

CAMBRIDGE PUBLIC SCHOOLS

135 BERKSHIRE STREET, CAMBRIDGE, MASSACHUSETTS 02141



August 6, 2024

TO THE HONORABLE MEMBERS OF THE SCHOOL COMMITTEE:

Approval of the Memorandum of Agreement between the Cambridge School Committee and Cambridge Education Association Unit C for a successor collective bargaining agreement for the period of July 1, 2024 through June 30, 2026

Recommendation: That the School Committee ratify and approve the Tentative Agreement between the Cambridge School Committee (the "Committee") and Cambridge Education Association Unit C for a successor collective bargaining agreement for the period of July 1, 2024 through June 30, 2026 as detailed in the attached document.

Description: The language of the July 1, 2021 through June 30, 2024 collective bargaining agreement shall continue in the successor collective bargaining agreement with the modifications detailed in the attached document including:

- Clarification of recognition clause
- Revision of number of days for processing of grievances
- Adjustment in time period for posting vacancies
- Increase of three days in the 10 month work schedule
- Increase of three days in the 11 month work schedule
- Clarification of Holiday provision
- Increase in stipend for reporting to work onsite during non-weather related public health and safety issues
- Creation of a Joint Working Group on Professional Development
- Clarification of staff training provision
- Creation of a professional development day for Unit members between the end of the school year and July 10th
- Clarification of provision regarding seniority
- Creation of a Pilot mentor/training program for newly hired bargaining unit members
- Creation of a Joint Working Group on Job Descriptions
- Creation of a Joint Working Group on Evaluation Process
- Contract clean up
- Add a CRLS Student Supervision Stipend
- Add a multilingual language stipend
- Increase the T-pass reimbursement rate

- Increase the Staff Training Unit rates
- Add a stipend for unit members that hold and maintain a current national or state certification relevant to their current job position
- Salary increase of 3% year 1
- Salary increase of 3.5% year 2

Funding for this agreement is to be made from the School Department budget. The financial costs for the settlement are as follows:

Year 1: \$184,840

Year 2: \$149,334

Supporting Data: A copy of the Tentative Agreement between the Cambridge School Committee and Cambridge Education Association Unit C.

Respectfully submitted,



David Murphy
Interim Superintendent of Schools

**Memorandum of Agreement between
the Cambridge School Committee and
Cambridge Education Association Unit C**

This memorandum of agreement is entered into between the Cambridge School Committee (hereinafter "Committee") and the Cambridge Education Association Unit C (hereinafter "Association") (hereinafter collectively referred to as "Parties") as of June 27, 2024 for a collective bargaining agreement to be effective from July 1, 2024 to June 30, 2026, which shall be a successor collective bargaining agreement to the collective bargaining agreement between the Committee and Association for the period of July 1, 2021 to June 30, 2024. This memorandum of agreement is subject to ratification by both the Association and the Committee.

NOW THEREFORE, the Committee and Association agree as follows:

The language of the July 1, 2021 to June 30, 2024 collective bargaining agreement shall continue in the successor agreement except as modified below.¹

I. Substantive Proposals

1. Article 1 Recognition

Revise Article 1 as follows:

The School Committee recognizes the Union to be its own exclusive bargaining agent of the following group of Employees - ~~in the following Civil Service Classification: Clerk Typist - full-time and part-time, Clerk Typist Stenographer, Clerk Typist and Telephone Operator, Telephone Operator, Chief Switchboard Operator, Account Clerk, Senior Clerk, Senior Clerk and Typist, Senior Clerk Typist and Stenographer, Statistical Machine Operator, Data Entry Operator, including any of the above which are grant funded or federally funded, Clerk, Senior Clerk, Supervisor I, Senior Clerk II, Supervisor II, and Clerk Specialist~~ but excluding all other Employees of the School Committee as well as ~~Manager of Payroll, Manager of Human Resources, Manager of Communications, all other Managers and Assistant Managers;~~ the Secretaries to the Superintendent, Secretary to the Deputy Superintendent, **Secretary to Chief of Academic and Schools**, Secretaries to the Assistant Superintendents, Secretary to the Chief Talent Officer, Secretary to the Chief Strategy Officer, Secretary to the Chief Equity Officer, Secretary to the Chief Financial Officer, Secretary to the Chief Operating Officer, Secretary to the Legal Counsel, the Executive Secretary to the School Committee, the Secretary to the Executive Secretary to the School Committee, and anyone who works in the office of and directly with the School Committee.

There shall be no title change of any classification currently covered by the collective bargaining agreement, unless negotiated.

Bargaining Unit Members who were hired under the Civil Service statute by the Cambridge School Department or City of Cambridge will remain Civil Service Employees throughout their employment as bargaining unit members with the Cambridge School Department.

¹ All changes to text are highlighted in yellow. Bold text indicates new language being inserted and strikethrough of text indicates language being deleted.

Non-Contractual Note: The only positions the School Department will post with "Secretary" in the title will be positions that would be excluded from the bargaining unit based on M.G.L. c.150E.

**2. Article 4 Grievance and Arbitration Procedures
Section B, Steps 1 through 3**

Revise Steps 1 through 3 of Section B of Article 4 as follows:

STEP 1. The Union's President or designee with the aggrieved Employee shall take up the grievance or dispute in writing with the immediate supervisor within ~~fifteen (15) business~~ **twenty (20) school days or forty (40) calendar** days of the date of the grievance or their knowledge of its occurrence. The immediate supervisor shall attempt to resolve the matter and respond to the President ~~within twenty-five (25) business~~ **twenty (20) school** days of the grievance being submitted to the immediate supervisor.

STEP 2. If the grievance has not been resolved, it shall be presented in writing to the Superintendent of Schools within ~~twenty-five (25) business~~ **twenty (20) school** days after the immediate supervisor's response is due. ~~The Superintendent shall schedule and hold the hearing of the grievance within twenty (20) school days.~~ The Superintendent or designee shall respond to the President in writing within ~~twenty-five (25) business~~ **twenty (20) school** days.

STEP 3. If the grievance still remains unresolved, it shall be presented to the School Committee in writing within ~~twenty-five business~~ **twenty (20) school** days after the response of the Superintendent is due. ~~The School Committee shall meet with the member and a representative of the Association within twenty (20) school days in an effort to settle the grievance.~~ The School Committee shall respond in writing within ~~twenty-five (25) business~~ **twenty (20) school** days of the meeting with the School Committee. ~~after its second regularly scheduled meeting following the presentation of the grievance to the School Committee.~~ Failure by the School Committee to respond within this period shall be construed as a denial of the grievance.

**3. Article 6 Vacancies and Transfers
Section A**

Revise the language of Section A of Article 6 as follows:

Whenever the School Committee or its designee desires to fill a position covered by this Agreement as a result of death, retirement, promotion, resignation, newly-created positions or titles, transfer or any other reason, the position shall be made available to ~~all permanent Civil Service~~ employees by means of a notice that the School Committee desires to fill a position which shall be ~~posted, in-house~~ **emailed** for at least ten (10) days prior to the position becoming filled. A copy of each notice so posted shall be sent to the Union President via their Cambridge Public Schools' email address. If such vacancy should occur during ~~summer vacation~~ **the period of July 1 – September 30, the position may be posted for a minimum of five (5) days and the notice of the vacancy will be emailed to all members of the Union at their Cambridge Public Schools' email address.**

**4. Article 6 Vacancies and Transfers
Section F**

Delete Section F in its entirety. This section states that:

Whenever a ~~Civil Service~~ position is filled by a provisional or temporary Employee for a period of thirty (30) days the School Committee ~~shall post the position per Section A above. call for the Civil Service~~

~~list and the position shall be filled by an appointment from said list within thirty (30) days of receipt.~~

5. Article 7 Hours of Work
Section 6

Revise the section to read as follows:

~~Effective July 1, 2021, the ten (10) month schedule is defined as the school academic year for students plus twelve (12) days (for a total of 192 (one hundred ninety-two) days). The work year commences for ten (10) month clerks two (2) days before the first day of school. The additional ten (10) days shall that shall be worked at the discretion of the principal or appropriate school administrator. The additional ten (10) days may only be used to extend the work year immediately following the close of school in June and/or the opening of school in September. Such Employees must be so notified by May 15.~~

The ten (10) month work schedule is defined as the school academic year for students, three (3) professional days during the school year, plus twelve (12) days (for a total of ~~192~~ 195 (one hundred ~~ninety-two~~ ninety-five) days). The work year commences for ten (10) month clerks two (2) days before the first day of school. The additional ten (10) days shall be worked at the discretion of the principal or appropriate school administrator. The additional ten (10) days may only be used to extend the work year immediately following the close of school in June and/or the opening of school in September. Such Employees must be so notified by May 15.

6. Article 7 Hours of Work
Section 7

Revise the section to read as follows:

~~Effective July 1, 2021, the eleven (11) month work schedule is define as the school academic year for students plus a full additional thirty (30) days (a total of 210 (two hundred ten) days). The work year for eleven (11) month clerks commences ten (10) business days before the first day of school. The remaining days required to reach 210 (two hundred ten) work days is to be worked between the end of one school year and the start of the next and/or during school vacation periods if so requested by the administrator and agreed to by the clerk.~~

The eleven (11) month work schedule is defined as the school academic year for students, three (3) professional days during the school year, plus a full additional thirty (30) days (a total of two hundred thirteen (213) days). The work year for eleven (11) month clerks commences ten (10) business days before the first day of school. The remaining days required to reach 213 (two hundred thirteen) ~~is~~ are to be worked between the end of one school year and the start of the next and/or during school vacation periods if so requested by the administrator and agreed to by the clerk.

7. Article 11 Holidays

Revise the language of the Article as follows:

Whenever Christmas Day and/or New Year's Day falls on a Saturday or Sunday it will be celebrated on a Friday or a Monday. A full day before Christmas and a full day before New Year's shall be paid holidays under the terms of this Agreement whenever the schools in the system are not in session. If the day before Christmas and/or the day before New Year's falls on a Friday, Saturday or Sunday or Monday, all members of Unit C will be granted a compensatory day. If the

unit member takes a half of a vacation day, a half of a personal day or a half of compensatory day for the half day of work on the day before winter break, they will not qualify for the compensatory day.

Revise chart as indicated below:

Christmas & New Year's Holidays				
	Christmas Holiday & Day before Christmas		New Year's Day and Day before New Year's	
<u>When Christmas (12/25) falls on a:</u>	<u>And school is in session on the preceding work day</u>	<u>And school is not in session on the preceding work day</u>	<u>And therefore New Year's Day (1/1) falls on a:</u>	<u>And school is not in session on the preceding work day.</u>
Sunday	Monday (12/26) is a holiday, Friday (12/23) is a half work day/half holiday and clerks receive a comp day	Monday (12/26) is a holiday, Friday (12/23) is a holiday	Sunday	Monday (1/2) is a holiday, Friday (12/30) is a holiday
Monday	Monday (12/25) is a holiday, Friday (12/22) is a half work day/half holiday and clerks receive a comp day	Monday (12/25) is a holiday, Friday (12/22) is a holiday	Monday	Monday (1/1) is a holiday, Friday (12/29) is a holiday
Tuesday	School is never in session on Day before Christmas	Tuesday (12/25) is a holiday, Monday (12/24) is a holiday	Tuesday	Tuesday (1/1) is a holiday, Monday (12/31) is a holiday
Wednesday	School is never in session on Day before Christmas	Wednesday (12/25) is a holiday, Tuesday (12/24) is a holiday	Wednesday	Wednesday (1/1) is a holiday, Tuesday (12/31) is a holiday
Thursday	School is never in session on Day before Christmas	Thursday (12/25) is a holiday, Wednesday (12/24) is a holiday	Thursday	Thursday (1/1) is a holiday, Wednesday (12/31) is a holiday
Friday	School is never in session on Day before Christmas	Friday (12/25) is a holiday, Thursday (12/24) is a holiday	Friday	Friday (1/1) is a holiday, Thursday (12/31) is a holiday
Saturday	(If school is in session on Thursday - 12/23), Friday (12/24) is a holiday, Thursday (12/23) is a half work day/half holiday and clerks receive a comp day	(If school is not in session on Thursday - 12/23), Friday (12/24) is a holiday, Thursday (12/23) is a holiday	Saturday	Friday (12/31) is a holiday, Thursday (12/30) is a holiday

8. Article 22 General Provisions
Section 12

Revise the language in Section 12 of Article 22 as follows:

All bargaining unit members will receive an annual payment of ~~\$200.00~~ \$300.00 (two three hundred dollars) in recognition of the fact that they may be asked to report to work onsite as an Employee during a non-weather related public health or safety issue on days that other Employees may be asked not to report onsite. ~~The initial payment will be made within forty-five (45) days of ratification of this agreement. Thereafter it will be paid out annually in the first payroll period of October. This provision will sunset at the end of the collective bargaining agreement term, which is June 30, 2024.~~

Effective July 1, 2025, the annual payment that is made in recognition of the fact that the bargaining unit members may be asked to report to work onsite as an Employee during a non-weather related public health or safety issue on days that other Employees may be asked not to report onsite will increase to five hundred dollars (\$500.00) and will be rolled into the base.

NON-CONTRACTUAL NOTE: *The five hundred dollars (\$500.00) is based on an eleven month schedule and pro-rated for ten month and twelve month employees.*

9. Joint Working Group on Professional Development

Add a new second paragraph to section 2 of Article 23 which states as follows:

There shall be a Joint Working Group on Professional Development consisting of three (3) members of Unit C designated by the CEA and three (3) administrators designated by the Superintendent to provide input and review feedback regarding professional development courses to be offered by the school department in district to Unit C members. This Joint Working Group shall be co-chaired jointly by one individual designated by the CEA and by the Chief Talent Officer or a designee. This Joint Working Group shall be advisory to the Superintendent of Schools. The Joint Working Group shall meet once in the spring and once in the winter of each school year.

10. Article 23, Section 2

Revise the language in Section 2 of Article 23 to read as follows:

STAFF TRAINING. ~~Management~~ The School Department will make available relevant staff training opportunities, ~~including evaluation training, skill development, and other appropriate courses to improve competency and productivity.~~ The School Department will maintain an online listing of all staff training opportunities available for Unit C members.

11. Article 23 New Section 3

3. Professional Development

Effective July 1, 2025, between the end of the school year and July 10, there will be a professional development day for all Unit C clerks in the same location. The content may be differentiated by role.

The Joint Working Group on Professional Development will be consults on topics for professional development.

12. Article 21 Section A and F

Revise the language to read as follows:

For the purposes of this Agreement, seniority shall be based upon the date the employee was appointed to the Cambridge School Department as a clerk under the agreement. ~~defined in accordance with the following:~~

- ~~A. For retirement purposes, seniority shall be based upon Civil Service Statutes and City of Cambridge ordinances.~~
- ~~B. For promotion purposes, seniority shall be based upon the date the Employee was appointed to the Cambridge School Department, Civil Service classification and grade.~~
- ~~C. For transfer purposes, seniority shall be based upon the date appointed to the Cambridge School Department as a clerk under the Agreement.~~
- ~~D. For lay off purpose, seniority shall be computed in accordance with Civil Service Statutes and provisions of this Agreement.~~

All service time must be continuous. If there is a break in service of less than one year, the date the employee was originally appointed to the Cambridge School Department will be maintained. ~~Time is computed as provided in accordance with Massachusetts Civil Service laws, regulations and other state laws and regulations.~~

13. Article 23, New Section 6

There will be a pilot mentor/trainer program effective during the period of July 1, 2024 through June 30, 2026. In connection with this mentor/trainer program, all newly hired bargaining unit members will be assigned a mentor/trainer during the bargaining unit members first year in the Cambridge Public Schools. A job-alike mentor will be assigned if one is available in the mentor pool. Newly hired bargaining unit members may request, but are not guaranteed, being matched with a qualified mentor/trainer of similar identity and background.

Experienced bargaining unit members can apply to enter a pool of potential mentor/trainer to be approved by the Chief Talent Officer or designee. Bargaining unit members who are selected to serve as a mentor/trainer will be expected to participate in a training program of no more than four (4) hours. Mentors/trainers will be paid a stipend of \$750.00 (seven hundred fifty dollars). Bargaining unit members who are selected to serve as a mentor/trainer may be expected to provide up to twenty (20) hours of mentoring/training as jointly determined by the supervisors of both the mentor/trainer and assigned mentee/trainee. Such mentoring/training will occur during their regular work hours as jointly approved by the supervisors of both the mentor/trainer and assigned mentee/trainee. This pilot program will sunset and expire on its own terms on June 30, 2026 unless both parties mutually agree to extend the terms and provisions of this pilot program.

NON-CONTRACTUAL NOTE: *If the bargaining unit member assigned to be a mentor to a newly hired bargaining unit member works 40 hours a week, the payment will be at time and a half.*

14. Joint Working Group on Job Descriptions

Enter into a side letter which provides the following:

There shall be a Joint Working Group on Job Descriptions consisting of three (3) members of Unit C designated by the CEA and three (3) administrators designated by the Superintendent to provide input and review feedback regarding the updating and revision of job descriptions for all Unit C members and the job classifications of these job descriptions. This Joint Working Group shall be co-chaired jointly by one individual designated by the CEA and by the Chief Talent Officer or a designee. This Joint Working Group shall be advisory to the Superintendent of Schools. The meeting frequency of this Joint Working Group shall be bi-monthly or at any other frequency mutually agreed to by the co-chairs. It is the goal of the Joint Working Group to complete their review of job descriptions prior to December 15, 2025. Any recommended changes in job classification for a position will be subject to the approval of the Superintendent. The work of this Joint Working Group on Job Descriptions shall expire at the end of the term of its collective bargaining agreement. In other words, this side letter shall become null and void as of the last date of the collective bargaining agreement (i.e., even if the parties are still negotiating a successor collective bargaining agreement this provision will be eliminated as of the last date of the successor collective bargaining agreement).

15. Joint Working Group on Evaluation Process

There shall be a Joint Working Group on Evaluation Process consisting of three (3) members of Unit C designated by the CEA and three (3) administrators designated by the Superintendent to review existing evaluation processes/forms and make recommendations for modifications and additions. This Joint Working Group shall be co-chaired jointly by one individual designated by the CEA and by the Chief Talent Officer or designee. The meeting frequency of this Joint Working Group shall be bi-monthly or at any other frequency mutually agreed to by the co-chairs and the work of the Joint Working Group on Evaluation Process will be completed by March 15, 2025. The work of this Joint Working Group on Evaluation Process shall expire at the end of the term of its collective bargaining agreement. In other words, this side letter shall become null and void as of the last date of the collective bargaining agreement (i.e., even if the parties are still negotiating a successor collective bargaining agreement this provision will be eliminated as of the last date of the successor collective bargaining agreement).

II. Economic Proposals

16. Article 16 Salaries

Create new Salary Schedules to reflect salary increase of as of July 1, 2024, and another salary increase as of July 1, 2025:

Year One	July 1, 2024 – 3%
Year Two	July 1, 2025 – 3.5%

Should during the life of this contract any City or school department unit reach voluntary agreement with the City for a general across the board base wage increase greater in percentage than that provided to this Union, then the City/School Department and the Union agree to reopen the contract for the limited purpose of discussing base wages.

Add an Associate's Degree + 30 and Master's Degree lane to the salary schedule.

See Attachment 1.

17. Article 22 General Provisions Section 10

Delete current language of the first sentence of Section 10 of Article 22 in its entirety and insert after the current second sentence of Section 10 the following:

Effective three (3) months after ratification of contract, the school department shall reimburse each member of the bargaining unit who purchases one, up to 75% of the cost of a "T" pass, up to a maximum of \$300 per month.

Effective three (3) months after ratification of contract, in order to access this benefit, members will need to use the payroll deduction process.

Note: This benefit will include members who purchase a Commuter Rail "T" pass and members will be allowed to suspend payroll deduction as needed.

18. New Multilingual Fluency Stipend

Clerks who have passed a school department designated assessment and have been determined to be fluent/proficient in one (1) of the six (6) most commonly used languages in the Cambridge Public Schools other than English shall be paid a stipend of \$2500.00 (two thousand five hundred dollars).

19. New Student Supervision Stipend

Payment will be made in December and in June/July of a flat stipend of \$350.00 (three hundred and fifty dollars) provided that the CRLS school-based clerk and their supervising administrator both certify the occurrence that there was no substitute coverage for a class and the class of students were assigned to report to an office for supervision by the CRLS clerk. Such certifications need to be made by the end of December and by the end of June. A current record of the same must be maintained at all times in the office of the principal.

20. Article 23, Section G

Effective July 1, 2025 for units that are earned that relate to current job responsibilities the annual amounts for staff training credits shall be as follows:

<u>Annual Amount</u>	<u>Units Earned</u>
\$175	1
\$350	2
\$525	3
\$700	4
\$875	5
\$1050	6
\$1225	7
\$1400	8

\$1575	9
\$1750	10
\$1925	11
\$2100	12
\$2275	13
\$2450	14

21. Article 23, Section G

Insert a new paragraph at the bottom of Section G of Article 23 which states the following:

Unit members who hold and maintain a current national or state certification relevant to their current job position shall be awarded a stipend in the amount of \$2,000 (two thousand dollars). Proper documentation of such certification must be submitted the Chief Talent Officer or designee for approval and is not subject to the grievance process and is not arbitrable. Determination of continued eligibility for said stipend will be made on an annual basis.

Non-Contractual Note: Examples of such relevant national or state certifications may include, but are not limited to, SHRM certification, MCCPO certification, American Society of Administrative Professionals or National Career Certification Board.

III. Contract Clean Up

22. Article 1 Recognition

Delete ~~Manager of Human Resources~~ and delete ~~Manager of Communications~~

23. Article 7 Hours of Work
Section 2

Delete ~~or upper school heads~~

24. Article 7 Hours of Work
Section 3

Delete ~~and upper school heads~~

25. Article 7 Hours of Work
Section 4

Delete ~~upper school heads,~~

26. Article 7 Hours of Work
Section 6

Revise the last sentence in the section as follows:

Such Employees must be ~~so~~ notified by May 15.

**27. Article 7 Hours of Work
Section 7**

Revise the last sentence in the section as follows:

The remaining days required to reach 210 (two hundred ten) work days ~~is~~ are to be worked between the end of one school year and the start of the next and/or during school vacation periods if so requested by the administrator and agreed to by the clerk.”

**28. Article 13 Personal Illness
Section 2 Sick Leave Bank**

Delete the current Section 2 of Article 13 in its entirety and insert the following in its place:

1. The purpose of the Sick Leave Bank is to provide additional sick leave to those staff who are ill and whose personal sick leave, personal leave and vacation days (if any) have been exhausted. Sick Leave Bank days may be allocated for personal illness only.
 - a. There shall be a one-time allocation of two (2) days by the School Committee for each bargaining unit member of Cambridge Education Association Units A&B, C, E and for building substitutes who are bargaining unit members of Cambridge Education Association Unit D which shall occur on July 1, 2023 for Unit C members and September 1, 2023 for Units A&B, D and E members. Additionally, each existing bargaining unit member of Cambridge Education Association Units A&B, C, E and for building substitutes who are bargaining unit members of Cambridge Education Association Unit D shall make a one-time contribution of one (1) sick day to the Sick Leave Bank which shall occur on July 1, 2023 for Unit C members and September 1, 2023 for Units A&B, D and E members. Such contribution shall be deducted from each member’s accrued sick days.
 - b. The School Committee will deposit two (2) days into the Sick Leave Bank for each newly hired bargaining unit member of Cambridge Education Association Units A&B, C, E and for each newly hired building substitutes who are bargaining unit members of Cambridge Education Association Unit D. Additionally, each newly hired bargaining unit member of Cambridge Education Association Units A&B, C, E and each newly hired building substitutes who are bargaining unit members of Cambridge Education Association Unit D will contribute one (1) sick leave day. Such contribution shall be deducted from each member’s initial allocation of sick days.
 - c. Any sick leave days that remain unused in the Sick Leave Bank as of June 30th will roll over into the next year.
 - d. In the event that the Sick Leave Bank drops below one hundred (100) days, then it is acknowledged and agreed by the Committee and the Association that each existing bargaining unit member of Cambridge Education Association Units A&B, C, E and building substitutes who are bargaining unit members of Cambridge Education

Association Unit D will each contribute one (1) sick leave day to the Sick Leave Bank. Such contribution shall be deducted from each member's accrued sick days on the date when those days are next allocated. In the interim, if the Sick Leave Bank drops below zero (0) days, then the Committee will loan the Sick Leave Bank any days needed and the Sick Leave Bank will return all of those days as soon as those days are next deposited into the Sick Leave Bank.

e. The Sick Leave Bank Committee will be composed of:

- i. Three members of the Cambridge Education Association Units A, B, C and E and/or building substitutes who are members of Unit D
- ii. Three members from the Central Administration of the Cambridge School Department ("School Department" or "Cambridge Public Schools") designated by the Cambridge Superintendent of Schools ("Superintendent").

f. The Sick Leave Bank Committee will decide, on a majority vote, on an allocation of days from the Sick Leave Bank, using guidelines set forth below:

- i. All bargaining unit members of Units A&B, C and E and building substitutes who are bargaining unit members of Unit D are eligible to apply for days from the Sick Leave Bank
- ii. Applicants must have exhausted personal sick leave days, personal days and vacation days (if any) before the effective date of any grant of sick days from the Sick Leave Bank.
- iii. An official application form must be completed.
- iv. Applicants must be on an approved medical leave for personal illness. The Superintendent has the right to require an examination by the City of Cambridge's ("City") chief medical officer or representative whose opinion as to the nature or extent of the illness or injury will prevail.

g. Applicants can be denied by the Sick Leave Committee if, in its opinion, any of the following apply:

- i. Previous abuse of personal sick leave; and
- ii. Applicant received Sick Leave Bank days in each of the prior two (2) fiscal years.

h. A maximum of forty-five (45) days per applicant may be allotted to any one person in any one fiscal year for their own individual illness after their own personal sick leave days, personal days and vacation days (if any) have been exhausted.

- i. In the unusual circumstance that a member is experiencing a personal catastrophic illness (e.g., a severe illness requiring a prolonged hospitalization or recovery, or sudden illness or accident that incapacitates the employee for an extended period of time), which is supported by a letter from an attending physician, and they have exhausted their initial allotment of forty-five (45) days from the Sick Leave Bank, the member may apply to the Sick Leave Bank Committee for one (1) final additional extension of twenty (20) days from the Sick Leave Bank.
- j. The Committee and the Association acknowledge and agree that there will be no petitions, requests or other actions for the creation of independent or voluntary Sick Leave Bank contributions for any union member and that the maximum number of sick days that may be awarded to any member of the CEA Units A&B, C, E and building substitutes who are members of Unit D is capped by the terms and provisions of this Sick Leave Bank Agreement.
- k. Decisions of the Sick Leave Bank Committee are final with respect to eligibility and entitlement and are not subject to appeal.
- l. When a member has borrowed from the Sick Leave Bank, they will be required to return to the Sick Leave Bank thirty-three percent (33%) of their annual accrual, rounded to the nearest hour, each fiscal year until the sick days borrowed are repaid in full. Such returns shall be deducted from the member's annual allocation of sick days starting in the fiscal year after their return from medical leave.

29. Article 13 Personnel Illness
Section 7

Revise the section as follows:

Effective as of July 1, 2021, union members shall be required to use any compensatory time that is earned on or after July 1, 2021 within twelve (12) months of the date that the compensatory day is earned or it is lost.

~~Additionally, unit members will have a one-time option to elect to be paid for all compensatory time that the union member has earned through June 30, 2021 at the rate of \$25.00 (twenty-five dollars) per hour or at the union member's hourly rate, whichever is less. Such election must be made within forty-five days of ratification of the agreement by both parties.~~

30. Article 15 Extended Leaves of Absence
Section 5

Insert after the first paragraph of Section 5 of Article 15 the following text:

The School Committee agrees to abide by State Law and Massachusetts Commission Against Discrimination ("MCAD") guidelines with reference to parental leave. All members of Unit C who have worked for at least three (3) consecutive months in a regularly appointed position of twenty (20) hours per week or more will be eligible for up to eight (8) weeks of paid parental leave ("PPL") in connection with the birth of a child or the adoption or foster placement of a child under the age of eighteen (18), or under the age of twenty-three (23) if the child is disabled ("Qualifying Event). The PPL needs to be taken close in time to the birth, adoption or foster placement of the child, and eight (8)

weeks of PPL may be taken all at once, or may be spread out over the year but PPL must be used within twelve (12) calendar months following the Qualifying Event. If PPL is used incrementally, it must be used in increments of one (1) work day. No more than eight (8) weeks of PPL will be granted in any twelve (12) month period, regardless of the number of children born, adopted or placed. The PPL runs concurrently with FMLA leave. All members of Unit C may use their accrued time for parental leave in addition to the eight (8) weeks of PPL but sick leave bank time cannot be allocated for parental leave. Unit C members will return to work for a minimum period equal to twice the length of their leave and remain in service unless there are extenuating circumstances, supported by documentation that is acceptable to the school department, which is provided to the Superintendent and Chief Talent Officer.

31. Adjust dates in successor collective bargaining agreement to reflect term of new CBA
32. Delete the December 10, 1996 side letter from the CBA
33. Article 23

Rename subsection H of Section 2 of Article 23 as Section 3 of Article 23 which states as follows:

TUITION REIMBURSEMENT: Unit members will be eligible for tuition reimbursement for job related educational courses taken at an accredited college or university. The maximum amount of the reimbursement will be \$750.00 (seven hundred fifty dollars) per individual per contract year. To be eligible for reimbursement for the course, prior approval by the unit member's supervisor and Superintendent's designee shall be required and a final course grade of at least "B-" shall be required unless a course is only offered "Pass/Fail" in which case a "passing" grade shall be required. The total tuition reimbursement amount shall not exceed \$7,500 (seven thousand five hundred dollars) per year.

34. Article 23 Subsections I and J

Delete Subsections I and J of Section 2 of Article 23 which state as follows:

- I. ~~Effective July 1, 2012, unit members who have obtains an associate's degree from an accredited college or university shall receive a \$500.00 differential on their base salary based upon submission of documentation to the Human Resources Department evidencing that the member has obtains an associate's degree from an accredited college or university. Courses given by the school district during work time will not be able to be used for course credit towards a degree at an accredited college or university.~~
- J. ~~Effective July 1, 2012, unit members who have obtains a bachelor's degree from an accredited college or university shall receive a \$1,000.00 differential on their base salary based upon submission of documentation to the Human Resources Department evidencing that the member has obtains an associate's degree from an accredited college or university. Courses given by the school district during work time will not be able to be used for course credit towards a degree at an accredited college or university.~~

CAMBRIDGE EDUCATION ASSOCIATION



Daniel Monahan
President

Date July 15, 2024

CAMBRIDGE SCHOOL COMMITTEE

Katherine Christo
Interim Executive Secretary

Date _____

Order Number _____

CITY OF CAMBRIDGE

Yi-An Huang
City Manager

Approved as to Form:

Megan B. Bayer, Esq.
Acting City Solicitor

ATTACHMENT 1

Effective July 1, 2024: 3.0% salary increase.

All rates are hourly and in \$.

Clerk (Entry Level)	Step	Base Rate	<u>ASSOCIATE'S</u>		<u>ASSOCIATE'S</u>		<u>BACHELOR'S</u>		<u>MASTER'S</u>	
			<u>DEGREE</u>	Step	<u>DEGREE +30</u>	Step	<u>DEGREE</u>	Step	<u>DEGREE</u>	
	1	25.83	1	26.17	1	26.33	1	26.49	1	26.81
	2	27.70	2	28.02	2	28.18	2	28.34	2	28.66
	3	29.04	3	29.36	3	29.52	3	29.69	3	30.01
	4	29.69	4	30.01	4	30.17	4	30.33	4	30.65
	5	30.45	5	30.77	5	30.93	5	31.09	5	31.41
	6	31.22	6	31.54	6	31.70	6	31.86	6	32.18
	7	32.30	7	32.62	7	32.78	7	32.94	7	33.26
Senior Clerk										
	1	28.33	1	28.64	1	28.80	1	28.96	1	29.28
	2	28.96	2	29.28	2	29.43	2	29.59	2	29.91
	3	29.69	3	30.01	3	30.17	3	30.33	3	30.65
	4	30.45	4	30.77	4	30.93	4	31.09	4	31.41
	5	31.23	5	31.54	5	31.70	5	31.86	5	32.18
	6	32.76	6	33.08	6	33.24	6	33.41	6	33.73
	7	33.56	7	33.88	7	34.04	7	34.21	7	34.53
	8	34.36	8	34.69	8	34.85	8	35.01	8	35.33
Supervisor I & Senior Clerk II										
	1	32.76	1	33.08	1	33.24	1	33.41	1	33.73
	2	33.56	2	33.88	2	34.04	2	34.20	2	34.52
	3	34.36	3	34.69	3	34.85	3	35.01	3	35.33
	4	35.20	4	35.53	4	35.69	4	35.85	4	36.17
	5	36.35	5	36.68	5	36.84	5	37.00	5	37.32
Clerk Specialist										
	1	34.87	1	35.19	1	35.35	1	35.51	1	35.83
	2	35.71	2	36.03	2	36.19	2	36.35	2	36.67
	3	36.58	3	36.90	3	37.06	3	37.22	3	37.54
	4	37.47	4	37.79	4	37.96	4	38.12	4	38.44
	5	38.70	5	39.02	5	39.18	5	39.34	5	39.66
Supervisor II										
	1	36.98	1	37.30	1	37.46	1	37.62	1	37.94
	2	37.85	2	38.17	2	38.33	2	38.49	2	38.81
	3	38.79	3	39.12	3	39.29	3	39.45	3	39.77
	4	39.74	4	40.06	4	40.22	4	40.38	4	40.70
	5	41.05	5	41.37	5	41.53	5	41.70	5	42.02

Effective July 1, 2025: 3.5% salary increase and \$0.27/hour increase rolled into base for non-weather related emergencies.

All rates are hourly and in \$s.

Clerk	Step	Base Rate	Step	<u>ASSOCIATE'S</u> <u>DEGREE</u>	Step	<u>ASSOCIATE'S</u> <u>DEGREE +30</u>	Step	<u>BACHELOR'S</u> <u>DEGREE</u>	Step	<u>MASTER'S</u> <u>DEGREE</u>
Clerk (Entry Level)	1	27.01	1	27.36	1	27.52	1	27.69	1	28.02
	2	28.94	2	29.27	2	29.44	2	29.60	2	29.93
	3	30.32	3	30.65	3	30.83	3	31.00	3	31.33
	4	31.00	4	31.33	4	31.50	4	31.67	4	32.00
	5	31.79	5	32.12	5	32.28	5	32.45	5	32.78
	6	32.58	6	32.92	6	33.08	6	33.25	6	33.58
	7	33.70	7	34.03	7	34.20	7	34.37	7	34.70
Senior Clerk	1	29.59	1	29.91	1	30.08	1	30.25	1	30.58
	2	30.25	2	30.57	2	30.73	2	30.90	2	31.23
	3	31.00	3	31.33	3	31.50	3	31.66	3	32.00
	4	31.78	4	32.12	4	32.28	4	32.45	4	32.78
	5	32.59	5	32.91	5	33.08	5	33.25	5	33.58
	6	34.17	6	34.51	6	34.68	6	34.85	6	35.18
	7	35.00	7	35.34	7	35.51	7	35.67	7	36.01
	8	35.83	8	36.18	8	36.34	8	36.50	8	36.83
Supervisor I & Senior Clerk II	1	34.18	1	34.51	1	34.68	1	34.84	1	35.18
	2	35.00	2	35.34	2	35.50	2	35.67	2	36.00
	3	35.83	3	36.18	3	36.34	3	36.51	3	36.84
	4	36.71	4	37.04	4	37.21	4	37.37	4	37.70
	5	37.89	5	38.24	5	38.40	5	38.57	5	38.90
Clerk Specialist	1	36.36	1	36.69	1	36.86	1	37.03	1	37.36
	2	37.23	2	37.56	2	37.73	2	37.89	2	38.22
	3	38.13	3	38.46	3	38.63	3	38.80	3	39.13
	4	39.05	4	39.38	4	39.55	4	39.73	4	40.06
	5	40.33	5	40.66	5	40.82	5	40.99	5	41.32
Supervisor II	1	38.54	1	38.88	1	39.04	1	39.21	1	39.54
	2	39.45	2	39.78	2	39.95	2	40.11	2	40.44
	3	40.42	3	40.76	3	40.93	3	41.10	3	41.43
	4	41.40	4	41.74	4	41.90	4	42.07	4	42.40
	5	42.76	5	43.09	5	43.26	5	43.43	5	43.76