

TOWN OF NORWOOD
BOARD OF LIBRARY TRUSTEES

-and-

LOCAL 1451, AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES,
AFL-CIO, STATE COUNCIL #93
LIBRARY GROUP

COLLECTIVE BARGAINING AGREEMENT

EFFECTIVE

JULY 1, 2021

to

JUNE 30, 2024

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AGREEMENT

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this agreement is made and entered into this 18th day of November, 2021, between the Board of Library Trustees of the Morrill Memorial Library of the Town of Norwood, and representatives acting for and in behalf of Local 1451, American Federation of State, County, and Municipal Employees, AFL-CIO, State Council #93 (hereinafter referred to as “AFSCME Local 1451” or the “Union”)

PREAMBLE

Whereas the Great and General Court of Massachusetts in its wisdom saw fit to adopt a law in which they recognized that the Library Staff and other employees of the Town of Norwood have a statutory right to bargain collectively with the Town, it is the intention of this agreement to agree to maintain a harmonious relationship between them, recognizing the legitimate rights and needs of all employees of the Library Staff as well as the obligation of the Town through the Library Board of Trustees to assure high standards of Library service for the benefit of the general public.

Now, therefore, in consideration of the mutual obligations contained herein the parties agree as follows:

ARTICLE 1

Recognition

The Town recognizes the Union as sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and conditions of employment for all full and part time non-professional employees of the Town of Norwood, who are members of the Unit as set forth in the Labor Relations Commission Certification of July 13, 1982, attached as APPENDIX-A to this Agreement, including those positions listed in APPENDIX-A to this Agreement, but excluding all

elected officials, appointed officers, executive officer, managerial employees (including , but not limited to the Library Director, Assistant Library Director, and confidential employees) and excluding all supervisory employees, casual employees, and all other Employees of the Town of Norwood. The rights of the Town of Norwood and the Union shall be respected and the provisions of the Agreement shall be observed for the orderly settlement of all questions.

ARTICLE 2

Management and Union Rights, Probationary Period, and Layoffs

SECTION 1

It is understood and agreed by all parties concerned that this agreement notwithstanding, all monetary items contained herein are subject to recommendation by the Library Board of Trustees, and the Finance Commission, and by action of Town Meeting.

SECTION 2

In the event of a conflict between the terms of this agreement and any rule or regulation pursuant to the General Laws of the Commonwealth of Massachusetts, the terms of this agreement shall prevail.

SECTION 3

The Town retains the right through its duly elected Board of Trustees and the Director appointed by such Board to select and hire all its employees, to promote employees, and to determine the necessity for filling a vacancy. The Board of Trustees and the Director have a right to suspend, discipline or discharge employees for just cause. The Director has the right to assign, supervise or direct work details, to make reasonable rules and regulations which do not conflict with the provisions of this agreement and generally to control and supervise the Town's operations

and municipal affairs without hindrance or interference.

In no instance does the Union relinquish their right to grieve and arbitrate a violation of this contract.

SECTION 4, Protection

Library policy shall be promulgated by the Board of Trustees and the Director provided, however, that such policy shall not diminish any of the legitimate rights of the members of the Union.

SECTION 5, Probationary Period

All persons hired by the Town are considered to be on probationary basis of employment for the first six months of employment, and during this probationary period shall accrue but not be able to use vacation. Upon completion of the probationary period, employees shall be eligible for all fringe benefits retroactive to their employment date as spelled out with the Union contract.

SECTION 6, Layoffs

Should there be a reduction in force or a reorganization which would result in the elimination of any position, the Town, through the Library Director, shall provide the affected employee(s) with notice as soon as possible, but in no event less than thirty (30) calendar days prior to the effective date of the layoff.

In the event of a layoff of Library employees, consideration will be given to ability, education, length of service, past performance, and training. For the purposes of this Article, there shall be separate seniority lists for the Library Professionals, the Technical/Support staff, and the Custodial or Maintenance staff.

For a period of two years following the layoff(s), the laid off employees will be given consideration for rehiring to any positions for which they are deemed to be qualified in the judgment of the appointing authority.

Section 7, Vacancies and Promotions

When a position covered by this Agreement becomes vacant, which the Town intends to fill, such vacancy shall be posted in a conspicuous place within the Library listing the pay, duties, and qualifications. Vacancies will be filled based on the qualifications of the candidates, at the discretion of the Library Director. When two or more bargaining unit employees appear equally qualified for a position, preference shall be given to the employee with the greatest seniority.

ARTICLE 3

Overtime

SECTION 1

All non-custodial hours worked in excess of thirty-five (35) hours per week and all custodial hours worked in excess of forty (40) hours per week shall be compensated for at time and one-half pay, or with compensatory time off, if requested by the staff member or custodian and approved by the Director.

Flex-time: Non-custodial staff members who are assigned to work on a Saturday will designate one day in that preceding week on which they will not work, unless directed otherwise by the Director.

SECTION 2

Any non-custodial work exceeding thirty-five (35) hours shall be assigned as fairly as possible to those willing to accept it, at the discretion of the Director.

SECTION 3

Custodial hours consist of forty (40) hours per week. All hours worked by custodians in excess of forty (40) hours in a work week shall be assigned as fairly as possible to those willing to accept the hours, at the discretion of the Director.

SECTION 4

Compensatory time shall only be accrued at the discretion of the Director and must be used within six (6) months of its accrual. If the accrued time is not used within six (6) months, it shall be paid out. Twice each year, on January 1 and July 1, an accounting of each employee's accrued compensatory time will be made and each employee will be notified of their balance of accrued compensatory time.

SECTION 5

Employees called in to work outside of regular business hours shall receive a minimum of two (2) hours pay at time and one-half their regular rate of pay, or compensatory time, subject to Section 1 above. This section is meant to apply to call-ins only and shall not apply to any work regularly scheduled and performed by an employee outside of the Library's regular business hours.

SECTION 6

Each library department head will attend the regular monthly meeting of the Board of Trustees on a rotating basis and shall report on the meeting at the next staff meeting following her/his attendance. If the Trustees meeting takes place during the regular schedule of the Department Head, the Department Head will not receive any additional compensation. If the Trustees meeting takes place outside the Department Head's regularly schedule, the Department Head shall receive two (2) hours compensatory time not to exceed the length of the meeting.

Attendance at the Board of Trustees' meetings shall be in accordance with a schedule prepared by the staff. It is understood that attendance at a Board of Trustees' meeting pursuant to this section shall not count as working a "night-time shift" for purposes of the night differential set forth in Article VII, Section 4. If a second staff member is specifically requested to attend a given meeting of the Board of Trustees, that staff member shall receive two hours pay.

ARTICLE 4

Vacations & Holidays

SECTION 1, Vacations

- a. Professionals hired prior to July 1, 2003: twenty (20) days for first year of employment; twenty-five (25) days at end of one (1) year's employment and yearly thereafter.
- b. Technical/Support Staff hired prior to July 1, 2003:

ten (10) days for first year of employment; twenty (20) days vacation at the end of one (1) year's employment and yearly thereafter; after ten years of employment twenty-five (25) days annually.
- c. Professional and Technical/Support Staff hired on or after July 1, 2003: ten (10) days during the first year of employment, fifteen (15) days after completion of the second year up to five years; twenty (20) days after completion of the fifth year up to ten years; twenty-five (25) days after completion of the tenth year up to 15 years; thirty (30) days after completion of the 15th year.
- d. Employees will be credited with their annual allotment of vacation days on January 1 of each year, except in the first year of employment, when vacation allowance will be pro-rated based on the employee's date of hire.

SECTION 2, Vacation Scheduling

Vacations may be permitted at any time during the twelve (12) month period at the discretion of the Director, subject to the procedures set forth in this Section. All requests for vacation must be in writing and submitted to the Department Head and Director no less than one (1) week in advance. Holidays occurring during vacation periods shall not be charged against vacation. For purposes of this Article, "seniority" shall be defined as the length of continuous service in a bargaining unit position. Requests to use vacation time during the months of July or August, during the week of Thanksgiving, or during the week of Christmas shall be granted in accordance with the following procedure: all such requests which are submitted prior to March 1 (for July or August requests) or August 1 (for Thanksgiving or Christmas requests) will be reviewed on March 1 or August 1, respectively (or as soon thereafter as reasonably practicable) and granted, with any conflicts resolved based on seniority within the bargaining unit. Any requests to use vacation during these times which are submitted on or after the above cut-off dates will be granted on a first-come, first-serve basis.

All time off, including but not limited to vacation time, sick time, personal time, and compensatory time, shall be taken in no less than two (2) hour increments.

The Director retains complete discretion to approve or deny all vacation requests based on the staffing needs of the Library as a whole, or of a specific department within the Library.

SECTION 3, Holidays

The following twelve (13) holidays shall be paid holidays:

New Year's Day	Martin Luther King, Jr. Day
Presidents' Day	Patriots' Day
Memorial Day	Juneteenth
Independence Day	Labor Day
Columbus Day	Veterans' Day

Thanksgiving

Christmas Day

One (1) Floating Holiday

In addition, the Library will be closed on Easter.

On days of scheduled early closing (traditionally, Christmas Eve and New Years' Eve), full-time employees and part-time benefitted employees will be expected to work their regular scheduled hours but leave when the Library closes. The employee shall be paid for their full shift.

SECTION 4, Vacation Carry-Over

Employees may carry over a maximum of two weeks of unused vacation from one calendar year to the next. The carry-over of compensatory time will be governed by Article III, Section 4.

ARTICLE 5

Leaves of Absence

SECTION 1, Sick Leave

Effective July 1, 2021, sick leave shall be granted to full-time employees at the rate of one (1) day for each month of service. Effective July 1, 2022, sick leave shall be granted to full-time employees at the rate of point eight three three three (.8333) day for each month of service. Total accumulation of sick leave shall not exceed one hundred and fifty (150) days. Employees hired before January 1, 2022, shall accrue sick leave up to a maximum of two hundred and fifty (250) days. Sick leave shall only be taken when illness or injury to an employee prevents the employee from attending to the performance of his/her duties. The Director may approve sick leave where illness or injury to an employee's spouse, life partner, parent, or children prevent the employee from attending to the performance of his/her duties. Doctor and dentist appointments may be taken as sick leave; however, employees should try to schedule routine appointments outside of their regular working hours.

Prior to taking sick leave an employee shall notify the Department Head, who shall notify the Director, or in the absence of the Director, the Administrative Assistant (who is a confidential employee), of the employee's need for sick leave and the reasons therefor. Unless otherwise directed by the Director, the employee shall provide the aforementioned notice for each and every shift to be missed due to illness or injury.

There shall be a Sick Leave buy-back program as follows:

FOR EMPLOYEES HIRED BEFORE JULY 1, 2014: A minimum of fifty (50) days must be accumulated before this program takes effect. Each employee, upon retirement, or on voluntary and honorable termination, shall be paid 33 1/3% of a day's pay for each day accumulated above the fifty (50) days, up to one hundred fifty (150) days (a maximum buyback of one hundred (100) days).

FOR EMPLOYEES HIRED ON OR AFTER JULY 1, 2014: A minimum of one hundred (100) days must be accumulated before this program takes effect. Each employee, upon retirement, or on voluntary and honorable termination, shall be paid 33 1/3% of a day's pay for each day accumulated above the one hundred (100) days, up to two hundred (200) days (a maximum buy-back of one hundred (100) days).

FOR EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2022: A minimum of one hundred (100) days must be accumulated before this program takes effect. Each employee, upon retirement, or on voluntary and honorable termination, shall be paid 33 1/3% of a day's pay for each day accumulated above the one hundred (100) days, up to a maximum of five thousand dollars (\$5,000).

SECTION 1A, Sick Leave Transfer Bank

There shall be a Sick Leave Transfer Bank ("SLTB" or Bank") which shall be a continuation of the sick leave transfer program presently in effect and which SLTB shall be governed and administered as follows:

a. This SLTB shall be effective during the term of this agreement.

b. All employees eligible for sick leave shall be entitled to participate in the SLTB.

Participation in the SLTB is voluntary. Any eligible employee without regard to status in the Union may contribute sick leave to the Bank.

c. The SLTB will not be used in association with a worker's compensation claim.

d. At the beginning of each calendar year, each permanent employee who has previously accumulated sick leave may make a transfer of one or more accumulated unused sick leave days, in whole increments, to the SLTB, which shall be recorded and administered under the supervision of the Library Director. The Library Director and/or the employee assigns shall 1) calculate and transfer contributions of sick leave to the Bank upon receipt of an appropriate written request of an employee; 2) apply sick leave credits to eligible employees upon written request of the SLTB Committee; 3) provide the Committee with an accounting of sick leave contributed to the Bank, the name of each employee who has contributed to or who has canceled participation to the Bank, and the name of each employee who has been granted and has utilized Bank credits, with the amounts of credits utilized and the cost. These obligations shall be met on an annual basis.

e. An employee who does not contribute to the SLTB at the beginning of each calendar year may contribute at a later date. Any such employee shall be required to wait for a

period of thirty (30) days following enrollment before the employee is eligible to request sick leave days from the SLTB.

f. Any employee who has transferred unused sick days to the SLTB and who has exhausted all of his/her available full-paid sick leave may apply to receive sick days from the Bank. The employee shall fill out the SLTB application form and shall include a statement from the employee's physician giving the nature of the illness or injury and its expected duration. Where the application for sick leave days is based upon the legitimate illness or injury of a member of the employee's immediate family, all required medical information shall be related to the affected family member.

g. In cases of a legitimate illness or injury of a member of the employee's immediate family, the employee must have utilized a combination of available personal necessity leave days and leaves of absence without pay for the current year as set forth in Article V, sections 2 and 6.

h. The SLTB Committee shall consist of the following: 1) two (2) employees elected by the Union; 2) The Director of the Library; and 3) One Trustee appointed by the Board of Trustees. The chair of said SLTB Committee shall be elected by the four (4) members.

i. In every application for sick days from the Bank, the SLTB Committee following a review of adequate medical evidence of legitimate illness or injury shall determine the amount of such additional sick leave to be transferred from the SLTB. All applications for sick days from the SLTB shall be acted upon by the Committee within seven (7) days of receipt. Action of the Committee shall be by the majority vote based upon the merits of the individual request. The Committee shall inform the employee of its determination to grant or deny the application, in writing, within five (5) days of the meeting at which

the determination is made. No application may be denied solely on the basis of the type of illness or injury. The Committee shall maintain records of its actions.

j. The Committee shall keep all applications, physician's reports, Committee determinations, and other records confidential to the extent that they are not public records. The Committee shall not be required to disclose the nature of any illness or injury upon which an application for sick days through the SLTB has been filed.

k. Any dispute not reconciled by the SLTB Committee, as a whole, shall be decided by a majority vote of the Committee.

l. Any member of the SLTB may withdraw his/her commitment to participate in the SLTB at any time, provided, however, that any sick leave days previously transferred to the SLTB by such employee shall remain in the SLTB.

m. Any member of the SLTB withdrawing sick leave days from the Bank will not have to replace these days except as a regular contributing member to the Bank.

n. Sick leave days that have been contributed to the Bank, but have not been utilized, shall accumulate from year-to-year. The SLTB Committee may from time-to-time determine that additional uniform contributions are necessary to replenish and maintain the SLTB, and shall appropriately notify participating employees, who shall then be so assessed.

SECTION 2, Family and Medical Leave

The parties acknowledge and agree to comply with all applicable provisions of the Family and Medical Leave Act regarding leaves of absence due to qualifying events of the employee or a family member.

At the discretion of the Director, leave for other serious personal reasons may be granted.

SECTION 3, Bereavement Leave

Employees shall be entitled to receive Bereavement Leave without loss of pay as follows: five (5) calendar days in the event of the death of the employee's spouse, life partner, child, brother, sister, mother, or father; three (3) calendar days in the event of the death of the employee's grandmother, grandfather, grandchild, mother-in-law, father-in-law, aunt, or uncle; two (2) calendar days in the event of the death of the employee's niece or nephew; one (1) calendar day in the event of the death of the employee's brother-in-law or sister-in-law.

"Calendar days" include Saturdays, Sundays, and holidays. If the funeral leave overlaps an employee's normal day off, then the employee shall not be paid for that day. In the event the employee exhausts the employee's funeral leave prior to the funeral, then the employee shall be entitled to one (1) additional day of leave for the express purpose of attending the funeral.

SECTION 4, Delegates Leave

A written list of Union delegates and other representatives shall be furnished to the Director immediately after their designation and the Union shall notify the Director of any changes.

Employees so designated shall be granted reasonable time off during working hours, at the discretion of the Director, to investigate, settle, and process grievances, and to participate Union contract negotiations.

SECTION 5, Personal Leave

Effective July 1, 2021, up to five (5) Personal Leave days each calendar year may be used to conduct personal business that could not be done outside of working hours. Such leave shall be

taken in units of not less than two (2) hours. No employee shall use personal leave on the day before or after a holiday or on the day before or after a scheduled vacation. Up to two (2) days of personal leave may be carried over to the following year.

Except for emergency situations, an employee must obtain the prior approval of the Department or Division Head as to the timing of personal leave. Where reasonable notice is given to the Department or Division Head, approval will be granted provided the scheduling of personal leave does not render the particular library unit inoperative.

SECTION 6, Parental Leave

A leave of absence will be granted for a period of up to twelve (12) weeks following the date of delivery of a child, or any time after the sixth (6th) month of pregnancy, or such other time as the employee's physician certifies, in writing, to the Director. Upon expiration of said leave, the employee shall be reinstated in her/his former job classification or to the same or a substantially similar position in the Library.

Employees shall notify the Director when they intend to return to work at least two (2) weeks prior thereto.

This section shall apply to adoptive parents.

For leaves under this section commencing on or after July 1, 2014, the first four (4) weeks of such leave shall be with pay. After the first four (4) weeks, the remainder of such leave shall be unpaid; however, employees may substitute accrued paid leave (vacation, personal, or, where applicable, sick leave) in accordance with the Town's FMLA policy. Accrued sick leave benefits and health insurance benefits shall be provided for maternity leave purposes under the same terms and conditions which apply to other temporary medical disabilities.

SECTION 7, Leaves of Absence Without Pay

Upon recommendation of the Department head and approval by the appointing authority, an employee may be granted leave without pay for a period not in excess of one year.

Upon expiration of said leave, the employee shall be reinstated in her/his former job classification or to the same or a substantially similar position in the Library without loss or gain of seniority or longevity.

During leave without pay, vacation and sick time shall not accrue, but continuation of insurance may be available upon the employee's assumption of the full cost of the benefits and the approval of the appropriate appointing authority.

Nothing contained in this section shall be construed so as to confer benefits any greater than if the employee on leave had been in active status.

SECTION 8, Emergency Closing of the Library

In the event of an emergency closing of the Library (due to inclement weather, a power or heating failure, or property damage), all permanent benefited staff scheduled to work will be paid as if they had worked during the said closing.

ARTICLE 6

Insurance

SECTION 1, Life and Health Insurance

The Union shall be granted the same life insurance and medical insurance benefits as granted those Town employees under the jurisdiction of the Selectmen.

SECTION 2, Insurance Premium Reduction Plan

Members of the Union may voluntarily participate in the Insurance Premium Reduction Plan (Health, Life and Dental), as provided by Section 125 of the IRS Code.

ARTICLE 7

Compensation

SECTION 1, Wages

Salaries for professional and technical/support shall be in accordance with the salary schedule attached as Appendix A to the collective bargaining agreement.

SECTION 1A, Temporary Service in a Higher Position

An employee who is performing, pursuant to formal (or official) appointment, temporary service in a position classified in a grade higher than the grade of his/her regular position, other than for the purpose of vacation (defined as annual leave not terminal leave) or training assignments:

- 1) support/technical staff employees shall, commencing with the eleventh consecutive working day of actual service in such higher position, and retroactive to day six, receive a salary commensurate with the lowest grade in the higher position, but no lower than his/her current salary.
- 2) professional employees shall, commencing with the sixteenth consecutive working day of actual service in such higher position, and retroactive to day six, receive a salary commensurate with the lowest grade in the higher position, but not lower than his/her current salary.

SECTION 2, Longevity

Longevity shall be paid to full-time employees annually, in the second week of July, in the amounts set forth below. The exception to this shall be the twenty-five year longevity payment, which shall be paid as part of the employee's regular base pay.

Five hundred fifty dollars (\$550.00) after ten (10) years

Seven hundred dollars (\$700.00) after fifteen (15) years

Eight hundred dollars (\$800.00) after twenty (20) years

Two percent (2%) of base salary after twenty-five (25) years

Part-time benefitted employees are eligible for longevity payments which are prorated based on the employee's hours worked in proportion to a full-time employee. A part-time employee who becomes full-time will continue to receive credit for all years worked as a part-time employee for purposes of calculating longevity eligibility.

SECTION 3, Uniforms

All custodial employees will receive an annual allowance of \$400.00 for the purchase of uniforms. Payment will be made as a reimbursement for actual expenses, upon presentation to the Director of receipts for the employee's purchase(s). Each custodian employed shall be required to wear, while on duty, a uniform to be prescribed by the Director.

Employees will receive up to a \$250 annual allowance for prescription eyewear with submission of receipt.

SECTION 4, Night Differential

Full-time and part-time benefitted, non-custodial staff shall receive a differential of two dollars (\$2.00) per hour for any night-time hours they are required to work in excess of one night-

time shift per week. For purposes of this section, night-time hours shall be defined as 6:00 p.m. to 9:00 p.m.

Employees may be required to work one night-time shift per week without receiving night differential pay. In addition, employees who voluntarily work a second night-time shift in a week will not receive differential pay.

SECTION 5. Passport Stipend

Up to five (5) Employees who are certified as, and actively work as a passport agent shall be paid an annual stipend of three hundred dollars (\$300). This payment shall be made on the first pay period in June. If the Library decides to stop offering passport services, this stipend shall cease to be paid.

ARTICLE 8

Grievance Procedure

Union representatives as noted in Article I shall grieve and/or arbitrate disputes over interpretation or application of the terms of this Agreement as follows:

Step 1. The dispute or grievance shall be presented in writing to the Director within fifteen (15) working days of its occurrence or knowledge of its occurrence. The Director shall have fifteen (15) working days to take action on the grievance.

Step 2. If the grievance is not settled at Step 1, or if no response is received within the time limit, the Union may within fifteen (15) working days of the date on which the Director's Step 1 response was due, submit the grievance to the Board of Trustees in writing, who shall have four (4) weeks to take action on the grievance.

Step 3. If the grievance is not settled at Step 2, or if no response from the Board of

Trustees is forthcoming,¹ the Grievant and/or the Union may submit the grievance to final and binding arbitration before the Commonwealth of Massachusetts Department of Labor Relations (DLR) within 30 calendar days of the Board's decision or the date it was due. The arbitration shall be conducted in accordance with the rules of the DLR and the decision of the arbitrator shall be final and binding upon the parties. The Town and the Union shall each pay one-half of the arbitrator's fees.

The timelines set forth in this Article are maxima. Failure to process the grievance in accordance with the time limits set forth above shall constitute a waiver of said grievance. However, the parties may extend the time limit at any step by mutual written agreement.

ARTICLE 9

Part-Time Benefited Employees

Part-time employees who regularly work twenty (20) or more hours per week shall receive holiday pay, vacation, sick leave, and personal leave in amounts which are prorated based on an employee's hours worked in proportion to a full-time employee (e.g., employees who work 20 hours per week will receive 4 hours pay for each holiday, vacation day, sick, day, personal day; employees who work 25 hours per week will receive 5 hours pay for each such day).

ARTICLE 10

Miscellaneous

SECTION 1, Rights, Privileges and Benefits

All Rights, Privileges and Benefits enjoyed by the Employees or Town which are not specifically provided for in this Agreement are hereby subject to negotiation.

¹ If the Town does not respond to the grievance at any Step in the process, the absence of a response shall be considered a denial of the grievance.

SECTION 2, Amendments

This Agreement may only be amended by mutual agreement of the parties to the contract.

SECTION 3, Dues Check-Off

3.01 The Town shall deduct regular Union dues in the amount authorized by the employee, from the employee's regular biweekly paycheck for each payroll cycle. The amounts deducted shall be sent to the Union's office with a roster. The deduction of dues shall be in accordance with Town procedures.

3.02 The union agrees to indemnify and save the Town harmless against any and all claims, suits or other forms of liability arising out of the application of this Article. The Union assumes full responsibility for the disposition of the monies so deducted once they have been turned over to the treasurer of the Union.

3.03 Any authorization for deduction shall be on the following form:

PAYROLL DEDUCTION AUTHORIZATION – DUES CHECK-OFF

I authorize the Town of Norwood to deduct Union Dues, Fees and Assessments, in the amounts specified by the union, from my regular paycheck and to remit that money to the American Federation of State, County and Municipal Employees (AFSCME), AFL-CIO, State Council #93, Local 1451.

It is understood that I reserve the right to withdraw this authorization by giving at least sixty (60) days' notice to the General Manager, and by filing a copy of such withdrawal of authority for such payroll deductions with the treasurer of the Union.

Signature
Name
Address:

SECTION 4, Union Meetings

The Union may, with sufficient advance notice to the Library Director, have two Union meetings per year during Library Hours. Said meetings may only occur when the Library is closed to the public and are limited to twice per year. It is understood that any employees who are scheduled to work on the day of these meetings, and who are actually working on that day, will be paid for her or his attendance at the meeting.

SECTION 5, Reimbursement for Courses

Union members will be reimbursed up to half the cost up to a maximum of \$500 per fiscal year for relevant courses which are approved in advance by the Library Director, and for which the employee receives a passing grade or certificate of completion. On or before May 1 of each fiscal year, employees may make a request to the Library Director for additional reimbursement for that fiscal year for relevant courses. Such additional reimbursement may be granted after May 1 at the Director's sole discretion if funds are available for said purposes. In any given fiscal year, the total amount of course reimbursement payments available to members of the union shall not exceed \$3000.

SECTION 6, Professional & Paraprofessional Association Membership

Union members may be reimbursed for 50% of the annual membership fee for their membership in one professional or paraprofessional association approved by the Library Director. Upon satisfactory proof of participation in the association, submitted in writing to the Library Director, a member may be reimbursed for the remaining 50% of the annual membership fee, subject to available funds. In any given year, the total amount of reimbursement available to all members of the Union under this section shall not exceed \$2000.

SECTION 7, Duration

The duration of this contract shall be from July 1, 2021, through June 30, 2024 or if no new contract has been signed by July 1, 2024, any agreement made in reference to wage or salary shall be retroactive.

SECTION 8, Professional Development

At the discretion of the Town, the Library may be closed to the public for professional development. On that day, employees will be expected to report to their regular shift but will engage in professional development as established by the Town. If an employee is not scheduled for a shift on the day set aside for professional development, the employee may attend the development voluntarily and will not be paid overtime. If the professional development is deemed mandatory, the employee will be required to attend and will be paid overtime.

Article 11

DIRECT DEPOSIT

After providing the Union and each employee covered by this agreement with written notice of the implementation of mandatory direct deposit banking at least ninety (90) days prior to the first date on which such employees' pay checks will be directly deposited into their respective bank accounts, the Town may require all employees to have their paychecks directly deposited to a banking institution of their choosing.

ARTICLE 12

BI-WEEKLY PAYROLL

After providing the Union and members of the bargaining unit with at least ninety (90)

days' notice, the Town may institute a bi-weekly payroll for all members of the bargaining unit.

ARTICLE 13

NO STRIKE

The Union agrees that it shall not engage in strike or induce, encourage, or condone any strike, work stoppage, slowdown, or withholding of services from the Town. If M.G.L. c. 9, S A is updated by the legislature, the law, not this section will govern.

In witness whereof, the said Town of Norwood has caused this instrument to be executed and its corporate seal to be affixed by Morrill Memorial Library of Trustees and said Union, has caused this instrument to be signed by its bargaining agents, thereunto duly authorized of the day and year first above written.

For AFSCME Local 1451

For Town of Norwood

By _____

By _____

William Chiasson, Staff Representative

Tony Mazzucco, General Manager

FY22 Library Union Wages

C140	FY22 Base Hourly	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
STEP 01	\$ 20.5256	\$ 1,642.05	\$ 0.41
STEP 02	\$ 21.3762	\$ 1,710.09	\$ 0.43
STEP 03	\$ 22.2603	\$ 1,780.83	\$ 0.45
STEP 04	\$ 23.1892	\$ 1,855.14	\$ 0.46
STEP 05	\$ 24.1517	\$ 1,932.14	\$ 0.48
STEP 06	\$ 25.1590	\$ 2,012.72	\$ 0.50

C340	FY22 Base Hourly	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
STEP 01	\$ 25.8193	\$2,065.54	\$ 0.52
STEP 02	\$ 26.8937	\$2,151.50	\$ 0.54
STEP 03	\$ 28.0241	\$2,241.93	\$ 0.56
STEP 04	\$ 29.1992	\$2,335.94	\$ 0.58
STEP 05	\$ 30.4191	\$2,433.53	\$ 0.61
STEP 06	\$ 31.6838	\$2,534.70	\$ 0.63

G135	FY22 Base Hourly	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
STEP 01	\$ 20.7137	\$ 1,449.96	\$ 0.41
STEP 02	\$ 21.3291	\$ 1,493.04	\$ 0.43
STEP 03	\$ 21.9732	\$ 1,538.12	\$ 0.44
STEP 04	\$ 22.6315	\$ 1,584.20	\$ 0.45
STEP 05	\$ 23.3042	\$ 1,631.29	\$ 0.47
STEP 06	\$ 24.0054	\$ 1,680.38	\$ 0.48

G235	FY22 Base 2% COLA + SICK	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
STEP 01	\$ 22.7889	\$1,595.22	\$ 0.46
STEP 02	\$ 23.4759	\$1,643.31	\$ 0.47
STEP 03	\$ 24.1772	\$1,692.40	\$ 0.48
STEP 04	\$ 24.9070	\$1,743.49	\$ 0.50
STEP 05	\$ 25.6513	\$1,795.59	\$ 0.51
STEP 06	\$ 26.4241	\$1,849.69	\$ 0.53

G335	FY22 Base Hourly	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
STEP 01	\$ 25.0645	\$ 1,754.51	\$ 0.50
STEP 02	\$ 25.8230	\$ 1,807.61	\$ 0.52
STEP 03	\$ 26.5958	\$ 1,861.71	\$ 0.53
STEP 04	\$ 27.3973	\$ 1,917.81	\$ 0.55
STEP 05	\$ 28.2131	\$ 1,974.91	\$ 0.56
STEP 06	\$ 29.0574	\$ 2,034.02	\$ 0.58

G435	FY22 Base Hourly	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
STEP 01	\$ 27.5690	\$1,929.83	\$ 0.55
STEP 02	\$ 28.3988	\$1,987.92	\$ 0.57
STEP 03	\$ 29.2578	\$2,048.05	\$ 0.59
STEP 04	\$ 30.1308	\$2,109.16	\$ 0.60
STEP 05	\$ 31.0324	\$2,172.27	\$ 0.62
STEP 06	\$ 31.9627	\$2,237.39	\$ 0.64

FY22 Library Union Wages

G535	FY22 Base 2% COLA + SICK	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
	STEP 01	\$ 34.4673	\$ 2,412.71
STEP 02	\$ 35.4977	\$ 2,484.84	\$ 0.71
STEP 03	\$ 36.5568	\$ 2,558.97	\$ 0.73
STEP 04	\$ 37.6587	\$ 2,636.11	\$ 0.75
STEP 05	\$ 38.7894	\$ 2,715.26	\$ 0.78
STEP 06	\$ 39.9486	\$ 2,796.40	\$ 0.80

G635	FY22 Base Hourly	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
	STEP 01	\$ 37.9164	\$2,654.15
STEP 02	\$ 39.0470	\$2,733.29	\$ 0.78
STEP 03	\$ 40.2205	\$2,815.44	\$ 0.80
STEP 04	\$ 41.4227	\$2,899.59	\$ 0.83
STEP 05	\$ 42.6679	\$2,986.75	\$ 0.85
STEP 06	\$ 43.9416	\$3,075.91	\$ 0.88

G735	FY22 Base Hourly	FY 22 BASE BI-WEEKLY	FY 22 25 + yrs =2% Hourly
	STEP 01	\$ 41.7090	\$ 2,919.63
STEP 02	\$ 42.9541	\$ 3,006.79	\$ 0.86
STEP 03	\$ 44.2422	\$ 3,096.95	\$ 0.88
STEP 04	\$ 45.5731	\$ 3,190.12	\$ 0.91
STEP 05	\$ 46.9470	\$ 3,286.29	\$ 0.94
STEP 06	\$ 48.3496	\$ 3,384.47	\$ 0.97

FY23 Library Union Wages

C140	FY23 Base Hourly	FY 23 BASE BI-WEEKLY	FY 23 25 + yrs =2% Hourly
STEP 01	\$ 21.6968	\$ 1,735.75	\$ 0.43
STEP 02	\$ 22.5942	\$ 1,807.54	\$ 0.45
STEP 03	\$ 23.5371	\$ 1,882.97	\$ 0.47
STEP 04	\$ 24.5140	\$ 1,961.12	\$ 0.49
STEP 05	\$ 25.5364	\$ 2,042.91	\$ 0.51
STEP 06	\$ 26.3025	\$ 2,104.20	\$ 0.53

C340	FY23 Base Hourly	FY 23 BASE BI-WEEKLY	FY 23 25 + yrs =2% Hourly
STEP 01	\$ 27.2971	\$2,183.77	\$ 0.55
STEP 02	\$ 28.4444	\$2,275.55	\$ 0.57
STEP 03	\$ 29.6372	\$2,370.97	\$ 0.59
STEP 04	\$ 30.8754	\$2,470.03	\$ 0.62
STEP 05	\$ 32.1590	\$2,572.72	\$ 0.64
STEP 06	\$ 33.1238	\$2,649.90	\$ 0.66

G135	FY23 Base Hourly	FY 23 BASE BI-WEEKLY	FY 23 25 + yrs =2% Hourly
STEP 01	\$ 21.6491	\$ 1,515.43	\$ 0.43
STEP 02	\$ 22.3027	\$ 1,561.19	\$ 0.45
STEP 03	\$ 22.9710	\$ 1,607.97	\$ 0.46
STEP 04	\$ 23.6537	\$ 1,655.76	\$ 0.47
STEP 05	\$ 24.3655	\$ 1,705.58	\$ 0.49
STEP 06	\$ 25.0965	\$ 1,756.75	\$ 0.50

G235	FY23 Base Hourly	FY 23 BASE BI-WEEKLY	FY 23 25 + yrs =2% Hourly
STEP 01	\$ 23.8280	\$1,667.96	\$ 0.48
STEP 02	\$ 24.5398	\$1,717.79	\$ 0.49
STEP 03	\$ 25.2806	\$1,769.65	\$ 0.51
STEP 04	\$ 26.0360	\$1,822.52	\$ 0.52
STEP 05	\$ 26.8204	\$1,877.43	\$ 0.54
STEP 06	\$ 27.6251	\$1,933.75	\$ 0.55

G335	FY23 Base Hourly	FY 23 BASE BI-WEEKLY	FY 23 25 + yrs =2% Hourly
STEP 01	\$ 26.2103	\$ 1,834.72	\$ 0.52
STEP 02	\$ 26.9948	\$ 1,889.63	\$ 0.54
STEP 03	\$ 27.8082	\$ 1,946.58	\$ 0.56
STEP 04	\$ 28.6363	\$ 2,004.54	\$ 0.57
STEP 05	\$ 29.4933	\$ 2,064.53	\$ 0.59
STEP 06	\$ 30.3781	\$ 2,126.47	\$ 0.61

G435	FY23 Base Hourly	FY 23 BASE BI-WEEKLY	FY 23 25 + yrs =2% Hourly
STEP 01	\$ 28.8248	\$2,017.74	\$ 0.58
STEP 02	\$ 29.6967	\$2,078.77	\$ 0.59
STEP 03	\$ 30.5828	\$2,140.79	\$ 0.61
STEP 04	\$ 31.4979	\$2,204.85	\$ 0.63
STEP 05	\$ 32.4421	\$2,270.95	\$ 0.65
STEP 06	\$ 33.4154	\$2,339.08	\$ 0.67

FY23 Library Union Wages

G535	FY23 Base	FY 23 BASE	FY 23
	Hourly	BI-WEEKLY	25 + yrs =2% Hourly
STEP 01	\$ 36.0302	\$ 2,522.11	\$ 0.72
STEP 02	\$ 37.1051	\$ 2,597.36	\$ 0.74
STEP 03	\$ 38.2236	\$ 2,675.65	\$ 0.76
STEP 04	\$ 39.3712	\$ 2,755.99	\$ 0.79
STEP 05	\$ 40.5479	\$ 2,838.35	\$ 0.81
STEP 06	\$ 41.7643	\$ 2,923.50	\$ 0.84

G635	FY23 Base	FY 23 BASE	FY 23
	Hourly	BI-WEEKLY	25 + yrs =2% Hourly
STEP 01	\$ 39.6327	\$2,774.29	\$ 0.79
STEP 02	\$ 40.8239	\$2,857.67	\$ 0.82
STEP 03	\$ 42.0441	\$2,943.08	\$ 0.84
STEP 04	\$ 43.3079	\$3,031.55	\$ 0.87
STEP 05	\$ 44.6007	\$3,122.05	\$ 0.89
STEP 06	\$ 45.9387	\$3,215.71	\$ 0.92

G735	FY23 Base	FY 23 BASE	FY 23
	Hourly	BI-WEEKLY	25 + yrs =2% Hourly
STEP 01	\$ 43.5984	\$ 3,051.89	\$ 0.87
STEP 02	\$ 44.9058	\$ 3,143.40	\$ 0.90
STEP 03	\$ 46.2567	\$ 3,237.97	\$ 0.93
STEP 04	\$ 47.6512	\$ 3,335.59	\$ 0.95
STEP 05	\$ 49.0748	\$ 3,435.24	\$ 0.98
STEP 06	\$ 50.5471	\$ 3,538.30	\$ 1.01

FY24 Library Union Wages

	FY24 Base Hourly	FY 24 BASE BI-WEEKLY	FY 24 25 + yrs =2% Hourly
C140			
STEP 01	\$ 22.1308	\$ 1,770.46	\$ 0.44
STEP 02	\$ 23.0461	\$ 1,843.69	\$ 0.46
STEP 03	\$ 24.0078	\$ 1,920.63	\$ 0.48
STEP 04	\$ 25.0043	\$ 2,000.34	\$ 0.50
STEP 05	\$ 25.6622	\$ 2,052.97	\$ 0.51
STEP 06	\$ 26.8285	\$ 2,146.28	\$ 0.54

	FY24 Base Hourly	FY 24 BASE BI-WEEKLY	FY 24 25 + yrs =2% Hourly
C340			
STEP 01	\$ 27.8431	\$2,227.44	\$ 0.56
STEP 02	\$ 29.0133	\$2,321.07	\$ 0.58
STEP 03	\$ 30.2299	\$2,418.39	\$ 0.60
STEP 04	\$ 31.4929	\$2,519.43	\$ 0.63
STEP 05	\$ 32.3174	\$2,585.39	\$ 0.65
STEP 06	\$ 33.7863	\$2,702.90	\$ 0.68

	FY24 Base Hourly	FY 24 BASE BI-WEEKLY	FY 24 25 + yrs =2% Hourly
G135			
STEP 01	\$ 22.0821	\$ 1,545.74	\$ 0.44
STEP 02	\$ 22.7488	\$ 1,592.42	\$ 0.45
STEP 03	\$ 23.4304	\$ 1,640.13	\$ 0.47
STEP 04	\$ 24.1268	\$ 1,688.88	\$ 0.48
STEP 05	\$ 24.8528	\$ 1,739.70	\$ 0.50
STEP 06	\$ 25.5984	\$ 1,791.89	\$ 0.51

	FY24 Base Hourly	FY 24 BASE BI-WEEKLY	FY 24 25 + yrs =2% Hourly
G235			
STEP 01	\$ 24.3046	\$1,701.32	\$ 0.49
STEP 02	\$ 25.0306	\$1,752.14	\$ 0.50
STEP 03	\$ 25.7863	\$1,805.04	\$ 0.52
STEP 04	\$ 26.5568	\$1,858.97	\$ 0.53
STEP 05	\$ 27.3568	\$1,914.98	\$ 0.55
STEP 06	\$ 28.1776	\$1,972.43	\$ 0.56

	FY24 Base Hourly	FY 24 BASE BI-WEEKLY	FY 24 25 + yrs =2% Hourly
G335			
STEP 01	\$ 26.7346	\$ 1,871.42	\$ 0.53
STEP 02	\$ 27.5347	\$ 1,927.43	\$ 0.55
STEP 03	\$ 28.3644	\$ 1,985.51	\$ 0.57
STEP 04	\$ 29.2090	\$ 2,044.63	\$ 0.58
STEP 05	\$ 30.0832	\$ 2,105.82	\$ 0.60
STEP 06	\$ 30.9857	\$ 2,169.00	\$ 0.62

	FY24 Base Hourly	FY 24 BASE BI-WEEKLY	FY 24 25 + yrs =2% Hourly
G435			
STEP 01	\$ 29.4013	\$2,058.09	\$ 0.59
STEP 02	\$ 30.2906	\$2,120.34	\$ 0.61
STEP 03	\$ 31.1944	\$2,183.61	\$ 0.62
STEP 04	\$ 32.1279	\$2,248.95	\$ 0.64
STEP 05	\$ 33.0910	\$2,316.37	\$ 0.66
STEP 06	\$ 34.0837	\$2,385.86	\$ 0.68

FY24 Library Union Wages

G535	FY24 Base	FY 24 BASE	FY 24
	Hourly	BI-WEEKLY	25 + yrs =2% Hourly
STEP 01	\$ 36.7508	\$ 2,572.55	\$ 0.74
STEP 02	\$ 37.8472	\$ 2,649.30	\$ 0.76
STEP 03	\$ 38.9881	\$ 2,729.17	\$ 0.78
STEP 04	\$ 40.1586	\$ 2,811.11	\$ 0.80
STEP 05	\$ 41.3588	\$ 2,895.12	\$ 0.83
STEP 06	\$ 42.5996	\$ 2,981.97	\$ 0.85

G635	FY24 Base	FY 24 BASE	FY 24
	Hourly	BI-WEEKLY	25 + yrs =2% Hourly
STEP 01	\$ 40.4254	\$2,829.77	\$ 0.81
STEP 02	\$ 41.6403	\$2,914.82	\$ 0.83
STEP 03	\$ 42.8849	\$3,001.95	\$ 0.86
STEP 04	\$ 44.1740	\$3,092.18	\$ 0.88
STEP 05	\$ 45.4927	\$3,184.49	\$ 0.91
STEP 06	\$ 46.8575	\$3,280.03	\$ 0.94

G735	FY24 Base	FY 24 BASE	FY 24
	Hourly	BI-WEEKLY	25 + yrs =2% Hourly
STEP 01	\$ 44.4704	\$ 3,112.92	\$ 0.89
STEP 02	\$ 45.8039	\$ 3,206.27	\$ 0.92
STEP 03	\$ 47.1818	\$ 3,302.73	\$ 0.94
STEP 04	\$ 48.6043	\$ 3,402.30	\$ 0.97
STEP 05	\$ 50.0563	\$ 3,503.94	\$ 1.00
STEP 06	\$ 51.5580	\$ 3,609.06	\$ 1.03

MEMORANDUM OF AGREEMENT

TOWN OF NORWOOD

AND

LOCAL 1451, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES, AFL-CIO, STATE COUNCIL #93
(LIBRARY UNIT)

(2021)

WHEREAS, the Town of Norwood (the "Town") and Local 1451, American Federation of State, County, and Municipal Employees, AFL-CIO, State Council #93 (Library Unit) (the "Union") (with the Town collectively referred to as the "parties") are currently parties to a Collective Bargaining Agreement (CBA) in effect from July 1, 2017 to June 30, 2021;

WHEREAS, the parties have bargained collectively over a successor CBA to the current CBA between the Town and the Union in effect from July 1, 2017 to June 30, 2021;

WHEREAS, the parties have reached agreement on a successor collective bargaining agreement;

NOW THEREFORE, the parties hereby agree that the successor Agreement between the Town and the Union shall consist of the Agreement between the Town of Norwood and Local 1451, American Federation of State, County, and Municipal Employees, AFL-CIO, State Council #93 (Library Unit) in effect from July 1, 2017 to June 30, 2021, except as specifically modified below.

1. Agreement

As a housekeeping item, the parties agree amend he Agreement to reflect the date this MOA is fully ratified.

2. Article 1 – Recognition

The parties agree to amend Article 1, Recognition as follows:

"ARTICLE 1
RECOGNITION

"The Town recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hour and other conditions of employment for all full- and part-time non-professional employees of the Town of Norwood, who are members of the Unit as set forth in the Labor Relations Commission Certification of July 13, 1982, attached as APPENDIX A-1 to this Agreement, including those positions listed in APPENDIX A to this Agreement, but excluding all elected officials, appointed officers,



executive officers, managerial employees (including, but not limited to the Library Director, Assistant Library Director, and confidential employees) and excluding all supervisory employees, casual Employees, and all other Employees of the Town of Norwood.”

3. **Article 3 - Overtime**

- a. The parties agree to amend Section 4 of Article 3 – Overtime by deleting the existing language and replacing it with the following:

“Compensatory time shall only be accrued at the discretion of the Director and must be used within six (6) months of its accrual. If the accrued time is not used within six (6) months it shall be paid out. Twice each year, on January 1 and July 1, an accounting of each employee’s accrued compensatory time will be made and each employee will be notified of their balance of accrued compensatory time.”

- b. The parties agree to amend Section 6 of Article 3 – Overtime by deleting the first two sentences and replacing it with the following:

“The Department Head of each Department will rotate who attends each regular monthly meeting of the Board of Trustees and shall report on the meeting at the next staff meeting following their attendance. If the Trustee meeting takes place during the regular schedule of the Department Head, the Department Head will not receive any additional compensation. If the Trustee meeting takes place outside the Department Head’s regularly schedule, the Department Head shall receive a minimum of two (2) hours compensatory time not to exceed the length of the meeting.”

4. **Article 4 - Vacation**

The parties agree to clarify to add an additional sentence to Section 2 of Article 4 – Vacation to state as follows:

“All time off, including but not limited to vacation time, sick time, personal time, and compensatory time, shall be taken in no less than two (2) hour increments.”

5. **Article 4 - Vacation**

- a. The parties agree to add Juneteenth to this of paid holidays
- b. The Town proposes to delete the last sentence of Section 3 of Article 4 – Vacation and replace it with the following:

“On days of scheduled early closings (traditionally, Christmas Eve and New Year’s Eve), full-time employees and part-time benefited employees will be expected to work their regular scheduled hours but leave when the Library closes. The employee shall be paid for their full shift.”



6. **Article 5 – Leave of Absence**

- a. The parties agree to amend the Section 1 of Article 5 – Leaves of Absence by:
- (i) Reducing the number of days an employee can accrue per year from 12 to 10 days; and
 - (ii) Reducing the amount of sick leave that may be accumulated from 250 days to 150 days.
- b. The parties agree to amend Section 1 of Article 5 – Leaves of Absence by including a cash ceiling or cap of \$5,000.00 on the maximum amount of sick leave buyback and employee can be eligible to receive.
- c. The parties agree that, notwithstanding the amendment to Section 1 of Article 5 – Leaves of Absence noted in subpart a. above, full-time employees hired before January 1, 2022 shall continue to be eligible to accrue sick time up to a maximum of 250 days
- d. The parties agree that, notwithstanding the amendment to Section 1 of Article 5 – Leaves of Absence noted in subpart b. above, the sick leave buy-back program for full-time employees hired before July 1, 2014 shall continue to be as follows:
- “A minimum of fifty (50) days must be accumulated before this program takes effect. Each full-time employee in the bargaining unit hired by the Town before July 1, 2014, upon retirement, or on a voluntary and honorable termination, shall be paid thirty-three (33%) of a day’s pay for each day accumulated above the fifty (50) days, up to one hundred fifty(150) days (a maximum buyback of one hundred (100) days).”
- e. The parties agree that, notwithstanding the amendment to Section 1 of Article 5 – Leaves of Absence noted in subpart b. above, the sick leave buy-back program for full-time employees hired before January 1, 2022 shall continue to be as follows:
- “A minimum of one hundred (100) days must be accumulated before this program takes effect. Each full-time employee in the bargaining unit hired by the Town before January 1, 2022, upon retirement, or on a voluntary and honorable termination, shall be paid thirty-three (33%) of a day’s pay for each day accumulated above the one hundred (100) days, up to two hundred (200) days (a maximum buyback of one hundred (100) days).”
- f. The parties agree that, effective July 1, 2021 an amount equivalent of two (2) days wages shall be permanently added to the base wage schedule.
- g. The parties agree that effective July 1, 2022, employees will accrue .833 sick days per month.



7. Article 5 – Leaves of Absence

The parties agree to amend Section 5 of Article 5 – Leaves of Absence by deleting the first and second sentences and replacing them with the following:

“Effective July 1, 2021, up to five (5) Personal Leave days each calendar year may be used to conduct personal business that could not be done outside of working hours. Such leave shall be taken in units of no less than two (2) hours.”

8. Article 5 – Leaves of Absence

The parties agree to amend the title of Section 6 of Article 5 – Leaves of Absence “Maternity/Paternity Leave” to read “Parental Leave.”

9. Article 7 – Compensation

The parties agree to add a new section, Section 5 – Passport Stipend, that reads as follows:

“Up to five (5) Employees who are certified as, and actively work as a passport agent shall be paid an annual stipend of three hundred dollars (\$300). This payment shall be made on the first pay period in June. If the Library decides to stop offering passport services, this stipend shall cease to be paid.”

10. Article 10 – Miscellaneous

- a. The parties agree to amend Section 4 of Article 10 – Miscellaneous by deleting the second sentence and replacing it with the following:

“Said meetings may only occur when the Library is closed to the public and are limited to twice per year.”

- b. The parties agree to amend Section 7 of Article 10 – Miscellaneous by deleting the sentence and replacing it with the following:

“The duration of this contract shall be from July 1, 2021 to June 30, 2024 or if no new contract has been signed by July 1, 2024, any agreement made in reference to wage or salary shall be retroactive.”

- c. The parties agree to add an additional Section 8 to Article 10 – Miscellaneous which reads:

“At the discretion of the Town, the Library may be closed to the public for professional development. On that day, employees will be expected to report to their regular shift but will engage in professional development as established by the Town. If an employee is not scheduled for a shift on the day set aside for



professional development, the employee may attend the development voluntarily and will not be paid overtime. If the professional development is deemed mandatory, the employee will be required to attend and will be paid overtime.”

10. [New] Article 13 – No Strike

The parties agree to add the following new Article 13 – No Strike:

“ARTICLE 13
NO STRIKE

The Union agrees that it shall not engage in strike or induce, encourage, or condone any strike, work stoppage, slowdown, or withholding of services from the Town. If M.G.L. c. 9, S A is updated by the legislature, the law, not this section will govern.”

11. Wages/Salary Schedule at Appendix A

The parties agree to amend the wage scales in Appendix A to reflect a two percent (2%) base wage increase for all bargaining unit employees effective July 1, 2021, a one point five percent (1.5%) base wage increase for all bargaining unit employees effective July 1, 2022, and a two percent (2%) wage increase for all bargaining unit employees effective July 1, 2023.


The parties agree that effective July 1, 2022, Step 1 of all grades will be eliminated and Step 2 will become Step 1 of all grades in the wage scale in Appendix A. Effective July 1, 2022, an additional max step will be added to each grade of the wage scale in Appendix A.

THIS MEMORANDUM OF AGREEMENT is subject to ratification by the BOARD OF SELECTMEN of the TOWN OF NORWOOD and LOCAL 1451, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO, STATE COUNCIL #93 (LIBRARY UNIT) and appropriation by the TOWN OF NORWOOD TOWN MEETING.

THIS AGREEMENT has been duly executed by the authorized representatives of the TOWN OF NORWOOD and LOCAL 1451, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO, STATE COUNCIL #93 (LIBRARY UNIT).

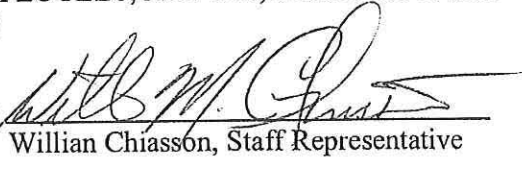


TOWN OF NORWOOD

By: 

Tony Mazzucco, General Manager

LOCAL 1451, AMERICAN FEDERATION
OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES, AFL-CIO, STATE COUNCIL
#93

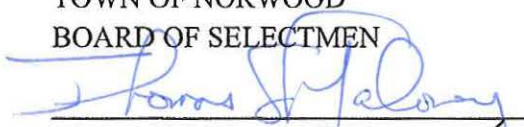
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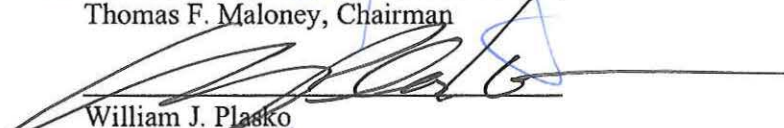
Willian Chiasson, Staff Representative


Date: 11/9/2021

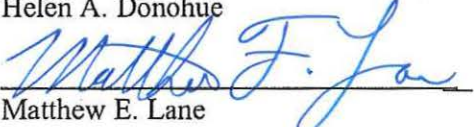
RATIFIED:

TOWN OF NORWOOD
BOARD OF SELECTMEN


Thomas F. Maloney, Chairman


William J. Plasko


Helen A. Donohue


Matthew E. Lane

Date: 11/9/2021

APPROVED FOR LEGAL FORM:

Corey F. Higgins, Esq.
Labor Counsel