

HAVERHILL SCHOOL COMMITTEE
AND
HAVERHILL EDUCATION ASSOCIATION
SECRETARIES UNIT

Memorandum of Agreement

1. DURATION

Three year contract – July 1, 2020 – June 30, 2023.

2. Article 1, Recognition, (pg 1)

Remove the second paragraph through the end of the Article; Add 'Principal Clerk, Curriculum.

3. Article II, Election and Salaries, (pg 2)

General Wage Increase as follows:

Effective July 1, 2020 -	1.75%
Effective July 1, 2021 -	2.00%
Effective July 1, 2022 -	1.75%

- Current wage scales shall be deleted and the attached scales shall be inserted.

- Effective July 1, 2021, Longevity is deleted and one step is added @ \$1,800 above current step 6. Members will not move up more than one (1) step per year. All employees who have seventeen (17) or more years of service as of July 1, 2021, shall receive an additional \$1,350 upon completing their thirtieth (30th) year of service. This sum shall be paid on or before August 1st of each year. Those persons who have between 12 and 14 years of District service as of FY 21 shall receive a one-time payment of \$700.00 each on or before October 1, 2021.

4. Article III, Office Hours, Section c, (pg 5)

Flex Time - 2nd sentence "The number of hours worked per day may not vary; however, the beginning and end of the work day may be changed by mutual agreement of the employees and the ~~Business Administrator~~ "Superintendent."

5. Article III, Work Schedule, (pg 5-6)

Reorganize paragraphs as follows:

Eleven (11) month Clerks:

The work year for eleven (11) month clerks shall consist of 201 days, which **includes** ~~will include the 181 days when teachers are present plus the 10~~ **11** days before school opens, **the 180 school days for students** and the 10 days after school closes in June.

During this work period, the following days will be considered "no work days" and will be labeled thusly on the annual staff calendar:

No Work Days:

- Labor Day
- Columbus Day
- Veteran's Day
- ½ day before Thanksgiving
- Day after Thanksgiving
- Christmas Eve day
- Day After Christmas
- New Year's Eve Day
- Martin Luther King Holiday
- President's Day
- Good Friday
- Patriot's Day
- Memorial Day
- **November Election Day**

Legal holidays that occur on a Sunday will be observed on the following Monday. Legal holidays which occur on a Saturday will be observed on the preceding Friday. If the Saturday holiday is not observed on the preceding Friday, or any other regularly scheduled work day, and the employee is required to work that day, then they shall receive a floating vacation day to be used at a date to be mutually agreed upon by the employee and his or her supervisor. Christmas Eve Day and Day After Christmas shall not be considered holidays, and, if said days do not fall on a regular work day employees shall not be entitled to additional time or a "floating" holiday".

Clerical staff shall not be required to work during the December holiday recess, winter recess (February), or spring recess (April) when classes are not in session. Eleven (11) month clerks are not required to work on a day when children are not in school- **unless DESE or the State reduces the number of school days for students**, not to exceed 201 workdays.

Eleven (11) month Clerks are not required to work a 'no school' day, however, they may make arrangements with their immediate supervisor to work on this day and that day will count toward the 201 number referenced in this article.

In addition to the time off during the December holiday recess, winter recess, and spring recess, 11 month clerks will yearly receive three (3) floating vacation days. Before leaving for the Summer, 11 month clerks will submit a work calendar to the Human Resource Department which will show a combined total of work days, vacation days, merit days, sick days, personal days, jury duty days, family illness days, graduation days, and bereavement days equalling 201. Any days worked beyond 201 will result in the employee being compensated at his/her daily rate of pay provided said days are approved in advance by the Superintendent.

~~Eleven (11) month employees must work the full complement of 10 days before and after school year, except such employees may use one merit or vacation day during each such period. 11 month employees may submit an extreme need petition for any additional use of merit or vacation leave with their immediate supervisor, who may approve if said leave will not effect school operations.~~ Should an 11 month Clerk wish to use personal, merit or any other type of earned leave during the approved school year, these requests must be submitted in advance to ~~the Superintendent~~ **their immediate supervisor** for his or her approval prior to the use of any such leave. **Such leave will not be withheld in an arbitrary or capricious manner.**

Eleven month clerks shall not work on 'No School' days due to inclement weather and such days will be made up at the end of the year.

Twelve (12) month Clerks:

The work year for 12 month clerks shall consist of 227 days.

During this work period, the following days will be considered "no work days" and will be labelled thusly on the Annual staff calendar:

No Work Days:

- July 4th
- Labor Day
- Columbus Day
- Veteran's Day
- ½ day before Thanksgiving
- Day after Thanksgiving,
- Christmas Eve day
- Day After Christmas
- New Year's Eve Day
- New Years Day
- Martin Luther King Holiday

- President's Day
- Good Friday
- Patriot's Day
- Memorial Day

Christmas Eve Day and day after Christmas shall not be considered holidays, and, if said days do not fall on a regular work day employees shall not be entitled to additional time or a "floating" holiday".

By July 15th of every year, 12 month clerks shall submit a work calendar to the Human Resource Department which will show a combined total of work days, vacation days, merit days, sick days, personal days, jury duty days, family illness days, graduation days, and bereavement days equalling 227. Any days worked beyond 227 will result in the employee being compensated at his/her daily rate of pay provided said days are approved in advance by the Superintendent.

Keep last 2 paragraphs as is.

6. Article V Compensation During Absence - 10. Merit Days (a) (pg 9-10)

"For each quarter of the scheduled work year, if unit member...

10. (c) Last sentence - ~~"A paper copy of this Attendance records will be kept maintained by the central office administration."~~

7. Article VII - Vacancies and Promotions (pg 11-12)

2. Add sentence "Bargaining unit members shall receive first consideration for openings".

3. Clerks who wish to be considered for the position shall contact the Haverhill School System, Human Resources in writing via email or School Spring.

14. Remove (duplicate language - see #9)

16. Remove (duplicate language - see #2) Add last sentence "Bargaining unit members shall receive first consideration for openings" to #2.

(Rework to eliminate redundancies)

8. Article IX Payroll Deduction (pg 13)

Remove last paragraph ~~"All members of the bargaining unit shall have the benefit of a cafeteria plan which has already been implemented by the Committee for the benefit of the members of the Association."~~

9. Article X Health & Welfare (pg 13)

Mirror teacher language: The City of Haverhill shall provide employees the same health

insurance benefits and coverage provided to all other municipal employees pursuant to MGL c. 32B. Employees hired before July 1, 2011 shall pay a twenty-five percent (25%) health insurance contribution for both PPO and HMO products. Employees hired on or after July 1, 2011 shall pay a thirty percent (30%) health insurance contribution for both PPO and HMO products.

10. Article X Health & Welfare (pg 13)

Flexible Spending Account under IRS Section 125

The maximum annual allowable amount to be deducted on a pre-tax basis for the Flexible Spending Account and Medical Dependent Care Account shall be the maximum allowed amount according to the IRS.

11. Article XV Retirement Benefit (pg 16)

Modify as follows: "*An employee with 20 years of service or more and **who** has not used more than 10 sick days in either of their final two years of service will be entitled to a lump sum payment of \$2,000.*" (for clarification purposes)

12. Appendix C Evaluation (pg 26)

Add – "cc: personnel file".

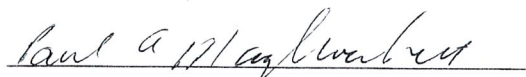
13. Job Description.

The attached revised job description shall be referenced and incorporated into the Contract as Appendix D replacing the current job description.

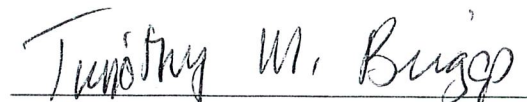
- 14. ESP Clericals.** The parties agree that the ESP Clericals, who migrated into this group from the ESP group effective 7.1.21, shall remain at their 6.30.21 ESP rates of pay and benefits until such time as the parties bargain and agree to a new job title, rates of pay and other benefits.

This Agreement is subject to ratification by the Unit and the School Committee.

HAVERHILL SCHOOL COMMITTEE: HEA SECRETARIES UNIT:


By: PAUL A MAGLIOCCHETTI
Its:

Date: 9/23/21


By:
Its: President HEA
9/22/21

PB / PBP / ES HHS (FY21)

Step	1.75%
1	\$ 37,617
2	\$ 39,990
3	\$ 42,520
4	\$ 45,214
5	\$ 48,081
6	\$ 51,128

PB / PBP / ES HHS (FY22)

Step	2.00%
1	\$ 38,369
2	\$ 40,790
3	\$ 43,371
4	\$ 46,118
5	\$ 49,043
6	\$ 52,151
7	\$ 53,951

PB / PBP / ES HHS (FY23)

Step	1.75%
1	\$ 39,041
2	\$ 41,503
3	\$ 44,130
4	\$ 46,925
5	\$ 49,901
6	\$ 53,064
7	\$ 54,895

12 Month PC (FY21)

Step	1.75%
1	\$ 36,494
2	\$ 38,867
3	\$ 41,397
4	\$ 44,090
5	\$ 46,957
6	\$ 49,624

12 Month PC (FY22)

Step	2.00%
1	\$ 37,224
2	\$ 39,645
3	\$ 42,225
4	\$ 44,972
5	\$ 47,896
6	\$ 50,617
7	\$ 52,417

12 Month PC (FY23)

Step	1.75%
1	\$ 37,875
2	\$ 40,339
3	\$ 42,964
4	\$ 45,759
5	\$ 48,734
6	\$ 51,503
7	\$ 53,334

11 Month PC (FY21)

Step	1.75%
1	\$ 32,315
2	\$ 34,417
3	\$ 36,656
4	\$ 39,040
5	\$ 41,580
6	\$ 43,917

11 Month PC (FY22)

Step	2.00%
1	\$ 32,961
2	\$ 35,105
3	\$ 37,390
4	\$ 39,821
5	\$ 42,412
6	\$ 44,796
7	\$ 46,596

11 Month PC (FY23)

Step	1.75%
1	\$ 33,538
2	\$ 35,720
3	\$ 38,044
4	\$ 40,518
5	\$ 43,154
6	\$ 45,580
7	\$ 47,411

Longevity	10 Years	\$700
	15 Years	\$1,100
	20 Years	\$1,550
	30 Years	\$3,100

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HAVERHILL PUBLIC SCHOOLS
HAVERHILL MASSACHUSETTS 01830

**HAVERHILL PUBLIC SCHOOLS IS A DIVERSE ENVIRONMENT AND IS PROUD TO BE AN
EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE
CONSIDERATION**

ANNOUNCEMENT OF POSTIION

Title of Position: PRINCIPAL CLERK 11 and 12 MONTH POSITION
ANTICIPATED OPENING(S)

Work Year: July – June – 12 Month

**Effective Date
of Employment:** 2021-2022

Salary: In accordance with the Clerical Salary Scale

Organizational Relationship Authority:

Directly responsible to the Principal of the School and/or his/her designee

Performance Responsibilities:

- Performs a variety of clerical activities related to the functions of assigned school office and/or programs.
- Greet public, receives visitors in school office and follows the proper protocol in allowing access to the building.
- Answer telephones, transfers calls to proper individual or department, takes messages and refers callers to appropriate staff members.
- Displays strong positive communication and interaction skills when dealing with co-workers, students, administrators, parents/guardians, visitors and/or the community.
- Open, sort and route incoming mail and prepares outgoing mail.
- Schedules appointments.
- Prepares memos, correspondence and/or reports from handwritten copy, notes or verbal direction including posting updates to the school webpage and calendar.
- Scan and upload digital copies to database.
- Maintain and organize both digital and hard copy filing systems.
- Requisition for textbooks, school supplies, equipment, other school related forms.
- Coordinates office and general school supply purchase orders; receive and assist and direct the distribution and storing of supplies and office materials, maintain office materials and office equipment inventory; maintain school/department purchase orders.
- Monitors and responds to radio communications.
- Prepare weekly payroll of personnel.

- Prioritizes assignments to assure efficiency and effectiveness and meets established timelines.
- Compiles school budget and performs related work.
- Collects fees and/or funds from student events related to student activities (e.g. field trips, uniforms, ticket sales, year books, dances, fundraisers, student fee money, etc.)
- Record transactions necessary for keeping records of a checkbook for school funds including making bank deposits – Student Activities as requested.
- Keeps up-to-date enrollment data, maintain student files
- Keep up-to-date personnel files.
- Maintains an organized and orderly office.
- Maintains the student information in the district database.
- Maintains accurate student and staff attendance.
- Verify parents and guardian notes and investigate any discrepancies in attendance information; refer continuing student attendance concerns to the school principal and or his/her designee.
- Process and track staff leave requests manually and in the district database system.
- Exercises considerable discretion in the management of and protection and release of confidential information of both student and staff and in the interpretation and administration of policies and procedures.
- Displays ethical and professional behavior in communicating and working with staff, students and community members.
- Participates on the Building Crisis Response Team.
- Provide teachers with all necessary data and forms.
- Training will be provided to all Principal Clerks as necessary in order to fulfill their job duties and responsibilities.
- Perform all other general duties as indicated by the Principal and his/her designee.

Qualifications:

- High School Diploma or GED is required.
- Post-secondary education / training preferred or relevant life experience.
- Secretarial and / or clerical experience preferred.
- Excellent interpersonal skills.
- Strong effective time management planning capabilities.
- Performs all clerical work in the office with little supervision.
- Self-motivated and able to work without direct supervision.
- Professional verbal and written communication skills.
- Ability to multi-task when necessary. Skills to operate standard office equipment including use of computer applications and various business machines.
- Performs data entry and word processing. The data entry will include daily student attendance; daily staff attendance; current enrollment data; student information; budget document; supply orders; other data as required.
- Knowledge of Microsoft Office applications and familiar with Apple software, SchoolBrains and Budgetsense.
- Bilingual *Preferred*.
- Previous experience in a school environment *preferred*.
- Such alternatives to the above qualifications as the building principal or his/her designee may find appropriate and acceptable.

**Closing Date for Receipt
Of applications:**

School Spring posting #:

**Address all Applications and
Letter of Intent to:**

School Spring (*Preferred*)

or

Haverhill Public Schools
Human Resources Department
4 Summer Street – Room 104
Haverhill, MA 01830

An Equal Opportunity Employer

The Haverhill Public Schools is an Equal Opportunity Employer and is in compliance with Federal regulations prohibiting discrimination in employment on the basis of race, color, religion, national origin, age, gender, gender identity or expression, sexual orientation, or disability.