



WORCESTER PUBLIC SCHOOLS

HELEN A. FRIEL, Ed.D.
ASSISTANT TO THE SUPERINTENDENT/
CLERK OF THE SCHOOL COMMITTEE

DR. JOHN E. DURKIN ADMINISTRATION BUILDING
20 IRVING STREET
WORCESTER, MA 01609-2493
(508) 799-3032 or 799-3096
FAX (508) 799-3190

TO: Ms. Boulais
FROM: Helen A. Friel *H. Friel*
DATE: April 10, 2018

At the School Committee Meeting that was held on Thursday, April 5, 2018, the following motions were made:

Pursuant to action taken in Executive Session, it was moved to ratify the Memorandum of Agreement between the Worcester School Committee and the NAGE R1-156 52 Week Administrative Secretaries, effective July 1, 2017 through June 30, 2020.

On a roll call of 7-0, the motion was approved.

Attached please find a copy of the fully executed Memorandum of Agreement.

If you have any questions, please feel free to contact this office.

HAF/ers
Enc.

cc: Superintendent Binienda
Mr. Brophy

MEMORANDUM OF AGREEMENT

The Worcester School Committee and the NAGE R1-156 52 Week Administrative Secretaries agree to the following specific modifications to the Collective Bargaining Agreement between the Parties. Unless specifically modified herein, the terms and conditions of the collective bargaining agreement covering the periods from January 1, 2016 through June 30, 2017 shall remain in effect with the following amendments:

1. **ARTICLE III SALARIES and SALARY SCHEDULES.** The following increase to all steps on the salary schedule shall be made on the following dates:
 - A. Effective retroactive to July 1, 2017: Two (2%) Percent Increase;
 - B. Effective July 1, 2018: Two (2%) Increase; and
 - C. Effective July 1, 2019: One (1%) Percent Increase.
2. **SALARY SCHEDULES.** Effective on July 1, 2019, and after the application of the salary increase referenced herein at Paragraph 1(C), the Salary Schedule shall be reconfigured by adding a new Step 17, established at the amount equivalent to the step 20 prior to the reconfiguration. Steps 20, 25 and 30 shall be adjusted in accordance with the attached salary schedule.
3. **CIVIL SERVICE.** Add new language as follows: "If legislation is adopted by the General Court, exempting employees in the bargaining unit from Chapter 31 of the MA General Laws (Civil Service), the parties agree to amend the Collective Bargaining Agreement between the School Committee and the Association, by adding Attachment A to the Agreement.

In consideration of the Amendment to the Agreement by attachment A, the Association agrees to support the legislation to exempt the employees from Civil Service and recommend to the Legislature the adoption of the proposed act by the City of Worcester to exempt the bargaining unit employees from Civil Service."
4. **ARTICLE VII PERSONAL LEAVE.** Section C. Modify language to reflect benefit year of July 1st – June 30th.
5. **ARTICLE IX VACATION.** Sections A(2), B(2) and C. Modify language to reflect benefit year of July 1st – June 30th.
6. **ARTICLE XXIV DURATION.** The Parties have agreed to three year collective bargaining agreement for the period from July 1, 2017 through June 30, 2020.
7. **ARTICLE XXVII EVALUATION.** Delete Paragraph 2 referring to updating evaluation instrument and work of study committee and add language memorializing currently agreed instrument and process.

8. **Integrated Contract Document.** The Parties agree that in the event of a ratification of this Memorandum of Agreement by all Parties, the Parties will cooperate in the preparation of a fully integrated collective bargaining agreement reflecting the changes contained in this Memorandum of Agreement.

9. This Agreement is subject to ratification by the Union and ratification and funding by the School Committee.

For the Union:

Mary Meola

Dated: March 29, 2018

For the School Committee:

Moleen

Brian D. Connell

John Monfredo

Dante Composto

Alvaro B. Sanchez

Joseph M. Pith

Dated: March , 2018

Attachment A

All non-civil service bargaining unit members, in a permanent position (i.e., not temporary, causal or seasonal), shall receive "permanent appointments" upon completion of one (1) year of full time service to the City in a "permanent position". A permanent employee shall have a right to grieve his/her discharge or suspension by initiating a grievance to the Superintendent, in accordance with the procedures set forth in Article II of this agreement. The action of the appointing authority shall be final, unless the action is found to be without cause by the arbitrator.

WORCESTER PUBLIC SCHOOLS

ADMINISTRATIVE CLERICAL PERSONNEL

2.0%
01-Jul-16

2.0%
01-Jul-17

2.0%
01-Jul-18

1.0%
01-Jul-19

Reconfigured
01-Jul-19

WORD PROCESSOR - ACCOUNT CLERK - SAGE
DATA ENTRY CLERK

STEP
1
2
3
4
5
6
7
8
10 Year
15 Year
17 Year
20 Year
25 Year
30 Year

SENIOR ACCOUNT CLERK
STEP
1
2
3
4
5
6
7
8

BASE	9 CREDITS
18.09	18.43
18.71	19.03
19.23	19.61
19.80	20.18
20.39	20.78
20.93	21.32
21.73	22.09
22.01	22.38
22.30	22.65
22.87	23.24
23.43	23.80
24.11	24.49
24.72	25.10

BASE	9 CREDITS
18.46	18.80
19.08	19.41
19.61	20.01
20.19	20.58
20.80	21.19
21.35	21.74
22.16	22.54
22.45	22.83
22.74	23.11
23.33	23.70
N/A	N/A
23.90	24.27
24.60	24.98
25.22	25.60

BASE	9 CREDITS
18.83	19.18
19.46	19.80
20.00	20.41
20.59	20.99
21.22	21.61
21.78	22.17
22.60	22.99
22.90	23.29
23.19	23.57
23.80	24.17
N/A	N/A
24.38	24.76
25.09	25.48
25.72	26.11

BASE	9 CREDITS
19.02	19.37
19.65	20.00
20.20	20.61
20.80	21.20
21.43	21.83
22.00	22.39
22.83	23.22
23.13	23.52
23.42	23.81
24.04	24.41
N/A	N/A
24.62	25.01
25.34	25.73
25.98	26.37

BASE	9 CREDITS
19.02	19.37
19.65	20.00
20.20	20.61
20.80	21.20
21.43	21.83
22.00	22.39
22.83	23.22
23.13	23.52
23.42	23.81
24.04	24.41
24.62	25.01
25.11	25.51
26.07	26.48
26.63	27.03

BASE	9 CREDITS
18.97	19.35
19.54	19.91
20.11	20.48
20.64	21.06
21.26	21.61
21.83	22.19
22.61	22.97
22.91	23.27
23.16	23.55
23.73	24.10
24.27	24.64
24.98	25.37
25.60	26.00

BASE	9 CREDITS
19.35	19.74
19.93	20.31
20.52	20.89
21.06	21.48
21.68	22.05
22.26	22.63
23.07	23.43
23.37	23.73
23.63	24.02
24.20	24.58
N/A	N/A
24.75	25.14
25.48	25.87
26.11	26.52

BASE	9 CREDITS
19.74	20.13
20.33	20.72
20.93	21.31
21.48	21.91
22.11	22.49
22.71	23.08
23.53	23.90
23.84	24.20
24.10	24.50
24.68	25.07
N/A	N/A
25.25	25.64
25.99	26.39
26.63	27.05

BASE	9 CREDITS
19.94	20.33
20.53	20.93
21.14	21.52
21.69	22.13
22.33	22.71
22.94	23.31
23.77	24.14
24.08	24.44
24.34	24.75
24.93	25.32
N/A	N/A
25.50	25.90
26.25	26.65
26.90	27.32

BASE	9 CREDITS
19.94	20.33
20.53	20.93
21.14	21.52
21.69	22.13
22.33	22.71
22.94	23.31
23.77	24.14
24.08	24.44
24.34	24.75
24.93	25.32
25.50	25.90
26.01	26.42
27.01	27.42
27.57	28.00

WORCESTER PUBLIC SCHOOLS

ADMINISTRATIVE CLERICAL PERSONNEL

2.0%
01-Jul-16

2.0%
01-Jul-17

2.0%
01-Jul-18

1.0%
01-Jul-19

Reconfigured
01-Jul-19

PRINCIPAL CLERK TYPIST & SENIOR SAGE
DATA ENTRY CLERK

STEP
1
2
3
4
5
6
7
8
10 Year
15 Year
17 Year
20 Year
25 Year
30 Year

BASE	9 CREDITS
20.39	20.78
20.93	21.35
21.51	21.91
22.07	22.47
22.80	23.18
23.52	23.89
24.47	24.78
24.79	25.10
25.13	25.52
25.86	26.24
26.57	26.94
27.35	27.73
28.03	28.43

BASE	9 CREDITS
20.80	21.19
21.35	21.78
21.94	22.35
22.51	22.92
23.25	23.65
23.99	24.37
24.96	25.27
25.28	25.60
25.64	26.03
26.37	26.77
N/A	N/A
27.10	27.48
27.89	28.29
28.59	29.00

BASE	9 CREDITS
21.22	21.61
21.78	22.22
22.38	22.80
22.96	23.38
23.72	24.12
24.47	24.86
25.46	25.78
25.79	26.11
26.15	26.55
26.90	27.31
N/A	N/A
27.64	28.03
28.45	28.86
29.16	29.58

BASE	9 CREDITS
21.43	21.83
22.00	22.44
22.60	23.03
23.19	23.61
23.96	24.36
24.71	25.11
25.71	26.04
26.05	26.37
26.41	26.82
27.17	27.58
N/A	N/A
27.92	28.31
28.73	29.15
29.45	29.88

BASE	9 CREDITS
21.43	21.83
22.00	22.44
22.60	23.03
23.19	23.61
23.96	24.36
24.71	25.11
25.71	26.04
26.05	26.37
26.41	26.82
27.17	27.58
27.92	28.31
28.48	28.88
29.56	30.00
30.19	30.63

PRINCIPAL CLERK STENOGRAPHER -
PRINCIPAL ACCOUNT CLERK

STEP
1
2
3
4
5
6
7
8
10 Year
15 Year
17 Year
20 Year
25 Year
30 Year

BASE	9 CREDITS
21.88	22.25
22.42	22.80
22.99	23.37
23.56	23.92
24.30	24.66
24.94	25.36
25.90	26.28
26.23	26.62
26.62	26.99
27.37	27.72
28.02	28.41
28.85	29.24
29.57	29.98

BASE	9 CREDITS
22.32	22.69
22.87	23.25
23.45	23.84
24.03	24.40
24.78	25.16
25.44	25.86
26.42	26.80
26.76	27.15
27.15	27.53
27.91	28.28
N/A	N/A
28.58	28.98
29.42	29.83
30.16	30.58

BASE	9 CREDITS
22.77	23.14
23.33	23.72
23.92	24.32
24.51	24.89
25.28	25.66
25.95	26.38
26.95	27.34
27.30	27.69
27.69	28.08
28.47	28.85
N/A	N/A
29.15	29.56
30.01	30.43
30.76	31.19

BASE	9 CREDITS
23.00	23.37
23.56	23.96
24.16	24.56
24.76	25.14
25.53	25.92
26.21	26.64
27.22	27.61
27.57	27.97
27.97	28.36
28.75	29.14
N/A	N/A
29.44	29.86
30.31	30.73
31.07	31.50

BASE	9 CREDITS
23.00	23.37
23.56	23.96
24.16	24.56
24.76	25.14
25.53	25.92
26.21	26.64
27.22	27.61
27.57	27.97
27.97	28.36
28.75	29.14
29.44	29.86
30.03	30.46
31.19	31.62
31.85	32.29

WORCESTER PUBLIC SCHOOLS

PRINCIPAL CLERK/STENOGRAPHER:
CONFIDENTIAL

STEP
1
2
3
4
5
6
7
8
10 Year
15 Year
17 Year
20 Year
25 Year
30 Year

2.0% 01-Jul-16		2.0% 01-Jul-17		2.0% 01-Jul-18		2.0% 01-Jul-19		Reconfigured 01-Jul-19	
RAD CONF 9 CREDITS + CONF		RAE 9 CREDITS + CONF		RAF 9 CREDITS + CONF		BASE 9 CREDITS + CONF		RAG 9 CREDITS + CONF	
23.56	23.92	24.03	24.40	24.51	24.89	24.76	25.14	24.76	25.14
24.30	24.66	24.78	25.16	25.28	25.66	25.53	25.92	25.53	25.92
24.94	25.36	25.44	25.86	25.95	26.38	26.21	26.64	26.21	26.64
25.67	26.06	26.19	26.58	26.71	27.11	26.98	27.38	26.98	27.38
26.41	26.78	26.94	27.31	27.48	27.86	27.75	28.14	27.75	28.14
27.15	27.51	27.70	28.06	28.25	28.62	28.53	28.91	28.53	28.91
28.02	28.41	28.58	28.98	29.15	29.56	29.44	29.86	29.44	29.86
28.39	28.78	28.95	29.36	29.53	29.95	29.83	30.25	29.83	30.25
28.73	29.14	29.31	29.72	29.90	30.31	30.20	30.61	30.20	30.61
29.46	29.79	30.05	30.89	30.65	31.00	30.96	31.31	30.96	31.31
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
30.15	30.56	30.75	31.17	31.37	31.79	31.68	32.11	31.68	32.11
31.05	31.47	31.67	32.10	32.30	32.74	32.62	33.07	32.62	33.07
31.82	32.25	32.46	32.90	33.11	33.56	33.44	33.90	33.44	33.90

HEAD CLERK

STEP
1
2
3
4
5
6
7
8
10 Year
15 Year
17 Year
20 Year
25 Year
30 Year

RSD BASE 9 CREDITS		RSE BASE 9 CREDITS		RSF BASE 9 CREDITS		BASE 9 CREDITS		RSG BASE 9 CREDITS	
22.79	23.18	23.24	23.65	23.70	24.12	23.94	24.36	23.94	24.36
23.39	23.79	23.86	24.26	24.34	24.75	24.58	25.00	24.58	25.00
24.09	24.46	24.57	24.95	25.06	25.45	25.31	25.70	25.31	25.70
24.80	25.18	25.29	25.69	25.80	26.20	26.06	26.46	26.06	26.46
25.53	25.91	26.04	26.43	26.56	26.96	26.83	27.23	26.83	27.23
26.24	26.59	26.77	27.12	27.31	27.66	27.58	27.94	27.58	27.94
27.16	27.52	27.71	28.07	28.26	28.63	28.54	28.92	28.54	28.92
27.52	27.88	28.07	28.43	28.63	29.00	28.92	29.29	28.92	29.29
28.88	29.23	28.43	28.80	29.00	29.38	29.29	29.67	29.29	29.67
28.59	28.96	29.16	29.54	29.74	30.13	30.04	30.43	30.04	30.43
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
29.28	29.66	29.87	30.25	30.47	30.86	30.77	31.17	30.77	31.17
30.14	30.53	30.74	31.14	31.35	31.76	31.66	32.08	31.66	32.08
30.90	31.29	31.51	31.92	32.14	32.56	32.46	32.89	32.46	32.89

HEAD CLERK: CONFIDENTIAL
SECRETARIES to SUPERINTENDENTS and
MANAGERS

STEP
1
2
3
4
5
6
7
8
10 Year
15 Year
17 Year
20 Year
25 Year
30 Year

RSD CONF 9 CREDITS + CONF		RSE BASE 9 CREDITS		RSF BASE 9 CREDITS		BASE 9 CREDITS		RSG BASE 9 CREDITS	
24.80	25.18	25.29	25.69	25.80	26.20	26.06	26.46	26.06	26.46
25.53	25.91	26.04	26.43	26.56	26.96	26.83	27.23	26.83	27.23
26.24	26.59	26.77	27.12	27.31	27.66	27.58	27.94	27.58	27.94
26.94	27.31	27.48	27.85	28.03	28.41	28.31	28.69	28.31	28.69
27.67	28.01	28.23	28.57	28.79	29.14	29.08	29.43	29.08	29.43
28.37	28.74	28.93	29.32	29.51	29.91	29.81	30.21	29.81	30.21
29.28	29.66	29.87	30.25	30.47	30.86	30.77	31.17	30.77	31.17
29.66	30.04	30.25	30.64	30.86	31.25	31.17	31.56	31.17	31.56
30.02	30.38	30.62	30.98	31.23	31.60	31.54	31.92	31.54	31.92
30.71	31.07	31.33	31.69	31.96	32.32	32.28	32.64	32.28	32.64
		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
31.42	31.81	32.04	32.45	32.68	33.10	33.01	33.43	33.01	33.43
32.34	32.75	32.99	33.41	33.65	34.08	33.99	34.42	33.99	34.42
33.15	33.57	33.81	34.24	34.49	34.92	34.83	35.27	34.83	35.27

WORCESTER PUBLIC SCHOOLS



HELEN A. FRIEL, Ed.D.
ASSISTANT TO THE SUPERINTENDENT/
CLERK OF THE SCHOOL COMMITTEE

DR. JOHN E. DURKIN ADMINISTRATION BUILDING
20 IRVING STREET
WORCESTER, MA 01609-2493
(508) 799-3032 or 799-3086
FAX (508) 799-3190

November 8, 2016

Mr. Robert Stearns
City Auditor
City Hall, Main Street
Worcester, MA 01608

Dear Mr. Stearns:

At the School Committee Meeting that was held on Thursday, November 3, 2016, the following motion was made:

Pursuant to action taken in Executive Session, it was moved to ratify the Memorandum of Agreement between the Worcester School Committee and the NAGE R1-156 52 Week Administrative Secretaries, effective July 1, 2016.

On a roll call of 5-0-1-1 (absent-Mr. Foley) (abstain-Mr. O'Connell), the motion was approved.

Attached please find a fully executed copy of the Memorandum of Agreement between the Worcester School Committee and the NAGE R1-156 52 Week Administrative Secretaries, effective July 1, 2016.

If you have any questions, please feel free to contact this office.

Sincerely,

Helen A. Friel, Ed.D.
Assistant to the Superintendent/
Clerk of the School Committee

HAF/lfg

cc: Superintendent Binienda
Mr. Allen
Ms. Boulais
Mr. Brophy

MEMORANDUM OF AGREEMENT

The Worcester School Committee and the NAGE R1-156 52 Week Administrative Secretaries agree to the following specific modifications to the Collective Bargaining Agreement between the Parties. Unless specifically modified herein, the terms and conditions of the collective bargaining agreement covering the periods from January 1, 2013 through December 31, 2015 shall remain in effect with the following amendments:

1. **ARTICLE III SALARIES and SALARY SCHEDULES.** In consideration of the health insurance changes described herein at Paragraph 2, the following increase to all steps on the salary schedule shall be made on the following date:

A. Effective retroactive to July 1, 2016: Two (2%) Percent Increase.

2. **HEALTH INSURANCE.**

The Union agrees the City can make the following changes in the City's Health Insurance without any further bargaining by the City or the School Dept., with the Union, as follows:

- (a) Health insurance deductibles for all plans to be increased from \$250/\$750 to \$500/\$1,000 effective July 1, 2016.
- (b) Effective November 1, 2016 or as soon as practicable upon ratification by the Parties, prescription drug co-pays and coverage changes for all plans as follows:
 - (i) To increase the 2nd tier of prescription co-pays from \$25 to \$30;
 - (ii) To increase the 3rd tier of prescription co-pays from \$45 to \$60;
 - (iii) To require mandatory mail order refills on all maintenance prescriptions.
- (c) Effective November 1, 2016 or as soon as practicable upon ratification by the Parties, increase the co-pays for PCP office visits for all tiers by \$5.00.
- (d) Effective November 1, 2016 or as soon as practicable upon ratification by the Parties, increase the co-pays for specialist office visits up to a maximum not to exceed \$50.00.

- (e) Effective November 1, 2016 or as soon as practicable upon ratification by the Parties, increase the ER copay to \$150.00 per visit.
- (f) Effective November 1, 2016 or as soon as practicable upon ratification by the Parties, increase the Inpatient Hospital Copay to a maximum not to exceed \$1,000.00 for each plan.
- (g) Effective November 1, 2016 or as soon as practicable upon ratification by the Parties, increase the Outpatient Hospital Copay to a maximum of \$750.00 for each plan.

The Union further agrees that the City Health Insurance Authority shall be authorized to take such other action as may be necessary to carry out the above changes.

See attached Health Plans Benefit Summary for information purposes.

3. ARTICLE XVIII HEALTH INSURANCE.

- a. Replace obsolete language and references with the following language: "The City shall make available group health insurance to all bargaining unit employees, as procured pursuant to G.L. c. 32B, and subject to applicable statutory provisions governing the procedure for determining plan options and plan design. The City shall contribute 75% of the premium or cost of all plans offered and the subscriber shall pay the remaining 25%, except in the case of employees who participate in an indemnity plan, in which case the City will contribute 60% of the premium and the employee will contribute 40%.

Within its open enrollment periods, the City agrees to offer all employees of the bargaining unit the opportunity to participate in the City's so-called Cafeteria Plan under the provisions of the Internal Revenue Code Section 125."

- b. Remove references to specific health insurance carriers and specific plan designs.
- c. Update Paragraph 4 to incorporate changes and consideration identified herein.

4. ARTICLE XXIV DURATION. The Parties have agreed to an eighteen (18) month collective bargaining agreement for the period from January 1, 2016 through June 30, 2017.

5. **Integrated Contract Document.** The Parties agree that in the event of a ratification of this Memorandum of Agreement by all Parties, the Parties will cooperate in the preparation of a fully integrated collective bargaining agreement reflecting the changes contained in this Memorandum of Agreement.
6. This Agreement is subject to ratification by the Union and ratification and funding by the School Committee.

For the Union:

Mary Jean Meola
Douglas Knight

William M. Gust

Dated:

For the School Committee:

Brian A. O'Connell
Miguel Bianchini
Donna Colario
Mallory McCullough
Judy Thompson
John A. [Signature]

Dated: 11/3/16