

**Memorandum of Agreement  
Between  
The Brookline School Committee  
And the  
Brookline Educational Secretaries Association ("BESA")  
AFSCME, Council 93, Local 1358**

April 11, 2022

The Committee and Union agree to extend their 2018 to 2021 collective bargaining agreement through June 30, 2024 with the following modifications:

**1. Duration, Article XXVI:**

- a. Change "July 1, 2018" to July 1, 2021"
- b. Change "June 30, 2021" to June 30, 2024"

**2. Article IV, Hours of Work and Salaries, Section 4, Salaries:**

- a. Effective July 1, 2022 modify Section 4 (a) as follows:

(strikethroughs are deleted and **bold, underlined** are added)

1. GRADE 1  
NO POSITION ASSIGNED

GRADE 2  
NO POSITION ASSIGNED

GRADE 3  
NO POSITION ASSIGNED

GRADE 4  
~~SENIOR CLERK~~  
**NO POSITION ASSIGNED**

GRADE 5  
**SENIOR CLERK**  
PRINCIPAL CLERK 1  
SCHOOL LIBRARY TECHNICIAN

...

- b. Effective July 1, 2022 employees shall move as follows:
  - i. Employees in Grade 4, Step 6 as of June 30, 2022 shall move to Grade 5, Step 3
  - ii. Employees in Grade 4, Step 5 as of June 30, 2022 shall move to Grade 5, Step 2
  - iii. Employees in Grade 4, Steps 1 - 4 as of June 30, 2022 shall move to Grade 5, Step 1

**3. Article IV, Hours of Work and Salaries, Section 4, BESA Salary Tables:**

- a. Change "July 1, 2018 – September, 2020" to "July 1, 2021 – September, 2023"
- b. Effective July 1, 2022 modify the BESA Salary Tables by eliminating the "Senior Clerk" column.
- c. Year 1: Effective July 1, 2021: 2.0% increase to the salary table only  
(this percent increase does not apply to any other aspect of the CBA)  
Individuals employed as of the date of ratification shall be eligible for retroactive pay.
- d. Year 2: Effective July 1, 2022: 2.0% increase to the salary table only  
(this percent increase does not apply to any other aspect of the CBA)
- e. Year 3: Effective July 1, 2023: 2.0% increase to the salary table only  
(this percent increase does not apply to any other aspect of the CBA)

**4. Article IV, Hours of Work and Salaries, Section 5, Longevity Payments**

- a. Effective July 1, 2021 modify Section 5 by increasing longevity payments by \$75 as follows:  
(~~striketroughs~~ are deleted and **bold, underlined** are added)

Effective July 1, 2020

10 years.....	<del>\$725/year</del>
15 years.....	<del>\$875/year</del>
20 years.....	<del>\$1025/year</del>
25 years.....	<del>\$1225/year</del>
30 years.....	<del>\$1525/year</del>

**Effective July 1, 2021**

10 years.....	<b><u>\$800/year</u></b>
15 years.....	<b><u>\$950/year</u></b>
20 years.....	<b><u>\$1100/year</u></b>
25 years.....	<b><u>\$1300/year</u></b>
30 years.....	<b><u>\$1600/year</u></b>

5. **Article VII, Holidays, Section 1:**

- a. Effective July 1, 2022 modify Section 1 as follows:  
(~~striketroughs~~ are deleted and **bold, underlined** are added)

The following legal holidays shall be deemed to be paid holidays for regular employees in calendar-year positions except when they fall on a Saturday:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Washington's Birthday	Columbus Day
Patriot's Day	Veteran's Day
Memorial Day	Thanksgiving Day
<b><u>Juneteenth</u></b>	Christmas Day

6. **Appendix A - Probationary Period**

- a. Effective July 1, 2022 modify the Probationary Period Section as follows:  
(~~striketroughs~~ are deleted and **bold, underlined** are added)

**Trial/Probationary Period for External Candidates:**

New employees will have a trial/probationary period of fixed duration in the new position. Unless otherwise specified, this trial/probationary period will be ~~sixty (60)~~ **one hundred twenty (120)** working days, but in no circumstances should exceed ~~ninety (90)~~ **one hundred fifty (150)** working days. Since the trial/probationary period is only ~~sixty (60)~~ **one hundred twenty (120)** working days, supervisors should not expect 100 percent efficiency in the job, but rather demonstrated capacity to eventually perform the job.

The supervisor should obtain a Secretarial Appraisal Form approximately 30 workdays before the expiration of the employee's trial/probationary period. The supervisor should meet with the employee to discuss performance and determine whether the employee is performing satisfactorily during the trial/probationary period.

If the employee is proving unsuitable for the job, then the supervisor must notify the Human Resources Director as soon as possible, but at least ~~14~~ **7** calendar days prior to the end of the ~~60~~ **120** workday trial/probationary period. In that case the employee will be terminated.

At the request of the supervisor, the Human Resources Director, may extend the ~~60~~ **120** workday trial/probationary period for up to 30 additional workdays. During the extension period, the supervisor will continue to instruct and support the employee in areas where improvement is desired.

Probationary employees may not grieve a termination through the grievance procedure.

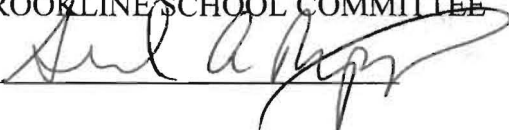
**7. Housekeeping:**

- a. Change all references to "Headmaster" to "Head of School"

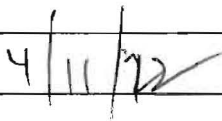
**8. Ratification:**

- a. This MOA is subject to ratification by the Union membership and approval/funding by the School Committee.

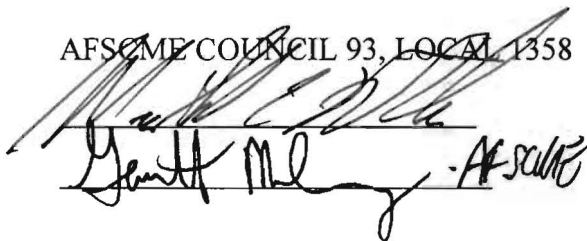
BROOKLINE SCHOOL COMMITTEE



Date:



AFSCME COUNCIL 93, LOCAL 1358



Date:

