

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
TOWN OF DEDHAM  
AND THE  
AMERICAN FEDERATION OF  
STATE, COUNTY, AND MUNICIPAL EMPLOYEES,  
AFL-CIO STATE COUNCIL NO. 93, LOCAL 362,  
TOWN HALL UNIT**

**April 26, 2022**

NOW COMES the Town of Dedham (“the Town”) and the American Federation of State, County, and Municipal Employees, AFL-CIO State Council No. 93, Local 362, Town Hall Unit (“the Union”), both acting by and through their respective bargaining teams, and hereby agree as follows:

WHEREAS, the Town and the Union are parties to a Collective Bargaining Agreement that expired on June 30, 2021 (“the Previous Agreement”);

WHEREAS, the Town and the Union are desirous of entering into a successor agreement to the Previous Agreement based on the Previous Agreement as modified herein;

NOW, THEREFORE, it is agreed as follows:

1. Article XI, Salary Schedule: A new salary schedule shall be prepared reflecting a wage increase of 2% retroactive to July 1, 2021, an increase of 2% effective July 1, 2022, and an increase of 2% effective July 1, 2023. A new salary scale (Attachment A) will become effective on July 1, 2022. All bargaining unit members moved to the new salary scale effective July 1, 2022 will have a next step date of July 1, 2023, if applicable.
2. Article XXX, Effect of Agreement.: The Successor Agreement shall reflect an effective date of July 1, 2021 and a termination date of June 30, 2024.
3. Article XIV Vacations: The vacation allowance shall be increased by 1 week per year as follows:
  - A) All regular, full-time employees of the Town are entitled to periods of vacation with pay. Vacation entitlement for individuals will be computed from the original date of hire provided such service has been continuous, without interruption except by authorization of the Town Manager. The Vacation Year shall be the same as the fiscal year of the Town, from July 1 through June 30 of the following year. Employees may carry over a maximum of five (5) vacation days into the following fiscal year. Compensation in lieu of vacation will not be approved. It is the responsibility of the Department Head to insure that vacations are taken within the “Vacation Year.” Vacation entitlements shall be based on the following table:

Years of Service  
6 months through 5 years

Annual Vacation Allowed  
~~2 weeks~~ **3 weeks**

Over 5 years to 10 years  
Over 10 years or more

~~3 weeks~~ **4 weeks**  
~~4 weeks~~ **5 weeks**

Vacation entitlement shall be determined as of July 1 of each year. If an employee's anniversary date in a given fiscal year would put that employee into a new accrual level, the employee shall be entitled to that accrual as of the start of that fiscal year.

4. Article XV Longevity: Longevity payments shall increase in each category as depicted below.

Every regular full-time employee shall receive, in addition to his/her regular compensation, ~~one hundred and fifty dollars (\$150) per year after the first five years of continuous employment by the Town, and, in addition, each such employee shall receive longevity payments as follows:~~

| <u>Years of continuous employment</u> | <u>Longevity payment</u> |
|---------------------------------------|--------------------------|
| 5-9                                   | \$225                    |
| 10-14                                 | \$345                    |
| 15-19                                 | \$465                    |
| 20-24                                 | \$585                    |
| 25-29                                 | \$705                    |
| 30-34                                 | \$825                    |
| 35+                                   | \$945                    |

~~eighty dollars (\$80) per year after each successive five year period that he/she is employed by the Town up to a maximum of six hundred and thirty (\$630) per year.~~

5. Article XXVIII, Performance Evaluation System: The following wording shall be added to this Article:

The parties to this agreement agree to establish a performance evaluation system for all members of the bargaining unit effective January 1, 1998. **A performance evaluation of every employee in the bargaining unit shall be conducted every two years at a minimum but may be conducted annually at the Town Manager's discretion.** The **evaluation** system will be implemented as a means of improving job performance and increasing communication between supervisors and employees, and will not be used as a basis for denying step raises or as a sole basis for disciplinary action. However, the results of such evaluations may be a source of reference during disciplinary proceedings by both management and employees. It is further agreed that employees will be entitled to attach their own written response to the evaluation forms placed in their personnel file. The Town Manager will work cooperatively with a union-appointed sub-committee to develop the evaluation instrument." **The union-appointed subcommittee shall be appointed by July 1, 2022.**

**If an evaluation shows a slide in a member's performance the said member will meet with management and a union representative for corrective action before any form of discipline.**

6. Article XXVI, Miscellaneous Provisions:

8. ~~The parties to this Agreement will form a joint study committee, comprised of both Employees and Management to discuss wages, job descriptions and other related items.~~ **Upon ratification of this agreement, the parties will form a joint job description review committee comprised of both employees and management to revise and develop job descriptions. Final job descriptions will be completed by September 30, 2022. The job description review committee shall change the following job titles:**

- **Community Planning and Engagement Specialist will become Senior Planner**
- **Administrative Assistant in the Planning Department will become Office Manager**
- **Administrative Assistant in the Board of Health will become Office Manager**
- **Utility Billing Clerk will become Utility Billing Specialist**
- **Assistant to the Council on Aging Director will become Assistant Council on Aging Director**
- **Administrative Assistant in the Town Clerk's Office will become Election Specialist**
- **Assistant Director to Administration – Library will become Assistant Library Director**

7. The cost items of this Agreement are subject to approval by Town Meeting.

8. This Memorandum of Agreement shall be considered off-the-record until ratified by the Union's membership and the Select Board and, as applicable, funded by Town Meeting. The bargaining teams shall sponsor and support such ratification. Failing such ratification and/or funding by Town Meeting, this Memorandum of Agreement shall be deemed null and void and both parties will be free to return to their prior bargaining positions.

9. **Article XVI, Holidays: Juneteenth shall be added to the list of paid legal holidays in this Article.**

Select Board:

For the Union:

\_\_\_\_\_  
Dimitria Sullivan

\_\_\_\_\_  
Kristen Morse

\_\_\_\_\_  
Erin Boles Welch

\_\_\_\_\_  
Fior Griffin

\_\_\_\_\_  
Dennis Teehan, Jr.

\_\_\_\_\_  
Carmen Delloiacono

\_\_\_\_\_  
James MacDonald

\_\_\_\_\_  
Michelle Tinger

\_\_\_\_\_  
Kevin Coughlin

\_\_\_\_\_  
Ronald Mammone