

AGREEMENT

between the

TOWN OF WESTWOOD

and

S.E.I.U., LOCAL 888

JULY 1, 2021 - JUNE 30, 2023

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**AGREEMENT BETWEEN THE TOWN OF WESTWOOD
AND THE S.E.I.U., LOCAL 888**

This AGREEMENT entered into by the Town of Westwood, hereinafter referred to as the “Employer,” and the S.E.I.U., Local 888, hereinafter referred to as the “Union,” has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1

RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purposes of negotiating salaries, wages, hours, standards of productivity and performance and other conditions of employment for secretarial employees, exclusive of library personnel, of the Town of Westwood.

The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining for such employees, or make any agreement with any such group or individual for the purpose of undermining the Union or changing any condition contained in this Agreement.

ARTICLE 2

MANAGEMENT RIGHTS

Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the management and the direction of the working force shall be vested solely in the Employer.

ARTICLE 3

UNION DUES AND INITIATION FEES

Employees shall tender the initiation fee (if any) and monthly membership dues by signing the “APPLICATION for membership and AUTHORIZATION for payroll deduction” form attached hereto as Appendix C. The Employer agrees to deduct Union membership dues levied in accordance with the constitution of the Union from the pay of each employee who executes or has executed such form and remit the

aggregate amount to the Treasurer of the Union along with a list of employees who have had such dues deducted. Such remittance shall be made by the tenth (10th) day of the succeeding month.

The Union shall indemnify and save the Employer harmless against any claim, demand, suit or other form of liability that may arise out of or by reason of action taken by the Employer from the purpose of complying with this Article.

Committee on Political Education:

The Employer agrees to honor and to transmit to the Union contribution deductions to the Service Employees International Union, Local 888, COPE Fund from employees who are Union members and who sign deduction authorization cards. The deductions shall be in the amounts and with the frequency specified on the political contribution deduction authorization.

Payroll Deduction S.E.I.U. Local 888 COPE Fund

I hereby authorize my Employer to deduct from my pay the sum of \$_____ for each month and to forward that amount every six (6) months to SEIU, Local 888 COPE Fund. This authorization is voluntary and made on the specific understanding that the signing of this authorization and the making of payment to the SEIU Local 888 COPE Fund Committee is not a condition of membership in the Union or a condition of employment and the SEIU Local 888 COPE Fund Committee will use the money it receives to make political contributions and expenditures in connection with Federal, State and local elections.

Date: _____

Signature: _____

Print Name: _____

ARTICLE 4

AGENCY SERVICE FEES

In accordance with the provisions of Chapter 150E of the Massachusetts General Laws, all employees in the bargaining unit can choose to pay to the Union, the exclusive bargaining agent and representative, an amount of money equal to that paid by other employees in the bargaining unit who are members of the Union, which shall be limited to an amount of money equal to the Union's regular and usual membership dues.

The Union shall indemnify and save the Employer harmless against any claim, demand, suit or other form of liability that may arise out of or by reason of action taken by the Employer for the purpose of complying with this Article.

ARTICLE 5

DISCRIMINATION AND COERCION

There shall be no discrimination by either the Union or the Employer against any employee because of their activity, membership, or non-membership in the Union. The Employer agrees that there will be no discrimination against any member for their adherence to any provision of this Agreement.

ARTICLE 6

UNION REPRESENTATIVES

The Union shall designate two (2) stewards and an alternate and shall furnish the names to the Employer immediately upon designation, and the Union shall notify the Employer of any change. The stewards or other alternate shall be granted reasonable time off during working hours to investigate and settle grievances. The parties agree that there shall be every attempt to settle each and every grievance as expeditiously as possible.

ARTICLE 7

GRIEVANCE AND ARBITRATION PROCEDURE

Any grievance or dispute which may arise between the parties involving the application, meaning, or interpretation of this Agreement shall be settled in the following manner:

Step 1: The aggrieved employee will discuss their concern directly with their Department Head, with the mutual expectation that most misunderstandings or problems can be solved in this manner.

Step2: In the event that the aggrieved employee and their Department Head cannot resolve their disagreement, the aggrieved employee WITH or WITHOUT an Association representative, may take up the grievance or dispute in writing to the Assistant Town Administrator/Human Resources Director within ten (10) working days of their discussion with the Department Head. Alternitiely, the Union Steward and/or representative, with or without the aggrieved employee, may take up the grievance or dispute in writing signed

by the aggrieved employee within ten (10) working days of their discussion with the Department Head. The Assistant Town Administrator/Human Resources Director shall respond in writing to the grievant within ten (10) working days. In the event the grievant fails to notify the Assistant Town Administrator/Human Resources Director within twenty (20) working days of their conversation with the Department Head, the matter would be considered resolved.

STEP 3: If the grievance has not been settled, it shall be presented in writing to the Town Grievance Committee within five (5) working days after the Assistant Town Administrator/Human Resources Director's response is due. The Town Grievance Committee shall be comprised of one (1) member of the Select Board, one (1) member of the Personnel Board, and the Town Administrator. The Grievance Committee will conduct a hearing within thirty (30) days, allowing all parties to be heard and to call and cross-examine witnesses, and shall respond in writing within ten (10) working days of the close of the hearing. Any disciplinary action, which is defined as a suspension, demotion or discharge, shall be heard by the Town Grievance Committee at Step 3.

STEP 4: If the grievance is still unsettled, either party may, within fifteen (15) working days after the reply of the Grievance Committee is due, by written notice to the other, request arbitration. Arbitration proceedings will be conducted under the rules of the American Arbitration Association. The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue their decision within thirty (30) days after the conclusion of testimony and argument. The cost of the arbitration shall be split equally between the parties.

Grievances involving a disciplinary action, which is defined as a suspension, demotion, or discharge, shall be processed beginning at Step 3. Disciplinary grievances must be filed within five (5) working days of the imposition of discipline. If the case reaches arbitration, the arbitrator shall have the power to direct a resolution for the grievance, up to and including restoration to the job with all compensation and privileges that would have been due to the employee. The aggrieved may waive the right of a hearing at any step of the grievance procedure.

The authority of the arbitrator shall be limited to the provisions of this Agreement and to the question or questions which are submitted, provided however, that the arbitrator shall not have any authority to establish wage rates, nor to add to, subtract from, modify, or otherwise change any of the terms of this Agreement.

In the event the employee submits a grievance, it shall be discussed between a representative of the Union and an appropriate representative of the Town. If not resolved it may be submitted forthwith by either party to arbitration.

Time Limits: Where the time limits specified above are not complied with by the employee or the Union, the grievance shall be deemed waived and not entitled to further consideration or remedy under the grievance procedure or at arbitration.

The responsibility is on the employee and/or the Union to process the grievance within the time limits provided.

A grievance not answered or not timely answered at each step by the Department Head, Assistant Town Administrator/Human Resources Director, Town Administrator, or the Grievance Committee, shall not excuse the Union or the employee from complying with the time limits unless such time limits are extended by mutual agreement in writing.

ARTICLE 8

SENIORITY

The length of service of the employee in the bargaining unit shall determine the bargaining unit seniority of the employee. The length of service of the employee in a particular department shall determine the employee's departmental seniority. Bargaining unit seniority shall govern and control in choice of vacation, days off, and hours of work and in decreases in the working force.

In the event of a reduction in force which results in the termination of any bargaining unit position, the Town shall provide the Union and the affected employee(s) with notice thirty (30) days prior to the effective date of the layoff.

An employee whose position is affected by a reduction in force shall have the right to bump a less senior employee in any job classification, provided that the employee meets the minimum qualifications and abilities for the position.

Any employees laid off pursuant to this Article shall for two (2) years after the effective date of the layoff be notified of any vacancies in bargaining unit positions.

Employees laid off pursuant to this Article shall be responsible for promptly notifying the Town of Westwood of any changes in their names, addresses or availability for work.

ARTICLE 9

JOB POSTING

When a position covered by this Agreement becomes vacant, such vacancy shall be posted in Town Hall, listing the rate, duties, and qualifications. In addition, a copy of the posting and job description shall be given to the Union representative. This notice of vacancy shall remain posted for ten (10) business days. The position may also be posted simultaneously through public advertisement. Employees interested shall apply before the closing date indicated on the job posting. The Employer agrees to interview any bargaining unit member who applies for posted positions. In filling vacancies, consideration shall be given to the employee in the department with the greatest departmental seniority. However, if no employee from within the department is deemed qualified, the Employer may select a candidate from the total pool of applicants.

ARTICLE 10

HOURS OF WORK AND OVERTIME

This Article defines the normal hours of work and shall not be construed as a guarantee of hours of work per day or per week.

(a) The regular scheduled work week will consist of five (5) consecutive seven (7) hour work days, Monday through Friday, with the hours of duty being from 8:30 a.m. to 4:30 p.m. The Employer, however, retains the right to schedule hours of employment in accordance with the work requirements of the department.

(b) Work performed by full-time employees in excess of seven (7) hours per day or thirty-five (35) hours per week shall be compensated in the following manner, whichever method of computation yields the employee the greater compensation for the work week. However, overtime and premium rates shall not be pyramided; whenever more than one rate is applicable only one rate will be paid for that period.

(1) Prior to an employee performing work in excess of seven (7) hours per day or thirty-five (35) hours per week, the employee and the Department Head and/or Assistant Town Administrator/Director of Human Resources will agree on whether the employee will receive compensatory time or pay for the extra hours worked.

(a) If the employee is to receive compensatory time it will be at an hour for hour rate of all hours worked for forty (40) hours or less.

(b) If the employee is to receive pay it will be at time and one-half for all hours worked in excess of seven (7) hours per day or thirty-five (35) hours per week.

(c) For all hours worked in excess of forty (40) hours per week an employee will receive compensatory time or pay at a rate of time and one-half.

(d) Sick leave, vacation, personal days and holidays will be calculated as time worked.

(c) (1) A request to take compensatory time must be submitted to the Department Head and /or the Assistant Town Administrator/Director of Human Resources forty-eight (48) hours prior to the date on which it is to be taken unless circumstances beyond the control of the employee prevent notice from being given.

(2) Employees will be allowed to accrue a maximum of three (3) days of compensatory time at one time.

(3) Compensatory time must be used in the fiscal year in which it is earned. Employees will be paid at straight time for all unused compensatory time at the end of the fiscal year.

(4) The current practice of permitting employees to utilize flex time will continue, provided it does not impact on the needs of the department as determined by the Department Head.

- (d) All employees shall be granted an unpaid meal period of one (1) hour's duration. The meal period shall be scheduled at the middle of the shift.
- (e) All employees' work schedules will provide for a paid fifteen (15) minute rest period during the first one-half (1/2) shift and a paid fifteen (15) minute rest period during the second one-half (1/2) shift. The rest period shall be scheduled at the middle of each one-half (1/2) shift, whenever this is feasible.
- (f) Overtime shall be equally and impartially distributed among personnel in each area who ordinarily perform such related work in the normal course of their work week. Except in cases of emergency, overtime shall be voluntary.

ARTICLE 11

VACATIONS, HOLIDAYS, SICK LEAVE, JURY PAY, FUNERAL LEAVE, MILITARY LEAVE AND LEAVES OF ABSENCE

The following definitions shall apply:

"Full-time employee" shall mean an employee working not less than thirty-five (35) hours per week for fifty-two (52) weeks per year minus legal holidays and authorized vacation leave, sick leave, bereavement leave, jury duty, or other authorized leave of absence.

"Part-time employee" shall mean an employee working less than a full-time employee, provided, however, only part-time employees working twenty (20) or more hours per week at least thirty (30) weeks per year shall be eligible for holiday pay, vacation leave, sick leave, bereavement leave, jury duty, or other authorized leave of absence.

11.1 - Holidays.

11.1(a) - Coverage. Full-time and part-time employees.

11.1(b) - Recognized Holidays. The following holidays shall be recognized by the Town on the day on which they are legally observed by the Commonwealth of Massachusetts, and on these days, employees, without loss of pay, shall be excused from all duty except in cases where the Town Administrator determines that the employee is required to maintain essential Town services:

New Year's Day	Juneteenth Independence Day
Martin Luther King Day	Independence Day
Presidents' Day	Labor Day
Patriots' Day	Columbus/Indigenous People's Day
Memorial Day	Veterans' Day
Christmas Day	Thanksgiving Day

The day after Thanksgiving shall also be a holiday for purposes of this Article.

11.1(c) - Terms of Holiday Pay. Holiday pay shall be granted as follows:

- (i) Employees paid on an hourly basis shall receive one day's pay at the regular rate of the employee based on the number of hours regularly scheduled on the day on which the designated holiday occurs; or
- (ii) Employees paid on a weekly, semi-monthly or annual basis shall be granted each holiday without loss of pay.
- (iii) Holiday pay shall be granted provided that the employee was in full pay status on the regularly scheduled working day preceding and following the holiday in accordance with other provisions of these policies or was officially and appropriately absent.

11.2 - Vacation.

11.2(a) - Coverage. Full-time and part-time employees.

11.2(b) - Full-Time Employees.

- (i) Full-time employees who have completed thirty (30) weeks of continuous service following the date of original appointment shall be entitled to two (2) weeks (10 days) of vacation with pay each fiscal year. If, in any fiscal year, employment is less than thirty (30) weeks of continuous service, the employee shall be entitled to one day of vacation for each full month of continuous service completed.
- (ii) Employees having completed five (5) years of continuous service following the date of original appointment shall be entitled to three (3) weeks (15 days) vacation with pay.
- (iii) Employees having completed ten (10) years of continuous service following the date of original appointment shall be entitled to four (4) weeks (20 days) vacation with pay.

(iv) Employees having completed twenty (20) years of continuous service following the date of original appointment shall be entitled to five (5) weeks (25 days) vacation with pay.

(v) Employees who reach their fifth, tenth, or twentieth year anniversary of continuous service shall receive third, fourth or fifth weeks of vacation in the fiscal year following the fiscal year in which the anniversary date was reached.

11.2(c) - Part-Time Employees. Part-time employees shall be entitled to vacation leave with pay on the same basis as full-time employees, provided that such leave shall be pro-rated according to the number of hours of work per full-time week in which such employee is required to work.

11.2(d) - Scheduling. Vacation leave must be taken in the fiscal year immediately following the period in which it was earned. No more than three (3) weeks can be taken consecutively. Exceptions may be granted with the advance approval of the Assistant Town Administrator/Human Resources Director upon recommendation of the appropriate Department Head.

11.2(e) - Termination. Whenever employment is terminated by dismissal through no fault or delinquency on the part of the employee, or by retirement, or entrance into the military, the employee shall be paid an amount equal to the vacation allowance as earned and not taken in the fiscal year prior to such termination. In addition, payments shall be made for that portion of the vacation allowance earned by the employee up to the time of separation from the payroll.

11.2(f) - Death. Whenever employment is terminated by death, the beneficiary of the deceased shall be paid an amount equal to the vacation allowance accrued in the fiscal year prior to the employee's death but which had not been taken. In addition, payment shall be made for that portion of the vacation allowance earned by the employee up to the time of death.

11.2(g) - Other Uses of Vacation Leave. At the discretion of the Assistant Town Administrator/Human Resources Director, sick leave used in excess of that authorized may be charged to vacation leave.

11.2(h) - Holiday in lieu of Vacation Day. When a designated holiday is observed during a period when an employee is on vacation leave, the employee will not be charged a vacation day for said holiday.

11.3 - Sick Leave.

11.3(a) - Coverage. Full-time employees and part-time employees.

11.3(b) - Full-Time Employees. Full-time employees shall accrue one and one quarter (1¼) days sick leave with pay for each month worked.

11.3(c) - Part-Time Employees. Part-time employees shall be entitled to sick leave on the same basis as full-time employees, provided, however, that such leave shall be pro-rated according to the number of hours of work per full-time week in which such employee is required to work.

11.3(d) - Use of Sick Leave. An employee shall be entitled to sick leave only when the employee is incapable of performing duties due to personal sickness, injury or a quarantine by public health authorities. Sick leave shall not be granted for injury sustained in other employment or injury recoverable by insurance. The phrase "but not injury sustained in other employment or recoverable by insurance" does not apply where the workers' compensation law pertains to Town employees. Injury, illness or disability, self-imposed or resulting from substance abuse, may not be considered proper claim for leave under this section. An employee may use up to five (5) sick days per year to care for an immediate family member who is seriously ill. Unused family illness days do not carry over to the following year.

11.3(e) - Accrual of Sick Leave. An employee shall be credited annually with the unused portion of leave granted under this section up to a maximum of 150 days.

11.3(f) - Extension of Sick Leave. Extended sick leave may, at the discretion of the Assistant Town Administrator/ Human Resources Director, be granted to an employee after all of an employee's sick leave and vacation has been used. The Assistant Town Administrator/Human Resources Director's decision to grant or deny extended sick leave shall not be subject to the grievance and arbitration procedure.

11.3(g) - Notification. Sick leave will commence on the date and time that notification of the employee's sickness, injury or quarantining is given to the Department Head by the employee or the employee's family or physician.

11.3(h) - Certification of Illness. After three (3) days of absence or after a series of repeated absences during the year of employment, a Department Head may request a physician's statement which certifies the employee's inability to perform normal work duties.

11.3(i) - Any member of the bargaining unit who dies, or who retires from service with the Town and, at that time, applies for and receives a superannuation retirement pursuant to M.G.L. Chapter 32, shall be entitled to receive upon their termination of employment a retirement increment in the amount of eight dollars (\$8.00) per day for each day of unused sick leave which said employee has accumulated as of their date of termination.

11.3 (j) – Sick Leave Bank.

- a. Effective July 1, 2013, a Sick Leave Bank shall be instituted which shall be administered by a Sick Leave Bank Committee (SLBC) comprised of two (2) members designated by the Union and two (2) members designated by the Town. The Sick Leave Bank Committee shall determine the eligibility for members requesting leave from the Bank and the amount of leave to be granted. The following criteria shall be used by the SLBC in determining eligibility and amount of leave:
 - 1) The initial grant shall not exceed thirty (30) days.
 - 2) Adequate medical evidence of long-term illness or accident shall be submitted.
 - 3) Prior utilization of sick leave shall be considered. Sick leave grants should not exceed the amount of sick leave the employee had accrued prior to the illness that required additional sick leave unless the SLBC determines that there are special circumstances.
 - 4) All accumulated sick leave, vacation time, compensatory time, and personal leave must be used before an employee shall be eligible to withdraw benefits from the Sick Leave Bank.
 - 5) Employees who meet all eligibility requirements may withdraw benefits from the Sick Leave Bank for their own personal illness.
 - 6) Benefits may not be used to extend parental leave beyond the period of disability.

The decision of the Sick Leave Bank Committee with respect to eligibility and entitlement shall be final and binding and not subject to any appeal or grievance.

- b. Upon completion of the initial thirty (30) day period, additional sick days may be extended by the SLBC upon the satisfactory demonstration of need by the applicant.
- c. Each member may contribute one (1) day per fiscal year of their accumulated sick leave to the Sick Leave Bank by August 1. Accrued time may be carried forward for three (3) years, not to exceed one hundred and fifty (150) days. If the Sick Leave Bank reaches a balance of one hundred and fifty (150) days, no additional contributions will be accepted until such time as the balance of the Sick Leave Bank falls below one hundred and fifty (150) days. The Town agrees to provide an initial grant of fifteen (15) sick days to start the sick bank off.
- d. All full-time and part-time bargaining unit members are eligible to participate in the sick leave bank on a prorated basis. Only those members who voluntarily contribute to this bank each year shall be eligible for its benefits.

11.4 - Personal Days.

11.4(a) - Full-time employees and part-time employees regularly scheduled to work at least twenty (20) hours per week shall be entitled to two (2) personal days.

11.4(b) - It is understood that personal days are to conduct personal business, and are not to be used in lieu of or in connection with holiday or vacation time.

11.5 - Bereavement Leave.

11.5(a) - Coverage. Full-time employees and part-time employees.

11.5(b) - General Policy. Emergency leave of up to three (3) days may be granted for a death in the employee's immediate family. Immediate family shall include: wife, husband, mother, father, child, brother, sister, grandchildren, grandparent, mother-in-law, or father-in-law. Compensation shall be limited only to the time lost from the employee's normal work schedule.

11.5(c) - An employee will have one (1) day per year of bereavement leave to attend the funeral of his/her brother-in-law or sister-in-law, aunt or uncle, niece, nephew or former employee of the Town of Westwood. This leave can be taken in hourly increments or the whole day.

11.6 - Military Leave.

11.6(a) - Coverage. Full-time and part-time employees.

11.6(b) - General Policy. Employees called for temporary summer or like period of training in the military forces of the nation or the Commonwealth will be granted leave in accordance with Federal and State Laws.

11.7 - Jury Leave.

11.7(a) - Coverage. Full-time and part-time employees.

11.7(b) - General Policy. Employees called for jury duty shall be paid for the amount equal to the difference between the compensation paid for the normal working period and the amount paid by the court, excluding allowance for travel. The amount due the employee shall be certified by the Town Accountant upon presentation of proper evidence for monies received for jury duty.

11.8 - Leaves of Absence.

11.8(a) - Coverage. Full-time and part-time employees.

11.8(b) - General Policy. Leaves of absence shall be as follows:

- a. The Town Administrator may grant leaves of absence without compensation. Leaves of absence of over three (3) months duration shall be considered a break in employment and on return to work the employee shall have the status of a new employee, unless an extension of leave beyond the three (3) month period has been authorized in advance by the Town Administrator.
- b. Employees on leave of absence may continue to remain a member of a group health plan or group insurance plan by assuming full payment of the premiums.

- c. Employees on leave of absence shall not be entitled to benefits granted under holiday, vacation, sick, bereavement, military, jury, or parental leaves.
- d. Leaves of absence of over three (3) months will result in loss of longevity rights for the entire leave.

ARTICLE 12

LONGEVITY

After five (5) years of continuous full-time service to the Town, each employee shall be paid an additional one hundred and fifty dollars (\$150.00) annually, and for each year subsequent to such five (5) years, an additional thirty dollars (\$30.00) annually. Longevity pay shall be paid in one lump sum to each employee entitled thereto during the month of December.

Part-time employees who are regularly scheduled to work twenty (20) or more hours per week shall be eligible for longevity pay on the same terms as set forth above based upon years of continuous service on a regular schedule of twenty (20) or more hours per week.

ARTICLE 13

REDUCTION IN RANK OR COMPENSATION

No employee shall be dismissed, suspended or reduced in grade or compensation without just cause.

ARTICLE 14

CLASSIFICATION AND PAY PLAN AND PERFORMANCE EVALUATIONS

In this Agreement, and made part of it as Appendix A, shall be established a new classification and pay plan, the original of which went into effect on January 1, 2007. It shall list all positions covered by this Agreement by title, along with the wages for each position rated hourly and biweekly. The purpose of this Article is to provide compensation for employees, and to encourage, promote and enhance performance of employees subject to the available funds from Town Meeting.

A. Classification and Pay Plan.

The classification and pay plan will be divided into "levels". A "level" is the placement in the classification and pay plan between one (1) and eight (8). Level 8 can only be attained after ten (10) years of service to the Town. Movement between levels one (1) and eight (8) will occur on an annual basis if the category of "Satisfactory" or better is attained by the employee in the annual performance evaluation. The additional requirement of ten (10) years of service is needed before moving to Level 8. Employees hired between July 1 and December 31 in a given year will move to the next level of their grade on the following July 1st. New employees hired between January 1 and June 30 will move to the next level on the second July 1st following their hire date.

The parties have agreed that all unit positions will be reviewed by an outside consultant to determine if any classifications should be changed. It is also agreed that any current employee whose position has been placed in a lower classification will be red-circled at her current salary until the salary for the new classification exceeds her current salary. (This paragraph is taken from MOA of 5/5/14, signed 6/23/14.)

B. Performance Evaluations.

1. An annual performance evaluation shall be conducted on each employee in the bargaining unit once a year. The Employee Performance Appraisal form attached as Appendix B shall be used in the evaluation.
2. The performance evaluations shall be performed to the extent practicable by the individuals ("the evaluators") specified on the attached list of evaluators. (Appendix B).
3. The evaluators (direct supervisors and second evaluators) will discuss the evaluation with the employee (and the employee's Department Head if different than the evaluator). The evaluation will be signed at that time by both parties. There shall be no variations to the employee's evaluation report after the signing.
4. The evaluator and/or Assistant Town Administrator/Human Resources Director will bring any deficiencies in an employee's performance which may affect an employee's performance evaluation to

the employee's attention as soon as practicable after the deficiency comes to the attention of the evaluator and/or Assistant Town Administrator/Human Resources Director.

5. Upon retirement, voluntary termination of employment, or transfer to a position outside the bargaining unit, an employee's evaluation forms will be destroyed upon the employee's request in writing.
6. An employee's own evaluation forms will be made available to that employee upon a request in writing.
7. Evaluation forms will not be released to anyone other than the employee, the evaluator, the employee's Department Head (if different than the evaluator), the Town Administrator, and the Assistant Town Administrator/Human Resources Director except that evaluation forms may be introduced at any type of disciplinary proceedings or hearing involving the employee.
8. It is agreed that the Town's adherence to the above-stated procedures in the preparation and custodial maintenance of the evaluation forms will be enforced under the grievance and arbitration procedure of this Agreement.
9. The Union acknowledges, however, that neither an employee nor the Union may grieve the substance of a performance evaluation nor may the denial of a level movement based thereon be grieved. In particular, the Union acknowledges that neither an employee nor the Union may challenge the rating assigned to an employee by the evaluator in any of the categories listed on the Employee Performance Appraisal form.

ARTICLE 15

HIRING OF NEW EMPLOYEES

The hiring rate shall be at the minimum of the rate range of the job for which the new employee is hired, unless otherwise authorized by the Assistant Town Administrator/Human Resources Director.

ARTICLE 16

MISCELLANEOUS PROVISIONS

1. Bulletin Board: Announcements shall be posted in conspicuous places. Parties to this Agreement, both of whom may use the Bulletin Board for notices of a routine nature, agree that it would be improper to post

denunciatory or inflammatory written material on such Bulletin Board. The parties agree that the notices will not be in public view.

2. Should any provision of this Agreement be found in violation of any Federal or State law by a Court of competent jurisdiction, all other provisions of the Agreement shall remain in full force and effect for the duration of this Agreement and any benefit, privilege or working condition existing prior to this Agreement not covered by this Agreement shall remain in full force and effect.

3. The parties to this Agreement agree that they shall not discriminate against any person because of race, creed, color, sex, age, or any other protected classification, and that all covered employees shall receive the full protection of this Agreement.

4. The Employer agrees to permit representatives of the Union to enter the premises at reasonable times for individual discussions of working conditions with employees, provided such representatives do not interfere with the performance of duties assigned to the employees.

5. Should the Town increase life insurance for any group of Town employees, it shall similarly increase life insurance for the employees covered under this Agreement.

6. (a) The Town will include members of the bargaining unit within the cafeteria plan in effect in the Town.

(b) Employees will be eligible to enroll in the health and dependent care flexible spending account benefits.

7. The Employer agrees to allow one (1) member of the bargaining unit sufficient time during the work day to meet with a Union representative to discuss upcoming negotiations.

8. The Town shall enforce the provisions of the Family and Medical Leave Act of 1993 and M.G.L. Chapter 149, Section 105D, and the Small Necessities Leave Act, M.G.L. Chapter 149, Section 52D.

9. The Employer agrees to provide the President of the Union by August 1st of each fiscal year a list of employees in the bargaining unit. The list shall contain the following information for each employee: the position, pay grade and level, effective date of last upgrade, and the review period.

10. Employees in the bargaining unit shall be eligible for a professional development and wellness benefit. Each employee shall receive a lump sum benefit of six hundred and fifty dollars (\$650.00) payable in two (2) equal installments in the first payroll period in August and the first payroll period in February. It is intended that employees shall use this benefit to pursue educational opportunities, professional development or wellness programs. In addition, the Town will make the Tuition Assistance Policy available to all members of this unit.

11. The Town switched to 26 biweekly paychecks for all Town employees, effective July 1, 2013. As of the effective date, paychecks have been received every other week by all Town employees.

ARTICLE 17

EFFECTIVE DATE

This Agreement, by the authorized representatives of the Union and the Employer, shall become effective on the first day of July, 2021, and shall remain in effect until June 30, 2023. The parties agree that where this Agreement requires the appropriation of funds on the part of the Employer to effect the carrying out of any provision hereof, to that extent, this Agreement is subject to such action as may be taken by the Town Meeting pertaining to the required appropriation or appropriations.

ARTICLE 18

DURATION OF AGREEMENT

This Agreement shall be in full force and effect from July 1, 2021, to and including June 30, 2023, and shall continue from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by either party upon the other no later than December 1, 2022.

The language of Article 18 regarding the date of the notice to begin negotiations notwithstanding, the parties agree to begin negotiations for the next contract the January before the contract expires.

Upon receipt of such notice, the parties shall make mutually satisfactory arrangements to engage in negotiations leading to a settlement of the issues raised by such notice. Nothing in this Article shall preclude either the Employer or the Union from modifying any proposals made during the course of negotiations.

of any provision hereof, to that extent, this Agreement is subject to such action as may be taken by the Town Meeting pertaining to the required appropriation or appropriations.

ARTICLE 18

DURATION OF AGREEMENT

This Agreement shall be in full force and effect from July 1, 2021, to and including June 30, 2023, and shall continue from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by either party upon the other no later than December 1, 2022.

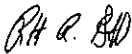
The language of Article 18 regarding the date of the notice to begin negotiations notwithstanding, the parties agree to begin negotiations for the next contract the January before the contract expires.

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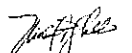
THIS AGREEMENT ENTERED INTO THIS 24 DAY OF October, 2022

TOWN OF WESTWOOD


S.E.I.U., LOCAL 888



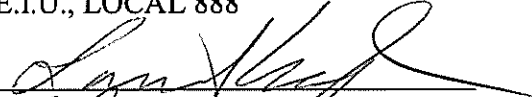
Robert R. Gotti, Chair

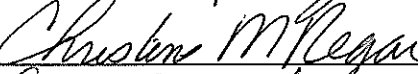



Michael F. Walsh, Clerk



Marianne LeBlanc Cummings, Third Member







SEIU CLERICAL EMPLOYEES

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8*
											<i>10 yrs+ Service</i>
2	<i>no positions assigned</i>	7/1/20 - 6/30/21	Biweekly	\$1,262.80	\$1,313.90	\$1,340.50	\$1,366.40	\$1,393.70	\$1,421.70	\$1,450.40	\$1,479.10
			Hourly	\$18.04	\$18.77	\$19.15	\$19.52	\$19.91	\$20.31	\$20.72	\$21.13
		7/1/21 - 6/30/22	Biweekly	\$1,281.70	\$1,333.50	\$1,360.80	\$1,386.70	\$1,414.70	\$1,442.70	\$1,472.10	\$1,501.50
			Hourly	\$18.31	\$19.05	\$19.44	\$19.81	\$20.21	\$20.61	\$21.03	\$21.45
3	<i>no positions assigned</i>	7/1/20 - 6/30/21	Biweekly	\$1,363.60	\$1,418.90	\$1,446.90	\$1,475.60	\$1,505.00	\$1,535.10	\$1,566.60	\$1,598.10
			Hourly	\$19.48	\$20.27	\$20.67	\$21.08	\$21.50	\$21.93	\$22.38	\$22.83
		7/1/21 - 6/30/22	Biweekly	\$1,383.90	\$1,439.90	\$1,468.60	\$1,498.00	\$1,527.40	\$1,558.20	\$1,590.40	\$1,621.90
			Hourly	\$19.77	\$20.57	\$20.98	\$21.40	\$21.82	\$22.26	\$22.72	\$23.17
4	Principal Clerk	7/1/20 - 6/30/21	Biweekly	\$1,517.60	\$1,577.80	\$1,609.30	\$1,641.50	\$1,674.40	\$1,708.00	\$1,742.30	\$1,777.30
			Hourly	\$21.68	\$22.54	\$22.99	\$23.45	\$23.92	\$24.40	\$24.89	\$25.39
		7/1/21 - 6/30/22	Biweekly	\$1,540.70	\$1,601.60	\$1,633.10	\$1,666.00	\$1,699.60	\$1,733.90	\$1,768.20	\$1,803.90
			Hourly	\$22.01	\$22.88	\$23.33	\$23.80	\$24.28	\$24.77	\$25.26	\$25.77
5	Accounting Specialist Office Assistant	7/1/20 - 6/30/21	Biweekly	\$1,653.40	\$1,719.90	\$1,754.90	\$1,789.90	\$1,825.60	\$1,862.00	\$1,899.10	\$1,936.90
			Hourly	\$23.62	\$24.57	\$25.07	\$25.57	\$26.08	\$26.60	\$27.13	\$27.67
		7/1/21 - 6/30/22	Biweekly	\$1,677.90	\$1,745.80	\$1,781.50	\$1,816.50	\$1,852.90	\$1,890.00	\$1,927.80	\$1,966.30
			Hourly	\$23.97	\$24.94	\$25.45	\$25.95	\$26.47	\$27.00	\$27.54	\$28.09
6	Accounting Coordinator Administrative Assistant Conservation Coordinator Payroll Coordinator Recreation Assistant	7/1/20 - 6/30/21	Biweekly	\$1,803.90	\$1,876.00	\$1,913.10	\$1,951.60	\$1,990.10	\$2,030.00	\$2,069.90	\$2,111.20
			Hourly	\$25.77	\$26.80	\$27.33	\$27.88	\$28.43	\$29.00	\$29.57	\$30.16
		7/1/21 - 6/30/22	Biweekly	\$1,831.20	\$1,904.00	\$1,941.80	\$1,981.00	\$2,020.20	\$2,060.80	\$2,100.70	\$2,142.70
			Hourly	\$26.16	\$27.20	\$27.74	\$28.30	\$28.86	\$29.44	\$30.01	\$30.61
7	Admin. Asst., Building Dept. Benefits Administrator Staff Accountant Y&FS Administrative Asst.	7/1/20 - 6/30/21	Biweekly	\$1,964.90	\$2,042.60	\$2,083.90	\$2,125.90	\$2,168.60	\$2,212.00	\$2,255.40	\$2,300.20
			Hourly	\$28.07	\$29.18	\$29.77	\$30.37	\$30.98	\$31.60	\$32.22	\$32.86
		7/1/21 - 6/30/22	Biweekly	\$1,994.30	\$2,073.40	\$2,115.40	\$2,158.10	\$2,200.80	\$2,244.90	\$2,289.00	\$2,334.50
			Hourly	\$28.49	\$29.62	\$30.22	\$30.83	\$31.44	\$32.07	\$32.70	\$33.35
8	Assessors Office Coordinator Assistant Town Clerk Assistant Town Collector Office Manager Purchasing Administrator	7/1/20 - 6/30/21	Biweekly	\$2,142.00	\$2,226.70	\$2,271.50	\$2,317.70	\$2,363.20	\$2,410.80	\$2,459.10	\$2,508.10
			Hourly	\$30.60	\$31.81	\$32.45	\$33.11	\$33.76	\$34.44	\$35.13	\$35.83
		7/1/21 - 6/30/22	Biweekly	\$2,174.20	\$2,260.30	\$2,305.80	\$2,352.70	\$2,398.90	\$2,447.20	\$2,496.20	\$2,545.90
			Hourly	\$31.06	\$32.29	\$32.94	\$33.61	\$34.27	\$34.96	\$35.66	\$36.37

*SEIU Clerical Union Employees who have completed Level 7 and have 10 years+ of service shall qualify for Level 8

updated 6/16/22

SEIU CLERICAL EMPLOYEES

Grade	Position Title	Fiscal Year		Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8*
											<i>10 yrs+ Service</i>
2	<i>no positions assigned</i>	7/1/21 - 6/30/22	Biweekly	\$1,281.70	\$1,333.50	\$1,360.80	\$1,386.70	\$1,414.70	\$1,442.70	\$1,472.10	\$1,501.50
			Hourly	\$18.31	\$19.05	\$19.44	\$19.81	\$20.21	\$20.61	\$21.03	\$21.45
		7/1/22 - 6/30/23	Biweekly	\$1,313.90	\$1,367.10	\$1,395.10	\$1,421.70	\$1,450.40	\$1,479.10	\$1,509.20	\$1,539.30
			Hourly	\$18.77	\$19.53	\$19.93	\$20.31	\$20.72	\$21.13	\$21.56	\$21.99
3	<i>no positions assigned</i>	7/1/21 - 6/30/22	Biweekly	\$1,383.90	\$1,439.90	\$1,468.60	\$1,498.00	\$1,527.40	\$1,558.20	\$1,590.40	\$1,621.90
			Hourly	\$19.77	\$20.57	\$20.98	\$21.40	\$21.82	\$22.26	\$22.72	\$23.17
		7/1/22 - 6/30/23	Biweekly	\$1,418.20	\$1,475.60	\$1,505.00	\$1,535.80	\$1,565.90	\$1,597.40	\$1,630.30	\$1,662.50
			Hourly	\$20.26	\$21.08	\$21.50	\$21.94	\$22.37	\$22.82	\$23.29	\$23.75
4	Principal Clerk	7/1/21 - 6/30/22	Biweekly	\$1,540.70	\$1,601.60	\$1,633.10	\$1,666.00	\$1,699.60	\$1,733.90	\$1,768.20	\$1,803.90
			Hourly	\$22.01	\$22.88	\$23.33	\$23.80	\$24.28	\$24.77	\$25.26	\$25.77
		7/1/22 - 6/30/23	Biweekly	\$1,579.20	\$1,641.50	\$1,673.70	\$1,708.00	\$1,742.30	\$1,777.30	\$1,812.30	\$1,848.70
			Hourly	\$22.56	\$23.45	\$23.91	\$24.40	\$24.89	\$25.39	\$25.89	\$26.41
5	Accounting Specialist Office Assistant	7/1/21 - 6/30/22	Biweekly	\$1,677.90	\$1,745.80	\$1,781.50	\$1,816.50	\$1,852.90	\$1,890.00	\$1,927.80	\$1,966.30
			Hourly	\$23.97	\$24.94	\$25.45	\$25.95	\$26.47	\$27.00	\$27.54	\$28.09
		7/1/22 - 6/30/23	Biweekly	\$1,719.90	\$1,789.20	\$1,826.30	\$1,862.00	\$1,899.10	\$1,937.60	\$1,976.10	\$2,015.30
			Hourly	\$24.57	\$25.56	\$26.09	\$26.60	\$27.13	\$27.68	\$28.23	\$28.79
6	Accounting Coordinator Administrative Assistant Conservation Coordinator Payroll Coordinator Recreation Assistant	7/1/21 - 6/30/22	Biweekly	\$1,831.20	\$1,904.00	\$1,941.80	\$1,981.00	\$2,020.20	\$2,060.80	\$2,100.70	\$2,142.70
			Hourly	\$26.16	\$27.20	\$27.74	\$28.30	\$28.86	\$29.44	\$30.01	\$30.61
		7/1/22 - 6/30/23	Biweekly	\$1,876.70	\$1,951.60	\$1,990.10	\$2,030.70	\$2,070.60	\$2,112.60	\$2,153.20	\$2,196.60
			Hourly	\$26.81	\$27.88	\$28.43	\$29.01	\$29.58	\$30.18	\$30.76	\$31.38
7	Admin. Asst., Building Dept. Benefits Administrator Staff Accountant Y&FS Administrative Asst.	7/1/21 - 6/30/22	Biweekly	\$1,994.30	\$2,073.40	\$2,115.40	\$2,158.10	\$2,200.80	\$2,244.90	\$2,289.00	\$2,334.50
			Hourly	\$28.49	\$29.62	\$30.22	\$30.83	\$31.44	\$32.07	\$32.70	\$33.35
		7/1/22 - 6/30/23	Biweekly	\$2,044.00	\$2,125.20	\$2,168.60	\$2,212.00	\$2,256.10	\$2,300.90	\$2,346.40	\$2,392.60
			Hourly	\$29.20	\$30.36	\$30.98	\$31.60	\$32.23	\$32.87	\$33.52	\$34.18
8	Assessors Office Coordinator Assistant Town Clerk Assistant Town Collector Office Manager Purchasing Administrator	7/1/21 - 6/30/22	Biweekly	\$2,174.20	\$2,260.30	\$2,305.80	\$2,352.70	\$2,398.90	\$2,447.20	\$2,496.20	\$2,545.90
			Hourly	\$31.06	\$32.29	\$32.94	\$33.61	\$34.27	\$34.96	\$35.66	\$36.37
		7/1/22 - 6/30/23	Biweekly	\$2,228.80	\$2,317.00	\$2,363.20	\$2,411.50	\$2,459.10	\$2,508.10	\$2,558.50	\$2,609.60
			Hourly	\$31.84	\$33.10	\$33.76	\$34.45	\$35.13	\$35.83	\$36.55	\$37.28

**SEIU Clerical Union Employees who have completed Level 7 and have 10 years+ of service shall qualify for Level 8*

APPENDIX A

APPENDIX A (Continued)

a. Employees who have already reached Level 8 and are therefore not eligible for any step increase will receive a lump sum payment, not added to the base, each year in the first full pay period following **July 1** if ATP employees have received an increase for that fiscal year. The amount of the lump sum will be the equivalent percentage, if any, used to calculate a lump sum payment to ATP employees at the end of their respective salary range.

b. Any employee who qualifies for an annual step increase will receive that step increase effective the first full pay period after July 1.

c. If an authorized supervisor formally assigns a bargaining unit member to perform all of the duties of a bargaining unit position in a higher grade classification due to the absence of the position holder, the member's base pay will be increased by 2% (two percent). This shall not obligate the Town to make such an assignment nor shall it affect the Town's right to determine that the position shall be filled in a different manner, including by hiring someone to fill it on an interim basis. Anyone hired on an interim basis will be covered by the terms of the parties' Collective Bargaining Agreement.

d. Retroactive to July 1, 2021, the base salary schedule in Appendix A will be increased by 1.5% (one and one half percent).

Effective the first full pay period after July 1, 2022 the base salary schedule in Appendix A will be increased by 2.5% (two and one half percent).

If, during the time period beginning July 1, 2021 and ending June 30, 2023, the Town voluntarily provides to any Town-side bargaining unit an across the board base salary increase more than the effective base salary increases resulting from the 1.5% and 2.5% compensation plan increases provided to the bargaining unit in this Agreement, and the Union requests it, the parties will further bargain about base salary only.

APPENDIX B



TOWN OF WESTWOOD
EMPLOYEE PERFORMANCE APPRAISAL
SEIU EMPLOYEES

CONFIDENTIAL

The performance appraisal should contain a narrative description of employee's performance in each category. This description should include specific examples of performance and should highlight both areas of achievement and recommendations for improvements.

JOB KNOWLEDGE

Consider knowledge and understanding of position's responsibilities, the objectives of the department and how it functions as part of the larger unit; resourcefulness in obtaining useful and necessary information from other departments; amount of detailed or repeated instruction required to complete tasks or meet objectives; ability to anticipate supervisors' and office needs.

QUALITY OF WORK

Consider overall caliber of office and/or technical skills; confidentiality of information; careful work habits; accuracy and appearance of finished product; degree of judgment in screening and directing inquiries; etiquette; accuracy; poise; manner and appearance.

PRODUCTIVITY

Consider overall efficiency in terms of department objectives; volume of work produced under normal conditions; efficient use of time; effectiveness in organizing work, problem solving, organization and smooth flow of work.

COOPERATION

Consider ability to work within the system; ability to see others' viewpoint; interpersonal relations and respect for fellow workers; ability to accept constructive criticism; willingness to assist others in department when appropriate; courtesy towards others.

DEPENDABILITY

Consider overall attendance and punctuality; prudent use of sick leave; scheduling personal appointments around business hours; making every effort to report to work during unusual situations; giving advance notice when going to be away from work station; promptness in meeting deadlines.

INITIATIVE

Consider initiative in developing ideas and methods; use of creativity; ability to be a self-starter; ability to accept and take on added responsibilities, develop and improve job skills; attendance at in-house or other training opportunities; suggestions about changes in work procedures.

EMPLOYEE DEVELOPMENT

1) ACCOMPLISHMENTS:

Identify specific accomplishments and positive performance factors.

2) **RECOMMENDATIONS: GOALS**

Identify goals for employee development for the upcoming months.

3) **OVERALL RATING**

G Unsatisfactory

G Meets/Exceeds Satisfactory

Evaluator's Signature _____ **Date** _____

2nd Evaluator's Signature _____ **Date** _____

EMPLOYEE COMMENTS:

Please take this opportunity to express your comments. Any difference of opinion should be discussed with your supervisor.

Employee's Signature _____ **Date** _____

Your signature implies neither approval nor disapproval. It indicates only that you have read the above evaluation.

Additional pages may be added if necessary due to space limitations.

APPENDIX B

SEIU MEMBERS WITH EVALUATORS

Name	Dept.	Status	DOH	Position	First Evaluator	Second Evaluator
Janice Barba	Assessors	FT	2/1/2007	Admin. Asst.	Curran	Dukeman
Cynthia Barenthaler	DPW	FT	3/13/2000	Office Manager	Korchin	Ryan
Mary Ellen Buchanan	Police	FT	7/18/1977	Admin. Asst.	Silva	Kean
Imelda Cabey	Accounting	FT	9/25/2006	Staff Accountant	O'Leary	Dukeman
Lorraine Cavanaugh	COA	FT	11/7/2012	Admin. Asst.	DeRosa	Tucke
Barbara Chirokas	Info. Systems	PT	11/4/2008	Admin. Asst.	McClellan	Kean
Lisa Ciampa	Assessors	FT	7/15/2002	Assessors Office Coord.	Curran	Dukeman
Brooke Congdon	Town Clerk	FT	03/01/2016	Asst Town Clerk	Powers	Kean
Lee Ann Cote	Acct./Treasurer	PT	11/18/2013	Staff Accountant	Foley/O'Leary	Dukeman
Pamela Cumings	Town Clerk	FT	03/10/2020	Admin. Asst.	Powers	Kean
Laurie DeStefano	Collectors	FT	12/18/2017	Acct. Coordinator	Wisialko	Dukeman
Lorraine Donovan	Board of Health	FT	10/17/2011	Admin. Asst.	Orsini	Loughnane
Amanda Drainville	Accounting	PT	1/12/2016	Staff Accountant	O'Leary	Dukeman
Deborah Lodge	Sewer/DPW	FT	10/03/2022	Admin. Asst.	Korchin	Ryan
Claudine Almeida	Police	FT	9/20/2021	Office Manager	Silva	Kean
Kerry Higgins	DPW	FT	6/10/2019	Admin. Asst.	Korchin	Ryan
Angela Lassig	Recreation	FT	2/11/2019	Admin. Asst.	Banks	Adams
Mary Ellen LaRose	Youth Services	PT	9/5/2014	Y & FS Admin. Asst.	Colthart	Sutton
Tiana Malone	CED	FT	2/25/2019	Admin. Asst.	Loughnane	McCabe
Janice Polin	Collectors	FT	3/12/2001	Asst. Tax Collector	Wisialko	Dukeman
Christine Regan	Accounting	FT	7/26/2000	Staff Accountant/Payroll	O'Leary	Dukeman
Susanne Thomas-Hogan	Building	FT	1/16/2004	Admin. Asst.	Doyle	Loughnane
Carolyn Wade	Fire	FT	10/5/2001	Office Manager	Deckers	Kean
VACANT	Human Resources	FT		Benefits Administrator	Kean	Dukeman
VACANT	Veteran's	PT		Admin. Asst.	Sutton	Kean

APPENDIX C

Union Membership and Dues Card

Employee ID#: _____

Join together for a stronger voice on the job

Membership Authorization:

Yes, I want to join with my fellow employees and become a member of SEIU Local 888 ("SEIU"). Effective immediately, I hereby request and accept membership in Service Employees International Union (SEIU) Local 888 - and authorize SEIU Local 888 to act as my exclusive representative in collective bargaining over wages, benefits, and other terms and conditions of employment. I agree to be bound by the Constitution and Bylaws of the Service Employees International Union and SEIU Local 888. I understand that in order to establish and maintain membership in good standing, I am obligated to pay dues and assessments as duly adopted by SEIU Local 888.

SIGNATURE REQUIRED

DATE

Dues Deduction/Check-off Authorization: I hereby authorize & direct my employer to deduct from my earnings - & to transmit to Service Employees International Union (SEIU) Local 888 - membership dues in the amount established or revised by SEIU Local 888 in accordance with the SEIU Local 888 Constitution and Bylaws. If for any reason my Employer fails to make a deduction, I authorize the Employer to make such deduction in the subsequent payroll period. SEIU Local 888 is authorized to deposit this authorization with my current Employer(s) & with any other Employer(s) under contract with Local 888 in the event I change Employer or obtain additional employment - and is authorized to redeposit this authorization with any Employer under contract with Local 888 if my employment with that Employer terminates and I am later rehired.

SIGNATURE REQUIRED

DATE

Dues to SEIU are not tax deductible as charitable contributions, however they may be tax deductible. Please consult your tax professional.

Legal Name (Print)

Birthdate:

Gender: __ Male __ Female

Address (Street, City, State Zip):

Personal Email (Print):

Home Phone:

Work Email (Print):

Work Phone:

Best way to reach you:

Best Time:

Cell Phone*:

EMPLOYMENT INFORMATION:

Employer:

Department/Work Site:

Job Title:

Hire Date:

**By providing my phone number, I understand the Service Employees International Union, its local unions, and affiliates may use automated calling technologies and/or text message me on my cellular phone on a periodic basis. SEIU will never charge for text message alerts. Carrier message and data rates may apply to such alerts. Text STOP to 787753 to stop receiving messages. Text HELP to 787753 for more information.*

COPA Authorization: **Join the Committee on Political Action with COPA.**

Yes! I want to defend my benefits and help working families and I know we can only do that if we stand together. I hereby authorize my employer to withhold the indicated amount per week to forward to SEIU Local 888 ("SEIU") as a contribution to SEIU Committee on Political Action ("SEIU COPA"). My signature shows that I agree with the terms below. \$3 \$5 \$9 upgrade my donation \$ _____

FIRST NAME

Last Name

SIGNATURE

Date

This authorization is made voluntarily based on my specific understanding that: 1) I am not required to sign this form or make voluntary contributions to SEIU COPA as a condition of my employment or membership in the union; 2) I may refuse to contribute without reprisal; 3) Under law, only union members and executive / administrative staff who are U.S. Citizens or lawful permanent residents are eligible to contribute to COPA; 4) The contribution amounts on this form are merely suggestions, and I may contribute more or less by this or other means without fear of favor or disadvantage from SEIU or my employer; 5) SEIU COPA uses the money it receives for political purposes - including, but not limited to, making contributions to and expenditures on behalf of candidates for federal, state, and local offices - and addressing political issues of public importance. This authorization shall remain in effect until revoked by me in writing via U.S. mail to SEIU.

Contributions or gifts to SEIU COPA are not tax deductible as charitable contributions.

NEW MEMBER RETIRED MEMBER ASSOCIATE MEMBER CONTACT INFORMATION CHANGE