

# **CONTRACT**

Between The

SCHOOL COMMITTEE OF THE TOWN OF HOLLISTON

& The

HOLLISTON SCHOOL SECRETARIES ASSOCIATION

Effective

July 1, 2014 to June 30, 2017

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## **I. AGREEMENT**

Pursuant to the provisions of Chapter 150E of the General Laws of this Commonwealth of Massachusetts as amended, THIS CONTRACT IS MADE this 21<sup>st</sup> day of August 2014 by the SCHOOL COMMITTEE OF THE TOWN OF HOLLISTON (hereinafter sometimes referred to as the Committee) and the HOLLISTON SCHOOL SECRETARIES ASSOCIATION, HOLLISTON FEDERATION OF TEACHERS LOCAL 3275 AFT-MASSACHUSETTS, AFL-CIO (hereafter sometimes referred to as the Federation or HSSA/HFT).

## **II. PREAMBLE**

The Holliston School Secretaries Association, HFT Local 3275, AFT-MA, AFL-CIO and the Holliston School Committee recognize the valuable contribution made by the members of the bargaining unit in the school system and are committed to the principle that these employees should be treated and treat each other with mutual respect, dignity and appreciation by school administrators, teachers, paraprofessionals and other employees, parents and students.

## **III. MANAGEMENT RIGHTS**

Under the Laws of Massachusetts, the Committee, elected by the citizens of Holliston, has final responsibility for establishing the educational, financial, and business policies of the public schools of Holliston. The Committee is a public body established under and with powers provided by the Statutes of the Commonwealth of Massachusetts, and nothing in this Contract shall be deemed to derogate from or impair any powers, right or duty conferred upon the Committee by Statute or any Rule or Regulation of any Agency of the Commonwealth. As to every matter not specifically mentioned or provided for in this contract, the Committee, the Superintendent of Schools and the Principals retain all powers, rights, and duties that it has by law and may exercise the same at its discretion without any such exercise being considered in any way to be in violation of the terms of this Contract.

## **IV. NON-DISCRIMINATION**

The Holliston School Secretaries Association, HFT Local 3275, AFT-MA, AFL-CIO shall represent equally all employees covered under this Agreement without regard to membership or participation in or association with the activities of the Federation and membership in or support of any employee organization shall not be a requirement or condition of employment or a condition of the maintenance of employment except as provided in Article XI Section G Service Fee.

The HSSA/HFT shall represent equally all employees covered by this Agreement without regard to race,

religion, color, sex, national origin, age, sexual orientation or disability.

The Holliston School Committee shall employ, assign, and promote persons without regard to race, religion, color sex, national origin, participation in an employee organization, age, sexual orientation or disability.

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## **V. RECOGNITION**

- a. The Holliston School Committee recognizes the Holliston School Secretaries Association, Holliston Federation of Teachers Local 3275, AFT-MA, AFL as the exclusive and representing bargaining agent for all receptionists, administrative secretaries, financial secretaries, and data specialists in the school system, with the exception of the secretary to the School Committee, secretary to the Superintendent of Schools, secretary to the Assistant Superintendent of Schools, and excluding all other employees of the Holliston Public Schools.
- b. The jurisdiction of the Union shall include those persons now or hereafter who perform the duties or functions of the categories of employees in the bargaining unit, regardless of whether these duties or functions are cited in this contract.

## **VI. DURATION**

This agreement and each of its provisions shall be in effect as of July 1, 2014, and shall continue in full force and effect until June 30, 2017. This agreement shall remain in full force and effect until such time a successor agreement is successfully negotiated.

## **VII. DEFINITION**

Where the word "Supervisor" is used in this contract, it refers to the Superintendent, Assistant Superintendent, Business Manager, Student Support Services Director, Student Services Administrator, Director of Technology, Principal and Assistant Principals.

Personnel:

- a. School Year – 40 week schedule
- b. Calendar Year – 52 week schedule
- c. Part-Time – employee scheduled to work less than 40 hours per week
- d. Full-Time – employee scheduled to work 40 hours per week

HSSA/HFT Temporary Assignments:

The parties recognize that additional temporary work assignments may arise from time to time. If the work assignment is on an intermittent basis or represents one project, this additional work, on an overtime basis, shall be first offered to existing members, as long as the member is qualified to do the work and the project can be completed in a timely manner.

If the need arises, it may be necessary for a member to perform a temporary assignment in a different position. That member, after five (5) consecutive days will receive per diem compensation at the higher rate, if applicable, beginning with the sixth (6<sup>th</sup>) day.

Non-Member Temporary/Substitute Assignment:

If a work assignment arises because a member is absent for more than fifteen (15) days, and no member is qualified and interested, the Supervisor may hire an individual to perform that work on a temporary basis. Non-member, temporary personnel not employed by an agency, will be paid at the lowest hourly rate in that job category.

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## **VIII. JOB POSTINGS, SALARY & EVALUATION POLICIES**

### c. Job Postings:

Whenever a secretarial vacancy occurs or a new position is created, the Supervisor will inform the President of the HSSA/HFT and post the position for ten (10) business days. All internal candidates shall be given the opportunity to apply and interview for vacancies or new positions prior to the position being publicly advertised and filled. During the school year and summer months, when school year personnel are not at work, the HSSA/HFT President/designee will notify all members of job postings.

### b. New Hires:

Each new employee and each employee hired after a break in service (except for recall from layoff) shall be considered as a probationary employee until he/she has actually worked ninety (90) days. Probationary employees may be disciplined, discharged, or otherwise terminated by the Superintendent and/or Principal, as the case may be, and such action shall not be subject to challenge. Employees who are continued in the employ of the Holliston Public School District beyond their probationary period shall not be disciplined except for just cause.

Every effort will be made by the Supervisor, with final approval of the Superintendent, to compensate a new hire at an hourly rate no higher than an existing employee in the same position with comparable experience, unless market conditions dictate otherwise.

### c. Evaluations:

Each member will be evaluated in writing by their Supervisor no later than July 1 of each year using an agreed to format. A copy of the July 1 written evaluation will be signed by the employee and the Supervisor and sent to the Superintendent's office to become part of the employee's permanent personnel file. The member may append the evaluation prior to signing.

### d. Involuntary Transfer

Any involuntary transfer or re-assignment shall be made only after a meeting between the Secretary and the Superintendent and/or his/her designee at which time the Secretary shall be provided written notification as to the reasons for such transfer or re-assignment. If so requested, the Secretary may have a representative present at the transfer / re-assignment meeting. The parties agree that a transfer or re-assignment shall not be subject to grievance and/or arbitration.

### e. Salary Increases:

Contingent upon receiving a satisfactory performance evaluation as outlined in Section C above, unit members will progress up the salary scale included in Appendix A of this agreement one (1) step per year. This annual progression will continue until the unit member reaches the top step.

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f. Method of Payment:

HSSA/HFT members shall be paid every two weeks based on timesheets.

Payments for extra assignments will be made on a bi-weekly basis. In such cases, record of hours worked with approval of the Supervisor, must be submitted before payment can be processed.

g. Overtime:

All full-time (40 hours per week) members shall receive overtime pay at the rate of one and one half their regular hourly rate for all hours worked beyond 40 hours/week. All part-time (less than 40 hours per week) members shall receive their regular hourly rate for all hours worked up to 40 hours/week. Thereafter, these employees shall receive overtime pay at the rate of one and one half their regular rate for all hours worked beyond 40 hours/week.

Overtime time sheets are to be approved by the Supervisor prior to being processed for payment.

If the employee and Supervisor agree, compensatory leave may be allowed in lieu of overtime pay.

h. Travel Allowance:

A travel allowance at the current IRS approved rate will be paid to a member when it is necessary for them, in the course of employment, to use their automobile. The Supervisor must authorize such use in advance. Allowance shall not be paid from the member's home to the first stop or from the last stop to the member's home.

i. Years of Service Grant:

The Committee will grant a \$1,000 payment to any member who separates from the Holliston Public Schools, except for an employee discharged for cause, provided that the secretary has completed fifteen (15) years of service in the Holliston Public Schools.

The Committee will grant a \$2,500 payment to any member who separates from the Holliston Public Schools, except for an employee discharged for cause, provided that the member has completed twenty (20) years of service in the Holliston Public Schools.

Any secretary who separates from the Holliston Public Schools, except for an employee discharged for cause, and has completed ten (10) years of service in the Holliston Public Schools shall receive the sum of twenty-five dollars (\$25.00) for each accumulated day of sick leave beyond twenty-five (25) up to the total days accumulated. This shall be paid in the last paycheck received by the member.

**IX. LEAVES, VACATIONS, HOLIDAYS & BEREAVEMENT**

a. Sick Leave:

Calendar Year Personnel: Fifteen (15) paid days sick leave will be allowed per year cumulative to a maximum of 180 days.

School Year Personnel: Twelve (12) paid days sick leave will be allowed per year cumulative to a maximum of 172 days.

Adjustment is made on final paycheck on a pro-rated basis if the member should leave before the end of the year and have, during the time of service in the schools, used more than the total sick leave earned.

Sick Leave Pool:

Under the provisions of this contract, a Sick Leave Pool is created whereby a member of the HSSA/HFT may contribute up to a total of three (3) of the accumulated sick days annually. The purpose of this pool is to provide a bank against which secretaries may draw in the event of extended illness or accident, which has depleted a secretary's sick day accumulation. In order to be eligible for the Sick Leave Pool, a secretary shall have contributed at least one (1) sick day per year. Sick Leave Pool days shall not exceed 125 days, except that a new secretary may contribute a day in order to be eligible for the Sick Leave Pool and days presently in the pool in excess of 125, if any, will remain in the pool until utilized. These exceptions may increase the Sick Leave Pool days in excess of 125 and not violate the agreement. In the event the sick bank depletes to 80 days, members will be contacted to contribute again in the same school year. In the event that the Sick Bank Pool nears its maximum limit to 125 days, members will be asked to sign a waiver and eligibility will revert to their contribution in the previous school year.

A secretary or appointed representative will petition the Superintendent of Schools to draw days from the pool.

A doctor's certificate indicating that the inability to perform is due to an extended illness or accident and indicating the probable continued duration of the absence shall be submitted to the Superintendent of Schools.

A Sick Leave Pool Board comprised of two (2) secretaries appointed by HSSA/HFT and two (2) Administrators appointed by the Superintendent will approve or disapprove the request. Upon a tie vote, any member of the Sick Leave Pool Board may seek to further discuss the issue prior to a revote. There will not be more than two re-votes. If two re-votes fail to resolve the tie, a fifth member will serve in a tie-breaking capacity. The Superintendent or designee or the HSSA/HFT President or designee, will serve in this tie-breaking capacity on an alternating year basis. For

the school year 2014-2015, the Superintendent or designee will serve in the tie-breaking capacity.

Upon approval of an allotment of days, the Office of the Superintendent of Schools will be notified in writing in order that the said secretary will continue to receive her check in the routine manner.

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The Sick Leave Pool shall be available for use for a reasonable period. Each case shall be reviewed and extensions of use beyond an original allotment shall be determined by the Sick Leave Pool Board. Decisions of the Sick Leave Pool Board are not subject to grievance and/or arbitration.

b. Emergency Leave:

Emergency leave is deducted from sick leave days.

In the event of serious illness in the immediate family the following is allowed:

Calendar Year Personnel: A maximum of six (6) paid days a year paid leave will be allowed.

School Year Personnel: A maximum of five (5) paid days a year paid leave will be allowed.

c. Personal Leave:

Personal leave is to allow employees time for business or personal commitments that cannot be scheduled at any other time than during the regular workweek. Personal leave is not cumulative from year to year, nor may personal leave, over and above the number of days allowed, be charged against sick leave. Requests for personal days, except for emergencies or unforeseen situations, shall be approved by the Supervisor and submitted to the Superintendent/designee at least 48 hours in advance of the day taken. In the event of emergencies or unforeseen circumstances, the request shall be filed as soon as possible but no later than three (3) school days after the employee has returned to work.

Personal leave may not be taken on days immediately before or after a vacation period, holiday weekend, or holiday. Exceptions may be made by the Superintendent. Such decisions are not subject to the Grievance Procedure.

Calendar Year Personnel: A maximum of four (4) paid days a year may be allowed for personal reasons.

School Year Personnel: A maximum of three (3) paid days a year may be allowed for personal reasons.

d. Family and Medical Leave:

All employees are eligible for leave under the Family and Medical Leave Act.

e. Vacations:

Calendar Year Members



Members hired prior to July 1, 2004 will be entitled to twenty-five (25) paid vacation days per year. Calendar year members hired after July 1, 2004 will follow the schedule below.

Vacation requests must be approved by the Supervisor. For Calendar year employees, up to ten (10) paid vacation days may be carried over to be used the next year. Carry over requests must be in writing with approval of the Supervisor.

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### School Year Members

School year members hired prior to July 1, 2004 will be compensated for 200 days (not to exceed a maximum of 190 days of employee attendance) plus 15 earned vacation days at the appropriate per diem rate. Based on the schedule below, additional days earned beyond 15 up to 20 can be taken as vacation days during the school year with the approval of the Supervisor or will be paid at the employee's per diem rate in the last pay period of the fiscal year.

School year members hired prior to July 1, 2004 who move to calendar year positions will receive twenty-five (25) paid vacation days per year.

School year members hired subsequent to July 1, 2004 will be compensated for 200 days (not to exceed a maximum of 190 days of employee attendance) plus earned vacation days per year based on the schedule below up to 15 days at the appropriate per diem rate. Based on the schedule below, additional days earned beyond 15 up to 20 can be taken as vacation days during the school year with the approval of the Supervisor or will be paid at the employee's per diem rate in the last pay period of the fiscal year.

<u>Vacation Schedule:</u>	<u>Calendar Year Days Earned</u>	<u>School Year Days Earned</u>
1-4 years of service	10	10
5 years of service	15	11
6 years of service	16	12
7 years of service	17	13
8 years of service	18	14
9 years of service	19	14
10 years of service	20	15
11 years of service	21	16
12 years of service	22	17
13 years of service	23	18
14 years of service	24	19
15 years of service	25	20

At the discretion of the Supervisor, each member will be entitled to up to one five-day unpaid vacation each year if the member has a special basis on which to take said vacation. The member must request the days in advance.

f. Paid Holidays:

The Holidays listed below will be allowed when they fall within the regular workweek, or on a Monday when the holiday, itself, falls on Sunday. If one of these Holidays falls on a Saturday, secretaries may take either Friday or Monday of that period, or some other mutually agreed upon

day, at the discretion of the Supervisor. If a secretary should work on a paid Holiday, arrangements will be made to take off some other day.

July 4<sup>th</sup> and the day before  
Labor Day  
Rosh Hashanah\*  
Yom Kippur\*  
Columbus Day  
Veterans Day\*

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Thanksgiving and the day after  
Christmas and one additional day before or one day after  
New Year's Day and one additional day before or one day after  
Martin Luther King Day  
Presidents' Day  
Good Friday  
Patriots' Day  
Memorial Day

\*These holidays are allowed as paid holidays only when school is closed in observance of the holiday.

Labor Day shall be allowed as a paid holiday for all secretaries, regardless of when the school year begins.

g. Emergency Days:

On days when school is not in session due to inclement weather or natural emergencies, members shall not be required to work but shall receive their regular compensation for the day.

If the school year extends beyond the 40 week period in June, school year personnel will work through the last day of school and be compensated at their regular per diem rate via time sheet or allowed compensatory time the following school year.

In the event of emergency dismissal, members will be allowed to leave at the discretion of the Supervisor.

In the event of a natural emergency where roads are deemed safe for travel and the school offers sanitary conditions, members may be required to report to work.

h. Bereavement:

Employees shall be entitled to up to five (5) paid work days leave for bereavement. The amount of days taken shall be at the employee's discretion. The employee shall notify the Supervisor of the number of days requested.

i Tuition/Conference Allotments:

The School Committee shall provide up to \$500 per year per member to allow attendance at conferences and workshops. The Supervisor and the Superintendent must approve said conference or workshop, in advance.

The School Committee shall provide up to \$500 per year per secretary as tuition payment for secretaries who have such course work approved in advance by the Supervisor and the Superintendent.

j. Religious Observances

Religious holidays are allowed. They are not charged against personal or sick leave.

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**X. LENGTH OF DAY & LENGTH OF YEAR FOR SCHOOL YEAR MEMBERS**

Length of Day:

The regular workday for all 40-hour members is eight hours, inclusive of a half-hour paid lunch, which shall be duty free. The offices will be covered during lunch period.

Length of Year for School Year Members:

School Year members will begin work up to five days prior to the students' first day, which may include Professional Development days and end their work year to coincide with the school year calendar. At the Supervisor's discretion, a School Year member may work a combination of days before the students' first day and after the students' last day up to a total of five.

School year members do not work school vacation periods (December, February & April) designated by the annual school calendar.

**XI. INSURANCE & DEDUCTIONS**

- a. Medical, Dental and Life Insurance: Medical, dental and life insurance are available under the Town of Holliston's participatory program as for all other Town employees.
- b. Tax Sheltered Annuities: All personnel may purchase tax sheltered annuities.
- c. Group Income Protection Insurance: Also available to all personnel is Group Income Protection Insurance. Premiums vary in price in accordance to age of employee and coverage. Payment can be made direct or through payroll deductions.
- d. Worker's Compensation: All Town employees are covered under the Town's Blanket Policy. Any accident during school time should be reported promptly and, the required forms filed, with the Central Office. (This coverage will pay doctors' and hospital bills and percentage of salary in case of long-term absence resulting from such injury.)
- e. Credit Union: Payroll deductions to a Credit Union shall be made available to all secretaries. Deductions shall be on those pay days agreed to by the secretary and the Town Treasurer.
- f. Association Dues: Association Dues are collected in full by October 1 or by payroll deduction. Employees hired after March 1<sup>st</sup> will be assessed one-third of the current year's dues.

- g. Service Fee: In accordance with the provision of Section 12 of Chapter 150E of the General Laws, the employer shall require as a condition of employment during the life of this Agreement, the payment on or after the 30<sup>th</sup> day following the beginning of such employment or the effective date of this Agreement, whichever is later, of a service fee to the Association. The amount of the service fee shall be equal to the amount required to become a member and remain a member in good standing of the Association. The Association will defend, indemnify, and hold the employer harmless in the event of any litigation arising out of the implementation of this section.

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## **XII. SENIORITY AND REDUCTION IN FORCE**

Seniority shall be defined as the period of time beginning on the date of hire by the Holliston Public Schools in a position included in the HSSA/HFT contract. All employees shall be placed in rank order, least senior to most senior member. The Seniority List will be updated by the Office of the Superintendent by October 1<sup>st</sup> each year and sent to the HSSA/HFT President. The President will distribute to all members.

In the event that employees are to be reduced in number, the following procedure will be used to determine the individual or individuals whose employment will be terminated or whose position will be reduced by hours or days.

- a. If a layoff will occur, the parties agree that any member may elect to be laid off prior to the involuntary layoff of a member.
- b. Employees and the HSSA/HFT President/designee will be provided with two (2) weeks notice prior to layoff.
- c. If a position is eliminated or reduced, said elimination or reduction shall affect the least senior employee in that position. A calendar-year person can only displace the least senior calendar-year person. A school-year person can only displace the least senior school-year person.
- d. If an employee chooses not to exercise their displacement rights, they will be treated as a laid off employee.
- e. An employee who has been displaced or laid off under the provisions of this Article will, for two (2) years, be notified of any available HSSA/HFT positions and be given the opportunity to return to work provided said employee notifies the Office of the Superintendent of Schools in writing by July 1<sup>st</sup> of each year that said employee wants to be notified of openings and/or considered for recall.

## **XIII. MISCELLANEOUS**

- a. The Holliston School Department shall provide the Federation a seniority list of all employees in the bargaining unit indicating the date of hire. The list shall be given to the Federation sixty (60) days after the execution of this Agreement and annually thereafter by October 1.
- b. Employees shall not be required to transport students in their personal automobiles.

- c. Jointly acknowledging the value and need for quality professional development for HSSA/HFT members, District Administration and the HSSA/HFT agree to meet between August 15<sup>th</sup> and September 15<sup>th</sup> of each year to develop professional development opportunities for the HSSA/HFT members. These may include activities that occur on professional days or not, and may be held on or off campus. If a HSSA/HFT member is asked by an administrator to attend any additional professional development program days, the member shall be paid for his/her attendance at such a program.
- d. The cost of production of the final contract document shall be borne equally by the Committee and the Federation.

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#### **XIV. GRIEVANCE AND GRIEVANCE PROCEDURE**

##### a. Definition of a Grievance

For the purpose of this Agreement, a Grievance will be defined as a dispute between a member of the bargaining unit covered by this Agreement or the Association and the Committee over the interpretation or application of this Agreement, or the alleged inequitable or discriminatory treatment of an employee under this Agreement.

##### b. Grievance Procedure – Three Levels:

Level One: A written statement of the alleged grievance shall be filed by the individual employee, or the Association, on behalf of the employee to the employee's immediate Supervisor.

The written statement must specify the section of the contract violated, the redress sought, and must be filed within fifteen (15) working days after the alleged violation occurred or became known.

The Supervisor will meet with the grievant and a representative of the Association within ten (10) working days of receipt of the grievance statement.

Within ten (10) working days thereafter the Supervisor will render his/her decision in writing to the grievant and the Association.

Level Two: If the grievant or Association is dissatisfied with the decision of the Supervisor at Level One, the grieved party will, within fifteen (15) working days of the receipt of the decision, submit the grievance in writing to the Superintendent of Schools, stating the dissatisfaction with decision at Level One.

If in the judgment of the Association, the grievance affects a group or class of employees, the grievance may be submitted at this level. A meeting with the Superintendent or designee will be scheduled with the grievant and a representative of the Association within ten (10) working days of the receipt of the written grievance.

The Superintendent or designee will render a written decision to the grievant and the Association within fifteen (15) working days of the meeting. Copies of the written statement or grievance and copies of the written decision at Levels One and Two shall be submitted to the School Committee.

Level Three: If the grievant and/or Association is/are dissatisfied with the decision at Level Two or if no decision has been rendered within fifteen (15) working days after the Level Two meeting, the Association may within twenty (20) working days submit the grievance to arbitration as provided in this Contract.

The grievance shall be submitted to an Arbitrator who shall be selected mutually by both parties.

If the parties do not mutually select an Arbitrator within fifteen (15) working days from the date of submission of the grievance to arbitration, then either party may file a demand for arbitration with the American Arbitration Association.

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The Arbitrator shall be bound by the terms and conditions of this agreement and by the written submissions of both parties of the grievance to arbitration. The Arbitrator's decision shall not extend beyond said submissions nor alter, amend or modify the provisions of this Contract.

Further, the Arbitrator shall render a decision within thirty (30) calendar days from the date of the completion of the arbitration hearing. Such decision shall be final and binding on both parties to this agreement.

The cost of the services of the Arbitrator and costs incurred which were mutually agreed to shall be born equally by the Committee and the Association.

c. No Discrimination Based on Grievance Filings

No written communications or other document or record relating to a grievance shall be filed in the personnel file maintained by the Holliston School Department for any employee involved in presenting such grievance, nor shall such grievance become a part of any file or record which is utilized in the promotion procedure, nor shall it be used in any recommendation for job placement, nor shall there be any other discrimination against any party in interest or any member of the Grievance Committee or Association representative.

d. Savings Clause

If any provision of this Agreement is or shall at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law and substitute action shall be subject to appropriate consultation and negotiation with the Federation.

In the event that any provision of the Agreement is or shall be contrary to law, all other provisions of the Agreement shall continue in effect.

Appendix A Salary Schedule      Effective 7/1/2014, each salary step is increased by \$0.46 over current but employees shall not advance a step.

Step	Schedule A	Schedule B
1	\$19.09	\$17.06
2	\$19.88	\$17.77
3	\$20.46	\$18.51
4	\$21.18	\$19.26
5	\$22.01	\$20.06
6	\$23.07	\$21.37
7	\$23.85	\$21.71
8	\$24.27	\$22.20
9	\$24.87	\$22.75

Effective 7/1/2015, there shall be no increase to salary and steps shall resume where relevant. In addition a new top step 10 shall be added to the schedule which shall be 1.5% higher than the 2014-2015 school year step 9.

Step	Schedule A	Schedule B
1	\$19.09	\$17.06
2	\$19.88	\$17.77
3	\$20.46	\$18.51
4	\$21.18	\$19.26
5	\$22.01	\$20.06
6	\$23.07	\$21.37
7	\$23.85	\$21.71
8	\$24.27	\$22.20
9	\$24.87	\$22.75
10	\$25.24	\$23.09

Effective 7/1/2016, there shall be a 1.5% increase to the salary schedule and step movement where relevant.

Step	Schedule A	Schedule B
1	\$19.38	\$17.32
2	\$20.18	\$18.04
3	\$20.77	\$18.79

4	\$21.50	\$19.55
5	\$22.34	\$20.36
6	\$23.42	\$21.69
7	\$24.21	\$22.04
8	\$24.63	\$22.53
9	\$25.24	\$23.09
10	\$25.62	\$23.44

**Placement on Salary Schedule:**

**SCHEDULE A**

Administrative Secretaries  
Financial Secretaries  
Data Specialists  
Guidance Secretaries

**SCHEDULE B**

Receptionists