

**Memorandum of Agreement  
Between  
The Medfield School Committee  
And  
The American Federation of State, County And  
Municipal Employees  
Administrative Assistant Group**

**WHEREAS**, the Medfield School Committee ("School Committee") and the American Federation of State, County and Municipal Employees ("AFL") have been negotiating for a successor to their July 1, 2021 through June 30, 2024 collective bargaining agreement; and

**WHEREAS**, the bargaining teams for the School Committee and the AFL have come to terms relative to a successor agreement, subject to ratification by the membership of the AFL and approval by the School Committee; and

**WHEREAS**, the parties have agreed that their collective bargaining agreement in effect from July 1, 2021 through June 30, 2024 shall remain in full force and effect except as modified by this Memorandum of Agreement.

**NOW THEREFORE**, The School Committee and AFL agree as follows:

1. **Change name from Secretarial Group to Administrative Assistant Group throughout the contract**
2. **Article 8: Conditions of Time Section E Holidays: Add Juneteenth as a holiday if it falls within the administrative assistants work year**
3. **One Time Stipend of \$400. Not to be added to base pay**
4. **Article 9: Conditions of Compensation and Classification Section 2: FY 22- 2%, FY 23- 2%, FY 24 – 2%**
5. **Appendix A: Grade Classification and Salary Schedule: Administrative Assistants Contract Salary Schedule: Add Step 8 on third year of contract. (FY24)**
6. **Article 8: Conditions of Time: Section 2 Sick Leave (a): Administrative Assistants may use sick leave in half day increments up to six (6) times per year**
7. **Covid Days: 3 COVID Days – for school year 21-22.**
8. **Article 9: Conditions of Compensation and Classification: Longevity payment change from 7 years to 5 years with a payout of \$500 and an additional \$100 each subsequent year.**

### **ARTICLE XXIII: TERMS OF AGREEMENT**

**A.** This Agreement will remain in effect from the effective date of July 1, 2021 through June 30, 2024. At the end of this period, either party may terminate this Agreement, provided such termination is transmitted through registered United States Mails to the responsible signatures to this Agreement. In no case may a termination notice be sent less than sixty (60) days to the termination date herein agreed.

**1. Renewal:** Should neither party to this Agreement send a notice of termination as described in Section 1, this Agreement will be considered to have been automatically renewed for another twelve (12) months.

**2. Changes:** Should either party to this Agreement wish to inaugurate collective bargaining discussions over changes they may wish to introduce into this Agreement commencing July 1, 2021, it is agreed that notice of the changes are to be expressed in writing and shall be mailed to the authorized parties signatory to the Agreement prior to the sixty (60) days before the termination date of this Agreement as required in Section 1 above.

The parties receiving such notice of desired changes shall forthwith seek establishment of a meeting for purposes of discussion and amicable accommodation for the desired changes. Nothing in the article shall preclude the Union or School Committee from modifying any previous proposals during the course of negotiation.

**3.** Both parties agree to be bound by the terms and conditions of this Agreement during the period between the date of expiration of the existing contract and the date of execution of a new Agreement.

**4. Waiver:** The Union and the Employer agree that each has a right to bargain for any provision that they wished in this contract and each expressly waived the right to reopen the contract for any further demands or proposals that could have been made prior to the agreement on all matters and that if other proposals have been made, they have been withdrawn in consideration of this Agreement.

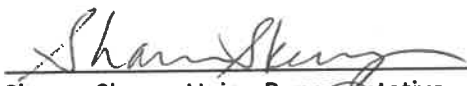
**B.** It is agreed by both the Employer and the Union that there was no deliberate attempt to omit any section which appeared in the previous joint contract existing between the Administrative Assistant personnel and the School Committee, prior to July 1, 2021. If an error or omission occurred, the Employer and the Union will work on the necessary corrective action without the need for formal negotiations. This clause terminates when both parties sign the individual Agreements for the new three- (3) year contracts covered by Local #3901.

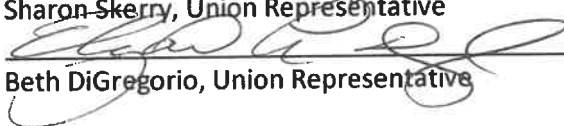
THIS AGREEMENT ENTERED INTO THIS 10 DAY OF March, 2021

THE EMPLOYER:

  
\_\_\_\_\_  
Jessica Reilly, Chairperson, Medfield School Committee  
3/10/2021  
\_\_\_\_\_  
Date

SECRETARIAL:

  
\_\_\_\_\_  
Sharon Skerry, Union Representative  
3/21/22  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Beth DiGregorio, Union Representative  
3/21/22  
\_\_\_\_\_  
Date

FOR THE A.F.S.C.M.E., AFL-CIO:

  
\_\_\_\_\_  
Garrett Maloney  
4/6/22  
\_\_\_\_\_  
Date  
Western Regional Coordinator