

AGREEMENT BETWEEN THE
TOWN OF PLYMOUTH, MASSACHUSETTS
PLYMOUTH PUBLIC LIBRARY
AND
COLLECTIVE BARGAINING RELIEF ASSOCIATION

FROM JULY 1, 2024 – JUNE 30, 2027

This Agreement entered into by the Town of Plymouth, hereinafter referred to as the Employer and/or the Town, and COBRA, Collective Bargaining Relief Association, hereinafter referred to as the Association, has its purpose the promotion of harmonious relations between the employer and the Association; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours, and other conditions of employment. This Agreement commences on July 1, 2024 – June 30, 2027

Definitions:

Department: The Library

Division: the separate work areas within the Library consisting of the Circulation Department, the Reference Department, the Youth Services Department, the Outreach Department and the Technical Services Department.

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>CLAUSE</u>	<u>PAGE</u>
	Preamble	5
I	Recognition	6
II	Management Rights	7
III	Fair Practices	9
IV	Association Dues and Agency Service Fees	10
V	Grievance and Arbitration Procedure	12
VI	Hours of Work	14
VII	Overtime	15
VIII	Seniority	17
IX	Job Posting and Bidding	18
X	Meal Periods	19
XI	Rest Periods	20
XII	Vacations	21
XIII	Military Leave	24
XIV	Holidays	25
XV	Parental Leave	27
XVI	Jury Pay	29
XVII	Sick Leave	30
XVIII	Special Leave	32
XIX	Discipline	33
XX	Health and Welfare	34
XXI	Miscellaneous Provisions	36
XXII	Association Representatives	38
XXIII	Deferred Compensation	40
XXIV	Classification Plan – Pay Rates	41
XXV	Night Shift Differential	43
XXVI	Continuing Education Program	44
XXVII	Leave of Absence for Education	45

XXVIII	Stability Agreement	46
XXIX	General	47
XXX	No Strike Clause	48
XXXI	Separability	49
XXXII	Family and Medical Leave	50
XXXIII	Small Necessities Leave	51
XXXIV	Approved Status	52
XXXVI	Longevity	54
Appendix A	Classification and Pay Plan	56
XXXVIII	Sick Leave Bank	63
XXXVII	Duration – Renewal – Changes	65

PREAMBLE

The employer and the Association recognize that their prime purpose is the continuous upkeep and operation of the highest possible quality of the Library and all of its functions for the benefit of the citizens of the Town of Plymouth. The employer and the Association recognize that it is their common responsibility to carry out this goal by making the most effective use of the funds provided by the taxpayers. This requires each employee to perform his/her responsibilities in a professional manner to provide performance of the highest quality. The employer and the Association further realize that the expenditure of funds by the employer is primarily to further the goals as stated herein and the employer and its administrative and professional staff are required to subordinate the use of these funds to this end in interpreting the terms of this Agreement.

ARTICLE I
RECOGNITION

The Employer recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all regular full-time employees, and regular part-time employees for the Plymouth Public Library, excluding the Library Director, Assistant Library Director, Library Accounts Manager, Building Custodians, Pages, Substitute Employees, temporary employees and all other employees of the Town of Plymouth.

New employees will be advised at the time of hire that the Association is their collective bargaining representative and each new employee will be introduced to their Association Steward(s) when they commence employment.

Within ninety days of consent to a new contract between the Town and the library Association, the Town agrees to present the Association stewards with a copy of the proposed agreement for review and signature. The Association agrees to respond within thirty (30) days of receipt of the proposed agreement with either consent or a detailed list of items contained in the contract on which there is still no mutual agreement. The Association will be given reasonable time to review and proofread the new contract prior to execution.

ARTICLE II
MANAGEMENT RIGHTS

Except where such rights, powers, and authority are specifically relinquished, abridged, or limited by the provisions of this contract, the Town has and will continue to retain, whether exercised or not, all of the rights, powers and authority heretofore had by it, and except where such rights, powers and authority are specifically relinquished, abridged, or limited by the provisions of this contract, it shall have the sole rights, responsibility and prerogative of management of the affairs of the Town and direction of the working forces, including but not limited to the following:

- (1) To determine the care, maintenance and operation of the equipment and property used for and on behalf of the purposes of the Town.
- (2) To establish or continue policies, practices and procedures for the conduct of the Town business, and from time to time, to change or abolish such policies, practices or procedures, which shall not be inconsistent with the terms and conditions of the Collective Bargaining Agreement. The Association is to receive notice of changes.
- (3) To select and to determine the number and types of employees required to perform the Town's operations.
- (4) To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirement of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
- (5) To insure that related duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.
- (6) To determine the schedule and hours of duty consistent with the statutes and the assignment of employees to work, which shall not be inconsistent with the terms and provisions of the collective bargaining agreement.
- (7) To require from each employee the efficient utilization of his services.
- (8) To determine work assignment.
- (9) To make all transfers, promotions, demotions.
- (10) To determine job responsibilities.
- (11) To establish initial employment qualifications.

- (12) To determine assignments of work and work tasks and to discontinue processes or operations or to discontinue their performance by employees.
- (13) To employ, transfer, promote or demote employees, or to lay off, terminate or otherwise relieve employees from duty for lack of work or legitimate reasons when it shall be in the best interests of the Town or the department.
- (14) To determine or redetermine job content and to insure that related duties connected with the departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.
- (15) To require reasonable overtime from employees. It is understood that during an emergency or urgent condition all employees shall be available for work and shall perform whatever tasks are necessary to carry out the work of the library.
- (16) To determine the competency and qualifications of employees.
- (17) To establish, continue and/or change policies and/or regulations pertaining to standards for hiring of employees and continuation of enforcement of such policies during the term of employment. The exercise or failure to exercise the full rights of management listed herein shall not be binding upon the Town in determining its rights in any future course of action taken in compliance with the provisions of this Article.
- (18) Employees will advise their supervisor in writing of any prescription medications they are taking that may reasonably be expected to have an impact on their performance.
- (19) Employees will notify Human Resources immediately upon any arraignment or conviction of a misdemeanor or felony.

ARTICLE III

FAIR PRACTICES

As sole collective bargaining agent the Association will continue its policy of accepting into voluntary membership all eligible persons in the Association without regard to race, color, creed, national origin, sex or marital status. The Association will represent equally all persons without regard to membership, participation in or activities in the Association. The Town agrees to continue its policy of not discriminating against any person on the basis of race, creed, color, national origin, sex, marital status or participation in or association with the activities of the Association. The employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or individual for the purpose of undermining the Association or changing any condition contained in this Agreement while the Agreement is in force and effect. There shall be no discrimination by the Town or its agents or by the Association against any employee because of his activity or membership or non-membership in the Association. In cases where there is a question as to whether a lawful order violates the Agreement, the employee shall carry out the order if it does not involve a danger to his safety or health, and then file a grievance concerning the order. Compliance with a valid order or decree of a state or federal agency or court of competent jurisdiction shall not be considered a violation of this Article.

ARTICLE IV

ASSOCIATION DUES AND AGENCY SERVICE FEES

Employees shall tender the monthly membership dues by signing the authorization of dues form. During the life of this Agreement, and in accordance with the terms of the form of authorization of check-off dues levied in accordance with the constitution of the Association, the Town shall deduct said amounts from the pay of each employee who executed or has executed such form, and shall remit the aggregate amount to the Treasurer of the Association along with a list of employees who have had said dues deducted. Such remittance shall be made by the 15th day of the succeeding month.

AUTHORIZATION FOR PAYROLL DEDUCTION

By: _____
Last Name _____ First Name _____ Middle Name _____

To: _____
Employer Department _____

Effective Date: _____

I hereby request and authorize you to deduct from my earnings, (once) each (month) the amount established by the Association as dues. This authorization shall be irrevocable for the period of one year from the date hereof or until the termination of this Agreement (whichever comes first) and shall be automatically renewed and irrevocable for successive similar periods of one year, unless a written order of revocation is given by me to you and to the Association ten (10) days prior to the expiration of the anniversary of signing of this card or the termination of this Agreement (whichever occurs first).

Signed _____

Address _____

In consideration of this Agreement the Association agrees to hold the Town harmless from any liability, civil or criminal, which may arise out of the implementation of this Article.

Any member of the bargaining unit who is not a member of COBRA shall, as a condition of employment during the life of this collective bargaining Agreement, pay an agency service fee to COBRA in an amount that is equal to the amount that is required to become a member and remain a member in good standing in COBRA and its affiliates to which membership dues and per capita fees are paid. The agency service fee requirement for any member of the bargaining unit who is not a member of COBRA shall begin on and after the thirtieth (30th) day following the commencement of his employment or the

effective date of this agreement, whichever is later. The Town agrees to deduct Association dues, assessments and/or the agency service fee from the salary of each member of the bargaining unit who signs an authorization permitting the deductions to be made. The dues, assessments and/or agency service fees that are so deducted shall be forwarded by the Town to the Treasurer of COBRA at the beginning of the month following the month for which the deductions have been made. This section of the contract shall be applied in conformance with Chapter I50E, Section I2, and Chapter I80, Section I7A, of the General Laws of Massachusetts.

ARTICLE V

GRIEVANCE AND ARBITRATION PROCEDURE

Any grievance or dispute which may arise between the parties, including the application, meaning or interpretation of this Agreement, shall be settled in the following manner, but no grievance or dispute involving refusal to comply with orders of a foreman or superior, except in violation of the safety code, shall be initiated by an employee unless the orders in question shall have first been complied with by the employee.

Employees are encouraged to discuss their problems with their supervisors prior to initiating a formal grievance. When employees do discuss potential grievances with their supervisors, the supervisors shall apprise a Library Director of such conferences and the results thereof. If this informal procedure does not satisfactorily settle the problem, then the employee shall proceed to Step 1 of the grievance procedure.

All grievances shall be filed on forms mutually agreed upon by both parties. In going beyond Step 1 of this procedure, the grieving party shall attach a letter to the grievance indicating that the grievance has not been satisfactorily resolved at that level, and it is formally being transmitted to the next level within the grievance procedure. A receipt acknowledging that it has been received must be signed by the party involved. This receipt must contain the time and date at which it was received. These receipts will be the official dates for establishing deadlines for responses as determined by the steps below.

The time limits set forth below in the grievance and arbitration procedure are maxima for initiating a grievance and then processing the steps of the grievance procedure. The failure of the employee or the Association to initiate a grievance within the stated time period or a failure to advance a grievance to the next step in the procedure shall be deemed to be a waiver of the grievance by both the employee and the Association.

STEP 1. The Association Steward and/or representative, with or without the aggrieved employee, shall take up the grievance or dispute in writing with the Department Head within twelve (12) working days of the date of the grievance. The Department Head shall respond in five (5) working days with a date for the hearing and the hearing must be held within ten (10) working days of the date when the grievance was filed. Following the hearing, the Department Head will render a decision within five (5) days.

STEP 2. If the grievance has not been settled, it shall be presented in writing to the Town Manager within three (3) working days after the decision of the Department Head. The Town Manager shall contact the Association within seven (7) working days with a proposed hearing day and time. Such hearing shall be held within twenty (20) working days following receipt of the Department Head's response. Following the hearing, the Town Manager will render a decision within seven (7) working days.

STEP 3. If the grievance is still unsettled, either party may, within thirty (30) working days after the reply of the Town Manager is due, by written notice to the other, request

arbitration by the American Arbitration Association or the Division of Labor Relations or the Labor Relations Connection, the choice to be by mutual consent, in accordance with its labor arbitration rules then in effect.

The arbitrator shall not substitute his judgment for decisions of the Town or its agents when they are made pursuant to their reserved or management rights or their authority under the law. The arbitrator shall not consider any issue or claim for relief which was not submitted during the grievance procedure. The arbitrator shall not determine any violation which occurred prior to the effective date of the Agreement or recommend or award any relief for any period of time prior to the effective date of this Agreement.

The arbitrator will be without power or authority to make a decision or an award which violates the statutory or common law of the Commonwealth, or an award which requires the commission of an act prohibited by law or an award which violates any of the specific terms and conditions of this Agreement, or an award which adds to, modifies, or subtracts from the provisions of this Agreement. The arbitrator will be without power or authority to hold hearings or render an award or a decision concerning any matter which has been specifically excluded from the grievance and arbitration procedure under this Agreement. The decision of the arbitrator shall be final and binding upon the parties, except that the arbitrator shall not recommend a right or relief for any period of time prior to the effective date of this Agreement. Nothing in this section shall limit COBRA's right to process grievances arising under an agreement in effect immediately prior to the effective date of this Agreement so long as the time limit set out in that prior agreement had been satisfied. If a grievance was timely filed prior to the expiration of a collective bargaining agreement, it may be carried over and processed under the provisions of the new collective bargaining agreement. The decision of the arbitrator may be reviewed or confirmed as is provided by M.G.L. Chapter I50C.

ARTICLE VI

HOURS OF WORK

With certain exceptions noted below, the regular hours of work each day for full-time permanent employees shall be consecutive except for interruptions for lunch periods; the work week shall consist of seven and one-half (7 1/2) hours of work on each of five (5) days, Monday through Saturday inclusive, and the normal work day shall consist of seven and one-half (7 1/2) hours of work within a twenty-four (24) hour period, and there shall be a one (1) hour unpaid lunch period. Exceptions to the above shall be made for part-time employees. Work schedules will be posted one month in advance, except in emergency situations requiring staffing changes to provide for adequate coverage and security, and each month shall be consistent for full-time employees in allowing regular and recurring week days off including alternating Saturdays. If a full-time employee desires to vary from the posted schedule, he/she may work out a modification and/or variation of the posted working schedule only with the advance approval of the Library Director. If the employee and the Library Director are not able to reach an agreement as to variation of the posted work schedule then the employee shall continue to work under the conditions of the posted schedule. In all cases wherein full-time employees wish to work this so-called flex schedule, the Library Director will have the final decision as to which employees work under which schedule. In addition, if there is a conflict among employees for proposed flex- schedules, the senior employee shall have preference in working the schedule.

Roll-over Scheduling: Adopt provisions to allow for "roll-over scheduling" as is currently utilized at the Library.

Provided, however, that employees hired after July 1, 2014 shall have a work week of Monday through Sunday. Employees hired before July 1, 2014 shall not be required to work on Sunday and shall not have their schedule changed to allow for Sunday work.

Nothing in this provision shall add to or subtract from the Town's ability to alter work schedules, except to the extent stated in this provision.

ARTICLE VII

OVERTIME

Employees covered by this Agreement shall be paid overtime at the rate of one and one-half (1 ½) times their regular rate of pay for work in excess of seven and one half (7 ½) hours in one (1) day or thirty-seven and one half (37 ½) hours in one (1) week. For purposes of overtime pay eligibility, vacation time, personal time, holidays as listed in Article 14 shall constitute time worked. Employees will be permitted to choose compensatory time in lieu of overtime pay, however, the Town reserves its right under the law, to pay for any or all overtime rather than grant compensatory time. Employees may only have 56.25 hours of compensatory time (thirty-seven and one half (37 ½) hours of overtime worked at time and a half) on the books at any one time. Employees may use and replenish their compensatory time; however they shall not have more than 56.25 hours at any time. At the end of a fiscal year, any compensatory time balance will be paid out at the employee's regular rate of pay and shall not carry over to the next fiscal year. Librarians are considered non-exempt under the provisions of the Fair Labor Standards Act.

Any full-time employee called back to work on the same day after having completed his/her assigned work and before his/her next regular scheduled starting time shall be paid at the rate of time and one-half (1 ½) for all hours worked on recall. They will be guaranteed a minimum of four (4) hours pay at time and one-half (1 ½).

Overtime shall be equally and impartially offered and distributed among personnel in each area who ordinarily perform such related work in the normal course of their workweek.

When in the case of extreme emergencies, it is necessary to call in personnel from other areas in the library, other Town Departments or outside contractors, to aid and assist, the personnel from such other areas shall be released from their duties first when the work load lessens. However, the employer agrees that the use of contract work shall not inhibit the full use of the regular employees during such emergency to the extent that they are able to perform their duties.

Overtime will be scheduled and recorded through the use of online scheduling software as is currently utilized at the Library. The employer shall keep records of the overtime work. Such records will list the times and days that employees will be available for overtime work. The employers shall first offer overtime to employees who have indicated availability for overtime work through the use of the online scheduling software.

Employees who refuse to work overtime three (3) times within a two (2) month period shall be removed from the voluntary overtime list.

In case of a grievance involving such records, they shall be subject to examination by the Association Representative

A record of the overtime hours worked by each employee shall be furnished upon request of the Association Steward.

Overtime work shall be voluntary except that in emergencies, or as the needs of the library require, employees may be required to perform work. Employees shall be given as much advance notice as possible of overtime work. There shall be no discrimination against any employee who refused to work overtime. The employer shall offer employees overtime by seniority on a rotating basis.

If sufficient employees do not volunteer to work overtime when requested by the employer on any occasion, the employer may then call in substitute employees to work. If the needs of the library still require additional staffing after calling substitutes, then the employer will be able to require employees to work overtime by inverse seniority on a rotating basis.

ARTICLE VIII

SENIORITY

Continuous length of service of full-time and part-time employees in the bargaining unit from the date of their last hire shall determine the seniority of the employee. There shall be established two (2) seniority lists, one for full-time employees and another for part-time employees. The seniority of part-time employees shall be pro-rated based upon the number of hours they work or have worked for the Town. Seniority shall not accrue during the time an employee is on lay-off, suspension, injury leave, worker's compensation or other authorized leave of absence as defined in this Agreement. Upon return to active employment, the employee's seniority shall be restored.

The principle of seniority within a job classification in the department affected shall govern and control in all cases of transfer, decrease or increase working force, as well as preference and assignments to shift work and choice of vacation period, except as outlined below.

In the event of a layoff, the least senior employee in the job title in the department affected by layoff shall be laid-off first. The order of layoff shall be probationary employees, part-time employees, full-time employees, unless there is no other employee having a seniority rating in such job title qualified to perform the requirements of the probationary or part-time employee's job. If there is no such employee available, the probationary employee and/or part-time employee shall continue to be employed on such job. Such laid-off employee having a seniority rating shall have the right to bump other employees in the same or other department and in the same or other classification having less seniority, provided they are qualified. Employees must exercise the first opportunity to bump and must be willing to work the hours and schedule of the employee bumped or be laid off.

Laid-off employees shall have recall rights for a maximum period of two years. Employees having less than two (2) years service but more than one (1) year of service prior to layoff shall have recall rights for a maximum period of one (1) year. With respect to employees having less than one (1) year of service prior to layoff, their recall periods shall be equal to the number of months of their service in excess of six (6) months.

In the event of an increase in the number of employees in an occupational title, employees in layoff status from the occupational title shall be given the first opportunity to return there in the inverse order of their layoff. Any person refusing or failing to exercise such recall opportunity within three (3) days following notice sent to him by the employer, by certified mail at his last known place of residence appearing on the records of said department, shall have no further recall right.

In case of layoff and recall following a layoff, seniority shall be the deciding factor among employees physically fit and competent through knowledge, skill and efficiency to perform the available work.

ARTICLE IX

JOB POSTING AND BIDDING

When a position covered by this Agreement becomes vacant, the status of such vacancy shall be posted in a conspicuous place available to all employees of the department within three (3) days. If it is determined by the Town that the vacancy is to be filled, the notice of such vacancy shall list the pay, duties and qualifications and a copy of the notice shall be sent to the local Association president. This notice of vacancy shall remain posted for ten (10) working days. Employees interested shall apply in writing within the ten (10) day period. Within five (5) days or at the next posted meeting of the Board of Directors after the expiration of the posting period, the Employer will award the position. If more than one employee has applied for the position, then the Employer will award the position to the most qualified applicant within the appropriate classification within the Division. If the qualifications of two (2) or more of these applicants are substantially equal, then the position will be awarded to the senior applicant. If there are no qualified applicants from within the division, then the employer may accept applications from within the Bargaining Unit, so long as the employees are qualified.

The successful applicant shall be given a ninety (90) day trial and training period in the new position at the applicable rate of pay. If at the end of the trial and training period it is determined by the employer that the employee is not qualified to perform the work he/she shall be returned to his/her old position rate. This shall not preclude, however, the right of the Town to hire outside the Department if there is no employee who is qualified to fill the position.

ARTICLE X

MEAL PERIODS

All employees who work a seven and one-half (7 1/2) hour work shift shall be entitled to an unpaid one (1) hour meal period. The meal period shall be scheduled within one hour of the middle of the shift.

ARTICLE XI

REST PERIODS

All employees' work schedules shall provide for a fifteen (15) minute rest period during each one-half (1/2) shift, i.e. three (3) hour period. The rest period shall be scheduled at the middle of each one-half (1/2) shift whenever this is feasible providing coverage is maintained at all times.

ARTICLE XII

VACATIONS

The vacation year shall be the period July 1st to June 30th inclusive. Each employee shall be credited as of June 30th with vacation leave with pay as follows:

1. An employee in continuous service shall be granted 75 hours of vacation with pay provided he/she has completed thirty (30) weeks of service prior to July 1st.
2. An employee with less than thirty (30) weeks of continuous employment as of July 1st shall be granted 7 1/2 hours of vacation for each full month of continuous service completed prior to July 1st, but not to exceed 37 1/2 work hours of vacation.
3. An employee who has completed five (5) years of service shall, in the year during which this length of service has been completed and thereafter be granted 112 1/2 work hours of vacation with pay.
4. An employee who has completed ten (10) years of service shall, in the year during which this length of service is completed and thereafter be granted 150 work hours of vacation with pay.
5. An employee who has completed twenty (20) years of service shall, in the year during which this length of service is completed and thereafter be granted 187 1/2 work hours of vacation with pay.
- 6a. An employee who has completed twenty-one (21) years of service, shall, in the year during which this length of service is completed and thereafter be granted 195 work hours of vacation with pay.
- 6b. An employee who has completed twenty-two (22) years of service, shall, in the year during which this length of service is completed and thereafter be granted 202.5 work hours of vacation with pay.
- 6c. An employee who has completed twenty-three (23) years of service, shall, in the year during which this length of service is completed and thereafter be granted 210 work hours of vacation with pay.
- 6d. An employee who has completed twenty-four (24) years of service, shall, in the year during which this length of service is completed and thereafter be granted 217.5 work hours of vacation with pay.
- 6e. An employee who has completed twenty-five (25) years of service, shall, in the year during which this length of service is completed and thereafter be granted 225 work hours of vacation with pay.

- 6f. An employee who enters their 30th year of employment shall be granted 225 hours of vacation with pay.
- 6g. An employee who enters their 35th year of employment shall be granted 262.5 hours of vacation with pay.
7. Upon the death of an employee who is eligible for vacation under these rules, payment shall be made to the estate of the deceased in an amount equal to the vacation allowance as accrued in the vacation year prior to the employee's death but which had not been granted. In addition, payment shall be made for that portion of the vacation allowance earned in the vacation year during which the employee died up to the time of his separation from the payroll.
8. Employees who are eligible for vacation under these rules and whose services are terminated by dismissal through no fault or delinquency of their own, or by retirement, or by entrance into the armed forces, including the time during which they are not working because of sick leave, shall be paid an amount equal to the vacation year prior to such dismissal, retirement, or entrance into the armed forces. In addition, payment shall be made for that portion of the vacation allowance accrued in the vacation year during which such dismissal, retirement or entrance into the armed forces occurred up to the time of the employee's separation from the payroll.
9. Absences on account of sickness in excess of that authorized under the rules therefore or for personal reasons as provided for under other leave may, at the discretion of the Library Director, be charged to vacation leave.
10. Full-time employees 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 through Saturday. Part-time employees will be granted an additional vacation day only if the holiday falls on one of their own regularly scheduled work days.
11. Vacation allowances provided under the terms of this section will be calculated on a twelve (12) month period commencing on July 1st and ending on June 30th, and these allowances must be taken in the twelve (12) month period that immediately follows. In unusual circumstances, exceptions may be granted by the Director. It shall be the general policy of the Town that only one (1) employee may be on vacation at a time from each library division, except at the discretion of the Library Director. Employees may carry over one (1) week of vacation to the next vacation year. It shall be scheduled at the discretion of the Library Director.
12. An employee shall not be allowed to work during his vacation leave and be compensated with extra pay without approval of the Department Head.
13. Employees who work part-time and/or less than a full year shall have the following contract benefits pro- rated: a) Vacation b) Sick Leave c) Bereavement Leave

14. An employee requesting extended vacations no longer than two (2) weeks must have the approval of the Library Director, whose approval would not be reasonably denied.
15. Upon request, eligible employees, are entitled to payment from the Town of a full work day's wage at their current rate up to a maximum of five (5) days of accumulated unused vacation per fiscal year. In order to be eligible for this benefit said employee must have been employed as a member of this bargaining unit for ten (10) years or more and have 4 weeks of vacation on the books.
16. Employees shall not earn or accrue vacation time while not on full pay status.
17. Vacation time scheduled by an employee under this Agreement shall have said vacation approved by their Department Head or Designee.

ARTICLE XIII

MILITARY LEAVE

Members of the military reserve, who are ordered into active duty, will be paid in accordance with the requirements of federal law for the time they are on active duty.

ARTICLE XIV

HOLIDAYS

The following days shall be recognized as legal holidays:

New Year's Day
Martin Luther King Day
President's Day
Patriots Day
Memorial Day
Juneteenth
Independence Day
New Years Eve - ½ day

Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas

(1) Floating Holiday (to be granted with the approval of the Director and without causing an overtime expense) Part-time employees who alternate on the Friday/Saturday A/B schedule shall receive a floating holiday on the same terms as full-time employees.

On which days employees not required to maintain essential Town services shall be excused from all duty.

- A). Every employee in full-time or continuous part-time employment shall be entitled to these designated holidays on the following terms:
 - (1) Part-time employees shall be paid only for those hours they are regularly scheduled to work on the day of a holiday.
 - (2) If he/she is paid on a weekly, semi-monthly or annual basis, he/she shall be granted each designated holiday without loss of pay.
- B). Payment under the provisions of this section shall be made provided the eligible employee shall have worked on his/her last regularly scheduled working day prior to and following each holiday, or was on full pay status on such preceding and following days in accordance with other provisions of this agreement.

An employee in continuous employment who performs work on one of the days designated as a holiday shall be guaranteed a minimum of three (3) hours work and shall be paid at one and one-half (1 1/2) times his/her regular rate for such day or fraction thereof in addition to the amount to which he/she is entitled under paragraph (a). Employees required to work on Thanksgiving Day, Christmas or

New Year's Day will be paid at two (2) times their regular rate of pay for all hours worked on those days.

ARTICLE XV

PARENTAL LEAVE

A full-time employee who is absent from work, during which period of time a new child enters the home through birth to the employee or her spouse or through adoption by the employee, shall be deemed to be on a parental leave under the terms of either option (A) or option (B), as provided herein.

As soon as the employee determines that a new child will be entering the home as described above, he/she shall notify the Department Head in writing of the approximate date such leave will begin.

Disabilities caused by pregnancy, childbirth and recovery therefrom shall be treated under the sick leave provisions of this Agreement. The employee shall give at least four weeks notice of the date he/she wishes to commence his/her leave of absence. At the time of the latter notification, the employee will select one of the following two options:

Option A: Extended leave without pay with entitlement to sick leave benefits during the period of this leave.

Option B: Unpaid Massachusetts Statutory Parental Leave (M.G.L., Chapter 149, Section 105D) with guarantee of sick leave benefits during the period of this leave. Under MGL Ch.149, Sec.105D, employees may be eligible for leave for events such as childbirth or adoption. Employees may use accrued sick and/or vacation, otherwise Parental Leave shall be unpaid.

The provisions of Option A are as follows:

- a. The maximum length of such leave will not extend beyond six (6) months from the actual date of departure.
- b. In the case of pregnancy, an employee may continue to work so long as her physician certifies that she is able to do so. However, the leave without pay shall commence with cessation of actual work.
- c. Any extension of parental leave must be requested in writing from the employee to the Town Manager who may grant extended leave based upon the specific conditions of the request.
- d. The employee shall give the Director a notice of his/her intent to return to work at least thirty (30) days prior to the date he/she desires to return to work. He/she shall be able to return to work if there is an available position or one becomes available for which the employee is qualified. An available position is defined to be one that is not being held by a permanent full-time employee.

- e. If the employee fails to so notify the Director in writing, or does furnish said written notice and fails to return to work at the expiration of their leave, he/she shall be deemed to have resigned, and the obligation of the Town to provide a position for him/her shall cease.

The provisions of Option B are as follows:

An employee who has been employed for at least three (3) consecutive months as a full-time employee, who is absent from such employment for a period not exceeding eight (8) weeks for the purposes stated above, said period to be hereinafter called "Parental Leave", and who shall give at least two (2) weeks notice to the employer of his/her anticipated date of departure and intention to return, shall be restored to his/her original position with the same status, pay, length of service credit, and seniority, wherever applicable, as of the date of his/her leave.

The parties agree that sick leave benefits for disability due to child birth and recovery therefrom or adoption will not be allowed for an employee who is on any other kind of approved extended leave of absence. In addition, employees will not be entitled to sick leave benefits for any other illnesses and/or disabilities incurred while on parental leave, except as provided in this Article.

The Association recognizes that any temporary employee hired to cover a parental leave will remain a temporary employee for the duration of the leave and that the employee does not become a permanent employee of the Town as a result of working to cover a parental leave for a library employee.

The employee shall not earn vacation during a parental leave.

ARTICLE XVI

JURY PAY

The employer agrees to make up the difference in an employee's wages between a normal week's wage and compensation received for jury duty if the employee is called to jury duty during his/her normal working hours. If an employee reports to work at the conclusion of his jury duty (after 5:00 p.m.) he/she will be paid for all hours worked in addition to the jury pay compensation.

An employee shall not be required to return to work following the conclusion of jury duty. Employees must notify the Director in advance whether or not they will be returning to work at the conclusion of the jury duty.

ARTICLE XVII

SICK LEAVE

The Town and the Association agree that the maintenance of good health and physical fitness is important to the successful performance of all duties and functions of the employees. Employees may be required to complete an annual medical examination, which will be paid for by the Town.

Employees are expected to be at work on a regular, continuing and consistent basis. An excessive or unusual amount of absence from work is contrary to the employer's attendance expectations and requirements. An employee who exceeds the average number of separate times out for personal illness for the department in a year shall be considered to be excessively absent.

- a. An employee in continuous employment shall be allowed the equivalent number of hours to equal one and one-quarter (1 1/4) days leave with pay for each month thereof provided such leave is caused by sickness, injury or exposure to contagious disease, or disability which prevents the employee from performing his/her normal duties. Said hours shall be credited to each employee at the beginning of each month of employment. In the initial month of employment, each employee shall be given a pro-rata amount of sick leave dependent upon when he begins his employment. At the beginning of the second month of employment, and for each succeeding month thereafter, the sick hours shall be credited as of the first day of each calendar month.
- b. An employee in continuous employment shall be credited with the unused portion of leave granted under sub-section (a) up to a maximum of 1500 hours (1350 hours for those employees who elect the long term disability insurance benefit.)
- c. An employee occupying a temporary or seasonal position shall not be granted paid sick leave.
- d. If the amount of leave credit provided under sub-section (b) has been or is about to be exhausted, an employee may make application for advanced sick leave to that provided under sub-section (a). Such application shall be made on written request of the Department Head to the Town Manager who is authorized to grant such advanced sick leave.
- e. In cases where the Department Head has reason to suspect that an employee is abusing the sick leave provided for in this Article, or in cases of excessive absenteeism or an unusual pattern of absences (including absences prior to or following a holiday, vacation period, weekend or leave), the Department Head may require medical examination of such employee. This examination may first require a doctor's certification of illness or disability from the employee's personal physician, and may require the employee to be examined by a Town appointed physician at the Town's

expense if the employee is unable to provide the requested documentation. In appropriate circumstances the Town may invoke discipline.

- f. During such absence no salary or wage shall accrue to such employee except during periods of authorized sick leave in accordance with this Article.
- g. Notice of accumulated sick leave will be posted on each employee's paycheck.
- h. Part-time employees shall be entitled to sick-leave, on a pro-rata basis, under the same conditions as other employees.
- i. Family Sick Leave: The parties agree to the use of sick leave for a family member's illness.
- j. Sick Leave Buy-Back: The Town agrees that it shall pay to the employee upon their voluntary retirement or upon the death of said employee to his named beneficiary, fifty percent of an employee's unused, accrued sick leave calculated at the rate of the employee's wages for a full workday of work up to a maximum payment of Five Thousand Dollars (\$5,000). In order to be eligible for this benefit said employee must have been employed as a member of this bargaining unit for ten (10) years or more. Employees who accept the Town's long term disability insurance option will not be eligible for this buyback plan.
- k. Employees shall not earn or accrue sick time while not on full pay status.

ARTICLE XVIII

SPECIAL LEAVE

- 1). Bereavement Leave: Each employee in the bargaining unit shall be granted leave without loss of pay in the event of a death in his immediate family. Such leave shall be thirty seven and one half (37 ½) scheduled hours of work, commencing upon the date of death unless other arrangements are made with the Department Head. If an employee is at work on the date of death, said leave of thirty seven and one half (37 ½) hours would commence the next scheduled work day.

For the purposes of this Article, the term "immediate family" shall mean the employee's mother, father, mother-in-law, father-in-law, step-parent, step-child, step-sibling, sister, brother, spouse, significant other, child, sister-in-law, brother-in-law, grandparents, grandchildren, and domestic partner. A leave of 7 ½ hours shall be granted in the case of the death of a less immediate family member.

- 2). Personal Leave: In any fiscal year, an employee shall be granted twenty-two and a half (22.5) hours of paid leave to conduct personal business under the following conditions:
 - a. It is recognized that the absence of the employee from work interrupts the continuous operations, upkeep and productivity of the highest quality which is expected of Town employees and must therefore be held to a minimum. It is understood that employees will make every effort to attend to their personal business on "non-working days" and that requests for personal leave will be submitted only when every effort has been made to schedule personal business so as not to interfere with the working commitment. Such leave will be for the purpose of conducting personal and/or legal business which requires the absence of the employee during work hours and which cannot otherwise be scheduled.
 - a. Personal leave may be taken in blocks of 3 ¾ hours or 7 ½ hours.
 - b. Application for personal leave (except in cases of emergency) will be made at least forty-eight (48) hours before taking such leave. Employees who fail to request approval in advance shall forfeit full pay for each day of unauthorized absence. If, because of lack of time in an emergency situation, permission is sought and granted orally, such permission must be confirmed. Under no circumstances may a day be taken for the purpose of extending a vacation, weekend or holiday.
- 3). Religious Leave: An employee shall be granted leave without pay for religious holidays of his/her faith.

ARTICLE XIX

DISCIPLINE

Disciplinary action or measures shall include, but not be limited to, only the following:

ORAL WARNING; WRITTEN REPRIMAND; REPRIMAND-SUSPENSION;
TERMINATION

(Notice to be given in writing)

Disciplinary action may be imposed upon an employee only for failing to fulfill his responsibilities as an employee including use of insulting or derogatory language to his immediate or other supervisor. Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure.

If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

The employer shall not discharge, suspend or discipline any employee without just cause. Without limitation and for illustrative purposes only, just cause shall include those items listed in the Town's Operational Policy Manual, C-8, Prohibitive Conduct, as amended from time to time by the Selectmen. If, in any case, the employer feels there is just cause for discharge, the employee involved will be suspended for five (5) days. The employee and his/her Association Steward will be notified in writing that the employee has been suspended and is subject to discharge.

The Association shall have the right to take up the suspension and/or discharge as a grievance at the first, second or third step of the grievance procedure as it may deem appropriate with regard to the specific circumstances. The matter shall be handled in accordance with this procedure through the arbitration step if deemed necessary by either party.

Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.

This Article applies only to employees who have completed their probationary period.

ARTICLE XX

HEALTH AND WELFARE

It is agreed that should any changes occur in the statutes affecting health and welfare plans, this Agreement may be immediately reopened for negotiations on this subject.

The employer agrees to pay seventy five percent (75%) of the cost of Group Health Insurance for all full-time active and retired employees. The employee agrees to pay twenty-five (25%) percent subject to conditional language below.

The parties further agree that any employee who discontinues participation in the health insurance plan as a family member will receive an incentive payment of \$200 a year for a maximum of five (5) years. Any employee who either changes insurance coverage from family to individual status, or discontinues participation as an individual member will receive an incentive payment of \$100 per year for a maximum of five (5) years.

Eligible members of this group shall be covered under the "Home Rule Petition" as enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. Notwithstanding any general or special law to the contrary, any employee who retired or will retire from the service of the Town of Plymouth after February 26, 1998 and is enrolled in a health or dental plan offered by the Town as of July 1, 2003 or at least five (5) years before their retirement, their spouse and dependents shall be entitled to receive the same percentage of premium contribution provided by the town on the date of hire of the employee, but no greater than 90 percent, for so long as the retiree remains continuously enrolled in the benefit plan, notwithstanding any alteration in health plan premiums by the Town.

Section 2. This act shall apply to all non-Association employees who are eligible for health insurance benefits and to employee groups who agree within 60 days of the effective date to this act, to increase in the percentage paid by active employees to 20 percent effective July 1, 2003. This act shall also apply to any employee who is enrolled in a health or dental plan offered by said Town and retired from the service of the Town after February 26, 1998 but before July 1, 2003.

Section 3. Employee groups that do not agree, within 60 days of the effective date of this act, to an increase in the percentage paid by active employees to 20 percent effective July 1, 2003 shall not be guaranteed the rate of hire percentage contribution upon retirement.

Section 4. If the commonwealth mandates an increase in the minimum percentage contribution active employees only shall pay toward their health insurance, the

provisions of this act governing the percentages to be paid by retirees shall not be affected.

Section 5. This act shall take effect upon its passage.

ARTICLE XXI

MISCELLANEOUS PROVISIONS

1. Bulletin Boards- Announcements shall be posted in suitable places conspicuous to the employees. Parties to this Agreement, both of whom may use the bulletin boards for notices of a routine nature, agree that it would be improper to post denunciatory or inflammatory written material on such bulletin boards.
2. Access to premises- The employer agrees to permit representatives of the Collective Bargaining Relief Association to enter the premises at any time after notification to the Director or designee for individual discussion of working conditions with employees, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employee.
3. No employee is to leave the job without permission of his superior except during the lunch hour or because of conditions beyond the control of the employee.
4. No one outside the bargaining unit shall perform work normally done by those employees within the bargaining unit if able to perform the work; but nothing in this Agreement shall prevent the employer from contracting for services from an independent outside contractor.
5. No person shall be appointed, employed or paid as an employee in any position subject to the provisions of the classification plan under any title other than those appearing in Article XXIV of this Agreement.
6. Employees shall not be assigned duties on a continuing basis which are inappropriate to their job classification.
7. If an employee is requested to work temporarily for one week or more in a position which is above his/her classification during the period of absence of the permanent incumbent of said position, except vacation, the employer shall make payment in the higher classification for the period of such temporary employment in the higher classification. The employer agrees that it shall not divide any such temporary assignment to a higher classification among two (2) or more employees in order to prevent the payment of the difference in salary from an employee's permanent position and the salary of a higher position.
8. The Town agrees that it will review establishing a loading zone in front of the library to assist personnel in the transportation of books between the Branch and the Main Libraries.
9. New Technology – The installation of self-checkout machines or other new technology at the library will not result in a reduction of staff. The self-checkout machines and other new technology will in no way affect staffing levels at the library. There will be

no use of volunteers or library pages to assist patrons with the use of self-checkout machines or other new technology.

ARTICLE XXII

ASSOCIATION REPRESENTATIVES

1. Association Business/Association Representatives

The Association shall furnish the Town with a list of Association officials and the capacity in which they serve. The Association shall also furnish the Town with a list of the Association Stewards and alternates. Lists shall be furnished within one week after designation and the Association shall as soon as practicable notify the Town of any changes.

2. Paid Leave of Absence for Association Business

One authorized Association representative as defined above or the President of COBRA shall be permitted reasonable time off without loss of pay to: represent employees upon their request at an interview which may lead to disciplinary action on the premises of the library or other mutually agreeable site; represent grievants at a hearing on the premises of the library or other mutually agreeable site; at arbitration, Massachusetts Department of Labor Relations or Massachusetts Commission Against Discrimination hearings. The above shall also be granted reasonable time off during working hours to investigate and settle grievances without loss of pay.

One person from the Local Association may attend the State and/or National Association Conventions without loss of pay.

Association Officers and/or Association Stewards shall be permitted reasonable time off without loss of pay to conduct legal Association business.

Requests for such time off shall be made in writing at least twenty-four (24) hours in advance indicating the date, time and destination.

Time off without loss of pay shall be granted to up to four (4) Association members for the purpose of a negotiating committee attending negotiation sessions with the Town. The President of COBRA shall be permitted to attend all negotiation sessions pertaining to COBRA without loss of pay. Prior to the first collective bargaining session, the Association furnish the Town with a list of members of the negotiating committee. Requests for such leave shall be made in writing at least twenty-four (24) hours in advance to the Library Director.

No overtime shall accrue for any of the above purposes.

Grievants called to testify during their regularly scheduled shift at a grievance hearing, arbitration, Massachusetts Department of Labor Relations hearing or Massachusetts Commission Against Discrimination hearing shall be granted time off without loss of pay

and without loss of benefits. Requests for such leave shall be in writing at least twenty-four (24) hours in advance to the Library Director.

Unless expressly specified otherwise, all bargaining unit members are required to report back to their work site in a reasonable amount of time after the conclusion of said hearing(s).

3. The Town agrees to deduct from the wages of any employee who is a member of the Association a deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Town and the Association. The Town agrees to remit any deductions made pursuant to this provision promptly to the Association with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.
4. A Safety Committee consisting of three (3) Association members and three (3) members of management may present issues at the bi-monthly steward meetings.

ARTICLE XXIII

DEFERRED COMPENSATION

The Town of Plymouth will match 15% of a permanent employee's weekly contribution to an approved Town deferred compensation plan commencing after the six-month probationary period. This match is based on the maximum amount an employee can contribute over a fifty-two (52)-week period without exceeding the IRS maximum annual normal contribution limit.

ARTICLE XXIV

CLASSIFICATION PLAN-PAY RATES

1. There shall be a classification and pay plan attached hereto as Appendix A. It shall list all positions covered by this Agreement by title along with the wages for each position.
2. The first six months of employment shall be considered a probationary period. In the event that an employee continues employment beyond the probationary period he or she shall be entitled to all of the rights and benefits under this Agreement retroactive to the first day of employment with the exception of the benefits of the deferred compensation match as described in article XXIII.
3. An employee in continuous full-time or part-time employment shall receive the increment between his/her present rate and the next higher step rate after recommendation by the Head of the department according to the following schedule:
 - a. On January first or July first provided he/she has completed thirty weeks' service at the minimum or other rate if a rate other than the minimum is authorized as the entrance rate.

Effective July 1, 2024, a 4% Senior Step: Employees are eligible for the senior step if they have completed seven (7) years of service to be applied on January 1st or July 1st, whichever date comes first after seven (7) year completion. On July 1, 2022, Step 1 shall be eliminated from all pay grades and a new senior step will be added at a rate two percent higher than the next preceding step.

For employees hired after July 1, 1997: On July first provided he/she has completed fifty-two (52) weeks service at the minimum or other rate if a rate other than the minimum is authorized as the entrance rate.

- b. Hereafter one year from the date of his/her previous increase until he/she attains the maximum rate of the range of the compensation grade to which his/her position class is assigned.
- c. Employees in continuous part-time employment eligible for increments under the provisions of this sub-section shall be those occupying positions in classes for which compensation is provided in the compensation schedule contained in this Article.
- d. Employees who are denied an increment shall be given the reasons for the denial in writing by the Department Head.

4. An employee receiving a promotion to a vacant position or to a new position as defined in Article IX shall, upon assignment resulting from such promotion, receive the salary in the compensation grade of the vacant or new position next above his/her existing

salary. If the resulting adjustment does not equal \$300.00 annually, the adjustment shall be to the second rate above the existing rate but within the compensation grade of the vacant or new position.

5. The employee receiving a promotion and adjustment in rate pursuant to the provisions of the preceding sub-section shall receive the next increment of his/her compensation grade effective the next January or July first following completion of thirty (30) weeks at the rate resulting from the promotion subject to the recommendation of the Department Head.

For employees hired after July 1, 1997:

The employee receiving a promotion and adjustment in rate pursuant to the provisions of the preceding sub-section shall receive the next increment of his/her compensation grade effective the next July first following completion of fifty-two (52) weeks at the rate resulting from the promotion subject to the recommendation of the Department Head.

6. All of the provisions of this Agreement, including wages and other economic fringe benefits are subject to Town Meeting funding and appropriation on an annual basis. In the event that the Town Meeting shall reduce the budget which has been submitted by the Selectmen for their approval, or if it fails to approve requests for appropriation to fund provisions or amendments to the Agreement, then the parties agree to renegotiate the economic provisions of this Agreement.
7. Wage re-opener: It is understood that if any other Town-side managed collective bargaining group or non-Association group reaches an agreement for a "more beneficial total economic package" during the lifetime of this contract, the contract may be reopened on the issue of economics only. A "more beneficial total economic package" shall be defined as a group receiving a greater percentage wage increase on the wage schedule than the amounts set forth above. This article shall not apply when a greater wage increase is awarded as the result of an arbitrator's decision, a JLMC award or a reclassification.
8. The Town will hire employees for the Library at a starting step that includes crediting time previously worked for the Plymouth Library in defining the starting step. All other benefits treated as a new hire.
9. The Town may hire Library employees starting at up to step 3 based on prior relevant work experience, provided it first notifies the Union President of this by email and offers to discuss the Town's intentions within one week of the email before implementing.

ARTICLE XXV

NIGHT SHIFT DIFFERENTIAL

The parties agree to establish a 3.5% night shift differential as follows: Those hours worked after 3:00 p.m. shall be paid on a differential basis provided that the majority of hours worked on a given day occur after 3:00 p.m. Otherwise, no differential will be paid.

ARTICLE XXVI

CONTINUING EDUCATION PROGRAM

In order to motivate, improve job skills and/or promote employees, the employer agrees to institute a continuing education program for which a permanent employee may be granted paid time off for all undergraduate and graduate course work. This program shall be run at the discretion of the employer. All courses must be approved in advance of their taking by the Director. The Director shall limit the number of employees who may take such a course at any one time. No employee may be reimbursed for more than one course per semester.

If an employee attends seminars, training or classes this time does not qualify for overtime or compensatory time unless attendance is required by the Department Head and prior approval has been granted.

The Employer agrees to pay a maximum of \$1,000 per library science course, and/or courses in fields related to employee's job duties at the discretion of the Library Director after consultation with the employee, that an employee takes at a school of higher education to an annual maximum of \$10,000 for the entire bargaining unit.

The Employer shall pay an annual stipend in pro-rated amounts included in the employees' paychecks every pay period to all employees who obtain degrees that are required for their positions and/or that are relevant to the employees' position per the discretion of the Library Director. These stipends shall not be combined.

A.	Associate's Degree	\$1,500
B.	Bachelor's Degree	\$2,700
C.	Master's Degree	\$3,700

Members will be granted 30 hours of time off with pay per fiscal year for Professional Development (P.D.) for members enrolled in ALA Certified Courses.

ARTICLE XXVII

LEAVE OF ABSENCE FOR EDUCATION

Full-time employees may be allowed to take a non-pay leave of absence not to exceed six (6) months from the start of the leave in order to enroll in the A.L.A. accredited master's program and/or any course work required for advancement to a higher job classification with the approval of the Department Head.

The Department Head shall have the sole discretion in determining whether or not to grant an employee's request for an educational leave of absence.

A maximum of two hours will be allowed for travel to and from the work site and the site where the course is taken.

There shall be no accrual of benefit time during any unpaid leave of absence.

ARTICLE XXVIII
STABILITY OF AGREEMENT

No amendment, alteration or variation of the terms or provisions of this Agreement shall bind the parties hereto unless made and executed in writing by the parties hereto.

The failure of the Town or the Association to insist, in any one or more situations, upon performance of any of the terms or provisions of this Agreement shall not be considered a waiver or relinquishment of the right of the Town or of the Association to future performance of any such term or provisions, and the obligations of the Association and the Town to such performance shall continue.

All written memoranda, oral or written agreements, policies, and employment and work practices, shall be incorporated into this Agreement.

ARTICLE XXIX

GENERAL

The parties acknowledge that during negotiations which resulted in the Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to bargaining, and that the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in the Agreement.

Therefore, the Town and the Association, for the duration of the term of this Agreement, or any extension thereof, each voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement.

It is intended throughout this Agreement that references to gender are interchangeable between masculine and/or feminine wherever appropriate; also, references to singular or plural are interchangeable wherever appropriate.

ARTICLE XXX

NO STRIKE CLAUSE

No employee covered by this Agreement shall engage in, induce, or encourage any strike, work stoppage, slow down, or withholding of services, as defined in Massachusetts General Laws, Chapter 150E. The Association agrees that neither it, nor any of its officers or agents will call, institute, authorize, participate in, sanction, or ratify any such strike, work stoppage, slow down or withholding of service.

Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, slow down, or withholding of services, the Association shall forthwith disavow any such strike, work stoppage, slow down, or withholding of services and shall refuse to recognize any picket line established in connection therewith.

Furthermore, at the request of the Town, the Association shall take all reasonable means to induce such employee or group of employees to terminate the strike, work stoppage, slow down, or withholding of services and to return to work forthwith.

Any employee who breaches the agreements contained in this Article shall be subject to disciplinary proceedings referred to in Article XIX.

ARTICLE XXXI

SEPARABILITY

If any Article or section of this Agreement or any amendments thereto should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any amendment thereto, or the application of such Article or section to persons or circumstances other than those as to which it has been held invalid, or as to which compliance with or enforcement of has been restrained, shall not be effective thereby.

ARTICLE XXXII

FAMILY AND MEDICAL LEAVE

In compliance with the Family and Medical Leave Act of 1993, and all amendments thereto, the Town of Plymouth will provide FMLA leave for eligible employees.

The Town of Plymouth uses a rolling period measured backward from the date an employee uses any Family Medical Leave.

An employee is required to use appropriate accrued leave before going on unpaid status.

An employee who is absent due to work-related illness or injury which is considered a serious health condition will be designated by the Town onto Family and Medical Leave. The employee may elect to either receive only workers' compensation benefits at a rate of 60% of pay or to supplement the workers' compensation pay by an additional 40% of pay which must be drawn from earned time and, if after five days of earned time is used, from the employee's long term illness account. Any time absent from work due to a work-related illness or injury which is considered a serious health condition will count against an employee's FMLA leave entitlement.

All other provisions of the Family and Medical Leave Act will apply. The Association acknowledges that the Association and the Town are subject to the provisions of the Family and Medical Leave Act (FMLA). The FMLA shall not increase or decrease the length of leave available to eligible employees under this Agreement. Where an employee takes leave under one of the aforementioned Articles for a reason which would entitle an employee to leave under the FMLA, such leave will also be considered FMLA leave and will be deducted from the employee's statutory FMLA leave entitlement.

FMLA leave is not cumulative and is not in addition to leaves currently available to the extent such leaves are for reasons covered by the FMLA. Alleged violations of the FMLA are not subject to Article V (grievance article) of this Agreement.

ARTICLE XXXIII
SMALL NECESSITIES LEAVE

In compliance with the Small Necessities Leave Act, MGL Ch. 149, Sec. 52D, the Town of Plymouth will provide appropriate leave to eligible employees.

An employee is required to use appropriate accrued leave before going on unpaid status.

ARTICLE XXXIV

APPROVED STATUS

All employees must be on an approved employment status, either with or without pay. Any employee who is absent without being placed on an approved status by the Human Resources Director will be considered resigned.

Requests for an unpaid leave of absence, along with supporting documentation, shall be submitted to their Department Head. The decision to approve an unpaid leave of absence request is determined by the Human Resources Director, on the recommendation of the Department Head. The decision of the Human Resources Director shall not be grievable or arbitrable.

ARTICLE XXXVI

LONGEVITY

Each employee shall receive an annual longevity payment upon the following basis:

Completed Years	Amount Paid
5	\$137.50
6	\$192.50
7	\$247.50
8	\$302.50
9	\$357.50
10	\$412.50
11	\$467.50
12	\$522.50
13	\$577.50
14	\$632.50
15	\$715.00
16	\$797.50
17	\$880.00
18	\$962.50
19	\$1045.00
20	\$1347.50
21	\$1430.00
22	\$1512.50
23	\$1595.00
24	\$1677.50
25	\$1760.00
26	\$1760.00
27	\$1760.00
28	\$1787.50
29	\$1870.00
30	\$1952.50
31	\$2035.00
32	\$2117.50
33	\$2200.00
34	\$2282.50
35	\$2365.00
36	\$2447.50
37	\$2530.00
38	\$2612.50
39	\$2695.00
40	\$2777.50

Those employees eligible for longevity shall receive their longevity pay in pro-rated amounts included in the employees' paychecks every pay period. Employees will be eligible for the respective amount in the calendar year they complete said number of years of service.

APPENDIX A
CLASSIFICATION AND PAY PLAN

Step raises and/or salary adjustments are not automatic. They shall be reviewed annually and approved by the Town upon recommendation of the Director.

Effective July 1, 2024, all bargaining unit classification pay rates shall be increased by seven-hundred and fifty dollars (\$750.00) as an equity adjustment.

All salaries within the library employees collective bargaining agreement will be amended and increased as follows:

FY25 (effective 7/1/24)	increase of 2.0%
FY26 (effective 7/1/25)	increase of 2.0%
FY27 (effective 7/1/26)	increase of 2.0%

Part-time employees will be paid the same hourly rate as full-time employees.

TOWN OF PLYMOUTH



SALARY TABLES

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	GRADE/		CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USF
				RANK	DESCRIPTION								
07/01/2024 LIBR LIBRARY CO LIB1 LIBRARY L1	2.0000%			H HOURLY	W WEEKLY	02	52.0000	.00	37.50	5.00	.00	.00	N
Change was made by SR Step 6 Adjusted to 4% over Step 5													
00	0.0000	0.0000	0.0000										
01	0.0000	21.9400	0.0000										
02	0.0000	22.4446	0.0000										
03	0.0000	22.9723	0.0000										
04	0.0000	23.4780	0.0000										
05	0.0000	23.8959	0.0000										
06	0.0000	24.8518	0.0000										
07/01/2024 LIBR LIBRARY CO LIB2 LIBRARY L2	2.0000%			H HOURLY	W WEEKLY	02	52.0000	.00	37.50	5.00	.00	.00	N
Change was made by SR Step 6 Adjusted to 4% over Step 5													
00	0.0000	0.0000	0.0000										
01	0.0000	23.4546	0.0000										
02	0.0000	24.1658	0.0000										
03	0.0000	24.9001	0.0000										
04	0.0000	25.6117	0.0000										
05	0.0000	26.0726	0.0000										
06	0.0000	27.1155	0.0000										
07/01/2024 LIBR LIBRARY CO LIB4 LIBRARY L4	2.0000%			H HOURLY	W WEEKLY	02	52.0000	.00	37.50	5.00	.00	.00	N
Change was made by SR Step 6 Adjusted to 4% over Step 5													
00	0.0000	0.0000	0.0000										
01	0.0000	26.8514	0.0000										
02	0.0000	27.6544	0.0000										
03	0.0000	28.4349	0.0000										
04	0.0000	29.2379	0.0000										
05	0.0000	29.5725	0.0000										
06	0.0000	30.9634	0.0000										

TOWN OF PLYMOUTH

SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	HRS/		HRS/		DAYS/		HRS/		DAYS/		USE
							PERIOD	DAY	PERIOD	DAY	PERIOD	DAY	PERIOD	DAY	PERIOD	DAY	
07/01/2024	LIBR LIBRARY CO LIBS	LIBRARY 15		H HOURLY	W WEEKLY	02	\$2,0000	.00	37.50	5.00	.00	.00	.00	.00	.00	.00	N
			Change was made by 2.0000%														
			SR Step 6 Adjusted to 4% over Step 5														
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE				PERIOD SALARY										
00	1.0000	\$0.00	\$0.00				\$0.00										
01	0.0000	30.2245	0.0000				1,133.42										
02	0.0000	31.2352	0.0000				1,171.32										
03	0.0000	32.2451	0.0000				1,209.19										
04	0.0000	33.2320	0.0000				1,246.20										
05	0.0000	33.8451	0.0000				1,269.19										
06	0.0000	35.1990	0.0000				1,319.96										

** END OF REPORT - Generated by JOANNE WALSH **

TOWN OF PLYMOUTH

SALARY TABLES

GRADE/ **LIBR LIBRARY CO LIBL** LIBRARY LL RANK/ **LIBR LIBRARY CO LIBL** LIBRARY LL PAY BASIS/ H HOURLY FREQUENCY/ W WEEKLY CALC/ 02 PERIODS/ 52.0000 HRS/ .00 HRS/ .00 DAYS/ 37.50 HRS/ .00 DAYS/ .00 HRS/ .00 USE/ N
 Change was made by 2.0000%
 No Dollar amount used

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD	SALARY	ANNUAL SALARY
00	1.0000	0.0000	0.0000	304	0.00	0.00
01	0.0000	22.3788	0.0000	839.21	43,638.92	43,638.92
02	0.0000	22.8935	0.0000	858.51	44,642.52	44,642.52
03	0.0000	23.4317	0.0000	878.69	45,691.88	45,691.88
04	0.0000	23.9476	0.0000	898.04	46,698.08	46,698.08
05	0.0000	24.3738	0.0000	914.02	47,529.04	47,529.04
06	0.0000	25.3488	0.0000	950.58	49,430.16	49,430.16

07/01/2025 LIBR LIBRARY CO LIBZ LIBRARY L2 H HOURLY W WEEKLY 02 52.0000 .00 37.50 5.00 .00 .00 N
Change was made by 2.0000%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	1000	20.000	100.000	1000	10000
01	0.0000	23.9237	0.0000	897.14	46,651.28
02	0.0000	24.6491	0.0000	924.34	48,065.68
03	0.0000	25.3981	0.0000	952.43	49,526.36
04	0.0000	26.1239	0.0000	979.65	50,941.80
05	0.0000	26.5941	0.0000	997.28	51,858.56
06	0.0000	27.6578	0.0000	1,037.17	53,932.84

07/01/2025 LIBR LIBRARY CO LIB4 LIBRARY L4 H HOURLY W WEEKLY 02 \$2.0000 .00 37.50 5.00 .00 .00 N
Change was made by 2.0000%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	1.0000	0.0000	0.0000	0.00	0.00
01	0.0000	27.3884	0.0000	1,027.07	53,407.64
02	0.0000	28.2075	0.0000	1,057.78	55,004.56
03	0.0000	29.0036	0.0000	1,087.54	56,557.28
04	0.0000	29.8227	0.0000	1,118.35	58,154.20
05	0.0000	30.3680	0.0000	1,138.80	59,217.60
06	0.0000	31.5827	0.0000	1,184.35	61,586.20

TOWN OF PLYMOUTH

SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/	RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC. PERIODS	HRS/		HRS/		DAYS/		HRS/		DAYS/		USE
								6/7/	7/7/	8/7/	9/7/	10/7/	11/7/	12/7/	1/7/	2/7/	3/7/	4/7/
07/01/2025	LIBR LIBRARY CO	LIB5	LIBRARY LS		H HOURLY	W WEEKLY	02	52.0000	.00	37.50	5.00	.00	.00	.00	.00	.00	.00	N
Change was made by 2 0000% No Dollar amount used.																		
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD	SALARY	ANNUAL SALARY												
00	0.0000	0.000	0.000	00	0.00	0.00												
01	0.0000	30.8290	0.0000	1,156.09		60,115.68												
02	0.0000	31.8599	0.0000	1,194.75		62,127.00												
03	0.0000	32.8900	0.0000	1,233.38		64,135.76												
04	0.0000	33.8966	0.0000	1,271.12		66,098.24												
05	0.0000	34.5220	0.0000	1,294.58		67,318.16												
06	0.0000	35.9030	0.0000	1,346.36		70,010.72												

** END OF REPORT - Generated by JOANNE WALSH **

TOWN OF PLYMOUTH



SALARY TABLES

EFF. DATE	GROUP/BUS.	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENTLY	CALC	HRS/		HRS/		DAYS/		HRS/		DAYS/		USE
							PERIOD	DAY	PERIOD	DAY	PERIOD	YEAR	PERIOD	YEAR			
07/01/2026	LIBR LIBRARY CO LIB1		LIBRARY L1	H HOURLY	W WEEKLY	02	52.0000	.00	37.50	5.00	00	.00	.00	.00	N		

Change was made by 2.0000%
No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.000	0.000	0.000	0.00	0.00
01	0.000	22.8264	0.000	855.99	44,511.48
02	0.000	23.3514	0.000	875.68	45,535.36
03	0.000	23.9003	0.000	896.26	46,605.52
04	0.000	24.4266	0.000	916.00	47,632.00
05	0.000	24.8613	0.000	932.30	48,479.60
06	0.000	25.8558	0.000	969.59	50,418.68

EFF. DATE	GROUP/BUS.	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENTLY	CALC	HRS/		HRS/		DAYS/		HRS/		DAYS/		USE
PERIOD	DAY	PERIOD	DAY	PERIOD	YEAR	PERIOD	YEAR										
07/01/2026	LIBR LIBRARY CO LIB2		LIBRARY L2	H HOURLY	W WEEKLY	02	52.0000	.00	37.50	5.00	00	.00	.00	.00	N		

Change was made by 2.0000%
No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.000	0.000	0.000	0.00	0.00
01	0.000	24.4022	0.000	915.08	47,584.16
02	0.000	25.1421	0.000	942.83	49,027.16
03	0.000	25.9061	0.000	971.48	50,516.96
04	0.000	26.6464	0.000	999.24	51,960.48
05	0.000	27.1260	0.000	1,017.23	52,895.96
06	0.000	28.2110	0.000	1,057.91	55,011.32

EFF. DATE	GROUP/BUS.	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENTLY	CALC	HRS/		HRS/		DAYS/		HRS/		DAYS/		USE
PERIOD	DAY	PERIOD	DAY	PERIOD	YEAR	PERIOD	YEAR										
07/01/2026	LIBR LIBRARY CO LIB4		LIBRARY L4	H HOURLY	W WEEKLY	02	52.0000	.00	37.50	5.00	00	.00	.00	.00	N		

Change was made by 2.0000%
No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.000	0.000	0.000	0.00	0.00
01	0.000	27.9362	0.000	1,047.61	54,475.72
02	0.000	28.7717	0.000	1,078.94	56,104.88
03	0.000	29.5837	0.000	1,109.39	57,688.28
04	0.000	30.4192	0.000	1,140.72	59,317.44
05	0.000	30.9754	0.000	1,161.58	60,402.16
06	0.000	32.2144	0.000	1,208.04	62,818.08

TOWN OF PLYMOUTH

SALARY TABLES

REF. DATE	GRADE/	PERIOD	HRS/	HRS/	DAYs/	HRS/	DAYs/	USE			
GROUP/BTU	RANK	DESCRIPTION	FAV. BASIS	FREQUENCY	CALC.	PERIODS	DAY	PERIOD	PERIOD	YEAR	DAY
07/01/2026 LIBR LIBRARY CO LIB5	LIBRARY L5		H HOURLY	W WEEKLY	02	52.0000	.00	37.50	5.00	.00	.00
Change was made by 2.0000% No Dollar amount used.											
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY						
00	0.0000	31.4456	0.0000	1,179.21	61,318.92						
01	0.0000	32.4971	0.0000	1,218.64	63,369.78						
02	0.0000	33.5478	0.0000	1,258.04	65,418.08						
03	0.0000	34.5945	0.0000	1,296.54	67,420.08						
04	0.0000	35.2124	0.0000	1,320.47	68,664.44						
05	0.0000	36.6211	0.0000	1,373.29	71,411.08						
06	0.0000										

** END OF REPORT - Generated by JOANNE WALSH **

XXXVIII

Sick Leave Bank

- A. Effective July 1, 2024, a sick leave bank for use by eligible members of the Association covered by this Agreement who have exhausted their own sick leave and who have serious illness, shall be established. There shall be one (1) common sick leave bank for members of the Library Unit.
- B. All unit employees shall contribute two (2) days of their accumulated sick leave to the joint sick leave bank. One (1) day will be contributed on January 1st and the second (2nd) day will be contributed on July 1st. This requirement shall apply to current Library employees upon joining the Sick Leave Bank for the first time upon implementation of this contract. Probationary employees, upon award of permanent status, shall donate two (2) days of their retroactive sick leave to the sick leave bank. One (1) shall be donated on January 1st and the second (2nd) shall be donated on July 1st.
- C. If the sick leave bank should become exhausted, it shall be renewed by the contribution of one (1) additional day per member of the Association covered by this Agreement. Such additional days will be deducted from each member's annual total of sick leave days. The Sick Leave Bank Committee shall decide at what point the bank needs to be replenished. Any grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed thirty (30) days. Upon the exhaustion of any grant, the employee shall apply to the Sick Leave Bank Committee for further sick leave.
- D. The sick leave bank shall be administered by a Sick Bank Leave Committee consisting of three (3) members. The three (3) members shall be designated by the Association.
- E. Any employee granted days from the sick leave bank by the Sick Leave Bank Committee shall contribute a number of days of their accumulated sick leave to the sick leave bank, when they return to full duty, on the basis of the following grid:

Number of Sick Days Granted and Used from the Sick Leave Bank	Number of Days Contributed to the Sick Leave Bank
5	2
10	3
15	5
20	7
25	9
30	11

The members of the Sick Leave Bank Committee shall meet annually during the month of June to review, calculate, and compile a list of all the employees who

were granted days from the sick leave bank during the fiscal year, and the number of days the list of employees must contribute to the sick leave bank. The Sick Leave Bank Committee shall transmit this list to the employer.

Based on the list provided by the Sick Leave Bank Committee, the employer shall transfer the listed number of days from the listed employee's annual accumulated sick leave to the sick leave bank on July 1st., or when the employee receives their annual sick leave, following the employee's use of the granted days.

- F. The Sick Leave Bank Committee shall determine the eligibility for use of the bank and the amount of leave to be granted. The following criteria shall be used by the Committee in administering the bank and in determining eligibility and the amount of leave to grant.
 - 1. Adequate medical evidence of serious illness. The Sick Leave Bank Committee will provide to the Human Resources Department copies of any medical certification submitted by the applicant in its grant petition when notifications are issued. Sick Leave Bank grants will not be processed for payment absent such medical documents at the Human Resources Department.
 - 2. Prior utilization of all eligible sick leave, vacation, and personal days.
 - 3. Length of Service to the Library.

Any days that are granted to an eligible member that are not used or needed shall be returned to the sick leave bank.

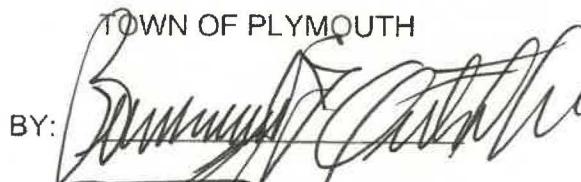
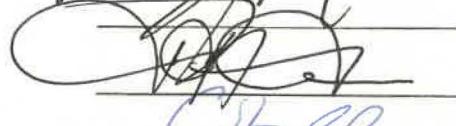
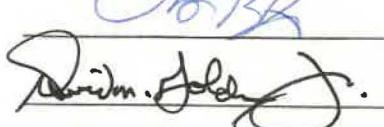
ARTICLE XXXVII

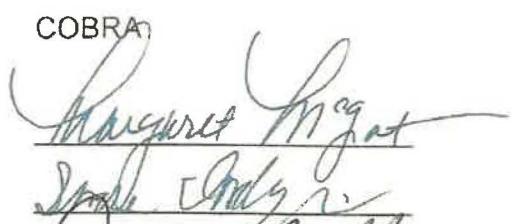
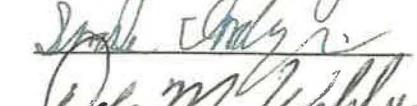
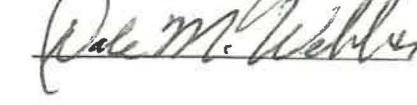
DURATION - RENEWAL - CHANGES

This Agreement shall be in force and effect from July 1, 2024 through June 30, 2027 and shall remain in force and effect until June 30, 2027 or the date on which a successor Agreement is executed, whichever is later.

Either party may request revision of this Agreement by transmitting to the other party a termination notice no earlier than October 1, 2026. The parties shall forthwith seek establishment of a meeting for purpose of discussion of proposed changes.

This agreement entered as of day of

TOWN OF PLYMOUTH
BY: 


DATE: 1/7/2025

COBRA
BY: 


DATE: 12-18-2024