

**Memorandum of Agreement**

Between

Town of Concord, MA

and

AFSCME Local 1703, Concord Library Non-Supervisory Employees Unit  
(July 1, 2020 – June 30, 2021)

WHEREAS, the July 1, 2017 - June 30, 2020 Collective Bargaining Agreement between the Town of Concord (the "Town") and the Concord Library Non-Supervisory Employees (the "Union") was scheduled to expire on June 30, 2020; and

WHEREAS, the collective bargaining teams representing the Town and the Union have reached an agreement concerning a successor Collective Bargaining Agreement to the July 1, 2017 - June 30, 2020 Agreement, subject to ratification by the bargaining unit's membership and the Town Manager.

NOW, THEREFORE, the Town and Union agree that the present Collective Bargaining Agreement shall remain in full force and effect, except as modified herein, with the terms and conditions agreed to as follows:

1. **Article 2.7, Off-Site Work:** strike the entire paragraph and replace with:

Employees shall not ordinarily perform work from home or other remote locations; however, the Library Director may approve such arrangements on a temporary basis.

2. **Appendix A, Salary Schedules:** effective July 1, 2020, amend the LAT-1 and LAT-2 ranges to be as follows:

	<u>Minimum</u>	<u>Maximum</u>
LAT-1	\$12.75	\$12.75
LAT-2	\$12.75	\$15.05

3. **Article 3.1, Base Salary:** amend by adding the following text shown in bold, and deleting the text shown in strikethrough:

All base salaries shall be in accordance with the salary schedules set forth in Appendix A of this Agreement. The minimums and maximums of each range reflect the following increases:

<u>Effective Date</u>	<u>Amount of Increase</u>
<b>1/1/2021</b>	<b>2.5%</b>
<del>7/1/17</del>	<del>2.25%</del>
<del>7/1/18</del>	<del>2.25%</del>
<del>7/1/19</del>	<del>2.25%</del>

*cm*

4. **Appendix A, Salary Schedules: effective January 1, 2021:**  
 a. increase the minimum and maximum of each range by 2.5%, and  
 b. further adjust the LAT-1 and LAT-2 ranges to be the following:

	<u>Minimum</u>	<u>Maximum</u>
LAT-1	\$13.50	\$15.50
LAT-2	\$14.00	\$18.00

5. **Article 3.2, Salary Increases & Performance Evaluations:** amend the second and third paragraphs by adding the following text shown in bold, and deleting the text shown in strikethrough:

Each employee will receive the following increases in his/her base hourly rate, subject to the maximum pay rates:

<u>Effective Date</u>	<u>Amount of Increase</u>
<b>1/1/2021</b>	<b>2.5%</b>
<del>7/1/17</del>	<del>2.25%</del>
<del>7/1/18</del>	<del>2.25%</del>
<del>7/1/19</del>	<del>2.25%</del>

In addition, each employee shall be eligible, contingent upon satisfactory performance, for annual "performance increases" to progressively advance his/her base salary through the specified range for his/her position; no performance increase granted shall result in a salary that exceeds the maximum of the salary range. During the term of this Agreement, performance increases shall be as follows:

<u>Date of Performance Increase</u>	<u>Amount of Increase</u>
<b>7/1/2020 – 6/30/2021</b>	<b>0.0%</b>
<del>7/1/17 – 6/30/18</del>	<del>2.0%</del>
<del>7/1/18 – 6/30/19</del>	<del>2.0%</del>
<del>7/1/19 – 6/30/20</del>	<del>2.0%</del>

6. **Base wage for James Williams and Cathy Kiepert (Library Pages with more than one year of service as of 1/1/2021): further increase to a rate of \$14.15 per hour effective 1/1/2021.**
7. **Article 4.3, Sick Leave:** revise the first paragraph of 4.4.3 by adding the following text illustrated in bold:

Sick leave is generally granted to employees for protection against loss of pay due to their own physical or mental personal illness or injury to attend....

*am*

10/8/2020

8. **Article 11, Duration of Agreement:** amend the first paragraph to reflect a one-year agreement (amended text illustrated in bold):

This Agreement shall remain in full force and effect upon execution, except as otherwise specified, until termination at midnight on June 30, 2021; provided, however, if there is no successor Agreement in place by June 30, 2021, and the parties are in negotiations, this Agreement shall be extended, subject to a ten (10) day notice. If either party gives a ten (10) day notice of termination to the other party during successor negotiations, the Agreement shall terminate after the expiration of the ten (10) day notice period.

THIS AGREEMENT has been executed by the duly authorized representatives of the Town of Concord and the Concord Library Non-Supervisory Employees, subject to the conditions herein.

FOR THE TOWN:

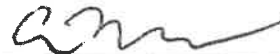


Stephen Crane, Town Manager

Date:

10/27/2020

FOR THE UNION:



Eric McKenna, Associate General Counsel



Pauline Kane BL



Date:

10/9/2020

DRAFT for reference purposes; minimums and maximums are subject to verification of the parties.

<b>APPENDIX A. SALARY SCHEDULES</b>
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**Base Rates Effective 1/1/2021**

*(2.5% increase plus adjustments to LAT-1 and LAT-2 ranges)*

*Annual rates are for reference purposes only and are based on 40 hours per week;*

*rates for schedules of less than 40 per week will be prorated accordingly.*

*This schedule does not determine a position's FLSA exempt status.*

Grade Number & Class Title		Minimum	Maximum
<b>ASSOCIATES &amp; TECHNICIANS</b>			
LAT-1 Library Page	Hourly	\$13.50	\$15.50
LAT-2 End Processor	Hourly	\$14.00	\$18.00
LAT-3 Library Assistant	Hourly	\$19.75	\$27.76
LAT-4 Branch Library Assistant Circulation Assistant Collections Conservator Senior Library Assistant	Hourly	\$22.41	\$31.48
LAT-5 Technical Services Assistant	Hourly	\$25.87	\$36.33
<b>MAINTENANCE</b>			
LM-1 Maintenance Custodian	Hourly	\$19.72	\$27.95
LM-2 Building Systems Custodian	Hourly	\$21.71	\$30.77
<b>PROFESSIONAL</b>			
LP-1 Librarian	Hourly	\$21.95	\$29.06
LP-2 Special Collections Assistant	Hourly	\$23.01	\$34.73
LP-3 Authorities Cataloger Staff Librarian	Hourly	\$25.97	\$39.18
	Annual	\$54,225	\$81,808