

Memorandum of Agreement Between

The Town of Longmeadow and the Longmeadow Organization of Clerical Workers

April 30, 2019

Personnel Manual

Article 3—Management Rights

Add the follow sentence at the end of the section: “Any condition of employment not specifically addressed in this agreement shall be governed by the Town Personnel Manual. It is not the intent of this provision to change mandatory subjects of bargaining. It is the intent of this provision to clarify any areas of ambiguity in interpreting this Agreement.”

Eliminate Appendix B Employee Appearance from contract

Memorialize that the matter regarding the DPW Office Manager is settled.

Article 12- Wages-

Effective July 1, 2019, the salary schedule increased by one and a half (2%) percent;

Effective July 1, 2020, the salary schedule increased by one and a half (2%) percent;

Effective July 1, 2021, the salary schedule increased by one and a half (1.5%) percent;

Effective July 1, 2019, Amend Appendix A by adding Step 9 at 2.7% more than Step 8

Effective July 1, 2019, Amend Appendix A by adding Step 10 at 2.7% more than Step 9

Effective July 1, 2019, Amend Appendix A by adding Step 11 at 2.7% more than Step 10

Pay and Benefits

Article 17—Sick Leave

Replace the second sentence in Section 1 with: “Unused sick leave may be accumulated up to a maximum of 120 days. “

ARTICLE 15—HOLIDAYS

Amend Section 2 as follows:

Section 2. The day before or after any December 25 or January 1 that falls on a weekday shall be operated on a skeleton staff basis with employees receiving one of the four days off with pay. Should December 25 and January 1 fall either on Friday or Saturday, employees shall be entitled to an additional one-half day of paid leave for each holiday, to be scheduled subject to the approval of the employees’ supervisor, provided that this leave may not be carried over beyond September 1 following

the holiday. For employees who do not normally work on Fridays or who work ½ days on Friday, the amount of leave shall be equal to ½ the total amount of regularly scheduled weekly work hours divided by 5 days (pro rata). An illustration of this leave is attached as Appendix E.


Add a new Section 3: Floating Holiday. Employees shall be entitled to paid holiday time in the amount of one regular work day that can be used on a floating basis. This holiday must be used in during the fiscal year, subject to approval of the supervisor, and cannot be carried over.


Article 21—Education Reimbursement CLARIFICATION:

The \$500 limit on reimbursement of book expenses, up to 50%, is distributed on a first-come, first-served basis. E.G, if the first employee to seek reimbursement purchased \$1000 of books and qualifies with the provisions of this agreement, he or she will receive the \$500 max and exhaust the fund for the unit for the fiscal year.

The agreement is subject to ratification by a vote of the union and subsequently by a vote of the Longmeadow Select Board.

Tentatively agreed:


For the Union


For the Town