

AGREEMENT

between the

TOWN OF STOUGHTON

and the

STOUGHTON LIBRARY STAFF ASSOCIATION
MASSACHUSETTS LIBRARY STAFF ASSOCIATION (MLSA)
LOCAL 4928
AMERICAN FEDERATION OF TEACHERS (AFT)
AFT MASSACHUSETTS (AFL-CIO)

July 1, 2022 – June 30, 2025

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PREAMBLE

This Agreement entered into by the Town of Stoughton, hereinafter referred to as the Employer and the Stoughton Library Staff Association, Massachusetts Library Staff Association (MLSA), Local 4928, American Federation of Teachers (AFT), AFT Massachusetts (AFL-CIO) hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations, peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work, and other conditions of employment.

ARTICLE 1 **RECOGNITION**

1.0 The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours of work and other conditions of employment for all full-time and regular part-time employees of the Town of Stoughton Pubic Library, including employees who work twenty hours or more in the titles of Library Aide, Outreach Coordinator, Literacy Coordinator Assistant, Literacy Coordinator, Library Assistant 1, Library Assistant 2, Circulation Department Liaison, Assistant to the Library Director, PT Preschool Coordinator, Librarian 1 and Librarian 2, and excluding the Director of the Library, the Assistant Director of the Library, custodian/maintenance craftsman, and pages.

1.1 This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. Any matter not specifically covered by this agreement is not a part of this Agreement unless it is covered by the Personnel by-laws that the parties agreed to effective July 1, 2013 or by statue or rules and regulation. If the Personnel by-laws provides for a better benefit than the collective bargaining agreement, the by-laws would apply.

ARTICLE 2 **UNION DUES**

2.0 The Union dues of employees covered by this Agreement will be deducted each week by the Employer from the wages of each employee covered by this Agreement who has signed an authorization form, attached hereto as Appendix B, for the deduction of dues and presents it to the Treasurer of the Town in accordance with the provisions of Section 17A of Chapter 180 of the General Laws, as amended.

2.1 In the event that legal action is taken by any member of the Union or any third party against the Town as a result of the implementation of the provisions of this Article, the Union agrees to hold the Town harmless and indemnify the Town for all expenses, judgments or allowances incurred or

entered against it in defense of, or as a result of such action.

ARTICLE 3
NON-DISCRIMINATION

3.0 There shall be no discrimination by either party to this Agreement against any employee because of race, creed, color, sex or age or because of activity or membership in the collective bargaining unit. The parties further agree that there will be no discrimination against any employee for adherence to any provision of this collective bargaining agreement, or membership or non-membership in the Union.

3.1 The Public Library Employees retain the right to membership on any committee established to review job classifications.

3.2 Any job descriptions utilized by management shall be made available to all employees.

ARTICLE 4
GRIEVANCE PROCEDURE

4.0 For the purpose of this Agreement a grievance shall be defined as a complaint between the Employer and the Employees' Union and/or any employees involving only an alleged violation of a specific provision of this Agreement. Grievances shall be processed in the following manner:

A. STEP 1. The aggrieved employee shall present the matter informally to the Library Director or his/her designee for adjustment within ten (10) days of the occurrence of the event giving rise to the grievance. The Employee may have a Union representative at this meeting. The Library Director shall reply within ten (10) days.

B. STEP 2. If no satisfactory resolution is made in Step 1, the aggrieved employee shall reduce the grievance to writing and file a copy of the same with the Library Director and the Town Manager within ten (10) days.

C. STEP 3. The Town Manager shall, upon receipt of the written grievance, consider same and notify the employee and the Union of the result of his consideration.

D. STEP 4. If the Town Manager or his designee fails to act upon said grievance within thirty (30) days of presentation or after its disposition thereof, the Union or the Employer may within thirty (30) days thereafter request arbitration of the grievance, by mutual agreement, to the Division of Labor Relations, or to the American Arbitration Association pursuant to the Association's voluntary Rules, provided, however, no grievance shall be submitted to arbitration which:

1. Involves a matter of policy or management rights reserved to the employer.
2. Involves a matter that is outside the scope of the express terms of this Agreement.
3. Involves a matter that the Employer could not effectuate, regardless of the decision of the Arbitrator.
4. Involves a matter which was a proposal in negotiations but not included in the express terms of this Agreement.
5. Involves a matter which has not been presented timely according to the time limitations set forth herein.

4.1 The arbitrator shall be selected by mutual agreement of the parties hereto. If the parties fail to agree on a selection in the first instance, the American Arbitration Association will be requested to provide a list of arbitrators from which a selection shall be made in accordance with the applicable rules of the American Arbitration Association. Expenses for the arbitrator's services shall be shared equally by the parties.

4.2 The arbitrator shall have the authority to settle only grievances defined herein. Any grievance appealed to an arbitrator over which he shall have no power to rule shall be referred back to the parties without a decision. The arbitrator shall have no authority to add to, subtract from, or otherwise modify the terms of this Agreement. The decision of the arbitrator shall be legally binding upon the parties.

ARTICLE 5 **MANAGEMENT RIGHTS**

5.0 Nothing in this agreement shall limit the Town in the exercise of its function of management and in the direction and supervision of the Town's business, except where such rights are specifically modified or abridged by the terms of this agreement. Any Management Rights listed below are subject to bargaining obligations under Chapter 150e.

A. This includes, but is not limited to the right to:

- add or eliminate departments;
- assign overtime;
- increase or decrease the number of jobs;
- change process;
- assign work and work to be performed;
- schedule shifts and hours to work and lunch or break periods;
- hire;
- suspend; demote; discipline, or discharge for just cause
- transfer or promote;
- layoff because of lack of work or other legitimate reasons;

- establish rules, regulations, job descriptions, policies and procedures;
- conduct orderly operations;
- establish new jobs;
- abolish and change existing jobs;
- determine where, when, how and by whom work will be done;

B. Except where any such rights are specifically modified or abridged by terms of this agreement.

5.1 Unless an express, specific provision of this Agreement clearly provides otherwise, the Town, acting through the Town Manager, Board of Selectmen, Department Head or other appropriate officials as may be authorized to act on the Town's behalf, retains all the rights and prerogatives it had prior to the signing of this Agreement either by law, custom, practice, usage or precedent to manage and control the employees covered by this.

A. By way of example but not limitation, management retains the following rights:

- to determine the mission, budget and policy of the Department;
- to determine the organization of the Department, the number of employees, the work functions, and the technology of performing them;
- to determine the numbers, types, and grades of positions or employees assigned to an organizational unit, work project, or to any location, task, vehicle, building, station or facility;
- to determine the methods, means and personnel by which the Department's operations are to be carried;
- to manage and direct employees of the Department;
- to maintain and improve orderly procedures and the efficiency of operations;
- to hire, promote and assign employees;
- to transfer, temporarily reassign, to other shifts or other duties;
- to determine the equipment to be used and the uniforms to be worn in the performance of duty;
- to determine the policies affecting the hiring, promotion, and retention of employees;
- to establish qualifications for ability to perform work in classes and/or ratings, including physical, intellectual, and mental health qualifications;
- to lay off employees in the event of lack of work or funds or under conditions where management believes that continuation of such work would be less efficient, less productive, or less economical;
- to establish or modify work schedules and shift schedules and the number and selection of employees to be assigned;
- to take whatever actions may be necessary to carry out its responsibilities in situations of emergency;
- to enforce existing rules and regulations for the governance of the Department, if any, and to add to or modify such regulations as it deems appropriate; provided, however, that the Town provides the Union with a copy of any new rules and, if the Union requests, bargaining over any changes in working conditions;
- to suspend, demote, discharge, or take other disciplinary action against employees for just cause, to require the cooperation of all employees in the performance of this function, and to determine its internal security practices,

B. Management also reserves the right to decide whether, when, and how to exercise its prerogatives, whether or not enumerated in this Agreement. Accordingly, the failure to exercise

any right shall not be deemed a waiver.

5.3 The parties agree that each side had a full opportunity during the course of negotiations to bargain over any and all mandatory bargaining subjects, whether or not included in this Agreement. Accordingly, as to any such matter over which the contract is silent, the Town retains the right to negotiate proposed changes with the Union.

ARTICLE 6
HOURS OF
WORK

6.0 The regular work week shall be as follows:

PARAPROFESSIONAL EMPLOYEES	
Circulation Department Liaison	35 Hours ¹
Library Assistant	35 Hours
Outreach Coordinator	35 Hours ¹
PROFESSIONAL EMPLOYEES	
Librarian	35 Hours
Literacy Coordinator	35 Hours
PART-TIME EMPLOYEES	At the discretion of Library Director
¹ Effective 7/1/2024	

6.1 Individual working hours for all Library employees shall be set at the discretion of the Library Director providing that employees receive two (2) week notice, and that a discussion of such changes will take place if requested by the Union.

6.2 Employees covered by this Agreement shall be allowed one (1) fifteen (15) minute break after every three and one-half (3½) hours worked.

6.3 Nothing in this Agreement shall preclude the parties from discussing and/or implementing alternative work schedules by agreement.

6.4 The Library shall maintain a minimum of three employees, with at least two of the three employees being capable of performing main desk duties, in order to open the Library to serve the public.

ARTICLE 7
OVERTIME

7.0 OVERTIME. Hours worked, at the request of the Director, in excess of the regular work day by full-time employees shall be compensated for at the rate of time and one half of the regular hourly rate of the employee. Any portion of an hour shall be compensated for to the next half hour. Any paid leave time shall count as hours worked for the purpose of calculating overtime.

7.1 COMPENSATORY TIME. At the option of the employee, compensation may be in the form of time off equal to time and one half of overtime worked. Compensatory time equal to two (2) hours off for each one hour worked may be allowed, subject to the following conditions:

- A.** There shall be a maximum of three (3) days earned in one (1) fiscal year by working one and a half (1½) days.
- B.** Additional hours worked must be approved in advance by the Department Head or designee.
- C.** Compensatory leave time must be approved by the Director or designee at least one week in advance.
- D.** Compensatory leave time must be earned in one day increments by working at least three and one half (3½) extra hours in one (1) day.
- E.** Compensatory leave may be taken in one half day increments and may not be combined with other leave time.
- F.** Compensatory time earned but not taken by June 30th of each fiscal year shall be forfeited.
- G.** Compensatory time earned but not taken during each fiscal year shall not be credited to an employee's official leave balances at any time or be subject to any "buy-back" or other reimbursement payable upon an employee's separation from the Town of Stoughton.
- H.** Compensatory time shall be earned working on a special project approved by the Director (or designee). A special project is defined as a task or program that benefits the Library and involves work outside the normal assignment of an employee and outside his/her work hours or a task/program that benefits the Library that is within the normal assignment of an employee but has a special time deadline or exigency.

7.2 There shall be a two (2) hour minimum compensation to any employee called back after the end of the regular working day.

7.3 The foregoing provisions of this article notwithstanding, any employee assigned to perform building checks on a day when the library is closed shall be compensated at the rate of twenty-five dollars (\$25.00) per day.

ARTICLE 8
WAGES

8.0 Effective July 1, 2022 , The Town and the Union agree that the job classifications , grades, and wages shall be administered consistent with the Salary Schedule in Appendix A attached hereto.

A. Effective July 1, 2022, a newly hired employee will normally be placed on the Salary Schedule in Appendix A at Step 1, however an employee with verifiable experience in a Massachusetts Public Library may be placed on the Salary Schedule at a Step higher than Step 1 and up to Step 3, based on his/her prior experience. After an employee’s initial placement on the Salary Schedule progression through the Steps shall be based upon years of service in the bargaining unit, one (1) Step for each year of service up to Step 5. An employee will then advance to Step 6, Step 7, Step 8, Step 9, and Step 10 upon completion of the required number of years of service in the bargaining unit:

STEP ADVANCEMENT:
STEP 6 Upon Completion of 5 Years of Service
STEP 7 Upon Completion of 10 Years of Service
STEP 8 Upon Completion of 15 Years of Service
STEP 9 Upon Completion of 20 Years of Service
STEP 10 Upon Completion of 25 Years of Service

B. Effective July 1, 2022 current members of the bargaining unit will be placed on the Salary Schedule in Appendix A according to the Migration Schedule below and will advance one (1) Step for each additional year of service up to Step 5, and then continue to advance to Step 6, Step 7, Step 8, Step 9, and Step 10 one (1) Step for each additional year of service until they reach the Step commensurate with their years of service.

MIGRATION SCHEDULE - 7/1/2022							
LASTNAME	FIRSTNAME	TITLE	LOCATION	GRADE	DOH	YOS	STEP
ROMEIRO	TERESA	LIBRARY ASSISTANT	LIBRARY	Grade 1	03/06/2000	22.0	OG
IACOBUCCI	CHRISTINE	OUTREACH SERVICE COORDINATOR	LIBRARY	Grade 1	02/04/2013	9.0	5
MENESES	MELISSA	LIBRARY ASSISTANT	LIBRARY	Grade 1	6/18/2014	8.0	4
REIS	MAGGIE	LIBRARY ASSISTANT	LIBRARY	Grade 1	01/14/2019	3.0	2
FURTADO	JOANNA	LIBRARY ASSISTANT	LIBRARY	Grade 1	08/16/2021	1.0	2
FREITAS	MELISSA	LIBRARY ASSISTANT	LIBRARY	Grade 1	12/08/2022	0.0	1
SEWCYK	MARGARET	PRESCHOOL LIBRARY COORDINATOR	LIBRARY	Grade 2	10/04/1971	51.0	OG
GEKOW	SMADAR	LITERACY COORDINATOR	LIBRARY	Grade 2	07/01/2015	7.0	4
OLSHIN	JOSHUA	LIBRARIAN	LIBRARY	Grade 3	07/16/2007	15.0	OG
DEAN	AMY	LIBRARIAN	LIBRARY	Grade 3	02/18/2014	8.0	6
BERGHMAN	LAUREN	LIBRARIAN	LIBRARY	Grade 3	11/05/2018	4.0	2
BESHES	STACEY	LIBRARIAN	LIBRARY	Grade 3	10/15/2019	3.0	1

C. Effective July 1, 2022 senior employees designated as “OG” above shall be considered grandfathered as “off-grid” for the purposes of Step advancement on the Salary Schedule in Appendix A and shall be paid at the OG Rate for his/her Grade as specified in Appendix A, and for all hours worked or any portion thereof.

8.1 To the extent an employee is eligible to receive a step increase in any given year, said increase shall be effective the first payroll period occurring on or after July 1st.

8.2 Once job descriptions and an evaluation tool have been established through negotiation by the parties, advancement along the compensation schedule shall be made by receipt of at least a satisfactory rating on the evaluation tool.

8.3 Newly hired employees will be initially placed in an appropriate salary classification and step level therein based upon experience, ability, qualifications, and needs of the Library as determined by the Town Manager and in consultation with the Library Director and Human Resources Director.

8.4 Nothing contained herein shall limit the Town's right to abolish any position or positions, in whole or in part, as a result of economic or other legitimate reasons.

8.5 All employees shall be paid a differential for all hours worked after 5:00 p.m. and all Saturday hours of \$3.25 per hour.

ARTICLE 9
LONGEVITY

9.0 On or about the first payroll period in December of each year full-time employees shall receive longevity payments in accordance with the following schedule. Effective July 1, 2023, increase longevity to the following:

Continuous Length of Service on December 1 st	AMOUNT
AFTER 5 YEARS	\$650.00
AFTER 10 YEARS	\$1,000.00
AFTER 15 YEARS	\$1,300.00
AFTER 20 YEARS	\$1,600.00
AFTER 25 YEARS	\$2,150.00

9.1 Computation of longevity is based on continuous employment for the Town of Stoughton. Twelve (12) months employment in the current year makes an employee eligible for a full-year longevity payment. Any amount less than twelve (12) months upon termination of employment shall be payable on a pro-rata basis.

9.2 Permanent part-time employees who work a minimum of twenty (20) hours per week shall be

entitled to longevity payments of fifty percent (50%) of the full-time employee schedule in Section 9.0.

ARTICLE 10
UNION BUSINESS

10.0 The Union shall furnish the Employer with a written list of Union Officers within thirty (30) days of the signing of this Agreement.

10.1 The Library Director may grant permission for representatives of the Union who are not bargaining unit employees to enter the premises of the Employer for the conduct of Union business, if in the Library Director's sole judgment it would not disrupt or interrupt the normal flow of business.

10.2 The Library Director consistent with past practice in this regard, shall grant reasonable time without loss of pay to attend union meetings, and investigate and process grievances, provided that request for such leave is made reasonably in advance.

10.3 A Union Officer shall be granted thirty (30) minutes, with pay, to meet with new hires on their first day of work to help orient them.

10.4 Up to a total of three (3) days per year of paid leave will be granted to the bargaining unit as a whole to allow Union members to attend Union training, state or national conventions and union conferences. Said days may be used in half day increments. Reasonable notice of use of such days will be given to the Library Director.

ARTICLE 11
VACATIONS

11.0 Effective July 1, 2017, vacations shall be credited based on the fiscal year instead of the calendar year. Selection for the vacation period shall be agreed upon between the Director and personnel taking into consideration the party or parties who will be filling in on vacations with the final approval resting with the Director.

11.1 Seniority shall be based on classification. For the purpose of this Article, Librarian I and Librarian II shall be considered one classification. In addition, for the purpose of this Article, Library Assistant I and Library Assistant II shall be considered one classification. In the event of two or more employees in the same classification, seniority will be based upon years of service. For employees hired after July 1, 2013, seniority will be based upon years of service at the Library.

11.2 ELIGIBILITY FOR VACATIONS.

A. Permanent full-time employees shall be granted the following vacation days without loss of pay after having worked in a full-time capacity for the time shown:

AFTER COMPLETING		VACATION HOURS EARNED
12 Months	1 Year	70 Hours
24 Months	2 Years	84 Hours
36 Months	3 Years	91 Hours
48 Months	4 Years	98 Hours
60 Months	5 Years	105 Hours
72 Months	6 Years	112 Hours
84 Months	7 Years	119 Hours
96 Months	8 Years	126 Hours
108 Months	9 Years	133 Hours
120 Months	10 Years	140 Hours
300 Months	25 Years	175 Hours

B. For work performed for less than thirty (30) weeks, vacation allowance shall be on the basis of one for each month employed.

C. Effective July 1, 2005, any Library employee hired before July 1, 1986, shall be eligible for one hundred seventy-five (175) hours of vacation upon completion of twenty-five (25) years of service. Such vacation time shall be granted provided that such entitlement does not result in the Library incurring overtime costs.

D. Every part-time employee of the Library with continuous service who works at least twenty (20) hours per week, shall receive pro-rated vacation days equivalent to full-time employees for equivalent years of service as set forth in 11.2.A. The provision of this subsection regarding at least twenty (20) hours per week shall not apply to a library employee employed before July 1, 1978. Calculation of pro-rated vacation benefits for eligible part-time employees shall be based upon:

- 1.** Total length of continuous service regardless of whether there was a change in number of hours worked; and
- 2.** The average number of scheduled work hours per week for the fifty-two (52) consecutive weeks prior to determination of the benefit.
- 3.** For example, a part-time employee works eight (8) years at twenty (20) hours per week and two (2) years at thirty (30) hours per week: Length of service is ten (10) years and entitlement is $(20 \times 30) \div 35$.

E. The Town Manager at his/her discretion may credit a newly hired or current employee for time in full-time service to another community or the Commonwealth up to a maximum credit of nine (9) years.

11.3 VACATION SCHEDULING. Vacations shall be scheduled for the convenience of the Library. The Director will be responsible for maintaining a seniority listing which shall be used as a basis for the granting of vacations during the most desirable periods. Vacations for less than one week will be allowed only for the convenience of the Library, if possible. Vacation time shall not be cumulative from year to year except for 70 hours which may be held over to be used within three (3) months of the end of the fiscal year in which they were otherwise to be taken. The Town Manager, after consultation with the Human Resources Director, may extend the period of vacation carryover for an individual employee upon written request. If a new HR system is utilized by the Town, an implementation schedule for vacation and sick time shall be negotiated by the parties.

11.4 VACATION LEAVE UPON TERMINATION. Upon termination of employment by dismissal, the employee shall receive payment equal to that amount of accrued vacation which is unused. If termination is caused by death, such payment shall be made to the employee's spouse or beneficiary.

11.5 VACATION LEAVE AND WORKMEN'S COMPENSATION. Employees who are injured and are receiving Workmen's Compensation benefits shall be entitled to all vacation benefits accrued prior to injury but shall not accrue or be entitled to additional vacation benefits while absent from work due to such injury. Vacation benefits for the fiscal year in which the employee returns to employment will be pro-rated.

11.6 INJURY/ILLNESS SUFFERED WHILE ON VACATION. An employee while on vacation who is injured or ill for a period of not less than three (3) days shall, upon presentation of medical evidence satisfactory to the Library Director, have no loss of vacation time. These days shall be deducted from the employees accumulated sick leave.

ARTICLE 12
HOLIDAYS

12.0 The following holidays shall be paid holidays for all employees of the Library:

New Year's Day
Martin Luther King, Jr. Day
President's Day
Patriot's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Christmas Day

12.1 Permanent part-time employees shall be paid for holidays if the holidays fall on days they would regularly be scheduled to work. A regularly scheduled workday shall be defined as one which they have worked for the four (4) previous weeks (if on a fixed schedule) or on 2 of the 4 previous weeks (if on an alternating schedule).

12.2 In order to qualify for the paid holidays, an employee in full-time employment in a permanent position shall have worked the last regularly scheduled workday preceding and following such holiday, unless the employee was in full pay status on such preceding and following days in accordance with other provisions of this regulation or by-law.

12.3 If a holiday falls on a non-scheduled workday, an employee working 35 hours or more, shall be granted a compensatory day off without loss of pay.

12.4 Whenever it is impractical to give time off to an employee on a legal holiday because of the necessity of continuing essential services in the Library, the employee shall receive overtime at double his regular hourly rate for the hours worked. Employees required to work on a holiday shall receive a minimum of two hours pay. Compensatory time off for work performed on a holiday may be allowed if agreeable to the employee and the Director.

12.5 The Library will be closed on any day that may be declared a holiday by the Governor of the Commonwealth, General Court and/or the President or the Congress of the United States without loss of pay to the employees.

12.6 When a legal holiday falls on a Sunday, the Library will be closed on the following Monday. When Town Hall is closed for any day with pay, the Library shall also be closed and the employees will be paid for the day.

ARTICLE 13 **PERSONAL DAYS**

13.0 Each employee of the Library shall be allowed 14 hours, two (2) personal days off with full pay status during each calendar year. Effective July 1, 2017, personal days will be credited on a fiscal year basis. The basis for scheduling for personal days shall be the same as for vacation days. At least twenty-four (24) hours' notice shall be given to the Library Director and the Personal Day shall be taken at the discretion of the Library Director.

13.1 Effective July 1, 2018, the carrying over of personal days shall no longer be permitted.

ARTICLE 14
SICK LEAVE

14.0 Sick leave shall be earned at the rate of nine and one-third (9.3333) hours per month with unlimited accumulation. Sick leave shall begin to accrue as of the day the employee enters the service of the Town. If Sick Leave and Vacation credits are about to be exhausted, the employee may make written application for additional allowance.

14.1 All part-time employees shall receive sick leave benefits pro-rated to their regular work week schedule, or, if their schedule is irregular, benefits pro-rated to an average of their schedule over a period of thirty (30) weeks during the calendar year. Proration shall be on the basis of a 35-hour work week.

14.2 Full-time employees and part-time employees working twenty (20) hours or more with perfect attendance at work in any calendar month shall have three and one-half (3.5) hours added to their vacation time up to a maximum of forty-two (42) hours per year. The taking of the personal day allowed under this contract, or any voluntary transfer of sick leave permitted under this Article shall not interrupt the employee's perfect attendance record. Employees with less than seven (7) hours of earned time remaining at the end of a fiscal year may carry that time over to the next fiscal year. In the event that earned time for the month of June causes a fractional day to increase to a full day seven (7) hours, then one (1) day seven (7) hours may be carried over for use in the next fiscal year. All other earned time credited to vacation shall be used in the fiscal year earned as provided in Article 11.3.

14.3 Employees shall be allowed to use accrued sick leave for the purpose of medical and dental appointments.

14.4 Any sick leave of a duration of more than three (3) consecutive work shifts or when the total number of sick shifts used exceeds seven (7) for the fiscal year, if the Town so requests, shall be substantiated by a doctor's certificate at the employee's expense prior to the payment of sick leave.

14.5 When circumstances reasonably warrant the same, the Director may at any time in his/her discretion require a medical examination prior to the payment of sick leave to any employee who reports his/her inability to report for work because of illness; this required examination shall be at the expense of the Town by a physician designated by the Director.

14.6 Upon the written application for a specific amount of additional sick leave by a permanent full-time employee who has at least one year of service with the Town and who has exhausted all available sick leave, the Town Manager shall determine the eligibility of such an employee to receive

additional sick leave following a review of adequate medical evidence of serious illness.

- A. Following the Town Manager's favorable determination of eligibility, each permanent full-time member of the bargaining unit who has been employed by the Town for at least one (1) year and who has accumulated at least one hundred and forty (140) hours of sick leave at the time of the determination of eligibility may voluntarily transfer up to thirty-five (35) hours of his/her accumulated sick leave to such employee.
- B. No sick leave transfers beyond a cumulative total of two hundred ten (210) hours to a single employee may be permitted without the prior approval of the Town Manager and shall be within such limits as he may prescribe.
- C. All sick leave transfers may be made only on account of an employee's personal illness and not for family illness.
- D. Notwithstanding any other provision of this Agreement to the contrary, no decision of the Town Manager as to eligibility or as to the granting or denial of benefits under this section shall be subject to arbitration.

14.7 SEVERANCE/SICK LEAVE BUYBACK.

- A. Upon an employee's death, retirement, or termination of employment (without just cause), an employee with two hundred (200) or more unused sick days shall receive fifty percent (50%) of the number of accrued but unused sick days (sick time) the employee has in excess of fifty (50) days (350 hours) up to a maximum of four hundred (400) days (2800 hours) at a rate of seventy-five dollars (\$75.00) per day (7 hours) as severance pay.

Example: Employee with 500 sick days = (400 days (maximum)) - 50 days x 50 @ \$75.00

- B. Upon an employee's death, retirement, or termination of employment (without just cause), an employee with less than two hundred (200) unused sick days (1400 hours) shall receive fifty percent (50%) of their accrued but unused sick leave in excess of one hundred (100) days (700 hours) at a rate of seventy-five dollars (\$75.00) per day (7 hours) as severance pay.

Example: Employee with 199 sick days = (199 days - 100 days) x 50% @ \$75.00

- C. In the event of the employee's death, payment of the accumulated sick leave shall be made to a beneficiary designated by the employee in writing or, in the absence thereof, to his or her estate.
- D. In the event that an employee dies while employed by the Town due to a workplace

accident, payment for all of the employee's unused sick leave regardless of the amount shall be paid to the employee's designated beneficiary or, in the absence thereof, to the employee's estate at the rate of seventy-five dollars (\$75.00) per day without any reduction.

E. Notwithstanding any provisions of the Town's Personnel Bylaw or this Agreement, the foregoing shall be the only sick leave buyback benefits employees are entitled to receive.

F. Sick leave buy-back payments shall be payable within thirty (30) days of such employee's death, retirement, or termination (without just cause).

14.8 Employees shall be allowed to use their accumulated sick leave to care for a sick parent, child, spouse, sibling including in-laws and step-relatives, or anyone else to whom the employee is directly responsible. If sick leave is used for this purpose, the provisions of 14.4 may be applied.

ARTICLE 15 **FAMILY LEAVE**

15.0 Massachusetts General Laws, Chapter 149, Section 105D and the Family Medical Leave Act (FMLA) of 1993 and its regulations shall apply to all employees in the bargaining unit. Employees shall be allowed to use accrued sick leave during approved leaves. Additional unpaid leave may be granted, upon the approval of the Library Director or Town Manager, if, in the opinion of the Library Director or Town Manager, such leave would not affect the nature and level of library services.

ARTICLE 16 **MILITARY LEAVE**

16.0 Military leave of absence without pay shall be granted to any town officer or employee called to active duty with the State or Federal forces for temporary or extended tour of duty. Town officers and permanent employees ordered to active duty in the Armed Forces in time of war or similar national emergency, shall be allowed two (2) weeks' pay and granted all accumulated vacation and holiday leave with pay. All re-employment rights shall be in accordance with applicable provisions of state and federal law.

16.1 All short tours of duty or annual training periods of members of State or Federal Reserve Forces will be granted annual leave without loss of vacation leave and be compensated therefore up to the difference in pay he would have received if not on military leave. The total leave time will not exceed four weeks.

ARTICLE 17
BEREAVEMENT LEAVE

17.0 In the event of a death occurring in the immediate family of a permanent employee or of the employee's spouse, the employee shall be granted a maximum of five (5) consecutive workdays (35 hours) off without loss of pay. For purposes of this Article, "immediate family" means spouse, parent, brother, sister, child, step-child, grandchild, grandparent, mother-in-law, father-in-law, daughter-in-law, son-in-law, or a relative residing in the same household.

17.1 In the event of the death of a brother-in-law or sister-in-law, the employee shall be granted up to three (3) consecutive calendar days (21 hours) without loss of pay. In the event of the death of an aunt, uncle, niece, or nephew the employee shall be granted one (1) calendar day (7 hours) off without loss of pay.

17.2 Other additional leave under this Article may be granted at the discretion of the Library Director.

ARTICLE 18
JURY DUTY AND COURT DUTY

18.0 Court leave of absence shall be granted to any town officer or employee as follows:

- A.** If an employee is called upon to serve on jury duty, the employee shall be paid the difference between any fees received while serving on the jury and his regular rate of pay.
- B.** If a second shift employee is called upon to serve on a jury, the employee will not be required to report for work to his/her assigned shift if he/she has served jury duty on that day. The employee shall be paid the difference between any fee paid by the court and his/her regular pay.
- C.** If an employee is summoned to appear in court as a witness for the Town or for an incident occurring during working hours, he shall receive full compensation for any time lost and shall return to the Town such fees as he may collect.
- D.** Employees may be granted leave for the purpose of appearing in court as a defendant or litigant in their behalf, or in cases not involving the Town at full pay, subject to the prior approval of the Town Manager.

ARTICLE 19
INJURY LEAVE

19.0 Any employee, who is unable to work as a result of any injury arising out of and in the course of his employment, shall receive compensation in accordance with Chapter 152 of the General Laws of the Commonwealth, the Workmen's Compensation Act.

19.1 Employees on injury compensation may not do part-time or full-time work for another employer during that period.

ARTICLE 20
UNAUTHORIZED ABSENCE/ UNPAID LEAVES OF ABSENCE

20.0 UNAUTHORIZED ABSENCE. Any absence of any employee from duty, including any absence for a single day or part of a day that is not authorized by a specific grant or leave of absence under the provision of this contract will be deemed to be an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action. In the absence of such disciplinary action, any employee who absents him for three (3) consecutive days without leave shall be deemed to have resigned. Such action may be reconciled by the Town Manager by a subsequent grant of leave if the conditions warrant.

20.1 UNPAID LEAVES OF ABSENCE. Town officers and employees may with the approval of the Town Manager, be granted other leaves of absence. But except as otherwise provided in this contract, all such leaves of absence shall be without pay. The granting of such leave shall protect the employees existing continuous service for the leave period. A leave of absence will not be granted for employment elsewhere, except for military service.

ARTICLE 21
FILLING OF VACANCIES

21.0 When the Town determines that a vacancy is to be filled, it shall be the policy of the Town to appoint the most qualified applicant, after having first posted the position for five (5) days, listing the pay, duties, and qualifications.

21.1 Such notice shall state a date not less than five (5) days after such posting within which it will receive applications for such vacancy or position for eligible employees desiring to apply for such job.

ARTICLE 22
HEALTH AND LIFE INSURANCE

22.0 Health Insurance premiums are split between the Town and employees with the Town paying seventy percent (70%) and employees paying thirty percent (30%). The Town agrees that employee costs for Health Insurance premiums will be pre-tax deductions equalized throughout the year based upon twenty-six (26) payroll periods. Health insurance premiums shall be deducted one (1) month in advance, e.g., health insurance premiums for the month of March will be deducted from an employee's wages in February, and any increases effective July 1st will be deducted from an employee's paycheck during the month of June.

22.1 The Town and the Union are parties to a Memorandum of Agreement, February 27, 2023, which provides health insurance benefits to eligible members of the bargaining unit in accordance with MGL c. 32B effective July 1, 2023 through June 30, 2024. Any changes to Health Insurance benefits effective July 1, 2024 shall be subject to further negotiation by the parties pursuant to MGL c. 150E and MGL c. 32B.

22.2 The Town agrees to meet and discuss with the Union the feasibility of offering employees a group eye care plan. The cost of any such plan shall be borne exclusively by the employees.

22.3 The Union agrees that upon reasonable notice from the Town, it will meet at reasonable times and reasonable intervals for the purpose of participating in negotiations with the Town, and, at the Town's option, with bargaining representatives of other Town Employees, concerning changes to the Town's health and hospitalization plan. Negotiations will include without limitation, changes in plan design, employee contribution rates, co-pays and deductibles, and the cost of prescription drugs.

ARTICLE 23
SEVERABILITY

23.0 Should any provisions of this Agreement contain a conflict with a municipal personnel ordinance, by-law, rule or regulation or any statute as defined in General Laws, Chapter 150E, the terms of this Agreement shall prevail.

ARTICLE 24
LIBRARY CLOSURES/WORKING FROM HOME

24.0 LIBRARY CLOSURES.

A. LIBRARY CLOSURES - WEATHER. On a day when Town Hall is closed, has a delayed opening, or an early release due to weather conditions affecting the Town generally the Library shall also be closed, have a delayed opening, or early release. Employees shall check the Town of Stoughton Hotline (781-232-9248) to determine if the Library and/or Town Hall will be closed for inclement weather.

B. LIBRARY CLOSURES - HEALTH/SAFETY REASONS. If the temperature in the Library shall fall below 60 degrees Fahrenheit or rise to over 87 degrees Fahrenheit for more than one hour, or if a physical condition exists which the Library Director or his/her designee determines may jeopardize the health and/or safety of Library employees, patrons, or the general public then the Library Director may close the Library. On a day when the Library Director is not working and said condition exists, staff will attempt to notify the Library Director. If staff are unable to contact the Library Director, staff will then attempt to notify the Town Manager who may close the Library. If staff are unable to contact the Library Director or the Town Manager, then the Library shall be closed, or remain closed.

C. If the Library is closed under the provisions of this article for all or part of a day employees normally been scheduled to work shall not be required to work from home, and shall be compensated in full, without having to return to work or be rescheduled.

24.1 WORKING FROM HOME. It is agreed and understood that all members of the bargaining unit will normally perform their duties in person at the public library. If the public library is closed due to unforeseen circumstances and for an extended period, then the Town may require members of the bargaining unit to temporarily perform their duties from home. While working from home normal work hours/schedules will apply. The Town agrees to provide employees with the appropriate and necessary technology to work from home.

ARTICLE 25
FOUL WEATHER GEAR

25.0 The Town agrees to provide the Outreach Coordinator with a foul weather coat and boots for use during working hours and the Town will replace them on an as-needed basis. Said employee shall pick out the foul weather gear with the approval of the Library Director. There will be a two-hundred-dollar (\$200.00) cap for the initial purchase.

ARTICLE 26
MISCELLANEOUS

26.0 All established practices shall be maintained at no less than current standards.

26.1 Absent a specific provision of this contract to contrary, covered part-time employees shall receive benefits on a pro-rata basis (except for health and dental benefits, which will not be pro-rated).

26.2 Eyeglasses or articles of personal clothing damaged in the course of employment through no fault of the employee will be replaced by the Employer.

26.3 The Employer agrees to pay for any special license fees or reimburse the employee for any special license fee exclusive of regular class 2 or 3 motor vehicle license fees which the Employer specifically requires an employee to obtain to perform the duties assigned.

26.4 **MILEAGE REIMBURSEMENT.** Employee shall be reimbursed for driving expenses incurred performing library functions at the rate IRS rate per mile.

26.5 Upon request by a pregnant employee, during the first trimester of pregnancy, the Library Director may make reasonable accommodations to allow such an employee not to perform duties involving a Video Display Terminal (V.D.T.) within the confines of available staffing and so long as such accommodations do not impair the efficient operation of the Library or result in additional costs, overtime or otherwise, to the Town.

26.6 The failure of the Employer or the union to insist on any one or more incidents, upon performance of any of the terms, or conditions of this Agreement shall not be considered as a waiver or relinquishment of the rights of the Employer or of the Union to future performance of any such term or condition, and the obligations of the Union and the Employer to such future performance shall continue in full force and effect.

26.7 PROBATIONARY PERIOD/JUST CAUSE. Employees will serve a six (6) month probationary period after being hired. No employee who has completed his/her probationary period will be disciplined or discharged without just cause. Employees who are serving their probationary period do not have access to the grievance procedure if they have been terminated for job performance reasons.

26.8 OPENING, CLOSING AND CLEANING OF THE LIBRARY. Effective July 1, 2023 the parties agree that it shall be the responsibility of bargaining unit members to-open and close the library. The Town will ensure that all members of the bargaining unit are trained and proficient in how to open/close the Library and activate/deactivate the Library alarm system. Should a safety issue exist when members of the bargaining unit are preparing to open/close the library the members shall not be required to open/close the library until the safety issue has been resolved, however staff shall not leave the library unsecured. Members of the bargaining unit shall not be required to perform cleaning, custodial, or maintenance duties.

26.9 The Town will reimburse employees for up to one-hundred-fifty dollars (\$150.00) per year for physical fitness related activities. A receipt for such expense shall be required in order to receive said reimbursement.

ARTICLE 27 **TOOLS, MATERIAL, EQUIPMENT, AND SAFETY**

27.0 The Employer agrees to provide all material, equipment and tools required to perform the duties assigned to the employees covered by this Agreement. All such material, equipment and tools shall remain the property of the Town and to be stored on Town premises.

27.1 SAFETY COMMITTEE. The parties shall develop and maintain a Safety Committee to address issues of employee and patron safety. The Safety Committee shall consist of the Union Chapter Chairperson, the Library Director, the Town Manager or his/her designee, and one (1) representative from the bargaining unit appointed by the Union Chapter Chairperson. Bargaining unit members will submit safety related issues to the Safety Committee through the Union Chapter Chairperson. Said Safety Committee may meet up to four (4) times per school year, or as requested by the Union Chapter Chairperson or the Library Director.

ARTICLE 28
TUITION REIMBURSEMENT

28.0 Employees taking course work pertinent to the furthering of their occupational training, with a passing grade, from an accredited institution, shall receive compensation for tuition expenses from the Town after one year of employment, provided that such course work has previously been approved by the Library Director. For this purpose, two thousand dollars (\$2,000.00) shall be made available annually by the Town, for members of this Bargaining Unit.

ARTICLE 29
NO STRIKE AGREEMENT

29.0 No employee covered by this Agreement shall engage in, induce, or encourage any strike whether sympathetic, economic or otherwise, work stoppage, slow-down, or withholding of services in the form of a sick-out or otherwise. The Union agrees that neither it nor any of its officers or agents will call, institute, authorize, participate in, sanction or ratify any such strike, work stoppage, slowdown, withholding of services or sick-out.

29.1 Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, slowdown, withholding of services, or sick-out, the Union shall forthwith disavow any such strike, work stoppage, slowdown, withholding of services, or sick-out, and shall refuse to recognize any picket line established in connection therewith.

29.2 In consideration of the performance by the Union of this obligation under Sections 1 and 2 of this Article, there shall be no liability on the part of the Union nor its officers or agents for any monetary damages resulting from the unauthorized breach of the Agreement as contained in this Article by individual members of the Union.

29.3 The Town may impose disciplinary action including discharge upon any and all of the employees involved in a violation of this Article.

ARTICLE 30
REDUCTION IN FORCE

30.0 The Town retains the exclusive right and sole responsibility to determine the number of professional and other positions needed in the Stoughton Public Library, including the right to determine the number of employees to be laid off or recalled, or that a particular type of service should be discontinued. Such decisions shall not be subject to the Grievance and Arbitration Procedure, but once made, the following policy for personnel will be followed:

- A.** The Union shall be notified of proposed layoffs.
- B.** In the event a professional or other employee in the bargaining unit must be laid off, the Town shall lay off the least senior employee within the job classification concerned. For the purpose of this Article, Librarian I and Librarian II shall be considered one classification. In addition, for the purpose of this Article, Library Assistant I and Library Assistant II shall be considered one classification.
- C.** Seniority shall be based upon total continuous length of service in the Stoughton Public Library, and shall include all authorized leaves of absence. Seniority of part-time employees shall be pro-rated. In case of identical initial dates of employment or equal seniority, seniority shall be determined by the drawing of lots by such employees.
- D.** Employees whose employment will be terminated in full or part shall be given thirty (30) days' notice prior to the date upon which the reduction is to take place.
- E.** If employees who are laid off request in writing to the Library Director to be placed on recall, then during a period of eighteen (18) months from the effective date of their layoff, such employees shall be given preference for recall as vacancies develop to the same or similar positions for which they are qualified in the inverse order of their respective layoff.
- F.** In the event of recall, employees shall be notified by Certified Mail to their last address of record with the Library Director and must advise the Town of their acceptance of the position being offered within five (5) days following the date of mailing, or seventy-two (72) hours following the receipt of said notice, whichever comes first, or forfeit all recall rights. The Town shall not be required to make more than one offer of re-employment during the period that an employee is eligible for recall. It is expected that employees shall make themselves available for re-employment within two (2) weeks following receipt of notice of recall, or as close thereto as practicable.
- G.** If circumstances warrant a reasonable period of time for a recalled employee to report to work beyond two (2) weeks, the Library Director will make every effort to accommodate such a need.
- H.** Employees recalled pursuant to the above provisions shall be credited with all previously accrued time in the Stoughton Public Library for the purposes of placement on the salary schedule, entitlement to other benefits based upon length of service, and any previously unused sick leave.

I. To the extent permitted by applicable laws and the insurance carrier(s) concerned, laid off employees may continue group health and life insurance coverage provided pursuant to this Agreement during the recall period by reimbursing the Town for full premium cost. Failure to timely forward premium payments to the Town or refusal to return to employment upon recall will terminate this option.

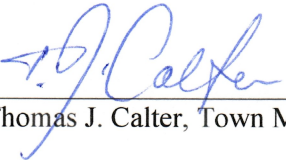
J. All accrued benefits under the Agreement to which an employee would have otherwise have been entitled shall be paid at time of layoff.

ARTICLE 31
DURATION OF THIS AGREEMENT

The duration of this Agreement shall be from July 1, 2022, to June 30, 2025. Notification of proposed collective bargaining for each subsequent year's contract must be received at the Town Manager's office by September 16th.

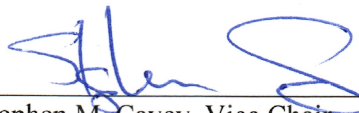
IN WITNESS WHEREOF, the Town of Stoughton has caused this Agreement to be executed by the Town Manager and ratified by Board of Selectmen this 25th day of July, 2023, and the members of the Stoughton Library Staff Association, MLSA, have caused this instrument to be signed by their duly authorized Bargaining Committee this 25th day July of 2023.

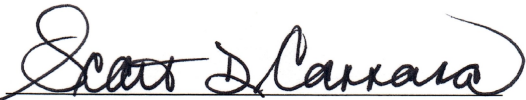
FOR THE TOWN OF STOUGHTON

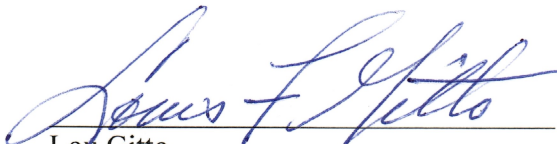

Thomas J. Calter, Town Manager

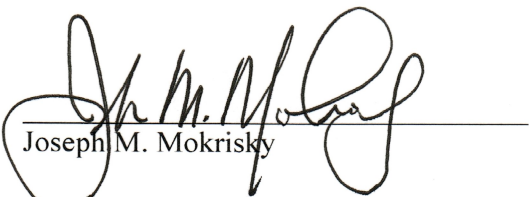
Ratified by:
Select Board


Debra C. Roberts, Chair

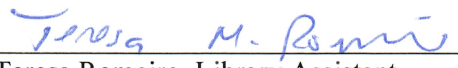

Stephen M. Cavey, Vice Chair

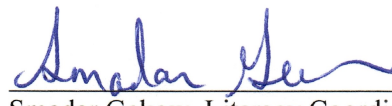

Scott Carrara


Lou Gitto


Joseph M. Mokrisky

FOR THE UNION


Teresa Romeiro, Library Assistant
Chapter Chairperson


Smadar Gekow, Literacy Coordinator


Amy Dean, Librarian

APPENDIX A
SALARY SCHEDULE

SALARY SCHEDULE (FY2023) - 7/1/2022										
RETROACTIVE										
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Grade 1	\$21.54	\$21.86	\$22.19	\$22.52	\$22.86	\$23.20	\$24.07	\$24.98	\$25.91	\$26.88
Grade 2	\$25.92	\$26.31	\$26.71	\$27.11	\$27.51	\$27.93	\$28.97	\$30.06	\$31.19	\$32.36
Grade 3	\$31.00	\$31.46	\$31.94	\$32.41	\$32.90	\$33.39	\$34.65	\$35.95	\$37.29	\$38.69
Grade	Title	OG Rate								STEP ADVANCEMENT:
1	Library Assistant	\$28.73								STEP 6 Upon Completion of 5 Years of Service
1	Outreach Coordinator	---								STEP 7 Upon Completion of 10 Years of Service
2	Literacy Coordinator	---								STEP 8 Upon Completion of 15 Years of Service
2	Preschool Library Coordinator	\$38.81								STEP 9 Upon Completion of 20 Years of Service
3	Librarian	\$41.38								STEP 10 Upon Completion of 25 Years of Service
SALARY SCHEDULE (FY2024) - 7/1/2023										
COLA 2.0% (RETROACTIVE)										
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Grade 1	\$21.97	\$22.30	\$22.63	\$22.97	\$23.32	\$23.67	\$24.55	\$25.48	\$26.43	\$27.42
Grade 2	\$26.44	\$26.84	\$27.24	\$27.65	\$28.06	\$28.49	\$29.55	\$30.66	\$31.81	\$33.00
Grade 3	\$31.62	\$32.09	\$32.57	\$33.06	\$33.56	\$34.06	\$35.34	\$36.66	\$38.04	\$39.47
Grade	Title	OG Rate								STEP ADVANCEMENT:
1	Library Assistant	\$29.31								STEP 6 Upon Completion of 5 Years of Service
1	Outreach Coordinator	---								STEP 7 Upon Completion of 10 Years of Service
2	Literacy Coordinator	---								STEP 8 Upon Completion of 15 Years of Service
2	Preschool Library Coordinator	\$39.59								STEP 9 Upon Completion of 20 Years of Service
3	Librarian	\$42.21								STEP 10 Upon Completion of 25 Years of Service
SALARY SCHEDULE (FY2025) - 7/1/2024										
COLA 2.0%										
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
Grade 1	\$22.41	\$22.74	\$23.09	\$23.43	\$23.78	\$24.14	\$25.05	\$25.98	\$26.96	\$27.97
Grade 2	\$26.97	\$27.37	\$27.79	\$28.20	\$28.63	\$29.05	\$30.14	\$31.27	\$32.45	\$33.66
Grade 3	\$32.25	\$32.73	\$33.23	\$33.72	\$34.23	\$34.74	\$36.05	\$37.40	\$38.80	\$40.25
Grade	Title	OG Rate								STEP ADVANCEMENT:
1	Library Assistant	\$29.89								STEP 6 Upon Completion of 5 Years of Service
1	Outreach Coordinator	---								STEP 7 Upon Completion of 10 Years of Service
2	Circulation Department Liaison	---								STEP 8 Upon Completion of 15 Years of Service
2	Literacy Coordinator	---								STEP 9 Upon Completion of 20 Years of Service
2	Preschool Library Coordinator	\$40.38								STEP 10 Upon Completion of 25 Years of Service
3	Librarian	\$43.05								

APPENDIX A
SALARY SCHEDULE

- A. **EFFECTIVE AND RETROACTIVE TO JULY 1, 2022:** Delete the current Appendix A and replace it with new Appendix A – Salary Schedule above. All current members of the bargaining unit will migrate to the new Salary Schedule in Appendix A in accordance with Paragraph 8.0 B and 8.0 C above.
- B. **EFFECTIVE AND RETROACTIVE TO JULY 1, 2023:** Increase wages across all classifications on the Salary Schedule by two percent (2.0%).
- C. **EFFECTIVE JULY 1, 2024:** Increase wages across all classifications on the Salary Schedule by two percent (2.0%). The hours of work for the Outreach Coordinator position shall be increased from twenty (20) hours per week to thirty-five (35) hours per week. The Town will post and fill a vacancy for the new Circulation Department Liaison position, Grade 2, thirty-five (35) hours per week.

APPENDIX B
MEMBERSHIP APPLICATION
MASSACHUSETTS LIBRARY STAFF ASSOCIATION
LOCAL 4928



(PLEASE PRINT)

FIRST NAME: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CELL PHONE: _____

PERSONAL (NON-WORK) E-MAIL: _____

LIBRARY: _____

EMPLOYMENT STATUS: (CHECK ONE) FULL TIME PART TIME (LESS THAN 20 HOURS/WEEK)

MEMBERSHIP APPLICATION AND AUTHORIZATION FOR DUES DEDUCTION

- I hereby request and accept membership in Massachusetts Library Staff Association (MLSA), Local 4928 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 authorize and direct my Employer to deduct from my pay each pay period and transmit to Massachusetts Library Staff Association (MLSA), Local 4928 membership dues in the amount established or revised by Massachusetts Library Staff Association (MLSA), Local 4928 in accordance with the Massachusetts Library Staff Association (MLSA), Local 4928 Constitution and By-Laws. There shall be no change in the amount of dues deducted without 60 days prior notice to me by Massachusetts Library Staff Association (MLSA), Local 4928. If for any reason my Employer fails to make a deduction, I authorize the Employer to make such deduction in the subsequent payroll period.

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

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

SIGNATURE: _____ DATE: _____

PAYROLL/TREASURER USE ONLY

- FULL DUES RATE HALF DUES RATE QUARTER DUES RATE EIGHTH DUES RATE