

Memorandum of Agreement

Between the Town of North Attleborough

And

United Steel Workers (USW), Local 9517

06 May 2025

Effective July 1, 2025 – June 30, 2026

This Memorandum of Agreement (“MOA”) is entered into by and between the Town of North Attleborough (“the Town”) and the United Steel Workers, Local 9517 (“the Union”), collectively referred to as “the Parties.” This MOA reflects the terms of agreement for a one-year extension and amendment of the existing Collective Bargaining Agreement, which expires on June 30, 2025.

1. Additional Holidays

The Town agrees to provide two additional half-day holidays:

- ½ day on Christmas Eve
- ½ day on New Year’s Eve

(Article 14 – Holidays)

2. Vacation Carryover

Employees may carry over up to 38 hours of unused vacation time beyond July 1 of each fiscal year. All carryover time must be used by September 30 of the same calendar year or be forfeited.

(Article 14 – Vacations)

3. Sick Time Accrual

Employees shall accrue sick leave at the rate of 12.75 hours per month.

(Article 14 – Sick Leave)

4. Sick Time Usage in 1-Hour Increments

Employees may use sick leave in increments of one hour, not to exceed 10 hours per fiscal year. Department Heads are responsible for tracking and verifying usage and submitting

monthly reports to the Human Resources Director.

(Article 14 – Sick Leave)

5. Remote Work Pilot Program

The parties agree to implement a 1-year remote work pilot program in accordance with Policy Letter 002-B – Remote Work Policy (USW Unit) dated April 29, 2025. Key provisions include:

- Up to 24 remote workdays per calendar year.
- No more than 2 remote days in any workweek.
- Use of Town-issued technology and software.
- Approval through Employee Forward system.
- Adherence to all security, communication, and productivity expectations.

See Appendix A: – Remote Work Policy (USW Unit)

6. Classification and Compensation Study

The Town agrees to conduct a classification and reclassification study using a vendor of the Town's choosing. Results will inform future negotiations for FY27. No changes to compensation or classification will occur before July 1, 2026.

(Article 19 – Job Description and Classifications)

7. General Wage Increase (COLA)

Effective July 1, 2025, all members of the bargaining unit shall receive a 2% Cost of Living Adjustment (COLA).

(Article 22 – Wages)

8. Step 11 Creation

A new Step 11 will be added to the wage scale, calculated at 3% above the existing top step.

(Article 22 – Wages)

9. Co-Response Mental Health Clinician

The Town agrees to create a new Co-Response Mental Health Clinician position under the North Attleborough Police Department. This position:

- Will fall under the USW bargaining unit.
- Is contingent on opioid settlement funding.

- Will terminate once such funding is exhausted.
- Will have duties and compensation mutually agreed upon by the Town and Union.

(Article 1 – Recognition; Article 19 – Job Descriptions and Classifications)

10. Sick Leave Buyback at Retirement

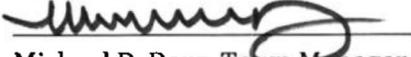
A sick leave buyback program will be established as follows:

- Eligibility upon retirement only.
- Capped at 10% of total accrued unused sick leave, not to exceed 12 days (or the hourly equivalent).
- Payment based on the employee's regular rate of pay at retirement, issued in a lump sum.
- Requires 30 days' advance written notice unless waived by the Town.

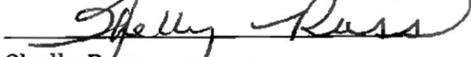
New provision under Article 14 – Sick Leave

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized representatives.

For the Town of North Attleborough


Michael D. Borg, Town Manager
Date: 27 MAY 25

For United Steel Workers Local 9517


Shelly Ross
Date: 5/14/25

Keith Odume


Date: 5-14-25

Town of North Attleborough

Policy Letter 002-B – REMOTE WORK POLICY (USW Unit)

DATE: 29 APR 2025

FROM: Michael D. Borg, Town Manager

SUBJECT: Remote Work Policy for USW Union Employees

1. Purpose

This policy outlines the pilot program for remote work opportunities for employees represented by USW, allowing limited flexibility while ensuring continued accountability, productivity, and service to the community.

2. Application

This policy applies only to USW-represented employees whose roles are eligible for remote work, as determined by the Department Head and approved by the Town Manager. Essential positions (e.g., field staff, public safety, and direct service roles) are generally excluded. This policy may be amended or revoked at any time at the sole discretion of the Town Manager.

3. Policy Guidelines

- Eligible employees may work remotely up to 24 days per calendar year.
- No more than two (2) remote days may be taken in any given work week.
- Remote work is a privilege, not a right, and may be suspended or revoked based on performance, operational needs, or policy violations.

4. Request & Approval Process

- Employees must submit their remote work request via Employee Forward during the week prior to the proposed remote workday(s).
- All requests must receive prior approval through Employee Forward from the employee's Department Head, except in cases where the requestor is a department head. In those cases, the approval authority is the Town Manager, except for departments under the management of the Director of Public Works.
- The Department Head will determine eligibility and approve or deny requests for remote work in Employee Forward.
- No request is approved without written confirmation through Employee Forward.

5. Technology & Communication Requirements

To participate in remote work, employees must:

- Use a Town-issued laptop.
- Have the Town's phone app installed and configured with their assigned Town phone number active and responsive on that laptop.
- Ensure a private, quiet, and secure workspace that maintains the confidentiality of Town business.
- Have reliable internet and phone access during all working hours.

6. Remote Work Expectations

Employees working remotely must:

- Work their regular full schedule, and get prior approval for any overtime.
- Be available via phone, messaging, and email as they would be in person.
- Attend meetings virtually and maintain comparable productivity and responsiveness.
- Safeguard Town property and ensure no unauthorized access by others in the household.
- Comply with all Town policies, including IT and data security standards.

7. Security & Confidentiality

Employees must protect Town data and equipment at all times. This includes:

- Locking their computer when not in use.
- Preventing household members from accessing Town equipment.
- Using passwords and secure networks per the Town's IT policy.