

AGREEMENT BETWEEN

**TOWN OF ROCKLAND
AND**

**JEANNE GIANATASSIO
MARY P. RYAN
MARY B. STEWART**

ROCKLAND EXECUTIVE ASSISTANT'S ASSOCIATION

WHEREAS, the Town of Rockland, through its Board of Selectmen, its Police Chief and its Fire Chief (hereinafter referred to as the ("*TOWN*") has appointed Jeanne Gianatassio, Mary P. Ryan and Mary B. Stewart to the positions of Executive Assistant and hereby agree to enter into the following agreement. Any future appointment to these positions will be as follows: Selectmen's Office – Board of Selectmen; Police Department – Chief of Police Department; Fire Department – Chief of Fire Department.

ARTICLE 1 – STABILITY OF AGREEMENT

If any of the provisions of this **AGREEMENT** shall in any manner conflict with any Federal Law of Statute, or Statutes of the Commonwealth of Massachusetts, such provisions shall be considered null and void and shall not be binding on the parties hereto; and in such event, the remaining provisions of this **AGREEMENT** shall remain in full force and effect.

ARTICLE 2 HOURS OF WORK AND WORK WEEK

The workweek shall normally consist of thirty-five (35) hours per week, and the work shift shall be 8:30 a.m. to 4:30 p.m. or at the discretion of the respective Department Head, but not to exceed thirty-five hours.

ARTICLE 3 – SALARY

Each Executive Assistant shall be paid in accordance with the following wage schedule:

For the year commencing **July 1, 2004**, it is agreed there shall be 0% increase. For the years **July 2005 and 2006**, there shall be a general increase of four (4) percent: the pay schedule per hour to be as follows:

	START	2-YRS.	4-YRS.	6-YRS.	9 YRS.	12 YRS.
2004	17.11	18.12	19.19	20.37	21.55	22.86
2005	17.79	18.84	19.95	21.18	22.41	23.77
2006	18.50	19.59	20.74	22.02	23.30	24.72

Proficiency pay in the amount of \$500.00 is to be given annually at the same time longevity is paid.

ARTICLE 4 – SICK LEAVE

Each Executive Assistant will receive one and one-quarter (1-1/4) days of sick leave with pay for each month of continuous service provided such leave is caused by sickness, injury, or exposure to contagious disease. Sick leave may be accumulated without limit.

The Executive Assistant shall be compensated in cash for all unused sick leave up to a maximum of one hundred twenty five (130) days when she is permanently separated from employment with the Town by retirement or death. In the event of the Executive Assistant, payment shall be made to her designated beneficiary or estate.

Sick leave is authorized by the Department Head. If the Executive Assistant is absent three (3) days or more, chargeable sick leave, a statement from her physician may be required; the statement to give the nature of the illness and the expected duration. Such statement may be required at the discretion of the Department Head.

The Town may require a medical examination of the Executive Assistant on sick leave. This examination shall be at the expense of the Town and by a physician appointed by the Town unless otherwise wavered by the Town.

All unused, accumulated sick leave shall be kept to a laid-off Executive Assistant's credit, and in the event of a rehire, shall be restored to the Executive Assistant.

If Executive Assistant did not utilize any sick leave in the period of July 1 through June 30 of the previous year, two (2) additional days of personal time shall be granted to the Executive Assistant and must be taken during the next fiscal year.

ARTICLE 5 – VACATION

The Executive Assistant shall receive paid vacation annually depending on the years of service in accordance with the following schedule:

Six (6) months to One (1) year:	5 days
One (1) year to Five (5) years:	10 days
Five (5) years to Ten (10) years:	15 days
Above Ten (10) years:	25 days

Should a holiday fall during the vacation period on a regularly scheduled working day, an additional day of vacation will be allowed.

In the event of the termination, retirement or death of this **AGREEMENT** by either party, the Executive Assistant shall receive a lump sum payment in lieu of any earned vacation leave not yet taken.

ARTICLE 6 – HOLIDAYS

The Executive Assistant shall receive the following paid holidays if employed at the time the holiday occurs:

NEW YEAR'S DAY	LABOR DAY
MARTIN LUTHER KING DAY	COLUMBUS DAY
PRESIDENT'S DAY	VETERAN'S DAY
PATRIOT'S DAY	THANKSGIVING DAY
MEMORIAL DAY	CHRISTMAS DAY
INDEPENDENCE DAY	

Whenever a holiday falls on a Sunday the following day shall be the holiday; when a holiday falls on a Saturday, the preceding day shall be the holiday.

ARTICLE 7 – BEREAVEMENT LEAVE

The Executive Assistant shall receive leave without loss of pay in the event of a death in the Executive Assistant's immediate family. Such leave shall be up to five (5) working days commencing with the day after the death. The immediate family shall include the spouse, child, father, mother, mother-in-law, father-in-law, sister, sister-in-law, brother, brother-in-law, grandchild, grandparent, aunt, uncle, step-parent, step-child, daughter-in-law, and son-in-law.

ARTICLE 8 – OTHER LEAVE

After one year of continuous employment the Executive Assistant shall receive four (4) days of paid personal leave, said days to be taken subject to the approval of the respective Department Head.

The Executive Assistant shall receive compensatory time off from work at time and one-half to the number of hours worked to Town business at time other than normal work week (35 hours) subject to the approval of the respective Department Head. Compensatory time must be taken prior to June 30th of the present fiscal year or may be carried over with approval of the Department Head.

ARTICLE 9 – INSURANCE

The Executive Assistant shall receive health, dental and life insurance benefits at the same rate as other Town employees.

ARTICLE 10 – LONGEVITY

The Executive Assistant shall, upon attaining ten (10) years of consecutive employment, be paid a longevity benefit of Three Hundred (\$300.00) dollars per Year in a lump sum payment. Upon attaining fifteen (15) years on consecutive employment, the Executive Assistant shall be paid a longevity benefit of Six Hundred (\$600.00) dollars per year in a lump sum payment. Upon attaining twenty (20) years of consecutive employment, the Executive Assistant shall be paid a longevity benefit of One Thousand Five Hundred (\$1,500.00) dollars per year in a lump sum payment. Payment under this paragraph shall not be added to base pay for the purpose of computing any other pay benefit. The eligibility date for computation of years of service shall begin with the date of service (hire date) and payment made by December 1st.

ARTICLE 11 – PAY PRACTICES

In each succeeding year of this contract, each Executive Assistant shall receive the same base salary as stated in the above contract, plus increases in at least as large percentage as received by all other members of the *RITE* Clerical Union personnel employed by the Town in each said year.

Each Executive Assistant shall in addition, receive all other benefits including without limitation sick days, vacation days, and any other benefits to the same extent of other personnel of the *RITE* Union. The Executive Assistant's Association shall be afforded the same employment security, grievance and arbitration procedures as the *RITE* Union.

ARTICLE 12 – JURY PAY

The Town agrees to pay the difference in the employee's normal weekly wage and compensation received for jury duty. The employee will remit to the Town the jury pay compensation, exclusive of travel expense, who in turn will provide the week's salary.

ARTICLE 13 – DURATION

This *AGREEMENT* shall be effective July 1, 2004 and continue in full force and effect to and including June 30, 2007 and from year to year thereafter unless modified or terminated as hereinafter provided.

MEMORANDUM OF AGREEMENT

By and Between
Town of Rockland

By its
Board of Selectmen

And
Rockland Executive Assistants Association

Agreement made this ___ day of October, 2004, By and Between the Town of Rockland by its Board of Selectmen and the Rockland Executive Assistants Association as follows:

It is herein agreed that the Agreement between the aforementioned parties, which expires June 30, 2007, is hereby extended by mutual agreement with the following amendments.

Effective July 1, 2005, there shall be a general wage increase of 4%

Effective July 1, 2006, there shall be a general wage increase of 4%

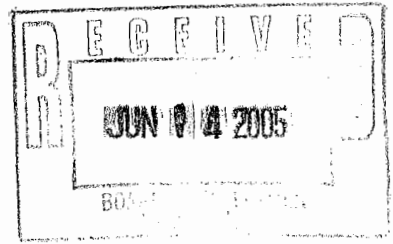
**TOWN OF ROCKLAND
Board of Selectmen**

John J. Vol
Lawrence J. Chassee

Kevin Craft
Kelli A. O'Brien McKinnon

**ROCKLAND EXECUTIVE
ASSISTANT'S ASSOCIATION**

Mary P. Ryan
Mary B. Stewart
Joseph M. Giannattasio



June 8, 2005

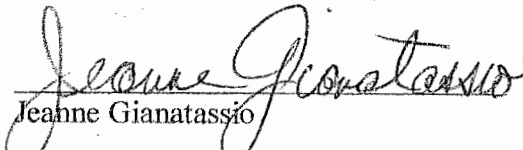
Rockland Board of Selectmen
Town Hall
242 Union Street
Rockland, MA 02370

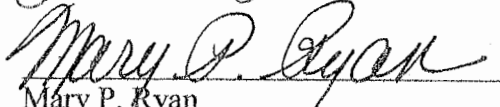
Dear Selectmen:

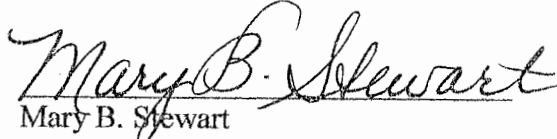
A typographical error was found on our Agreement between the Town of Rockland and Rockland Executive Assistant's Association.

Article 3 – Salary increments should be Start, 1-yr, 3-yr, 6-yr, 9-yr, 12-yr. There is no change in the dollar figure.

Sincerely,


Jeanne Gianatassio


Mary P. Ryan


Mary B. Stewart

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