Memorandum of Agreement:
Unit D, Joint Labor Management Committee (JLMC), Resolution of Article 36

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this Memorandum of Agreement ("Agreement") is made and entered into by the Wellesley School Committee ("Committee") and the Wellesley Educators Association ("Association") (collectively, the "Parties").

A. Article 36 of the Unit D Collective Bargaining Agreement (CBA) – covering the period July 1, 2023 through June 30, 2026 – states that a JLMC will convene to determine wages for Principal's Secretaries, effective FY25 as well as the reduction in force (RIF) procedures for members of the bargaining unit. In accordance with those terms, a JLMC convened and negotiated new wage tables and RIF procedures.

B. These new wage tables and RIF procedures require multiple aspects of the contract to be modified. This MOA memorializes all contractual modifications.

C. The Committee and Association agree to the following modifications to *Article 9: Work Year, Hours of Work, and Overtime*. Sections a and c are modified, as outlined below:

(a) In general, the work year will be:

New WEA Unit	Old WEPSA Unit	School Year Daily Hours	Non-School Day Daily Hrs.	Annual Hours Year-Round	Annual Hours School Year	Annual Hours 11-Months
Group A	Group 3	7.25 hours	6.25 hour	1,820 hours	1,695 hours	1,317.50 hours
Group B	Group 2	7.25 hours	6.25 hour	1,820 hours	1,695 hours	1,317.50 hours
Group C	Group A2	8.00 hours	7.00 hours	2,016 hours	[redacted]	
Group D	Group B	8.00 hours	7.00 hours	2,016 hours		
Group E	Group C		Exempt			
Group F*	Group B	7.25 hours	6.25 hour	1,820 hours		
Group G**	Group B	8.00 hours	7.00 hours	2,016 hours		
Group ~~G~~H***	Group B	8.00 hours	7.00 hours	2,016 hours		

** A new group is created by this MOA entitled *Unit D JLMC, Resolution of Article 36 (dated __/__/24)*
*** See Memorandum of Agreement in Appendix E (dated 10/26/2020)

(c) (Paragraph 6) The COMMITTEE may adjust the normal hours of work so long as the workday does not exceed the number of hours of work set forth herein. ~~Notwithstanding the foregoing, the workday for elementary school Administrative Support Professionals shall be 7.25 hours per day during the full week before school opens and the full week after school ends.~~ It is understood that appropriate adjustments shall be made for employees whose regular workday is more than 7.25 hours per day.

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D. The Committee and Association agree to the following modifications to *Article 10: Holidays*. Section a (#4) is modified, as outlined below:

Members will work five (5) hours (school day) on the Wednesday before Thanksgiving to provide appropriate coverage while students are in the building and be paid 2.25 hours of holiday time. On Christmas Eve, members will work 2.25 hours and receive five (5) hours of holiday time. This holiday schedule applies to the following positions:

Secretary to METCO Program and Director of Diversity, Equity, and Inclusion
~~Secretary to the Preschool Director~~
~~Secretary to the Elementary Principal~~
~~Secretary to the Middle School Principal~~
~~Secretary to the High School Principal~~
Secretary to the Athletic Director (High School)
House Secretary (High School, Bradford House)
House Secretary (High School, Perrin House)
House Secretary (High School, Phillips House)
Guidance Receptionist (High School)
Secretary to the Director of Guidance (High School)
Main Office Secretary (High School)
Main Office Secretary (Middle School)
Secretary to the Middle School Assistant Principals
Data Processing Specialist (Middle School)

NO CHANGES TO LANGUAGE IN BETWEEN THESE SECTIONS

Employees categorized as working 2,016 hours per year:

Administrative Assistant to the Assistant Superintendent of Teaching and Learning
Administrative Assistant to the Directors of Libraries and Innovation & Educational Technology (Effective July 1, 2023)
Accounting Coordinator – Accounts Payable
Accounting Coordinator – Payroll
Accounting Coordinator – Payroll and Public Records
Accounting Coordinator – Purchasing
Accounting Coordinator – Accounts Receivable and Cash Management
Production Center and PreK-5 Instructional Materials Coordinator
Secretary to the Preschool Director
Secretary to the Elementary Principal
Secretary to the Middle School Principal
Secretary to the High School Principal
Transportation Coordinator and Accounting Coordinator
Finance and Operations Coordinator – Student Services (Finance)
Finance and Operations Coordinator – Student Services (Administration)

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E. The Committee and Association agree to the following modifications to *Article 22: Seniority*. Section b is modified, as outlined below:

Article 22 (b)

(b) For the purpose of this Agreement, the term "layoff" means a reduction in the number of employees in a given RIF Pool in the Wellesley Public Schools due to a lack of work or funds for the carrying out of any work project in such RIF Pool.

The Assistant Athletic Director and the Transportation Director are not part of any RIF pool and are exempt from the terms of this article.

1. In the event of a layoff, the least senior employee (as defined in section a) in the RIF Pool affected by the layoff shall be laid off first. Probationary employees shall be laid off first unless there is no other employee having a seniority rating in such RIF Pool qualified to perform the requirements of the probationer's job. If there is no such employee available, the probationary employee shall continue to be employed in such job. Such laid-off employees having a seniority rating shall have the right to bump the least senior employees in the same or any lower RIF Pool, having less seniority, provided they are qualified to do the work of the persons such laid-off employees seek to bump.

Indiscriminate bumping shall not be permitted and bumping by any employee shall be limited to a single bump. For example, one layoff would lead to one employee being bumped, and two layoffs would lead to two employees being bumped. Employees must be willing to work the hours and at the location of the bumped employee and qualified to perform all duties of the bumped employee.

2. If more than one person is being laid off, at the outset of the bumping process, the following information will be determined: the number of eliminated positions, the job title of each eliminated position, and the list of available positions affected employees may move into, provided they are qualified to do the work required of the position. The most senior person being laid-off may bump any of the less senior employees in the same or lower numerical RIF Pool. Then the second most senior employee being laid off may bump any of the less senior employees in the same or lower numerical RIF pool. This process continues until all employees who hold a position being eliminated, who are eligible and qualified to bump a less senior employee, have exercised their opportunity to bump or to decline to bump. An employee who chooses not to exercise bumping rights will be considered laid off for purposes of unemployment compensation.

3. Laid-off employees shall have recall rights for a maximum period of two (2) years. Employees having less than two (2) years' service but more than one year of service prior to layoff shall have recall rights for a maximum period of one (1) year. With respect to employees having less than one year of service prior to layoff, their recall periods shall be equal to the number of months of their service in excess of six (6) months.

4. When a vacancy occurs, the job will be posted pursuant to ARTICLE 25. Should the vacancy not be filled via the bidding process, laid off employees of the same job group shall then be given the first opportunity to return thereto in the order of their seniority. Any eligible and qualified person refusing or failing to exercise such recall opportunity within ten (10) working days following notice sent to them by the COMMITTEE by certified mail at their last known place of residence appearing on the records of the Wellesley Public Schools shall be placed at the bottom of the recall list. If the district is in possession of the person's last known personal email address, identical notice shall also be sent to the person's last known personal email account. Should an employee refuse a second recall, or not respond within the aforementioned timeline, they will forfeit all further recall rights. Such person exercising recall rights shall have two (2) additional days to report to work.

5. In all cases of layoff and recall following a layoff, seniority shall be the deciding factor among employees qualified and competent through knowledge, skill and efficiency to perform the available work. The determination of comparative qualifications is the responsibility of the COMMITTEE, but in carrying out this responsibility there shall be no discrimination among employees.

Reduction in Force Pool 1	**Job Group**
Secretary to Middle School Department Head of Guidance	A
High School Guidance Receptionist	A
High School Main Office Secretary	A
Middle School Main Office Secretary	A
Production/Science Technician	A
Production/Social Studies	A
Reduction in Force Pool 2	**Job Group**
Secretary to Director Fitness/Health & Visual Arts	B
Secretary to Director Performing Arts	B
Financial Transactions Assistant - Facility Rental	B
High School House Secretary - Bradford	B
High School House Secretary - Perrin	B
High School House Secretary - Phillips	B
High School Secretary to the Athletic Director	B

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IVEP Coordinator	B
School District Registrar/Receptionist	B
Secretary to Director of METCO	B
Secretary to Human Resources	B
Secretary to Middle School Assistant Principal	B
Secretary to Middle School, Data Processing Coordinator	B
Reduction In Force Pool 3	**Job Group**
Secretary to Dept. Heads K-Gr. 5 Special Education	B
Secretary to High School Department Head Special Education	B
Secretary to Middle School Department Head Special Education	B
Secretary to High School Director of Guidance	B
Reduction in Force Pool 4	**Job Group**
Administrative Assistant of Teaching and Learning	C
Administrative Assistant to the Directors of Library and Innovation and Educational Technology	C
Reduction in Force Pool 5	**Job Group**
Human Resource Coordinator	D
Instructional Materials Coordinator	D
Testing Coordinator	D
Reduction in Force Pool 6	**Job Group**
Secretary to Preschool	G
Secretary to Elementary Principal - Bates	G
Secretary to Elementary Principal - Fiske	G
Secretary to Elementary Principal - Hardy	G

Secretary to Elementary Principal - Hunnewell	G
Secretary to Elementary Principal - Schofield	G
Secretary to Elementary Principal - Sprague	G
Secretary to Secondary Principal - WHS	G
Secretary to Secondary Principal - WMS	G

Reduction in Force Pool 7	**Job Group**
Accounting Coordinator for Student Services (Finance)	D
Accounting Coordinator of Student Services (Director)	D

Reduction in Force Pool 8	**Job Group**
Accounting Coordinator of Accounts Payable	D
Accounting Coordinator of Accounts Receivable and Cash Management	D
Accounting Coordinator of Payroll	D
Accounting Coordinator of Payroll / RAO	D
Accounting Coordinator of Purchasing	D
Transportation Coordinator and Accounting Coordinator	D

F. The Committee and Association agree to the following modifications to *Appendix A: Compensation & Salary Tables*, as outlined below:

COMPENSATION

Position	**Group**	**Duration**
Secretary to Middle School Department Head of Guidance	Group A	12 Months
High School Guidance Receptionist	Group A	12 Months
High School Main Office Secretary	Group A	12 Months
Middle School Main Office Secretary	Group A	12 Months
Production/Science Technician	Group A	12 Months
Production/Social Studies	Group A	12 Months
Secretary to Director Fitness/Health & Visual Arts	Group B	11 Months

Secretary to Director Performing Arts	Group B	11 Months
Financial Transactions Assistant - Facility Rental	Group B	12 Months
High School House Secretary - Bradford	Group B	12 Months
High School House Secretary - Perrin	Group B	12 Months
High School House Secretary - Phillips	Group B	12 Months
High School Secretary to the Athletic Director	Group B	12 Months
IVEP Coordinator	Group B	12 Months
School District Registrar/Receptionist	Group B	12 Months
Secretary to Dept. Heads K-Gr. 5 Special Education	Group B	12 Months
Secretary to Director of METCO	Group B	12 Months
~~Secretary to Elementary Principal - Bates~~	~~Group B~~	~~12 Months~~
~~Secretary to Elementary Principal - Fiske~~	~~Group B~~	~~12 Months~~
~~Secretary to Elementary Principal - Hardy~~	~~Group B~~	~~12 Months~~
~~Secretary to Elementary Principal - Hunnewell~~	~~Group B~~	~~12 Months~~
~~Secretary to Elementary Principal - Schofield~~	~~Group B~~	~~12 Months~~
~~Secretary to Elementary Principal - Sprague~~	~~Group B~~	~~12 Months~~
~~Secretary to Elementary Principal - Upham~~	~~Group B~~	~~12 Months~~
Secretary to High School Department Head Special Education	Group B	12 Months
Secretary to High School Director of Guidance	Group B	12 Months
Secretary to Human Resources	Group B	12 Months
Secretary to Middle School Assistant Principal	Group B	12 Months
Secretary to Middle School Department Head Special Education	Group B	12 Months
Secretary to Middle School, Data Processing Coordinator	Group B	12 Months
~~Secretary to Preschool~~	~~Group B~~	~~12 Months~~
~~Secretary to Secondary Principal - WHS~~	~~Group B~~	~~12 Months~~
~~Secretary to Secondary Principal - WMS~~	~~Group B~~	~~12 Months~~

NO CHANGES TO SALARY TABLES FOR GROUPS A AND B

Position	**Group**	**Annual Hours**
Administrative Assistant of Teaching and Learning	Group C	2,016.00
Administrative Assistant to the Directors of Library and Innovation and Educational Technology	Group C	2,016.00
Accounting Coordinator of Accounts Payable	Group D	2,016.00
Accounting Coordinator for Student Services (Finance)	Group D	2,016.00
Accounting Coordinator of Accounts Receivable and Cash Management	Group D	2,016.00
Accounting Coordinator of Payroll	Group D	2,016.00
Accounting Coordinator of Payroll / RAO	Group D	2,016.00

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Accounting Coordinator of Purchasing	Group D	2,016.00
Accounting Coordinator of Student Services (Director)	Group D	2,016.00
Human Resource Coordinator	Group D	2,016.00
Instructional Materials Coordinator	Group D	2,016.00
Testing Coordinator	Group D	2,016.00
Transportation Coordinator and Accounting Coordinator	Group D	2,016.00
Assistant Athletic Director	Group E	Annual, Exempt
Transportation Director	Group E	Annual, Exempt
Accounting Coordinator - Payroll (Hired before 10/1/2014)	Group F	1,820.50
Instructional Materials Coordinator (Hired before 10/1/2014)	Group F	1,820.50
Secretary to Elementary Principal - Bates	Group G	2,016.00
Secretary to Elementary Principal - Fiske	Group G	2,016.00
Secretary to Elementary Principal - Hardy	Group G	2,016.00
Secretary to Elementary Principal - Hunnewell	Group G	2,016.00
Secretary to Elementary Principal - Schofield	Group G	2,016.00
Secretary to Elementary Principal - Sprague	Group G	2,016.00
Secretary to Preschool	Group G	2,016.00
Secretary to Secondary Principal - WHS	Group G	2,016.00
Secretary to Secondary Principal - WMS	Group G	2,016.00

SALARY TABLES

Effective July 1, 2023, salary schedules for full-time Unit D members shall be as follows:

Step	Group C	Group D	Group E	Group F
1	$27.39	$30.87	$74,205	$34.18
2	$28.29	$31.78	$76,109	$35.21
3	$29.67	$32.70	$78,060	$36.22
4	$31.31	$33.63	$80,061	$37.25
5	$32.31	$34.55	$82,114	$38.27
6	$33.12	$35.47	$84,219	$39.29
7	$33.94	$36.40	$86,378	$40.31
8	$35.33	$37.32	$88,594	$41.32
9	$36.76	$38.23	$90,864	$42.34
10	$38.20	$39.15	$93,196	$43.36
(4.00% Increase on all steps)				

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Effective July 1, 2024, salary schedules for full-time Unit D members shall be as follows:

Step	Group C	Group D	Group E	Group F	Group G
1	$28.14	$31.72	$76,246	$35.12	$29.93
2	$29.07	$32.65	$78,202	$36.17	$30.86
3	$30.48	$33.60	$80,207	$37.22	$32.04
4	$32.17	$34.55	$82,263	$38.27	$33.36
5	$33.20	$35.50	$84,372	$39.32	$34.35
6	$34.03	$36.44	$86,535	$40.38	$35.23
7	$34.87	$37.40	$88,753	$41.42	$36.13
8	$36.30	$38.34	$91,030	$42.45	$37.32
9	$37.77	$39.29	$93,363	$43.51	$38.53
10	$39.25	$40.23	$95,759	$44.55	$39.74
(2.75% Increase on all steps)					

Effective July 1, 2025, salary schedules for full-time Unit D members shall be as follows:

Step	Group C	Group D	Group E	Group F	Group G
1	$28.98	$32.67	$78,533	$36.17	$30.83
2	$29.94	$33.63	$80,548	$37.26	$31.79
3	$31.40	$34.60	$82,613	$38.34	$33.00
4	$33.14	$35.59	$84,731	$39.42	$34.36
5	$34.19	$36.56	$86,903	$40.50	$35.38
6	$35.05	$37.53	$89,131	$41.59	$36.29
7	$35.92	$38.52	$91,416	$42.66	$37.21
8	$37.39	$39.49	$93,761	$43.73	$38.44
9	$38.91	$40.46	$96,164	$44.81	$39.69
10	$40.43	$41.44	$98,632	$45.89	$40.93
(3.00% Increase on all steps)					

G. The Committee and Association agree to the following modifications to *Appendix D: Retention Payment Calculation*, as outlined below.

APPENDIX D
RETENTION PAYMENT CALCULATION

Unit/Title	Level	Year 1A	Year 1B	Year 2	Year 3
Unit D: Job Group 2 (Year Round)	2	1,820	1,820	1,820	[redacted]
Unit D: Job Group G	2	[redacted]		1912.75	[redacted]

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H. This agreement shall become effective on January 22, 2025. Based upon this effective date, the newly created Group G are scheduled to work a total of 1912.75 hours in fiscal year 2025 (July 1, 2024 through June 30, 2025). Retention payments will be in accordance with Appendix D, numeral 5, section b.

For the Wellesley Public Schools:

Dr. David Lussier
Superintendent of Schools

1/22/2025
Date

Linda Chow
Chairperson, Wellesley School Committee

1/22/25
Date

For the Wellesley Educators Association:

Chelsea Bailow
President of Professional Responsibilities
Wellesley Educators Association

1/23/2025
Date

Andrea Ridge
Unit D Vice-President

1/23/2025
Date