

# Agreement

between

THE SCITUATE SCHOOL COMMITTEE

and



SCITUATE SCHOOL ADMINISTRATIVE ASSISTANTS

July 1, 2022 – June 30, 2025

[www.seiu888.org](http://www.seiu888.org)

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This agreement made and entered into this 19th day of August 2022 by and between the School Committee of Scituate and the Service Employees International Union, Local 888, Scituate School Administrative Assistants has as its purpose the promotion of harmonious relations between the Committee and Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other conditions of employment.

#### ARTICLE 1

##### **RIGHTS OF THE COMMITTEE**

It is recognized that, in addition to other functions and responsibilities, the Committee has and will retain the sole right and responsibility to direct the operations of the employees and the schedule of shifts and hours of work; and to select, hire, and demote members including the right to make and apply rules and regulations of discipline, efficiency, and safety.

The Committee shall also have the right and responsibility to discharge or otherwise discipline any employees for just cause, to promote and transfer, and to lay off because of lack of work or other cause unless otherwise hereinafter provided.

#### ARTICLE 2

##### **RECOGNITION**

The Committee recognizes SEIU, Local 888, as the exclusive collective bargaining agent for all Administrative Assistants (clerical employees) of the Scituate School Committee, excluding the Executive Assistant to the Superintendent, Administrative Assistants for the Assistant Superintendent and Business Office, the School Committee Clerk, Accounts Payable/Payroll Specialist, casual employees, and all other employees.

#### ARTICLE 3

##### **EMPLOYEE RIGHTS AND OBLIGATIONS**

Employees covered by this Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist employee organizations, or to refrain from such activity to hold office in and participate in the management of the Union, to act in the capacity of Union representative, and to engage in other lawful Union and concerted activities for the purpose of collective bargaining or other mutual aid or protection, except that no official of the Town of Scituate shall participate in the management of the Union or act as its representative if such activity would be incompatible with his/her official duties.

There shall be no solicitation of employees for Union membership or dues conducted upon the premises of the Committee during working hours by the Union.

Neither the Committee nor the Union will discriminate against any employee covered by this Agreement or any applicant for employment because of race, creed, color or national origin.

## ARTICLE 4

### WAGES

The salaries of all employees covered by this agreement are set forth in Appendix A attached hereto and made a part hereof, reflecting the parties' agreement for the period July 1, 2022 through June 30, 2025.

Effective July 1, 2022, the salaries for Administrative Assistants shall increase by 2.5 %.

Effective July 1, 2023, the salaries for Administrative Assistants shall increase by 3.0%

Effective July 1, 2024, the salaries for Administrative Assistants shall increase by 2%.

10-month employees will receive their pay in equal payments over twenty-one (21) pay periods per school year.

12-month employees will receive their pay in equal payments over twenty-six (26) pay periods per school year.

Paychecks shall be direct deposited into an account specified by the employee. The town reserves the right to require all employees receive paperless pay.

## ARTICLE 5

### LONGEVITY ALLOWANCE

Twelve month and ten month Administrative Assistants shall receive longevity according to the following schedule.

After 10 years of service	\$1,000
After 15 years of service	\$1,500
After 20 years of service	\$2,000

Employees hired after July 1, 2015 shall be capped at one thousand (\$1,000) dollars for ten (10) or more years of service. A ten month Administrative Assistant shall be capped at eight hundred and eight-five (\$885) dollars.

The longevity allowance will be paid each July to all employees who have met the required years of service.

## ARTICLE 6

### WORKING OUT OF CLASSIFICATION

When an employee fills in for an absent employee in a higher classification, or for any other reason performs work temporarily in higher paying classification, that employee shall be paid at her own step at the pay grade of the position in which she is temporarily working. The higher rate shall commence on the tenth (10th) day and shall be paid retroactively to the first day on which the employee worked out of classification and shall continue for the entire length of work in such capacity.



Administrative Assistants may be assigned other clerical duties by an administrator/principal. Administrative Assistants will not be assigned bus duty, cafeteria duty, recess duty or classroom coverage.

## ARTICLE 7

### SICK LEAVE

Regular full-time employees will accrue sick leave at the rate of one and one-fourth days (1 ¼) for each month of service. Sick leave not used in the year in which it accrues, together with any accumulated sick leave standing to the employee's credit and not used in the current year, may be accumulated for use in subsequent years up to the maximum of two hundred and fifty (250) days. After one year of full-time continuous employment, the employee's sick leave for the year will be credited in advance, subject to a pro-rata refund if the employee resigns before serving the full year. Any employee who has accrued the maximum of 250 days shall, at the beginning of the school year, be credited with the full allotment for that year, and any sick leave days taken shall be deducted from such allotment. Any unused days remaining at the end of that year shall be forfeited. Employees who are on workers' compensation may, upon request, charge the difference between their compensation payments and their weekly (regular) salary against accumulated sick leave. If a question exists as to whether an employee is entitled to compensation under the Workers' Compensation Act, it is agreed that, pending resolution of said question, the employee may draw sick leave benefits. As a condition for said benefits, the employee shall enter into a written agreement with the Committee, wherein he/she agrees to reimburse the Committee for such payments in the event he/she received Workers' Compensation benefits for said period.

Requests for sick leave shall be subject to the approval of the Superintendent or any other individual or Committee designated providing that the denial of paid sick leave shall be subject to the grievance and arbitration provisions of the Agreement. For periods of sick leave requested in excess of five consecutive working days, the Committee may require evidence of necessity for such absence in the form of a physician's certificate, as a condition precedent to approval of such a request.

Up to five (5) days of an employee's annual sick leave allotment may be used for family illness (an immediate relative, or another relative within the household), if the employee's presence is necessary to care for the relative.

When an employee's service is terminated by retirement, resignation or death, he/she (or, in the event of death, the estate), shall be entitled to receive compensation for unused sick leave credit accumulated in excess of one hundred (100) days for a maximum payout of one hundred (100) days at a rate of ninety dollars (\$90.00) per seven hour day.

## ARTICLE 8

### **PARENTAL LEAVE**

#### **Parenting Leave:**

Parenting leave for the purpose of giving birth or for adopting a child to care for a newborn child or a child placed in the member's home through adoption, foster care, or court placement, as described in and as defined by M.G.L. Chapter 149, Section 105D, may be granted to an employee for a period of eight (8) weeks if she/he has been employed for three (3) consecutive months and gives two (2) weeks' notice prior to her/his departure date. Those members who are also eligible for leave under the Family Medical Leave Act may be granted up to a total of twelve (12) weeks leave.

Those who have accrued sick leave benefits may use these benefits under the same terms and conditions which apply to other temporary disabilities for the period of his/her disability as certified by the member's health care provider. The use of accrued sick leave benefits for adoption shall be limited to no more than eight (8) weeks.

Those members not eligible to use accrued sick time may use up to ten (10) days of accrued sick leave, immediately following the birth or placement of the child in the member's home. The remaining period of leave granted under this section will be unpaid.

#### **Child-Rearing Leave:**

An employee on maternity or paternity parenting leave may request to extend such leave which extended leave shall then be referred to as Child-Rearing leave. An employee on Child-Rearing leave shall be permitted to return the 1st or 2nd work year following the birth, or adoption, or placement of the child. Such employee shall notify the Superintendent in writing by February 1 of her/his intent to return the following July. Under normal circumstances, in the event of a birth, or adoption, or placement of a child after February 1, the employee shall notify the Superintendent in writing within eight weeks after the birth, adoption or placement of the child of her/his intent to return the following July. The Child-Rearing leave under this section is without pay.

## ARTICLE 9

### **PERSONAL LEAVE**

A maximum of three (3) personal day's absence with pay may be granted by the Administration for the transaction of necessary business which cannot be conducted after school hours or on no-school days. Prior approval of the Administration shall be one of the conditions for granting the request and the request shall not be arbitrarily denied. Personal Leave shall not be charged to any other accrued leave time.

## ARTICLE 10

### **BEREAVEMENT LEAVE**

Up to five (5) days will be granted as bereavement each time there is a death of an Administrative Assistant's spouse, child, parent or sibling, grandparent, grandchild, father-in-law, mother-in-law, or of a person who is a member of the Administrative Assistant's immediate household and in substance

occupies a similar relationship to the Administrative Assistant or if an Administrative Assistant or their partner suffers a miscarriage.

Up to three (3) days will be granted as bereavement each time there is a death of an Administrative Assistant's son-in-law, daughter-in-law, brother-in-law or sister-in-law, spouse's grandparent, aunt, uncle, niece and/or nephew and/or close family friend.

One (1) day will be granted as bereavement if there is a death of an Administrative Assistant's close family friend. One (1) day will be granted as bereavement if an Administrative Assistant or their partner has a failed in vitro fertilization, other medically supervised fertility process, or surrogacy. At the sole discretion of the Superintendent, an additional one (1) to four (4) days of temporary leave, may be granted.

At the discretion of the Superintendent, an additional one (1) to five (5) days of bereavement may be granted in the case of failed adoption by an Administrative Assistant. At the discretion of the Superintendent and upon written application, additional temporary leave may be applied under this section.

#### ARTICLE 11

##### **JURY LEAVE**

An employee called for jury duty shall be paid by the Committee an amount equal to the difference between the compensation paid for a normal working period and the amount paid by the Court, excluding allowances for travel, and this will be certified to by the comptroller upon presentation of the check for monies received for jury duty.

#### ARTICLE 12

##### **EXTENDED LEAVE OF ABSENCE**

After three years of service, any member of the bargaining unit may request a leave of absence without pay for a specific period of time, for up to one year. Such leave shall commence between July 1 and September 1, except in an emergency situation. If approved, this leave would not be considered a break in service.

Any such request shall be made in writing to the Superintendent of Schools sixty days prior to the date for which leave is requested, when possible.

The Superintendent of Schools shall present all requests to the School Committee with a recommendation.

If a request is granted, the individual on leave must notify the Superintendent of Schools in writing sixty days prior to the expiration of the leave whether he/she intends to return to work. Should any individual on leave fail to provide such notification whether he/she intends to return to work at the expiration of the leave, he/she shall be deemed to have terminated his/her employment.



An individual on leave may continue group health and life insurance coverage during the period of said leave, as provided by the Committee to members of the bargaining unit, by reimbursing the Committee for the total premium cost.

All benefits to which an individual was entitled at the time his/her leave of absence commenced, including unused accumulated sick leave and accrued seniority, will be restored to his/her upon his/her return; and he/she will be assigned to the same position which he/she held at the time said leave commenced, if available, or if not, to a substantially equivalent position.

#### ARTICLE 13

##### **PERSONNEL FILE**

Employees shall have access to their personnel files. As each new entry is made, the employee will be furnished a copy of entry.

No derogatory material relating to an employee's conduct, service or personality shall be placed in the files unless the employee has had the opportunity to read the material.

The employee shall have the right to answer any material filed and to have that answer attached to the original material and placed in the files. Said responses must be submitted within thirty (30) calendar days.

Upon request of the employee, he or she shall be given access to all of his or her files. Upon request, the employee shall be furnished one copy of any materials in his or her files.

#### ARTICLE 14

##### **FILLING OF VACANCIES**

To fill a vacancy, the Committee shall post a notice of the position on web based posting platform. An email will automatically be generated to all current employees of the Scituate Public Schools, including the members of Local 888. All vacancies shall be posted for five (5) working days.

A vacancy is defined as an opening caused by promotion, death, retirement, permanent disability, resignation, discharge or an increase in the office worker staff.

The following information shall be included in each posting: job title, salary, qualifications, job description and work location.

All bargaining unit members who apply for a vacancy will be included among the candidates to be interviewed. Qualifications, merit and past performance and length of service shall be considered in transfer or promotions. If the qualification, merit and past performance are equal, seniority shall prevail.

In the case of an employee promoted to a higher classification, or an employee whose position is

upgraded/reclassified, the employee shall be placed at the step on the new classification which is not less than the next highest rate above their current rate. In the case of an employee who was at the top step, he or she shall be placed at the step of the new classification which would provide an increase at least equal to the difference between the top step and the next lowest step in the prior classification.

New employees at the discretion of the Superintendent may be credited up to Step 3 for prior relevant experience.

## ARTICLE 15

### **SENIORITY**

A system-wide seniority list shall be maintained for School Administrative Assistants in the event of reduction in force or hours. Seniority shall be defined as the first day of uninterrupted service in a position covered by the bargaining unit. Service as a substitute, if immediately prior to assuming a bargaining unit position will constitute the first day of uninterrupted service. Layoff or reduction in hours shall be accomplished by reverse seniority within the above categories except that an employee who has service in another classification(s) may bump a position in his/her former classification(s). An employee may bump the least senior employee in their classification who is working at least the same number of hours. An employee, if they are the least senior in their classification, may bump the least senior employee in the next lowest classification. If there are no employees least senior in the next lowest classification, they may bump into the next lowest classification until they displace an employee with less seniority. In the event that two or more employees have identical seniority, the tie shall be broken by a drawing of the lot.

Reverse seniority shall prevail in the event of reduction in force or hours provided that the remaining employees possess the necessary qualifications and ability to perform the work.

Employees who are laid off shall be recalled by reverse order of layoff. An employee's name shall be retained on the recall list for a period of two years. If recalled, an employee will be credited with the years of service accumulated as of the date of his/her layoff.

Qualifications, merit and past performance and length of service shall be considered in transfer or promotions. If the qualification, merit and past performance are equal, seniority shall prevail.

Recognizing the importance of appointment dates in the calculation of benefits and the determination of seniority, the Superintendent shall make every effort to have the appointment date coincide as closely as possible with the date of hire.

## ARTICLE 16

### **WORK WEEK AND YEAR**

The regular scheduled work week for all employees shall be Monday through Friday. A regular work day shall consist of seven (7) consecutive hours, excluding meal periods.

The work year for employees in ten-month positions consists of 180 student school days, plus ten (10)



additional days to be scheduled in consultation with the building principal or supervising administrator. Under normal circumstances, it will typically be applied as five (5) before the school year begins and five (5) days after the school year ends. Thus, employees in ten-month positions are not expected to report to work on days when school is cancelled for students or on a full day of teacher in-service when students are not in attendance, since the work year is automatically extended to encompass the 180 days when school is canceled for students. There shall be twenty-one (21) equal pay periods.

The work year for all other employees will be 215 days and shall consist of the student school year (180 days) plus thirty-five (35) additional days to be scheduled in consultation with the building principal or supervising administrator and normally will occur between August 15 and July 15. Employees are not expected to report to work on days when school is cancelled for students due to snow or other reasons.

#### ARTICLE 17

##### **OVERTIME**

All work in excess of seven (7) hours a day or thirty-five (35) hours in a week shall be paid at the rate of time and one-half of the employee's regular rate. All overtime work must be approved by the employee's immediate supervisor.

Overtime compensation may be taken at the employee's option in the form of compensatory time at the time and one-half rate to be scheduled with the approval of the employee's immediate supervisor.

Employees called back to work on the same day after having completed her/his assigned work and left her/his place of employment and before his/her regular scheduled starting time, shall be paid at the rate of time and one-half for all hours worked on recall. She/he will be guaranteed a minimum of two (2) hours pay at time and one-half.

#### ARTICLE 18

##### **CREDIT FOR TOWN AND SCHOOL SERVICE**

Any employee who transfers from a full time position within the school department or from a full time position with the Town of Scituate to employment within the bargaining unit shall transfer all accumulated sick leave but not to exceed the maximum provided for in this Agreement prorated for part-time personnel.

For purposes of determining eligibility for benefits which have a service requirement, employees will be credited with all full-time continuous uninterrupted service with either the school department or the Town of Scituate provided said service was immediately prior to joining the bargaining unit.

#### ARTICLE 19

##### **FLEXIBLE BENEFITS**

Members of the Bargaining Unit may participate in the contributory benefits plan and the dependent care assistance plan offered by the Town.

## ARTICLE 20

### **MISCELLANEOUS**

Representatives of the Union may enter the premises of the Committee after requesting and receiving permission of the building Principal. It is agreed that such representatives will not interfere with the performance of duties assigned to the employees.

The Union shall have access to meeting space on school premises, for union meetings, free of charge, provided such meetings will not take place during regular hours or when other events are scheduled for the meeting space in accordance with the Committee's School Building Use Policy. It is understood the Union is classified as an organization with direct school connections.

The Union stewards will receive up to one (1) day leave with pay per fiscal year for each steward or purposes of attending to Union business, including attending arbitrations, hearings, meetings, trainings, conventions, etc. with prior approval of the School Business Administrator.

Safety - No administrative assistant will be alone in a school unless it is at the sole discretion of the administrative assistant. All doors will be secured at all times.

Retirement Incentive - Members of this collective bargaining agreement who give notice on or before December 31st of retirement at the end of the school year shall receive a bonus of \$1000.

## ARTICLE 21

### **TECHNOLOGICAL CHANGE**

In the event the Committee requires bargaining unit members to implement technological or software changes, the Committee will provide appropriate training for such changes at no cost to the bargaining unit member.

## ARTICLE 22

### **TRAVEL REIMBURSEMENT**

An employee, when required to travel by personal automobile or public transportation in the performance of school-related duties, shall be entitled to reimbursement for the public transportation fares paid or, for automobile use, mileage reimbursement at the rate generally in effect for employees of the town of Scituate.

## ARTICLE 23

### **LABOR/MANAGEMENT COMMITTEE**

Upon receipt of a request from SEIU, a designated representative of management will meet two times per year with a committee consisting of two members of the Union to discuss work-related issues and concerns.

## ARTICLE 24

### **DUES DEDUCTION**

The committee hereby accepts the provisions of section 17C of Chapter 180 of the general laws of Massachusetts and in accordance with, shall certify to the Town Treasurer all payroll deductions for the payment of dues, agency fee and COPE to the union duly authorized by employees covered by this contract.

Union dues will be deducted in equal amounts from 2 paychecks a month the monies and list of people paying dues and agency fees will be remitted to the union monthly. The district acknowledges and will comply with Massachusetts General Laws, Chapter 150E and Section 12.

On July 1 of each year the Employer will electronically forward a data file to the Union for all employees whose job title is represented by the Union. The file shall include the employee's legal name, home address, phone number, personal email if available, employee ID number, date of hire, annual salary, bargaining unit, department, job title, work site, work email and work phone number if applicable.

The Employer will send a revised data file whenever a termination or new hire takes place. At the end of each month, the Employer via the Town Treasurer will electronically forward a data file to the Union for all employees for whom dues or agency fees have been deducted. Union dues will be deducted two pay periods per month.

## ARTICLE 25

### **WAIVER**

The Union and the Committee agree that each has had a right to bargain for any provision that they wished in this contract and each expressly waives the right to reopen the contract for any further demands or proposals that could have been made prior to the effective date of this contract, and that the present contract constitutes a complete agreement on all matters and that if other proposals have been made, they have been withdrawn in consideration of this Agreement.

## ARTICLE 26

### **CHANGES**

Should either party to this Agreement wish to inaugurate collective bargaining discussions over changes they may wish to introduce into this Agreement, it is agreed that notice shall be electronically mailed to the authorized parties' signatory to the Agreement prior to the thirty (30) days before the termination date of this Agreement. The parties receiving such notice of desired changes shall forthwith seek the establishment of a meeting for purposes of discussion and amicable accommodation for the desired changes. Nothing in the article shall preclude the Union from modifying any previous proposals during the course of the negotiations.

## ARTICLE 27

### **DURATION**

This agreement shall be in effect from July 1, 2022 through June 30, 2025 and thereafter from that date from year to year unless either party by written notice to the other given in less than sixty (60) days prior to June 30, 2025, or to June 30th of any other subsequent year, shall express its intention of terminating or modifying this Agreement on such date.

Except as otherwise provided herein, this agreement shall take effect as of the date of execution and shall continue in full force and effect until superseded by a new Collective Bargaining Agreement.

## ARTICLE 28

### **SAVINGS CLAUSE**

If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision be subject to appropriate consultation and negotiation with the Union.

In the event that any provision of this Agreement is, or shall at any time be, contrary to law, all other provisions of this Agreement shall continue in effect.

If any provision of this Agreement is, or shall at any time be, contrary to law, then such provision be subject to appropriate consultation and negotiation with the Union.

In the event that any provision of this Agreement is, or shall at any time be, contrary to law, all other provisions of this Agreement shall continue in effect.

## ARTICLE 29

### **RESOLUTION OF DIFFERENCES BY PEACEFUL MEANS**

The Union and the Committee agree that differences between the parties shall be settled by peaceful means as provided within this Agreement. The Union, in consideration of the value of this Agreement, and its terms and conditions, and the Legislation which engendered it, will not engage



in, instigate, or condone any strike, work stoppage, or any concerted refusal to perform normal work duties on the part of any employee covered by this Agreement.

#### ARTICLE 30

##### **GRIEVANCE PROCEDURE**

It is the declared objective of the parties to encourage prompt resolution of grievances. The parties recognize the importance of prompt and equitable disposition of any grievances at the lowest organizational level possible under procedures of maximum informality and flexibility. An employee shall have the right to present a grievance and have it promptly considered on its merits. Employees subject to this agreement shall not suffer a loss of pay for time spent in conferring and meeting on a grievance.

##### DEFINITION

- A. A grievance shall mean a complaint that there has been a violation, misinterpretation or inequitable application of any of the provisions of this Agreement, including, but not limited to, layoff, discharge, suspension, promotion or demotion.
- B. As used in this Article, the term "person" or "employee" shall mean also a group of employees having the same grievance.

##### ADJUSTMENT OF GRIEVANCES

###### STEP 1:

The Union representative shall present a grievance, in writing, to the immediate supervisor within five (5) school days after the act or condition which is the basis of the complaint occurred. The Union representative and the supervisor shall confer on the grievance with a view to arriving at a mutually satisfactory resolution of the complaint. At the conference, an employee may present a grievance, personally, or may be represented by a Union representative. When the employee is represented, the employee may be present. The supervisor shall communicate his/her decision to the aggrieved employee within ten (10) school days after receiving the complaint.

###### STEP 2:

If the grievance is not resolved by Step 1, the aggrieved employee or the Union may appeal by forwarding the grievance, in writing, to the Superintendent within five (5) school days after he/she has received the Step 1 decision.

The appeal shall include:

Name and position of grievant;

A statement of grievance and the facts involved; Corrective action requested;

Name of Union representative at Step 1; and Signature of grievant(s) or Union representative.

The Superintendent will arrange for a meeting with the aggrieved employee and his/her Union representative, if any. The aggrieved employee shall be present at the conference, except that he/she need not attend where it is mutually agreed that no facts are in dispute and that the sole question before the Superintendent is one of interpretation of a provision of this Agreement or of what is established policy or practice. The Superintendent or his/her designated representative shall issue his/her decision



on the grievance as soon as possible, but not later than seven (7) days after the receipt of the appeal.

**STEP 3:**

The decision of the foregoing step may be appealed in writing by the employee or the Union, to the Committee for review within thirty (30) calendar days after the decision of the Superintendent has been received. The Committee shall meet with the aggrieved employee and the Union and/or the Union representative at its next regularly scheduled meeting. The School Committee shall deliver its written decision at the regular meeting next following or by the end of the twenty-one (21) calendar days from the hearing, whichever comes first.

**ARTICLE 31**

**ARBITRATION**

A grievance which was not resolved at Step 3, under the Grievance Procedure, may be submitted to arbitration. The notices shall be filed within thirty (30) days after the denial of the grievance at Step 3 under the Grievance Procedure. It is understood and agreed that no matters relating to the power and authority exclusively vested within the Committee by statute shall be submitted to arbitration under the provisions of this Agreement. It is further understood and agreed that no grievance, dispute, misunderstanding, or difference between the parties related to events which occurred prior to the execution of this Agreement shall be submitted to arbitration under the provision of this Agreement.

The decision of the arbitrator shall be supported by substantial evidence on the record as a whole and shall be final and conclusive and binding upon all employees, the Committee, and the Union. The arbitrator shall have no power to add to or subtract from or modify in any way any of the terms of this Agreement; nor shall the arbitrator have jurisdiction in any case submitted or arbitration to affect in any way, directly or indirectly, by any decision or in any other manner, the right and responsibility of the Committee to direct its employees; the assignment of work to employees; the shift schedules and hours of work or the rules and regulations to be made or applied for discipline.

The party referring a grievance to arbitration shall have the obligation of going forward with its case before the other party shall be required to present his/her case or adduce any testimony.

It is agreed that during the term of this Agreement the arbitrator to whom the grievance shall be referred for a decision shall be selected by the Committee and the Union. If the parties fail to select an arbitrator, the grievance shall be presented to the American Arbitration Association for disposition. The voluntary labor arbitration rules of the American Arbitration Association shall apply to the proceeding.

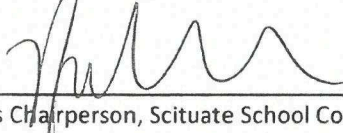
The arbitrator shall issue his/her written decision not later than thirty (30) days from the date of the close of the hearings or, if oral hearings are waived, then from the date of transmitting the final statements and proofs to the arbitrator. The decision of the arbitrator will be accepted as final by the parties to the disputes, and both will abide by it.

The Committee agrees that it will apply to all substantially similar situations the decision of the arbitrator, and the Union agrees that it will not bring or continue, and that it will not represent any employees in any grievance which is substantially similar to a grievance denied by the decision of any arbitrator. The arbitrator's fee will be shared equally by the parties to the dispute.

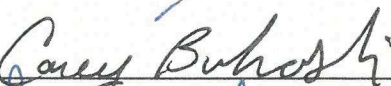
This document constitutes the entire Agreement between the parties for the term hereof as to all matters subject to collective bargaining under the laws of the Commonwealth of Massachusetts.

Signed this 27<sup>th</sup> day of October, 2022

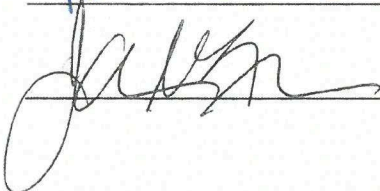
**SCHOOL COMMITTEE  
TOWN OF SCITUATE**

  
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Its Chairperson, Scituate School Committee

  
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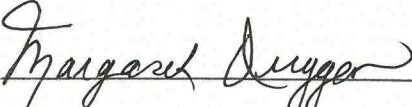
  
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**SERVICE EMPLOYEES  
INTERNATIONAL UNION  
LOCAL 888**

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Its Representative, SEIU Local 888

  
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Administrative Assistant  
APPENDIX A

Grade I, Ten Month Administrative Assistant 21 pay periods per year	2022 - 2023		2023 - 2024		2024 - 2025	
	Bi-weekly	Annual	Bi-weekly	Annual	Bi-weekly	Annual
Step 1						
Step 2	\$ 1,454.22	\$ 30,538.70	\$ 1,497.85	\$ 31,454.86	\$ 1,468.48	\$ 30,838.09
Step 3	\$ 1,517.99	\$ 31,877.69	\$ 1,563.52	\$ 32,834.02	\$ 1,594.80	\$ 33,490.70
Step 4	\$ 1,614.07	\$ 33,895.45	\$ 1,662.49	\$ 34,912.31	\$ 1,629.89	\$ 34,227.76
Step 5	\$ 1,735.60	\$ 36,447.66	\$ 1,787.67	\$ 37,541.09	\$ 1,823.42	\$ 38,291.91
Step 6	\$ 1,822.75	\$ 38,277.85	\$ 1,877.44	\$ 39,426.19	\$ 1,840.63	\$ 38,653.13
Step 7	\$ 1,859.22	\$ 39,043.56	\$ 1,914.99	\$ 40,214.87	\$ 1,953.29	\$ 41,019.17

Grade II, Twelve Month Administrative Assistant 26 pay periods per year	2022 - 2023		2023 - 2024		2024 - 2025	
	Bi-weekly	Annual	Bi-weekly	Annual	Bi-weekly	Annual
Step 1						
Step 2	\$ 1,709.98	\$ 44,459.60	\$ 1,761.28	\$ 45,793.39	\$ 1,796.51	\$ 46,709.26
Step 3	\$ 1,814.60	\$ 47,179.62	\$ 1,869.04	\$ 48,595.01	\$ 1,906.42	\$ 49,566.91
Step 4	\$ 1,943.22	\$ 50,523.64	\$ 2,001.51	\$ 52,039.35	\$ 2,041.54	\$ 53,080.14
Step 5	\$ 2,123.15	\$ 55,201.99	\$ 2,186.85	\$ 56,858.05	\$ 2,230.59	\$ 57,995.21
Step 6	\$ 2,230.56	\$ 57,994.68	\$ 2,297.48	\$ 59,734.52	\$ 2,343.43	\$ 60,929.21
Step 7	\$ 2,275.18	\$ 59,154.71	\$ 2,343.44	\$ 60,929.35	\$ 2,390.31	\$ 62,147.94

2021 -2022	1.25%	Bi-Weekly 1st half	1.25%	Bi-Weekly 2nd half	Annual
Grade I, Ten Month Secretary					
Step 1					
Step 2	\$ 700.62	\$ 1,401.24	\$ 709.38	\$ 1,418.75	\$ 29,609.94
Step 3	\$ 731.34	\$ 1,462.68	\$ 740.48	\$ 1,480.96	\$ 30,908.21
Step 4	\$ 777.63	\$ 1,555.26	\$ 787.35	\$ 1,574.70	\$ 32,864.60
Step 5	\$ 836.18	\$ 1,672.37	\$ 846.64	\$ 1,693.27	\$ 35,339.19
Step 6	\$ 878.17	\$ 1,756.34	\$ 889.15	\$ 1,778.30	\$ 37,113.73
Step 7	\$ 895.74	\$ 1,791.48	\$ 906.94	\$ 1,813.87	\$ 37,856.15
Grade II, Twelve Month Secretary					
Step 1					
Step 2	\$ 823.84	\$ 1,647.68	\$ 834.14	\$ 1,668.28	\$ 43,107.47
Step 3	\$ 874.24	\$ 1,748.49	\$ 885.17	\$ 1,770.34	\$ 45,744.77
Step 4	\$ 936.21	\$ 1,872.42	\$ 947.91	\$ 1,895.82	\$ 48,987.09
Step 5	\$ 1,022.90	\$ 2,045.80	\$ 1,035.68	\$ 2,071.37	\$ 53,523.16
Step 6	\$ 1,074.65	\$ 2,149.29	\$ 1,088.08	\$ 2,176.16	\$ 56,230.92
Step 7	\$ 1,096.14	\$ 2,192.29	\$ 1,109.84	\$ 2,219.69	\$ 57,355.66