

MEMORANDUM OF AGREEMENT

The Negotiating Subcommittee of the Marshfield School Committee (hereinafter “the Committee”), acting subject to the ratification of this Memorandum of Agreement (hereinafter “the Agreement”), by the School Committee to whom the Subcommittee agrees to recommend acceptance, and the Negotiating Team of the Marshfield Education Association (Clerical Unit) (“the Association”), acting subject to ratification of this Agreement by the membership of the Association, to whom the Negotiating Team agrees to recommend acceptance, hereby mutually agree to the following terms and conditions of settlement for the successor collective bargaining agreement that will be in effect for the three-year period from July 1, 2025 through June 30, 2028.

1. All terms and provisions of the predecessor Collective Bargaining Agreement that was effective from July 1, 2022 to June 30, 2025 shall, except as modified by the terms of this Memorandum, be extended for a three-year period from July 1, 2025 through June 30, 2028.
2. All references to dates in the successor Collective Bargaining Agreement shall be changed to reflect the terms of the successor Agreement unless otherwise provided for in this document.
3. Unless otherwise specified herein, all modifications of non-economic working conditions will take effect as of the effective date of this Agreement. Any written interim agreements that have been entered into by the parties since the ratification of the predecessor Collective Bargaining Agreement and that require the modification of existing contract language shall be incorporated into the new Collective Bargaining Agreement.
4. **ARTICLE VII, §7.1(c)** | Delete the second paragraph, which is redundant.

- a. “In the event the Committee determines it is necessary to extend the normal work year of employees hereunder, such employees shall be compensated therefore at their regular rate of pay for all additional hours worked.

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5. ARTICLE XII, §12.2b | Eliminate language pertaining to membership in the Plymouth County Education Association (PCEA) so that the language reads as follows:

- a. “Two (2) members of the bargaining unit shall be granted up to two (2) days each year to attend the Massachusetts Teachers Association **[or]** National Education Association, ~~and/or Plymouth County Education Association~~ Conferences and Conventions.”

6. ARTICLE XX, §20.10 | Amend the pronouns to be gender-inclusive in referring to the Superintendent:

- a. “...Such vacation shall be granted by the Superintendent at such time as, in **[his/her]** opinion, will cause the least interference with the performance of the regular work of the School Department...”

7. ARTICLE VII, §7.15 | Amend the language to reflect that members will be released from their duties for a general meeting once a year on an early release day, currently, a Wednesday and & fix grammar error

- a. “All members of the bargaining unit shall be released at 3:00 P.M. one day per year for a general meeting provided that it is scheduled on a **[Wednesday]** (early release day) and the Superintendent is given five (5) **[days’]** advance notice in writing.”

8. Throughout the contract, except in Article IV: Management Rights, change all references to staff from “employee(s)” to “bargaining unit member(s).”

9. ARTICLE VI, §6.2 | Allow unit members to elect 21 or 26-pay periods in alignment with language in other unit contracts.

- a. “Effective at the beginning of the 2025-2026 work year, employees will be paid in twenty-six (26) equal installments during the school year beginning the second pay period of the school year. Those employees paid in twenty-six (26) equal installments will be paid every second week unless they request to receive all deferred payments in one (1) lump sum on the last day of their required attendance in school, in which case they shall receive a lump sum payment reflecting five (5) pay periods. The Administration shall distribute a form to each employee in the 2025-2026 school year requesting each employee to select a salary payment schedule (every two (2) weeks after the close of the school year or a lump sum two (2) weeks after the twenty-first pay period). If an employee fails to respond, he/she will automatically receive his/her payments every two (2) weeks over the course of the summer. If an employee wishes to change his/her choice in subsequent years, they must inform payroll, in writing, no later than May 1st of the year in which the change is requested. New employees will elect their payment schedule upon employment.”

10. ARTICLE VII, §7.1(c) | Amend the language to read as follows:

- a. “In the event the Committee determines it is necessary to extend the normal work year of employees hereunder **[for example, due to closing or cancellation of school day(s) for students]**, such employees shall be compensated therefore at their regular rate of pay for all additional hours worked.”

11. ARTICLE X, Sick Leave, §10.5(b) | Amend the language by deleting the word “prognosis” from the paragraph so that the language reads as follows:

- a. “When circumstances reasonably warrant the same, the Superintendent may require an employee absent from work to produce a medical certification from a licensed and practicing physician, psychiatrist or other licensed professional appropriately specialized in the field of the illness, injury or disability, and selected from the staff of a facility agreed upon with the Association, indicating the nature and dates of illness, injury, disability, mental condition, or absence for other reasons, and any other appropriate and relevant medical evidence, including whether and when the employee is physically and/or mentally capable of returning to work.”

12. ARTICLE XIII, Extended Leaves of Absence: Parental Leave and Child-Rearing Leave, §13.1 | Amend the language in this section to read as follows:

- a. “Parental leave shall commence on the first day of absence tied to the birth or adoption of a child. Parental leave shall run for **fifty (50)** school days from the first date of absence for a birth parent, which period shall be interrupted by vacation periods. Birth parents

may use accumulated sick leave for parental leave during the ~~forty (40)~~ **[fifty (50)]** day period under the conditions set forth in Article X ~~during such period as the employee is disabled~~. Non-birth and adoptive parents shall be eligible to use up to two (2) weeks of accrued sick leave during a parental leave, provided that two (2) weeks' leave must be taken consecutively and it must be taken within the ~~eight-week~~ **ten-week** parental leave period."

13. ARTICLE XIII, §13.2 | Amend the language to read as follows:

- a. "An employee adopting a child **up to the age of four (4) six (6)** shall be entitled, upon request, to a leave of absence of up to two (2) years or fraction thereof..."

14. ARTICLE XIX, Professional Development, §19.4 | Add the following new language in this section:

- a. "The District agrees that ~~it~~ **a designated and qualified trainer** will **directly** provide bargaining unit members with training, trouble-shooting, etc., in a timely, organized and formal manner on a regular basis, with follow-up with members."

. NOTE: The spirit of this is that staff do NOT want to be "trained" by their peers in a secondhand or tertiary way. CSP-staff-A will not be given the "real training" and then volunteer or be instructed to "give" *that* training secondhand to CSP-staff-B, etc.

15. ARTICLE XXII, NEW §22.5 | Add the following new section:

"Full time employees who work a minimum of forty-two (42) weeks during the work year and who have completed ten (10) years of continuous service shall be granted an additional (1) week of paid vacation beyond those days granted elsewhere in this article. However, these additional five (5) days may only be taken when school is not in official session.

16. ARTICLE XXIII, General, (NEW) §23.10 | Add the following new section:

"Bargaining unit members are generally not assigned to maintain school websites (with the understanding that members may be required to perform an occasional posting to calendars, etc.). School-based bargaining unit members will not be assigned to purchase curricular products."

17. **Appendix A: Salary Schedule** | The parties agree to modify the Wage Schedule for a new three-year contract as set forth in this Memorandum of Agreement.

18. **Appendix Aii: Salary Schedule - No Paid Lunch** | Retain +1.5% for each step from FY26-FY28 Appendix A to be added to the equivalent step in Appendix Aii to compensate staff ineligible for paid lunch.

School Based													
	FY25		FY26	% Increase			FY27	% Increase			FY28	% Increase	
1	21.50		24.93				22.37				22.82		
2	22.89	1	22.89	6.47%			23.35				23.81		
3	24.53	2	24.06	5.09%	11.89%	1	24.06	5.09%		1	24.98		
4	26.47	3	25.22	4.84%	10.18%	2	24.98	3.83%	9.11%	2	25.76	7.09%	7.09%
5	27.88	4	26.39	4.62%	7.57%	3	25.90	2.68%	7.65%	3	26.54	6.28%	6.28%
6		5	27.55	4.42%	4.08%	4	26.82	1.63%	6.33%	4	27.33	5.53%	5.53%
7		6	28.72	4.23%	3.00%	5	27.74	0.67%	5.12%	5	28.11	4.83%	4.83%
						6	28.66	-0.21%	4.02%	6	28.90	4.18%	4.18%
			5.83	1.17		7	29.58	3.21%	3.00%	7	29.68	3.57%	3.57%
										8	30.47	3.00%	3.00%
							5.52	0.92					
											5.49	0.78	
SS1	29.00		30.02	3.50%	7.66%		31.07	3.50%	8.18%		32.15	3.50%	8.71%
SS2	30.12		31.17	3.50%	3.71%		32.27	3.50%	7.50%		33.39	3.50%	7.50%
SS3	31.00		32.09	3.50%	3.54%		33.21	3.50%	6.52%		34.37	3.50%	6.52%
SS4	32.00		33.12	3.50%	3.45%		34.28	3.50%	6.84%		35.48	3.50%	6.84%

District Based													
	FY25		FY26	% Increase			FY27	% Increase			FY28	% Increase	
1	25.05		25.43				25.81				26.19		
2	26.75	1	26.75	6.79%			27.15				27.56		
3	28.65	2	28.03	4.79%	11.90%	1	28.03	4.79%		1	29.05	7.00%	
4	30.68	3	29.31	2.31%	9.58%	2	29.05	3.64%	8.60%	2	29.93	6.76%	6.76%
5	32.19	4	30.59	-0.28%	6.78%	3	30.07	2.59%	7.28%	3	30.80	6.02%	6.02%
6		5	31.87	-0.98%	3.89%	4	31.09	1.63%	6.07%	4	31.68	5.34%	5.34%
7		6	33.16	4.02%	3.00%	5	32.11	0.74%	4.96%	5	32.55	4.69%	4.69%
						6	33.13	-0.08%	3.94%	6	33.43	4.09%	4.09%
			6.41	1.28		7	34.15	3.00%	3.00%	7	34.30	3.53%	3.53%
										8	35.17	3.00%	3.00%
							6.12	1.02					
											6.12	0.87	
SS1	33.76		34.60	2.50%	7.50%		35.47	2.50%	6.98%		36.36	2.50%	6.46%
SS2	35.29		36.17	2.50%	3.17%		37.08	2.50%	7.15%		38.00	2.50%	7.15%
SS3	36.32		37.23	2.50%	2.99%		38.16	2.50%	5.49%		39.11	2.50%	5.49%
SS4	37.32		38.25	2.50%	2.90%		39.21	2.50%	5.32%		40.19	2.50%	5.32%

- 1 Step 2 becomes Step 1
- 2 Add 3% for new Step 6 FY26, Step 7 FY27 & Step 8 FY28
- 3 Split even dollar amounts for increase in steps
- 4 3.5% increase in Longevity Steps School-Based, 2.5% District-Based
- 5 Longevity Steps 9,12,15,18
- 6 Hold Harmless Individuals currently on Step 3 & 4
- 7 Longevity Payment \$100 increase FY27, \$100 increase FY28

19. Article VII, Section 7.1 C. Amend the language in this section to read as follows: “The work year for the School Year Administrative Assistants shall be defined to be up to thirty-eight (38) weeks (189 days). All **School Year** Administrative Assistants shall work five (5) days before the start of the student school year and four (4) days after the end of the student school year, unless mutually agreed to by the principal and individual bargaining unit member. **Personal days may not be utilized for any days before or after the start of the student school year.**”

20. Article VII, Section 7.7. Amend the language in this section to read as follows:
~~“Full-time Employees who work less than forty-two (42) weeks during the work year shall be entitled to all holidays defined in section 7.6 of this article which occur during a week in which the employee is in paid status pursuant to this Agreement. In addition, unless on unpaid leave of absence these employees shall be entitled to New Years’ Day as a paid holiday, regardless of whether or not they are in paid status.~~ **have the following dates recognized as paid holidays:**

New Years Day, Martin Luther King Day, Good Friday, Memorial Day, Juneteenth*, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, Christmas Eve, Christmas Day, New Years Eve, Floating Holiday**

*** refer to Section 7.6**

**** refer to Section 7.6”**

21. Article X, Section 10.1. Amend the language in this section to read as follows:
~~“Employees hired after July 1, 2016, may use up to ten (10) days of sick leave per school year to care for a member of their immediate family.”~~

22. Article X, Section 10.5. Amend the language in this section to read as follows:
~~“Sick leave must be authorized by the employee’s immediate supervisor, and must be reported via current Absence Management System on forms provided for same, to the Central Office.”~~ The parties agree to remove the form from the Absence Management System.

23. Article XX, Section 20.1. Amend the language in this section to read as follows:
~~“Members of the bargaining unit who have fifteen (15) years of continuous service in the Marshfield Public Schools MEA Clerical Personnel Unit and who have reached the maximum step of the salary schedule will be eligible to participate in the Retirement Incentive Program.”~~

24. Article XX, Section 20.6. Amend the language in this section to read as follows: “No member of the bargaining unit who initially applies to participate in this program and later chooses not to retire, before receiving the incentive payment of \$2,500, may be compelled to retire. **However, the bargaining unit member will no longer be eligible to participate in the retirement incentive program, except in emergency circumstances at the exclusive permission of the Superintendent of Schools.**

25. Article XXI, Section 21.1. Amend the language in this section to read as follows:
~~“Effective beginning with the 2004-2005 work year, during the fiscal year in which an~~

employee reaches his/her eighth anniversary of employment, the employee shall receive a longevity payment of three hundred dollars (\$300.00). **This longevity payment shall increase to four hundred dollars (\$400) in FY27 and to five hundred dollars (\$500) in FY28.** In subsequent years up through the tenth anniversary, the employee shall receive an additional thirty dollars (\$30.00) for each year of service. For each subsequent year following the employee's tenth anniversary, the employee shall receive an additional forty dollars (\$40.00). Longevity payments will be made ~~separate check~~ on the first scheduled pay date in December. For employees who may be on approved leaves of absence without pay, such leaves will not break continuity of service under this Article. However, the period of time during which an employee is on an approved leave of absence without pay will not be credited for purposes of time earned for eligibility toward longevity.”

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26. Article XXIII, Section 23.5. Delete the language in this section: ~~Newly hired members of the bargaining unit may be placed at steps one (1), two (2), or three (3) of the salary schedule upon initial employment.~~

Marshfield Education Association
Clerical Support Personnel Unit

Marshfield School Committee

Date

Date