

**MEMORANDUM OF AGREEMENT**  
**BETWEEN**  
**THE ARLINGTON EDUCATION ASSOCIATION, UNIT C**  
**AND**  
**THE ARLINGTON SCHOOL COMMITTEE**

This **MEMORANDUM OF AGREEMENT** is entered into by and between the Arlington Education Association, Unit C (hereinafter the “Association”) and the Arlington School Committee (hereinafter the “Committee”).

**WHEREAS**, the Association and the Committee entered into a collective bargaining agreement for the period July 1, 2019, through and including June 30, 2022; and

**WHEREAS**, the Association and the Committee have bargained collectively pursuant to Massachusetts General Law, Chapter 150E, for a successor collective bargaining agreements covering the period of July 1, 2022 through and including June 30, 2025;

**NOW, THEREFORE**, in consideration of mutual covenants and promises and subject to the ratification of the respective parties, it is agreed as follows:

**#1) Throughout:** Extend the contract three (3) years (2022-2025) by adjusting dates throughout agreement.

**#2) Article XII, Vacation** amend as follows:

Employees are not to accumulate vacations from year to year but, under special circumstances, permission may be granted by an employee’s supervisor to accumulate. Vacations may be taken throughout the year and shall be scheduled by an immediate supervisor in accordance with the needs of the school system but taking into account the desires of the employee. Employees shall request vacation Employees shall not be required to find substitute coverage for their vacations. Subject to the needs of the employee’s supervisor, an employee’s length of service within a department (e.g. School) shall prevail in determining the scheduling of vacation. An administrative assistant who works for a supervisor who directly supervises students or works with students may take up to 50% of her/his annual vacation entitlement during the school year. All other vacation time must be taken during school vacation periods or summer months when school is not in session. Employees shall notify their supervisor of vacation requested during the summer months 30 days in advance.

**#3) Article VIII: Work Day/Work Year** amend **Section H** as follows:

52-week employees shall have summer hours from on or about July 4 to August 15, during which time employees will work 65 hours over each two week pay period, for an average of 6.5 hours per day. Employees may leave early on Fridays in the summer, as long as they maintain the total of 65 hours worked over the two week period with supervisor approval. Alternate weeks working six hours of work per day every other week and seven hours of work per day in the alternate weeks, provided that there shall always be sufficient coverage in each building as determined by the building administrator.

**#4) Article XI: Holidays** amend Section A to include Juneteenth as a paid holiday, as long as Juneteenth is observed on a weekday.

**#5) Article XXVI: Salaries and Other Compensation** add new paragraph as follows:

Effective July 1, 2022 only Unit C members employed in the Business Office, Payroll, and Human Resources offices who have completed five years or more of service can move to step 10 with satisfactory annual evaluation recommending step increase.

**#6) Appendix A** update as follows:

Effective July 1, 2022:

Eliminate the 45 week employee classification. Combine 41 week and 52 week employees onto a single scale as indicated in the first table below, with initial step placement as indicated in the second table below. New hires can only be placed on unshaded cells on salary table.

\*Unit C members employed in the Business Office, Payroll, and Human Resources offices who have completed five years or more of service can move to step 10 with satisfactory annual evaluation recommending step increase.

Step	Hourly	Daily	41-Week Annual	52-Week Annual
1	\$30.00	\$210.00	\$43,050.00	\$54,600.00
2	\$31.00	\$217.00	\$44,485.00	\$56,420.00
3	\$32.00	\$224.00	\$45,920.00	\$58,240.00
4	\$33.00	\$231.00	\$47,355.00	\$60,060.00
5	\$34.00	\$238.00	\$48,790.00	\$61,880.00
6	\$35.00	\$245.00	\$50,225.00	\$63,700.00
7	\$36.00	\$252.00	\$51,660.00	\$65,520.00
8	\$37.00	\$259.00	\$53,095.00	\$67,340.00
9	\$38.00	\$266.00	\$54,530.00	\$69,160.00
10*	\$39.00	\$273.00	\$55,965.00	\$70,980.00



Step placement effective July 1, 2022:

Current Class	Current Step	New Step Placement
1 - 41-Week	1	N/A
1 - 41-Week	2	N/A
1 - 41-Week	3	N/A
1 - 41-Week	4	N/A
1 - 41-Week	5	5
1 - 41-Week	6	6
2 - 52-Week	1	N/A
2 - 52-Week	2	2
2 - 52-Week	3	3
2 - 52-Week	4	5
2 - 52-Week	5	8
2 - 52-Week	6	9

Effective July 1, 2023:

Increase the salary scale by 2.25% as follows:

Step	Hourly	Daily	41-Week Annual	52-Week Annual
1	\$30.70	\$214.90	\$44,054.50	\$55,874.00
2	\$31.70	\$221.90	\$45,489.50	\$57,694.00
3	\$32.80	\$229.60	\$47,068.00	\$59,696.00
4	\$33.80	\$236.60	\$48,503.00	\$61,516.00
5	\$34.80	\$243.60	\$49,938.00	\$63,336.00
6	\$35.80	\$250.60	\$51,373.00	\$65,156.00
7	\$36.90	\$258.30	\$52,951.50	\$67,158.00
8	\$37.90	\$265.30	\$54,386.50	\$68,978.00
9	\$38.90	\$272.30	\$55,821.50	\$70,798.00

10*	\$39.90	\$279.30	\$57,256.50	\$72,618.00
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Effective July 1, 2024:

Increase the salary scale by 2% as follows:

Step	Hourly	Daily	41-Week Annual	52-Week Annual
1	\$31.40	\$219.80	\$45,059.00	\$57,148.00
2	\$32.40	\$226.80	\$46,494.00	\$58,968.00
3	\$33.50	\$234.50	\$48,072.50	\$60,970.00
4	\$34.50	\$241.50	\$49,507.50	\$62,790.00
5	\$35.50	\$248.50	\$50,942.50	\$64,610.00
6	\$36.60	\$256.20	\$52,521.00	\$66,612.00
7	\$37.70	\$263.90	\$54,099.50	\$68,614.00
8	\$38.70	\$270.90	\$55,534.50	\$70,434.00
9	\$39.70	\$277.90	\$56,969.50	\$72,254.00
10*	\$40.70	\$284.90	\$58,404.50	\$74,074.00

**WHEREFORE**, the Committee and the Association have caused this **MEMORANDUM OF AGREEMENT** to be executed by their duly-authorized representatives, subject to ratification by the membership of the Association's Unit A bargaining unit and the full School Committee, this 13 day of July 2022.

**Arlington School Committee**

**By** /s/ Bill Hayner

**Arlington Education Association**

**By** /s/ Sif Ferranti

**By** /s/ Michael Troiano

**By** /s/ Catherine Meehan