

The Collective Bargaining Agreement

Between

Town of Randolph, Massachusetts

And

**SEIU Local 888
Randolph Clerical and Library Workers**

**July 1, 2025 – June 30, 2028
(38 pages)**

July 1, 2025 – June 30, 2028

On January ____, 2026, the above referenced parties reached a tentative agreement subject to ratification by Local 888/SEIU and funding by the Town of Randolph Town Council. Local 888/SEIU is hereinafter referred to as the "Union". The Town of Randolph is hereinafter referred to as the "Town".

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ARTICLE I

A) RECOGNITION

The Town of Randolph, Massachusetts (“Town of Randolph” or “Town”) recognizes Local 888/SEIU (“Union”) as the exclusive agent for all employees covered by the Massachusetts Labor Relations Commission certification as of the execution date of this agreement or as it may be amended from time to time by the Massachusetts Labor Relations Commission and/or this agreement.

B) RESPECT AND DIGNITY

All employees working for the Town of Randolph will be expected to conduct themselves in a professional manner with mutual respect and dignity toward one another in their place of employment while performing their duties.

ARTICLE II

BARGAINING/GRIEVANCE COMMITTEE

The Local 888/SEIU shall have a Bargaining/Grievance Committee composed of seven (7) members, all of whom shall be members of Local 888/SEIU.

The Local 888/SEIU shall, in September of each year, notify the Town Manager and relevant Department Heads of the membership of the Local 888/SEIU Bargaining/Grievance Committee and the officers of said committee.

The Local 888/SEIU shall notify the Town Manager and relevant Department Heads of any change in the membership of officers of the Local 888/SEIU Bargaining/Grievance Committee within ten (10) days of any such change.

Any and all notifications required by paragraphs two and three above shall be in writing and signed by an official of the Local 888/SEIU Bargaining/Grievance Committee.

ARTICLE III

GRIEVANCE PROCEDURE

No grievance shall be submitted more than twenty-one (21) calendar days after the circumstance giving rise to the grievance should have been known by the grievant.

Any grievance that may arise relative to this agreement shall be settled in the following manner:

STEP ONE

The Local 888/SEIU Bargaining/Grievance Committee and the aggrieved employee shall discuss the signed, written grievance with the Department Head within fifteen (15) business days of the date a signed, written request for a meeting has been presented to the Department Head by the Local 888/SEIU Bargaining/Grievance Committee. The Department Head shall attempt to settle the grievance, and the Department Head shall respond in writing to the Local 888/SEIU Bargaining/Grievance Committee within fifteen (15) business days after the requested meeting has been held.

If the grievance has not been resolved, Step Two shall go into effect.

STEP TWO

The signed, written grievance shall be presented to the Town Manager by the Local 888/SEIU Bargaining/Grievance Committee within ten (10) business days after the signed, written response of the Department Head has been received by the Local 888/SEIU Bargaining/Grievance Committee. The Town Manager shall respond in writing to the Local 888/SEIU Bargaining/Grievance Committee within twenty-one (21) business days after receipt of the signed, written grievance from the Local 888/SEIU Bargaining/Grievance Committee.

If the grievance has not been resolved, Step Three shall go into effect within thirty (30) business days after the completion of the Step Two processes.

STEP THREE

The signed, written grievance shall be submitted by either party to this agreement to the American Arbitration Association (“AAA”). All costs incurred arising out of grievances and arbitration, excluding attorney's fees, shall be shared equally by the Town of Randolph and Local 888/SEIU.

ARTICLE IV

SENIORITY

The original date of full-time or part-time employment as a Town employee shall be used to establish seniority. All training given to improve job performance, or office (or department) efficiency, shall be offered in order of seniority within the department. The schedule of training shall be at the discretion of the Department Head.

ARTICLE V

A) WORK HOURS, WORKDAY AND WORK WEEK

The standard workday for regular full-time employees covered under this bargaining agreement shall consist of seven paid work hours per day (for 35-hour-per-week positions) or eight paid work hours per day (for 40-hour-per-week positions).

The standard work week for 35-hour-per-week employees shall be Monday through Friday, 8:30 A.M. to 4:30 P.M., with an unpaid one-hour lunch period each day. The standard work week for 40-hour-per-week employees shall be set by the Department Head, based on the needs of the Department, with an unpaid one-hour lunch period each day. The standard lunch period time shall be taken at the discretion of the Department Head. Lunches shall not be eaten at desks with a subsequent lunch hour taken.

The standard work hours, workdays, work week and the lunch period for the Library Department/Community Programs Group, and the Recreation Department programs and facilities, shall be scheduled by the Department Head.

Sunday Library Hours-The Library may be open on Sundays for winter hours beginning Labor Day through Memorial Day for any variation of hours between 9 am and 2 pm. Shifts will be staffed on a volunteer sign-up basis, by seniority preference. Sunday shifts shall be paid at time and half an employee's regular hourly rate. Management has the right to hire substitute library workers in the event that Sundays cannot be covered by permanent library staff. Any position filled after July 1, 2016, will be expected to work Sunday shifts as part of their regular schedule and will not receive a Sunday differential.

Schedules shall not be changed without a ten (10) calendar day notice and only after discussion with the SEIU and after agreement with the individual concerned. Such schedules shall not be changed to avoid payment of overtime. All SEIU Town Hall members shall provide substitute basic coverage in different departments within their respective buildings. If a need arises in another

department, at the discretion of their department head they may be required to provide coverage. In the event there is a staffing shortage, non-union on-call workers may be called in on an as needed basis to provide appropriate customer service to the public.

The Town agrees to employ at a minimum, a nineteen (19) hour floater position at grade 4/part time. If said position is filled by a current SEIU employee their benefits shall remain intact.

Each full-time employee shall be granted one (1) fifteen-minute rest period per three and one half (3.5) hour shift. The rest period time shall be scheduled at the discretion of the Department Head.

All part-time employee work hours, workdays, unpaid lunch periods, and rest periods shall be scheduled by each Department Head and shall comply with all applicable sections of the Fair Labor Standards Act.

New Positions As of March of 2025:

The following new positions are added to the bargaining unit as of March of 2025, as described below.

1) Senior Library Technician Position

The Town and the Union agree that the position of Senior Library Technician shall remain a Union position governed by the CBA; however, the parties agree and acknowledge that this position shall not be filled unless deemed necessary by the Town. The Town and the Union recognize that a majority of the duties associated with this position can now be automated, and the decision not to fill this position aligns with operational efficiencies.

2) Access Services Specialist Position

The Town and the Union agree that a new position shall be created with the title of Access Services Specialist. This new position shall be a Union position governed by the CBA. This position shall be a full-time position, with a regular weekly schedule of 35-hours per week. This position shall be classified as a Grade 5.

The purpose of the new position of Access Services Specialist is to address the increased need for public-facing services within the library, enhancing accessibility and community engagement.

3) Junior Circulation Chief Position

The Town and the Union agree that a new position shall be created with the title of Junior Circulation Chief. This new position shall be a Union position governed by the CBA. This position shall be a part-time position,

with a regular weekly schedule of 24-hours per week. This position shall be classified as a Grade 5.

The parties acknowledge that the inclusion of this position is a correction of an error in the drafting of a prior CBA. This position was bargained and agreed to in 2022 but was inadvertently omitted from the written contract.

Reclassification as of July 1, 2025:

1) Financial Clerk Position in the Police Department

The parties agree that, as of July 1, 2025, the existing Financial Clerk position in the Police Department will be reclassified into a non-union position.

WORK TIMES:

A — Clerical Group:	<u>Hours</u>
1. Head Clerks (Grade 7)/ Administrative Assistants (Grade 8)	
(a) Full-Time	35 Hours
(b) Part-Time	19 Hours
2. Principal Clerks (Grade 6)	
(a) Full-Time	35 Hours
(b) Part-Time	19 Hours
3. Senior Clerks (Grade 4)	
(a) Full-Time	35 Hours
(b) Part-Time	19 Hours
4. Junior Clerks (Grade 3)	
(a) Full-Time	35 Hours
(b) Part-Time	19 Hours
5. Unclassified Clerks/Extra Clerk Hire	
(a) Full-Time	35 Hours
(b) Part-Time	19 Hours
<u>B — Unclassified:</u>	
1. Assistant Assessor	35 Hours
<u>C — Recreational Group:</u>	
1. Maintenance Workers	40 Hours
<u>D — Library/Community Programs Group:</u>	
1. Technical Services Head (Grade 6)	35 Hours
2. Circulation Chief (Grade 6)	35 Hours
3. Junior Circulation Chief – Part Time (Grade 5)	24 Hours

4. Custodian — Full Time (Grade 6)	40 Hours
5. Custodian — Full Time (Grade 3)	40 Hours
6. Access Services Specialist (Grade 5)	35 Hours
7. Senior Library Technician	35 Hours
a) Senior Library Assistant (Grade 4)	24 Hours
b) Library Assistant (Grade 3)	16-19 Hours
8. Pages (State Minimum Wage)	12 Hours

Effective July 1, 2004 — all full-time employees covered by this CBA, with the exception of the Library/Community Programs Group, whose regular schedule includes evenings or Saturdays shall be paid with an additional five percent (5%) differential for all hours worked after 5:00 P.M. in the evening or on Saturdays. Employees in the Library/Community Programs Group shall be paid with an additional five percent (5%) differential for all hours worked on Saturdays.

B) OVERTIME

Employees covered under this collective bargaining agreement shall be paid overtime at a rate of one and one-half times the employee's regular rate of pay for all hours worked beyond thirty-five (35) hours per week, if the employee has a regular weekly schedule that consists of 35 hours per week or less, as reflected in this section. If the employee is a full-time employee with a regular weekly schedule of more than 35 hours per week (as reflected in this section), the employee shall be paid overtime at a rate of one and one-half times the employee's regular rate of pay for all hours worked beyond their regular weekly schedule each week.

All work performed on a holiday shall be compensated at the rate of time and one-half.

Overtime work for employees covered by this collective bargaining agreement shall be rotated on an equitable basis as far as is practical, and at the discretion of the Department Head.

The overtime log shall be kept by and administered by the Department Head and shall be open to the Local 888 SEIU Bargaining/Grievance Committee for perusal. If an employee cannot or will not accept overtime for any reason, the employee shall be passed over and go to the bottom of the overtime list. The overtime list shall be made up by seniority in each department, but shall exclude employees whose regular schedule is less than 20 hours per week. Overtime for employees with a regular schedule of less than 20 hours per week shall be scheduled solely at the discretion of the Department Head.

For Library employees only- if there are open shifts available, one (1) email and one (1) text message to the group of eligible employees with monthly overtime opportunities will be sent each month giving SEIU employees two (2) business

days to respond with availability. SEIU employees may opt-in or opt-out of this opportunity. However, the opt-out must be in writing and provided to the Department Head. Shifts will be assigned on a straight (not rolling) seniority basis.

In the event that more overtime opportunities arise throughout the month, the Town will send a text message to all SEIU employees in that department, who have opted-in for overtime notices, offering the overtime shift. The most senior person to respond within 60 minutes of the text message will receive the shift. After 60 minutes, the first person to respond will receive the shift.

C) COMPENSATORY TIME

Pecuniary compensation (at time and one-half) or time off (hour and one-half for hour) may be used to pay for overtime. The choice shall be made by the employee. However, the Department Head must approve of the time(s) and date(s) if applicable.

Compensatory time must be used within sixty (60) days of accrual at the discretion of the Department Head.

D) BUILDING CLOSURES

In the event that any building where any bargaining unit employee normally reports to work, both full-time and part-time, is closed due to inclement weather or other reasons for closure, excluding building renovations, due to no fault of their own shall be compensated for said time. Staff placement during significant building renovation projects shall be addressed on a case-by-case basis.

E) EVENING OFFICE HOURS/FLEX TIME

The Town Manager may designate town departments that shall be open on Monday nights until 7:00 p.m. Employees in the selected departments will be required to work late on no more than two Mondays in any one month. Time accumulated will accrue on an hour for hour basis and must be taken within 60 days of accrual. Alternatively, should the Town Manager decide to close Town Hall early on Fridays and, concurrently, open Town Hall for a later, evening shift during the week, the standard work week hours would be adjusted accordingly, and Town Hall employees would not be eligible for shift differentials.

F) TEST OF MODIFIED TOWN HALL WORK HOURS

The parties agree that the Town will undertake a one-time, non-precedent setting test of modified Town Hall work hours between July 1 and September 30, 2026. Management and SEIU will meet at least two times during the test period – one meeting to be held prior to the commencement of the test period to discuss the

temporary modified work schedule, which shall remain in the sole discretion of the Town Manager, and one meeting to be held prior to the end of the test period. An evaluation of the impacts to customer service will occur during and at the end of the test period. The Town Manager will have sole discretion to discontinue or continue the modified hours at the end of the test period.

ARTICLE VI:

INSURANCE

- A)** The Employee Organization shall accept the insurance program selected by the Municipal Employer.

The Town of Randolph shall pay at the percentage rate as bargained for by the Town Manager and Local 888/SEIU toward the premium costs of any health and life insurance programs in effect. The Town of Randolph shall continue to pay the current contribution toward the premium cost of Town designated health and life insurance plans as agreed upon with Local 888/SEIU. The current premium contributions are as follows:

Local 888/SEIU and the Town of Randolph agree to provide health insurance benefits consistent with the Memorandum of Agreement signed between the Town of Randolph and the Public Employee Committee on December 12, 2019 or any successor agreement executed between the parties. This agreement shall govern the insurance benefits provided to members of Local 888/SEIU unless applicable State law changes. The current health insurance premium contributions are as follows:

- HMO PLANS – 85% paid by Town - 15% paid by employee.
- PPO PLANS – 83% paid by Town - 17% paid by employee.
- INDEMNITY PLANS – 60% paid by Town - 40% paid by employee.

Employee premium deductions for Health Insurance shall be made on a weekly basis.

Employee premium deductions for Life Insurance shall be made on a monthly basis.

- B)** Insurance Offset-An SEIU employee that is currently eligible and enrolled in the Town's health insurance plan, shall be eligible for a \$1,000 insurance offset payment every year that the employee declines the Town's health insurance. An SEIU employee that is currently eligible and has never enrolled in the Town's health insurance plan, shall be eligible for a \$500 insurance offset payment each year that the employee continues to decline the Town's health insurance plan. This payment shall be made in June of every fiscal year without Town health insurance.

ARTICLE VII:

A) SALARY SCHEDULE

It is agreed that an employee shall not receive more than fifty-two (52) weeks' salary in a fiscal year, including vacation leave allowance. All fiscal years are subject to appropriation by Town Council for each year.

The parties agree to the following Salary Schedule for FY26-FY28:

2.5% increase (retroactive to July 1, 2025) for FY2026

2.5% increase for FY2027

2.5% increase for FY2028

The salary charts are below.

SEIU FY 2026

STEP 1	Hourly	STEP 2	Hourly	STEP 3	Hourly	STEP 4	Hourly	STEP 5	Hourly
902.75 47,123	25.7927	935.15 48,815	26.7187	969.01 50,582	27.6860	1,003.12 52,363	28.6606	1,043.25 54,457	29.8071
959.49 50,086	27.4141	994.19 51,897	28.4056	1,030.25 53,779	29.4357	1,067.86 55,742	30.5103	1,110.58 57,972	31.7307
1,020.23 53,256	29.1495	1,057.37 55,195	30.2107	1,096.08 57,215	31.3165	1,136.10 59,305	32.4601	1,181.55 61,677	33.7585
1,085.19 56,647	31.0055	1,124.93 58,721	32.1408	1,166.32 60,882	33.3235	1,209.29 63,125	34.5511	1,257.66 65,650	35.9331
1,154.70 60,276	32.9915	1,197.31 62,500	34.2089	1,241.49 64,806	35.4712	1,287.55 67,210	36.7871	1,339.05 69,898	38.2586
1,229.18 64,163	35.1195	1,274.74 66,542	36.4213	1,322.04 69,011	37.7726	1,371.25 71,579	39.1784	1,426.10 74,442	40.7456
1,308.84 68,321	37.3954	1,357.56 70,865	38.7874	1,408.16 73,506	40.2331	1,460.82 76,255	41.7377	1,519.25 79,305	43.4072
1,394.09 72,771	39.8311	1,446.08 75,486	41.3167	1,500.34 78,318	42.8668	1,556.69 81,259	44.4768 66.7151	1,618.95 84,509	46.2558 69.3837
1,485.24 77,530	42.4355	1,540.96 80,438	44.0273	1,598.91 83,463	45.6831	1,659.20 86,610	47.4058	1,725.57 90,075	49.3021
1,582.79 82,622	45.2226	1,642.44 85,735	46.9269	1,704.42 88,971	48.6977	1,768.92 92,338	50.5407	1,839.68 96,031	52.5623
1,687.13 88,068	48.2037	1,750.94 91,399	50.0269	1,817.34 94,865	51.9239	1,840.33 96,065	52.5810	1,961.80 102,406	56.0513
1,798.82 93,899	51.3949	1,867.05 97,460	53.3443	1,938.11 101,169	55.3746	2,011.95 105,024	57.4843	2,092.43 109,225	59.7837
1,918.27 100,134	54.8077	1,991.34 103,948	56.8955	2,067.39 107,918	59.0683	2,146.32 112,038	61.3234	2,232.17 116,519	63.7763

FY26 = FY25 + 2.5%		SEIU FY 2026 INCLUDES ELCP 4%								
SEIU UNION SCALE BASED ON 52.2										
GRADE	STEP 1	Hourly	STEP 2	Hourly	STEP 3	Hourly	STEP 4	Hourly	STEP 5	Hourly
1 WEEKLY ANNUAL	938.86	26.8244	972.56	27.7874	1,007.77	28.7935	1,043.25	29.8071	1,084.98	30.9993
	49,008		50,768		52,606		54,457		56,636	
2 WEEKLY ANNUAL	997.87	28.5107	1,033.96	29.5418	1,071.46	30.6131	1,110.58	31.7307	1,155.00	33.0000
	52,089		53,973		55,930		57,972		60,291	
3 WEEKLY ANNUAL	1,061.04	30.3154	1,099.67	31.4191	1,139.92	32.5692	1,181.55	33.7585	1,228.81	35.1089
	55,386		57,403		59,504		61,677		64,144	
4 WEEKLY ANNUAL	1,128.60	32.2457	1,169.93	33.4264	1,212.97	34.6564	1,257.66	35.9331	1,307.97	37.3704
	58,913		61,070		63,317		65,650		68,276	
5 WEEKLY ANNUAL	1,200.89	34.3112	1,245.20	35.5772	1,291.15	36.8900	1,339.05	38.2586	1,392.61	39.7889
	62,687		65,000		67,398		69,898		72,694	
6 WEEKLY ANNUAL	1,278.35	36.5243	1,325.73	37.8781	1,374.92	39.2835	1,426.10	40.7456	1,483.14	42.3754
	66,730		69,203		71,771		74,442		77,420	
7 WEEKLY ANNUAL	1,361.19	38.8912	1,411.86	40.3389	1,464.49	41.8424	1,519.25	43.4072	1,580.02	45.1435
	71,054		73,699		76,446		79,305		82,477	
8 WEEKLY ANNUAL	1,449.85	41.4244	1,503.93	42.9694	1,560.35	44.5814	1,618.95	46.2558	1,683.71	48.1061
	75,682		78,505		81,450		84,509		87,890	
9 WEEKLY ANNUAL	1,544.65	44.1329	1,602.60	45.7884	1,662.86	47.5104	1,725.57	49.3021	1,794.59	51.2741
	80,631		83,655		86,801		90,075		93,678	
10 WEEKLY ANNUAL	1,646.10	47.0316	1,708.14	48.8040	1,772.60	50.6456	1,839.68	52.5623	1,913.27	54.6648
	85,927		89,165		92,530		96,031		99,873	
11 WEEKLY ANNUAL	1,754.62	50.1319	1,820.98	52.0280	1,890.03	54.0009	1,913.95	54.6842	2,040.27	58.2934
	91,591		95,055		98,660		99,908		106,502	
12 WEEKLY ANNUAL	1,870.78	53.4507	1,941.73	55.4781	2,015.64	57.5896	2,092.43	59.7837	2,176.13	62.1750
	97,654		101,358		105,216		109,225		113,594	
13 WEEKLY ANNUAL	1,995.00	57.0000	2,071.00	59.1713	2,150.09	61.4310	2,232.17	63.7763	2,321.46	66.3274
	104,139		108,106		112,234		116,519		121,180	

FY27 = FY26 + 2.5%										
SEIU FY 2027										
SEIU UNION SCALE BASED ON 52.2										
GRADE	STEP 1	Hourly	STEP 2	Hourly	STEP 3	Hourly	STEP 4	Hourly	STEP 5	Hourly
1 WEEKLY ANNUAL	925.31	26.4376	958.53	27.3867	993.24	28.3782	1,028.20	29.3771	1,069.33	30.5522
	48,301		50,035		51,847		53,672		55,819	
2 WEEKLY ANNUAL	983.48	28.0995	1,019.05	29.1157	1,056.00	30.1716	1,094.56	31.2731	1,138.34	32.5240
	51,338		53,194		55,123		57,136		59,421	
3 WEEKLY ANNUAL	1,045.74	29.8782	1,083.81	30.9660	1,123.48	32.0994	1,164.51	33.2716	1,211.09	34.6025
	54,587		56,575		58,646		60,787		63,219	
4 WEEKLY ANNUAL	1,112.32	31.7806	1,153.05	32.9443	1,195.48	34.1566	1,239.52	35.4148	1,289.10	36.8314
	58,063		60,189		62,404		64,703		67,291	
5 WEEKLY ANNUAL	1,183.57	33.8163	1,227.24	35.0641	1,272.53	36.3580	1,319.74	37.7068	1,372.53	39.2150
	61,782		64,062		66,426		68,890		71,646	
6 WEEKLY ANNUAL	1,259.91	35.9975	1,306.61	37.3318	1,355.09	38.7170	1,405.53	40.1579	1,461.75	41.7642
	65,767		68,205		70,736		73,368		76,303	
7 WEEKLY ANNUAL	1,341.56	38.3303	1,391.50	39.7571	1,443.36	41.2389	1,497.34	42.7812	1,557.23	44.4924
	70,029		72,636		75,344		78,161		81,288	
8 WEEKLY ANNUAL	1,428.94	40.8269	1,482.24	42.3496	1,537.85	43.9384	1,595.60	45.5887	1,659.43	47.4122
	74,591		77,373		80,276		83,291	68.3830	86,622	71.1183
9 WEEKLY ANNUAL	1,522.37	43.4964	1,579.48	45.1280	1,638.88	46.8252	1,700.68	48.5910	1,768.71	50.5346
	79,468		82,449		85,550		88,776		92,327	
10 WEEKLY ANNUAL	1,622.36	46.3532	1,683.50	48.1001	1,747.03	49.9151	1,813.15	51.8042	1,885.67	53.8763
	84,687		87,879		91,195		94,646		98,432	
11 WEEKLY ANNUAL	1,729.31	49.4088	1,794.71	51.2776	1,862.77	53.2220	1,886.34	53.8955	2,010.84	57.4526
	90,270		93,684		97,237		98,467		104,966	
12 WEEKLY ANNUAL	1,843.79	52.6798	1,913.73	54.6779	1,986.56	56.7590	2,062.25	58.9214	2,144.74	61.2783
	96,246		99,897		103,699		107,649		111,955	
13 WEEKLY ANNUAL	1,966.23	56.1779	2,041.13	58.3179	2,119.07	60.5450	2,199.98	62.8565	2,287.98	65.3707
	102,637		106,547		110,616		114,839		119,432	

FY27 = FY26 + 2.5%										
SEIU FY 2027 INCLUDES ELCP 4%										
SEIU UNION SCALE BASED ON 52.2										
GRADE	STEP 1	Hourly	STEP 2	Hourly	STEP 3	Hourly	STEP 4	Hourly	STEP 5	Hourly
1 WEEKLY ANNUAL	962.33 50,233	27.4951	996.87 52,037	28.4821	1,032.97 53,921	29.5133	1,069.33 55,819	30.5522	1,112.10 58,052	31.7743
2 WEEKLY ANNUAL	1,022.82 53,391	29.2234	1,059.81 55,322	30.2803	1,098.24 57,328	31.3784	1,138.34 59,421	32.5240	1,183.87 61,798	33.8250
3 WEEKLY ANNUAL	1,087.57 56,771	31.0733	1,127.16 58,838	32.2046	1,168.42 60,991	33.3834	1,211.09 63,219	34.6025	1,259.53 65,748	35.9866
4 WEEKLY ANNUAL	1,156.81 60,386	33.0518	1,199.17 62,597	34.2621	1,243.30 64,900	35.5228	1,289.10 67,291	36.8314	1,340.66 69,983	38.3047
5 WEEKLY ANNUAL	1,230.91 64,254	35.1690	1,276.33 66,625	36.4667	1,323.43 69,083	37.8123	1,372.53 71,646	39.2150	1,427.43 74,512	40.7836
6 WEEKLY ANNUAL	1,310.31 68,398	37.4374	1,358.88 70,933	38.8251	1,409.30 73,565	40.2656	1,461.75 76,303	41.7642	1,520.22 79,355	43.4348
7 WEEKLY ANNUAL	1,395.22 72,831	39.8635	1,447.16 75,542	41.3473	1,501.10 78,357	42.8885	1,557.23 81,288	44.4924	1,619.52 84,539	46.2721
8 WEEKLY ANNUAL	1,486.10 77,574	42.4600	1,541.53 80,468	44.0436	1,599.36 83,487	45.6960	1,659.43 86,622	47.4122	1,725.81 90,087	49.3087
9 WEEKLY ANNUAL	1,583.27 82,647	45.2362	1,642.66 85,747	46.9332	1,704.44 88,972	48.6982	1,768.71 92,327	50.5346	1,839.46 96,020	52.5560
10 WEEKLY ANNUAL	1,687.26 88,075	48.2073	1,750.84 91,394	50.0241	1,816.91 94,843	51.9117	1,885.67 98,432	53.8763	1,961.10 102,369	56.0314
11 WEEKLY ANNUAL	1,798.48 93,881	51.3852	1,866.50 97,431	53.3287	1,937.28 101,126	55.3509	1,961.80 102,406	56.0513	2,091.27 109,164	59.7507
12 WEEKLY ANNUAL	1,917.55 100,096	54.7870	1,990.28 103,892	56.8650	2,066.03 107,847	59.0293	2,144.74 111,955	61.2783	2,230.53 116,434	63.7294
13 WEEKLY ANNUAL	2,044.88 106,743	58.4250	2,122.77 110,809	60.6506	2,203.84 115,040	62.9668	2,287.98 119,432	65.3707	2,379.49 124,210	67.9856

FY28 = FY27 + 2.5%		SEIU FY 2028									
SEIU UNION SCALE BASED ON 52.4											
GRADE	STEP 1	Hourly	STEP 2	Hourly	STEP 3	Hourly	STEP 4	Hourly	STEP 5	Hourly	
1 WEEKLY ANNUAL	944.83 49,509	26.9951	978.75 51,286	27.9642	1,014.18 53,143	28.9766	1,049.88 55,014	29.9966	1,091.88 57,214	31.1965	
2 WEEKLY ANNUAL	1,004.22 52,621	28.6920	1,040.54 54,524	29.7297	1,078.27 56,502	30.8078	1,117.64 58,564	31.9325	1,162.34 60,907	33.2099	
3 WEEKLY ANNUAL	1,067.79 55,952	30.5083	1,106.66 57,989	31.6190	1,147.17 60,112	32.7763	1,189.06 62,307	33.9733	1,236.63 64,799	35.3322	
4 WEEKLY ANNUAL	1,135.78 59,515	32.4508	1,177.37 61,694	33.6391	1,220.69 63,964	34.8768	1,265.66 66,321	36.1617	1,316.28 68,973	37.6081	
5 WEEKLY ANNUAL	1,208.53 63,327	34.5294	1,253.12 65,664	35.8035	1,299.36 68,087	37.1247	1,347.57 70,613	38.5019	1,401.47 73,437	40.0420	
6 WEEKLY ANNUAL	1,286.48 67,412	36.7566	1,334.17 69,910	38.1190	1,383.67 72,504	39.5334	1,435.17 75,203	41.0047	1,492.57 78,211	42.6449	
7 WEEKLY ANNUAL	1,369.85 71,780	39.1386	1,420.84 74,452	40.5954	1,473.80 77,227	42.1086	1,528.92 80,115	43.6833	1,590.07 83,320	45.4307	
8 WEEKLY ANNUAL	1,459.08 76,456	41.6879	1,513.49 79,307	43.2427	1,570.27 82,282	44.8650	1,629.25 85,373	46.5500 69.8251	1,694.42 88,788	48.4120 72.6181	
9 WEEKLY ANNUAL	1,554.48 81,455	44.4136	1,612.79 84,510	46.0797	1,673.44 87,688	47.8126	1,736.55 90,995	49.6156	1,806.01 94,635	51.6003	
10 WEEKLY ANNUAL	1,656.57 86,804	47.3307	1,719.00 90,076	49.1144	1,783.87 93,475	50.9677	1,851.38 97,012	52.8966	1,925.44 100,893	55.0125	
11 WEEKLY ANNUAL	1,765.78 92,527	50.4507	1,832.56 96,026	52.3589	1,902.05 99,668	54.3444	1,926.12 100,929	55.0320	2,053.24 107,590	58.6641	
12 WEEKLY ANNUAL	1,882.67 98,652	53.7907	1,954.08 102,394	55.8309	2,028.46 106,291	57.9559	2,105.74 110,341	60.1639	2,189.97 114,754	62.5705	
13 WEEKLY ANNUAL	2,007.69 105,203	57.3626	2,084.17 109,210	59.5477	2,163.76 113,381	61.8217	2,246.37 117,710	64.1820	2,336.22 122,418	66.7493	

FY28 = FY27 + 2.5%		SEIU FY 2028 INCLUDES ELCP 4%									
SEIU UNION SCALE BASED ON 52.4											
GRADE	STEP 1	Hourly	STEP 2	Hourly	STEP 3	Hourly	STEP 4	Hourly	STEP 5	Hourly	
1 WEEKLY ANNUAL	982.62	28.0749	1,017.90	29.0828	1,054.75	30.1357	1,091.88	31.1965	1,135.55	32.4444	
	51,489		53,338		55,269		57,214		59,503		
2 WEEKLY ANNUAL	1,048.39	29.9540	1,086.31	31.0373	1,125.70	32.1629	1,166.80	33.3371	1,213.47	34.6706	
	54,726		56,705		58,762		60,907		63,343		
3 WEEKLY ANNUAL	1,114.76	31.8502	1,155.34	33.0097	1,197.63	34.2180	1,241.36	35.4676	1,291.02	36.8863	
	58,190		60,309		62,516		64,799		67,391		
4 WEEKLY ANNUAL	1,185.73	33.8781	1,229.15	35.1187	1,274.38	36.4109	1,321.33	37.7522	1,374.18	39.2623	
	61,895		64,162		66,523		68,973		71,732		
5 WEEKLY ANNUAL	1,261.69	36.0482	1,308.24	37.3783	1,356.52	38.7576	1,406.84	40.1954	1,463.11	41.8032	
	65,860		68,290		70,810		73,437		76,375		
6 WEEKLY ANNUAL	1,343.07	38.3734	1,392.85	39.7957	1,444.53	41.2723	1,498.29	42.8083	1,558.22	44.5206	
	70,108		72,707		75,404		78,211		81,339		
7 WEEKLY ANNUAL	1,430.10	40.8601	1,483.34	42.3810	1,538.62	43.9607	1,596.16	45.6047	1,660.01	47.4289	
	74,651		77,430		80,316		83,320		86,653		
8 WEEKLY ANNUAL	1,523.25	43.5215	1,580.06	45.1447	1,639.34	46.8384	1,700.91	48.5975	1,768.95	50.5414	
	79,514		82,479		85,574		88,788		92,339		
9 WEEKLY ANNUAL	1,622.85	46.3671	1,683.73	48.1065	1,747.05	49.9156	1,812.93	51.7980	1,885.45	53.8699	
	84,713		87,891		91,196		94,635		98,420		
10 WEEKLY ANNUAL	1,729.44	49.4125	1,794.61	51.2747	1,862.33	53.2095	1,932.81	55.2233	2,010.13	57.4322	
	90,277		93,679		97,214		100,893		104,929		
11 WEEKLY ANNUAL	1,843.44	52.6698	1,913.17	54.6619	1,985.71	56.7347	2,010.84	57.4526	2,143.56	61.2445	
	96,228		99,867		103,654		104,966		111,894		
12 WEEKLY ANNUAL	1,965.48	56.1567	2,040.03	58.2866	2,117.68	60.5051	2,198.36	62.8102	2,286.29	65.3226	
	102,598		106,490		110,543		114,754		119,344		
13 WEEKLY ANNUAL	2,096.00	59.8856	2,175.84	62.1669	2,258.93	64.5410	2,345.17	67.0050	2,438.98	69.6852	
	109,411		113,579		117,916		122,418		127,315		

B) ENHANCED LONGEVITY COMPENSATION PLAN

- 1) Effective July 1, 2004 an Enhanced Longevity Compensation Plan ("ELCP") shall be established providing, in addition to any other direct or indirect fringe benefit compensation to which an employee is entitled pursuant to the provisions of this Agreement, for an annual four percent (4%) wage adjustment on base salary.
- 2) Eligibility for enrollment in and conditions for participation in the ELCP shall be as follows:
 - a. An eligible employee who elects to participate in the ELCP must date and execute, with notarized signature, an enrollment form and provide the form to the Town three months prior to the start date for ELCP. The ELCP benefit will only begin after the three-month period expires.
 - b. The maximum enrollment and participation period in the ELCP shall be a thirty-six (36) month consecutive period, beginning on the date the ELCP enrollment form becomes effective after it is executed and provided to the Town. The employee's enrollment and participation in the ELCP shall terminate either upon termination of employment or upon the conclusion of the maximum thirty-six (36) months of enrollment and participation, whichever occurs first.
- 3) An employee eligible for ELCP shall forfeit all rights to ELCP benefits automatically if the employee is absent from work for five (5) consecutive days or more, other than vacation, bereavement leave, or other approved leaves. ELCP benefits shall terminate immediately at the end of the fifth (5th) consecutive day of absence from work for any such eligible employee, unless a doctor's note is provided.

ARTICLE VIII:

PAID HOLIDAYS

The following days shall be recognized as paid legal holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents' Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	The Day After Thanksgiving
Juneteenth	Christmas Day
Independence Day	

Whenever one of these holidays falls on a Saturday, the previous day shall be a paid legal holiday, and when one of these holidays falls on a Sunday, the following day shall be a paid legal holiday.

On the last workday before Christmas Day and on the last workday before New Year's Day, Town Departments will close at Noon.

Library employees will not be required to work the Tuesday after a Monday holiday if the Library is normally closed on Monday.

Notwithstanding the foregoing, when Christmas Day and/or New Year's Day occur on a Sunday, the Turner Free Library shall close for the day on Christmas Eve and shall close early, at 12pm, on New Year's Eve. When Christmas Day and/or New Year's Day occur on a Monday, the Turner Free Library shall close for the day on Christmas Eve and New Year's Eve and shall close early, at 12pm, on both the Friday and Saturday before Christmas Day and New Year's Day.

ARTICLE IX:

LONGEVITY INCREMENTS

- A) An SEIU employee of the Town who has been in continuous full-time or part-time (payments to be prorated for part-time employees) employment for five years shall be paid, in addition to the compensation for the position as set forth in this agreement, annual increments in the amount of two hundred and fifty dollars (\$250) and an additional amount of fifty dollars (\$50) for each year of such employment served over five (5) years and up until ten (10) years. An SEIU employee of the Town who has been in continuous full-time or part-time (payments to be prorated for part-time employees) employment for ten years shall be paid, in addition to the compensation

for the position as set forth in this agreement, annual increments in the amount of five hundred dollars (\$500.00) and an additional amount of one hundred dollars (\$100.00) for each year of such employment served over ten (10) years with unlimited accumulation. An employee shall be eligible for such longevity increments the next January 1st following completion of the applicable number of years of service. Longevity shall be payable in whole, in December of each fiscal year.

- B) An employee who leaves the employment of the Town and is later reemployed shall have his/her service bridged after completion of five (5) years of continuous full-time employment.
- C) If the service of the employee is interrupted by layoff, military service, or any other reason not resulting from the employee's own action, total service will be considered as continuous service.

ARTICLE X:

LEAVE

A) BEREAVEMENT

In the event of a death in the immediate family of an employee, the employee will be granted leave with pay in the amount of five (5) working days, and such leave shall not be charged to sick leave or vacation leave. However, bereavement leave pay shall not be granted to an employee who is absent from duty on injury and/or sick leave during said bereavement leave. Immediate family is defined as wife, husband, child, brother, sister, parent, parent-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, including any other relative who resides in the same household as the employee.

B) JURY

Upon submission of adequate proof to his/her department head, a full-time employee who serves as juror shall receive from the Town the difference between his/her salary and the compensation he/she received for such jury service, exclusive of any travel or other allowance. Said full-time employee shall also receive equal vacation leave with pay as is given to other employees in the same category, thereby suffering no loss of pay or vacation leave because of service referred to in this section.

C) MILITARY

Upon submission of adequate proof to his/her department head, a full-time employee shall be paid the difference between the compensation received for his/her service as a member of the Armed Forces of the Commonwealth of Massachusetts (National Guard) or for his/her service as a member of a reserve component of the Armed Forces of the United States and the regular compensation he/she shall be entitled to receive from the Town for the same period of time. Said full-time employee shall also receive equal vacation leave with pay as is given to other employees in the same category, thereby suffering no loss of pay or vacation leave because of service referred to in this section. All benefits and payments referred to in this section shall be limited to a period of and an amount not to exceed payment for seventeen days in any twelve (12) month period.

D) OTHER

Absences for personal reasons may be charged to vacation leave upon application of the employee and approval by his/her department head. Such absences, however, may not be charged to vacation leave beyond that which the employee has earned at the time of such application.

Except as otherwise provided, all leaves of absence shall be without compensation and shall be subject to the approval of the department head; and in the instance of any such leave exceeding two (2) weeks, subject to the approval of the Town Manager.

E) SICK

1) An employee in continuous employment shall be allowed fifteen (15) days of sick leave with pay each fiscal year, or one and one-quarter (1 1/4) days per month thereof if in any year his/her employment is less than a full year. One (1) earned sick leave day will be granted for each consecutive six months in which a member of the bargaining unit does not take a sick day, and an additional earned sick leave day will be granted for each continuous six (6) months thereafter in which an employee does not take a sick day. Sick time is not vacation time. Sick time is to be used only for the following purposes:

- a. Because you are sick or injured or otherwise unable to perform your job functions for a health-related reason;
- b. To attend a medical or dental appointment; or

- c. To engage in a wellness program or other periodic health care program or appointment.

In addition, up to 5 of the employees' earned sick days per year may be used for care of a family member.

- 2) An employee in continuous employment shall be permitted to carry over accrued but unused sick time at the end of each fiscal year, up to a maximum of two hundred forty-five (245) sick days.
- 3) **Sick Leave Bank**
Both parties agree that the prior Sick Leave Bank shall be struck from the contract and that no specific sick leave bank shall be provided. Members of Local 888 are strongly encouraged to prudently use their sick time and store up their earned sick time for unforeseen illness or injury. In addition, the Town provides optional disability insurance policies to provide financial protection to all Town employees who take the plan. This section makes it explicitly understood that no matter the sensitivity of any future situation, a sick leave bank will not be established.
- 4) **Request for Additional Sick Days**
If the amount of accrued but unused sick leave described under sub-section (E)(2) of this Article has been or is about to be exhausted, an employee may make application for additional sick time allowance in addition to that provided under sub-section (E)(1). Such application shall be made to the Town Manager who is authorized to make such additional allowances as he/she may determine to be equitable after reviewing all the circumstances including the employee's attendance and performance prior to conditions supporting his/her request for additional allowances. Any additional sick leave allowances granted by the Town Manager shall be charged back to future sick leave credits earned by the employee at the rate of one day for each day earned.
- 5) Sick leave must be authorized by the department head and must be reported on forms provided for same to the Town Manager.
- 6) A physician's certificate of illness shall be submitted by the employee after three (3) days of absence to his/her department head before leave is granted under the provisions of this section. This certificate shall be forwarded by the department head to the Town Manager.

- 7) The Town Manager may require a medical examination of any employee who reports his/her inability to report for duty because of illness. This examination shall be at the expense of the Town by a physician appointed by the Town Manager.
- 8) Injury, illness or disability self-imposed or resulting from the use of alcohol or drugs shall not be considered a proper claim for leave under this Section. If, however, an employee is hospitalized in an accredited institution for drug or alcohol addiction he/she may be entitled to the provisions of sub-section (E)(2) but not sub-section (E)(4), subject to the approval of the department head and the Town Manager. Recognizing the disease concept of addiction, the Town Manager will implement steps to assist troubled employees.
- 9) Loss of work time directly attributed to injury incurred while performing assigned duties shall not be charged to the employee's sick leave. However, any employee who receives Worker's Compensation benefits and who has accrued any unused sick leave to his/her credit under this section shall, if he/she requests to be paid such of his/her accrued and unused sick leave allowance, be permitted to use accrued sick days to be paid while they are out of work, as follows. Upon submission of adequate proof to Human Resources, said employee shall receive from the Town the difference between his/her salary and the compensation he/she has received or is receiving as Workers Compensation benefits. The appropriate number of sick days shall be deducted from the employee's accrued and available sick day balance, to account for any amounts paid to employee under this paragraph. Once the accrued and available sick day balance is exhausted, no additional sick time payments shall be made under this paragraph. The Norfolk County Retirement Board does not count time out on Worker's Compensation as pensionable time. As long as that remains their policy, no employee who is out on Worker's Compensation will be eligible to contribute to the Norfolk County Retirement Board, even if the employee is paid with sick or other time, while they are out on Worker's Compensation leave.
- 10) Nothing in this section shall be construed to conflict with Section 100 of Chapter 41 of the Massachusetts General Laws.
- 11) Whenever an employee receives other compensatory money to fully cover his/her loss of salary during absence from work caused by injury received in the course of his/her employment,

his/her department head shall notify the Town Manager who shall examine the matter and shall direct appropriate deduction in payments. This section pertains to policies in which the Town of Randolph participates.

- 12) Whenever an employee is unable to perform the full scope of his/her normal job responsibilities and is receiving sick leave benefits under M.G.L. c. 152, he/she, subject to the limitations specified by his/her physician and confirmed by a physician appointed by the Town, shall perform light duty that may be available within the employee's department or within any other department of the Town.

F) SICK LEAVE BUY BACK

- 1) Upon normal retirement, retirement due to job-related injury, death of an employee, or when an employee's services are terminated through no fault or delinquency of their own, the Municipal Employer shall pay to the employee or the estate, as the case may be, fifty percent (50%) reimbursement of accumulated sick leave days based on current salary.

2) Deferred Compensation

The Town shall buy back, at the specific request of the SEIU employee, up to ten (10) sick days per fiscal year. The Town agrees to place one hundred percent (100%) of the present value of each sick day bought back through this provision into a deferred compensation account designated for the employee, effective for fiscal year 2023. That request shall be made by the employee prior to May 1st of each fiscal year and paid to the deferred compensation account by the Town on or before the first pay period in June.

In order to be eligible for this program, the employee must have at least eighty (80) sick days for full-time workers or 280 hours for part-time workers on the books on the May 1st determination period. Employees with less sick time on the books on May 1st shall not be eligible during that fiscal year.

TIME OFF FOR LOCAL 888/SEIU BUSINESS

If on duty, the Local 888/SEIU Bargaining/Grievance Committee shall be granted reasonable time off with pay to conduct Local 888/SEIU business. A minimum of three (3) days' notice must be provided to the Department Head before such absence. At no time shall Local 888/SEIU members use municipal equipment and/or supplies outside of working hours. Randolph Town employees shall be allowed a total

of three (3) days of paid leave for the purpose of attending union related functions. These three (3) days may be granted to stewards or other union members as designated by the Union and shall not exceed a total of three (3) days per year for the entire bargaining unit.

G) VACATION

- 1) A full-time or part-time employee shall be granted two weeks' vacation with pay during each fiscal year of this agreement, provided he/she has completed thirty weeks of service prior to June 1st of that fiscal year. Vacation time shall be prorated for part-time employees.

- 2) Each employee who has completed five (5) continuous years of service shall, in the fiscal year during which this length of service has been completed, be granted three (3) weeks of vacation with pay in each fiscal year. Each such employee who has completed ten (10) continuous years of service shall, in the fiscal year during which this length of service has been completed, be granted four (4) weeks of vacation pay in each fiscal year. Each such employee who has completed twenty (20) continuous years of service shall, in the fiscal year during which this length of service has been completed, be granted five (5) weeks of vacation pay in each fiscal year. Vacation time shall be granted at such times during the year as will best serve the public interest. Carry-over of up to five (5) days of vacation time from fiscal year to fiscal year shall be allowed and the vacation time must be used in the year it is carried over to. Notice of the request to carry over vacation time shall be given to the employee's Department Head in writing by April 30. Additional vacation time may be carried over from year-to-year, only for extraordinary or unforeseen reasons, with the approval of the employee's Department Head. Effective July 1, 2010 each member of the bargaining unit shall receive one (1) additional vacation day in addition to the existing scale outlined above. Vacation time is therefore as follows:

<u>Years of Service</u>	<u>Number of Vacation Days Available to Employee During the Fiscal Year When The Years Of Service Milestone is Reached</u>
Less than 1 year	2 weeks (a total of 10 days) (vacation time only accrues in the first fiscal year of employment if the employee completes 30 weeks of service prior to June 1 of that year)
1 year	2 weeks plus 1 day (a total of 11 days)
2 years	2 weeks plus 2 days (a total of 12 days)
3 years	2 weeks plus 3 days (a total of 13 days)
4 years	2 weeks plus 4 days (a total of 14 days)
5 years	3 weeks plus 1 day (a total of 16 days)
10 years	4 weeks plus 1 day (a total of 21 days)
12 years	4 weeks plus 2 days (a total of 22 days)
14 years	4 weeks plus 3 days (a total of 23 days)
16 years	4 weeks plus 4 days (a total of 24 days)
18 years	4 weeks plus 5 days (a total of 25 days)
20 years	5 weeks plus 1 day (a total of 26 days)
30 years	6 weeks plus 1 additional day for every year after 30 years of service

Any SEIU employee who has worked 30 or more years for the Town of Randolph shall be eligible, annually, for 30 days of vacation time +1 additional day of vacation time for each year they have worked for the Town beyond 30 years. This amount shall be pro-rated for part-time employees.

- 3) Upon the death of an employee who is eligible for vacation under this agreement, payment shall be made to the estate of the deceased in an amount equal to the vacation allowance that the employee has accrued but unused as of the date of the employee's death.
- 4) Employees who are eligible for vacation under this agreement and whose services are terminated by dismissal through no fault of their own, by retirement, or by entrance into the armed forces shall be paid an amount equal to the vacation allowance that the employee has accrued but unused as of the date of such dismissal, retirement, or entrance into the armed forces.
- 5) Absences on account of sickness in excess of that authorized under this agreement, or for personal reasons as provided for under other leave, may, at the discretion of the Department Head, be charged to vacation leave.

- 6) An employee shall be granted an additional day of vacation if, while on vacation leave, a designated holiday occurs which falls on or is legally observed on Monday, Tuesday, Wednesday, Thursday, Friday, or Saturday.
- 7) Vacation allowance provided under the terms of this section must be taken between July 1st and June 30th in the fiscal year budgeted. Such vacations shall be granted by the head of the respective department of the Town at such time as in his/her opinion will cause the least interference with the performance of the regular work of the Town.
- 8) If an employee is on sick and/or injured leave for fifty-two weeks in a fiscal year, he/she shall not receive vacation pay for that fiscal year. Vacation leave shall be granted based on seniority per department.

H) PARENTAL LEAVE

For all regular full-time employees covered by this agreement, the following Parental Leave policy will apply. For all regular part-time employees covered by this agreement, the following Parental Leave policy will apply on a pro-rated basis.

The Town allows a combination of paid and unpaid, job-protected leave for up to a maximum of 8 weeks with continuation of group health insurance coverage, under the same terms and conditions as if the Employee had not taken leave, in connection with the birth or adoption of a child by the Employee or his/her spouse.

Parental leave is available to all eligible employees who are subject to this agreement and who have worked for the Town for a minimum of three months.

Up to 8 weeks of Parental Leave is available, to be taken by the day or by the week at any time during the first year after the birth or adoption (including through surrogacy or other methods, and including still births) of a child or children.

Pay during a Parental Leave shall be structured as follows: 100 percent for the first 2 weeks; 75 percent for weeks 3 and 4; 50 percent for weeks 5 and 6; and unpaid leave for weeks 7 and 8.

All benefits will remain in place during Parental Leave and will continue to accrue at the normal rate.

If two employees of the Town of Randolph give birth to or adopt the same child, the two employees are entitled to an aggregate of 8 weeks of leave under this policy.

An employee seeking leave must provide at least 2 weeks' notice of the anticipated date of departure and the employee's intention to return, or must provide notice as soon as practicable if the delay in providing notice is for reasons beyond the employee's control.

Any Parental Leave time taken by an Employee will also be counted as FMLA leave time and will therefore reduce the amount of FMLA leave that is available to that employee during that 12 month period.

Employees may use earned vacation, sick and/or personal time to convert any unpaid portion of their Parental Leave into paid leave.

I) PERSONAL DAYS

Employees shall be granted three (3) paid personal days off per fiscal year, to be approved by the Department Head. The personal days are to be used within the fiscal year in which they are accrued. The employee will give five (5) days' notice to the Department Head prior to taking the day(s) off. Overtime will not be allowed for any fill-in for these days or to make up work for this time off. Seniority shall prevail if more than one employee of a department requests the same day(s) off. (Only one person per department allowed at a time.)

J) LIBRARY – CONFERENCES AND WORKSHOPS

The Library Director may authorize Library employees to attend professional conferences and workshops. These conferences and workshops shall include but not be limited to the annual Massachusetts Library Association and New England Library Association meetings. Those persons so authorized will be given time off without loss of pay to attend said conferences and workshops. The Town agrees to pay necessary costs relating to attendance at approved professional conferences and workshops, i.e., registration, books, tuition, mileage, etc.

K) WELLNESS DAY

Employees shall be granted one (1) wellness day off per fiscal year to be approved by the Department Head. Approval of such day shall not be unreasonably denied. The wellness day is to be used for the purpose of members receiving an annual physical from a physician of their choice *or for any other preventative medical matter*. These days cannot be carried over from year-to-year and may be verified by a letter from the physician.

L) FAMILY AND MEDICAL LEAVE ACT

Town of Randolph SEIU employees will be eligible for the Family and Medical Leave Act (FMLA), as described in that Act and as described in the Town of Randolph Employee Handbook, as the Act and the Handbook may be amended time to time.

ARTICLE XI:

SAFETY

- A) Safety regulations shall conform to O.S.H.A laws and regulations.
- B) With the exception of custodial or maintenance employees, bargaining unit members will not be required to do work that is not normally a part of their duties, including but not limited to shoveling snow, spreading ice melt, unloading supplies or lifting other items in excess of twenty-five (25) pounds.

ARTICLE XII:

REDUCTION IN FORCE

The Town Manager shall call a meeting of Local 888/SEIU members to explore alternatives to a layoff prior to the issuance of layoff notices.

When the Town determines that a reduction in force is a probability, the Town shall give the Union Members a minimum of two (2) weeks' notice of the probable reduction.

Notice shall be distributed to the employees at least two (2) weeks before the effective date of the layoff.

Employees in each department affected shall be laid off in the inverse order of their initial employment.

Laid off employees shall have the right to displace any less senior employee in a job of equal grade or less that he/she is qualified to perform within the bargaining unit in the judgment of the Department Head. Part-time workers that are laid off can only bump part-time workers of similar or lesser grades, and shall be given a reasonable trial period of thirty (30) calendar days.

An opportunity shall be given to Union employees to volunteer to be laid off in lieu of other Union employees. Such volunteers shall be treated as laid off employees.

Only an employee who has notified his/her Department Head in writing of his/her interest in recall prior to his/her layoff or bumping down, and who had included a mailing address,

shall be entitled to notice of vacancies. The Union shall be notified of vacancies by the Union Steward. To be eligible for recall an employee must respond affirmatively to his/her Department Head within seventeen (17) calendar days of the postmarked date of the notice, or fourteen (14) calendar days of actual notice, whichever comes first. The above recall rights, except as extended by Civil Service law, shall run for two (2) years from the date of layoff.

Laid off Civil Service employees shall have seniority and re-employment rights as defined in Civil Services laws and rules.

ARTICLE XIII:

JOB OPENINGS, PROBATIONARY PERIOD, REVIEWS

A. JOB OPENINGS AND JOB POSTINGS

All job postings shall be posted by the Town Manager in conjunction with the Department Head at least fourteen (14) days prior to filling a vacancy, on the Town Hall bulletin board, satellite bulletin boards, and at any location where a member of the bargaining unit is located.

A complete job posting shall be posted therewith.

All employees in the bargaining unit are eligible to apply for the posted position and all employees that have applied shall be interviewed and considered before any outside applicant. Once the applicant is selected, he/she shall be given a thirty (30) day trial period after which a written recommendation by that Department Head shall be submitted to the Town Manager to approve the permanent appointment. If during or at the end of the trial period the employee wants a transfer to a different bargaining unit position, or the Department Head is not satisfied with his/her performance in the new position, he or she must be allowed to remain in that position until a suitable vacancy occurs in another bargaining unit position.

B. PROBATIONARY PERIOD AND REVIEWS

There shall be a six (6) month Probationary Period for all new employees in an SEIU bargaining unit position (the Probationary Period does not apply to any employee who has been employed in a Town of Randolph SEIU bargaining unit position and who is hired directly into another such Town SEIU position). During this Probationary Period, the employee may be terminated at-will, at the discretion of the Town, if the employee does not appear to be a good match for the position.

For new employees hired into an SEIU bargaining unit position, vacation time and personal time will not begin to accrue until the employee has completed 30 weeks of employment with the Town in that position. For new employees hired into an SEIU

bargaining unit position, sick time and other benefits (except vacation and personal time) shall begin to accrue upon hire, including during the Probationary Period, at the rates described in this agreement. During the Probationary Period, a new hire may use any sick time that they have accrued, subject to the other requirements described in this agreement. During the Probationary Period, a new hire may use any leave for which they are eligible under this agreement, subject to all requirements of this agreement, including bereavement leave.

All new SEIU employees shall meet with their Department Head on or around their three-month anniversary, before six months of employment have passed. During this meeting the Department Head shall present the employee with a review (utilizing a standardized review form) indicating positive and/or negative feedback. This shall give the employee an opportunity for improvement before the conclusion of their Probationary Period.

C. ANNUAL REVIEW

All SEIU employees shall be provided with an evaluation form by June 1st of each calendar year. They shall complete the evaluation form by June 15th and submit it to their Department Head. In July of each year, each SEIU employee will then be given a written evaluation by their Department Head on a standardized form, which shall include goals for the employee for the upcoming fiscal year.

ARTICLE XIV:

MANAGEMENT RIGHTS

The Town and Union agree that the Town shall retain and reserve all its statutory rights, authority and obligations in the administration of each department and in the direction of its employees. All the functions, rights, powers and authority which the Town now has or may be granted or have conferred upon it, including all the customary and usual rights, powers, functions, and authority of an employer which it has not specifically delegated or modified by this agreement, are recognized by the Union to be retained by the Town.

The Union agrees to indemnify the Town and/or its employees covered by this agreement against any liability which the Town and/or said employees might incur in complying with this agreement.

ARTICLE XV:

EMPLOYEE PERSONNEL FILES

All items such as warning notices, termination notices, letters of complaint, letters of commendation, sick leave denials or approvals, promotion notices, demotion notices, or virtually any item to be placed in an employee's file shall be shared with the employee before placement in said file. The employee has a right to comment in any way he/she

desires on each correspondence before placement. This correspondence shall be shared by the person requesting placement.

ARTICLE XVI:

POWER OF AGREEMENT

Both parties to this agreement concur that the approval of any funding of this agreement is subject to an affirmative vote by the Town Council.

Said affirmative vote appropriating funds signifies the approval of this agreement.

Any change in a subsequent agreement, including salary change, shall not be retroactive to any date prior to the commencement date of that agreement.

This agreement supersedes any Town of Randolph Classification and Compensation Plans and Town of Randolph Employee Handbook wherever this agreement and those documents shall or may be in conflict.

The invalidity of any section or provision of this agreement, in whole or in part, shall not invalidate any other section or provision of this agreement in whole or in part.

ARTICLE XVII:

AMENDMENT OF AGREEMENT

This agreement may be reopened with the consent of both parties to this agreement.

ARTICLE XVIII:

DURATION OF AGREEMENT

This agreement shall be in full force and effect from **July 1, 2025 through June 30, 2028.**

ARTICLE XIX:

MILEAGE

When the Department Head has approved a Local 888/SEIU member to use his/her personal vehicle in service of the Town that member shall be compensated at the rate allowed by the Town Manager.

ARTICLE XX:

DUES OR AGENCY SERVICE FEE

The Town agrees to deduct Union membership dues or an agency service fee weekly from the wages of those employees covered by this agreement. Union dues, agency fees and Committee On Political Education (“COPE”) contributions will not be collected from new SEIU employees until after the employee's Probationary Period has ended.

The request for and the revocation of Union membership dues or agency service fee deductions shall be made of and directed to the Town Treasurer who shall approve of the acceptable procedure and document.

The signed deduction authorization shall remain in effect until revoked in writing, signed by the employee, and delivered to the Town Treasurer. The signed deduction authorization shall be signed by the employee and delivered to the Town Treasurer within thirty (30) days of the date of hire. If the employee refuses to sign the authorization form, the Union office has the option to require by written notice the termination of the employee unless the authorization is signed before the termination occurs. All new staff within the Local 888/SEIU (positions listed under Article V) will be notified by the Appointing Authority before being hired that their position is a Union position.

All Union membership dues and agency service fee money collected from employees shall be transmitted to the Union monthly.

ARTICLE XXI:

PRIOR BENEFITS AND PRESERVATION OF RIGHTS

All benefits, practices, procedures, and rights in so-called effect, which have not been specifically covered by the terms of this agreement, are to be regarded as null and void.

ARTICLE XXII:

UNIFORM ALLOWANCE

Employees in positions requiring a uniform shall be granted an annual uniform allowance of one thousand five hundred dollars (\$1,500.00).

ARTICLE XXIII:

LABOR MANAGEMENT

A Labor-Management Committee consisting of the Town Manager and/or his/her designee(s) and two (2) representatives from the bargaining unit shall meet monthly or as otherwise scheduled by mutual agreement.

The Committee shall discuss and act on matters of mutual benefit to employees. The meetings shall not be used for contract negotiations or processing of grievances.

It is agreed that the Labor-Management Committee shall meet as aforementioned and review with the Department Head and the employee any requests for reclassification and make a recommendation to the Town Manager (if he/she did not take part in the meeting) for his/her final action.

ARTICLE XXIV:

COPE

The Town will honor voluntary contribution deduction authorizations from employees in the bargaining unit for political contributions to SEIU Committee On Political Education (“COPE”). The employer will promptly deduct the authorized amount from the individual employee's paycheck and promptly remit those sums to Local 888/SEIU along with a list of employees who have had amounts deducted and the amounts deducted for each of those employees.

ARTICLE XXV:

RECLASSIFICATION

The Town and Local 888-SEIU agree to review the applications for reclassification submitted as part of this negotiation. Local 888 shall make recommendations for reclassification and the Town shall choose which positions to reclassify from the recommendations from Local 888.

ARTICLE XXVI:

PROFESSIONAL DEVELOPMENT

Members of Local 888 shall be eligible for an annual professional development stipend in recognition of their participation in ongoing professional development. The courses shall be selected by the Department Head and pertain to the skill set(s) required by the Local

888 employee to perform their specific job functions. The payment scale shall be as follows (per fiscal year):

<u>Approved Professional Development Time</u>	<u>Payment for Professional Development</u>
Six hours of certified and approved professional development with 5/1 deadline needed by Town	\$250
Twelve hours of certified and approved professional development	\$500
Twenty-four hours of certified and approved professional development	\$1,000
Forty-eight hours of certified and approved professional development	\$2,000

Professional development shall be done during non-work hours; and regular job training and work-hour training will not qualify for this benefit.

The selection of the professional development courses and activities shall be made by the Department Head. The Department Head shall choose the courses (i.e., Global Classroom, Fred Pryor, Massasoit, professional conference, etc.). "Certified" means that a certificate of completion from the course provider is presented to process the stipend payment. The employee is welcome to offer input and recommendations but ultimately the final decision is made by the Department Head. The employee has the right to reject the selection by the Department Head. Participation in this program is voluntary.

ARTICLE XXVII:

ADDITIONAL DUTIES

A) WORKING OUT OF GRADE-DEPARTMENT HEAD

In the event that an SEIU/Local 888 employee is assigned in writing to fill in for a Department Head during an extended absence of more than ten (10) working days (not to include scheduled vacation days or holidays), the Local 888 employee will be paid an out-of-grade stipend based on the following scale:

<u>Number of Full Days Covering For Department Head</u>	<u>Payment Earned For Covering For Department Head</u>
Days 0-10	Regular Pay
Days 11-30	\$30/day stipend
Days 31-72	\$40/day stipend
Days 73-90	\$50/day stipend

No employee will be expected to fill in for a department head for more than 90 days.

B) WORKING OUT-OF-GRADE

In the event that an SEIU/Local 888 employee is assigned in writing to fill in for a position classified at a higher grade level during an extended absence of more than ten (10) working days (not to include scheduled vacation days or holidays), the Local 888 employee will be paid an out-of-grade stipend based on the following scale:

<u>Number of Full Days Covering For Other Position</u>	<u>Payment Earned For Covering For Other Position</u>
Days 0-10	Regular Pay
Days 11-30	\$15/day stipend
Days 31-72	\$20/day stipend
Days 73-90	\$25/day stipend

C) ASSIGNMENTS

Nothing in this collective bargaining agreement shall limit the Town's ability to determine employee work assignments.

D) TRANSLATION/INTERPRETATION SERVICES

Employees covered under this collective bargaining agreement who possess a certificate to provide translation / interpretation services, if assigned in writing by the Town Manager to provide translation / interpretation services, shall receive a yearly stipend of \$500, paid during the first pay period of every July. This responsibility may be removed at the discretion of the Town Manager.

In order to be eligible to provide translation / interpretation services under this collective bargaining agreement, the employee must possess a certificate from a Town-approved agency concerning such services. The Town Manager shall identify a neutral testing agency that can evaluate the employee's verbal and written language proficiency. The Town will cover the cost of the proficiency examination conducted by such agency by paying the agency directly or by reimbursing the employee for the cost of the exam. The employee may choose whether the Town pays the agency directly for their exam or whether the employee pays for the exam and is reimbursed. Employees shall be permitted to take the exam during work time without loss of pay, but shall not receive additional pay for time spent taking the exam outside of their normal work hours. If an employee fails the exam, they will be required to wait at least six months prior to asking the Town Manager to consider allowing them to take the exam again.

E) NOTARY PUBLIC SERVICES

As assigned by the Town Manager, members of the Clerical group will provide notary public services to staff and members of the public, consistent with all applicable Town notary policies. The Town will provide training, as needed, will cover the cost of the notary public application fee, and will provide notary supplies to be used for Town purposes only. Notary public services will be incorporated into employee job descriptions.

ARTICLE XXVIII:

EXECUTION OF AGREEMENT

This agreement is approved and entered into this _____ day of May 2026, by and between the Town of Randolph and Local 888/SEIU.

THE TOWN OF RANDOLPH, MASSACHUSETTS, THE MUNICIPAL EMPLOYER

BY: _____
Brian P. Howard, Randolph Town Manager

LOCAL 888/SEIU, THE EMPLOYEE ORGANIZATION

BY: _____

AS THEY ARE THE BARGAINING/GRIEVANCE COMMITTEE OF LOCAL 888/SEIU