaining unit members shall earn prorated vacation leave monthly based on date of hire (anniversary date) and length of continuous employment with the Town as follows:

- .83 days per month from date of hire to completion of 5 years (10 days per year)
- 1.25 days per month from beginning of 6 years to completion of 10 years (15 days per year)
- 1.66 days per month from beginning of 11 years to completion of 20 years (20 days per year)
- 2.08 days per month from beginning of 21 years of employment (25 days per year)

Employees shall not be allowed to utilize their accrued vacation time until completing six-months (6) of continuous service of the Town.

Employees reaching their 5, 10, and 20 year anniversary will be credited with a one time additional five (5) days vacation leave.

Section 2. Scheduling

Vacation leave will be authorized at the discretion of the department heads at times, in the opinion of the department heads, as to cause the least interference with the performance of regular work of the Town.

Vacation leave will not be unreasonably denied. Department heads will take into account the preference of employees as much as is possible.

Section 3. Carry Over

Subject to the written approval of the Town Manager an employee may carry over five (5) days of vacation leave earned by the employee from one anniversary year to the next, so long as it is used within the next year.

Section 4. Termination

Whenever employment is terminated, the employee shall be paid an amount for that portion of the vacation allowance earned in the vacation year during which termination occurred, up to the time of the employee's separation from the payroll.

Section 5. Death

Whenever employment is terminated by death, the estate of the deceased shall be paid the amount for that portion of the vacation allowance earned in any vacation year during which the employee died, up to the time of his/her separation from the payroll.

Section 6.

Employees regularly scheduled to work fifteen hours or more per week will accrue vacation leave. For employees regularly scheduled to work less than thirty-five hours per week, vacation accrual will be prorated in accordance with the number of hours an employee works on an average weekly basis.

ARTICLE XI - PARENTAL LEAVE

Section 1.

Every bargaining unit employee who has completed the initial probationary period of ninety (90) days will be entitled to a twelve (12) week leave of absence for the purpose of parental leave, provided he/she gives at least two (2) weeks notice of his/her anticipated date of departure and of his/her intention to return. Employees are urged to give earlier notification in order to provide the Town with additional time to secure a replacement. Upon return from a twelve (12) week leave of absence the employee will be restored to his/her previous position. Parental leave shall be unpaid unless bargaining unit members choose to use their accumulated sick leave, personal days, or vacation time. Parental leave shall be concurrent with FMLA.

Section 2. Child Care Leave

With the birth or adoption of a child or upon completion of a statutory leave an employee will be entitled to an unpaid leave of absence of up to six (6) months or one (1) complete year, provided the employee gives written notice at least four (4) weeks in advance of the leave or adoption. Child rearing leave shall be concurrent with parental leave as outlined under Section 1.

Section 3.

An employee who becomes unable to work prior to the birth of a child and who presents documentation of such disability will be entitled to draw upon accrued sick leave during the period of such disability prior to the commencement of any unpaid leave of absence pursuant to Section 2. Employees on approved maternity leave may use accrued sick leave, and may elect to use such sick leave on a one day per week basis for up to twelve weeks. The Town will pay its share of health insurance premiums for the first twelve weeks of maternity leave.

Section 4. General Provisions

Except as provided in Section 3, leave taken pursuant to this section will be consecutive and unpaid and the return to employment will constitute a termination of such leave. In determining the placement on the salary schedule of an employee returning from leave taken pursuant to Section 2, credit for a full year of service will be given on the salary schedule for the anniversary year during which the leave began provided the employee completed at least one half (1/2) of the work year she would have worked, otherwise, the employee will return to the step on the salary schedule held prior to the commencement of such leave. Nothing in this Section will prevent the Town from laying off an employee pursuant to Article XVII of this Agreement.

ARTICLE XII SICK LEAVE

Section 1. Accumulation

An employee in continuous service shall earn 1.25 days of sick leave for each full calendar month of service. Sick leave shall be accumulative up to one hundred and twenty (120) days. A regular part-time employee shall be granted sick leave credits in the same proportion that his/her part-time service bears to full time service, not including substitute hours.

Section 2. Use of Sick Leave

Sick leave shall be granted to an employee only when the employee is incapacitated from the performance of duties by personal sickness, injury or by exposure to a contagious disease.

Sick leave is generally for protection of employees against loss of pay due to a personal illness. However, up to five sick days per year may be used by an employee for the illness of a dependent child, spouse, parent, or individual of dependent relationship residing with the employee. The Library Director may, at her discretion, require medical certification of any illness.

Section 3. Authorization of Sick Leave

Sick leave shall be authorized by the Library Director. Notification of illness shall be made to the employee's supervisor as soon as possible on each day of absence.

An employee who is absent on sick leave for five or more days upon his return to work may be required to submit to a medical examination by a duly qualified physician selected by the Town, unless said employee submits a certificate from his/her personal physician indicating the nature of the illness or injury and that the employee is physically capable of returning to duty, and said certificate is acceptable to the Library Director.

The expense for medical examination by a duly qualified physician selected by the Town in compliance with this Section shall be borne by the department.

Any regular scheduled time unavoidably lost as a result of a required attendance at such examination shall be paid for as a regular time worked.

The requirements of this section may be waived by the Library Director with the concurrence of the Town Manager.

Section 4. Accumulation

On a calendar year basis, employees may donate a maximum of 5 days sick leave to co-workers of the Town eligible for such leave, provided the employee in need has expired all available paid leave. Requests to donate sick leave will be submitted in writing to the Town Manager for approval. Donated sick leave will not affect wellness bonus.

Section 5. Wellness

Employees with limited sick leave utilization within a calendar year shall receive cash bonuses according to the following schedule:

0 days	5 days compensation
1 day	4 days compensation
2 days	3 day compensation
3 days	2 days compensation
4 days	1 day compensation
5+ days	0 days compensation

Said bonus payment shall be made no later than January 31st of the following calendar year. This provision does not apply to any library employees hired on or after July 1, 2019.

ARTICLE XIII PERSONAL LEAVE

Section 1.

All full-time employees are granted three days leave per year for personal reasons.

Section 2.

All regular part-time employees who work at least twenty hours a week will be granted personal time off on a prorated basis for personal reasons.

Section 3.

Personal reasons may be legal, business, religious, or other matters that cannot be done after normal work hours. Forty-eight hours notice must be given in writing to your supervisor for non- emergency time off.

Section 4.

Unused personal leave will be added to accrued sick leave at the end of each fiscal year.

ARTICLE XIV JURY LEAVE

Employees will be granted leave without loss of pay for jury service. Employees may be required to submit documentation attesting to attendance as jurors, and any payments made to the employee will be deducted from the Town's payment to the employee.

ARTICLE XV BEREAVEMENT LEAVE

Section 1.

Employees will be granted five (5) days off with pay in the event of the death of the employee's spouse, children, step-children, foster children, parents, step parents.

Section 2.

Employees will be granted three (3) days off with pay in the event of the death of the employee's grandparents, grandchildren, siblings and parents-in-law.

Section 3.

Employees will be granted one (1) days off with pay in the event of the death of the employee's sister-in-law, brother-in-law, aunts, uncles, nieces, nephews.

Section 4.

The Library Director, with the approval of the Town Manager, may extend the maximum period of bereavement leave without loss of pay.

ARTICLE XVI OTHER LEAVES OF ABSENCES

Section 1.

Employees may be granted leaves of absences without compensation for a period not exceeding 90 days in duration without loss of previous seniority. Only those employees completing at least one year of continuous service shall be eligible for a leave of absence under this section.

Employees granted a leave of absence shall be classified as out of service of the Town and shall not be entitled to their benefits as may be provided by the Town, including, but not limited to seniority, sick leave, vacation leave and compensation during the period of the leave.

An employee granted a leave of absence for a period of thirty days or less shall be entitled to coverage under applicable group health, and life insurance plans. An employee granted a leave of absence for a period of more than thirty days may be provided coverage under applicable group health and life insurance plans, provided that the employee pays the total premium cost, in accordance with applicable statutes.

A leave of absence shall not be granted to enable an employee to accept other employment or for self-employment. Any request for leave of absence, or reinstatement after such leave without pay shall be made in writing.

Section 2.

The parties agree that all benefits to which an employee was entitled at the time of her leave of absence commenced, including unused accumulated sick leave, will be

restored to her upon their return, and they will be assigned to the same position, which she held at the time said leave commenced, if available; or, if not, to a substantially similar or equivalent position.

Section 3.

Leaves of absence may be extended by the Town Manager, or his designee. The right to increment credit in the same or substantially equivalent position upon return from an extended leave will be determined by the Town Manager, or his designee, in each case.

Section 4.

All requests for leave under this Article will be made to the Town Manager or his designee.

ARTICLE XVII LAYOFF AND RECALL

Section 1.

The determination of whether and when it becomes necessary to lay off any employees shall be determined solely by the Town. The determination of what classifications shall be subject to layoff, and what functions shall be reduced or terminated, shall be determined solely by the Town. The number of persons to be laid off within those classifications and functions shall be determined solely by the Town.

Within the classifications and functions that the Town determines shall have layoffs, the Town will lay off employees in order of seniority.

Section 2.

For purposes of this Article, Department Heads (Librarians) will be divided into five functions:

- A. Head of Readers Services
- B. Head of Technical Services
- C. Head of Reference
- D. Head of Youth Services
- E. Head of Circulation Services

In addition, for purposes of this Article, Library Specialists will be divided into two functions:

- A. Reference
- B. Non-Reference

Section 3.

In the event of a layoff, any incumbent in a position will be offered an opportunity to displace or bump into the same or lower classification, providing that the following criteria are satisfied:

Said incumbent must be senior in seniority to the individual he/she seeks to displace or bump. In addition, said incumbent must meet the qualifications for the classification and functions of the position for which the employee seeks to bump:

Department Heads

- a) Technical Services - Minimum of two (2) year professional experience in technical service in a public library.
- b) Reader's Services - Minimum of one (1) year professional experience in public services in a public library.
- c) Youth Services - Minimum of two years of professional experience in children's library services in a public library.
- d) Head of Reference Services - Minimum of one (1) year of professional reference experience in a public library.
- e) Circulation Services – Minimum of one (1) year of professional experience working in a public library.

Librarians

- a) MLS Supervisory Librarian
- b) MLS Librarians

Library Specialist

- a) Reference Specialist - One year of experience in reference work in a public library.
- b) Children's Specialists
- c) Technical Services Specialists

Bumping Order:

Department Heads may bump down into:

- MLS Supervisory Librarian;
- MLS Librarian classification;
- Library Specialist classification; or
- Library Assistant classification

MLS Supervisory Librarian may bump down into:

- MLS Librarian;
- Library Specialists; or

- Library Assistant

MLS Librarians may bump down into:

- Library Specialists; or
- Library Assistant

Library Specialists may bump down into:

- Library Assistant classification

Bumping shall occur provided the employee bumping is qualified to fill the position of a less senior employee following a thirty (30) day training period. All Department Heads will be considered eligible to bump into any Reference Specialist position regardless of whether the Department Head has one year of experience in reference work in a public library. Employee of the Library outside of Units A or B may not bump into Units A or B in order to avoid a layoff.

Section 4.

The Town agrees to give notice to the Federation in advance of the effective date of the layoff and to bargain, upon request, the impact of the layoff. The notice will include the number of employees to be laid off, the classification and functions to be reduced, and the effective date of the layoff.

Section 5.

Employees shall be given written notice of a layoff, at least 14 days prior to the effective date of the layoff. Such notice will include the date of the layoff. The Town agrees to create an 18 month recall list for permanent employees who are laid off. Any permanent employee who is laid off shall be placed on the list by classification and specialization, if applicable, in the order of his or her seniority. Employees shall be recalled to the position from which they were laid off by seniority, in the event of a vacancy that the Town intends to fill. The employee will remain on the recall list for 18 months after the effective date of his/her layoff, unless he/she:

- a) waives his/her recall rights in writing;
- b) resigns;

fails to accept recall to a position that he/she held immediately prior to his/her layoff, or to a substantially equivalent position; or

- d) fails to report for work for a position that she has accepted within 7 days after the receipt of the notice of recall.

All benefits to which an employee was entitled at the time of his/her layoff, including unused accumulated sick leave, will be restored to him/her upon his/her return to active employment, and he/she will be placed on the proper step of the salary schedule for her current position, according to her experience and education.

Section 6.

Notice of recall will be given by registered mail to the last address given to the town by the employee. The Town may rely upon the last address given to it by the employee. A copy of the notice of recall will be given to the Federation. If the employee fails to respond within 5 days after the delivery of the notice of recall, he/she shall be deemed to have refused his/her position.

Section 7.

The determination of the necessity of layoffs, the selection of the classifications, functions and the number of employees within those classifications and functions to be laid off, the filling of vacancies, and the reassignment of employees within classification as a result of reductions in force are essential elements of the Town's rights of management and as such are non-grievable and not subject to arbitration.

However, the procedural requirements for laying off and recalling permanent employees are grievable and subject to arbitration.

ARTICLE XVIII COMPENSATION

Section 1.

The salaries of the members of the bargaining unit are set forth in Appendix A, which is attached to, and made part of this Agreement. Payroll will be processed bi-weekly. Employees who work two different classifications shall be paid the hourly rate on the proper pay scale for the hours worked in each classification.

Section 2.

Persons newly appointed to a position within the bargaining unit will be paid at the first step of the classification, provided, however, the Town may place the person at a higher step because of the person's qualifications, or because of the lack of qualified applicants available at the first step.

Section 3.

Upon promotion within the bargaining unit, the person will be placed at the step of the new classification, which results in the smallest increase in pay for that person.

Section 4.

Effective July 1, of each year, each employee who has completed at least one year of continuous service will receive a step increase, up to the maximum number of steps provided for in the salary schedule, provided however, the employee receives a satisfactory performance evaluation. After completion of a one-year evaluation period and a satisfactory performance evaluation, an employee shall receive a step increase. Thereafter, annual step increases shall be awarded at the beginning of the fiscal year.

Section 5.

Any employee required to work more than forty hours in a week will be compensated at the rate of one and one-half times his or her regular hourly rate for each hour worked over forty hours.

Work performed by employees on Sundays will be paid at the rate of one and one-half times his or her regular hourly rate for each hour worked. The Library will first request volunteers from among the bargaining units to fill the needs of the Library in Article VIII, Section 1, letter f. for Sunday hours.

In no event will overtime, Sunday pay, or other premium pay, if any, be "pyramided."

Section 6.

A statement of payroll deductions will be provided to each employee with each regular paycheck.

Section 7.

Effective January 1, 1994, employees covered by this Agreement who are authorized by the Town to use a private automobile to travel outside the Town for Town business will be reimbursed the current Internal Revenue Service rate.

Section 8.

Employees that are on the Town payroll as of December 31, 1991 shall have their accumulated sick time frozen at the accumulated time and dollar value of December 31, 1991. This time and dollar amount will be bought back at the time of the employee's retirement or death. Retirement shall be defined in accordance with MGL Chapter 32. Accumulated sick time for buy-back purposes shall not exceed 120 days.

Employees may continue to accumulate sick days beyond the total amount frozen on December 31, 1991, but shall not have these days bought back.

Employees may use sick days from the frozen buy-back accumulation and will have dollar value of buy-back reduced in accordance with the daily rate as of December 31, 1991. Employees utilizing sick days from the frozen buy-back may earn sick time back up to the buy-back accumulation on December 31, 1991. In no event will employees be entitled to receive more in time or value than that which exists on December 31, 1991.

The dollar value of accumulated sick time that is available for buy back shall be adjusted each fiscal year by the Town established cost of living increase. Each individual employee is responsible for maintaining and verifying all records regarding such leave buy-back.

Section 9.

A person who is occasionally assigned the duties of a higher classification during his/her regular work hours will be compensated at the rate of \$1.00 per hour more than his/her regular hourly rate, when coverage is for a time period that is for more than one

hour. The additional hourly rate shall also apply for any additional hours worked that day beyond their scheduled hours.

Section 10.

Employees who complete the stated years of service will receive longevity payments. Payments will be made in the first week of December and the first week of June on a pro-rated basis. No payment will be made to any employee who leaves the employment of the Town for any reason prior to June 1, and no payment will be made to any employee who is on an unpaid leave of absence of any kind for more than four weeks of the year, provided, however, that if the unpaid leave of absence is approved, it will not constitute a break of service. Employees who are not regularly scheduled to work 37.5 hours per week, will receive a payment proportionate to the number of hours regularly scheduled for the employee divided by 37.5 in the preceding year ending June 1.

Continuous Years of Service	Payment
5 years *	\$ 850
10 years	\$1,500
15 years	\$2,250
20 years	\$3,000
25 years	\$3,750

*Employees hired after July 1, 2004 shall not be eligible for payment at five years. Eligibility for such employees shall begin at 10 years.

Employees whose last longevity payment prior to January 1, 1994 was larger than as provided by this Agreement will be "red-circled" in dollar amounts until the payment provided by the Agreement results in the same or higher payment. Payments made in June, 1993 to employees will be credited toward longevity payments made under this provision in 1993.

Section 11.

Employees shall receive a shift differential of \$1.00 per hour for working past 5:00 Monday through Friday and all day Saturday.

In order for an employee to receive the shift differential, she/he must work at least one hour into the shift (past 5:00 p.m. on Mondays through Fridays and all day Saturday).

An employee's unpaid break time shall not diminish one's shift differential pay, e.g. an employee who works on Monday from 12:30 p.m. to 9:00 p.m. will receive a \$4.00 differential even if she/he takes an unpaid break (not \$3.50); and an employee

who works on Saturday from 8:30 a.m. to 5:00 p.m. will receive a \$8.00 differential (not \$8.50).

The shift differential is only paid if it is actually worked – e.g. if employees swap shifts, the differential is paid to the one working the evening, not the one originally scheduled for the evening; and the differential is not included in ‘benefit day’ pay (sick day, vacation, etc).”

Section 12

The Town recognizes that service is improved when employees advance their education and/or obtain specialized certifications associated with library positions. Employees who obtain advanced educational degrees and/or specialized certifications are encouraged to meet with the library director to explore opportunities for promotion or additional compensation.

ARTICLE XIX DISCIPLINE AND JOB SECURITY

Permanent employees will not be suspended or discharged except for just cause. A verbal reprimand shall be presented in a manner minimizing embarrassment to the employee.

ARTICLE XX PROBATIONARY PERIOD

All newly hired employees will be on probation for the first ninety-days (90) of their actual employment. During such probationary period, an employee will not be eligible for any of the benefits provided in this contract except wages, health insurance, sick leave, vacation leave, and holiday leave. Employees may be disciplined or discharged during this period without cause and they will have no recourse to the grievance arbitration procedure. If a probationary employee is discharged, the Town will notify the Federation in writing. The first ninety-days (90) of actual employment for the purposes of this Article will not include absences from work of more than five consecutive scheduled work days.

ARTICLE XXI VACANCIES/NEW POSITIONS

Section 1.

Whenever a vacancy occurs or a new position is created in Bargaining Units A or B that is intended to be filled, a notice of opening will be prepared. The notice of opening will include the job title, major duties of the position, qualifications, pay rate, hours of work, reporting relationships, a proposed closing date for applications, and application instructions. The notice will be posted in the Adams and MacKay Libraries for a period of at least seven days. The notice will be shared on the staff listserv and then posted in the Adams and MacKay Libraries and for a period of at least seven days. A copy will be sent to the Federation representative. At the discretion of the director, the notice may be advertised externally either simultaneously with the internal posting or subsequent to it.

Openings may be advertised outside the Library, provided in the case of openings in the Bargaining Unit B, these advertisements must be made during the same period the opening is posted.

Section 2.

All applications will be submitted to the Director designee.

Section 3.

An employee who applies for a posted position and meets the qualifications of the position will be granted an interview with the Director and/or their immediate designee as soon as possible.

Section 4.

The following factors will be used in determining selection for a vacancy in Bargaining Unit B:

1. Education and training directly related to the duties of the vacant position.
2. When two or more applicants are applying for a vacant position, all things being equal (as determined by the Town), seniority will be the deciding factor. In the event the selection of an applicant by the Library Director is the subject of a grievance or an arbitration, it will be presumed the Library Director's selection was in accordance with the Agreement.
3. When vacancies are to be filled, bargaining unit employees will be considered before casual employees.

Section 5.

In determining selection for a vacancy in Bargaining Unit A, the Town agrees to consider service with the Chelmsford Library, provided however, that the Town's choice of an applicant for such a vacancy will not be subject to grievance or arbitration.

Section 6.

For the purposes of Section 4 of this Article, seniority will be continuous service within Bargaining Units A and/or B, subject to Appendix B, Seniority List, of the Agreement.

Section 7.

The Director of the Library and the Federation have worked together during times of staffing needs by offering hours to existing, qualified, part time bargaining unit employees prior to employees outside of the bargaining unit. The parties agree to

continue this practice. During these times, the Employer is committed to communicating these shift opportunities to bargaining unit employees. Bargaining unit employees are committed to communicating his/her desire for these shift opportunities. These internally posted shift opportunities shall remain open for a reasonable amount of time.

ARTICLE XXII JOB DESCRIPTIONS

At the request of either party, the Library director shall meet with the Federation Vice President and one other employee for the purpose of negotiating any changes in existing job descriptions and/or the duties and salaries of proposed new job descriptions. The Town may issue new job descriptions with ten (10) days notice to the Federation.

Any issues arising from changes in existing job descriptions or the establishment of new job descriptions shall be negotiated at such meetings, including, but not limited to, the scope and responsibilities of the position, scope and nature of supervision exercised or received and position requirements.

Employees may initiate a review of their job description by filing a request in writing to the Library Director with a copy to the Federation Vice President.

Issues arising out of job description negotiations that are not resolved within sixty (60) days of the initial meeting may be appealed by the Federation to the Board of Trustees. The Board of Trustees' decision in the matter shall be final. The parties agree that this process satisfied MGL Chapter 150E bargaining requirements for the issuance or revision of job descriptions.

Each employee shall be provided a copy of their job description upon request.

ARTICLE XXIII WAIVER

The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Town and the Federation, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agree that the other will not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement.

ARTICLE XXIV NO STRIKE

Section 1.

No employee covered by this Agreement will engage in, induce or encourage any strike, work stoppage, slowdown, sympathy strike, or other withholding of services from the Employer, including so-called work to rule, refusal to perform in whole or in part duties of employment, however established, and the withholding of overtime services.

Section 2.

The Federation agrees that neither the Federation nor any of its officers, agents or members, nor any employee covered by this Agreement, will call, institute, authorize, participate in or sanction any strike, work stoppage, slowdown, sympathy strike or other withholding of services, including so-called work-to-rule, refusal to perform in whole or in part duties of employment, however established, and withholding of overtime services, including upon termination of this Agreement.

Section 3.

The Federation agrees further that should any employee or group of employees covered by this Agreement engage in any such job action, the Federation will forthwith disallow such activity, refuse to recognize any picket line established in connection therewith, and take all reasonable means to induce such employee or group of employees to terminate such job action.

Section 4.

Violation of this Article or refusal to cross any picket line in the performance of duty will be a violation of this agreement and will be just cause for disciplinary action by the Town against an employee and such other action that the Town may deem appropriate.

Section 5.

The Town may, in addition to the remedies under Chapter 150E of the General Laws or this Agreement, file an action in the court of appropriate jurisdiction to enforce this article.

ARTICLE XXV TUITION REIMBURSEMENT

The Town shall reimburse an employee for courses or workshops, which are related to the employee's duties and responsibilities. Reimbursement shall be contingent upon the employee obtaining a passing grade for a course, or documentation indicating completion of a workshop. The maximum amount to be expended by the Town for such reimbursement shall not exceed three thousand dollars (\$3,000.00) during each year of the Agreement, with no employee to receive more than one thousand five hundred dollars (\$1,500.00) unless no other employee qualifies (however, if an employee is required to attend a course, conference, or workshop, he/she shall be fully reimbursed). Unless the course is required by the Town, the employee shall not be paid for time in attendance.

ARTICLE XXVI STABILITY OF AGREEMENT

Section 1.

No agreement, understanding, alternation, amendment or variation of this Agreement's terms will bind the parties to this Agreement unless made and executed in

writing by the parties. The failure of the Town or the Federation to insist in any one or more incidents, or upon performance of any of the terms or conditions of the Agreement, will not be considered as a waiver or relinquishment of the right of the Town or Federation to future performance of any such term or conditions, and the obligations of the town and the Union to such future performance will continue in full force and effect.

Section 2.

If any Article or section of this Agreement or any addendum to this Agreement should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or section should be restrained by such tribunal, the remainder of this Agreement and any addendum will not be affected and will remain in full force and effect.

ARTICLE XXVII DURATION

This Agreement will be effective, except where otherwise provided for, from July 1, 2019 to June 30, 2022.

This Agreement has been duly executed by the authorized representative of the Town and the Federation.

TOWN OF CHELMSFORD



Paul E. Cohen, Town Manager

8-4-2020
Date

CHELMSFORD FEDERATION



Jeffrey Hartman

Sara Dempster
Sara Dempster

08/04/2020
Date

**APPENDIX A
RESTRUCTURED LIBRARY WAGE SCHEDULE**

Effective July 1, 2019: 2% increase to the wage schedule for Units A & B, as reflected in the FY20 salary tables below

Effective July 1, 2020: 2% increase to the wage schedule for Units A & B. After applying the percentage increase to each step, add \$ 300.00 to Step 10 to the wage schedules for Units A & B.

Effective July 1, 2021: 2% increase to the wage schedule for Units A & B. After applying the percentage increase to each step, add \$ 300.00 to Step 10 to the wage schedules for Units A & B.

Wages:

UNIT A

DEPARTMENT HEAD			
	FY20	FY21	FY22
STEP	HOURLY RATE		
1	28.3873	28.955	29.5341
2	29.5334	30.1241	30.7266
3	30.6796	31.2932	31.9191
4	31.8681	32.5055	33.1556
5	33.1521	33.8151	34.4914
6	34.468	35.1574	35.8605
7	35.837	36.5537	37.2848
8	37.259	38.0042	38.7643
9	38.7235	39.4980	40.2880
10	40.1986	41.1558	41.9759

SPECIALIST (SUPERVISORY)			
	FY20	FY21	FY22
STEP	HOURLY RATE		
1	26.0845	26.6062	27.1383
2	27.1032	27.6453	28.1982
3	28.1644	28.7277	29.3023
4	29.2681	29.8535	30.4506
5	30.4037	31.0118	31.6320
6	31.5922	32.2240	32.8685
7	32.7064	33.3605	34.0277
8	33.8526	34.5297	35.2203
9	35.0305	35.7311	36.4457
10	36.2615	37.1399	37.8796

UNIT B

LIBRARY ASSISTANT			
	FY20	FY21	FY22
STEP	HOURLY RATE		
1	19.4943	19.8842	20.2819
2	20.1842	20.5879	20.9997
3	20.8846	21.3023	21.7283
4	21.5743	22.0058	22.4459
5	22.2748	22.7203	23.1747
6	22.9646	23.4239	23.8924
7	23.6649	24.1382	24.6210
8	24.3547	24.8418	25.3386
9	25.0551	25.5562	26.0673
10	25.7449	26.4130	26.9382

LIBRARY SPECIALIST			
	FY20	FY21	FY22
STEP	HOURLY RATE		
1	22.0943	22.5362	22.9869
2	22.9752	23.4347	23.9034
3	23.8454	24.3223	24.8087
4	24.7155	25.2098	25.7140
5	25.5963	26.1082	26.6304
6	26.4666	26.9959	27.5358
7	27.3473	27.8942	28.4521
8	28.2175	28.7819	29.3575
9	29.0877	29.6695	30.2629
10	29.9685	30.7211	31.3325

UNIT B

SPECIALIST W/MLS			
	FY20	FY21	FY22
<u>STEP</u>	<u>HOURLY RATE</u>		
1	25.1188	25.6212	26.1336
2	26.3604	26.8876	27.4254
3	27.5914	28.1432	28.7061
4	28.8331	29.4098	29.9980
5	30.0746	30.6761	31.2896
6	31.3056	31.9317	32.5703
7	32.5473	33.1982	33.8622
8	33.7782	34.4538	35.1429
9	35.0199	35.7203	36.4347
10	36.2615	37.1399	37.8796

APPENDIX B – Employee Placement on Salary Schedule

Effective July 1, 2019

Last Name	First Name	Job Position	P/P	Grade & Step	Hourly Wage
UNIT A			Hours		
Bhat	Supriya	Head of Circulation	75	DH/3	30.6796
Dempster	Sara	Head of Youth Services	75	DH/5	33.1521
FitzHanso	Jessica	Head of Reader Services	75	DH/5	33.1521
Lykansion	Danny	Head of Reference	75	DH/5	33.1521
UNIT B					
Evans	Glynis	Assistant	75	Asst/10	25.7449
Francine	Lisa	MLS Spec.	75	MLS/7	32.5473
Gadgil	Trupti	Assistant	50.5	Asst/10	25.7449
Gadgil	Trupti	Specialist	16	Spec/9	29.0877
Grant	Andrea	MLS Spec.	64	MLS/6	31.3056
Hartman	Jeffrey	Marketing Spec.	75	MLS/3	27.5914
Jones	Wesley	Assistant	35	Asst/3	20.8846
Lessard	Deborah	Reference Spec	58	Spec/10	29.9685
Lessard	Deborah	Assistant	7	Asst/10	25.7449
Longchamp	Charlene	Assistant	75	Asst/10	25.7449
Maffetone	Donna	Assistant	50	Asst/10	25.7449
Mason	Marty	MLS Supervisor Spec	75	MLS/1	26.0845
Morrissey	Deborah	Children's Spec	39	Spec/7	27.3473
Nelson	Stephanie	Children's Spec	38	Spec/2	22.9752
Phillips	James	Assistant	40	Asst/2	20.1842
Reimann	Amy	MLS Spec.	44	MLS/6	31.3056
Roche-Helmes	Christine	Specialist	50	Spec/10	29.9685
Trainor	Erin	Assistant	46	Asst/6	22.9646
Walsh	Eileen	Tech Svcs Specialist	60	Spec/10	29.9685