

**SCHOOL ADMINISTRATIVE ASSISTANTS
AGREEMENT
BETWEEN
THE DANVERS SCHOOL COMMITTEE
AND
COUNCIL #93, LOCAL #1098, AMERICAN
FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, AFL-CIO**

This Agreement entered into the Town of Danvers School Committee, hereinafter referred to as the Employer, and Council #93, Local #1098, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment for School Department Administrative Assistants.

JULY 1, 2024 – JUNE 30, 2027

TABLE OF CONTENTS

ARTICLE #	ARTICLE NAME	PAGE
ARTICLE 1	RECOGNITION	3
ARTICLE 2	MANAGEMENT RIGHTS	3
ARTICLE 3	UNION DUES AND AGENCY SERVICE FEE	3
ARTICLE 4	GRIEVANCE PROCEDURE	4
ARTICLE 5	PROBATIONARY EMPLOYEE	6
ARTICLE 6	JOB TITLES, CLASSIFICATIONS, DESCRIPTIONS	7
ARTICLE 7	HOURS OF WORK, HOLIDAYS	7
ARTICLE 8	WAGES	10
ARTICLE 9	VACATIONS	11
ARTICLE 10	LONGEVITY	12
ARTICLE 11	TEMPORARY LEAVE OF ABSENCE	12
ARTICLE 12	SICK LEAVE	13
ARTICLE 13	SICK LEAVE BANK	14
ARTICLE 14	VACANCIES AND PROMOTIONS	15
ARTICLE 15	EVALUATION	16
ARTICLE 16	RETIREMENT	16
ARTICLE 17	INSURANCE	16
ARTICLE 18	REDUCTION IN FORCE	17
ARTICLE 19	CLEANING ALLOWANCE	17
ARTICLE 20	WORKSHOP TECHNOLOGY TRAINING	17
ARTICLE 21	GENERAL	18
ARTICLE 22	ADMINISTRATOR TRANSITION	18
ARTICLE 23	DURATION	19
	PEOPLE CONTRIBUTION FORM	20
	APPENDIX	21

ARTICLE 1

RECOGNITION

1-01 The employer recognizes the Union as the exclusive representative for the purpose of negotiating salaries, wages, hours and other conditions of employment for all Administrative Assistants of the Danvers School Department with the exception of the Executive and Administrative Assistants from the Central Office.

ARTICLE 2

MANAGEMENT'S RIGHTS

2-01 Except as otherwise expressly and specifically provided in this Agreement, the Union recognizes and agrees that the supervision, management and control of the School Department's business operations, working force and facilities are exclusively vested in the management of the School Department. Without limiting the generality of the foregoing, the Union recognizes and agrees that the right to plan, direct and control the School Department's business, operations, and workforce; to hire, promote, transfer and lay off employees; and lawfully and for just and proper cause, to demote, discipline, suspend or discharge employees; and the right to determine hours, schedules and assignments of work, work tasks, classification and standards of performance for employees is vested exclusively in the management of the School Department. The foregoing shall not be taken, however, as a limitation upon the rights of the Union to represent the employees covered hereby in the grievance procedure provided in this Agreement, and any other procedure dealing with employee representation rights.

ARTICLE 3

UNION DUES AND AGENCY SERVICE FEE

3-01 Employees shall tender their monthly membership dues by signing an authorization of dues form. In accordance with the terms of the form of authorization of check-off dues hereinafter set forth, the employer agrees to deduct Union membership dues, levied in accordance with the Constitution of the Union, from the pay of each employee who executed such form; and the employer agrees to remit the aggregate amount to the treasurer of the Union, along with a list of employees who have had said dues deducted. Such remittance shall be made by the 10th day of the succeeding month.

3-02 The Union shall be responsible for initially preparing a Union Dues check-off list and will thereafter be responsible for immediately informing the School Department business office of any changes in said list.

3-03 Union Dues and Agency Service Fee. Each member of the bargaining unit who elects not to join or maintain membership in the Union may consent and elect to pay to the Union an agency fee which shall be equal to the amount required to be a member and remain a member in good standing of the

exclusive bargaining agent and its affiliates to or from which membership dues or per capita fees are paid or received.

The School Committee assumes no obligation financial or otherwise, arising out of the provisions of this Article and the bargaining unit shall indemnify and hold the School Committee harmless from any and all claims, grievances, arbitrations, awards, suits, attachments or other proceedings arising out of or by reason of any action taken by the School Committee for the purposes or complying with any provisions of this Article. The bargaining unit assumes full responsibility for the disposition of any funds deducted under this Article as soon as they have been remitted by the School Committee to the bargaining unit.

3-04 All new hires shall be made aware of this article by the personnel office and given a copy of the collective bargaining agreement by the personnel office.

3-05 The employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization, which authorization may only be made and presented to the employer one time during each year of the contract. Attached hereto is a sample of the authorization form for the AFSCME PEOPLE program. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the employer with a courtesy copy of such notice to the Union. The employer agrees to remit any deductions made pursuant to this provision at the same time it submits dues to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Employer assumes no obligation, financial or otherwise, arising out of the provisions of this Article, and the Union agrees that it Will indemnify and hold harmless the Employer from any claim, actions or proceedings by any employee arising from deductions or actions taken by the Employer under this Article. Once deductions are remitted to the Union, it is understood and agreed that their disposition thereafter shall be the sole and exclusive obligation of the Union.

ARTICLE 4

GRIEVANCE PROCEDURE

4-01 A grievance is a complaint of one or more employees, or of the Union, which may arise concerning wages, hours and conditions of employment involving the application, meaning or interpretation of the Agreement and shall be settled in the following manner, except that grievances involving disciplinary action shall be started at Step 2, and grievances involving discharge shall be started at Step 3.

4-02 **Step 1.** The aggrieved employee, with or without his Union representative, shall in writing present his grievance, or within five (5) days of the occurrence giving rise to the grievance, or within five (5) days of knowledge of said occurrence, but in no event to exceed ninety (90) days, with the employee's appropriate supervisor (not a member of the bargaining unit). Such supervisor will respond in writing within five (5) full working days of the presentation of the grievance. The parties shall exert

all efforts to settle the grievance at this step. Failure to respond within the time limit shall be understood to be a denial of the grievance and said grievance may be taken to the next step.

4-03 Step 2. If the grievance is not settled, it shall be presented in writing to the Superintendent of Schools with five (5) full working days after the supervisor's response is received, or within five (5) full working days after the expiration of the time limit for Step 1, if no response is received. The writing shall set forth the specific facts upon which the grievance is claimed, the section(s) claimed to be violated, and the remedy sought by the grievance. The Superintendent of Schools or his/her designee shall have the option of responding to the representative of the Union within five (5) full working days of the receipt of the grievance documents, or he/she or his/her designee shall convene a hearing as soon thereafter as is practicable to resolve the grievance, but such hearing shall not be convened more than ten (10) full working days after the receipt of said documents. Upon the conclusion of the hearing, the Superintendent or his/her designee shall transmit to the representative of the Union his/her decision in writing within fifteen (15) full working days. Failure to respond within the time limits shall be understood to be a denial of the grievance, and said grievance may be taken to the next step.

4-04 Step 3. If the grievance is not settled, it may be presented in writing to the School Committee with five (5) full working days after the response of the Superintendent of Schools, or his/her designee, is received, or within five (5) full working days after the expiration of the time limit of Step 2, if no response is received. The School Committee shall have the option of responding to the representative of the Union within ten (10) full working days of the receipt of the grievance documents, or an authorized subcommittee or the committee itself shall convene a hearing as soon thereafter as is practicable to resolve the grievance, but such hearing shall not be convened more than fifteen (15) full working days after the receipt of said documents. On the conclusion of the hearing the School Committee shall transmit to the representative of the Union its decision in writing within fifteen (15) full working days. Failure to respond within the time limit(s) shall be understood to be denial of the grievance and said grievance may be taken to the next step.

4-05 It is mutually agreed that in the interpretation of the provisions herein relating to Steps 1, 2 and 3:

- (a) The word "respond" shall mean to make a meaningful reply rather than to make a definitive decision.
- (b) The words "Union representative" or "representative of the Union" shall mean the President of the Union, or a member of the Bargaining Unit designated in writing by the President.

4-06 Step 4. Any grievance which remains unsettled after having been fully processed pursuant to the provisions of Steps 1, 2 and 3, and which involves either:

- (a) The interpretation or application of a provision of this Agreement, or
- (b) A disciplinary penalty (including discharge) imposed on or after the effective date of this Agreement, which is alleged to have been imposed without just cause, shall be subject to arbitration within fifteen (15) full working days after the reply of the School Committee.

4-07 The arbitration proceeding shall be conducted by a person qualified in labor relations to be selected by the Employer and the Union within ten (10) days after notice has been given. If the parties

fail to select an arbitrator, the State Board of Conciliation and Arbitration shall be requested by either or both parties to provide a panel of five (5) qualified persons. Both the Employer and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike one (1) name. The process will be repeated, and the remaining person shall be the arbitrator.

4-08 However, if the parties mutually agree in writing after Step 3 of the grievance procedure, to submit the grievance to the The Labor Relation Connection, said grievance shall be submitted to that Association in accordance with the labor arbitration rules of that Association.

4-09 The award of an arbitrator so selected upon any grievance subject to arbitration as herein provided shall be final and binding upon all parties to this Agreement, provided that no arbitrator shall have any authority or jurisdiction to add to, detract from, in any way after the provisions of this Agreement, or to determine the arbitrability of any issue.

4-10 The expenses of this service shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses.

ARTICLE 5

PROBATIONARY EMPLOYEE

5-01 Upon initial employment, all administrative assistants covered by the Collective Bargaining Unit shall be on probation for a six (6) month period until permanently appointed. Probationary status may be extended for an additional reasonable period not to exceed three (3) months where the School Committee believes that the employee's work performance and qualifications require further review prior to permanent appointment. Employees shall be evaluated during this period. The School Committee's decision to extend the probationary period of an employee shall not be unreasonable. Discharge, suspension or other disciplinary action involving an employee on probation shall not be subject to the grievance procedure.

ARTICLE 6

JOB TITLES, CLASSIFICATIONS, DESCRIPTIONS

6-01 This Agreement covers employees assigned the following job titles under the Danvers Public Schools. These positions are considered either full year (FY) or school year (SY) as indicated.

Administrative Assistant III

High School Principal (FY)
Middle School Principal (FY)
Student Service Director (FY)
Curriculum Director (FY)

Administrative Assistant II

High School Asst. Principal (FY)
Middle School Asst. Principal (SY)
All Elementary Principals (SY)
High School Guidance (FY)
Middle School Guidance (FY)
Curriculum Director (FY)
Student Services (2 - SY)
Food Services (FY)

Administrative Assistant I

High School Office Assistant (SY)
Middle School Office Assistant (SY)

6-02 Job descriptions, duties and responsibilities will be provided by the School Department available to the employee and the Union upon request. (See Job Descriptions)

6-03 Any change (increase or decrease) in a job's responsibilities and duties will be discussed between the administration and the Union before changes are implemented. Any increase in a job's responsibilities and duties will entitle the employee to a job review. These job reviews will be discussed with the Union. The Union will have the right to review additional responsibilities and discuss any salary change as deemed necessary.

ARTICLE 7

HOURS OF WORK, HOLIDAYS

7-01 FULL YEAR (FY) EMPLOYEES

Beginning June 30, 2006, FY employees will work 7.25 hours per day (36.25 hours per week) when school is in session and one week before and one week after teachers leave. Other workdays (school not in session) will be 6.25 hours per day (31.25 hours per week). A one half (1/2) hour unpaid lunch making the total hours in a work day at 7.75 hours with 7.25 hours paid as scheduled per management.

192	Days @ 7.25 hrs. per day (36.25 hrs. per week)	=	1392 hours
56	Days @ 6.25 hrs. per day (36.25 hrs. per week)	=	350 hours
13	Holidays @ 7.25 hrs. per day	=	94.25 hours
<u>104</u>	Weekend Days		
365	Days		<u>1836.25 hours</u>

The FY employee's annual wage schedule divided by 1836.25 shall determine the employee's hourly rate for full year administrative assistants.

7-02 SCHOOL YEAR (SY) EMPLOYEES

Beginning June 30, 2006, SY employees will work 7.25 hours per day (36.25 hours per week) when school is in session and one week before and one week after teachers leave. A one-half (1/2) hour unpaid lunch makes the total hours in a workday at 7.75 hours with 7.25 hours paid.

194*	Days @ 7.25 hrs. per day (36.25 per week)	=	1406.50 hours
<u>12</u>	Holidays (not July 4 th) @ 7.25 per day	=	<u>87.00 hours</u>
206	Days		1493.50 hours

* Includes 2 Professional Development Days

194 work days consists of: SY Administrative Assistants will be required to work their 194 days beginning no less than 6 days (5 days plus the day before the first day of classes) before classes begin and ending no less than 5 days after the school year ends (5 days after the last day of classes), and work the 181 days of the school calendar (180 school in session + Parent/Teacher Conference Day). The remaining two days will be assigned per the needs of the individual building/department/office. The proposed work schedule shall be approved by the direct supervisor before August 1st of each year. Professional Development will occur on 4 of the 9 early release days. The remaining 5 early release days will remain full work days.

The SY employee's annual wage plus vacation pay divided by 1493.5 shall determine the employee's hourly rate for school year administrative assistants. SY employees will receive their vacation pay in June listed as a separate line item on their paycheck.

7-03 Additional optional summer hours of 62.5 (the equivalent of two weeks in addition to the current one week before and one week after) are available to SY employees at the discretion of the administration and mutually agreed upon between the supervisor and the administrative assistant. These hours will be compensated at the employees' hourly rate times 6.25 hours per day. Optional summer hours pay will be reflected in the biweekly paycheck for those choosing 26 pay periods and in the first check in September for those requesting 22 pay periods. It will appear as a separate line item on their paycheck. Employees have the option of taking these days as compensation days in lieu of pay.

7-04 Employees shall be provided a paid ten (10) minute break in the morning and a ten (10) minute break in the afternoon. The principal (supervisor) or designee and the employee shall mutually agree on the time.

7-05 Both FY and SY employees will receive twelve (12) paid holidays based on a 7.25 hours per day. In addition, FY employees will also be paid for the July 4th holiday based on a 7.25 hour day, making their total paid holidays, thirteen (13).

Labor Day		New Year's Day
Columbus Day		MLK Birthday
Veteran's Day		Washington's Birthday
Thanksgiving Day		Patriot's Day
Day after Thanksgiving		Memorial Day
Christmas Day		Juneteenth
July 4 th (FY Employees only)		

When a holiday falls on a Saturday it shall be observed on the previous Friday. When a holiday falls on a Sunday it shall be observed on the following Monday.

7-06 Should the Principal/Superintendent request attendance on a day when schools are closed due to adverse weather, that request will be mutually agreed to without penalty or punitive action. In all cases, any request will not be unreasonable and travel safety will be a major consideration.

7-07 The hours subject to this Article are subject to change within the discretion of the Superintendent to promote efficiency of the School Department or to respond to reasonable requests of personnel, subject to this Agreement.

7-08 No such change shall result in a reduction of work hours within each plan.

7-09 In the event of a system change in school starting or closing times during the school year, ten (10) days notice shall be given to affected employees.

7-10 Any employee who received prior authorization to work in excess of his/her regularly scheduled number of hours per week during any one week shall be entitled to compensatory time off on an hour for hour basis for all hours in excess of his/her regularly scheduled hours up to and including forty (40) hours.

Compensatory time may be taken before or after a long weekend or before or after a school vacation. Compensatory time off may be taken at times mutually to be agreed upon by the employee and his/her immediate supervisor.

Compensatory time will be capped at 40 hours for each school year and must be used within the year which it is accrued.

7-11 Effective upon execution of this Agreement, if an employee is required by an Administrator to work during his/her regular scheduled lunch period for emergencies or staffing problems, the employees shall be entitled to receive an equal amount of compensatory time off during the workday, provided such can be arranged after the emergency or when the staffing needs problem no longer exists. If the Principal is not able to provide such compensatory time off during that workday, the employee shall be paid his/her base hourly rate or part thereof (pro-rated) for the actual time worked during the lunch period. The employee shall document such actual time worked and receive approval from the Principal for such payment.

7-12 When an employee is absent due to illness, such absence will be charged against any sick leave credits they may have. All absences due to illness must be charged in fifteen (15) minute increments, but in no case at less than the actual time off because of absence due to illness.

ARTICLE 8

WAGES

8-01 See Appendix A salary schedule. Effective July 1, 2024, the District may place new hires onto the step scale based on years of relevant experience. All subsequent step movements will be based upon years of service within the bargaining unit.

8-02 Any additional work performed outside of this contract will be compensated at the hourly rate.

8-03 The employees annual wage schedule divided by the number of hours defined in Article 7 *Hours of Work* shall determine the employee's hourly rate.

8-04 In order to report a more accurate reflection of gross salary, the Employer will report on the *Annual Wage Schedule* the following statement:

"Employees' gross salary is determined by:

FY $\text{GROSS SALARY} = (\text{Hourly Rate} \times 1836.25 \text{ hours}) + \text{Longevity}$

SY $\text{GROSS SALARY} = (\text{Hourly Rate} \times 1493.50 \text{ hours}) + \text{Longevity} + \text{Vacation Pay} + \text{Optional Summer Hrs. Pay}$

The figures stated reflect base salaries only. Each employee differs on Longevity, Vacation Pay and Optional Summer Hours, which cannot be reported in a general wage schedule spreadsheet."

8-05 The hourly rate will be listed on employee paychecks. Biweekly base salary, vacation pay, optional summer hour pay, and longevity will also be listed as separate line items on the employee's paycheck.

8-06 The High School Guidance Administrative Assistant has the option to receive a \$500 stipend per year or compensatory time for the scholarship booklet. The Administrative Assistant who opt for the compensatory time shall use the compensatory time no later than July 31st. Such intent to use either compensatory time or stipend shall be communicated by June 30th. The Administrative Assistant will be eligible for compensation time based on other work.

8-07 The Middle School Principal Administrative Assistant III shall receive a \$2,000 stipend per year. The High School Principal Administrative Assistant III shall receive a \$5,000 stipend per year. Stipend to cover but not limited to:

- Handling of cash/deposits. May require minimal amounts of additional time as needed (i.e. 15 to 30 min) for which compensation time may not be accrued. Additionally, secure spaces will be made available to count money in a safe manner.

ARTICLE 9

VACATIONS

9-01 Vacation Eligibility – Any new Administrative Assistant that has been hired as a FY employee shall receive up to thirteen (13) vacation days, with pay, prorated from hire to July 1 based on their date of hire. The rate of accrual shall be the vacation days/12 months. Any new Administrative Assistant that has been hired as a SY employee shall receive up to ten (10) vacation days, with pay, prorated based on their date of hire. The rate of accrual shall be the vacation days/10 months.

9-02 Vacation time for both FY and SY employees.

YEARS (following the completion of)	FY	SY
1	13	10
2	13	10
3	13	10
4	18	10
5	18	15
6	18	15.5
7	18	16
8	18	16.5
9	23	17
10	23	17.5
11	23	18
12	23	18.5
13	23	19
14	23	19.5
15	23	20
16	25	20
17	25	20
18	25	20
19	25	20
20	25	25

9-03 Employees who use four (4) or less sick days will be entitled to two additional vacation days. Employees who use one (1) or less sick day will be entitled to three (3) additional vacation days.

9-04 Vacation pay for FY employees is based on a 7.25 hour day. Vacation pay is determined by the number of total vacation days x (7.25 hrs. per day x the hourly rate of pay).

9-05 Vacation pay for SY administrative assistants is not reflected in their base pay. This amount is paid in the last paycheck in June of each year as a separate line item. Vacation pay is determined by the number of total vacation days x (7.25 hrs. per day x the hourly rate of pay).

9-06 FY employees may take vacation time anytime throughout the year as long as their immediate supervisor has approved it.

9-07 For vacation purposes, the employees' number of years of service to the Town of Danvers shall include "full time" employment in capacity, e.g., teacher aide(s). "Full time" for the purpose of vacation is defined as working in a job position for the Town of Danvers where the permanently appointed employee continuously and regularly throughout the school year, calendar year or fiscal year works the maximum number of hours of such job position but in no event works less than twenty (20) hours regularly scheduled per week.

9-08 No employee may carry more than 5 days from year to year. All current employees will be grandfathered at their current balance as of June 30, 2015.

ARTICLE 10

LONGEVITY

10-01 Longevity payment shall be made the first payday in November of each year. This will appear on the employee's paycheck as a separate line item.

After completion of five (5) years of service to the Town of Danvers=\$150.00

After completion of ten (10) years of service to the Town of Danvers =\$300.00

After completion of fifteen (15) years of service to the Town of Danvers = \$400.00

After completion of twenty (20) years of service to the Town of Danvers =\$550.00

After completion of twenty-five (25) years of service to the Town of Danvers=\$650.00

After completion of thirty (30) years of service to the Town of Danvers = \$750.00

ARTICLE 11

TEMPORARY LEAVE OF ABSENCE

11-01 Bereavement Leave – In connection with each death in the immediate family, an employee shall be entitled to a maximum of five (5) days leave without loss of pay to be used at the option of the employee within thirty (30) calendar days from the date of said death. The phrase "immediate family" means the death of a mother, father, parent of spouse, children, spouse, brother, sister, stepchild or grandchild. In connection with the death of an employee's grandparents, brother-in-law or sister-in-law, the employee shall be entitled to four (4) days leave without loss of pay to be used at the option of the employee within thirty (30) calendar days from the date of said death.

One day of funeral leave will be granted upon the death of any other relative with approval of the building principal or director.

In the event of a death of those listed above the Superintendent may, if he/she believes that there are special circumstances, which warrant it, grant additional leave.

11-02 Personal Days – With the approval of the employee’s immediate supervisor (not a member of the Unit), a FY employee shall be allowed to be absent up to four (4) days and a SY employee shall be allowed to be absent up to three (3) days in any fiscal year when the employee is forced by reason of moral, legal or other personal obligations to be absent. Any unused Personal Days shall revert to sick days.

11-03 Leaves taken pursuant to Sections 11-01 and 11-02 above shall be in addition to any sick leave to which the employee is entitled.

11-04 With fourteen days written notice to the Superintendent of Schools, two bargaining unit members, not from the same school, shall be allowed one day per calendar year to attend either a meeting of the Massachusetts Association of School Secretaries or a meeting of AFSCME Council 93.

11-05 Maternity Leave shall be granted in accordance with the provisions of Massachusetts General Laws Chapter 149, Section 105. Although the maternity leave itself will be without pay, the administrative assistant may elect to use any accumulated sick leave for a period not to exceed eight weeks.

11-06 The employer agrees to comply with the provisions of Massachusetts General Laws Chapter 234, Section 1B relative to compensation of the employees called for and serving on jury duty.

11-07 Notwithstanding other leave provisions set forth in this Article, an administrative assistant who has been employed for twelve (12) consecutive months shall be entitled to a leave of absence without pay for up to twelve (12) consecutive weeks for adoption, foster care placement of child or if a serious health condition affects the employee or the employee’s spouse, child or parent in accordance with the Federal Family and Medical Leave Act. Consistent with the Family Medical Leave Act, during said twelve (12) week leave, an employee on leave under this Section shall continue to be eligible for health insurance with the Town and the employee paying their respective regular costs of the health insurance. Leave taken under this Section cannot be added to other leave provisions set forth in this Article.

ARTICLE 12

SICK LEAVE

12-01 Except for 12-02 below, SY employees will be entitled to fifteen (15) days of sick leave each school year as of the first official day of said school year. FY employees will be entitled to fifteen (15) days of sick leave each fiscal year as of July 1. Sick time will be prorated for full year employees that start after the beginning of the fiscal year (FY) and school year employees that start after the beginning of the school year. Sick leave days may be accumulated from year to year up to two hundred and twenty-five (225) days.

The maximum of two hundred and twenty-five (225) days accumulation does not include employee's annual sick leave days which are available to employee(s) in a given year but which are not/cannot be accumulated.

12-02 Employees who have been absent because of illness for fourteen (14) consecutive school days shall return to her duties only after presentation of a certificate from the his/her attending physician indicating satisfactory recovery and ability to perform his/her duties and with approval of the Superintendent of Schools.

12-03 Employees who have been absent because of illness for five (5) consecutive days may be required to provide the Superintendent of Schools with a doctor's certificate.

12-04 In the case of an extended illness or hospitalization, that specific period may not be considered to affect this option, providing the administrative assistant requests the exemption in writing immediately upon return to work and provides medical documentation supporting the period as requested. The employee's supervisor and the Director of Finance will make this decision.

12-05 A member may use up to three (3) days of sick leave per year in case of serious illness or accident befalling a spouse or child, or parent and where the presence of the administrative assistant is required as determined by the Superintendent. Such leave shall not be unreasonably withheld.

ARTICLE 13

SICK LEAVE BANK

13-01 A sick leave bank will be established for use by members of the bargaining unit who have exhausted their own sick leave and have a prolonged and/or serious illness or injury.

13-02 Each member of the bargaining unit shall contribute two (2) days from his/her sick leave accumulation to the Sick Leave Bank in order to fund the bank. In the event the Sick Leave Bank becomes depleted, each member of the bargaining unit shall contribute one (1) day from his/her leave accumulation to refund the bank. No more than three (3) sick leave days shall be deducted from the members individual sick leave account in any one school year. Sick Leave Bank days unused in one school year shall be carried over to the next school year. At no point shall the bank contain more than one hundred (100) days.

13-03 The Sick Leave Bank shall be administered by a Sick Leave Bank Board consisting of four (4) members. A Sick Leave Bank Board consisting of four (4) members shall administer the Sick Leave Bank. Two (2) members will be designated by the Superintendent to serve at its pleasure, and two (2) members shall be designated by the Union to serve at its pleasure. Award of benefits from the bank require a majority vote of the full Board.

13-04 Any initial grant of sick leave by the Board shall not exceed fifteen (15) days. If need continues, reapplication to the Board may be made for further extensions up to a maximum of thirty

(30) days. Except as provided hereafter in this paragraph, no more than thirty (30) days may be granted by the Sick Leave Bank Board to any individual for a single illness or accident. The Board agrees to give due consideration to those situations of unusual circumstances and for the hardship arising from prolonged illness or accident when an employee's accrued sick leave and thirty (30) days from the Bank have been exhausted. Such situations will be brought to the attention of the Board by the membership only, whereupon the Board may authorize up to an additional fifteen (15) Sick Leave Bank days.

13-05 A member who has received a grant from the Sick Leave Bank will upon his/her return to regular duties, receive three (3) sick leave days from the Bank to be used in the event of illness during the remainder of the school year. Days not used will be returned to the Bank on the last day of school.

13-06 Subject to the provisions of the Article, the Board shall utilize the following criteria in administering the bank and in determining eligibility and amount of leave:

- Adequate medical evidence, including diagnosis and prognosis or serious and /or prolonged illness or injury and expected date of return. This information shall remain confidential with the Sick Leave Bank Board.
- Prior utilization of sick leave shall be a factor if abuse has been shown.

13-07 The decision of the Sick Leave Bank Board with respect to eligibility and entitlement shall be final and binding and not subject to appeal except for reconsideration to the Board itself.

13-08 The Bank will commence as of July 1, 2004.

13-09 In the event that a member dies, retires, leaves or is fired, their accumulated sick days shall be deposited into the Sick Leave Bank (unless the employee exercised the option under Article 16-01).

ARTICLE 14

VACANCIES AND PROMOTIONS

14-01 When the employer elects to fill a vacancy in a position covered by this Agreement, such vacancy shall be posted in a conspicuous place and shall remain posted for at least ten (10) working days. The posting of vacancy shall contain a statement of pay rates established for the position and job specifications. Employees interested shall apply in writing, within the ten (10) day period, and when the application is awarded, all qualified employees covered by this Agreement shall be given first consideration with seniority as a factor. Neither the posting of vacancy notice nor the interviewing of applicants shall require that the vacancy be filled. Where employee applicants are not qualified or fit to fill the vacancy, the School Committee may hire employees from outside the employ of the School Committee.

ARTICLE 15

EVALUATION

15-01 With the exception of a probationary employee who shall be evaluated within the first six (6) months of probationary service, employees' evaluation will be done by their immediate supervisor on or before April 15 of any given year. These evaluations will be shown to and discussed with each employee. The employee will sign and date the evaluation and the report will become part of the employee's personnel file.

ARTICLE 16

RETIREMENT

16-01 Employees' who retire shall be paid twenty percent (20%) of the value of their unused accrued sick leave based on the date of their retirement.

16-02 Full time employees may become vested after 10 years of service (does not have to be continuous). Employees should contact the Retirement Department at Town Hall.

ARTICLE 17

INSURANCE

17-01 The School Committee will pay the maximum percentage permitted by the policy of the Town of Danvers of the cost of the following types of insurance coverage.

1. Term Life Insurance plan of the type presently available to other school employees.
2. Individual or family coverage, whichever applies in the particular case, for Blue Cross and Blue Shield of the type presently available to other school employees.

17-02 It is agreed that should any substantive changes occur in the statutes affecting health and welfare insurance policies, this Agreement may be reopened for negotiations on this subject at the request of the Union.

17-03 Upon the expiration of any contracts presently in effect and all future contracts between insurance carriers and the Employer dealing with medical coverage, the Union will be fully informed of any negotiations dealing with coverage that affects its members, and may make inquiries and advise the Employer of the desires of the employees.

17-04 The administrative assistant staff, as employees of the Town of Danvers, are substantially and adequately covered for any claim of legal liability by the Hastings Tapley Insurance Agency of 271

Cambridge Street, Cambridge, Massachusetts (or a comparable firm designated by the Town of Danvers).

The details of the coverage are as follows:

Bodily Injury Liability	\$300,000 each occurrence
	\$300,000 each aggregate
Property Damage Liability	\$150,000 each occurrence
Subject to \$500 deductible	\$300,000 each aggregate (per occurrence)

ARTICLE 18

REDUCTION IN FORCE

18-01 When a reduction in the workforce becomes necessary, due to declining enrollment, economic reasons or staffing needs, the School Committee will release the least senior administrative assistant first if the qualifications and performance of the individuals involved are relatively comparable and equal.

18-02 Seniority is defined as the length of continuous service as a permanently appointed administrative assistant in the school system.

18-03 Employees appointed permanently to a position covered by this Agreement, who are regularly scheduled to work 20 hours or more per week during the school year, shall continue to receive his/her employment fringe benefits.

ARTICLE 19

CLEANING ALLOWANCE

19-01 Reimbursement for cleaning of garments soiled while performing duties. Administrative Assistants should request approval from immediate Supervisor then submit receipt to Supervisor for payment approval.

ARTICLE 20

WORKSHOP TECHNOLOGY TRAINING

20-01 With prior approval of the Superintendent, administrative assistants will be able to attend workshops and seminars directly related to improving present job skills. The cost associated with these seminars/workshops will be covered by the school department.

20-02 Whenever attendance at workshops, seminars or training sessions is required after regular work hours, any employee attending these sessions shall be paid to attend these sessions at their time and one half rate of pay.

20-03 The District will offer multiple options for professional development. In addition, any administrative assistant may, no later than 1 week prior to the professional development day, submit in writing any activity they wish to participate in, and will be allowed to participate if the activity is agreed to be mutually beneficial to the administrative assistant as well as the District. This will increase the work year to 194 days.

ARTICLE 21

GENERAL

21-01 The School Committee reserves the right to contract out any work but warrants that as a result no member of the Union shall be laid off or discharged or shall suffer any loss of pay. However, it is recognized that the School Committee may reclassify an employee or transfer an employee to another position within the School Department, in the event that work customarily performed by members of the Union is eliminated.

21-02 If any provisions of this Agreement or any application of the Agreement to any employee or group of employees should be found contrary to the laws of the Commonwealth, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

21-03 The District acknowledges that our administrative assistants are integral and valued agents of support for our students and professional staff. Therefore, on the last paycheck of the year a flat \$300 per year rate for each administrative assistant in the district will be paid, with the understanding that when, as, and if needed, the administrative assistant will fill in for another administrative assistant or other position on a short time basis when deemed necessary by the building principal or director.

A short term basis includes but is not limited to coverage for lunches, medical appointments and the need to leave early for personal reasons. Additionally, it includes but is not limited to sick days, vacation days and other leaves necessary not to exceed two consecutive weeks (ten working days). If the leave is to exceed this duration the District will provide substitute coverage for the administrative assistant or compensate the existing administrative assistant a daily rate of \$30 per day, up to a total of \$150.00 per week. Reference Article 7, section 10 (compensatory time), if necessary.

ARTICLE 22

ADMINISTRATOR TRANSITION

22-01 The District acknowledges that administrative transition can necessitate an increase in the administrative assistant's workload. In appreciation of the increased work, we offer a maximum of 80 additional work hours (to be performed outside of the regular work day) to allow the administrator to

fully access the administrative assistant's expertise. The administrative assistant's work week shall never exceed 40 hours in any given week.

Such hours would need to be recorded and signed off on by the building administrator. Payments will be made twice annually - in December and June.

This opportunity would be available when an administrator is brought in from outside of Danvers, or when a member of the teaching staff becomes part of administration. Said 80 hours must be completed during the administrator's first year of employment.

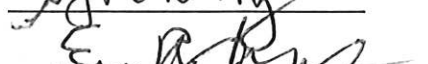
ARTICLE 23

DURATION

23-01 This agreement shall take effect on July 1, 2024 and continue in full force and effect until June 30, 2027. The union agrees that it will notify the Committee in writing of its intention to negotiate a successor Agreement on or before January 1, 2027.

For Danvers School Committee



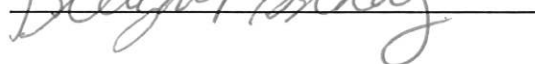





Date 8-30-24

AFSCME For Council #93, Local #1098








Date 8-29-24

MF

FY25 Pay Schedule

Full Year = 1836.25 Hours - 7.25 hrs. paid per day (1/2 hr. unpaid lunch to total 7.75 hrs. at work) one week/before & after teachers leave. 6.25 hrs. per day paid when school is not in session. 261 days.

\$300 Stipend is not included in the base or hourly calculation which is paid in the last pay check in June.

Full Year: Add \$0.35 to Steps 5 & 6; apply 2.5% increase to all steps; create Step 7 at 3% differential; add \$0.12 to each step.

Admin. Assist. III	FY24 Hourly Rate	FY25 Hourly Rate	Full Year	Biweekly 26 pays	
Step 1	\$26.09	\$26.86	\$49,325.90	\$1,897.15	Admin. Assistant III
Step 2	\$26.84	\$27.63	\$50,737.42	\$1,951.44	High School Principal
Step 3	\$27.58	\$28.39	\$52,130.22	\$2,005.01	Middle School Principal
Step 4	\$28.29	\$29.12	\$53,466.64	\$2,056.41	Student Service Director
Step 5	\$29.12	\$30.33	\$55,687.59	\$2,141.83	Curriculum Director
Step 6 *	\$29.97	\$31.20	\$57,287.33	\$2,203.36	
Step 7**	N/A	\$32.13	\$59,005.87	\$2,269.46	

Admin. Assist. II	FY24 Hourly Rate	FY25 Hourly Rate	Full Year	Biweekly 26 pays	
Step 1	\$24.44	\$25.17	\$46,220.25	\$1,777.70	Administrative Assistant II
Step 2	\$25.10	\$25.85	\$47,462.47	\$1,825.48	Food Services
Step 3	\$25.85	\$26.62	\$48,874.18	\$1,879.78	Curriculum Director
Step 4	\$26.52	\$27.30	\$50,135.13	\$1,928.27	Middle School Guidance
Step 5	\$27.23	\$28.39	\$52,130.22	\$2,005.01	High School Guidance
Step 6 *	\$28.09	\$29.27	\$53,748.87	\$2,067.26	High School Asst. Principal
Step 7**	N/A	\$30.15	\$55,361.28	\$2,129.28	

School Year = 1493.5 Hours - 7.25 hrs. paid per day (1/2 hr. unpaid lunch to total 7.75 hrs. at work) one week/before & after teachers leave. Includes 12 holidays to total 206 days.

\$300 Stipend is not included in the base or hourly calculation which is paid in the last pay check in June.

School Year: Apply 2.5% increase to all steps; add \$0.15 to all steps.

Admin. Assist. III	FY24 Hourly Rate (assumed)	FY25 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	
Step 1	\$26.09	\$26.89	\$40,163.58	\$1,825.62	\$1,544.75	Administrative Assistant III
Step 2	\$26.84	\$27.66	\$41,311.70	\$1,877.80	\$1,588.91	Middle School Asst. Principal
Step 3	\$27.58	\$28.42	\$42,444.52	\$1,929.30	\$1,632.48	
Step 4	\$28.29	\$29.15	\$43,531.42	\$1,978.70	\$1,674.29	
Step 5	\$29.12	\$30.00	\$44,802.01	\$2,036.46	\$1,723.15	
Step 6 *	\$29.97	\$30.87	\$46,103.22	\$2,095.60	\$1,773.20	
Step 7**	N/A	\$31.80	\$47,486.32	\$2,158.47	\$1,826.40	

Admin. Assist. II	FY24 Hourly Rate	FY25 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	
Step 1	\$24.44	\$25.20	\$37,637.69	\$1,710.80	\$1,447.60	Administrative Assistant II
Step 2	\$25.10	\$25.88	\$38,648.05	\$1,756.73	\$1,486.46	Student Services (2 positions)
Step 3	\$25.85	\$26.65	\$39,796.25	\$1,808.92	\$1,530.63	Data Processing
Step 4	\$26.52	\$27.33	\$40,821.84	\$1,855.54	\$1,570.07	All Elementary Principals
Step 5	\$27.23	\$28.06	\$41,908.80	\$1,904.95	\$1,611.88	
Step 6 *	\$28.09	\$28.94	\$43,225.33	\$1,964.79	\$1,662.51	
Step 7**	N/A	\$29.81	\$44,521.98	\$2,023.73	\$1,712.38	

Admin. Assist. I	FY24 Hourly Rate	FY25 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	
Step 1	\$17.96	\$18.56	\$27,717.87	\$1,259.90	\$1,066.07	Administrative Assistant I
Step 2	\$19.32	\$19.95	\$29,799.81	\$1,354.54	\$1,146.15	H/S Office Assistant
Step 3	\$20.66	\$21.33	\$31,851.13	\$1,447.78	\$1,225.04	
Step 4	\$22.09	\$22.79	\$34,040.30	\$1,547.29	\$1,309.24	
Step 5	\$23.42	\$24.16	\$36,076.24	\$1,639.83	\$1,387.55	
Step 6 *	\$24.55	\$25.31	\$37,806.16	\$1,718.46	\$1,454.08	
Step 7**	N/A	\$26.07	\$38,940.32	\$1,770.01	\$1,497.70	

* Step 6 becomes effective after the completion of 10 years of service

** Step 7 becomes effective after the completion of 15 years of service

FY26 Pay Schedule

Full Year = 1836.25 Hours - 7.25 hrs. paid per day (1/2 hr. unpaid lunch to total 7.75 hrs. at work) one week/before & after teachers leave. 6.25 hrs. per day paid when school is not in session. 261 days.

\$300 Stipend is not included in the base or hourly calculation which is paid in the last pay check in June.

Full Year: Add \$0.35 to Steps 5, 6 & 7; apply 2.5% increase to all steps.

Admin. Assist. III	FY25 Hourly Rate	FY26 Hourly Rate	Full Year	Biweekly 26 pays	
Step 1	\$26.86	\$27.53	\$50,559.12	\$1,944.58	
Step 2	\$27.63	\$28.32	\$52,005.91	\$2,000.23	
Step 3	\$28.39	\$29.10	\$53,433.41	\$2,055.13	
Step 4	\$29.12	\$29.85	\$54,803.25	\$2,107.82	
Step 5	\$30.33	\$31.44	\$57,738.49	\$2,220.71	
Step 6 *	\$31.20	\$32.34	\$59,378.27	\$2,283.78	
Step 7**	\$32.13	\$33.30	\$61,139.78	\$2,351.53	

Admin.
Assistant III
High School Principal
Middle School Principal
Student Service Director
Curriculum Director

Admin. Assist. II	FY25 Hourly Rate	FY26 Hourly Rate	Full Year	Biweekly 26 pays	
Step 1	\$25.17	\$25.80	\$47,375.80	\$1,822.15	
Step 2	\$25.85	\$26.49	\$48,649.06	\$1,871.12	
Step 3	\$26.62	\$27.28	\$50,096.02	\$1,926.77	
Step 4	\$27.30	\$27.99	\$51,388.56	\$1,976.48	
Step 5	\$28.39	\$29.46	\$54,092.25	\$2,080.47	
Step 6 *	\$29.27	\$30.36	\$55,751.30	\$2,144.28	
Step 7**	\$30.15	\$31.26	\$57,404.11	\$2,207.85	

Administrative
Assistant II
Food Services
Curriculum Director
Middle School Guidance
High School Guidance
High School Asst. Principal

School Year = 1493.5 Hours - 7.25 hrs. paid per day (1/2 hr. unpaid lunch to total 7.75 hrs. at work) one week/before & after teachers leave. Includes 12 holidays to total 206 days.

\$300 Stipend is not included in the base or hourly calculation which is paid in the last pay check in June.

School Year: Apply 2.5% increase to all steps.

Admin. Assist. III	FY25 Hourly Rate	FY26 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	
Step 1	\$26.89	\$27.56	\$41,167.66	\$1,871.26	\$1,583.37	
Step 2	\$27.66	\$28.35	\$42,344.50	\$1,924.75	\$1,628.63	
Step 3	\$28.42	\$29.13	\$43,505.64	\$1,977.53	\$1,673.29	
Step 4	\$29.15	\$29.88	\$44,619.70	\$2,028.17	\$1,716.14	
Step 5	\$30.00	\$30.75	\$45,922.06	\$2,087.37	\$1,766.23	
Step 6 *	\$30.87	\$31.64	\$47,255.81	\$2,147.99	\$1,817.53	
Step 7**	\$31.80	\$32.59	\$48,673.48	\$2,212.43	\$1,872.06	

Administrative
Assistant III
Middle School Asst. Principal

Admin. Assist. II	FY25 Hourly Rate	FY26 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	
Step 1	\$25.20	\$25.83	\$38,578.60	\$1,753.57	\$1,483.79	
Step 2	\$25.88	\$26.52	\$39,614.19	\$1,800.65	\$1,523.62	
Step 3	\$26.65	\$27.31	\$40,791.22	\$1,854.15	\$1,568.89	
Step 4	\$27.33	\$28.02	\$41,842.34	\$1,901.92	\$1,609.32	
Step 5	\$28.06	\$28.76	\$42,956.50	\$1,952.57	\$1,652.17	
Step 6 *	\$28.94	\$29.67	\$44,306.02	\$2,013.91	\$1,704.08	
Step 7**	\$29.81	\$30.56	\$45,635.09	\$2,074.32	\$1,755.20	

Administrative
Assistant II
Student Services (2 positions)
Data Processing
All Elementary Principals

Admin. Assist. I	FY25 Hourly Rate	FY26 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	
Step 1	\$18.56	\$19.02	\$28,410.85	\$1,291.40	\$1,092.73	
Step 2	\$19.95	\$20.45	\$30,544.76	\$1,388.40	\$1,174.80	
Step 3	\$21.33	\$21.86	\$32,647.46	\$1,483.98	\$1,255.67	
Step 4	\$22.79	\$23.36	\$34,891.30	\$1,585.97	\$1,341.97	
Step 5	\$24.16	\$24.76	\$36,978.16	\$1,680.83	\$1,422.24	
Step 6 *	\$25.31	\$25.95	\$38,751.25	\$1,761.42	\$1,490.43	
Step 7**	\$26.07	\$26.73	\$39,913.79	\$1,814.26	\$1,535.15	

Administrative
Assistant I
H/S Office Assistant

* Step 6 becomes effective after the completion of 10 years of service

** Step 7 becomes effective after the completion of 15 years of service

FY27 Pay Schedule

Full Year = 1836.25 Hours - 7.25 hrs. paid per day (1/2 hr. unpaid lunch to total 7.75 hrs. at work) one week/before & after teachers leave. 6.25 hrs. per day paid when school is not in session. 261 days.

\$300 Stipend is not included in the base or hourly calculation which is paid in the last pay check in June.

Full Year: Add \$0.35 to Steps 5, 6 & 7; apply 2.5% increase to all steps.

Admin. Assist. III	FY26 Hourly Rate	FY27 Hourly Rate	Full Year	Biweekly 26 pays		Admin. Assistant III
Step 1	\$27.53	\$28.22	\$51,823.01	\$1,993.19		High School Principal
Step 2	\$28.32	\$29.03	\$53,305.97	\$2,050.23		Middle School Principal
Step 3	\$29.10	\$29.83	\$54,769.28	\$2,106.51		Student Service Director
Step 4	\$29.85	\$30.59	\$56,173.27	\$2,160.51		Curriculum Director
Step 5	\$31.44	\$32.59	\$59,840.82	\$2,301.57		
Step 6 *	\$32.34	\$33.50	\$61,521.54	\$2,366.21		
Step 7**	\$33.30	\$34.49	\$63,326.94	\$2,435.65		

Admin. Assist. II	FY26 Hourly Rate	FY27 Hourly Rate	Full Year	Biweekly 26 pays		Administrative Assistant II
Step 1	\$25.80	\$26.45	\$48,560.18	\$1,867.70		Food Services
Step 2	\$26.49	\$27.16	\$49,865.21	\$1,917.89		Curriculum Director
Step 3	\$27.28	\$27.96	\$51,348.34	\$1,974.94		Middle School Guidance
Step 4	\$27.99	\$28.69	\$52,673.20	\$2,025.89		High School Guidance
Step 5	\$29.46	\$30.55	\$56,103.31	\$2,157.82		High School Asst. Principal
Step 6 *	\$30.36	\$31.48	\$57,803.86	\$2,223.23		
Step 7**	\$31.26	\$32.40	\$59,497.99	\$2,288.38		

School Year = 1493.5 Hours - 7.25 hrs. paid per day (1/2 hr. unpaid lunch to total 7.75 hrs. at work) one week/before & after teachers leave. Includes 12 holidays to total 206 days.

\$300 Stipend is not included in the base or hourly calculation which is paid in the last pay check in June.

School Year: Apply 2.5% increase to all steps.

Admin. Assist. III	FY26 Hourly Rate	FY27 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	Administrative Assistant III
Step 1	\$27.56	\$28.25	\$42,196.86	\$1,918.04	\$1,622.96	Middle School Asst. Principal
Step 2	\$28.35	\$29.06	\$43,403.11	\$1,972.87	\$1,669.35	
Step 3	\$29.13	\$29.86	\$44,593.28	\$2,026.97	\$1,715.13	
Step 4	\$29.88	\$30.62	\$45,735.20	\$2,078.87	\$1,759.05	
Step 5	\$30.75	\$31.52	\$47,070.11	\$2,139.55	\$1,810.39	
Step 6 *	\$31.64	\$32.43	\$48,437.20	\$2,201.69	\$1,862.97	
Step 7**	\$32.59	\$33.40	\$49,890.32	\$2,267.74	\$1,918.86	

Admin. Assist. II	FY26 Hourly Rate	FY27 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	Administrative Assistant II
Step 1	\$25.83	\$26.48	\$39,547.88	\$1,797.63	\$1,521.07	Student Services (2 positions)
Step 2	\$26.52	\$27.19	\$40,608.27	\$1,845.83	\$1,561.86	Data Processing
Step 3	\$27.31	\$28.00	\$41,818.00	\$1,900.82	\$1,608.38	All Elementary Principals
Step 4	\$28.02	\$28.72	\$42,878.39	\$1,949.02	\$1,649.17	
Step 5	\$28.76	\$29.48	\$44,028.38	\$2,001.29	\$1,693.40	
Step 6 *	\$29.67	\$30.41	\$45,402.40	\$2,063.75	\$1,746.25	
Step 7**	\$30.56	\$31.32	\$46,761.49	\$2,125.52	\$1,798.52	

Admin. Assist. I	FY26 Hourly Rate	FY27 Hourly Rate	School Year	Biweekly Rate (at 22 pays)	Biweekly Rate (at 26 pays)	Administrative Assistant I
Step 1	\$19.02	\$19.50	\$29,121.16	\$1,323.69	\$1,120.04	H/S Office Assistant
Step 2	\$20.45	\$20.96	\$31,308.39	\$1,423.11	\$1,204.17	
Step 3	\$21.86	\$22.41	\$33,463.66	\$1,521.08	\$1,287.06	
Step 4	\$23.36	\$23.95	\$35,763.65	\$1,625.62	\$1,375.53	
Step 5	\$24.76	\$25.38	\$37,902.64	\$1,722.85	\$1,457.79	
Step 6 *	\$25.95	\$26.60	\$39,720.08	\$1,805.46	\$1,527.70	
Step 7**	\$26.73	\$27.39	\$40,911.59	\$1,859.62	\$1,573.52	

* Step 6 becomes effective after the completion of 10 years of service

** Step 7 becomes effective after the completion of 15 years of service



64 Cabot Rd, Danvers, MA 01923

978.774.4800 978.777.8931

danverspublicschools.org

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement") is made and entered into this 10th day of December, 2024, by and between The Council #93, Local 1098, American Federation of State, County and Municipal Employees, AFL-CIO ("Union") and the Superintendent of Schools ("Superintendent").

Article 6-01 - Job Titles, Classifications, Descriptions

The parties agree to amend Article 6-01 of the Collective Bargaining Agreement to provide the following adjustments to job title and classification, applicable only to the Holten Richmond Middle School:

Reclassification:

- Middle School Office Assistant (Administrative Assistant I, SY) to Data Processing Technology Department Assistant (Administrative Assistant II, SY)
- Middle School Asst. Principal (Administrative Assistant II, SY) to Middle School Asst. Principal (Administrative Assistant III, SY)

Article 6-02 - Job Description:

The parties agree to the job description for Data Processing Assistant (SY II) as attached to this Agreement and incorporated herein by reference.

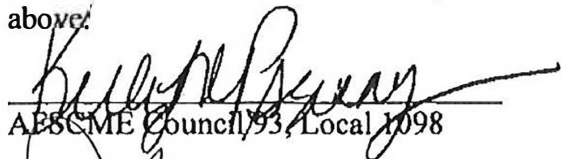
Article 8-01 - Wages:

The parties agree to amend the salary schedule to include the Administrative Assistant III SY Pay classification, as attached to this Agreement and incorporated herein by reference. (Only for HRMS).

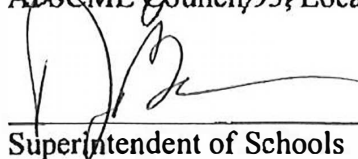
Effective Date:

This Agreement shall be effective as of January 1, 2025.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above:


AFL-CIO Council #93, Local 1098

12-18-24
Date


Superintendent of Schools

12/18/24
Date

Daniel Bauer
Superintendent of Schools
978.777.4539 ext. 2430

Mary Wermers
Assistant Superintendent
978.777.4539 ext. 2281

Pamela Crum
Business Manager
978.777.4800 ext. 2438

Kimberley Bevan
Human Resources Manager
978.774.4800 ext. 2432

**MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF DANVERS SCHOOL COMMITTEE
AND
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
COUNCIL 93, LOCAL 1098
(SCHOOL ADMINISTRATIVE ASSISTANTS)**

The Union and The Employer have come to the following agreement:

1. The parties agree that sick leave will be taken in half/full day increments rather than the 15 minute increments specified in Article 7 Section 12 of the Collective Bargaining Agreement.
2. Except as otherwise specified herein, this Agreement is without precedent or prejudice for any future matters between the parties.
3. The terms of this Agreement are not precedent setting for any same or similar circumstance in the future.

TOWN OF DANVERS:

By:  _____

Date: 12/15/25

**AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES, COUNCIL 93, LOCAL
1098 (SCHOOL CLERICAL):**

By:  _____

Kelly Pszenny, Chapter Chair

Date: 12/15/25



MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("Agreement") is made and entered into this 8th day of May, 2026, by and between The Council #93, Local 1098, American Federation of State, County and Municipal Employees, AFL-CIO ("Union") and the Superintendent of Schools ("Superintendent"). This supersedes the Memorandum of Agreement dated the 8th day of July, 2021.

The parties hereby agree to amend Article 6-01 and Job Description for Curriculum Director Administrative Assistant III (FY) of the Collective Bargaining Agreement as follows:

1. Amendment to Article 6-01 - Job Titles, Classifications, Descriptions

Effective July 1, 2026, Article 6-01 is amended to formalize the consolidation of administrative support within the Curriculum Department. This restructuring involves the elimination of the Curriculum Administrative Assistant II (FY) role and the simultaneous establishment of a unified Curriculum Administrative Assistant III (FY) position, which will assume responsibility for all departmental administrative requirements as outlined in the new job description.

The revised classification schedule under Article 6-01 shall be organized as follows:

Classification	Assigned Departments/Principals
Administrative Assistant III	High School Principal (FY) Middle School Principal (FY) Middle School Asst. Principal (SY) Student Service Director (FY) Curriculum Department (FY)
Administrative Assistant II	High School Asst. Principal (FY) All Elementary Principals (SY) High School Guidance (FY) Middle School Guidance (FY) Student Services (FY) Student Services (2-SY) Food Services (FY) Data Processing, Technology (SY)
Administrative Assistant I	High School Office Assistant

Mission Statement of Danvers Public Schools – *Creating a supporting environment where all learners thrive*

Daniel Bauer
Superintendent of Schools
978.777.4539 ext. 2430
bauer@danvers.org

Kristen Anderson
Assistant Superintendent
978.777.4539 ext. 2281
anderson@danvers.org

Pamela Crum
Business Manager
978.774.4800 ext. 2438
crum@danvers.org

Kimberley Bevan
Human Resources Manager
978.774.4800 ext. 2432
bevan@danvers.org



64 Cabot Rd, Danvers, MA 01923
978.774.4800 978.777.8931
danverspublicschools.org

2. Article 6-02 - Job Description

The job description for the Curriculum Administrative Assistant III (FY) position is attached to this Agreement and is hereby incorporated by reference.

Effective Date:

This Agreement shall be effective as of July 1, 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Jennifer G. Hargis
AFSCME Council 93 Local 1098
Bill M. Sadows
DB
Superintendent of Schools

5/8/2026
Date
5/8/2026
Date
5/8/2026
Date

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AFSCME
STRONG

AFSCME Council 93

☐ **Yes! I am AFSCME Strong.**
I want a strong voice at work and in my community

Yes, sign me up to:

- ☐ Talk to colleagues at work about AFSCME
- ☐ Make phone calls to AFSCME members for campaigns
- ☐ Knock AFSCME member doors during campaigns

Membership Application

American Federation of State, County and Municipal Employees Membership and Authorization for Dues Deduction

I hereby apply for membership in Council 93 (hereafter "Union") and I agree to abide by its Constitution and Bylaws. I authorize the Union and its successor or assignee to act as my exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment with my Employer.

Effective immediately, I hereby voluntarily authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union, the amount of dues certified by the Union, and as they may be adjusted periodically by the Union, and to authorize my Employer to remit such amount monthly to the Union.

This voluntary authorization and assignment shall remain in effect in accordance with the applicable collective bargaining agreement. If the applicable collective bargaining agreement or state statute does not address revocation, then this voluntary authorization and assignment shall be irrevocable, regardless of whether I am or remain a member of the Union, for a period of one year from the date of execution or until the termination date of the collective bargaining agreement (if there is one) between the Employer and the Union, whichever occurs sooner, and for year to year thereafter unless I give the Employer and the Union written notice of revocation not less than ten (10) days and not more than twenty (20) days before the end of any yearly period, or in accordance with state statute. The applicable collective bargaining agreement is available for review, upon request. This card supersedes any prior check-off authorization card I signed.

I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.

In order to comply with Internal Revenue Service rulings, be advised that your membership dues are not deductible for federal income tax purposes. However, they may be tax deductible as ordinary and necessary business expenses.

☐ New Member

PLEASE PRINT LEGIBLY.

☐ Re-commit

Local Number		Employer	
Last Name		First Name	M.I.
Street Address		Apt. No.	
City		State	ZIP Code
SSN (last four digits)		Employee ID #	Job Title
Cell Phone		Personal E-mail Address	
By providing my cell phone number, I understand that AFSCME and its affiliates may use automated calling technologies and/or text message me on my cell phone on a periodic basis. Carrier message and data rates may apply to such texts.			
Signature		Date	

Contribution Form

AFSCME PEOPLE
Become a PEOPLE MVP for \$8.35/ month (\$100 annually)



I hereby authorize my employer and associated agencies to deduct, each pay period, the amount certified as a voluntary contribution to be paid to the treasurer of American Federation of State, County and Municipal Employees PEOPLE, AFSCME, AFL-CIO, P.O.

Deduction Per Pay Period

☐ \$5 ☐ \$10 ☐ \$15
☐ Other \$ _____ each pp

Circle jacket size.
S M L XL 2XL Other _____

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Box 65334, Washington, D.C. 20035-5334, to be used for the purpose of making political contributions and expenditures. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal. I understand that any contribution guideline is only a suggestion and I am free to contribute more or less than that amount and will not be favored or disadvantaged due to the amount of my contribution or refusal to contribute, and that I may revoke this authorization at any time by giving written notice.

Signature _____ Date _____

In accordance with the federal law, AFSCME PEOPLE will accept contributions only from members of AFSCME and their families. Contributions from other persons will be returned. Contributions or gifts to AFSCME PEOPLE are not deductible as charitable contributions for federal income tax purposes.

PLEASE PRINT LEGIBLY.

Last Name		First Name	M.I.
Street Address		Apt. No.	
City		State	ZIP Code
SSN (last four digits)		Employee ID #	Occupation
Local Number		Employer	
Cell Phone		Home Phone	
By providing my cell phone number, I understand that AFSCME and its affiliates may use automated calling technologies and/or text message me on my cell phone on a periodic basis. Carrier message and data rates may apply to such texts.			
Personal E-mail Address _____			