

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding is entered into by and between Local 1707, American Federation of Teachers, AFT Massachusetts, AFL-CIO (hereinafter the "FEDERATION"), and the Greater Lawrence Technical High School (hereinafter the "EMPLOYER") to outline modifications as part of a successor collective bargaining agreement.

RECITALS

- A. The EMPLOYER and the FEDERATION entered into a collective bargaining agreement for the period July 1, 2021, through and including June 30, 2022.
- B. The duly-authorized representatives of the EMPLOYER and the duly authorized representatives of the FEDERATION have met, pursuant to Massachusetts General Laws, Chapter 150E, to negotiate a successor agreement.
- C. The said representatives of the EMPLOYER and the FEDERATION have, subject to ratification by the membership of the School Committee and the FEDERATION agreed to a tentative agreement of contract changes.

AGREEMENT

In consideration of mutual promises and covenants, the parties hereto agree as follows:

1. PRIOR AGREEMENT & DURATION

- A. The Collective Bargaining Agreement in effect for the period of July 1, 2021, through and including June 30, 2022, shall be in full force and effect for the period of July 1, 2022, through and including June 30, 2025, except as modified by this MEMORANDUM OF AGREEMENT.
- B. The changes set forth herein are effective July 1, 2022, unless otherwise specified.

2. WAGES

- A. Salary Schedule
 - i. Effective July 1, 2022, "step 1" and "step 2" shall be eliminated from the salary schedule.
 - ii. Effective and retroactive to July 1, 2022, the salary schedule listed in APPENDIX A shall be increased by two percent(2.00%).

- iii. Effective June 30, 2022, the salary schedule listed in APPENDIX A shall be increased by two percent (2.00%).
- iv. Effective July 1, 2023, the salary schedule listed in APPENDIX A shall be increased by three percent (3.00%).
- v. Effective July 1, 2023, "step 15" of the salary schedule listed in APPENDIX A shall be increased by an additional five hundred dollars (\$500.00).
- vi. Effective July 1, 2024, the salary schedule listed in APPENDIX A shall be increased by three percent (3.00%).

B. Coaching and Extracurricular Stipends. Effective each July 1st of this successor collective bargaining agreement, the coaching and extracurricular stipends listed in Appendix B shall be increased by two percent (2.00%).

3. **PROFESSIONAL DEVELOPMENT BUDGET.** Amend¹ Article 5.4 as follows: Teachers will be limited to three (3) training programs or courses in a given fiscal year. It is further agreed that the School will set aside fifty thousand dollars (\$50,000.00) for this purpose. At the end of a school year, the School, upon request, will report the status of expenditures under this Article to 1707.
4. **SKILLFUL TEACHER.** Amend Article 5.7 as follows: Newly hired non-professional status teachers shall enroll and participate in the Skillful Teacher course once during their first four (4) years at the school's expense. Newly hired teachers who have taken the course in another school district within the past three years and can provide documentation shall be exempted from taking the course.
5. **SUBSTITUTE TEACHING.** Create a new Article 8.2 as follows: If a bargaining unit employee is assigned during their preparation period to do substitution teacher duties or a bargaining unit employee is required to have additional students in their class to cover a co-worker's absence, the EMPLOYER shall pay twenty dollars (\$20.00) per hour differential.
6. **HOURLY RATE.** Amend Article 9.1 as follows: A minimum fee of fifty (\$50.00) dollars per hour will be paid to those teaching regular summer school and/or evening school.

7. **LEAD TEACHERS.** Amend Article 10.1 as follows: The School Committee, in consultation with the Superintendent and Principal, shall determine the number of Lead Teachers required and will appoint them in September of each year. Lead Teachers and Lead Nurse start time shall be 7:20 AM, shall work 183 days and be compensated as follows for each member of the faculty assigned to that particular department, excluding the Lead Teacher: For school year 2013-2014: \$1,700.00 and \$250.00 per department member.
8. **ELL LEAD TEACHER.** Delete Article 10.4
9. **PLAN DESIGN.** Amend Article 13.1 as follows: Effective September 1, 2014, the School Committee will provide 80% of the premium cost of the present Blue Cross/Blue Shield HMO Network Blue New England plan. The School will contribute a dollar amount to Master Medical enrollees equal to the current cost of the individual and family plans respectively. **The health insurance plan design is outlined in the Public Employee Committee (PEC) agreement.**
10. **HEALTH INSURANCE WHILE ON UNPAID LEAVE.** Add a new Article 13.5 as follows: **Bargaining unit employees who are on an approved medical leave of absence (FMLA, approved sick leave, extended parental leave, etc.) and have exhausted their accumulated sick leave shall be required to pay their portion of the health insurance cost shares. The EMPLOYER shall pay their portion of the health insurance premium cost shares for a period of no shorter than twelve (12) weeks. The EMPLOYER may continue to pay their portion of the health insurance cost shares beyond twelve (12) weeks at their sole discretion.**
11. **LENGTH OF SCHOOL YEAR & SCHOOL DAY.** Delete all of Article 17.1 and replace it as outlined in subsequent paragraphs.

12. **WORK YEAR.** Create a new Article 17.1 as follows: **The contractual work year for returning employees shall be one hundred eighty-three (183) days. The contractual work year for new employees shall be one hundred eighty-seven (187) days.**
13. **FIRST INSTRUCTIONAL DAY.** Create a new Article 17.2 as follows: **The first instructional day shall be based on when Labor Day falls on the calendar as outlined below.**

<u>Calendar date of Labor Day:</u>	<u>First instructional date:</u>
<u>September 1</u>	<u>September 2</u>
<u>September 2</u>	<u>September 3</u>
<u>September 3</u>	<u>September 4</u>
<u>September 4</u>	<u>September 5</u>
<u>September 5</u>	<u>August 29</u>
<u>September 6</u>	<u>August 30</u>
<u>September 7</u>	<u>August 31</u>

14. **PROFESSIONAL DEVELOPMENT.** Add a new Article 17.3 as follows: **It is understood that there may be up to three (3) professional development days scheduled prior to the start of the academic year.**
15. **HOLIDAYS.** Change the Article number 17.2 to 17.4 and amend it as follows: The school sessions shall be suspended on Saturdays, Sundays and the following named holidays and vacations: **Friday before Labor Day, Labor Day,** Columbus Day; Martin Luther King Day; Veterans Day; from Thanksgiving Day until the following Monday; from the first calendar day preceding Christmas to and including January 1; the week in which Washington's birthday falls; Good Friday; the week in which Patriot's Day falls; **the half-day on Friday before Memorial Day,** Memorial Day; **and Juneteenth.** Whenever the aforesaid holidays fall on Sunday, the school shall not be in session on the following Monday.
16. **WORKDAY.** Change Article number 17.3 to 17.5 and amend it as follows: The regular school day shall be established by the School Committee with the employees to arrive at

their assigned area at 7:30 a.m. to remain until 2:40 PM Monday through Thursday and 7:30 AM to remain until 2:30 PM on Fridays. As a professional courtesy, it is understood that bargaining unit employees shall not be leaving in a manner to interfere with buses or dismissal. Teachers shall be dismissed thirty (30) minutes following the first dismissal of students on early dismissal days which are reflected in the official school calendar.

17. **AFTER-SCHOOL COLLABORATION.** Add a new Article 17.6 as follows: **Bargaining unit employees are required to stay the first Wednesday of each month until 2:55 PM for departmental or colleague collaboration time.**
18. **STUDENT SUPPORT.** Add a new Article 17.7 as follows: **It is understood that from time to time bargaining unit employees may need to stay until 2:55 PM to provide student support upon request. It is also understood that students must request additional after-school support before the end of the contractual workday as noted above.**
19. **HOUSEKEEPING.** Change the current Article 17.4 to 17.8.

20. **STEAM PROGRAM.** Delete all of Article 23.

21. **EVENING MEETINGS.** Amend Article 24.1 as follows: In the spirit of continued cooperation, **bargaining unit employees** will attend **one (1) evening “Back to School Night” one** (1) Sunday afternoon Open House not to exceed three (3) hours, **and two (2) additional evening events from the list below.** Any teacher who attends more than **four (4)** meetings shall be compensated at their applicable hourly rate of pay, and for all hours worked. The two evening meetings will consist of the following subject to approval of the teacher’s supervisor, which absent circumstances beyond the control of the supervisor, shall be confirmed no later than September 15th:

Academic Teachers	Vocational Teachers	Guidance Counselors
Back to School Night		
Open House		
Add two (2) of the following: <ul style="list-style-type: none"> ● Shop Selection Night ● Scholarship Awards Night ● SEPAC-ELPAC ● Other management approved school-sponsored events 	Two (2) Program Advisory Night	Add two (2) of the following: <ul style="list-style-type: none"> ● Shop Selection Night ● Scholarship Awards Night ● SEPAC-ELPAC ● Other management approved school-sponsored events

22. **PREPARATION TIME.** Amend Article 27.1 as follows: The Principal will try to maintain **six (6)/five (5) day weekly schedule for all teachers.**

Likewise, the Principal will try to maintain a schedule of forty-five (45) teaching periods and fifteen (15) preparation periods over a ten (10) day cycle for academic teachers and a schedule of fifty (50) teaching periods and ten (10) preparation periods over a ten (10) day cycle for Career and Technical Education Teachers (CTE). Further, the Principal shall try to schedule no more than **five (5)** teaching periods and no more than three (3) preparations in any one day for academic instructors.

23. **CAREER AREA BREAKS.** Career area teachers are provided a preparation period as identified in new Article 27.1 and as such delete Article 29.
24. **PERSONAL DAYS.** Amend Article 34.5 as follows: Employees shall be presented with a written reason or reasons if they are denied personal leave on the above-mentioned days. In no event, however, shall a personal day be used to start a vacation period early or to extend a vacation period **and holiday weekends without prior consent from management.**
25. **PARENTAL LEAVE.** Amend Article 40 as follows:

40.1 Every bargaining unit employee shall be entitled to a twelve (12) week parental leave if the employee complies with the following conditions:

- A. The employee provides a doctor's statement attesting to the pregnancy and expected delivery date or comparable adoption documentation; and**
- B. The employee has been employed for three (3) consecutive months; and**
- C. The employee gives at least two (2) weeks' notice of the expected departure date and intended date of return.**

40.2 The EMPLOYER shall provide all bargaining unit employees six (6) weeks of paid leave during a parental leave of absence. An employee has the option of using current or accumulated sick leave to the extent available **for a period of up to one (1) year after the initial six (6) week paid period.**

- 40.3 **Extended** absence in excess of available sick leave time will be treated as leave without pay.
- 40.4 If an employee fails to return from **parental** leave by the expiration of the one (1) year period, **their** employment shall be terminated.
- 40.5 An employee returning from parental leave will be reinstated to **their** previous position or to another comparable position.
- 40.6 An employee returning from a **parental** leave will retain all her previous rights. Salary placement will be at the next step of the salary schedule if the employee served one-half (1/2) or more of the work year in which the leave was granted.

26. **NO UNION ACTIVITY ON SCHOOL TIME.** Delete Article 56.

27. **FEDERATION RIGHTS.** Create a new Article 56 as follows:

56.1 PRESIDENT ASSIGNMENT. The President of the Federation, or his/her designee, shall teach one (1) fewer class and shall not be assigned to non-teaching duties with no loss of pay.

56.2 UNION BUSINESS LEAVE. The FEDERATION may ask the Superintendent-Director to release a reasonable amount of bargaining unit employees with no loss of pay to attend local, state, or national conventions, conferences, and/or training. The Superintendent-Director shall not unreasonably deny requests.

56.3 FEDERATION OFFICE. The EMPLOYER shall provide locked office space for the FEDERATION in the building at no cost to the FEDERATION.

56.4 The FEDERATION shall provide a copy of the membership and dues authorization card to the EMPLOYER to include in new hire packets.

28. **AGENCY FEE.** Delete Article 59.

29. **FREEDOM TO JOIN.** Create a new Article 59 as follows:

59.1 **The EMPLOYER shall provide the FEDERATION access to members of the bargaining unit that the FEDERATION exclusively represents. Access shall include, but shall not be limited to:**

- A. **The right to meet with individual employees on the premises of the public employer during the workday to investigate and discuss grievances, workplace-related complaints, and other workplace issues;**
- B. **The right to conduct worksite meetings during lunch breaks and other non-work breaks and before and after the workday on the employer's premises to discuss workplace issues, collective bargaining negotiations, the administration of collective bargaining agreements, other matters related to the duties of an exclusive representative and internal federation matters involving the governance or business of the federation; and**
- C. **The right to meet with newly-hired employees, without charge to the pay or leave time of such an employee, as outlined in Article 59.3.**

59.2 **Not later than ten (10) calendar days after the date a prospective school employee accepts an offer of employment, the EMPLOYER shall provide the following contact information to the FEDERATION in spreadsheet file format or other format agreed to by the FEDERATION: (i) name; (ii) job; (iii) title; (iv) worksite location; (v) home address; (vi) work telephone number; (vii) home and personal cellular telephone numbers on file with the public employer; (viii) date of hire; (ix) work email address; and (x) personal email address on file with the public employer.**

59.3 **FEDERATION ORIENTATIONS**

- A. **For bargaining unit employees hired prior to the start of the academic year, the Federation shall be provided at least one (1) hour to orient new members of the district. The Employer shall provide release time for new employees to attend with no loss of pay. The Employer shall release two (2) members of the Federation to conduct the orientation with no loss of pay.**
- B. **For bargaining unit employees hired after the start of the academic year, the first workday of the new employee shall be exclusively for training, orientation, and preparation. On that first day of employment, the EMPLOYER shall release a building representative, or other representative chosen by the FEDERATION, to conduct an orientation of not less than one (1) hour with no loss of pay.**

30. **DURATION.** Amend Article 69.1 as follows: This Agreement shall become effective as of July 1, **2022**, and shall continue in force and effect until 11:59 p.m. on June 30, **2025**. The parties agree to meet on or about January **2025** in regards to a successor agreement.

31. **JOINT LABOR-MANAGEMENT COMMITTEE.** Create a new Article 70 as follows:

- 70.1 The parties shall form a Joint Labor-Management Committee to discuss changes to the educator evaluation system.**
- 70.2 The parties shall form a Joint Labor-Management Committee to discuss strategies to increase worker diversity.**
- 70.3 The parties shall form a Joint Labor-Management Committee to discuss how to protect teacher academic freedom concerns.**
- 70.4 The parties shall form a Joint Labor-Management Committee to discuss the “After Dark” program.**
- 70.5 The parties shall form a Joint Labor-Management Committee to discuss adjustments to specific Appendix B stipends.**

32. **MEMBERSHIP APPLICATION FORM.** Delete Appendix C “Application for Membership”

33. **AGENCY FEE FORM.** Delete Appendix D “Application for Agency Service Fee.”

This Memorandum of Understanding is subject to ratification of the parties. This Memorandum of Understanding was signed electronically on September 21, 2022.

For the EMPLOYER

A handwritten signature in black ink, appearing to read "L. Longore", written in a cursive style.

For the FEDERATION

A handwritten signature in black ink, appearing to read "A. J. [unclear]", written in a cursive style.

APPENDIX A

Effective July 1, 2022 (2%)	Academic Teachers	B	B15	M	M15	M30	M45	M60	M75
	Vocational Teachers	V	V30	V45	V60	V75	V90	VB	VB15
	Nurses	RN	RN15	RN ASSOC	RN ASSOC 15	RN BS	RN BS15	RN M	RN M15
	Step 3	\$58,507	\$59,621	\$60,734	\$61,850	\$62,506	\$64,078	\$65,189	\$66,306
	Step 4	\$61,521	\$62,635	\$63,749	\$64,862	\$65,978	\$67,091	\$68,204	\$69,318
	Step 5	\$64,535	\$65,649	\$66,764	\$67,875	\$68,990	\$70,101	\$71,220	\$72,333
	Step 6	\$67,548	\$68,664	\$69,779	\$70,890	\$72,007	\$73,118	\$74,233	\$75,346
	Step 7	\$70,562	\$71,677	\$72,791	\$73,905	\$75,019	\$76,134	\$77,244	\$78,361
	Step 8	\$73,576	\$74,690	\$75,804	\$76,918	\$78,034	\$79,147	\$80,260	\$81,376
	Step 9	\$76,591	\$77,705	\$78,818	\$79,932	\$81,044	\$82,160	\$83,272	\$84,387
	Step 10	\$79,603	\$80,716	\$81,833	\$82,947	\$84,060	\$85,174	\$86,289	\$87,401
	Step 11	\$82,621	\$83,731	\$84,730	\$85,961	\$87,073	\$88,187	\$89,301	\$90,416
	Step 12	\$85,632	\$86,746	\$87,860	\$88,976	\$90,089	\$91,201	\$92,318	\$93,430
	Step 13	\$88,647	\$89,761	\$90,876	\$91,987	\$93,102	\$94,214	\$95,331	\$96,442
	Step 14	\$91,510	\$92,641	\$93,772	\$94,902	\$96,033	\$97,162	\$98,296	\$99,427
	Step 15	\$93,037	\$94,171	\$95,302	\$96,434	\$97,561	\$98,694	\$99,825	\$100,955
Effective June 30, 2023 (2%)	Step 3	\$59,677	\$60,814	\$61,949	\$63,087	\$63,756	\$65,360	\$66,493	\$67,632

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	Step 4	\$62,751	\$63,888	\$65,024	\$66,159	\$67,298	\$68,433	\$69,569	\$70,704
	Step 5	\$65,826	\$66,962	\$68,099	\$69,232	\$70,370	\$71,503	\$72,644	\$73,779
	Step 6	\$68,899	\$70,038	\$71,174	\$72,308	\$73,447	\$74,581	\$75,717	\$76,853
	Step 7	\$71,973	\$73,111	\$74,246	\$75,383	\$76,519	\$77,657	\$78,789	\$79,928
	Step 8	\$75,048	\$76,184	\$77,320	\$78,456	\$79,595	\$80,730	\$81,865	\$83,003
	Step 9	\$78,123	\$79,260	\$80,394	\$81,530	\$82,665	\$83,804	\$84,937	\$86,075
	Step 10	\$81,195	\$82,331	\$83,469	\$84,606	\$85,741	\$86,878	\$88,014	\$89,149
	Step 11	\$84,274	\$85,406	\$86,425	\$87,680	\$88,815	\$89,951	\$91,087	\$92,224
	Step 12	\$87,345	\$88,481	\$89,617	\$90,756	\$91,891	\$93,025	\$94,164	\$95,299
	Step 13	\$90,420	\$91,556	\$92,693	\$93,827	\$94,964	\$96,099	\$97,237	\$98,371
	Step 14	\$93,341	\$94,494	\$95,648	\$96,800	\$97,954	\$99,105	\$100,262	\$101,415
	Step 15	\$94,897	\$96,054	\$97,208	\$98,362	\$99,513	\$100,668	\$101,822	\$102,974
	Effective July 1, 2023 (3% for steps 3-14, 3%+\$500 for step 15)								
	Step 3	\$61,467	\$62,638	\$63,808	\$64,979	\$65,669	\$67,321	\$68,488	\$69,661
	Step 4	\$64,634	\$65,805	\$66,975	\$68,144	\$69,316	\$70,486	\$71,656	\$72,825
	Step 5	\$67,800	\$68,971	\$70,142	\$71,309	\$72,481	\$73,648	\$74,823	\$75,993
	Step 6	\$70,966	\$72,139	\$73,309	\$74,477	\$75,651	\$76,818	\$77,989	\$79,158
	Step 7	\$74,132	\$75,304	\$76,474	\$77,644	\$78,815	\$79,987	\$81,153	\$82,326
	Step 8	\$77,299	\$78,470	\$79,639	\$80,810	\$81,983	\$83,152	\$84,321	\$85,494
	Step 9	\$80,467	\$81,637	\$82,806	\$83,976	\$85,145	\$86,318	\$87,485	\$88,657
	Step 10	\$83,631	\$84,801	\$85,973	\$87,144	\$88,314	\$89,484	\$90,655	\$91,823

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	Step 11	\$86,802	\$87,968	\$89,018	\$90,311	\$91,479	\$92,650	\$93,819	\$94,991
	Step 12	\$89,965	\$91,136	\$92,305	\$93,478	\$94,648	\$95,816	\$96,989	\$98,158
	Step 13	\$93,133	\$94,302	\$95,474	\$96,642	\$97,813	\$98,982	\$100,155	\$101,322
	Step 14	\$96,141	\$97,329	\$98,517	\$99,704	\$100,892	\$102,078	\$103,270	\$104,458
	Step 15	\$98,244	\$99,436	\$100,624	\$101,813	\$102,998	\$104,188	\$105,377	\$106,564
Effective July 1, 2024 (3%)	Step 3	\$63,311	\$64,517	\$65,722	\$66,929	\$67,639	\$69,340	\$70,543	\$71,751
	Step 4	\$66,573	\$67,779	\$68,984	\$70,188	\$71,396	\$72,601	\$73,805	\$75,010
	Step 5	\$69,834	\$71,040	\$72,246	\$73,448	\$74,655	\$75,858	\$77,068	\$78,273
	Step 6	\$73,095	\$74,303	\$75,509	\$76,711	\$77,920	\$79,123	\$80,328	\$81,533
	Step 7	\$76,356	\$77,563	\$78,768	\$79,974	\$81,179	\$82,386	\$83,588	\$84,796
	Step 8	\$79,618	\$80,824	\$82,028	\$83,234	\$84,442	\$85,647	\$86,850	\$88,058
	Step 9	\$82,881	\$84,086	\$85,290	\$86,496	\$87,699	\$88,907	\$90,110	\$91,317
	Step 10	\$86,140	\$87,345	\$88,553	\$89,758	\$90,963	\$92,169	\$93,375	\$94,578
	Step 11	\$89,406	\$90,607	\$91,688	\$93,020	\$94,223	\$95,429	\$96,634	\$97,841
	Step 12	\$92,664	\$93,870	\$95,075	\$96,283	\$97,487	\$98,691	\$99,899	\$101,102
	Step 13	\$95,927	\$97,131	\$98,338	\$99,541	\$100,748	\$101,951	\$103,159	\$104,362
	Step 14	\$99,025	\$100,249	\$101,473	\$102,695	\$103,919	\$105,141	\$106,368	\$107,592
	Step 15	\$101,192	\$102,419	\$103,643	\$104,868	\$106,088	\$107,314	\$108,538	\$109,760