

PITTSFIELD FEDERATION OF SCHOOL EMPLOYEES
EDUCATIONAL SECRETARIES UNIT
American Federation of Teachers (AFT)
AFT Massachusetts (AFL-CIO)
Local 1315

OTR PACKAGE PROPOSAL
February 9, 2022

(1) ARTICLE VIII – PAID HOLIDAYS

A. Amend Paragraph A1 to add the following to the list of holidays:
Juneteenth

B. Amend Paragraph B1 to add the following to the list of holidays:
Juneteenth¹

C. Amend Article to add a new Paragraph B2 to read as follows:
2. In a year when the Juneteenth holiday is observed on a day that falls outside the school calendar members of the bargaining unit shall be entitled to a “Floating Holiday” to be used between the April 1st and the June 1st.

(2) ARTICLE IX – VACATIONS

Amend Article to add a new Paragraph A3 to read as follows:

3. Effective July 1, 2021, employees with three (3) or more weeks of vacation may elect to buy back up to ten (10) days of vacation per year.

(3) ARTICLE XXVII - DURATION OF CONTRACT

3 YEARS: 7/1/2021 – 6/30/2024

(4) APPENDIX A - SALARY SCHEDULE – FULL YEAR EMPLOYEES. Delete Appendix A - Salary Schedule and replace it with a new Appendix A to read as follows:

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SECRETARIAL (52-WEEK)	DROP 2 STEPS ADD STEPS 5-7-8-9	ALL STEPS EQUALIZED AT \$0.55	AD = \$2.00 BD = \$3.00			BUSINESS OFFICE	DROP 2 STEPS ADD STEPS 5-7-8-9	ALL STEPS EQUALIZED AT \$0.55	AD = \$2.00 BD = \$3.00
2021-2022		AD	BD			2021-2022		AD	BD
1	\$16.35	\$18.35	\$19.35			1	\$17.41	\$19.41	\$20.41
2	\$16.90	\$18.90	\$19.90			2	\$17.96	\$19.96	\$20.96
3	\$17.45	\$19.45	\$20.45			3	\$18.51	\$20.51	\$21.51
4	\$18.00	\$20.00	\$21.00			4	\$19.06	\$21.06	\$22.06
5	\$18.55	\$20.55	\$21.55			5	\$19.61	\$21.61	\$22.61
6	\$19.10	\$21.10	\$22.10			6	\$20.16	\$22.16	\$23.16
7	\$19.65	\$21.65	\$22.65			7	\$20.71	\$22.71	\$23.71
8	\$20.20	\$22.20	\$23.20			8	\$21.26	\$23.26	\$24.26
9	\$20.75	\$22.75	\$23.75			9	\$21.81	\$23.81	\$24.81
10	\$21.30	\$23.30	\$24.30			10	\$22.36	\$24.36	\$25.36
		\$2.00	\$3.00					\$2.00	\$3.00

- A.** Upon ratification of the 2021-2024 collective bargaining agreement the Salary Schedule above shall be effective and implemented retroactive to July 1, 2021.
- B.** Effective with the ratification of the 2021-2024 collective bargaining agreement and retroactive to July 1, 2021, the following columns are added/modified:
1. Associates Degree Column added at \$2.00 above the Base Rate.
 2. Bachelors Degree Column increased to \$3.00 above the Base Rate.
- C.** Upon ratification of the 2021-2024 collective bargaining agreement all members of the bargaining unit employed by the District, will be placed on the 2021-2022 Salary Schedule according to the migration schedule below and will be paid at their new hourly rate going forward and for all hours worked retroactive to July 1, 2021, or their date of hire (whichever is earlier):

2020-2021		2021-2022
STEP		STEP
START - 1 - 2		3
3		4
4		5
6		6
10		7

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- D.** Effective July 1, 2022, increase hourly rates for all classifications by fifty cents (\$0.50) across the board.
- E.** Effective July 1, 2023, increase hourly rates for all classifications by fifty cents (\$0.50) across the board.

(5) APPENDIX B - SALARY SCHEDULE – SCHOOL YEAR EMPLOYEES. Delete Appendix B - Salary Schedule and replace it with a new Appendix B to read as follows:

SECRETARIAL (40-WEEK)	DROP 2 STEPS ADD STEPS 5-7-8-9	ALL STEPS EQUALIZED AT \$0.55	AD = \$2.00 BD=\$3.00
2021-2022		AD	BD
1	\$16.19	\$18.19	\$19.19
2	\$16.74	\$18.74	\$19.74
3	\$17.29	\$19.29	\$20.29
4	\$17.84	\$19.84	\$20.84
5	\$18.39	\$20.39	\$21.39
6	\$18.94	\$20.94	\$21.94
7	\$19.49	\$21.49	\$22.49
8	\$20.04	\$22.04	\$23.04
9	\$20.59	\$22.59	\$23.59
10	\$21.14	\$23.14	\$24.14
		2.00	3.00

- A.** Upon ratification of the 2021-2024 collective bargaining agreement the Salary Schedule above shall be effective and implemented retroactive to July 1, 2021.
- B.** Effective with the ratification of the 2021-2024 collective bargaining agreement and retroactive to July 1, 2021, the following columns are added/modified:
3. Associates Degree Column added at \$2.00 above the Base Rate.
 4. Bachelors Degree Column increased to \$3.00 above the Base Rate.

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- C. Upon ratification of the 2021-2024 collective bargaining agreement all members of the bargaining unit employed by the District, will be placed on the 2021-2022 Salary Schedule according to the migration schedule below and will be paid at their new hourly rate going forward and for all hours worked retroactive to July 1, 2021, or their date of hire (whichever is earlier):

2020-2021		2021-2022
STEP		STEP
START - 1 - 2		3
3		4
4		5
6		6
10		7

- D. Effective July 1, 2022, increase hourly rates for all classifications by fifty cents (\$0.50) across the board.
- E. Effective July 1, 2023, increase hourly rates for all classifications by fifty cents (\$0.50) across the board.

(6) POSITION UPGRADE – BOOKKEEPER

Propose moving the position of Bookkeeper from the Secretarial 52-Week Schedule to the Business Office Schedule effective and retroactive to July 1, 2021.

(7) POSITION UPGRADE – SECRETARY TO DIRECTOR OF CUSTODIAL SERVICES

Propose increasing the hours for the Secretary to Director of Custodial Services from 35 hours/week to 40 hours/week effective and retroactive to July 1, 2021.

(8) SAFETY COMMITTEE: *The parties shall develop and maintain a Safety Committee to address issues of employee and student safety. The Safety Committee shall consist of the Federation President, the Superintendent, one (1) representative from each bargaining unit appointed by the Federation President, and an equal number of representatives from management appointed by the Superintendent. Bargaining unit members will submit safety related issues to the Safety Committee through the Federation President. The Employer shall publish and distribute a monthly report listing issues raised to the Safety Committee, and the current status/corrective action(s) taken. Issues raised to the Safety Committee not resolved within thirty (30) calendar days, shall be subject to the grievance and arbitration and provisions of this agreement.*

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(9) JLMC ON EVALUATIONS: *The parties shall form a Joint Labor Management Committee (JLMC) to address issues of employee evaluations. This JLMC shall consist of the Federation President, a representative from AFT Massachusetts, one (1) representative from each bargaining unit appointed by the Federation President, the Superintendent or his/her designee, and an equal number of representatives from the administration appointed by the Superintendent. Committee to start work no later than April 15, 2022, with the goal of making recommendations to the Federation and the School Committee no later than April 15, 2023. The parties may mutually agree to re-open this agreement to negotiate over implementation of changes recommended by the Study Committee.*

(10) JLMC ON COMBINING SUPPORT UNIT CONTRACTS: *The parties shall form a Joint Labor Management Committee (JLMC) to address issues of combining all support unit contracts into one master contract for all support units. This JLMC shall consist of the Federation President, a representative from AFT Massachusetts, one (1) representative from each bargaining unit appointed by the Federation President, the Superintendent or his/her designee, and an equal number of representatives from the administration appointed by the Superintendent. Committee to start work no later than April 15, 2023, with the goal of making recommendations to the Federation and the School Committee no later than April 15, 2024. The parties may mutually agree to re-open this agreement to negotiate over implementation of changes recommended by the Study Committee.*

(11) INCORPORATE ALL PREVIOUS AGREED TO MOA/MOUs INTO THE REVISED EDUCATIONAL SECRETARIES UNIT CBA.

March 2, 2022

CONTRACT PACKAGE PROPOSAL
BY THE PITTSFIELD SCHOOL COMMITTEE
TO THE PITTSFIELD FEDERATION OF SCHOOL EMPLOYEES,
LOCAL 1315, AFT MA, AFL-CIO
SECRETARIAL UNIT

The Pittsfield School Committee hereby makes the following contract package proposal to be incorporated into a successor collective bargaining agreement.

1. Change all pronouns to be gender neutral.
2. Add pregnancy and pregnancy-related conditions to the non-discrimination clauses.
3. Delete the agency fee language in accordance with the Janus decision.
4. Union Dues: Add the following: “Such secured authorization shall clearly delineate the dues rate and the amount to be withheld from payroll.”
5. Add Juneteenth as a holiday if it falls during the work year.
6. Overtime: Add the following: “Employees are only eligible for overtime at the rate of time and one-half if the employee actually works more than forty (40) hours in a work week (i.e., vacation, sick time, personal days, etc. do not count toward the forty (40) hour calculation).”
7. Personal Leave:
 - a. Add the following: “Employee must submit a written request to use personal leave at least forty-eight (48) hours in advance of the requested time off.”
 - b. Add proration language as follows: “In the event an employee is not working 1.0 FTE, the amount of personal leave shall be prorated. For example, if an employee works 0.4 FTE, then said employee would receive 40% of the amount of personal leave listed above.”
8. Vacation: Add proration language as follows: “In the event an employee is not working 1.0 FTE, the amount of personal leave shall be prorated. For example, if an employee works 0.4 FTE, then said employee would receive 40% of the amount of vacation time listed above.”
9. Unpaid Leave: Add the following language: “An approved leave of absence shall not be considered a break in service, but time spent out on leave shall not count toward seniority. Requests for leave shall be made in writing to the Superintendent of Schools at

least thirty (30) days prior to the leave. The reason(s) for the leave shall be clearly stated on the written request. When appropriate, prior to return, the member must produce a certificate from the member's physician to the effect that the member is physically fit and ready to return to work."

10. Anniversary Date/Step Movement: Add the following: "An approved medical leave of absence pursuant to the MPLA and/or FMLA, an approved sick, personal day, bereavement day, and/or jury duty during a regular school day will count as a work day(s) for purposes of this section. Unpaid absences (except pursuant to FMLA/MPLA) will not count as working day(s)."

11. Wages:

- a. **Increase the forty (40) and fifty-two (52) week school secretaries hourly rate by \$2.00.**
- b. **Increase the business office secretaries hourly rate by \$3.00.**

12. Longevity: **Change the method of payment to \$0.13 per hour per five (5) year increment.**