

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
HAVERHILL SCHOOL COMMITTEE
AND
HAVERHILL SCHOOL SECRETARIES ASSOCIATION

Effective from July 1, 2020 – June 30, 2023

TABLE OF CONTENTS

	GENERAL AGREEMENT	1
ARTICLE I	RECOGNITION	1
ARTICLE II	ELECTIONS AND SALARIES	1
ARTICLE III	WORK SCHEDULE	3
ARTICLE IV	VACATIONS AND HOLIDAYS	7
ARTICLE V	COMPENSATION AND ABSENCE	8
ARTICLE VI	LEAVES OF ABSENCE	10
ARTICLE VII	VACANCIES AND PROMOTIONS	11
ARTICLE VIII	MEMBER INFORMATION	12
ARTICLE IX	PAYROLL DEDUCTION	12
ARTICLE X	HEALTH & WELFARE	12
ARTICLE XI	JUST CAUSE	13
ARTICLE XII	GRIEVANCE PROCEDURE	13
ARTICLE XIII	COLLECTIVE BARGAINING PROCEDURE	15
ARTICLE XIV	COMMITTEE RIGHTS	16
ARTICLE XV	RETIREMENT BENEFITS	16
ARTICLE XVI	DURATION OF CONTRACT	16
APPENDIX A	SALARY SCHEDULE	17
APPENDIX B	SICK LEAVE BANK	18
APPENDIX C	EVALUATION	21
APPENDIX D	JOB DESCRIPTION	24

GENERAL AGREEMENT

This AGREEMENT is made by and between the School Committee of the City of Haverhill (hereinafter referred to as the "Committee") and the Haverhill School Secretaries Association (hereinafter referred to as the "Association") this 14th day of September, 2021.

WHEREAS, the parties have carried on collective bargaining negotiations for the purpose of developing a general agreement on wages, hours of work, and other conditions of employment, and in consideration of the mutual agreement herein contained, the parties hereto agree with each other with respect to the employees of the Association recognized being represented by the Association as follows:

ARTICLE I - RECOGNITION

The Committee recognized the Association as the exclusive representative of all permanent clerical employees of the Haverhill Public Schools, under the provisions of Chapter 150E of the Massachusetts General Laws. For the purpose of collective bargaining with respect to wages, hours, and other conditions of employment, the negotiation of a collective bargaining agreement, and any questions arising there under, the Committee recognizes the Haverhill Education Association as the sole and exclusive bargaining agent and representative of all employees employed as full-time or regular part-time employees of the Haverhill Public Schools including the following principal clerks, principal bookkeepers, executive secretaries, principal clerk curriculum (hereinafter referred to as "employees"). The parties further acknowledge that the positions covered by this collective bargaining agreement are subject to the provisions of Massachusetts General Laws Chapter 31, also known as the Civil Service Statute.

ARTICLE II - ELECTIONS AND SALARIES

1. Office personnel are selected by the School Committee from the established civil service list and their salaries are fixed in accordance with the existing scale.
2. Salaries: The salaries of all persons covered by this Agreement are set forth in the salary schedules as attached in Appendix A.

General Wage Increase as follows:

Effective July 1, 2020 – 1.75%
Effective July 1, 2021 – 2%
Effective July 1, 2022 – 1.75%

No retroactive wages shall be due and owing to any person not employed at the time of the ratification of this agreement, or any subsequent agreement, unless

said person left the employment of the Haverhill Public Schools to become an active M.G.L. c. 32 retiree.

3. Those employees who are assigned to manage, handle, and process the collection and expenditure of student activity funds shall receive an annual stipend of \$500 to be paid on or before the last day of each school year. No more than one person per school per year shall be eligible for this stipend.
4. New hires shall not be placed any higher than Step 3 initially, unless agreed otherwise between the parties.
5. Direct Deposit – The parties agree that all employees shall be paid any and all wages by direct deposit and electronic receipt notification process.
6. Overtime: Requests for overtime compensatory time at the rate of time-and-one half or overtime to be compensated by salary payment at the rate of time-and-one-half may be granted upon prior approval of the immediate superior, and in turn, by the Administrative Assistant, and in his/her absence, by the Superintendent or Assistant Superintendent, and as amended, is affirmed.
7. Longevity Pay: Effective July 1, 2021, Longevity is deleted and one step is added @ \$1,800 above current step 6. Members will not move up more than one (1) step per year. All employees who have seventeen (17) or more years of service as of July 1, 2021, shall receive an additional \$1,350 upon completing their thirtieth (30th) year of service. This sum shall be paid on or before August 1st of each year. Those persons who have between 12 and 14 years of District service as of FY21 shall receive a one-time payment of \$700.00 each on or before October 1, 2021.

Beginning with the tenth year of service, clerical employees shall have seven hundred dollars (\$700.00) added to their annual salary; beginning with the fifteenth year of service, clerical employees shall have one thousand one hundred dollars (\$1,100.00) added to their annual salary; beginning the twentieth year of service, clerical employees shall have fifteen hundred and fifty dollars (\$1,550.00) added to their annual salary. All clerical unit members who have completed thirty years of service in the City of Haverhill shall have thirty one hundred (\$3,100.00) added to their annual salaries. Longevity will be paid based on the salary schedule for the academic year most recently completed. Longevity checks will be paid on or before August 1.

8. College Credit: For each three semester hours completed by a clerical unit employee in a related and approved field of study, the employee will be paid \$100 dollars following completion of each course. This will be a one-time payment for each three semester hour course approved in advance by the central office administration. This one-time payment shall not exceed fifteen (15) credit hours or \$500 in any one year. Employees shall submit supporting documentation requesting the one-time payment by July 15th and payment will be paid no later

than September 15th.

Effective July 1, 2009, all clerical unit employees who hold an associate's degree or equivalent (60 credit hours) will have \$500 added to their annual salary.

Effective July 1, 2009, all clerical unit members who hold a bachelor's degree will have \$1000 added to their annual salary.

Those clerical unit employees who have previously received college credit benefit as practiced by the District prior to June 30, 2007 will continue to receive such compensation and also will be eligible for the increased compensation referenced in Paragraph 2 above until they leave employment in the Haverhill Public Schools. In the event an employee who is grandfathered under this provision leaves the employ of the Haverhill Public Schools and later returns, they shall forfeit any college credit compensation, which they enjoyed prior to June 30, 2007 and shall only be eligible for the increases set forth in Paragraph 2 above.

9. Sick Leave Buy Back Upon Death: In the event of the death of an active employee, the District shall pay to an employee's estate up to fifty (50) days of the employee's accrued, but unused sick time, at the employee's regular rate of pay.
10. School Security: In order to increase security and safety, each employee will be required to enter and exit their work location using a passcode, identification card or other method. This passcode will signify to main office the number of employees who are on site. This information will be used to determine who is in the building during school hours and after hours. This information will not be used for disciplinary or evaluation purposes. No employee's shall use another employee's passcode, identification card or other method to access the security system.
11. ESP Clericals: The parties agree that the ESP Clericals, who migrated into this group from the ESP group effective 7.1.21, shall remain at their 6.30.21 ESP rates of pay and benefits until such time as the parties bargain and agree to a new job title, rates of pay and other benefits.

ARTICLE III - WORK SCHEDULE

1. OFFICE HOURS

- a. Regular Hours: For Administration offices, hours shall be from 8:00 a.m. to 4:00 p.m., Monday through Friday. For secretaries who work in the Transportation office, hours shall be 6:30 a.m. to 2:30 p.m. and 9:30 a.m. to 5:30 p.m., Monday through Friday.

If a secretary vacancy occurs in the Transportation office, no secretary

may be transferred into the position unless first voluntarily agreeing to any change in work hours. However, such voluntary agreement shall not be required unless the vacant position is posted to be filled and the employer is unable to fill on a temporary basis by a substitute or has no volunteers who agree to serve. If a substitute is unavailable, the position will be temporarily filled by a member of this group in inverse order of seniority.

For the High School, office hours shall be from 7:15 a.m. to 3:15 p.m., Monday through Friday.

For "eleven month elementary clerks", office hours shall be from 8:00 a.m. to 3:30 p.m., Monday through Friday.

- b. Summer Hours: During the months of July and August, employees may work from 8:00 to 3:30 p.m. with one-half hour for lunch so long as it is done on a rotating basis and offices remain open and are staffed from 8:00 a.m. to 4:00 p.m. -- with approval of the Business Administrator. Denial of change under this provision would not be subject to the grievance and arbitration procedure.
- c. Flex Time: A flexible working schedule will be available to clerical employees. The number of hours worked per day may not vary; however, the beginning and end of the work day may be changed by mutual agreement of the employees and the Superintendent. (Offices must remain open during regular office hours.) Denial of change under this provision would not be subject to the grievance and arbitration procedure.

2. LUNCH HOURS

Administration, Transportation and High School offices, shall receive one hour for lunch. Eleven month clerks, shall receive one-half hour for lunch.

3. WORK SCHEDULE

Eleven (11) Month Clerks:

The work year for eleven (11) month clerks shall consist of 201 days, which will include 11 days before school opens, the 180 days for students and the 10 days after school closes in June.

During this work period, the following days will be considered "no work days" and will be labeled thusly on the annual staff calendar:

No Work Days:

- Labor Day
- Columbus Day

- Veteran's Day
- ½ day before Thanksgiving
- Day after Thanksgiving
- Christmas Eve day
- Day After Christmas
- New Year's Eve Day
- Martin Luther King Holiday
- President's Day
- Good Friday
- Patriot's Day
- Memorial Day
- November Election Day

Legal holidays that occur on a Sunday will be observed on the following Monday. Legal holidays which occur on a Saturday will be observed on the preceding Friday. If the Saturday holiday is not observed on the preceding Friday, or any other regularly scheduled work day, and the employee is required to work that day, then they shall receive a floating vacation day to be used at a date to be mutually agreed upon by the employee and his or her supervisor. Christmas Eve Day and Day after Christmas shall not be considered holidays, and, if said days do not fall on a regular work day employees shall not be entitled to additional time or a "floating" holiday".

Clerical staff shall not be required to work during the December holiday recess, winter recess (February), or spring recess (April) when classes are not in session. Eleven (11) month clerks are not required to work on a day when children are not in school unless DESE or the State reduces the number of school days for students, not to exceed 201 workdays.

Eleven (11) month Clerks are not required to work a 'no school' day, however, they may make arrangements with their immediate supervisor to work on this day and that day will count toward the 201 number referenced in this article.

In addition to the time off during the December holiday recess, winter recess, and spring recess, 11 month clerks will yearly receive three (3) floating vacation days. Before leaving for the summer, 11 month clerks will submit a work calendar to the Human Resource Department which will show a combined total of work days, vacation days, merit days, sick days, personal days, jury duty days, family illness days, graduation days, and bereavement days equaling 201. Any days worked beyond 201 will result in the employee being compensated at his/her daily rate of pay provided said days are approved in advance by the Superintendent.

Should an 11 month Clerk wish to use personal, merit or any other type of earned leave during the approved school year, these requests must be submitted in advance to their immediate supervisor for his or her approval prior to the use of any such leave. Such leave will not be withheld in an arbitrary or capricious

manner.

Eleven month clerks shall not work on 'No School' days due to inclement weather and such days will be made up at the end of the year.

Twelve (12) Month Clerks:

The work year for 12 month clerks shall consist of 227 days. During this work period, the following days will be considered "no work days" and will be labeled thusly on the Annual staff calendar:

No Work Days:

- July 4th
- Labor Day
- Columbus Day
- Veteran's Day
- ½ day before Thanksgiving
- Day after Thanksgiving
- Christmas Eve Day
- Day after Christmas
- New Year's Eve Day
- New Year's Day
- Martin Luther King Holiday
- President's Day
- Good Friday
- Patriot's Day
- Memorial Day

Christmas Eve Day and day after Christmas shall not be considered holidays, and, if said days do not fall on a regular work day employees shall not be entitled to additional time or a "floating" holiday".

By July 15th of every year, 12 month clerks shall submit a work calendar to the Human Resource Department which will show a combined total of work days, vacation days, merit days, sick days, personal days, jury duty days, family illness days, graduation days, and bereavement days equaling 227. Any days worked beyond 227 will result in the employee being compensated at his/her daily rate of pay provided said days are approved in advance by the Superintendent.

For twelve month clerks, storm day policy shall include 'No Penalty' to a secretary who is unable to safely enter the building to which assigned pursuant to Central Office notification and approval. No secretary shall be required to remain in a building alone on a 'No School' day due to inclement weather, and it should be understood that personnel may be assigned to another site.

Early dismissal of clerical personnel on a stormy day shall be at the discretion of

the Superintendent of Schools or his/her duly authorized representative. An employee who is called back to work for extraordinary reasons after the end of the employee's regular hours are completed shall work and be paid for a minimum of three (3) hours for such call back assignment, and must be pre-approved by their direct supervisor.

ARTICLE IV - VACATIONS AND HOLIDAYS

1. VACATIONS

- a.
 - (1) All vacation credit will accrue effective July 1st of the fiscal year following the year in which it is earned.
 - (2) A credit of one (1) day for each month worked prior to July 1st, up to a maximum of ten (10) days may be earned in years one and two of employment.
 - (3) Eleven month employees having two or more full years of continuous and consecutive service effective July 1st, shall be entitled to receive fifteen (15) days of vacation on that date.
 - (4) Twelve month employees having two or more full years of continuous and consecutive service effective July 1st, shall be entitled to receive twenty (20) days of vacation on that date.
- b. The vacation year shall be the period from July first to June thirtieth inclusive.
- c. Vacation leave shall be granted any time during the vacation year with the express approval of the Superintendent of Schools. Notwithstanding, eleven (11) month clerical unit members may not take more than three vacation days during the ten work days after the final day of school or during the ten work days prior to the opening of school. Special circumstances may be considered by the Superintendent.
- d. Vacation leave must be taken in the vacation year in which it is due and shall not accumulate from year to year; providing that in unusual circumstances exception may be granted by the Superintendent.
- e. For a death in the immediate family, or whenever the clerical employee shall have charge of funeral arrangements for other persons during vacation leave, said days shall be granted to the employee during that vacation year.

2. **HOLIDAYS**

Paid holidays shall continue in effect as listed on the School Calendar and approved by the School Committee.

Contingent upon the dismissal of students and teachers before noon on the day before Thanksgiving, offices will close at 12 noon on that day, and clerical staff at the high school may leave at 11:00 a.m., and other clerical staff may leave at 11:30 a.m. Offices will close on the day immediately before and after Christmas and the day before New Year's Day, if and when 12-month administrators are not on duty.

Federal or state holidays are not to be charged as a vacation day for any unit member.

ARTICLE V - COMPENSATION DURING ABSENCE

1. **SICK LEAVE**

- a. Fifteen (15) days sick leave for eleven (11) month employees and seventeen (17) days sick leave for twelve (12) month employees with full pay shall be granted each year.
- b. Employees are granted accumulated sick leave up to 150 days.
- c. The term "sick leave" shall include quarantine for exposure to contagious diseases.
- d. Cumulative plan shall begin with permanent appointment.
- e. Three days a year shall be allowed from the annual allotment for the sudden illness of a member of the immediate family, which is deemed an emergency (to be determined by the Superintendent's Office).
- f. Upon reinstatement to a clerical position in the Haverhill School System accumulated sick leave will be re-activated.
- g. New employees in their first year of employment shall accrue sick leave as follows: 11 month employees – one (1) day for each month from August through April, and three (3) days each for May and June; 12 month employees – one (1) day for each month from July through April, three (3) days for May, and four (4) days for June.

2. **WORKER'S COMPENSATION:** The clerical staff shall be covered by "Worker's Compensation" and liability coverage.

3. **URGENT PERSONAL BUSINESS:** Three days per year shall be granted for Urgent Personal Business reasons. These days shall not be taken from Annual Sick Bank Leave. Urgent personal days may not be taken during the first and last week of school, the day before or after a holiday. Employees shall request and receive written authorization from the Superintendent, or his/her designee, prior to taking any allowed personal days.

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

4. **BEREAVEMENT:** All employees shall be granted a period of up to five days absence with full pay each time there is a death in the immediate family. This leave is to be taken immediately following the death of an immediate family member. The immediate family is defined to include: mother, father, grandmother, grandfather, step-mother, step-father, sister, brother, child, wife, husband, mother-in-law, father-in-law or any member of the immediate household. Employees shall be granted one day of leave for the funeral of other relatives or friends.
5. **JURY DUTY:** School clerks shall be paid the difference in salary from jury duty service and their regular salary while serving on jury duty.
6. A clerk who is absent both the day before and the day after a holiday for reasons for which he/she is not entitled to receive pay on these two days shall not be paid for the holiday.
7. Extension of leave beyond that stated heretofore for exceptional circumstances may be granted at the discretion of the School Committee.
8. A physician's certificate for absence or absences may be required by the Superintendent or anyone authorized by him/her to receive it.
9. The Committee agrees that the Association may become part of the sick bank as set up in the agreement between the Haverhill Education Association and the School Committee of the City of Haverhill and subject to all provisions and terms pertaining to said sick bank. (SEE APPENDIX "B")
10. **MERIT DAYS:**
 - (a) For each quarter work year, if a unit member does not use a sick leave day, said member will be granted a single annual leave day. If a unit member does not use a single sick day for an entire year (four quarters), an additional 5th annual leave day will be granted. Such days of annual leave must be taken during the next working quarter. Bereavement leave, jury duty, worker's compensation, holidays, vacation days if applicable, and personal days will not be considered absences.

- (b) Unit members who believe they are eligible to receive a merit day will ask their building principal three calendar days prior to the taking of the merit day so as to provide time for the principal to check the attendance records. In the event of a dispute, representatives of the HEA will be given copies of the signed attendance records within three days after they are requested.
- (c) The immediate supervisor of the clerical employee will be responsible for verifying the accuracy of the weekly attendance for all employees under his or her supervision. Like all employees, a record of attendance for each unit member will be maintained and co-signed by the unit member and the appropriate supervisor. Attendance records will be maintained by the central office administration.

ARTICLE VI - LEAVES OF ABSENCE

- 1. Leaves of Absence shall be granted in accordance with Civil Service Rules and Regulations and by the School Committee.

- 2. Professional Improvement Days

As budgeted the Secretarial Staff will be allowed to attend the Massachusetts Educational Secretaries Conference without loss of pay.

- 3. Association Business

Representatives of the Association, as designated by the President, shall be granted leave with pay for Association business that cannot be conducted except by leaving school premises during the regular work day. Such leave shall not exceed a total of eight (8) hours in any work year for the Association. The Association shall make every effort to give one week's notice for such leave; and in no event less than 48 hours' notice. This time restriction may be waived by the Superintendent or his/her duly authorized representative.

- 4. Military Leave

Military leave will be granted in accordance with applicable federal and state statutes (as defined for municipal workers). Employees who are deployed must submit their deployment orders to the central office payroll prior to leave.

- 5. Family and Medical Leave

Eligible employees shall be entitled to a leave of absence without pay under the provisions of the Massachusetts General Laws, Chapter 149, Section 105D and the Federal Family and Medical Leave Act, as applicable.

ARTICLE VII - VACANCIES AND PROMOTIONS

1. A vacancy is defined as an opening caused by promotion, resignation, retirement, death, or establishment of a new position.
2. When a permanent vacancy occurs and the District intends to fill such vacancy, notice of the vacancy shall be posted within two (2) weeks in all locations where personnel are assigned for not less than one (1) week prior to the closing of applications. Notice shall indicate assignment, location, title of the available position, specific duties of the position, and the extent of education and/or prior experience necessary. Bargaining unit members shall receive first consideration for openings.
3. Clerks who wish to be considered for the position shall contact the Haverhill School System, Human Resources, in writing via email or School Spring.
4. Copies of vacancy notices shall be emailed to the work emails of all clerks.
5. Whenever possible the person filling the vacancy shall work with the retiring person for ten days prior to retirement.
6. Clerks presently employed within the Haverhill School System shall receive first consideration for all vacancies.
7. When openings occur in any classification, titles, and position "specs" shall be updated to be submitted to Civil Service for proper title classification.
8. All appointments, whether temporary or permanent, shall be made in compliance with applicable state and federal laws and regulations prohibiting discrimination in employment on the basis of race, religion, national origin, age, gender, sexual orientation or disability.
9. All members shall be evaluated annually according to a set of standards applicable to their job duties and responsibilities, and as agreed upon by both parties. The evaluation instrument shall be attached as Appendix C to the Collective Bargaining Agreement.
10. A former clerical employee of the Haverhill School System who substitutes will, after twenty consecutive school days in the same position, be paid according to his/her proper step.
11. School Administration will notify bargaining unit of any pending upgrades of clerical positions.
12. Eleven month employees will be given priority when substitute clerks/secretaries are hired to replace twelve (12) month employees on vacation or who are absent

during the summer months. Such employment shall be offered to ten-month employees on an equitable basis.

13. An employee who is assigned to fill a vacancy in a higher-paying position shall be paid at the higher rate while filling such position after ten days.
14. When a vacancy occurs during the school year, it may be filled on a temporary basis for no more than thirty (30) days, without complying with the posting provisions contained herein. Any temporary assignments will warrant written notification to the president of the Association as soon as possible after it becomes known there will be a vacancy. The Superintendent shall not be required to delay in filling the temporary position.

ARTICLE VIII – MEMBER INFORMATION

1. The Association will be provided with the names and addresses of all unit members within ten (10) days of the opening of school each September.

ARTICLE IX - PAYROLL DEDUCTION

The Committee agrees to deduct from the salaries of its employees one amount to cover the dues for the Haverhill Teachers Association, the Massachusetts Teachers Association, Massachusetts Association of School Secretaries, and the Haverhill School Secretaries Association as each clerk individually and voluntarily authorizes the Committee to deduct, and to submit the monies promptly to the Association. The clerks' authorizations will be in writing.

The deduction referred to in the above Section will be made in twenty equal installments. The Committee will not be required to honor any deductions or any authorizations that are delivered to it later than one (1) week prior to the distribution of the payroll from which the deductions are to be made.

Payroll deductions may be made for bonds, life, dental, and health insurance or tax sheltered annuities.

ARTICLE X – HEALTH & WELFARE

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

July 1, 2011, shall pay a thirty percent (30%) health insurance contribution for both PPO and HMO products.

Flexible Spending Account under IRS Section 125

The maximum annual allowable amount to be deducted on a pre-tax basis for the Flexible Spending Account and Medical Dependent Care Account shall be the maximum allowed amount according to the IRS.

Health Reimbursement Account

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

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

The City of Haverhill will provide a health insurance opt out option. Eligible employees who enroll in the program will receive a lump sum financial incentive payment. The amount will be \$1,500 for an individual and \$3,000 for a family. In order to be eligible for the program an employee must meet the following criteria: 1) the employee must have 24 consecutive months of enrollment in a City of Haverhill health plan, and 2) the employee must provide written proof of other (non-City of Haverhill) health coverage.

ARTICLE XI - JUST CAUSE

The Committee hereby agrees that it shall not dismiss or suspend any permanent employee covered by this Agreement without just cause. The term "permanent employee" shall mean any person certified by Civil Service and employed for more than six consecutive calendar months and further the term "just cause" shall be as defined and shall be identical with the term "just cause" as used in Massachusetts General Laws, Chapter 41, Section 43, and any and all amendments thereto.

ARTICLE XII - GRIEVANCE PROCEDURE

1. DEFINITIONS

- a. A "Grievance" is hereby defined to mean a dispute involving the meaning, interpretation or application of this contract.
- b. A "grievant" is the person or persons making the claim.
- c. A "party in interest" is the person or persons making the claim who might be required to take action or against whom action might be taken in order to resolve the claim.
- d. For the purpose of the timelines the term "response" shall be defined as an actual response, or in the event no response is given, the date on which

such response is due, whichever comes first.

- e. Unless otherwise specified, "days" shall be days on which the central administration office is open for business.

2. PURPOSE

- a. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may from time to time arise affecting the welfare or working conditions of the clerical employees. Both parties agree that these proceedings will be kept informal and confidential at any level of the procedure.
- b. Nothing herein contained will be construed as limiting the right of any clerical employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association; provided, however, if the Association later determines that, in its view, the adjustment is inconsistent with the terms of the Agreement, then the Association shall be given the opportunity to present such views to the member of the administration.

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 who wishes to pursue a grievance must, within twenty (20) days of the event/events giving rise to the grievance, submit the grievance in writing to their immediate supervisor, either directly or through the Association's school representative. The written grievance shall set forth the (1) alleged facts upon which the grievance is based, (2) reference to the provision(s) of the contract allegedly violated, and (3) the specific remedy requested.

The supervisor shall meet with the grievant and render a decision in writing within twenty (20) days of receipt. A copy of the decision will be provided to the grievant and to his/her representative.

b. Level Two

- (1) If the grievance is not resolved at Level One, the grievant may within five (5) days after the Supervisor's response, file the grievance in writing with the Superintendent's Office.
- (2) Within five (5) days of the Superintendent's receipt of the written grievance, the Superintendent or designee will meet with the grievant in an effort to resolve the grievance. The Superintendent will render a decision within ten (10) days of the meeting.

c. Level Three

- (1) If the aggrieved person is not satisfied with the disposition of his/her grievance at Level Two, the Association may within ten (10) days after receipt of the Superintendent's decision, submit the grievance to binding arbitration by filing a written notice with the American Arbitration Association, with a copy sent to the Superintendent of Schools. The decision of the arbitrator will be submitted to the School Committee and to the Association and will be final and binding, except as hereinafter provided in paragraph 4c.
- (2) The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel and subsistence expenses, will be borne equally by the School Committee and the Association.
- (3) It is expressly agreed and understood that this provision as to arbitration will not apply to negotiations.
- (4) No grievance involving a discharge or suspension of an employee which is governed by regulations of the Civil Service Commission may be submitted to arbitration.
- (5) Any arbitrator appointed pursuant to the Article shall be without power to alter, amend, add to or delete from the express language of this Agreement.

ARTICLE XIII - COLLECTIVE BARGAINING PROCEDURE

1. Not later than October 1 of each year, the Committee agrees to enter into negotiations with the Association over a successor agreement in accordance with the procedure set forth herein in a good-faith effort to reach an agreement concerning clerks' wages, hours, and other conditions of their employment. Any agreement so negotiated will apply to all clerks covered by this agreement, and

will be reduced to writing and to be signed by the Committee and the Association.

2. During negotiations, the Committee and Association will present relevant data, exchange points of view and make proposals and counter proposals. Either party may, at its own expense if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.
3. This agreement may not be modified in whole or in part except by written instrument duly executed by both parties.

ARTICLE XIV - COMMITTEE RIGHTS

The Committee is a public body established under and with the powers provided by the statutes of the Commonwealth of Massachusetts and nothing in this Agreement shall derogate from the powers and responsibilities of the Committee under the statutes of the Commonwealth. The Committee retains those rights, powers, and duties it now has or may be granted or have conferred upon it by the law unless modified or changed by this Agreement.

ARTICLE XV – RETIREMENT BENEFIT

An employee with 20 years of service or more and who has not used more than 10 sick days in either of their final two years of service will be entitled to a lump sum payment in the amount of \$2,000 provided the Clerk gives six (6) months notice of retirement.

ARTICLE XVI - DURATION OF CONTRACT

This Agreement shall be effective from July 1, 2020 through June 30, 2023, and shall thereafter automatically renew itself for successive terms of one (1) year unless by June 1 next, prior to expiration of the Agreement here involved, either the Committee or the Association shall have given the other written notice of its desire to modify or terminate this Agreement.

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

HAVERHILL SCHOOL COMMITTEE

HAVERHILL SCHOOL SECRETARIES
ASSOCIATION

By:


Its Chair

By:


Its President

Dated: _____

Dated: 8-17-2022

APPENDIX A

PB/PBP/ES HHS (FY21)

Step	1.75%
1	\$37,617
2	\$39,990
3	\$42,520
4	\$45,214
5	\$48,081
6	\$51,128

PB/PBP/ES HHS (FY22)

Step	2.00%
1	\$38,369
2	\$40,790
3	\$43,371
4	\$46,118
5	\$49,043
6	\$52,151
7	\$53,951

PB/PBP/ES HHS (FY23)

Step	1.75%
1	\$39,041
2	\$41,503
3	\$44,130
4	\$46,925
5	\$49,901
6	\$53,064
7	\$54,895

12 Month PC (FY21)

Step	1.75%
1	\$36,494
2	\$38,867
3	\$41,397
4	\$44,090
5	\$46,957
6	\$49,624

12 Month PC (FY22)

Step	2.00%
1	\$37,224
2	\$39,645
3	\$42,225
4	\$44,972
5	\$47,896
6	\$50,617
7	\$52,417

12 Month PC (FY23)

Step	1.75%
1	\$37,875
2	\$40,339
3	\$42,964
4	\$45,759
5	\$48,734
6	\$51,503
7	\$53,334

11 Month PC (FY21)

Step	1.75%
1	\$32,315
2	\$34,417
3	\$36,656
4	\$39,040
5	\$41,580
6	\$43,917

11 Month PC (FY22)

Step	2.00%
1	\$32,961
2	\$35,105
3	\$37,390
4	\$39,821
5	\$42,412
6	\$44,796
7	\$46,596

11 Month PC (FY23)

Step	1.75%
1	\$33,538
2	\$35,720
3	\$38,044
4	\$40,518
5	\$43,154
6	\$45,580
7	\$47,411

Longevity

10 Years	\$700
15 Years	\$1,100
20 Years	\$1,550
30 Years	\$3,100

Removed

Removed

Removed

Removed

Removed

Removed

Removed

Removed

SICK LEAVE BANK

(Taken from the Teachers' Contract)

1. Subject to the provisions of Section 3, Article 5, paragraph 14 of this Article, each twelve month employee shall have 17 days and each eleven month employee shall have 15 days of sick leave effective as of the first work day each school year, whether or not he/she reports for work on that day. Unused sick leave shall be cumulative up to a total of 150 days. Annual notice of his/her sick leave, current and accumulated will be furnished upon request, and any employee so requesting shall confirm this notice in writing.

Sick leave will provide for disabilities caused by pregnancy and childbirth under the same terms and conditions which apply to sick leave for other disabilities. In addition to sick leave for disabilities which are caused by pregnancy and childbirth, pregnant employees are entitled to eight weeks of maternity leave pursuant to Chapter 149, Section 105D of the General Laws of Massachusetts. Under the law, any pregnant employee who wishes to take the unpaid maternity leave must give at least two weeks' notice to the employer of her anticipated date of departure for maternity leave.

2. Sick leave shall include absence because of quarantine or court order.
3. The HEA and the Haverhill School Committee recognize that overwhelming majority of secretaries are conscientious and dedicated. This dedication leads many secretaries to perform duties in spite of personal illness.

The HEA and the Haverhill School Committee share a common concern for those few who have extended illness and those few who might abuse a sick leave provision. In order to deal with these situations, the School Committee and HEA agree to establish a Board consisting of HEA President, a second representative of the Association and two representatives of the School Committee.

The Board shall oversee the operation of a sick leave bank which will operate under these conditions:

- a. Additional sick leave through the sick leave bank shall only be requested upon the exhaustion of all available leave
- b. The bank's efforts are aimed at assisting those individuals who have serious illness or accident which result in the exhaustion of an individual's accumulated sick leave.

- c. The bank will be funded on a yearly basis at the rate of one day per employee; the total annual sick leave will be reduced from seventeen (17) to sixteen (16) days for 12 month employees and fifteen (15) to fourteen (14) for 11 month employees.
- d. An individual in need of assistance will petition the Board. The Board's decision is binding on all parties and is not subject to the grievance procedure or appealable to any tribunal. If a petition for sick bank usage results in a tie vote, the issue will be submitted directly to arbitration under Article III of the contract.
- e. The maximum number of days granted to an individual from the bank will not exceed 150 days.
- f. Unused banked days are not cumulative and must be renewed each year.
- g. In the event that the bank is depleted, additional bank days will be funded, on a voluntary basis, not to exceed an additional day per year per person.

The Board will review individual cases involving reported sick bank leave abuse and after proper investigation, may require the individual to submit to a medical examination (provided this is not in conflict with an individual's religious beliefs). Cost of this examination will be borne equally by the HEA and the Haverhill School Committee. The Board will have the right to censure any individual who has abuse sick leave and issue a full report to the entire School Committee for subsequent actions.

It is expressly agreed that the secretaries employed by the School Committee and those who are members of the bargaining unit represented by the Secretaries Association may become members of the sick leave bank.

- 4. The HEA and Haverhill School Committee recognize that routine dentistry, optical, and physical examinations are excluded from sick leave coverage.
- 5. In order to standardize sick leave procedure as well as allowing accurate tabulation of total sick leave days, a form will be filled out upon return from absence due to illness.

SAMPLE FORM

(NAME)

(SCHOOL)

was absent _____ due to illness.
(dates)

Signature

6. In cases of absence under this Article employees will notify the person designated by the principal. Such person shall call the Answering Service to obtain a substitute.

EVALUATION

**HAVERHILL PUBLIC SCHOOLS
PERFORMANCE EVALUATION FORM
CLERICAL EMPLOYEES**

Name of Employee: _____

Civil Service Title: _____

School / Department: _____

Place an "X" in the box that most accurately describes the employee's performance of each factor.

Job Factors of Employee's Performance	1 Unsatisfactory Deficient enough to justify termination unless improvement is made	2 Needs improvement Below job requirements Must improve	3 Satisfactory Meets full job requirements	4 Very Good Beyond average	5 Exceptional Extraordinary Approaches best possible for job	Reason/Example Supervisor must complete this one for a valid evaluation
Dealings with people; cooperation; communication	<input type="checkbox"/> Ineffective dealings with people	<input type="checkbox"/> Somewhat less than job requires	<input type="checkbox"/> Satisfactory working relations with others	<input type="checkbox"/> Superior communicator Positive interactions	<input type="checkbox"/> Exceptional communicator Pleasant under trying conditions	
Efficiency; quality of work:	<input type="checkbox"/> Excessive errors; Inefficient	<input type="checkbox"/> Below requirements In some aspects	<input type="checkbox"/> Fully satisfies job requirements	<input type="checkbox"/> Superior quality and efficiency	<input type="checkbox"/> Exact, precise work; Unusually high producer	
Knowledge and understanding of job:	<input type="checkbox"/> Inadequate understanding of job	<input type="checkbox"/> Lacks some required knowledge of job	<input type="checkbox"/> Recognizes scope of job	<input type="checkbox"/> Well-informed in all phases of job	<input type="checkbox"/> Creative, comprehensive knowledge of job	
Judgment; reasoning	<input type="checkbox"/> Unreliable judgment	<input type="checkbox"/> Decisions not entirely adequate	<input type="checkbox"/> Acceptable decision-making	<input type="checkbox"/> Above average logical decisions	<input type="checkbox"/> Independent accurate assessments and decisions	

APPENDIX C

	1	2	3	4	5	
Job Factors of Employee's Performance	Unsatisfactory Deficient enough to justify termination unless improvement is made	Needs improvement Below job requirements Must improve	Satisfactory Meets full job requirements	Very good Beyond average	Exceptional Extraordinary Approaches best possible for job	Reason/ Example Supervisor must complete this for a valid evaluation
Job attitude; Initiative	<input type="checkbox"/> Weak motivation Needs constant supervision	<input type="checkbox"/> Performs tasks minimally	<input type="checkbox"/> Shows acceptable initiative	<input type="checkbox"/> Consistent Self-starter Enthusiastic	<input type="checkbox"/> Works independently toward job goals Inspires others	
Dependability Responsible Carries out instructions	<input type="checkbox"/> Does not complete assignments on time	<input type="checkbox"/> Needs constant explanation of job goals	<input type="checkbox"/> Shows commitment to demands of job	<input type="checkbox"/> Takes necessary action to accomplish goals Completes most	<input type="checkbox"/> Totally reliable Completes all job goals	
Attendance						

Statement of overall evaluation of employee's performance.

Signature of Immediate Supervisor

Signature of Employee

Date

Date

CC: Immediate Supervisor
Personnel Office
Employee
Personnel File

PLEASE POST

PLEASE POST

HAVERHILL PUBLIC SCHOOLS
HAVERHILL, MASSACHUSETTS 01830

**HAVERHILL PUBLIC SCHOOLS IS A DIVERSE ENVIRONMENT AND IS PROUD
TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES
WILL RECEIVE CONSIDERATION**

ANNOUNCEMENT OF POSITION

Title of Position: **PRINCIPAL CLERK 11 or 12 MONTH POSITION**
ANTICIPATED OPENING(S)

Work Year: July – June – 12 Month

**Effective Date
of Employment:**

Salary: In accordance with the Clerical Salary Scale.

Organizational Relationship Authority:

Directly responsible to the Principal of the School and/or
his/her designee

Performance Responsibilities:

- Performs a variety of clerical activities related to the functions of assigned school office and/or programs.
- Greet public, receives visitors in school office and follows the proper protocol in allowing access to the building.
- Answer telephones, transfers calls to proper individual or department, takes messages and refers callers to appropriate staff members.
- Displays strong positive communication and interaction skills when dealing with co-workers, students, administrators, parents/guardians, visitors and/or the community.
- Open, sort and route incoming mail and prepares outgoing mail.
- Schedules appointments.
- Prepares memos, correspondence and/or reports from handwritten copy, notes or verbal direction including posting updates to the school webpage and calendar.
- Scan and upload digital copies to database.
- Maintain and organize both digital and hard copy filing systems.
- Requisition for textbooks, school supplies, equipment; other school related forms.
- Coordinates office and general school supply purchase orders; receive and assist and direct the distribution and storing of supplies and office materials, maintain office materials and office equipment inventory; maintain school/department purchase orders.

- Monitors and responds to radio communications.
- Prepare weekly payroll of personnel.
- Prioritizes assignments to assure efficiency and effectiveness and meets established timelines.
- Compiles school budget and performs related work.
- Collects fees and/or funds from student events related to student activities (e.g. field trips, uniforms, ticket sales, yearbooks, dances, fundraisers, student fee money, etc.)
- Record transactions necessary for keeping records of a checkbook for school funds including making bank deposits – Student Activities as requested.
- Keeps up-to-date enrollment data; maintain student files.
- Keeps up-to-date personnel files.
- Maintains an organized and orderly office.
- Maintains the student information in the district database.
- Maintains accurate student and staff attendance.
- Verify parents and guardian notes and investigate any discrepancies in attendance information; refer continuing student attendance concerns to the school principal and or his/her designee.
- Process and track staff leave requests manually and in the district database system.
- Exercises considerable discretion in the management of and protection and release of confidential information of both student and staff and in the interpretation and administration of policies and procedures.
- Displays ethical and professional behavior in communicating and working with staff, students and community members.
- Participates on the Building Crisis Response Team.
- Provide teachers with all necessary data and forms.
- Training will be provided to all Principal Clerks as necessary in order to fulfill their job duties and responsibilities.
- Perform all other general duties as indicated by the Principal and his/her designee.

Qualifications:

- High School Diploma or GED is required
- Post-secondary education / training preferred or relevant life experience.
- Secretarial and /or clerical experience preferred.
- Excellent interpersonal skills.
- Strong effective time management planning capabilities.
- Performs all clerical work in the office with little supervision.
- Self-motivated and able to work without direct supervision.
- Professional verbal and written communication skills.
- Ability to multi-task when necessary. Skills to operate standard office equipment including use of computer applications and various business machines.

- Perform data entry and word processing. The data entry will include: daily student attendance; daily staff attendance; current enrollment data; student information; budget document; supply orders; other data as required.
- Knowledge of Microsoft Office applications and familiar with Apple software, SchoolBrains, and Budgetsense.
- Bi-lingual *preferred*.
- Previous experience in a school environment *preferred*.
- Such alternatives to the above qualifications as the building principal or his/her designee may find appropriate and acceptable.

**Closing Date for Receipt
of Application:**

School Spring Posting #:

Address all Applications and

Letter of Intent to: *School Spring (Preferred)*
or
Haverhill Public Schools
Human Resource Department
4 Summer Street - Room 104
Haverhill, MA 01830

An Equal Opportunity Employer

The Haverhill Public Schools is an Equal Opportunity Employer and is in compliance with Federal regulations prohibiting discrimination in employment on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, or disability.