

**MEMORANDUM OF AGREEMENT
BETWEEN THE
HAVERHILL SCHOOL COMMITTEE
AND THE
HAVERHILL SCHOOL SUPERVISORY AND ADMINISTRATIVE GROUP**

WHEREAS, the Haverhill School Committee (“the Committee”) and the Haverhill Public Schools Supervisory and Administrative Group (“the Group”) are parties to a Collective Bargaining Agreement covering the period from July 1, 2024 through June 30, 2027 (“the Contract”);

WHEREAS, the needs of the District and scope of the Special Education Department requires a Supervisor of Special Education (K-8) position, an eleven (11) month work year;

NOW, THEREFORE, having bargained collectively, the Committee and the Group agree to the following terms and conditions:

1. Effective July 1, 2025, a new Supervisor of Special Education (K-8) eleven (11) month work year shall be created in the Group’s Bargaining Unit.
2. These positions shall be covered by the Contract in all respects.

For record keeping purposes, a Supervisor of Special Education (K-8) eleven (11) month work year position was created in March of 2021.

Date: November ____, 2025

Haverhill School Committee

Haverhill Public Schools Supervisory and
Administrative Group

Gail Sullivan

Victoria Lu

Matthew Scanlon

**MEMORANDUM OF AGREEMENT
BETWEEN THE
HAVERHILL SCHOOL COMMITTEE
AND THE
HAVERHILL SCHOOL SUPERVISORY AND ADMINISTRATIVE GROUP**

WHEREAS, the Haverhill School Committee (“the Committee”) and the Haverhill Public Schools Supervisory and Administrative Group (“the Group”) are parties to a Collective Bargaining Agreement covering the period from July 1, 2024 through June 30, 2027 (“the Contract”);

WHEREAS, a position in the bargaining unit represented by the Haverhill Public Schools Supervisory and Administrative Group has been performing the duties and responsibilities associated with that of a Director.

WHEREAS, the needs of the District and scope of the Special Education Department requires the creation of a non-unit position rather than that of an Assistant Director of Special Education with increased responsibilities including evaluating unit members, budget and operational duties;

NOW, THEREFORE, having bargained collectively, the Committee and the Group agree to the following terms and conditions:

1. Effective November ___, 2025, the Assistant Director of Special Education will be removed from the Haverhill School Supervisory and Administrative Group Collective Bargaining Agreement and become a non-unit position.

Date: November ___, 2025

Haverhill School Committee

Haverhill Public Schools Supervisory and
Administrative Group

Gail Sullivan

Victoria Lu

Matthew Scanlon

**SIDE LETTER OF AGREEMENT
BETWEEN THE
HAVERHILL SCHOOL COMMITTEE
AND THE
HAVERHILL CAFETERIA EMPLOYEES - SEIU**

This Agreement has been entered by and between the Haverhill School Committee (“the School Committee”) and the SEIU (“the Union”);

WHEREAS, there is a Collective Bargaining Agreement currently in effect between the School Committee and the Union effective July 1, 2023 thru June 30, 2027 (“the Contract”);

It is important to note:

- ***Cafeteria Helper, Cook, Storekeeper and Drivers are the official titles held in the bargaining agreement.***
- ***Currently the Lead “Cook” positions are held at all schools with the exception of our satellite schools.***
- ***Not all cooks are leads. “Cooks” who hold the lead position will have their title changed to “Kitchen Manager”***

Now, THEREFORE, having bargained collectively pursuant to Chapter 150E of the General Laws, the School Committee and the Association agree to supplement the Contract with the following:

Effective June 26, 2025, the School Committee and the Union agree to add language:

- ***Lead Cooks will have their title changed to “Kitchen Manager”***
- ***This is a title change only. The salary and job responsibilities remain the same.***

Signed in the City of Haverhill on this ____ day of November 2025.

Haverhill School Committee

SEIU

**SIDE LETTER OF AGREEMENT
BETWEEN THE
HAVERHILL SCHOOL COMMITTEE
AND HAVERHILL CAFETERIA EMPLOYEES - SEIU**

This Agreement has been entered into by and between the Haverhill School Committee (“the School Committee”) and the SEIU (“the Union”);

WHEREAS, there is a Collective Bargaining Agreement currently in effect between the School Committee and the Union effective July 1, 2023 through June 30, 2027 (“the Contract”);

WHEREAS, in the 2024-2025 school year, the Haverhill Public Schools has instituted TimeClock Plus;

Now, THEREFORE, having bargained collectively pursuant to Chapter 150E of the General Laws, the School Committee and the Association agree to supplement the Contract with the following:

Effective June 26, 2025, the School Committee and the Union agree to add language:

- ***The HPS will roll out an automated timekeeping system in April of 2025, which will serve as the official record for calculating payroll.***
- ***Employees are required to be in uniform before they clock in at their designated workstations.***
- ***It is mandatory for all employees to clock in prior to commencing any work.***
- ***Each week, employees must log in and sign off the weekly time records, affirming that all work conducted during that week occurred after clocking in and before clocking out.***
- ***Emergency call-ins will be governed by the Collective Bargaining Agreement. All overtime must receive prior approval from a supervisor before any work is undertaken.***
- ***Employees who have meal breaks during their shift must clock out when they depart and clock in upon their return.***
- ***Employees who interfere with the time clocks could be subject to disciplinary action.***
- ***Where time clocks are used, employees shall be required to swipe their own cards and enter their own code immediately before beginning work or after stopping work. (Designed unit/Badge reader or iPad Unit)***
- ***No employee shall have the authorization or be permitted to swipe or enter another employee’s time.***
- ***Any malfunctions of the time clocks must be reported to the Business Department without delay.***

Signed in the City of Haverhill on this ____ day of November 2025.

Haverhill School Committee

SEIU

**MEMORANDUM OF AGREEMENT
BETWEEN THE
HAVERHILL SCHOOL COMMITTEE
AND THE
HAVERHILL TRANSPORTATION GROUP**

This memorandum of Agreement (“MOA) is entered into by and between the Haverhill School Committee and the Haverhill Transportation Group for the purpose of defining ten (10) month employees.

Effective July 1, 2025:

The Articles of the Haverhill Transportation Groups Collective Bargaining Agreement shall pertain to ten (10) month employees with the exception of:

- Article 8 – Allowed Absences – Miscellaneous F. Merit Days. Ten (10) Month employees are not entitled to merit days.
- Article 9 – Vacations. Ten (10) month employees are not entitled to vacation days.

Amend the language in Article 3 – Work Year and Work Day. “The work year for ten (10) month employees shall begin the first day of school day of school and shall end with the last day on which school attendance is required, as determined by either the laws/regulations of the Commonwealth of Massachusetts or the School Committee” to reflect:

“The work year for ten (10) month employees shall consist of 182 work days to include 180 school days, the day before school begins and the November Professional Development Day (Election Day) which school attendance is required, as determined by either the laws/regulations of the Commonwealth of Massachusetts or the School Committee.”

Date: November _____, 2025

Haverhill School Committee

Haverhill Transportation Group

Haverhill School Committee

Susan MacDonald

**MEMORANDUM OF AGREEMENT
BETWEEN THE
HAVERHILL SCHOOL COMMITTEE
AND THE
HAVERHILL SCHOOL SECRETARIES ASSOCIATION**

This memorandum of Agreement (“MOA”) is entered into by and between the Haverhill School Committee and the Haverhill School Secretaries Association for the purpose of defining the quarters for merit days (*Collective Bargaining Agreement Article V – Compensation During Absence 10. Merit Days*) for eleven (11) month Principal Clerks and twelve (12) month Principal Clerks, Bookkeepers and the Executive Secretary.

Effective July 1, 2025:

Eleven month Principal Clerks

Quarters are defined as follows:

First working day for 11 month Clerks – October 31

November 1 – January 24

January 25 – April 4

April 5 – Last working day for 11 month Clerks

Twelve (12) month Principal Clerks, Bookkeepers and the Executive Secretary

Quarters are defined as follows:

July 1 – September 30

October 1 – December 31

January 1 – March 31

April 1 – June 30

Date: November ____, 2025

Haverhill School Committee

Haverhill Education Association
Secretaries Unit

Richard Rosa, Vice-Chair

Victoria Steed