

**Memorandum of Agreement
Fiscal Years 2022, 2023, & 2024**

Agreement is hereby made this 27th day of April, 2021 by and between the Town of Needham (hereinafter the "Town") and the Needham Independent Town Workers' Association, (hereinafter the "Union"). Except as expressly set forth herein, all provisions of the collective bargaining agreement between the Town and the Union, which by its terms is in effect through June 30, 2021, remain in full force and effect.

1. The term of the Agreement shall be July 1, 2021 through June 30, 2024.
2. The Town will implement a new classification and compensation plan effective July 1, 2021 according to the implementation chart (Attachment A).
3. The base wages shall be amended as follows:

FY23: 1% increase in base wages effective July 1, 2022.
FY24: 2.5% increase in base wages effective July 1, 2023.
4. Amend Article 6 Hours of Work by deleting Section 6.2.6 and inserting a new section as follows:

6.2.6. Employee start times may be scheduled between ~~7:30~~ **7:00** and 9:30 a.m. Employee quit times may be scheduled between ~~3:30~~ **3:00** and 6:00 p.m. Employees may start work between 6:00 a.m. and 7:30 a.m. with written approval of the Town Manager upon written request from the department manager to the Director of Human Resources. Once a time is selected and agreed upon by the employee and manager, it becomes a permanent schedule for that employee and part of the department's flex-hour schedule to ensure coverage.
5. Amend Article 7 Holidays by deleting Section 7.1 and inserting in place thereof the following:

7.1 Full-time and regular part-time employees shall be granted the following ~~eleven~~ **twelve** and one-half paid holidays each year if actively employed on the occurrence of each holiday: and by adding Juneteenth to the schedule of holidays.
6. Amend Article 12 Authorized Unpaid Leave of Absence by deleting section 12.3 and inserting in place thereof the following:

12.3. Employees granted leaves of absence of more than five days in a calendar month will not be eligible to earn vacation or sick leave credits for that calendar month. Employees granted leaves of absence of **more than ten (10) days per fiscal year** shall have longevity and step increase eligibility dates adjusted by the number of days equal to the leave of absence.
7. Amend article 15 Military Leave by deleting the number "seventeen (17)" and inserting in place thereof the number "forty (40)" as follows:

- 15.1. Reserve Service A full-time or part-time employee who is a member of a state or federal military reserve unit shall be entitled to leave of absence from a permanent position for compulsory military service under orders for a period not to exceed ~~seventeen (17)~~ **forty (40)** days per calendar year; such leave to be with full regular straight-time pay for normally scheduled working hours.
- 8. Amend Article 29 Miscellaneous Provisions by inserting the words "gender identity" after the words "sexual orientation" as follows:
- 29.3. Non-Discrimination Neither party will discriminate against any employee or applicant for employment by reason of his or her race, sex, age, color, religion, national origin, sexual orientation, **gender identity** or disability.
- 9. Amend Article 29 by inserting a new section 29.13 as follows:

29.13 Remote Work Policy

Incorporated herein by reference and considered an integral part thereof is the Town of Needham Remote Work Policy #428, dated February 2021.

Attachment A: Classification and Compensation Plan Implementation Chart

Attachment B: Compensation Schedules

For the Town

Keith J. Geller
 for Select Board
 Voted on zoom
 4-27-2021

Date: 4-27-2021

[Signature]
 Town Manager/Date

For the Union

Joseph McArdle
[Signature]
Rene
Paula Sheerin
Paula Sheerin (Apr 23, 2021 20:27 EDT)

Date: _____

This agreement shall be executed in one or more counterparts, each of which when so executed shall constitute but one and the same instrument.

ITWA Pay Rates

ITWA (FY2022 Rates - Effective July 1, 2021)

Annual	1	2	3	4	5	6	7	8	9	10	11
I11	\$74,977.50	\$79,852.50	\$84,006.00	\$87,457.50	\$90,519.00	\$93,424.50	\$96,135.00	\$98,631.00	\$100,893.00	\$102,901.50	\$104,968.50
I10	\$71,409.00	\$76,050.00	\$80,008.50	\$83,284.50	\$86,190.00	\$88,939.50	\$91,513.50	\$93,892.50	\$96,057.00	\$97,987.50	\$99,976.50
I09	\$68,016.00	\$72,442.50	\$76,206.00	\$79,326.00	\$82,095.00	\$84,727.50	\$87,184.50	\$89,446.50	\$91,513.50	\$93,346.50	\$95,218.50
I08	\$65,403.00	\$68,893.50	\$71,721.00	\$74,295.00	\$76,752.00	\$79,053.00	\$81,178.50	\$83,128.50	\$84,883.50	\$86,580.00	\$88,315.50
I07	\$62,283.00	\$65,617.50	\$68,308.50	\$70,765.50	\$73,105.50	\$75,289.50	\$77,317.50	\$79,170.00	\$80,827.50	\$82,446.00	\$84,103.50
I06	\$59,319.00	\$62,497.50	\$65,052.00	\$67,392.00	\$69,615.00	\$71,701.50	\$73,632.00	\$75,406.50	\$76,986.00	\$78,526.50	\$80,106.00
I05	\$56,491.50	\$59,514.00	\$61,951.50	\$64,174.50	\$66,300.00	\$68,289.00	\$70,141.50	\$71,818.50	\$73,320.00	\$74,782.50	\$76,284.00
I04	\$53,235.00	\$56,082.00	\$58,383.00	\$60,489.00	\$62,478.00	\$64,350.00	\$66,085.50	\$67,665.00	\$69,088.50	\$70,473.00	\$71,877.00
I03	\$48,399.00	\$50,992.50	\$53,079.00	\$54,990.00	\$56,803.50	\$58,500.00	\$60,079.50	\$61,522.50	\$62,809.50	\$64,057.50	\$65,344.50
I02	\$43,992.00	\$46,351.50	\$48,243.00	\$49,978.50	\$51,636.00	\$53,176.50	\$54,619.50	\$55,926.00	\$57,096.00	\$58,246.50	\$59,416.50
I01	\$39,994.50	\$42,139.50	\$43,875.00	\$45,454.50	\$46,956.00	\$48,360.00	\$49,666.50	\$50,856.00	\$51,928.50	\$52,962.00	\$54,015.00

ITWA (FY2023 Rates - Effective July 1, 2022)

Annual	1	2	3	4	5	6	7	8	9	10	11
I11	\$75,718.50	\$80,652.00	\$84,844.50	\$88,335.00	\$91,416.00	\$94,360.50	\$97,090.50	\$99,625.50	\$101,907.00	\$103,935.00	\$106,021.50
I10	\$72,130.50	\$76,810.50	\$80,808.00	\$84,123.00	\$87,048.00	\$89,836.50	\$92,430.00	\$94,828.50	\$97,012.50	\$98,962.50	\$100,971.00
I09	\$68,698.50	\$73,164.00	\$76,966.50	\$80,125.50	\$82,914.00	\$85,566.00	\$88,062.00	\$90,343.50	\$92,430.00	\$94,282.50	\$96,174.00
I08	\$66,066.00	\$69,576.00	\$72,442.50	\$75,036.00	\$77,512.50	\$79,852.50	\$81,997.50	\$83,967.00	\$85,741.50	\$87,438.00	\$89,193.00
I07	\$62,907.00	\$66,280.50	\$68,991.00	\$71,467.50	\$73,827.00	\$76,050.00	\$78,097.50	\$79,969.50	\$81,627.00	\$83,265.00	\$84,942.00
I06	\$59,904.00	\$63,121.50	\$65,695.50	\$68,074.50	\$70,317.00	\$72,423.00	\$74,373.00	\$76,167.00	\$77,746.50	\$79,306.50	\$80,905.50
I05	\$57,057.00	\$60,118.50	\$62,575.50	\$64,818.00	\$66,963.00	\$68,971.50	\$70,843.50	\$72,540.00	\$74,061.00	\$75,523.50	\$77,044.50
I04	\$53,761.50	\$56,647.50	\$58,968.00	\$61,093.50	\$63,102.00	\$64,993.50	\$66,748.50	\$68,347.50	\$69,771.00	\$71,175.00	\$72,598.50
I03	\$48,886.50	\$51,499.50	\$53,605.50	\$55,536.00	\$57,369.00	\$59,085.00	\$60,684.00	\$62,146.50	\$63,433.50	\$64,701.00	\$66,007.50
I02	\$44,440.50	\$46,819.50	\$48,730.50	\$50,485.50	\$52,143.00	\$53,703.00	\$55,165.50	\$56,491.50	\$57,661.50	\$58,831.50	\$60,001.50
I01	\$40,404.00	\$42,568.50	\$44,323.50	\$45,903.00	\$47,424.00	\$48,847.50	\$50,154.00	\$51,363.00	\$52,455.00	\$53,488.50	\$54,561.00

ITWA (FY2024 Rates - Effective July 1, 2023)

Annual	1	2	3	4	5	6	7	8	9	10	11
I11	\$77,610.00	\$82,660.50	\$86,970.00	\$90,538.50	\$93,697.50	\$96,720.00	\$99,508.50	\$102,121.50	\$104,461.50	\$106,528.50	\$108,673.50
I10	\$73,924.50	\$78,721.50	\$82,836.00	\$86,229.00	\$89,232.00	\$92,079.00	\$94,750.50	\$97,207.50	\$99,430.50	\$101,439.00	\$103,486.50
I09	\$70,414.50	\$74,997.00	\$78,897.00	\$82,134.00	\$84,981.00	\$87,711.00	\$90,265.50	\$92,605.50	\$94,750.50	\$96,642.00	\$98,572.50
I08	\$67,723.50	\$71,311.50	\$74,256.00	\$76,908.00	\$79,443.00	\$81,841.50	\$84,045.00	\$86,073.00	\$87,886.50	\$89,622.00	\$91,416.00
I07	\$64,486.50	\$67,937.51	\$70,707.00	\$73,261.50	\$75,679.50	\$77,961.00	\$80,047.50	\$81,978.00	\$83,674.50	\$85,351.50	\$87,067.50
I06	\$61,405.50	\$64,701.00	\$67,333.50	\$69,771.00	\$72,072.00	\$74,236.50	\$76,225.50	\$78,078.00	\$79,696.50	\$81,295.50	\$82,933.50
I05	\$58,480.50	\$61,620.00	\$64,135.50	\$66,436.50	\$68,640.00	\$70,687.50	\$72,618.00	\$74,353.50	\$75,913.50	\$77,415.00	\$78,975.00
I04	\$55,107.00	\$58,071.00	\$60,450.00	\$62,614.50	\$64,681.50	\$66,612.00	\$68,425.50	\$70,063.50	\$71,506.50	\$72,949.50	\$74,412.00
I03	\$50,115.00	\$52,786.50	\$54,951.00	\$56,920.50	\$58,812.00	\$60,567.00	\$62,205.00	\$63,706.50	\$65,013.00	\$66,319.50	\$67,665.00
I02	\$45,552.00	\$47,989.50	\$49,939.50	\$51,753.00	\$53,449.50	\$55,048.50	\$56,550.00	\$57,895.50	\$59,104.50	\$60,294.00	\$61,503.00
I01	\$41,418.00	\$43,641.00	\$45,435.00	\$47,053.50	\$48,613.50	\$50,076.00	\$51,402.00	\$52,650.00	\$53,761.50	\$54,834.00	\$55,926.00

ITWA Crosswalk

Title as of July 1, 2021	Current Schedule	FY22 Step June 30, 2022 Current Plan	New Schedule	New Plan Step Effective 07/01/2021	% change before New Plan	% Change with New Plan	Total % Change
Administrative Assistant	14	7	I03	3	3.0%	3.1%	6.1%
Administrative Assistant	14	10	I03	5	2.5%	1.5%	4.0%
Administrative Assistant	14	11	I03	6	2.5%	1.9%	4.5%
Administrative Assistant	14	11	I03	6	0.0%	1.9%	1.9%
Administrative Assistant	14	11	I03	6	0.0%	1.9%	1.9%
Administrative Assistant	14	11	I03	6	2.5%	1.9%	4.5%
Administrative Specialist	15	9	I05	3	3.0%	3.3%	6.4%
Administrative Specialist	15	10	I05	3	2.5%	0.8%	3.3%
Administrative Specialist	15	11	I05	4	0.0%	1.9%	1.9%
Administrative Specialist	15	11	I05	4	2.5%	1.9%	4.4%
Administrative Specialist	15	11	I05	4	0.0%	1.9%	1.9%
Administrative Specialist	15	11	I05	4	0.0%	1.9%	1.9%
Applications Administrator	20	9	I07	10	3.0%	1.2%	4.2%
Clinician	19	8	I07	5	3.1%	1.4%	4.4%
Clinician	19	9	I07	6	2.9%	1.4%	4.4%
Clinician	19	11	I07	8	2.5%	1.5%	4.0%
Clinician	22	11	I07	11	0.0%	0.0%	0.0%
Computer Operator	16	11	I03	11	0.0%	0.0%	0.0%
Conservation Specialist	17	10	I06	4	3.1%	0.3%	2.8%
Environmental Health Agent	20	8	I07	8	3.0%	0.0%	3.1%
Field Assessor	18	9	I06	5	3.0%	2.9%	6.0%
Finance Assistant	14	5	I04	1	3.0%	9.6%	12.9%
Finance Assistant	14	8	I04	1	3.0%	0.4%	3.4%
Finance Assistant	14	10	I04	2	2.5%	0.2%	2.7%
Finance Assistant	14	11	I04	3	0.0%	1.7%	1.7%
Finance Assistant	14	11	I04	3	0.0%	1.7%	1.7%
Finance Assistant	14	11	I04	3	2.5%	1.7%	4.3%
Finance Assistant	14	11	I04	3	0.0%	1.7%	1.7%
Fire Business Manager	22	11	I09	11	0.0%	0.0%	0.0%
GIS Database Administrator	20	11	I07	11	0.0%	0.0%	0.0%
Network Manager	23	11	I11	11	0.0%	0.0%	0.0%

ITWA Crosswalk

Title as of July 1, 2021	Current Schedule	FY22 Step June 30, 2022 Current Plan	New Schedule	New Plan Step Effective 07/01/2021	% change before New Plan	% Change with New Plan	Total % Change
Office Assistant	12	11	I02	4	0.0%	3.6%	3.6%
Office Assistant	13	8	I02	4	3.1%	2.4%	5.4%
Office Assistant	13	9	I02	5	2.9%	2.7%	5.8%
Office Assistant	13	10	I02	5	3.0%	0.2%	2.7%
Office Assistant	13	11	I02	7	0.0%	3.4%	3.4%
Office Assistant	13	11	I02	7	0.0%	3.4%	3.4%
Office Assistant	13	11	I02	7	0.0%	3.4%	3.4%
Payroll Coordinator	18	8	I06	4	3.1%	2.6%	5.8%
Police Administrative Specialist	17	11	I06	5	0.0%	1.1%	1.1%
Public Health Nurse	20	8	I09	4	3.0%	0.2%	3.3%
Public Health Nurse	20	11	I09	7	2.5%	1.8%	4.4%
Recreation Supervisor	16	7	I08	1	3.0%	9.0%	12.2%
Senior Administrative Coordinator	17	11	I07	4	0.0%	2.7%	2.7%
Technology Support Technician	19	9	I06	8	2.9%	1.6%	4.6%