

MEMORANDUM OF AGREEMENT

BETWEEN

THE TOWN OF NORTH ATTLEBOROUGH

AND

AFSCME, COUNCIL 93, LOCAL 1702

Effective July 1, 2025 – June 30, 2026

WHEREAS, the Town of North Attleborough ("Town") and AFSCME Council 93, Local 1702 ("Union") have agreed to enter into a one-year successor agreement to the July 1, 2022 – June 30, 2025 collective bargaining agreement;

NOW THEREFORE, the Town and the Union agree to amend their Agreement as follows:

1. Term of Agreement

This Memorandum of Agreement shall be effective from July 1, 2025 through June 30, 2026.

2. Cost-of-Living Adjustment (COLA)

Effective July 1, 2025, all employees shall receive a 2% general wage increase. (Reference: Article IV – Compensation).

3. New Step Creation

Effective July 1, 2025, a new Step 10 will be added to the wage schedule, providing a 3% increase above Step 9. (Reference: Article IV – Compensation).

4. RE-GRADING OF A POSITION / RECLASSIFICATION PROCEDURE

Step 1: Any employee who believes that the duties and responsibilities of the employee's position have so substantially changed as to warrant a reclassification shall request in writing a review of the employee's job description with the employee's department head and the Town Manager with input from any applicable elected or appointed board or commission. The department head will have 21 calendar days to respond to said request in writing. If they are in support of the request, the employee and the department head must prepare a completed position evaluation of the new designation as described in the Position Evaluation Manual (supplied by the Town) with a description of how the increase in compensation will be funded.

Step 2: If there is support for the request for reclassification, the employee must submit the request, along with the letter of support, completed position evaluation and funding source to the Union.

Step 3: Within 14 calendar days of receiving the request from the employee, the Union must render their decision on whether or not to support the request. If the Union decides to proceed, they will forward the letter of support from the department head, the completed position evaluation, funding source and letter of support from the union to the Town Manager.

Step 4: Within 21 calendar days, the Town's Negotiating Team will meet with the Union representatives to deal with the matter through collective bargaining.

(Reference: Article XXI – Miscellaneous).

5. Classification and Compensation Study

The Town agrees to fund and conduct a Classification and Compensation Study. The Town retains all rights to select the vendor. Should AFSCME wish to participate in the vendor selection, it must contribute 50% of the cost related to the study's AFSCME-represented positions.

No changes resulting from the Classification and Compensation Study shall be implemented during the term of this Memorandum of Agreement. Any proposed changes to wages, job classifications, or related compensation matters shall be considered on a case-by-case basis and only through negotiations with AFSCME Council 93, Local 1702, as part of the successor collective bargaining agreement. (Reference: Article XXI – Miscellaneous).

6. New Year's Eve Holiday Adjustment

Employees shall receive a half-day holiday on New Year's Eve. (Reference: Article VII – Holidays).

7. Rest Periods

Two 10-minute rest periods may be combined to extend an employee's meal period, with department head approval. (Reference: Article V – Hours of Work and Overtime).

8. Remote Work Pilot Program

See Appendix A: Policy Letter 002-A – PILOT REMOTE WORK POLICY (AFSCME Unit)

The Town agrees to pilot a remote work program, administered at the discretion of department heads and subject to operational and technical conditions. (Reference: Article XXI – Miscellaneous).

9. Sick Bank – Recovery from Childbirth

Recovery from childbirth shall be added to the list of approved uses for the Sick Leave Bank in compliance with Massachusetts General Law. (Reference: Article VIII, Section 5).

10. Housekeeping Changes – Article VIII, Sick Leave

- Section 5, Paragraph 2: Change "1 day" to "7.75 hours".
- Section 5, Paragraph 4: Change "20 days" to "155 hours" and "additional 20 days" to "an additional 155 hours".
- Change sick bank contribution from "1 day" to "7.75 hours". (Reference: Article VIII – Sick Leave).

This Memorandum of Agreement is subject to ratification by the Union, approval by the Town Manager, and funding of the incremental cost items by the Town Council.

Agreed to by the Parties on the date(s) indicated below:

For the Town of North Attleborough:

Michael Borg, Town Manager

Date: 10 JUN 25

For AFSCME Council 93, Local 1702:

Suzanne Candelet, Union President

Date: 6/9/2025 Suzanne Candelet

Scott E. Taveira, Staff Representative

Date: 6/9/2025 Scott E. Taveira

Appendix A: AFSCME REMOTE WORK POLICY

Town of North Attleborough

Policy Letter 002-A – PILOT REMOTE WORK POLICY (AFSCME Unit)

Purpose

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

Application

This policy applies only to AFSCME-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.

Policy Guidelines

- Eligible employees may work remotely up to 12 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.

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.
- The Department Head will determine eligibility and forward approved requests to Human Resources for recordkeeping.
- No request is approved without written confirmation through Employee Forward.

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.

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- **Ensure a private, quiet, and secure workspace that maintains the confidentiality of Town business.**
- **Have reliable internet and phone access during all working hours.**

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.**

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.**

