

**Belmont School Committee and Belmont Education Association (BEA)
Memorandum of Agreement for one-year Unit C successor collective
bargaining agreement for 2020-2021**

Unit C

Following successor contract negotiations pursuant to G.L. c. 150E, this Memorandum of Agreement ("MOA") is entered into by Unit C of the Belmont Education Association ("BEA") and the Belmont School Committee ("School Committee") (collectively, "Parties").

Except as amended by this MOA, the express provisions of the Unit C 2017-2020 Collective Bargaining Agreement shall be incorporated into the successor 2020-2021 collective bargaining agreement. Provisions to be deleted are struck-through, additions are underlined.

This MOA is subject to ratification by the BEA and approval by vote of the School Committee

1. ARTICLE 3 – DURATION

REVISE Article 3.1 to read:

Contract shall become effective as of July 1, 2020, and shall continue in effect to and including June 30, 2021, and shall thereafter automatically renew itself for successive terms of one year each unless by October 15th next prior to expiration of the contract period...[continue remainder of Article 3.1 unchanged].

2. ARTICLE 7 – VACATION TIME

REVISE Article 7.11 to read:

52-week secretaries may be permitted to take up to five days of their vacation time during the school year when is scheduled to be in session with the approval of the Principal or immediate supervisor. 52-week secretaries may be permitted to take vacation time during winter break, February vacation week, and April vacation week with approval of the Principal or immediate supervisor.

3. ARTICLE 24 – LEAVES OF ABSENCE

REVISE Article 24.1 to read:

Unpaid Leaves An unpaid leave of absence for personal reasons shall be granted with the approval of the administrative assistant's ~~secretary's~~ immediate supervisor, and the Superintendent or his designee, ~~and by vote of the School Committee~~ if such administrative assistant ~~secretary~~ has been employed more than three years. Such leave ~~shall be~~ may be up to one year in length ~~the equivalent of six months or less~~ depending upon the administrative assistant's ~~secretary's~~ request. An administrative

~~assistant secretary~~ on approved leave shall be allowed to return to ~~the~~ her position at the end of the leave providing that the position still exists. No seniority shall accrue during the leave but the ~~administrative assistant secretary~~ shall retain the seniority accrued up until the time of the commencement of the leave. No benefits shall accrue during this leave. A request for a leave shall not be denied arbitrarily or capriciously. Clerical Aides are not eligible for unpaid leaves.

4. ARTICLE 29 – PERFORMANCE EVALUATION

REVISE evaluation date in Article 29.1:

“The evaluation shall occur on or about the 1st of ~~May~~ **March** in each year.”

5. TERMINOLOGY

REVISE/CHANGE “Secretary” to “Administrative Assistant” throughout the contract. No change to “Clerical Aides.”

6. HOUSEKEEPING

Make the following corrections:

- i. Article 12.1 – add “week”
- ii. Article 14.2 – delete repeated sentence
- iii. Article 16.2 – change “buy” to “but”
- iv. Article 26.4 – change “exhausted” to “extended”

7. ARTICLE 5 & APPENDIX A – SALARY SCHEDULES

1.0% COLA increase to 2019-2020 base wage rates, and
\$500 one-time payment to each bargaining unit member (not to base)

8. APPENDIX A – SECRETARIAL SALARY SCHEDULES (SIDE AGREEMENTS)

MOVE “SIDE AGREEMENTS – FOR SECRETARIES ONLY” from Appendix A into a new Appendix B.

9. APPENDIX B (new)

After Side Agreements are moved from Appendix A to new Appendix B (see above),

ADD the following as #3:

An administrative assistant who submits proof of satisfactory completion of professional improvement course offered by an accredited institution that is related to the functions of their position or district initiative and which has received prior approval of the immediate supervisor or Assistant Superintendent shall receive a reimbursement of the cost of tuition up to a maximum of \$300.

10. APPENDIX C (new) – BPS Parental Leave Policy

After BPS Parental Leave Policy is revised, **ADD** as new Appendix C for ease of reference.

The School Committee and BEA hereto duly execute this Memorandum of Agreement on by the respective signatures of their authorized representatives, subject to ratification by the Unit C bargaining unit and approval by the Belmont School Committee.

For and on behalf of the
BELMONT SCHOOL COMMITTEE:

Andree H Prestwich
Teresa...
Chris
MZ

Dated: December 22, 2020

Amy Chetko

Verónica Gómez

For and on behalf of
BELMONT EDUCATION ASSOCIATION:

Yvonne J. Tapan
Paul

John P...

Dated: December 22, 2020