

Side Letter of Agreement
Step Placement for Promotions, Reclassifications and Equity Adjustments

The International Brotherhood of Teamsters, Local Union No. 25 and the University of Massachusetts Lowell are parties to a collective bargaining agreement dated July 1, 2012 to June 30, 2014. Pursuant to Article 31 "Scope of Agreement" the parties have agreed to adopt the following guidelines for grade adjustments of bargaining unit members:

1. Bargaining unit members may have their salary grade adjusted by reason of promotional upgrade, reclassification, new title, grade creation or equity adjustment. While this is not an exhaustive listing of the reasons for a grade adjustment it does capture areas of adjustment where the parties have agreed to a standard system of step placement for affected bargaining unit members.
2. A bargaining unit member who qualifies for a grade adjustment shall have his or her compensation set at the first step of the higher grade classification from the first date of the appointment or agreed upon adjustment date.
3. A bargaining unit member who qualifies for a grade adjustment who currently enjoys a regular rate of compensation that is higher than the first step of the higher grade classification, shall have his or her compensation computed as follows:
 - A. Determine the employee's salary rate at his/her current job group;
 - B. Find the next higher step within the employee's current job group, or, for employees at the maximum rate within their current job group, multiply the employee's current salary rate by one and two one hundredths (1.02);
 - C. Compare the resultant sum to the rates for the higher job group into which the employee is promoted;
 - D. The employee's salary rate shall be the first rate in the higher job group that at least equals the resultant sum.

Such grade adjustments shall occur from the first date of appointment or agreed upon adjustment date.


4. A bargaining unit member's rate of pay may not exceed the top step of a newly assigned grade.

This side letter is duly executed by the parties on this 3 day of Dec., 2012.

For the University:



For the Union:



Business Agent