

**MEMORANDUM OF AGREEMENT
CANTON SCHOOL COMMITTEE/ ADMINISTRATIVE ASSISTANTS'
ASSOCIATION, AFSCME, COUNCIL 93, LOCAL 362**

The parties hereby enter this agreement to extend the Collective Bargaining Agreement (ending June 30, 2018) through June 30, 2021, with the following amendments:

ARTICLE I RECOGNITION (page 4). Revise recognition clause to include the following:

All central office administrative assistants (including payroll, accounts payable, assistant to Director of Student Services)

All full-year building based administrative assistants, including data entry clerk

All school-year administrative assistants (including building-based assistants, library aides, and the assistant to the Food Services Director)

Such bargaining unit employees are hereinafter collectively referred to as "Employees" or "members of the bargaining unit."

ARTICLE VII PERSONAL BUSINESS LEAVE (page 9). Revise Section 1 to read as set forth below. Eliminate Section 2 (school year employees now included in Section 1) and Section 3 (Food Service now included in Section 1). Renumber remaining sections.

Section 1. All full-time Employees may be allowed a total of three (3) days' leave each contract year without loss of pay for personal matters which require absence from work. Application for the personal leave must be made in writing to the Superintendent or his/her designee at least forty-eight (48) hours before the taking of such leave, except in case of an emergency.

ARTICLE VIII SICK LEAVE (page 10). Revise Section 1 to read as follows:

Section 1. All regularly appointed full-year Employees shall be entitled to sick leave with full pay, said leave to be accumulated at the rate of 1 1/4 (1.25) days per month subject to a maximum of fifteen (15) days per work year.

ARTICLE IX BEREAVEMENT LEAVE (page 13). Revise to read as follows:

In case of death during the work year of any member of an Employee's family (grandparent of either spouse, grandchild, brother, sister, brother-in-law, sister-in-law, mother-in-law, or father-in-law), no reduction of salary or reduction in accumulated sick leave shall be made for an absence not exceeding three (3) school days. In case of death during the work year of an Employee's spouse, parent, child, or significant other living with the Employee, no reduction of salary or reduction in accumulated sick leave shall be made for an absence not exceeding five (5) school days. In case of death during the work year of an Employee's nephew, niece, or other relative not mentioned elsewhere in

this Article including the aunt or uncle of either spouse, one (1) day's leave without loss of pay shall be granted for bereavement.

ARTICLE X TRANSFERS (page 14). Revise Sections 3 and 5 to read as follows:

Section 3. When involuntary transfers are made, Employees will be notified of such as soon as practicable. No involuntary transfer shall be made until a meeting has been held to include the Employee involved, a Union representative if so requested by the Employee, the immediate supervisor, and the Business Administrator. If the Business Administrator is the immediate supervisor, the Superintendent or his/her designee will also attend the meeting. The Employee will be notified in writing of the reasons for the transfer within ten (10) days of the meeting.

Section 5. Involuntary transfers will only be made within the following categories: full-year Employees and school-year Employees.

ARTICLE XI HOLIDAYS (page 15). Revise Section 4 to read as follows:

Section 4. Regular full year and school year Employees will be allowed a half day on the day before Thanksgiving and on the last business day before Christmas, as long as school is not in session, provided that Employees will remain on site for 20 minutes following student dismissal.

ARTICLE XIII NEW EMPLOYEES (page 17). Revised Section 1 to read as follows:

Section 1. Newly-hired Employees will be placed on the salary schedule at any one of the first four (4) steps as negotiated by the Business Administrator, subject to approval by the Committee, and then move up a step on each succeeding July 1. However, a person hired within a fiscal year will not be eligible for a step increase unless he/she has been in continuous service for at least six (6) months prior to July 1. Working hours and assignments shall be determined by the Business Administrator.

ARTICLE XIV WORKING HOURS (page 18). Revise Sections 1, 2, 3, 4, 7, 8 to read as follows:

Section 1. The normal working hours for full-time central office administrative assistants shall be 8:00 a.m. to 4:00 p.m. or 9:00 a.m. to 5:00 p.m. daily, assigned at the discretion of the Superintendent or his/her designee, with one hour for lunch.

Section 2. The normal working hours for full-time full-year building administrative assistants shall be 7:30 a.m. to 3:30 p.m. daily, scheduled at the discretion of the Superintendent or his/her designee and/or the building principal, with one hour for lunch.

Section 3. The normal working hours for full-time school-year administrative assistants (including the assistant to the food services director) shall be 8:30 a.m. to 3:30

2:30 BM hkh

p.m. daily, 7:45 a.m. to 2:45 p.m. daily, 7:30 a.m. to ~~2:30~~ p.m. daily or 9:00 a.m. to 3:00 p.m. daily, scheduled at the discretion of the Superintendent or his/her designee and/or the building principal, with a 1/2 hour for lunch. The normal work year for full-time school-year administrative assistants shall be 190 days, to include 180 student days plus an additional 10 days as assigned by the ~~Superintendent~~ consultation with the administrative assistant.

Section 4. The normal working hours for library aides shall be 9:00 a.m. to 3:00 p.m. or 8:30 a.m. to 2:30 p.m. daily, scheduled at the discretion of the Superintendent or his/her designee and/or the building principal, with a 1/2 hour for lunch. Library aides may be assigned lunch monitoring and/or recess monitoring responsibilities not to exceed ninety (90) minutes per week. The normal work year for library aides shall be 180 days.

Section 7. At the mutual consent of the Employee and Principal (in the case of a building based Employees) or the Business Manager (in the case of central office Employees) an adjustment may be made to work hours within a particular day or week to accommodate staffing needs for special projects or particular events. Any Employee who works in excess of eight (8) hours in any one day or forty (40) hours in any one work week, exclusive of lunch time, shall be given overtime pay at the rate of time and one-half ~~times~~. In the alternative, at the mutual consent of the Employee and Principal (in the case of a building based Employees) or the Business Manager (in the case of central office Employees), full year Employees may take compensatory time off for all such work at the rate of one and one-half ~~times~~ times the overtime hours worked, provided that such time may be taken only on days when school is not in session for students and must be completed no later than August 15 following the Fiscal Year in which it is accrued. Employees are prohibited from adjusting their regularly scheduled hours without prior approval of the Principal in the case of building-based Employees and without prior approval of the Business Administrator in the case of Employees based in the central office.

The School Business Administrator shall supply the Association with a universal time sheet to be used in all schools by all Employees for use in logging all extra hours worked beyond the normal workday as authorized in advance by the Superintendent of Schools. The universal time sheet overtime vouchers shall be submitted to the immediate supervisor for verification and approval and shall then be sent by the supervisor to the Central Office for processing.

Section 8. In making determinations about whether to close school for students and/or Employees due to inclement weather, the Superintendent will consider applicable weather reports in light of the differing challenges associated with transporting large numbers of students and individual employees traveling to work. Days on which the Superintendent closes school for students are not considered work days for school-year Employees. When the Superintendent announces that school offices will also be closed for the day, full-year Employees are not to report for work and will nevertheless receive pay for the

day. When school offices remain open, full-year Employees are expected to report for work. If a full-year Employee elects not to report for work on such days, s/he may use any accrued compensatory time, vacation time, or personal business leave.

ARTICLE XV REDUCTION IN FORCE (page 21). Revise Sections to read as follows:

Section 1. To the extent possible and practical, normal attrition shall be the method first used to reduce the number of positions. If it is not possible to achieve the necessary reduction by the above method, Employees shall be laid off in the inverse order of the seniority of their position within the categories of all full year building administrative assistants, all school year administrative assistants, and all library aides. In ~~layoff~~ of central office administrative assistants, consideration will be given to qualifications for the particular position as well as seniority.

Section 2. Seniority shall commence from the date of permanent appointment to a position in the bargaining unit represented by the CPAAA. Seniority shall mean an Employee's length of service in years, months and days in the bargaining unit, minus any time spent on an approved leave of absence, with time greater than ½ year but less than one year subtracted as one year lost, and time greater than one month but less than ½ year subtracted as six months' time lost. When two or more Employees are hired on the same date, a lottery procedure will be established to achieve the reduction.

Section 3. Employees who have been laid off shall be entitled to recall rights to positions within their former category as defined in Section 1 of this Article for which they have been qualified by their prior experience in the school system for a period of fifteen (15) months from the effective date of their respective layoffs. During the recall period, Employees shall be notified by certified mail to their last address of record and given preference for positions as they develop, in the inverse order of their respective layoffs with pay level and all benefits restored in full upon reemployment within the recall period. Failure to accept a position will result in forfeiture of all rights covered under this Contract. During the recall period, Employees who have been laid off shall be given preference on the substitute list if they so desire.

ARTICLE XXVI EARLY RETIREMENT INCENTIVE (page 27). Revise Sections to read as follows:

Employees who are eligible to retire under G.L., c. 32 and have served a minimum of ten (10) years in the Canton Public Schools will, upon retirement under the Norfolk County Retirement Plan, receive a severance payment of \$3000 if they have given the Superintendent at least six (6) months' notice of their retirement.

APPENDIX A

HOURLY RATE. Revise to reflect the following increases:

FY19 - 2%, FY20- 2%, FY21 - 2%.

LONGEVITY (page 28). Revise to read as follows:

Longevity will be paid in an annual lump sum no later than December 1, beginning in the sixth year of employment.

Increase each longevity amount by \$125.

APPENDIX C - EVALUATORS

Form joint labor/management committee to address issues relating to evaluation, with a potential change to the evaluation instrument and to designations of evaluators.

HOUSEKEEPING

Update and compile the contract, including housekeeping items such as

- Change dates
- Review to ensure proper use of the term Employee for all covered by the contract and use of specific categories such as "administrative assistants," library aides, where appropriate.
- Add chart for school-year employees:

Full-time school-year Administrative Assistants will be paid for the following:

Fewer than 15 years of service: 190 Work Days + 10 Paid Holidays + 10 Paid Vacation Days
= 210 Days

Completed 15 years of service: 190 Work Days + 10 Paid Holidays + 15 Paid Vacation Days
= 215 Days

Full-time school-year Library Aides will be paid for the following:

Fewer than 15 years of service: 180 Work Days + 10 Paid Holidays + 10 Paid Vacation Days
= 200 Days

Completed 15 years of service: 180 Work Days + 10 Paid Holidays + 15 Paid Vacation Days
= 205 Days

OTHER

Payday: Although not requiring a change to the contract, the SC and Union acknowledge that the day of the week on which pay checks are issued and/or direct deposits are made (i.e., "payday"), will move from Thursday to Friday, effective January 1, 2019.

Job Descriptions/Titles: Although not requiring a change to the Contract, the parties agree to address the updating job descriptions during the term of the Contract, which may include changes to some titles, including use of the term "administrative assistant."

*New tables
For 215/
205*

This Memorandum of Agreement, having been ratified by the parties, is hereby signed and sealed by their duly authorized representatives. The parties recognize and agree that all proposals/counterproposals regarding changes to the Collective Bargaining Agreement not embodied in this Memorandum have been dropped.

CANTON SCHOOL COMMITTEE

K. B. Muliani 9/25/18
Signature Date

CANTON SCHOOLS
ADMINISTRATIVE ASSISTANTS'
ASSOCIATION, AFSCME
COUNCIL 93, LOCAL 362,
CANTON CHAPTER

Maureen P. ... 9/17/18
Signature Date

Chris Murray 9/17/18
Signature Date

Rb/Canton/AdA-18-01-neg/18-09-05-AdA-rcv-marked

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2018	SAS SCHOOL ADM FY		FULL YR EMPLOYE	H HOURLY	B BIWEEKLY	02	26.0000	8.00	80.00	10.00	2080.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	176.3200	1,763.20	45,843.20
02	0.0000	23.3600	186.8800	1,868.80	48,588.80
03	0.0000	24.7800	198.2400	1,982.40	51,542.40
04	0.0000	26.2100	209.6800	2,096.80	54,516.80
05	0.0000	27.8200	222.5600	2,225.60	57,865.60
06	0.0000	29.4700	235.7600	2,357.60	61,297.60
07	0.0000	30.6400	245.1200	2,451.20	63,731.20

07/01/2018	SAS SCHOOL ADM LA		LIBRARY AIDE	H HOURLY	S SEMI-MONTH	03	21.0000	6.00	.00	.00	1200.00	200.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	132.2400	1,259.43	26,448.00
02	0.0000	23.3600	140.1600	1,334.86	28,032.00
03	0.0000	24.7800	148.6800	1,416.00	29,736.00
04	0.0000	26.2100	157.2600	1,497.71	31,452.00
05	0.0000	27.8100	166.8600	1,589.14	33,372.00
06	0.0000	29.4700	176.8200	1,684.00	35,364.00
07	0.0000	30.6400	183.8400	1,750.86	36,768.00

07/01/2018	SAS SCHOOL ADM LA15		LIBRARY AIDE-15	H HOURLY	S SEMI-MONTH	03	21.0000	6.00	.00	.00	1200.00	205.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	132.2400	1,290.91	27,109.20
02	0.0000	23.3600	140.1600	1,368.23	28,732.80
03	0.0000	24.7800	148.6800	1,451.40	30,479.40
04	0.0000	26.2100	157.2600	1,535.16	32,238.30
05	0.0000	27.8100	166.8600	1,628.87	34,206.30
06	0.0000	29.4700	176.8200	1,726.10	36,248.10
07	0.0000	30.6400	183.8400	1,794.63	37,687.20

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2018	SAS SCHOOL ADM LB	LIB AIDE-26X	H HOURLY	B BIWEEKLY	03	26.0000	6.00	.00	.00	1200.00	200.00	N	
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	132.2400	1,017.23	26,448.00
02	0.0000	23.3600	140.1600	1,078.15	28,032.00
03	0.0000	24.7800	148.6800	1,143.69	29,736.00
04	0.0000	26.2100	157.2600	1,209.69	31,452.00
05	0.0000	27.8100	166.8600	1,283.54	33,372.00
06	0.0000	29.4700	176.8200	1,360.15	35,364.00
07	0.0000	30.6400	183.8400	1,414.15	36,768.00

07/01/2018	SAS SCHOOL ADM LB15	LIB AIDE-26X-15	H HOURLY	B BIWEEKLY	03	26.0000	6.00	.00	.00	1200.00	205.00	N
Change was made by 2.0000%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	132.2400	1,042.66	27,109.20
02	0.0000	23.3600	140.1600	1,105.11	28,732.80
03	0.0000	24.7800	148.6800	1,172.28	30,479.40
04	0.0000	26.2100	157.2600	1,239.93	32,238.30
05	0.0000	27.8100	166.8600	1,315.63	34,206.30
06	0.0000	29.4700	176.8200	1,394.16	36,248.10
07	0.0000	30.6400	183.8400	1,449.51	37,687.20

07/01/2018	SAS SCHOOL ADM SB	SCHOOL YEAR	H HOURLY	B BIWEEKLY	03	26.0000	7.00	.00	.00	1400.00	210.00	N
Change was made by 2.0000%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	154.2800	1,246.11	32,398.80
02	0.0000	23.3600	163.5200	1,320.74	34,339.20
03	0.0000	24.7800	173.4600	1,401.02	36,426.60
04	0.0000	26.2100	183.4700	1,481.87	38,528.70
05	0.0000	27.8100	194.6700	1,572.33	40,880.70
06	0.0000	29.4700	206.2900	1,666.19	43,320.90
07	0.0000	30.6400	214.4800	1,732.34	45,040.80

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2018	SAS SCHOOL ADM	SB15	SCHOOL YEAR-15	H HOURLY	B BIWEEKLY	03	26.0000	7.00	.00	.00	1400.00	215.00	N

Change was made by 2.0000%
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	154.2800	1,275.78	33,170.20
02	0.0000	23.3600	163.5200	1,352.18	35,156.80
03	0.0000	24.7800	173.4600	1,434.38	37,293.90
04	0.0000	26.2100	183.4700	1,517.16	39,446.05
05	0.0000	27.8100	194.6700	1,609.77	41,854.05
06	0.0000	29.4700	206.2900	1,705.86	44,352.35
07	0.0000	30.6400	214.4800	1,773.58	46,113.20

07/01/2018	SAS SCHOOL ADM SY	SCHOOL YEAR	H HOURLY	S SEMI-MONTH	03	21.0000	7.00	.00	.00	1400.00	210.00	N
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Change was made by 2.0000%
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	154.2800	1,542.80	32,398.80
02	0.0000	23.3600	163.5200	1,635.20	34,339.20
03	0.0000	24.7800	173.4600	1,734.60	36,426.60
04	0.0000	26.2100	183.4700	1,834.70	38,528.70
05	0.0000	27.8100	194.6700	1,946.70	40,880.70
06	0.0000	29.4700	206.2900	2,062.90	43,320.90
07	0.0000	30.6400	214.4800	2,144.80	45,040.80

07/01/2018	SAS SCHOOL ADM SY15	SCHOOL YEAR-15	H HOURLY	S SEMI-MONTH	03	21.0000	7.00	.00	.00	1400.00	215.00	N
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Change was made by 2.0000%
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.0400	154.2800	1,579.53	33,170.20
02	0.0000	23.3600	163.5200	1,674.13	35,156.80
03	0.0000	24.7800	173.4600	1,775.90	37,293.90
04	0.0000	26.2100	183.4700	1,878.38	39,446.05
05	0.0000	27.8100	194.6700	1,993.05	41,854.05
06	0.0000	29.4700	206.2900	2,112.02	44,352.35
07	0.0000	30.6400	214.4800	2,195.87	46,113.20