

**MEMORANDUM OF AGREEMENT
BETWEEN
THE WATERTOWN EDUCATORS ASSOCIATION
AND
THE WATERTOWN SCHOOL COMMITTEE
May 12, 2020**

This **MEMORANDUM OF AGREEMENT** is entered into by and between the Watertown Educators Association (hereinafter the "Association") and the Watertown School Committee (hereinafter the "Committee") on behalf of Unit B.

WHEREAS, the Association and the Committee entered into a collective bargaining agreement for the period September 1, 2016, through and including August 31, 2019; and

WHEREAS, the Association and the Committee have bargained collectively pursuant to Massachusetts General Law, Chapter 150E, for a successor collective bargaining agreement for the period September 1, 2019, through and including August 31, 2022;

NOW, THEREFORE, in consideration of mutual covenants and promises and subject to the ratification of the respective parties, it is agreed as follows:

The terms and conditions set forth in the Collective Bargaining Agreement for the period September 1, 2016, through and including August 31, 2019, shall continue in full force and effect for the period September 1, 2019 through and including August 31, 2022 except as amended herein.

ARTICLE V: SALARIES AND OTHER COMPENSATIONS

Section A: Salary Increases

2. Method of Payment

- b. The Committee will request the Treasurer's Office to make salary payments every other Thursday. Administrators must have their checks directly deposited. While it's optional now, commencing at the start of the 2021-2022 school year, all pay stubs will be electronically delivered.
- c. ~~Administrators may elect either to have their checks mailed to them during the summer months when schools are in recess or to receive a lump sum payment at the close of school in June.~~ Administrators shall receive a lump sum payment at the close of school in June directly deposited into their bank account.
- d. ~~Administrators electing to receive a lump sum payment must so notify the Superintendent's Office in writing no later than June 1 of the year in which the~~

~~administrator makes the election. Such election shall continue from year to year unless the administrator notifies the Superintendent's Office of a desired change by June 1 of any school year thereafter.~~

3. Computations

- ~~e.~~ a.
- ~~f.~~ b.
- ~~g.~~ c.

4. Lateral Adjustments

If the Committee requirements for the ~~GAGS~~ Masters+30, CAGS and/or Doctorate stipend are met during the school year, the administrator shall be granted the prorated stipend as of the next payroll period following presentation of evidence of completion to the Superintendent.

5. Sick Leave Buy Back

When an administrator retires from the Watertown School System, or if a administrator dies while employed by the School System, the administrator or, in the event of death, his/her estate, shall be compensated for thirty percent (30%) of the administrators accumulated sick leave, plus personal days converted to sick days, ~~at eighty dollars (\$80.00) per day.~~ at a rate of one hundred dollars (\$100.00) per day if the administrator gives twelve months' advance non-rescindable notice of retirement or at a rate of eighty dollars (\$80.00) per day if the educator provides less than twelve months' notice of retirement.

6. Longevity Benefit

Administrators, upon completion of the following years of service* to the Town of Watertown, shall receive the following amount added to his/her salary.

10 through <u>through</u> 14 Years	\$1,000 <u>\$1,500</u>
15 through 19 Years	\$1,500 <u>\$2,000</u>
20 through 24 Years	\$2,000 <u>\$2,500</u>
25 through 29 Years	\$2,500 <u>\$3,000</u>
30 through 34 Years	\$3,500 <u>\$4,000</u>
35 Years +	\$4,000 <u>\$4,500</u>

**Years of Service is defined as years completed in the Watertown Public Schools.*

Section B: Supplemental Compensation

Summer workshops for administrators will be compensated at an hourly rate of ~~\$30~~ \$35 per hour. The Coordinator of the project will additionally receive an amount equal to 20% more hours at the same rate. Notices for submission of summer workshop proposals will be posted by the Central Office by May 15 of each year and will be awarded by July 1.

ARTICLE VII: GRIEVANCE PROCEDURE

ARTICLE VII: WORKLOAD

A. Work Year

The Committee and the Association believe that a direct relationship exists between the time assigned for program administration and the quality of that program. Therefore, just as the protection of contact time between classroom teacher and student is vital to the educational process, so is it vital to protect the time assigned Unit B members for program administration. As such, Unit B members’ teaching and work assignments will be as follows:

~~Unit B members will serve 193 days and teach at least one but no more than two daily courses, classes, or sections in their field.~~

<u>Position</u>	<u>Days</u>	<u>Course Load</u>
<u>PK-12</u> • <u>Fine, Applied, & Performing Arts</u> • <u>World Languages</u> • <u>Wellness</u>	<u>193</u>	<u>Teach no more than 1 class</u>
<u>K-7</u> • <u>Literacy/Social Studies</u> • <u>Math/Science</u>	<u>200</u>	<u>No teaching assignment</u>
<u>8-12</u> • <u>English Language Arts</u> • <u>Social Studies</u> • <u>Math</u> • <u>Science</u> • <u>Career and Technical Education</u>	<u>193</u>	<u>Teach no more than 2 classes</u>
<u>K-5</u> <u>Special Education</u>	<u>193</u>	<u>No teaching assignment</u>
<u>6-12</u> <u>Special Education</u>	<u>193</u>	<u>No teaching assignment</u>
<u>PK-12</u> • <u>Digital Learning & Library</u> • <u>English as a Second Language</u>	<u>193</u>	<u>No teaching assignment</u>

~~The High School Guidance Coordinator has .25 guidance responsibility.~~

For Year 3 (2021-2022) Only¹

¹Special Education Reorganization shall follow the process outlined in ARTICLE XXI: REDUCTION-IN-FORCE.

K-5 Special Education	193	No teaching assignment
6-12 Special Education	193	No teaching assignment
<u>Special Education Administrators</u> <ul style="list-style-type: none"> • <u>Coordinator of Special Education Programs</u> • <u>Assistant Director of Student Services</u> 	<u>200</u>	<u>No teaching assignment</u>

B. Workload

Administrators may be required to remain after the end of the regular workday to attend, conduct, or direct no more than four (4) hours of staff /building or curriculum committee planning meetings each month.

Administrators will be notified of such meetings not conducted or directed by the administrator at least forty-eight (48) hours in advance and must be given, at that time, the agenda for such a meeting. ~~It is understood that no more than one (1) meeting will extend longer than one (1) hour, but not longer than two (2) hours.~~

Because administrators exercise judgment in the performance of their duties, they may adjust their daily work schedules to accommodate the various demands of their particular positions, subject to the approval of the Superintendent or immediate supervisor.

ARTICLE XIII: SICK LEAVE

Section A: Entitlements

Administrators shall receive fifteen (15) days of sick leave each school year whether or not they report to work on the first day of school, except for administrators on sabbatical or on unpaid leave of absence. Following the fifth consecutive absence, administrators may be asked to provide documentation regarding the absence.

Section B: Accumulation

2. The Central Office will ~~issue to each individual administrator a notification informing the individual administrator of the amount of sick leave accumulated to date at the beginning of each school year~~ maintain a system for tracking Sick Leave accumulation for all

employees which will be available to employees at all times. Sick Leave accumulation shall be updated and correct by November 1 of every year.

ARTICLE XIV: TEMPORARY LEAVES OF ABSENCE

Section B: Entitlement

Administrators will be entitled to the following temporary leaves of absence with pay each school year.

~~3. School Visitations~~

~~At least one (1) day will be provided for the purpose of visiting other schools or attending meetings or conferences of an educational nature.~~

3. Educational Days

One (1) day with prior notification to the superintendent or his/her designee will be provided for the purpose of professional growth or attending meetings or conferences or for the purpose of visiting other schools.

ARTICLE XV: EXTENDED LEAVES OF ABSENCE

Section G: Career Exploration

An administrator shall be entitled to leave without pay or increment for a period ~~not exceeding of~~ one (1) full school year for the purpose of exploring an alternative career provided the administrator files his or her intent ~~to~~ to take such a leave along with an appropriate description/documentation of the expected experience by March 1 of the preceding school year.

ARTICLE XVI: ~~MATERNITY AND CHILD CARE~~ PARENTAL LEAVE

ARTICLE XVII: PROFESSIONAL DEVELOPMENT

Section D: Student Teacher Vouchers

~~All student teaching vouchers will be presented to cooperating teachers. Cooperating teachers may also assign the use of their respective vouchers through the Superintendent's Office by written communication indicating a designated WEA member. The Superintendent and the Association will conduct a lottery from staff requests when cooperating teachers neither use nor assign their vouchers.~~

Section ~~ED~~: The Professional Development Council

Section ~~FE~~: School-Based Management

Section GF: Sabbatical Leave

ARTICLE XXI: REDUCTION-IN-FORCE

Section ~~ED~~: Preliminary Considerations

Section ~~DE~~: Layoff Procedure

Section ~~EF~~: Recall Procedure

Section ~~FG~~: Waiver Letter

ARTICLE XXII: DURATION

This Agreement shall remain in force from date of signing until the first meeting of the School Committee in September ~~2019~~, 2022, which in no event will be later than the third Wednesday of September, ~~2019~~2022. However, it is also understood that a negotiated agreement will be achieved on or before August 31, ~~2019~~2022 for review and ratification by each party. ~~Either party upon prior written notice to the other, not later than October 1, 2018 may request to renegotiate this agreement for the school year 2019-2020. Such renegotiations shall be limited to the Article or Articles specified in such notice. Except where otherwise specified, the successor will be effective September 1, 2019.~~

The timetable for negotiations of a successor agreement shall be as follows:

1. Either party, upon prior written notice to the other, not later than October 1, ~~2018~~ 2021 may request renegotiation for the school year ~~2019-2020~~ 2022-2023. Such renegotiations shall be limited to the Article or Articles specified in such notice. Except where otherwise specified, the successor will be effective September 1, ~~2019~~ 2022.
2. August 31, ~~2019~~2022. If by this date a tentative agreement has not been reached by the Negotiating Teams, either party may petition the Massachusetts State Board of Conciliation and Arbitration for the assistance of a Mediator.
3. October 15, ~~2019~~2022. If by this date, the Parties have not reached agreement on a new contract, and unless the Mediator furnished by the State Board of Conciliation and Arbitration should direct otherwise, the Parties will request the initiation of Fact Finding.

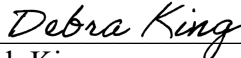
IN WITNESS WHEREOF, the parties hereunto set their hand and seals.

Watertown School Committee By:

Watertown Educators Association By:



Amy Donohue



Deb King

In the event that the Legislature enacts legislation making available additional state funds for bargaining unit salaries, the Parties agree to reopen the existing contract in order to discuss the input of such legislation as it pertains ~~to~~ to the adjustment of salaries for employees covered by this agreement.

APPENDIX A:

Delete current language in Appendix A and replace as follows

Section A: Salary Scale

Increase the salary schedule by 2.25% effective September 1, 2019;

Increase the salary schedule by 2.00% effective September 1, 2020;

Increase the salary schedule by 2.00% effective September 1, 2021.

UNIT B Salary Scale: 2019 – 2022						
Step	2019-2020 (2.25%)		2020-2021 (2%)		2021-2022 (2%)	
	193 Days	200 Days	193 Days	200 Days	193 Days	200 Days
1	\$83,465	\$86,492	\$85,134	\$88,222	\$86,837	\$89,986
2	\$90,088	\$93,355	\$91,889	\$95,222	\$93,727	\$97,126
3	\$96,712	\$100,219	\$98,645	\$102,223	\$100,618	\$104,267
4	\$103,337	\$107,084	\$105,402	\$109,225	\$107,510	\$111,409
5	\$109,961	\$113,948	\$112,158	\$116,226	\$114,401	\$118,550

Degree Stipend	
Masters+30	\$1,500 over scale*
CAGS	\$2,500 over scale
Doctorate	\$4,000 over scale

**Provided that the credits are in the candidate's teaching field or an allied area.*