

MEMORANDUM OF AGREEMENT
BETWEEN
THE TOWN OF ARLINGTON
AND THE
ROBBINS LIBRARIANS' PROFESSIONAL ASSOCIATION
APRIL _____ 2022

The Arlington Town Manager (Town) and the Robbins Professional Librarians Association (Union), collectively the "Parties", agree to extend through June 30, 2024 their July 1, 2021-June 30, 2022 collective bargaining agreement, except as modified by this Memorandum of Agreement.

1. Salary Tables

- A. Effective July 1, 2022, amend the salary table in effect July 1, 2021 through June 30, 2022 to eliminate Step 1. The previous Step 2 will become Step 1, the previous Step 3 will become Step 2, the previous Step 4 will become Step 3, the previous Step 5 will become Step 4, the previous Step 6 will become Step 5 and the previous Step 7 will become Step 6. Create a new Step 7 which will be 3.75% above the previous Step 7. Provide an across-the-board salary increase of ½% (one-half percent).

The salary table effective July 1, 2022 is attached at Attachment A.

Employees shall be permitted to advance one step effective July 1, 2022. (Example: Effective July 1, 2021 Employee A is on Step 1, Grade 1. Effective July 1, 2022 Employee A shall move to Step 2, Grade 1.)

B. Grades L1 and L2

Effective July 1, 2023 amend the salary table in effect July 1, 2022 through June 30, 2023 to eliminate the Step 1 for Grades L1 and L2. For Grades L1 and L2, the previous Step 2 will become Step 1, the previous Step 3 will become Step 2, the previous Step 4 will become Step 3, the previous Step 5 will become Step 4, the previous Step 6 will become Step 5 and the previous Step 7 will become Step 6. For Grades L1 and L2, create a new Step 7 which will be 3.75% above the previous Step 7. For Grades L1 and L2, provide a salary increase of ½% (one-half percent).

The salary table effective July 1, 2023 is attached at Attachment A.

Employees shall not be permitted to advance to a subsequent step effective July 1, 2023. (Example: Effective July 1, 2022 Employee A is on Step 2, Grade 1. Effective July 1, 2023 Employee A shall remain at Step 2, Grade 1.)

Grades L3 and L4

Effective July 1, 2023 amend the salary table in effect July 1, 2022 through June 30, 2023 for Grades L3 and L4 to provide a salary increase of 1.25%.

The salary table effective July 1, 2023 is attached at Attachment A.

2. **Article XVII – LONGEVITY**, effective July 1, 2022, amend payment amounts to read as follows:

5 yrs. but less than 10	\$1100	\$1800.
10 yrs. but less than 15	\$1300	\$2000.
15 yrs. but less than 20	\$1500	\$2200.
20 yrs. but less than 25	\$1700	\$2400.
25 yrs. but less than 30	\$1900	\$2600.
30 yrs. or more	\$2100	\$2800.

3. **Article XIII – HOLIDAY LEAVE**, effective July 1, 2022, amend as follows:

The Library is closed on the following legal holidays: New Year's Day, Martin Luther King Day, Washington's Birthday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day. The Library ~~also closes at noon on Good Friday and~~ is closed all day on Christmas Eve when it falls on a Monday-Saturday. ~~Good Friday is considered a half-day holiday.~~ When the holidays fall on a day the Library is closed or on a person's regular day off, an additional week-day holiday will be arranged. Holiday credits are pro-rated for part-time Employees.

Effective June 1, 2022 the Library shall celebrate Juneteenth (June 19th) as follows: when June 19th is a Monday, Tuesday, Wednesday, Thursday or Friday the

Library shall be closed; when June 19th is a Saturday or Sunday the Library will be open and employees working June 19th will be granted a floating holiday, at the discretion of the Director, to be used by December 31st of that calendar year. At the discretion of the Director, employees may be asked to participate in professional development regarding Juneteenth.

Holidays shall be granted in accordance with the Town By-laws. In order to qualify for holiday credit, an Employee must work on the last regularly scheduled work day prior to, and the next regularly scheduled work day following each holiday unless it is an absence for which compensation is payable.

When an employee requests, and is approved to take off a religious holiday on a day the Library is open, the employee will be paid for his/her regularly scheduled hours of work for that day. The Director will then schedule the employee to work on another day without pay for the same amount of hours the employee was already paid for not working on the religious holiday. The scheduling of the “make up” hours shall be done in a manner so as to not trigger or impact any contractual, state or federal overtime requirements.

4. Article XV - HOURS OF WORK, OVERTIME, REST PERIODS, effective July 1, 2022 amend as follows:

a) The work week shall normally consist of five (5) days of seven (7) hours duration each within a calendar week beginning on Monday and ending on Saturday for a total work week of thirty-five (35) hours effective July 1, 1978. Public service staffing needs might require a slight variation, in the distribution of the work week but in no way

will the normal work day exceed eight (8) hours or the normal work week exceed thirty-five (35) hours.

b) Sunday shall not be a regularly scheduled work day. All work performed on Sunday shall be paid at a rate of two (2) times the regular rate of pay. In scheduling Sunday work, the Library shall provide bargaining unit employees with the first opportunity to perform such work before seeking to fill any vacancies with non-bargaining unit employees.

c) Summer Saturdays commencing on or after July 1st through and concluding with the Saturday preceding Labor Day weekend shall be a regularly scheduled work day if a library is open for a seven (7) hour work day. All work performed on Summer Saturdays when a library is open less than a seven (7) hour work day shall be paid at a rate of one and one-half (1½) times the regular rate of pay. In scheduling Summer Saturday work, the Library shall provide bargaining unit employees with the first opportunity to perform such work before seeking to fill any vacancies with non-bargaining unit employees.

d) The day after Thanksgiving shall not be a regularly scheduled work day. All work performed on the day after Thanksgiving shall be paid at a rate of one and a half times (1½) the regular rate of pay. In scheduling the day after Thanksgiving , the Library shall provide bargaining unit employees with the first opportunity to perform such work before seeking to fill any vacancies with non-bargaining unit employees.

4. **ARTICLE XVIII – HEALTH INSURANCE**, effective July 1, 2022 amend as follows:

Section 3. Opt-Out Program: For all benefit eligible subscribers enrolled on the Town's health plans on or before July 1, ~~2011~~**2022**, there shall be an opt-out program. An incentive (with proof of alternative coverage) of \$2,000 (\$166.66 per month) will be offered for those on individual plans and an incentive of \$4,000 (\$333.33 per month) will be offered for those on family plans. Subscribers whose spouses are enrolled on the Town's health plan may not enroll onto their spouse's plan and receive the incentive. Participants in this program may opt back into health insurance without waiting periods or preexisting conditions limitations if the participant experiences a qualifying event. The participant may opt back in at open enrollment without limitations. The Town reserves the right to modify or discontinue the program with 60 (sixty) days notice to the RLPA President in advance of the next open enrollment, said discontinuance to be effective on the subsequent plan renewal date.

5. Housekeeping

Amend the collective bargaining agreement as outlined in Appendix B. Where the collective bargaining agreement is further amended in this Memorandum of Agreement, that language will prevail.

6. Duration

The Parties' collective bargaining agreement ("Agreement") shall be in effect as of July 1, 2022 through June 30, 2024 and shall continue in effect thereafter during negotiations for a successor agreement.

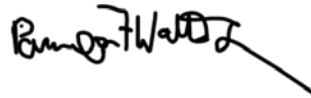
7. Ratification

This MOA is subject to ratification by the Union on or before April 12, 2022 and to appropriation of funds by Town Meeting at the 2022 Annual Town Meeting.

Agreed to on this 28 day of April 2022 by the negotiating teams for:



Catherine Kiah, Co-President RLPA



Pamela Watts-Flavin, Co-President



Adam Chapdelaine, Town Manager