

## Unit D Proposed Language Changes

Article and Section	FY20-23 Contract Language:	FY24-26 Contract Language:
Article 1, Section 1	The Committee recognizes the Needham Education Association as the exclusive bargaining agent of all full-time and part-time office secretarial employees, clerical (school) aides, computer technicians, AV technician, excluding all managerial, confidential, and casual employees, and all other school employees.	<p>The Committee recognizes the Needham Education Association as the exclusive bargaining agent of all full-time and part-time <b>administrative support and office clerical</b> <del>secretarial</del> employees, <del>clerical (school) aides</del>, computer technicians, AV technician, excluding all managerial, confidential, and casual employees, and all other school employees.</p> <p>The following positions shall be retitled:  School Aide shall become “Office Assistant”;  School Secretary shall become “Administrative Assistant I”;  Secretary/ Registrar shall become “Registrar”;  School Bookkeeper shall become “Bookkeeper”;  District Receptionist/ Secretary shall become “District Receptionist”;  Administrative Assistant I shall become “Administrative Assistant II”;  Senior School Bookkeeper shall become “Senior Bookkeeper”;  School Lead Secretary shall become “Senior Administrative Assistant”;  <del>Payroll Coordinator shall become “Payroll Specialist”</del>;  AP/AR Clerk shall become “AP/AR Specialist”;  Cat IV Computer Technician shall become “Computer Technician I”;  Cat IV AV Technician shall become “ AV Technician I.”</p> <p>Effective July 1, 2023, the position Payroll Coordinator becomes a confidential employee under an individual contract.</p> <p>The following positions shall be recognized as Unit D positions: “Computer Technician II”,”AV Technician II”, “Technician Assistant”, “Data Assistant” and “Assistant to the Superintendent’s Office.”</p>
Article 7, Section 2	The evaluation period shall be September 1 to August 31. Employees in the first two years of employment will be evaluated at least annually. Evaluations will be done every two years for secretaries after the second full year of employment. Interim evaluations may be performed at the discretion of the evaluator.	The evaluation period shall be September 1 to August 31. Employees in the first two years of employment will be evaluated at least annually. Evaluations will be done every two years for <del>members secretaries</del> after the second full year of employment. Interim evaluations may be performed at the discretion of the evaluator.

Article 7, Section 7	A new employee must serve a probationary period of ninety (90) workdays. Discharge during the probationary period is not subject to the grievance and arbitration procedure.	A new employee must serve a probationary period of <del>six (6) months ninety (90) workdays</del> . Discharge during the probationary period <b>with evidence of written feedback</b> is not subject to the grievance and arbitration process.
Article 7, Section 10	By June 30, 2021, a committee of three (3) NEA members and three (3) administrators will convene to revise and update the evaluation tool for Unit D. Once completed, the tool will be used for FY 22 and FY 23. No later than January 30, 2023, the School Committee and NEA team will meet to review the committee's work and determine the new tool's efficacy for ratification in the following contract.	By June 30, <del>2019</del> <b>2024</b> , a <b>study</b> committee of three (3) NEA members and three (3) administrators will convene <b>to evaluate the efficacy of the Unit D evaluation rating scale and forms for efficacy and consistency with the Portrait of a Needham Educator.</b>
Article 12, Section 1	Effective July 1, 2018, all new hires will accrue vacation time on a monthly basis.	Effective July 1, 2018, all new hires will accrue vacation time on a monthly basis. <b>During the first two years of employment, the rate of accrual shall be one vacation day per month. After the third year and each year thereafter, an employee will accrue vacation at a rate of 1.25 days per month. After ten or more years, vacation will accrue at a rate of 1.67 days per month. These amounts are prorated for 10 and 11-month employees.</b>
Article 12, Section 6	Program Specialist/AV Technician and Program Specialist/Computer Technician receive vacation benefits pursuant to Sections 1-4 of this Article effective July 1, 2009.  <b>(See reference guide on page 20)</b>	<del>Program Specialist/AV Technician and Program Specialist/Computer Technician</del> <b>Members employed as Technician Assistant, Computer Technician I, AV Technician I, Computer Technician II, AV Technician II</b> receive vacation benefits pursuant to Sections 1-4 of this Article, effective July 1, 2009.  <b>(See reference guide on Article 17 Section 1)</b>
Article 13, Section 1	The following holidays shall be recognized as legal holidays when these holidays fall within the employees' regular work year:  Labor Day Columbus Day Day Veteran's Day Thanksgiving Day Day after Thanksgiving Christmas Day  New Year's Day Martin Luther King Day President's Day Patriots' Day Memorial Day Fourth of July	The following holidays shall be recognized as legal holidays when these holidays fall within the member's regular work year:  Labor Day Columbus Day/ <b>Indigenous People's Day</b> King Day Veteran's Day Thanksgiving Day Day after Thanksgiving Christmas Day Fourth of July  New Year's Day Martin Luther King Day President's Day Patriots' Day Memorial Day <b>Juneteenth</b>
Article 13, Section 1	In addition to their base year days specified in the salary schedules, the Program Specialist/AV Tech and Program Specialists/Comp Tech are entitled to five (5) paid holidays. The five holidays are: Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day and Presidents' Day. Beginning July 1,	<del>DELETE</del>  <del>In addition to their base year days specified in the salary schedules, members employed as Technician Assistant, Computer/AV Technician I and Computer/AV Technician II the Program Specialist/AV Tech and</del>

	<p>2009, Specialist/AV Technician and Program Specialists/Computer Technician are entitled to the same holidays provided to all Unit D members pursuant to Article 13.</p>	<p><del>Program Specialists/Comp Tech are entitled to five (5) paid holidays. The five holidays are: Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Day and Presidents' Day. Beginning July 1, 2009, members employed as Technician Assistant, Computer/AV Technician I and Computer/AV Technician II Specialist/AV Technician and Program Specialists/Computer Technician are entitled to the same holidays provided to all Unit D members pursuant to Article 13.</del></p>
<p>Article 16, Section 1</p>	<p>When a snow day is declared, Unit D 10-month and 11-month employees members are not required to work.</p> <p>Twelve-month Employees: On days when the Superintendent cancels school for students and teachers due to inclement weather conditions, twelve-month personnel assigned to school offices and the Administration Building should report to work.</p> <p>Beginning July 1, 2021, on a declared snow day, a 12-month employee may be granted permission by his/her supervisor to work from home. If a twelve-month employee is unable to report to work due to inclement weather and does not have permission to work from home, he/she shall notify the immediate supervisor. He/she may take the day as a vacation day, personal day, or unpaid day.</p> <p>If notified by the Superintendent that all buildings are closed and that all employees are directed not to report to work, twelve-month employees will be paid for the day.</p>	<p>When a “no school” <del>snow</del> day is declared, <b>due to inclement weather or other unanticipated event:: Unit D members are not required to work.</b></p> <p><b>Ten and eleven-month Unit D members will not report to work. The day is a non-paid day and will be made up in June.</b></p> <p><b>Twelve-month employees will report to work when the roads are safe to travel and/or the school office can be safely accessed.</b> If a twelve-month employee is unable to report to work <del>due to inclement weather</del>, the employee should notify the immediate supervisor. The employee may take the day as a vacation day, a personal day, <del>or</del> an unpaid day, <b>or may work remotely with the permission of their supervisor pursuant to the District’s Remote Work Program and Guidelines.</b> If <del>notified by</del> the Superintendent <b>notifies staff</b> that all buildings are closed and <b>directs</b> employees <del>are directed</del> not to report to work, twelve-month employees will be paid for the day.</p>
<p>Article 17, Section 1</p>	<p>For each fiscal year, eleven-month office personnel (full-time/part-time) are budgeted for 213 workdays, and ten-month office personnel (full-time/part-time) are budgeted for 193 workdays (ten- and eleven-month office personnel are hereinafter referred to as Ten-Month/Eleven-month (“T/E”) office personnel or office staff members). These budgeted days are designed to include five workdays prior to the opening of school and five workdays following the close of school. These budgeted days also include days on which school is closed for certain religious holidays when such holidays fall on weekdays. Therefore, during fiscal years when such holidays fall on a Saturday or Sunday, the number of budgeted days is less than the 213 or 193 set forth</p>	<p><b>The work year of full-time employees (working 20 or more hours per week) is summarized below:</b></p> <p><b>Ten (10) month members work 180 school days, five workdays prior to the opening of school, five workdays following the close of school, and three additional days to be completed during the summer and/or days that school is not in session, as agreed in advance by the employee and supervisor. For the additional workdays selected by 10-month employees, a sick, personal, or vacation day may be used if necessary. Paid no-work days are summarized in the Table below.</b></p>

above. (The 213 days for eleven-month office personnel and the 193 days for ten-month office personnel, each reduced by the number of applicable religious holidays which fall on a Saturday or Sunday, are hereinafter referred to as the “Number of Budgeted Days.”)

Ten -month secretaries, including office aides, work 193 days including 180 school days, 10 days for the one week before and one week after the school year and 3 additional days completed during July, August, Rosh Hashanah, Yom Kippur, Good Friday (when these days fall during the week) or when school is closed due to election, as agreed in advance by the employee and supervisor. Eleven-month secretaries work 213 days including 180 school days, 10 days for the one week before and one week after the school year, 20 days during July and/or August and 3 additional days as specified for ten-month secretaries. For the additional work days selected by 10- and 11-month employees, a sick, personal or vacation day may be used if necessary.

Eleven (11) month employees work 180 school days, five work days prior to the opening of school, five workdays following the close of school, 20 days during July and August, and three additional days to be completed during the summer and/or days that school is not in session, as agreed in advance by the employee and supervisor. For the additional workdays selected by 11-month employees, a sick, personal, or vacation day may be used if necessary. Paid no-work days are summarized in the Table below.

Twelve (12) month employees work year-round, with a contract year of 260 or 261 paid days, depending on the calendar year. Paid no-work days are summarized in the Table below.

The work year of part-time employees (those working fewer than 20 hours per week) is summarized below:

Ten (10) month employees work 180 school days, five workdays prior to the opening of school, five workdays following the close of school, and three additional days to be completed during the summer and/or days that school is not in session, as agreed in advance by the employee and supervisor, for a total of 193 days. Part-time employees are not entitled to vacation or holidays, subject to Articles 12 and 13, respectively. For the additional workdays selected by 10-month employees, a sick or personal day may be used if necessary.

Eleven (11) month employees work 180 school days, five workdays prior to the opening of school, five workdays following the close of school, 20 days during July and August, and three additional days to be completed during the summer and/or days that school is not in session, as agreed in advance by the employee and supervisor, for a total of 213 days. Part-time employees are not entitled to vacation or holidays, subject to Articles 12 and 13, respectively. For the additional workdays selected by 11-month employees, a sick or personal day may be used if necessary.

Twelve (12) month employees work year-round, for a total of 260 or 261 paid days, depending on the calendar year. Subject to Article 12, vacation time will be prorated for part-time, twelve-month

		<p>employees, based on the average number of hours per day for the previous year, with one day of vacation for each month worked. Subject to Article 13, part-time employees who work less than twenty hours per week are not eligible for paid holidays.</p>
<p>Article 17, Add Section 5</p>		<p><b>Remote Work</b></p> <p>Subject to the District’s Remote Work Program and Guidelines, Unit D members may work remotely with approval from their supervisors.</p>
<p>Article 19, Section 1</p>	<p>The workday shall consist of seven (7) hours of actual work per day, exclusive of an unpaid lunch period of no less than thirty (30) minutes.</p> <p>The workday for School Lead Secretaries is eight (8) hours of actual work per day, exclusive of an unpaid lunch period of no less than thirty (30) minutes.</p> <p>Effective July 1, 2009, the workday for Program Specialist/AV Technician and Program Specialist/Computer Technician is eight (8) hours of actual work per day, exclusive of an unpaid lunch period of no less than thirty (30) minutes.</p>	<p>The workday shall consist of seven (7) hours of actual work per day, exclusive of an unpaid lunch period of no less than thirty (30) minutes.</p> <p>The workday for <b>Senior Administrative Assistants School Lead Secretaries</b> is eight (8) hours of actual work per day, exclusive of an unpaid lunch period of no less than thirty (30) minutes.</p> <p>Effective July 1, 2009, the workday for <b>Technician Assistant, Computer Technician I, AV Technician I, Computer Technician II, AV Technician II</b> is eight (8) hours of actual work per day, exclusive of an unpaid lunch period of no less than thirty (30) minutes.</p>
<p>Article 22, Section 1</p>	<p>The salaries for all categories and steps shall be increased by 1.0% on July 1, 2020, 1.5 % July 1, 2021 and 1.75% July 1, 2022.</p>	<p>The salaries for all categories and steps shall be increased by <b>2 %</b> on July 1, <del>2017-2023</del>, <b>2%</b> July 1, <del>2018</del> <b>2024</b> and <b>2.5%</b> July 1, <del>2019</del> <b>2025</b>.</p>
<p>Article 22, Section 1</p>	<p>Add after the last paragraph of Article 22 Section 1.</p>	<p>Effective July 1, 2023, Unit D members working 10 or 11 months for at least 20 hours per week will receive compensation for their base wages in 44 equal paychecks (42 deduction weeks.) Employees working fewer than twenty hours per week will be paid on an hourly basis, as time is reported.</p> <p>The amount of equalized pay will be based on 212 paid "base days" per year, including 180 school days, 5 days before school, 5 days after school, 12 paid holidays, and 10 paid vacation days. The additional paid work and no-work days to which an employee is entitled under Article 17 shall be paid as per diem days in addition to the base wages, in the period when earned.</p> <p>Supplemental pays (such as longevity) are excluded from the equalized wage calculation and shall be paid in addition to the base wages, in the period when earned.</p>

All Unit D members will submit regular timesheets. An employee working more or less than the scheduled number of hours shall have their pay adjusted accordingly, including the payment of overtime for hours worked in excess of 40 in a given work week. Employees who separate from their position before the end of the school year, employees on unpaid leave, or employees with insufficient accruals also shall have their pay adjusted accordingly, in the period(s) following separation and/or the last paycheck of the school year.

Effective July 1, 2023 – June 30, 2024

A. Effective July 1, 2023, adopt the salary schedule below, prior to implementation of any cost-of-living adjustment. For all positions in classifications AR1, AR2, AR3, AR4, and AR5, the Step 1 hourly wage is reset at the former Step 3 hourly wage and the former Steps 9 – 10 are updated to reflect a step increase valued at 2.5%. Additionally, a new top Step 11 valued at 2.5% is added to AR1, AR2, AR3, AR4, and AR5; and a new top Step 8 valued at 2.5% is added to AR6. Finally, the “Assistant to the Superintendent’s Office” is added to classification AR4 and the “Data Assistant” is added to AR6. The Payroll Specialist classification will be removed from AR5.

FY24 UNIT D SALARY SCHEDULE (NO COLA)							
	Office Assistant AR1	Administrative Assistant I, Program Asst., School Library Support Assistant AR2	Registrar, Bookkeeper, District Receptionist, Assistant to the Superintendent's Office AR3	Administrative Assistant II, Senior Bookkeeper AR4	Senior Administrative Assistant, Payroll Specialist, AP/AR Specialist AR5	Computer Technician I, AV Technician I, Data Assistant AR6	Production Specialist ARB
STEP							
1	\$19.71	\$24.22	\$25.26	\$26.30	\$27.41	\$28.27	\$22.62
2	\$20.40	\$25.07	\$26.12	\$27.16	\$28.37	\$29.77	\$23.40
3	\$21.11	\$25.95	\$26.98	\$28.03	\$29.38	\$31.31	\$24.22
4	\$21.85	\$26.86	\$27.91	\$28.95	\$30.40	\$32.88	\$25.07
5	\$22.60	\$27.79	\$28.84	\$29.87	\$31.48	\$34.71	\$25.95
6	\$23.16	\$28.48	\$29.53	\$30.57	\$32.56	\$35.93	\$26.86
7	\$23.74	\$29.18	\$30.23	\$31.27	\$33.71	\$36.20	\$27.79
8	\$24.32	\$29.91	\$30.96	\$32.00	\$34.04	\$37.20	\$28.48
9	\$24.93	\$30.66	\$31.73	\$32.80	\$34.89		\$29.18
10	\$25.55	\$31.43	\$32.52	\$33.63	\$35.76		\$29.91
11	\$26.19	\$32.22	\$33.33	\$34.46	\$36.65		\$30.66

B. Members hired before July 1, 2023, shall be placed on the next step to which they would have been entitled, on the appropriate classification of the new scale. For example, a Bookkeeper hired on July 1, 2022, at AR3 Step 3 shall be placed on AR3, Step 4 on the new scale.

C. Subsequently, a 2% COLA shall be applied to the scale above to create the following salary schedule below.

Effective July 1, 2024 – June 30, 2025

A. Effective July 1, 2024, the salary schedule shall be updated to reflect the following changes, prior to implementation of any cost-of-living adjustment.

		<p>Classification AR6 wages are updated to reset the value of step 1 at the current step 2 hourly wage and update the former step 8 as a step increase valued at 2.5% over the prior step 7. Additionally, a new top step 9 is added to AR6 valued at 2.5%. Additionally, a new classification AR7 is added for “Computer Technician II” and “AV Technician II” personnel, with hourly wages that represent a \$2.00 increase over AR6 wages. Finally, the position of “Technician Assistant” is added to AR1.</p> <p>B. Subsequently, a 2% COLA shall be applied to the scale to create the following salary schedule below.</p> <p><u>Effective July 1, 2025 – June 30, 2026</u></p> <p>A. Effective July 1, 2025, the salary schedule shall be updated to reflect the following changes, prior to implementation of any cost-of-living adjustment. Classification AR6 wages are further updated to reset the value of Step 1 at the current Step 2 (former Step 3) wage and update the former Step 9 as a step increase valued at 2.5% over the prior Step 8. Additionally, the value of AR7 wages is increased by an additional \$2.00 over the current AR6 wages.</p> <p>B. Subsequently, a 2.5% COLA shall be applied to the scale to create the following salary schedule below.</p> <p>C. Finally, the following positions are entitled to receive a \$1.00/hour shift differential for hours worked on weekends, evenings (beyond the regular work day), holidays, and vacation days: Technician Assistant, Computer Technician I, AV Technician I, Computer Technician II, AV Technician II.</p>
<p>Article 22, Section 6</p>	<p>Computer technicians have the option of either carrying a cell phone provided by the Needham Public Schools or receiving a cell phone allowance of \$300 per year to offset costs of his/her personal cell phone. The technician will carry a current model designated by the supervisor to ensure compatibility with the latest IOS system, inventory, ticketing system, etc.</p> <p>Effective July 1, 2018, the School Committee agrees</p>	<p>Technician Assistants, Computer Technicians I, AV Technicians I, Computer Technicians II, and AV Technicians II have the option of either carrying a cell phone provided by the Needham Public Schools or receiving a cell phone allowance of \$300 per year to offset costs of his/her personal cell phone. The technician will carry a current model designated by the supervisor to ensure compatibility with the latest IDS system, inventory, ticketing system, etc. Effective July 1, 2018, the School Committee agrees to provide the Athletic</p>



	to provide the Athletic Department Bookkeeper with a cell phone allowance of \$300/year.	Department Bookkeeper with a cell phone allowance of \$300/year.																																								
Article 22, Add Section 7		Effective July 1, 2023, Unit members who refer a candidate to the Needham Public Schools for a vacancy in Units C, D or E, which culminates in a successful hire (leads to that candidate being employed by the Needham Public Schools for a period of at least 90 calendar days) shall receive a \$300 referral bonus. This provision shall sunset on June 30, 2026.																																								
Article 23, Section 1	<p>Full-time employees will receive longevity payments as follows:</p> <table border="0" style="margin-left: 40px;"> <tr><td>After 5 years</td><td>\$550</td></tr> <tr><td>After 10 years</td><td>\$750</td></tr> <tr><td>After 15 years</td><td>\$1000</td></tr> <tr><td>After 20 years</td><td>\$1250</td></tr> <tr><td>After 25 years</td><td>\$1450</td></tr> </table>	After 5 years	\$550	After 10 years	\$750	After 15 years	\$1000	After 20 years	\$1250	After 25 years	\$1450	<p>Full-time employees will receive longevity payments as follows;</p> <table border="0" style="margin-left: 40px;"> <tr><td>After 5 Years</td><td>\$550</td></tr> <tr><td>After 10 Years</td><td>\$750</td></tr> <tr><td>After 15 Years</td><td>\$1000</td></tr> <tr><td>After 20 Years</td><td>\$1250</td></tr> <tr><td>After 25 Years</td><td>\$1450</td></tr> </table> <p>Effective July 1, 2024, the following rate table is in effect:</p> <table border="0" style="margin-left: 40px;"> <tr><td>After 5 Years</td><td>\$650</td></tr> <tr><td>After 10 Years</td><td>\$850</td></tr> <tr><td>After 15 Years</td><td>\$1100</td></tr> <tr><td>After 20 Years</td><td>\$1350</td></tr> <tr><td>After 25 Years</td><td>\$1550</td></tr> </table> <p>Effective July 1, 2025, the following rate table is in effect:</p> <table border="0" style="margin-left: 40px;"> <tr><td>After 5 Years</td><td>\$950</td></tr> <tr><td>After 10 Years</td><td>\$1150</td></tr> <tr><td>After 15 Years</td><td>\$1400</td></tr> <tr><td>After 20 Years</td><td>\$1650</td></tr> <tr><td>After 25 Years</td><td>\$1850</td></tr> </table>	After 5 Years	\$550	After 10 Years	\$750	After 15 Years	\$1000	After 20 Years	\$1250	After 25 Years	\$1450	After 5 Years	\$650	After 10 Years	\$850	After 15 Years	\$1100	After 20 Years	\$1350	After 25 Years	\$1550	After 5 Years	\$950	After 10 Years	\$1150	After 15 Years	\$1400	After 20 Years	\$1650	After 25 Years	\$1850
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Article 23, Section 2	<p>Part-time employees who work twenty (20) hours or more and less than thirty-five (35) hours per week will receive longevity payments as follows:</p> <table border="0" style="margin-left: 40px;"> <tr><td>After 5 years</td><td>\$275</td></tr> <tr><td>After 10 years</td><td>\$375</td></tr> <tr><td>After 15 years</td><td>\$500</td></tr> <tr><td>After 20 years</td><td>\$625</td></tr> <tr><td>After 25 years</td><td>\$725</td></tr> </table>	After 5 years	\$275	After 10 years	\$375	After 15 years	\$500	After 20 years	\$625	After 25 years	\$725	<p>Part-time employees who work twenty (20) hours or more and less than thirty-five (35) hours per week will receive longevity payments as follows:</p> <table border="0" style="margin-left: 40px;"> <tr><td>After 5 Years</td><td>\$275</td></tr> <tr><td>After 10 Years</td><td>\$375</td></tr> <tr><td>After 15 Years</td><td>\$500</td></tr> <tr><td>After 20 Years</td><td>\$625</td></tr> <tr><td>After 25 Years</td><td>\$725</td></tr> </table> <p>Effective July 1, 2024, the following rate table is in effect:</p> <table border="0" style="margin-left: 40px;"> <tr><td>After 5 Years</td><td>\$325</td></tr> <tr><td>After 10 Years</td><td>\$425</td></tr> <tr><td>After 15 Years</td><td>\$550</td></tr> <tr><td>After 20 Years</td><td>\$675</td></tr> <tr><td>After 25 Years</td><td>\$775</td></tr> </table>	After 5 Years	\$275	After 10 Years	\$375	After 15 Years	\$500	After 20 Years	\$625	After 25 Years	\$725	After 5 Years	\$325	After 10 Years	\$425	After 15 Years	\$550	After 20 Years	\$675	After 25 Years	\$775										
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After 5 Years	\$475											
After 10 Years	\$575											
After 15 Years	\$700											
After 20 Years	\$825											
After 25 Years	\$925											

Ten-month office members (working 20 hours or more) work year consists of:	Eleven-month members (working 20 hours or more) work year consists of:	Twelve-month members (working 20 hours or more) work year consists of:
<ul style="list-style-type: none"> <li>● 180 school days</li> <li>● 5 days before the start of school</li> <li>● 5 days after the last day of school</li> <li>● 3 additional days completed during summer and/or days that school is not in session, as agreed in advance by the employee and supervisor</li> <li>● 12 holidays (does not include July 4), provided Juneteenth falls within the members work year</li> <li>● 10 vacation days in first two years of employment                             <ul style="list-style-type: none"> <li>○ for a total of 215 days of pay for employees in his/her first two years of employment</li> </ul> </li> <li>● 13 vacation days at third year of employment                             <ul style="list-style-type: none"> <li>○ December vacation- 4 days (unless Christmas falls outside the workweek)</li> <li>○ February vacation- 4 days (allowing for one legal holiday)</li> <li>○ April vacation- 4 days (allowing for one legal holiday)                                     <ul style="list-style-type: none"> <li>▪ for a total of 218 days of pay for employees who have worked three years or more</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● 180 school days</li> <li>● 5 days before the start of school</li> <li>● 5 days after the last day of school</li> <li>● 20 days during July &amp; August</li> <li>● 3 days additional days completed during summer and/or days that school is not in session, as agreed in advance by the employee and supervisor</li> <li>● 13 holidays</li> <li>● 11 vacation days in first two years of employment                             <ul style="list-style-type: none"> <li>○ for a total of 237 days of pay for employees in his/her first two years of employment</li> </ul> </li> <li>● 14 vacation days at third year of employment                             <ul style="list-style-type: none"> <li>○ for a total of 240 days of pay for employees who have worked three years or more</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● 13 holidays</li> <li>● In the first two years of employment                             <ul style="list-style-type: none"> <li>○ 12 days vacation in first 2 years</li> </ul> </li> <li>● In the third through ninth year of employment                             <ul style="list-style-type: none"> <li>○ 15 days of vacation</li> </ul> </li> <li>● Employees with ten or more years of employment                             <ul style="list-style-type: none"> <li>○ 20 vacation days</li> </ul> </li> </ul>

**FY24 PROPOSED UNIT D SALARY SCHEDULE (2.0% COLA)**

	Office Assistant	Administrative Assistant I, Program Asst, School Library Support Assistant, Production Specialist	Registrar, Bookkeeper, District Receptionist	Administrative Assistant II, Senior Bookkeeper, Assistant to the Superintendent's Office	Senior Administrative Assistant, AP/AR Specialist	IT Technician I, AV Technician I, Data Assistant
	AR1	AR2	AR3	AR4	AR5	AR6
STEP	New	New	New	New	New	New
1	\$20.10	\$24.70	\$25.77	\$26.83	\$27.96	\$28.84
2	\$20.81	\$25.57	\$26.64	\$27.70	\$28.94	\$30.37
3	\$21.53	\$26.47	\$27.52	\$28.59	\$29.97	\$31.94
4	\$22.29	\$27.40	\$28.47	\$29.53	\$31.01	\$33.64
5	\$23.05	\$28.35	\$29.42	\$30.47	\$32.11	\$35.40
6	\$23.62	\$29.05	\$30.12	\$31.18	\$33.21	\$36.65
7	\$24.21	\$29.76	\$30.83	\$31.90	\$34.38	\$37.02
8	\$24.81	\$30.51	\$31.58	\$32.64	\$34.72	\$37.94
9	\$25.43	\$31.27	\$32.36	\$33.46	\$35.59	
10	\$26.06	\$32.06	\$33.17	\$34.29	\$36.48	
11	\$26.71	\$32.86	\$34.00	\$35.15	\$37.38	

<b>FY25 PROPOSED UNIT D SALARY SCHEDULE (2.0% COLA)</b>							
	Office Assistant; Technician Assistant	Administrative Assistant I, Program Asst, School Library Support Assistant, Production Specialist	Registrar, Bookkeeper, District Receptionist	Administrative Assistant II, Senior Bookkeeper, Assistant to the Superintendent's Office	Senior Administrative Assistant, AP/AR Specialist	IT Technician I, AV Technician I, Data Assistant	IT Technician II, AV Technician II, AV Installation Technician
	AR1	AR2	AR3	AR4	AR5	AR6	AR7
STEP	New	New	New	New	New	New	New

1	\$20.51	\$25.20	\$26.28	\$27.36	\$28.52	\$30.97	\$33.05
2	\$21.22	\$26.08	\$27.18	\$28.26	\$29.52	\$32.57	\$34.66
3	\$21.96	\$27.00	\$28.07	\$29.16	\$30.57	\$34.31	\$36.39
4	\$22.73	\$27.95	\$29.04	\$30.12	\$31.63	\$36.11	\$38.19
5	\$23.51	\$28.91	\$30.01	\$31.08	\$32.75	\$37.38	\$39.46
6	\$24.10	\$29.63	\$30.72	\$31.81	\$33.88	\$37.76	\$39.84
7	\$24.70	\$30.36	\$31.45	\$32.53	\$35.07	\$38.70	\$40.78
8	\$25.30	\$31.12	\$32.21	\$33.29	\$35.42	\$39.67	\$41.75
9	\$25.94	\$31.90	\$33.01	\$34.13	\$36.30	\$40.66	\$42.74
10	\$26.58	\$32.70	\$33.83	\$34.98	\$37.20		
11	\$27.25	\$33.52	\$34.68	\$35.85	\$38.13		

<b>FY26 PROPOSED UNIT D SALARY SCHEDULE (2.5% COLA)</b>							
	Office Assistant; Technician Assistant	Administrative Assistant I, Program Asst, School Library Support Assistant, Production Specialist	Registrar, Bookkeeper, District Receptionist	Administrative Assistant II, Senior Bookkeeper, Assistant to the Superintendent's Office	Senior Administrative Assistant, AP/AR Specialist	IT Technician I, AV Technician I, Data Assistant	IT Technician II, AV Technician II, AV Installation Technician
	AR1	AR2	AR3	AR4	AR5	AR6	AR7
STEP	New	New	New	New	New	New	New
1	\$21.02	\$25.83	\$26.94	\$28.05	\$29.23	\$33.39	\$37.65
2	\$21.75	\$26.73	\$27.85	\$28.96	\$30.25	\$35.17	\$39.44
3	\$22.51	\$27.67	\$28.77	\$29.89	\$31.33	\$37.02	\$41.28
4	\$23.30	\$28.64	\$29.76	\$30.87	\$32.42	\$38.32	\$42.58
5	\$24.10	\$29.64	\$30.76	\$31.85	\$33.57	\$38.70	\$42.97
6	\$24.70	\$30.37	\$31.49	\$32.60	\$34.72	\$39.67	\$43.94
7	\$25.32	\$31.12	\$32.24	\$33.35	\$35.95	\$40.66	\$44.93
8	\$25.94	\$31.90	\$33.02	\$34.13	\$36.30	\$41.68	\$45.94
9	\$26.59	\$32.70	\$33.84	\$34.98	\$37.21	\$42.72	\$46.99

10	\$27.25	\$33.52	\$34.68	\$35.85	\$38.13		
11	\$27.93	\$34.36	\$35.54	\$36.75	\$39.08		

Needham Education Association Negotiating

- DocuSigned by:  
 Michael Hirsch 8/15/2023  
5B81377988FB4F7...
- DocuSigned by:  
 Michael Hirsch Date  
 Larry Shea 8/15/2023  
2B738FF3E6934A8...
- DocuSigned by:  
 Felicia Fraser 8/15/2023  
D16F6E6064DB49F...
- DocuSigned by:  
 Felicia Fraser 8/17/2023  
F708BC5B608E476...
- DocuSigned by:  
 Jean McDevitt 8/15/2023  
8CED4B7A6E604E9...
- DocuSigned by:  
 Jean McDevitt 8/15/2023  
F8731CEB7FA4BD...
- DocuSigned by:  
 Judy Jacobs 8/18/2023  
74A4DCB8CB6B4AF...
- DocuSigned by:  
 Liv Nash

Needham School Committee

- DocuSigned by:  
 Negotiating Team: 8/16/2023  
 Connie Barr  
A5906E6ADE424DD...
- DocuSigned by:  
 Connie Barr Date  
 Andrea Longo Carter 8/15/2023  
38C46A340B53403...
- DocuSigned by:  
 Andrea Longo Carter 8/16/2023  
 Matt Spengler  
8AD27BF30C5C436...
- DocuSigned by:  
 Matt Spengler  
 Dr. Alexandra Montes McNeil 8/16/2023  
58CA1060470C436...
- DocuSigned by:  
 Alexandra Montes McNeil 8/15/2023  
 Anne Gulati  
EC4F5575A58A498...
- DocuSigned by:  
 Anne Gulati