



AGREEMENT

between

THE TOWN OF WINCHESTER

and

**SERVICE EMPLOYEES INTERNATIONAL UNION,
LOCAL 888**

WINCHESTER CUSTODIAL UNION

July 1, 2016 - June 30, 2019

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PREAMBLE

This Agreement by and between the Board of Selectmen of the Town of Winchester, a municipal corporation duly organized and existing under the laws of the Commonwealth of Massachusetts, hereinafter called "the Employer" and SEIU. Local 888, hereinafter called the "Winchester Custodial Union" is entered into this first day of July 1, 2016 .

Whereas under General Laws, Chapter 150E, public employees are given the right to bargain collectively; and

Whereas the Union has been recognized by the Employer as the bargaining agent of a unit of certain employees; and

Whereas the Employer desires to cooperate with the employees under the terms of the said enabling legislation and the aforesaid designation;

Now, therefore, the parties agree as follows:

ARTICLE I

Recognition and Description of Unit

The Employer recognizes the Union as the sole and exclusive bargaining agent for the bargaining unit consisting of employees in the following classifications:

Head Custodian I
Head Custodian II
Custodian
Assistant Custodian
Janitor

But excluding managerial, confidential and all other employees.

ARTICLE II

Dues and Agency Fee Checkoff

Section 1. Dues: The Employer agrees to deduct from the pay of each employee who has signed an authorization form, monthly union dues, and will remit the aggregate thereof to the Union Treasurer.

Section 2. Agency Service Fee: The Employer agrees that as to those employees who are non-members of the Union, it will require as a condition of employment from and after the thirtieth day of employment, payment to the Union of an agency service fee in accordance with the provisions and requirements of Chapter 150E, M.G.L.A. As to any employee submitting written authorization, the Employer will deduct such agency service fee, and remit the aggregate thereof to the Union Treasurer. It is understood and agreed that the provisions of this Article relative to agency service fee are inapplicable to any employee who as of October 29, 1982, was a non-member of the Union; and the Union agrees that it will neither enforce nor seek to enforce the provisions of this Article to any employee who as of the said October 29, 1981, was a non-member of the Union.

Section 3: The Union agrees to defend, indemnify and hold harmless the Employer and its agents and servants for any costs, judgments and expenses of any nature resulting from implementation of the provisions of this Article.

ARTICLE III

Managerial Prerogative

The Employer is a public body, established under and with powers provided by the statutes of the Commonwealth of Massachusetts and nothing in this Agreement shall be deemed to derogate from or impair any power, right or duty conferred upon the Employer 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 Agreement the employer retains all the powers, rights and duties that it has by law and may exercise the same at its discretion without any such exercise being made the subject of a grievance or arbitration proceeding hereunder.

ARTICLE IV

Grievance Procedure

A grievance is defined as an alleged violation of a specific provision of this collective bargaining agreement.

A grievance must be filed in writing within five (5) working days of the occurrence or omission or reasonable knowledge thereof giving rise to it. A grievance not timely filed or not appealed within the time limits set forth herein shall be deemed waived.

Step 1: The grieved employee and/or the Union shall present the grievance to his/her immediate supervisor, who shall meet with the aggrieved employee and/or the Union and issue a decision within five working days of receipt of the grievance.

Step 2: If the grievance is not satisfactorily resolved at Step 1, the aggrieved employee and/or the Union may appeal to the Director of Public Works within five (5) business days of the Step 1 decision or its due date. The Director of Public Works or his/her designee shall meet with the aggrieved employee and/or the Union and issue a decision within ten (10) working days from receipt of the grievance.

Step 3: If the grievance is not satisfactorily resolved at Step 2 it may be appealed to the Town Manager or designee within five (5) working days of the Step 2 decision or its due date. The Town Manager or designee shall issue its decision within fifteen (15) working days of receipt of the grievance.

Step 4: If the grievance has not been satisfactorily resolved at Step 3 the Union may request arbitration pursuant to the Voluntary Labor Arbitration Rules of the American Arbitration Association by filing a Demand for Arbitration within fifteen (15) working days of the Step 3 decision or its due date. The expenses of the Arbitrator shall be shared equally by the parties and the Arbitrator's Award shall be final and binding.

Any step or time limit of this grievance procedure may be waived by mutual written agreement of the parties.

ARTICLE V

General Provisions

1. An employee may waive a complaint under a grievance and shall be deemed to have done so if the action required under Article IV shall not have pursued within the time specified therefore for each step under the said Article IV.
2. If an employee covered by this Agreement shall present any grievance to the employer without representation by the Union, the disposition, if any, of the grievance shall be consistent with the provisions of this Agreement; and if the Union shall so desire, it shall be permitted to be heard at each step of the procedure under which the grievance shall be considered.
3. Communications intended for the employer will be received by the Town Manager and communications and legal process intended for the Union shall be received by the Deputy Trustee of the Union.
4. It is understood that public funds shall not be used in payment for salary and wages to employees who wish to negotiate or bargain during regular working hours. It is further understood that a request for a leave of absence, or time off without pay, will not be unreasonably withheld by the Employer.
5. No sanctions are to be invoked by the Union or any employee covered by this Agreement, including, without limiting the generality of the foregoing, engaging in, inducing, or encouraging any strike, work stoppage, slowdown or withholding of any service by said Union or an employee.

ARTICLE VI - Deleted
Maintenance and Care of Grounds

ARTICLE VII

Liability

Nothing herein contained shall in any way be construed to make the officials of the Town of Winchester or the officials of the union liable personally; and further, the Union will not be held liable upon its disclaimer for irresponsible action on the part of an individual covered by this Agreement or by such unauthorized action by any group of such individuals, not representing the majority of the Union.

ARTICLE VIII

Notice of Vacancies

The Employer shall post all vacancies within the custodial force in each of the schools. The Employer and the Union agree that vacancies should be filled with the best-qualified candidates available. If the Employer judges two or more applicants to be equally well qualified, seniority shall prevail in making a selection.

ARTICLE IX

Seniority

If reduction in force becomes necessary, it will be accomplished by evaluation of the custodian's experience and performance and if these considerations are equal, then length of service will prevail.

ARTICLE X

Probationary Period, Etc.

Section 1: Each employee hired to fill a bargaining unit position shall serve a 180-day probationary period. This section applies only to new employees in the bargaining unit. During such probationary period the probationary employee may be discharged without such action being subject to grievance or arbitration. During the probationary period an employee shall accrue, but may not use sick leave under Article XII. No health insurance or retirement benefits will be provided to probationary employees.

The Town reserves the right to hire a new employee at other than the minimum step of the SC-4 grade category.

When an employee completes his/her probationary period, he/she shall not be suspended nor discharged except for just cause.

Section 2: Employees who have served satisfactorily in the classification of Janitor for a period of one (1) year will be reclassified on the day following the first anniversary date of their employment at the first step of the Assistant Custodians' classification. Continuous temporary service will be considered when determining the first anniversary date of employment.

Section 3: When an internal candidate is selected to fill a new position, there will be a sixty (60) day probationary period. During this probationary period, the employee shall have the right to return to his/her old position and rate with no loss of benefits. Also, during the probationary period, the employer shall have the option to return the employee to his/her old position and rate with no loss of benefits. Such action will not be subject to the grievance or arbitration process.

ARTICLE XI

Lunch Supervision

Custodians or janitors will be permitted to apply for the position of Lunchroom Supervisor. It is specifically understood that this permission does not entitle them to any preference in the selection process. If a custodian or janitor is selected for that position, he/she will be paid at the Lunchroom Supervisor rate and the assignment will be viewed as a stipend position. It will not count toward the calculation of overtime nor for any direct or potential obligation. Custodians or janitors would be required to take a full lunch period. An illustrative schedule is shown below:

Regular starting time	7:00 AM
Finish morning shift	11:45 AM
Begin lunchroom supervisor	11:46 AM
Finish lunchroom supervisor	12:45 PM
Begin regular lunch period	12:46 PM
Finish regular lunch period	1:45 PM
Begin afternoon shift	1:46 PM
End afternoon shift	5:00 PM

It is understood that this schedule is purely an illustration.

ARTICLE XII

Sick Leave

An employee who is absent on sick leave or because of duty connected injury or illness for a total of three days (as of July 1, 2017) or more within a fiscal year, upon his return to work is required to submit to a medical examination by a duly qualified physician selected by the Employer, unless said employee submits a certificate from his personal physician indicating the nature of the illness or injury and that the employee is physically capable of returning to duty and said certificate is acceptable to the Employer.

The expense for a medical examination by a duly qualified physician selected by the Employer in compliance with this section shall be borne by the Employer.

Any regular scheduled time unavoidably lost as a result of a required attendance at such examination shall be paid for as regular time worked.

Such examination may be similarly required for absence of less than five days.

An employee hospitalized over night due to an injury or illness shall arrange with his Employer for the medical examination prior to return to work.

Requirements of this section may be waived by the Employer with the concurrence of the Worker's Compensation Agent.

Sick Leave Accumulation: "Employees covered by this Agreement shall be credited with sick leave credits at the rate of fifteen (15) days per year. For employees who have accrued 90 or more days as of January 1, the Town will back-unused sick days from the prior year (up to a maximum of 15) for \$100.00 each. *(This change to be applied to buy-back beginning in 2017)*. This applies only to Employees who on January 1 had 90 days accrued. Employees eligible for this benefit have the option of deferring payment upon retirement or termination. For days accumulated prior to July 1986, the value shall be \$5.00 per day; The Comptroller shall notify the Employees as to the detail of the breakdown."

Voluntary Sick Leave Bank:

- A. A sick leave bank will be established for use by eligible members of the bargaining unit (Local 888) who have exhausted their own sick leave and have a prolonged and/or serious illness or injury.
- B. Participation in this Bank shall be voluntary. To join the Bank a member must notify the Union in writing by November 1st of that year he wishes to join the Voluntary Sick Leave Bank. Such notification authorizing the contribution of one

(1) of his annual sick leave days to be contributed to the Bank that year and each subsequent year thereafter. Any member may withdraw from the Bank by notifying the Union by November 1st. The Union in turn must notify the business office by November 6th as to the number and identity of the contributors. Only those members who so contribute a day may receive benefits in that year.

- B. Unused days in the Sick Leave Bank at the end of the year shall be carried forward to the Sick Leave Bank for the following year.

- C. The Sick Leave Bank shall be administered by a Sick Leave Bank Board consisting of four (4) members. Two (2) members will be designated by the Management Bargaining Committee and two (2) members from Local 888 Bargaining Unit. Award of benefits from the Bank requires a majority vote of the full board.

- D. Any initial grant of sick leave by the Board shall not exceed ____ days. If need continues, reapplication to the Board may be made for further extensions up to a maximum of ____ days each. No more than a total of ____ days may be granted to any member for any given illness and/or injury.

- E. Subject to this provision, the Sick Leave Bank Board shall use the following criteria in administering the Bank and determining eligibility and amount of leave.
 - 1. Submit health record
 - 2. History of prior utilization of sick leave
 - 3. No sick days will be awarded from the Bank for elective procedures that can be deferred.

- F. The decision of the Sick Leave Board with respect to eligibility and entitlement shall.

**LOCAL 888
SEIU**

**VOLUNTARY SICK LEAVE BANK PARTICIPATION
AUTHORIZATION FORM**

In accordance with Article XII Section 11 of the contract, I wish to join the Voluntary Sick Leave Bank and wish to contribute one (1) day of my annual sick leave days for this year and each subsequent year of employment thereafter, unless I notify the Association otherwise, as provided in the contract.

Participation in this Bank shall be voluntary. To join the Bank, a member must notify the Union in writing by November 1 of that year that he wishes to join the Sick Leave Bank. Such notification authorizing the contribution of one (1) of his annual sick leave days to be contributed to the Bank for that year and each subsequent year of employment thereafter.

Any member may withdraw from the Bank by notifying the Union by November 1, 20__ . The Union, in turn, must notify the business office by November 6, 20__ as to the number and identity of the contributors.

Only those members who so contribute a day may receive benefits in that year.

NAME: _____
(SIGNATURE)

NAME: _____
(PRINT)

DATE: _____

ARTICLE XIII

Vacation

All employees covered by this Agreement shall received two (2) weeks of paid vacation after thirty (30) weeks of service to the Town of Winchester three (3) weeks of paid vacation after five (5) years of service to the Town of Winchester and four (4) weeks of paid vacation after (10) years service to the Winchester Public Schools and after fifteen (15) years of service to the School Department an employee shall receive five weeks (5) of paid vacation. Eligibility for this and fourth week of vacation, respectively, begins on January of the year in which the fifth (5th) or tenth (10th) anniversary the employee's service to the Town of Winchester occurs. Other vacation provisions shall be as provided in accordance with the Town of Winchester Personnel Policy Guide.

All use of vacation time will be approved by the Director of Public Works at least one week in advance. Up to one (1) week vacation may be carried over from year to year. If vacation time is not used during the year it is gained, it is lost by the employee. If an employee is unable to use vacation time due to extenuating emergency circumstances, the vacation time will be carried over to the next year.

After one year's service the municipal employer will grant three (3) personal business days with pay with the provision that advance notice of at least three (3) days be given before the days is to be taken, unless an unforeseen reason should be given which is acceptable to the employer.

ARTICLE XIV

Holiday Pay (Sundays and Legal Holidays)

Custodians who are required to work on Sundays and legal holidays not part of their regular work week shall be paid at a total of double the regular rate of pay while engaged in such work.

The day after Thanksgiving and Christmas Eve will be paid holidays. If a custodian(s) works that day due to an emergency or storm, they will be paid as a regular day and be able to take another as a paid holiday. In the event, that Christmas Eve falls on a Saturday or Sunday; Employees shall receive a floating holiday that is to be used within that same fiscal year after Dec. 24th. The Employee must provide a three (3) days advance notice before such a holiday is to be taken.

Recognized paid holidays: New Years Day, Martin Luther King Day, Presidents Day, Patriots Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Evacuation Day (Floater). Good Friday shall be considered a paid holiday under this article as long as there is no school in session.

ARTICLE XV

Uniforms

1. All custodians covered by this Agreement shall be required to wear uniforms while on duty will be provided uniforms by the Employer. The Employer agrees to provide a total of four uniforms for each such employee prior to October 1.
2. The Employer agrees to make available, as needed basis, two sets of foul weather gear for the Senior High School and for the Junior High School and one set of foul weather gear for each elementary school.
3. One set of coveralls will be provided annually to one custodian in each of the schools where it is necessary for the custodian to partially or completely enter the boiler for cleaning purposes.
4. Upon the presentation of a paid receipt(s), each custodian will be reimbursed up to two hundred (\$200.00) per year for the purchase of up to two (2) pairs of work shoes and or appropriate work sneakers. The Town shall make reimbursement no later than three weeks of the submission of a receipt.
5. If requested, the Employer will provide a winter jacket instead of one of the sets of uniforms.
6. Labor Management Committee to decide uniform options.
7. Uniforms – Effective July 1, 2017, to provide that members with five (5) years of service (longevity) to be paid \$250.00 for work footwear. Members with ten (10) years of service (longevity) to be paid \$300.00 for work footwear. Members with twenty-five (25) years of service (longevity) shall no longer receive a work footwear payment but instead the member shall receive an additional \$200.00 added to his/her longevity payment in accordance with Article XXIV Longevity, for those employees who have completed over twenty-five (25) continuous years of service.

ARTICLE XVI

Insurance

- (A) The town will provide and pay 50% of the monthly premium of the Blue Cross Blue Shield indemnity (Master Medical) coverage or its equivalent.
- (B) With the exception of the insurance received pursuant to Sections C and D below and as restricted by M.G.L. Chapter 32B Section 16, in the event that an Employee elects to participate in any HMO Plan offered by the Town, the Town will contribute a sum towards the cost of such health insurance protection which is the same dollar amount that it contributes toward the cost of the indemnity plan referenced in Paragraph One.
- (C) The Town will provide and pay 71% of the monthly premium of the Blue Cross Blue shield HMO Blue Family Plan. The Town will provide and pay 90% of the monthly premium of the HMO Blue and Harvard Pilgrim Health Care HMO individual plans. The town will provide and pay 81% of the monthly premium of the Harvard Pilgrim Health Care HMO Family Plan.
- (D) Effective July 1, 2005, the Town will provide and pay 71% of the monthly premium of the Blue Cross Blue HMO Blue Family Plan. The Town will provide and pay 85% of the monthly premium of the Blue Cross Blue Shield HMO Blue and Harvard Pilgrim Health Care HMO individual plans. The Town will provide and pay 79% of the monthly premium of the Harvard Pilgrim Health Care HMO Family Plan.”
- (E) Acceptance of the Health Care Plan Design Changes and withdrawal of the grievance filed.
- (F) Acceptance of 75%/25% split on Health Care Premiums effective on January 1, 2011.
- (G) The Town shall for the life of the contract maintain a Health Care Reimbursement Account (HRA) for the following which are:
In-patient hospitalization; outpatient surgery; and emergency room visit.

ARTICLE XVII

Foul Weather Gear

Foul weather gear to be available in accordance with Article XV Section 2.

ARTICLE XVIII - Deleted

Boiler Cleaning

ARTICLE XIX

Pay for Work Beyond Normal Hours

A minimum of three (3) hours pay will be paid to Employees covered by this Agreement when called upon to work at scheduled function(s) or for other purposed, including snow and ice removal, at a time outside the normal working hours.

There will be a \$10.00 per hour differential for shifts which extend beyond 12 o'clock midnight.

Employees shall be paid one (1) hour overtime if they deal with a problem by telephone and do not come in. There will be a limit of one hour per day.

ARTICLE XX

Whole Agreement

The Employer and the Union agree that this agreement shall constitute their whole agreement during its term, and neither party shall be obligated to bargain during the term of this Agreement concerning any issue, whether addressed by this Agreement or not. No modification to this Agreement may be made except in writing and executed by both sides.

ARTICLE XXI

Step Rate Increase

Normally, an Employee who has not attained the maximum rate for his or her classification will go to the next higher step on the employee's employment anniversary. In the event an employee is denied such a step-rate increase, the employee will upon request be given a written statement of the reasons therefore. The employee may grieve the adequacy of the reasons given.

Beginning on July 1, 2017, all new hires will have the step increase to take place on the April 1st next following the employee's anniversary.

ARTICLE XXII

Working at a Higher Grade

Whenever a custodian covered by this Agreement is called upon to substitute for a custodian who is paid at a higher rate of compensation, the substitute employee shall be paid at the higher rate in the equivalent step occupied by him/her in his/her own grade. This will include payment for the entire period of assignment. This does not include assignments for vacation duty. Custodians will not be responsible for supervising students as part of their duties.

As of July 1, 2011, delete the following sentence from the above paragraph. "This does not include assignments for vacation duty."

ARTICLE XXIII

Weekend Inspection and Boiler Checks

Custodians covered by this Agreement who are required to make weekend inspections and boiler checks on non-school days throughout the heating season shall be paid at the rate of time-and-a-half (1½) the regular rate of pay while engaged in such work. The time allotment for such boiler checks will not exceed two (2) hours each.

ARTICLE XXIV

Longevity

Effective, on the first year (July 1, 2013), the date of Town Meeting approval of this Agreement, each category of service increment shall be increased to the following: .

Employees who have completed over five (5) continuous years of service in the Winchester Public Schools shall receive a stipend of one-thousand and forty-two dollars (\$1,042.) annually.

Employees who have completed over ten (10) continuous years of service in the Winchester Public Schools shall receive a stipend of one-thousand one-hundred and ninety-two dollars (\$1,192.) annually.

Employees who have completed over fifteen (15) continuous years of service in the Winchester Public Schools shall receive one-thousand four-hundred and fifty-five dollars (\$1,455.) annually.

Employees who have completed over twenty (20) continuous years of service in the Winchester public Schools shall receive a stipend of one-thousand five-hundred and eighty dollars (\$1,580.) annually.

Employees who have completed over twenty-five (25) continuous years of service in the Winchester Public Schools shall receive a stipend of one-thousand seven-hundred and seventeen (\$1,717) annually.

Payment shall be made to current employees on or about December 1 in one (1) full payment in a check separate from the weekly checks.

All longevity will be prorated for part-time employees. This means that a half-time employee will receive one-half (1/2) the longevity benefits.

Effective, on the third year (July 1, 2015) of the contract, each category of service increment shall be increased to the following:

Employees who have completed over five (5) continuous years of service in the Winchester Public Schools shall receive a stipend of one-thousand and one-hundred dollars (\$1,100) annually.

Employees who have completed over ten (10) continuous years of service in the Winchester Public Schools shall receive a stipend of one-thousand two-hundred and fifty dollars (\$1,250) annually.

Employees who have completed over fifteen (15) continuous years of service in the Winchester Public Schools shall receive one-thousand five-hundred and twenty-five dollars (\$1,525) annually.

Employees who have completed over twenty (20) continuous years of service in the Winchester Public Schools shall receive a stipend of one-thousand six-hundred and twenty-five dollars (\$1,625) annually.

Employees who have completed over twenty-five (25) continuous years of service in the Winchester Public Schools shall receive a stipend of one-thousand eight-hundred (\$1,800) annually.

Payment shall be made to current employees on or about December 1st in one (1) full payment in a check separate from the weekly checks.

All longevity will be pro-rated for part-time employees. This means that a half-time employee will receive one-half (1/2) the longevity benefits.

ARTICLE XXV - Deleted

Evaluations

ARTICLE XXVI

Snow and Ice Control

Employees covered by this Agreement acknowledge the requirement to report to duty for snow/ice operations unless excused by management.

ARTICLE XXVII

Wages

Wages shall be increased according to the table below:

FY2017	July 1, 2016	2% (Retroactive)
FY2018	July 1 2017	2%
FY2018	January 1, 2018	.5%
FY2019	July 1, 2018	2%
FY2019	January 1, 2019	.75%

The Compensation Grade and Title of the Evening Supervisor at Winchester High School shall be changed to SC-10 Custodian 4 Step III as of July 1, 2017.

Head Custodian's pay (SC-10 Custodian 4, Step III) to be increased by \$.50 to \$23.17 per hour as of July 1 2017. (Base wage increase for July 1, 2017 to be in addition to this adjustment.)

Reopener:

The parties agree to re-open that in the event the Town of Winchester becomes party to a contract with any other Union that provides base wage percentage increases greater than that provided to the Union, covering the period of this contract, the Union shall have the right to re-open and negotiate its agreement with respect to compensation.

Reopener Understanding. The parties agree that the Union may reopen negotiations on the contract in the event that the Town is signatory to a contract with another SEIU represented group wherein the contract provides for a base wage increase greater than the base wage increase greater than the base wage increase proposed for in this MOU and for a similar period of time (fiscal years).

ARTICLE XXVIII

Miscellaneous Provisions

1. The Town will make good faith efforts to work with the School Department to establish guidelines on limiting responsibility of custodians to care for and/or maintain teachers' personal belongings, including but not limited to, pets/animals that are brought into the classroom.
2. The Town will make good faith efforts to work with the School Department to enhance the advance notification process for coverage of school rentals.
3. The Town acknowledges that the job description for Head Custodian at the Middle School may require updating and review by the Personnel Board. This shall be done prior to the expiration of the first year of the contract (June 30, 2014).
4. All employees receiving wage payment by direct deposit shall receive their advice of said wage payment through the Town's Employee Self-Service (ESS) program; and
5. Bereavement Leave shall be in accordance with Section XIV of the Town's Personnel Policy Guide.

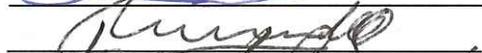
ARTICLE XXIX

Duration

This agreement shall commence on July 1, 2016 and shall continue in effect up to and including June 30, 2019, and shall thereafter automatically renew itself for successive terms of one (1) year each unless by September 1 next prior to expiration of this contract either the Employer or the Union shall have given the other written notice of its desire to modify or terminate the Agreement.

In witness Whereof the parties to this Agreement have caused these present to be executed by their agents duly authorized, as of the date first above written.

Town of Winchester, By:



SEIU, Local 888, Winchester Custodian Union

 - President
 - Vice President

ARTICLE XXX

C.O.P.E.

The Committee agrees to honor and transmit to the Union contribution deductions to the Service Employees International Union, Local 888 COPE Fund from the employees who are Union members and who sign deduction authorization cards. The deduction shall be in the amounts and with the frequency specified on the political contribution deduction authorization cards, which will read:

I hereby authorize my Employer to deduct from my pay the sum of _____ for each month and to forward that amount weekly to SEIU, Local 888 COPE Fund. This authorization is voluntary and made on the specific understanding that the signing of this authorization and the making of payment to SEIU COPE Fund Committee is not a condition of membership in the Union or a condition of employment and that the SEIU Local 999 COPE Fund Committee will use the money it receives to make political contributions and expenditures in connection with Federal, State and Local elections.

SCHEDULE 11

School Custodian Compensation Schedule -- FY17 - July 1, 2016

Compensation Grade/Title		I	II	III
SC-1	Janitor B	12.28	12.97	13.50
SC-4	Janitor A	15.47	16.65	17.82
SC-7	Custodian 1	18.18	19.74	20.91
SC-8	Custodian 2	18.98	20.32	21.50
SC-9	Custodian 3	19.74	20.85	22.07
SC-10	Custodian 4	20.23	21.44	22.67
SC-11	Custodian 5	20.85	22.03	23.24
SC-12	Custodian 6	21.97	23.21	24.42
SC-13	Custodian 7	23.16	24.41	25.64
SC-14	Custodian 8	24.42	25.60	27.22
SC-15	Custodian 9	25.57	26.87	28.63

This schedule represents 2% increase adjustments to FY16 January rates.

FY17 is the 1st year of a 3 year agreement between the Town of Winchester and the SEIU, Local 888.

SCHEDULE 11

School Custodian Compensation Schedule -- FY18 - July 1, 2017

Compensation Grade/Title		I	II	III
SC-1	Janitor B	12.53	13.23	13.77
SC-4	Janitor A	15.78	16.98	18.18
SC-7	Custodian 1	18.54	20.13	21.33
SC-8	Custodian 2	19.36	20.72	21.93
SC-9	Custodian 3	20.13	21.27	22.51
SC-10	Custodian 4	20.63	21.87	23.63 *
SC-11	Custodian 5	21.27	22.47	23.70
SC-12	Custodian 6	22.41	23.67	24.91
SC-13	Custodian 7	23.63	24.90	26.16
SC-14	Custodian 8	24.91	26.11	27.77
SC-15	Custodian 9	26.08	27.40	29.20

This schedule represents 2% increase adjustments to FY17 July rates.

FY18 is the 2nd year of a 3 year agreement between the Town of Winchester and the SEIU, Local 888.

* The 2017 Fall Town Meeting Personnel Article indicated a Rate of \$23.18 for Grade SC10 Step III on above Schedule 11 for School Custodians; **Grade SC 10 Step III should have read \$23.63.**

SCHEDULE 11

School Custodian Compensation Schedule -- FY18 - January 1, 2018

Compensation Grade/Title		I	II	III
SC-1	Janitor B	12.59	13.30	13.84
SC-4	Janitor A	15.86	17.06	18.27
SC-7	Custodian 1	18.63	20.23	21.43
SC-8	Custodian 2	19.46	20.83	22.04
SC-9	Custodian 3	20.23	21.37	22.63
SC-10	Custodian 4	20.73	21.98	23.75 *
SC-11	Custodian 5	21.37	22.59	23.82
SC-12	Custodian 6	22.52	23.79	25.03
SC-13	Custodian 7	23.75	25.02	26.29
SC-14	Custodian 8	25.03	26.24	27.91
SC-15	Custodian 9	26.21	27.54	29.35

This schedule represents 0.5% increase adjustments to FY18 July rates.

FY18 is the 2nd year of a 3 year agreement between the Town of Winchester and the SEIU, Local 888.

* The 2017 Fall Town Meeting Personnel Article indicated a Rate of \$23.24 for Grade SC10 Step III on above Schedule 11 for School Custodians; **Grade SC 10 Step III should have read \$23.75.**

SCHEDULE 11

School Custodian Compensation Schedule -- FY19 - July 1, 2018

Compensation Grade/Title		I	II	III
SC-1	Janitor B	12.84	13.57	14.12
SC-4	Janitor A	16.18	17.41	18.63
SC-7	Custodian 1	19.01	20.64	21.86
SC-8	Custodian 2	19.85	21.24	22.48
SC-9	Custodian 3	20.64	21.80	23.08
SC-10	Custodian 4	21.15	22.42	24.23 *
SC-11	Custodian 5	21.80	23.04	24.30
SC-12	Custodian 6	22.97	24.26	25.53
SC-13	Custodian 7	24.22	25.52	26.81
SC-14	Custodian 8	25.53	26.77	28.47
SC-15	Custodian 9	26.74	28.09	29.94

This schedule represents 2% increase adjustments to FY18 January rates.

FY19 is the 3rd year of a 3 year agreement between the Town of Winchester and the SEIU, Local 888.

* The 2017 Fall Town Meeting Personnel Article indicated a Rate of \$23.71 for Grade SC10 Step III on above Schedule 11 for School Custodians; **Grade SC 10 Step III should have read \$24.23.**

SCHEDULE 11

School Custodian Compensation Schedule -- FY19 - January 1, 2019

Compensation Grade/Title		I	II	III
SC-1	Janitor B	12.94	13.67	14.23
SC-4	Janitor A	16.30	17.54	18.77
SC-7	Custodian 1	19.15	20.79	22.03
SC-8	Custodian 2	20.00	21.40	22.65
SC-9	Custodian 3	20.79	21.96	23.25
SC-10	Custodian 4	21.31	22.59	24.41 *
SC-11	Custodian 5	21.96	23.21	24.48
SC-12	Custodian 6	23.15	24.45	25.72
SC-13	Custodian 7	24.40	25.71	27.01
SC-14	Custodian 8	25.72	26.97	28.68
SC-15	Custodian 9	26.94	28.30	30.16

This schedule represents 0.75% increase adjustments to FY19 July rates.

FY19 is the 3rd year of a 3 year agreement between the Town of Winchester and the SEIU, Local 888.

* The 2017 Fall Town Meeting Personnel Article indicated a Rate of \$23.89 for Grade SC10 Step III for Schedule 11 - School Custodians; **Grade SC 10 Step III should have read \$24.41.**

APPENDIX A

WHS

Head Custodian and SC8 Custodian - 6am to 3pm - change to 6am to 2pm
Transition SC 7- 9am to 6pm- change to 10am to 6pm
Evening team – from 2:30pm to 11:30pm – change to 2pm to 10pm

McCall Middle School

Head Custodian – 6am to 3pm - change to 6am to 2pm
Rotating shift two teams of two - 1pm to 10pm - change to 2pm to 10pm
Day shift - 7am to 4pm- change to 7am to 3pm
½ time man- 2pm to 6 pm

Ambrose Elementary School

Head Custodian- 6am to 3pm – change to 6am to 2pm
SC7 – 9am to 6pm – change to 10am to 6pm
½ time man - 7:30pm to 11:30pm – change to 6pm to 10pm

Lincoln Elementary School

Head Custodian - 7am to 4pm - change to 6am to 2pm
SC8 – 9am to 6pm – Change to 10am to 6pm
SC7- 1pm to 10pm – Change to 2pm to 10pm

Lynch Elementary School

Head Custodian- 6am to 3pm - change to 6am to 2pm
SC7- 10am to 7pm - Change to 10am to 6pm
SC7-2:30pm to 11:30pm – Change to 2:30pm to 10:30pm

Muraco Elementary School

Head Custodian-6am to 3pm – Change to 6am to 2pm
SC7- 9am to 6pm – Change to 10am to 6pm

Vinson – Owen Elementary School

Head Custodian – 6am to 3pm – change to 6am to 2pm
SC7- 9am to 6pm – Change to 10am to 6pm
¾ man – 2:30pm to 8:30pm - stay the same

Parkhurst

9:30pm to 11:30pm – Change to 8:30pm to 10:30pm

Reserve the right to evaluate after 120 days to either adjust stop start times by up to an hour.

