

Attachment A - May 13, 2024 Annual Town Meeting
Article #2

Chapter 35

PERSONNEL

ARTICLE I
General Provisions

- § 35-1. Authority.**
- § 35-2. Advantages.**

ARTICLE II
Definition of Plan

- § 35-3. Intent.**
- § 35-4. Covered employees.**
- § 35-5. Excluded employees.**
- § 35-6. Effective date.**
- § 35-7. Amendment of plan.**
- § 35-8. Construal of provisions.**
- § 35-9. Repealer.**
- § 35-10. Severability.**
- § 35-11. Grievance procedure.**

ARTICLE III
Personnel Board

- § 35-12. Membership.**
- § 35-13. Vacancies.**
- § 35-14. Responsibility and duties.**
- § 35-15. Human Resource Liaison.**

ARTICLE IV
Salary and Wage Provisions

- § 35-16. New employees.**
- § 35-17. Increases.**
- § 35-18. Promotions; Change of Position.**

§ 35-19. Overtime and compensatory time.

~~§ 35-20. Incentive increases.~~

§ 35-20~~1~~. Longevity.

~~§ 35-21.1 (Reserved).~~

§ 35-20.2 Municipal and School Building ~~Committee~~ Department Employees.

§ 35-20.3 Mileage reimbursement.

§ 35-21. Daylight saving time.

ARTICLE V Classification Schedule

§ 35-22.1 Grades.

§ 35-23. Meal Breaks.

§ 35-24. Schedule of Elected Officials.

ARTICLE VI Leave

§ 35-25. General provisions.

§ 35-26. Holidays.

§ 35-27. Vacation leave.

§ 35-28. Sick and personal leave.

§ 35-28.1 Non-Union Sick Leave Bank.

§ 35-29. Family and medical leave.

§ 35-30. Bereavement.

§ 35-31. Jury duty.

§ 35-31.1 Part-Time Civilian Dispatchers.

ARTICLE VII Physical Examination

§ 35-32. Examination required.

§ 35-33. Training.

APPENDIX A

Section V: Classes and Rates

Group B: Police Department (Non-Union Personnel)

Group C: Fire Department (Non-Union Personnel)

~~**Group D: Other Public Safety**~~

Group ED: Water Department

Group EE: Cemetery Department

~~**Group G: Municipal and School Building Committee Department**~~

~~**Maintenance Staff**~~

Group F: Recycling Center

Group G: Health

ARTICLE I General Provisions

§ 35-1. Authority. (from MGL Ch. 41, § 108A)

A Town bylaw may establish and from time to time amend a plan classifying any or all positions, other than those filled by popular election and those under the direction and control of the School Committee, into groups and classes doing substantially similar work or having substantially equal responsibilities. Such Town may, in like manner, by vote at a Town Meeting, establish and from time to time amend a plan establishing minimum and maximum salaries to be paid to employees in positions so classified, and such salary plan may provide for the attainment of such maximum salaries by periodic step-rate increases based on length of service and performance evaluations.

§ 35-2. Advantages.

The following advantages shall be derived from this chapter:

A. For the Town:

- (1) There is a defined pay structure that enables Town officials to make comparisons with similar positions in other towns.
- (2) There is an established basis for granting pay increases to ensure that all personnel are being treated in an equitable manner.

B. For department heads and Town officials:

- (1) It improves budget preparation.
- (2) It establishes a formal pay structure and procedures for granting pay increases.
- (3) It facilitates communication among department heads and Town officials.

C. For Town employees:

- (1) It provides a uniform and consistent pay structure, requires definitive job descriptions and outlines levels of benefits.
- (2) It provides for the equal treatment of all Town employees as required by state and federal laws.
- (3) It provides a formal grievance procedure for the resolution of problems.

ARTICLE II Definition of Plan

§ 35-3. Intent.

- A. The Classification/Compensation Plan is intended to establish a definitive job and salary structure based on factors that include, but are not limited to, basic knowledge, experience, judgment and initiative, independent action, accountability, interrelationships, manual skill, physical work environment, physical effort, occupational risks and supervisory responsibility.
- B. The plan shall include all positions, grouped into classes, and shall consist of minimum and maximum salaries, salary steps and/or single rate salaries for each position listed in the plan, as shall from time to time be established by vote of the town.

§ 35-4. Covered employees.

The following class of employees shall be covered under the plan:

- A. Regular full-time employees: any person who works a full 40 hours or more per workweek and whose employment has continued or is expected to continue for 12 consecutive months or more.

- B. Regular part-time employees: any person who works a regular weekly schedule averaging no less than 20 hours per week over the fiscal year.
- C. Occasional part-time employees: any part-time or seasonal employee who does not work a regular weekly schedule of at least 20 hours per week over 12 consecutive months.

§ 35-5. Excluded employees.

The following employees shall be excluded:

- A. Elected officials.
- B. Positions under the jurisdiction of the School Committee.
- C. Employees who are members of recognized labor or trade unions (such as the American Federation of State, County and Municipal Employees, the International Brotherhood of Police Officers, Halifax Association of Police Patrolmen and the International Association of Fire Fighters).
- D. Employees with individual employment contracts approved by the Board of Selectmen.

§ 35-6. Effective date.

The plan and any amendments thereto shall become effective on the first day of the new fiscal year immediately following the town meeting at which they were voted.

§ 35-7. Amendment of plan.

- A. All parts of the plan may be amended by vote of the Town at the Annual Town Meeting, and Article V, Classes and Rates, may be amended at a Special Town Meeting.
- B. No amendment shall be considered unless a written and signed request by petitioner or petitioners is addressed and submitted to the ~~Board of Selectmen and Finance Committee and a copy thereof filed with the Town Clerk~~Personnel Board.

~~DC.~~ The Board of Selectmen and Finance CommitteePersonnel Board shall, after such hearing, submit a report with recommendations of amendments to the bylaw to the Town Meeting at which such amendments are to be considered. All proposed amendments, whether recommended by the Board of Selectmen and Finance Committee or not, shall be included in the list of proposed amendments presented at the Town Meeting. **[Amended 6-15-2020 ATM, Art. 2]**

~~ED.~~ The Board of Selectmen and Finance Committee may, after like notice to all interested persons and after like hearing, submit to a Town Meeting its own proposals for amending the plan. **[Amended 6-15-2020 ATM, Art. 2]**

§ 35-8. Construal of provisions.

Nothing in this chapter shall be construed to conflict with Chapter 31 of the Massachusetts General Laws.

§ 35-9. Repealer.

Any bylaw or regulation of the Town of Halifax which predates this chapter and is in conflict with this chapter is hereby repealed, rescinded or limited.

§ 35-10. Severability.

If any provision of this chapter is held invalid or unconstitutional, the other provisions shall not be affected and shall remain in effect.

§ 35-11. Grievance procedure.

A. Definitions; settlement of grievance

(1) Definitions.

- (a) A **grievance** is a dispute involving the meaning, interpretation, or application of any or all specific provisions of the bylaw.
- (b) A **party in interest** is the person or group with the grievance, any person who might be required to take action, any person against whom action might be taken, or any witness who might be called during the grievance procedure or in resolving the grievance.

- (2) Any grievance, disagreement or dispute which may arise involving the application, meaning or interpretation of this Chapter or performance evaluation shall be settled in the following manner:

(a) Step 1.

The aggrieved employee shall submit the grievance, in writing, to his/her department head within five (5) working days of the date of the grievance. The department head [or his designee(s)] shall attempt to settle the matter and shall respond, in writing, to the employee within five (working days of the receipt of the grievance.

(b) Step 2.

If the department head has not responded within the given time limit or if the grievance has not been settled to the employee's satisfaction, the employee may

submit the grievance, in writing, to the Town Administrator within 10 working days of the department head's response (or if there has been no response, within ten (10) working days of the date the response was due).

(b) ~~_____~~ Step ~~23~~.

- (1) If the ~~department head~~Town Administrator has not responded within the given time limit or if the grievance has not been settled to the employee's satisfaction, the employee may submit the grievance, in writing, to the Board of Selectmen within 10 working days of the ~~department head's~~Town Administrator's response (or if there has been no response, within ten (10) working days of the date the response was due).
- (2) This written grievance shall include the following information:
 - [a] A statement as to the action being grieved.
 - [b] A statement as to when the action causing the grievance happened or became known to the employee.
 - [c] A statement as to which part(s) of this chapter have been violated.
 - [d] Evidence (documentary if possible) to support this grievance.
 - [e] A statement of the remedy or relief sought.
- (3) The Board of Selectmen will consider the grievance at its next regularly scheduled meeting and, if the employee so requests, will hold a hearing either at or within two calendar weeks of this first meeting.
- (4) The Board of Selectmen will respond, in writing, to the employee within three calendar weeks of this meeting or hearing, whichever occurs later, sending a copy of the decision to the department head.

- B. Failure by the employee to submit a grievance in accordance with the procedures and time limits established in this grievance procedure shall be deemed a waiver of the grievance.
- C. Failure by the Board of Selectmen to process or respond to a grievance in accordance with this procedure shall automatically be deemed a granting of the grievance.
- D. Time limits provided in various steps of the grievance procedure may be extended by the mutual written agreement of both parties.

ARTICLE III
Personnel Board

§ 35-12. Membership.

- A. The Personnel Board shall be jointly comprised of the Board of Selectmen and Finance Committee.

§ 35-13. Vacancies.

[Deleted 5-13-2019 ATM, Art. 2; Deleted 6-16-2020 ATM, Art. 2]

§ 35-14. Responsibility and duties.

- A. ~~The Board of Selectmen and the Finance Committee~~Personnel Board shall administer the plan and ensure that there is uniform interpretation and application.
- B. ~~The Board of Selectmen and the Finance Committee~~Personnel Board shall establish such policies, procedures and regulations as it deems necessary for the administration of the plan and may employ assistance and incur expense as it deems necessary, subject to appropriation of funds therefor.
- C. ~~The Board of Selectmen and the Finance Committee~~Personnel Board shall maintain written descriptions of the jobs or positions in the plan, describing the essential characteristics, requirements and general duties. The descriptions shall not be interpreted as complete or limiting definitions, and employees shall continue to perform any duties assigned by their superiors.
- D. ~~The Board of Selectmen and the Finance Committee~~Personnel Board shall review the work of all positions covered by the plan; such reviews to be scheduled so that all positions will be reviewed at intervals of not more than three years.
- E. ~~The Board of Selectmen and the Finance Committee~~Personnel Board shall from time to time review the salary schedules. It shall keep informed as to pay rates and policies in effect in other towns and in similar positions outside the service of the Town and shall make recommendations to the Town so as to maintain fair and equitable pay levels.
- F. After the recommendation of a department head and the Town Administrator, supported by written evidence of special reasons and/or exceptional circumstances, ~~the Board of Selectmen and the Finance Committee~~Personnel Board may authorize an entrance rate higher than the minimum rate for a particular position and may authorize any such other variance to the plan it may deem necessary for the proper functioning of the Town. For an entrance rate requested by the Department Head above step one (1) and less than or equal to step four (4), the Town Administrator may authorize such variance from the plan. —No variance shall become effective until the necessary funds have been

appropriated therefor, and all variances to the plan must be approved by the next Annual Town Meeting.

- G. The Board shall clearly define how part-time service contributes to eligibility for certain benefits such as sick/vacation credit, additional vacation weeks and longevity pay.
- H. ~~The Board of Selectmen and the Finance Committee~~Personnel Board, by its own authority will consider all employees, part-time and full-time, covered under Wage and personnel By-Law to be considered in any across-the-board or C.O.L.A. increase recommended by the ~~Board of Selectmen and the Finance Committee~~Personnel Board and voted at the Town Meeting. ~~Any other change must be specifically requested and subject to a hearing.~~

§ 35-15.¹ Human Resource Liaison

The Town Administrator shall act as Human Resource liaison for ~~Wage and Personnel Policy and Procedures~~the Town, providing information to the Board of Selectmen and the Finance CommitteePersonnel Board as deemed necessary by the Board in the performance of its duties.

ARTICLE IV Salary and Wage Provisions

§ 35-16. New employees.

A. Prior to any posting and/or advertising of any open position a requisition must be submitted to the ~~Board of Selectmen and the Finance Committee~~ and Town Administrator. All postings shall list pay grade, summary of duties, hours and minimum qualifications for the position(s). All positions are required to have a posting date and a closing date. A complete job description shall be attached to the requisition.

B. An open position will be posted via the following methods: distribution via email to all department heads, notice on the Town's web site, ~~posting and posting~~ at Town Hall, for a minimum of ten (10) business days, and advertisement in a local newspaper, ~~for a minimum of ten (10) calendar days unless the Wage and Personnel Board approves a different minimum number of days prior to the posting for the position.~~ This position will be advertised through the appropriate media to attract qualified candidates and to ensure compliance with all equal opportunity requirements. ~~Copies of such job postings and/or advertisement shall be submitted to the Wage and Personnel Board, the Town Clerk, and the Town Administrator by the department posting the position. All job postings must be approved by the Town Administrator prior to the official posting. The department posting the position shall e-mail a copy of the posting to the Town Administrator to be posted on the Town's web site.~~

C. Except for the special authorization given ~~the Board of Selectmen and the Finance Committee~~ under Article III, § 35-14I, the hiring rate shall be the minimum for the position being filled.

D. All newly appointed employees shall be required to successfully complete a probationary period to begin immediately upon the employee's starting date and to continue for a six (6) month period. The probationary period shall be utilized to help new employees achieve effective performance standards. The probationary period shall be used by the ~~appointing authority~~ Department Head and Town Administrator to observe and evaluate the employee's conduct, performance, and work habits. Nothing herein shall be construed to prevent the termination of an employee prior to the conclusion of the probationary period.

§ 35-17. Increases.

- A. Each employee in a position for which step rates are provided will be considered for an annual step ~~a~~ increase in compensation to a higher rate for that position after completion of the required period of continuous service and an annual performance evaluation where the employee receives a rating of satisfactory or above. ~~where the employee receives an overall rating of Above Average; Consistently fulfils job requirements and extends contributions beyond them; regularly meets and sometimes exceeds goals. Satisfactory: Consistently meets minimum job requirements but makes limited effort beyond them; adequate achievement of goals.~~

~~Yearly~~ Annual performance evaluations shall be completed ~~every year for each step increase~~ 30 days prior to the employee's anniversary date. A cover sheet signed by both the employee and department head stating that the evaluation has been completed shall be

attached to the change of status ~~form~~ if a step increase is awarded. A copy of the employee's yearly evaluation is to be kept in the employee's personnel file.

- B. Performance evaluations for all employees must be conducted annually in writing and a Certificate of Completion must be provided to the Treasurer-Collector's Office. All original performance evaluations are to be forwarded to the Treasurer's Office to be kept in the employee's Personnel file.
- C. **[Amended 5-14-2007 ATM, Art. 3, 5-14-2012 ATM, Art. 2] – Removed 5-08-2017 ATM, Art. 2.**
- D. Reserved. **[Added 5-10-1999 ATM, Art. 3; Repealed 5-13-2013 ATM, Art. 2]**

§ 35-18. Promotions; Change of Position. [Amended 5-14-2007 ATM, Art. 3]

- A. When an employee is promoted to a higher-graded position, the employee shall enter it at the minimum step for that position. If the employee's existing rate is higher than the minimum rate of the new position, the employee will move to the lowest step in that grade with a rate greater than employee's present rate. If the difference between the rate of this lowest step and the present rate is less than 23%, then the employee will move to the next higher step. ~~The employee may also receive an additional one-step increase, above any other increases at the time of promotion, if the department~~

~~head recommends, in writing, that qualifications and performance warrant it and the Wage and Personnel Board approves it.~~

~~A.~~B. If an employee applies for a lower-graded position (acting willingly and on one's own initiative) the employee shall enter it at the grade and step such position was posted. If warranted, the department head may request the pay rate of such employee be adjusted to the appropriate step for his/her new position within 90 days by such adjustments as ~~the Board of Selectmen and Finance Committee~~Personnel Board shall determine.

C. Reserved. [Added 5-9-2005 ATM, Art. 3; repealed 5-13-2013 ATM, Art. 2]

~~D.~~D. If the appointing authority for a position approves the temporary appointment or hire of an interim employee, the new rate of pay shall only apply for the term where the employee performs those duties and they shall revert back to their previous rate of compensation upon return to their previous position. ~~for the following positions, Town Administrator, Police Chief, Fire Chief, Principal Assessor, Town Accountant, Water Superintendent, Inspector of Buildings, Library Director, Director of Town Buildings and Maintenance, Health Agent, COA Director, Highway Surveyor, Town Clerk, Town Treasurer/Collector, the salary for that interim employee shall be 10% less than the elected official salary, or 10% less than the Step 1 of the Grade for that non-elected position. [Added 5-13-2013 ATM, Art. 2; Amended 5-13-2019 ATM, Art. 2]~~

D.

E. Existing reclassified positions do not need reposting due to reclassification.

§ 35-19. Overtime and compensatory time.

- A. An employee will be paid overtime compensation at a rate of one and one-half (1½) times his/her regular hourly rate for all hours beyond forty (40) actually worked in any one week.
- B. Employees designated as exempt from the Fair Labor Standards Act (i.e., salaried employees) are exempt from the overtime provision of this chapter. Employees designated as not exempt from the Fair Labor Standards Act (i.e. hourly employees) are not eligible for compensatory time.
- C. Salaried (exempt) employees who are not eligible for overtime pay shall be entitled to compensatory time off for time worked in excess of the workweek designated by the ~~Board of Selectmen and the Finance Committee~~Personnel Board as the regular workweek for that position. Employees must use this compensatory time within the next consecutive two week pay period and shall schedule this time off with their department head and/or appointing authority.

~~§ 35-20. Incentive increases. [¶ E. Amended 5-9-2016 ATM, Art. 2; Amended 6-15-2020 ATM, Art.2]~~

~~Any full time employee may qualify for an incentive pay raise for the successful completion of certain education programs under the following conditions:~~

~~A. A written recommendation must be made by the department head to the Board of Selectmen and the Finance Committee, giving a detailed description of the course and reasons why it should be considered for an incentive increase. [Amended 6-15-2020 ATM, Art. 2]~~

~~B. Prior to the start of the program, approval must have been received from the Board of Selectmen and the Finance Committee. [Amended 6-15-2020 ATM, Art. 2]~~

~~C. Upon completion of each approved program, the employee must submit an application, in writing, to his/her department head for an incentive increase, such application to include documentation of the successful completion of the courses and the marks attained. [Amended 6-15-2020 ATM, Art. 2]~~

~~D. The application shall be considered at a joint meeting of the Board of Selectmen, the Finance Committee, and the department head. Approval for the increase shall be by a majority vote, with the Board of Selectmen, the Finance Committee and the department head having one vote each. [Amended 6-15-2020 ATM, Art. 2]~~

~~§ 35-20~~ _____ ~~§ 35-21.2~~

~~E. The incentive increase is to be 1% of the employee's base salary for each educational program approved. Each employee who successfully qualifies for an incentive increase shall have the increase added to the employee's regular salary rate throughout the employee's tenure as a Town employee. No employee shall receive more than two 1% incentive increases in any calendar year. [Amended 5-9-2016 ATM, Art. 2]~~

~~F. Any approved incentive increase shall become effective on the first day of the month following completion of the particular approved educational program, completion being the date of the last scheduled class of this program.~~

§ 35-2120. Longevity.

- A. Effective July 1, 2017, a full-time/part-time employee who qualifies for the Plymouth County Retirement System, who has worked consistently without a break in service due to resignation or termination will be paid longevity compensation on the anniversary of his/her employment hire date according to the following schedule:

Years of Full-Time Service Completed (20 to 40 hours per week)	Compensation (per year)	Years of Part-time Service Completed (under 20 hours per week)	Compensation (per year)
10 through 14 years	520.00	10 through 14 years	250.00

15 through 19 years	750.00	15 through 19 years	350.00
20 through 24 years	1,000.00	20 through 24 years	500.00
25 through 29 years	1,250.00	25 through 30 years	625.00
30 years and thereafter	1,500.00	30 years and thereafter	750.00

B. Longevity benefits will be awarded in accordance with the average number of hours worked per week in the fiscal year preceding the longevity payment.

~~§ 35-21.1 Retirement Benefit. [Repealed 5-14-2001 ATM, Art. 3]~~

(Reserved)

§ 35-2120.2 Municipal and School Building ~~Committee~~ Department Employees.

Any full-time employee of the Municipal and School Building ~~Committee~~ Department who has left the employee's place of employment after having completed work on the employee's regular shift and is called back to work, shall be paid for each hour worked and in no event shall the employee receive pay for less than the equivalent three (3) hours. In the event the employee's regular working day starts after the employee is called and the employee continues to work up to the employee's regular starting time, the employee shall be paid for such hours, and in this event, there shall be no three (3) hour guarantee.

§ 35-21.3

§ 35-22.1

§ 35-2120.3 Mileage reimbursement.

Mileage reimbursement for private vehicles used by Town employees while on Town business shall be the standard mileage rate used to calculate the deductible costs of operating an automobile for business purposes set by the Internal Revenue Service (IRS). The mileage reimbursement rate shall be the IRS rate in effect on the date the mileage costs were incurred. For employees travelling out of Town the number of miles is calculated using the distance shown on a recognized map service (i.e. MapQuest). For employees travelling directly from their place of residence, the employee should use the distance from the employee's residence or the employment address, to the training/meeting site, whichever creates a shorter distance.

§ 35-2221. Daylight saving time.

Any employee who is scheduled to work on the night of the changing of the clocks in the spring and the fall shall be paid for the hours worked.

ARTICLE V
Classification Schedule

§ 35-22.1. Grades.

The following positions are classified as indicated:

(A): Any subsections not listed below remain unchanged in the By-Law.

The following positions are classified as indicated:

A. Grade 1:

(1) Recycling Attendant

B. Grade 2:

(1) Office Assistant

(2) Library Technician

(3) COA Van Driver

C. Grade 3:

(1) Administrative Assistant

D. Grade 4:

(1) Administrative Assessor

(2) COA Outreach and Services Coordinator

(3) Library Associate

(4) Assistant Treasurer

(5) Assistant Collector

(6) Assistant Town Clerk

(7) Assistant Town Accountant

E. Grade 5:

(1) Executive Assistant

(2) Conservation Agent

F. Grade 6:

(1) Recycling and Solid Waste Coordinator

G. Grade 7:

(1) Assistant Library Director

H. Grade 8:

(1) Technical Support/IT Specialist

I. Grade 9:

(1) Human Resources Manager

J. Grade 10:

(1) Council on Aging Director

(2) Principal Assessor

K. Grade 11:

(1) Building Commissioner

(2) Health Agent

(3) Library Director

(4) Town Accountant

(5) Water Superintendent

L. Grade 12:

(1) Director of Town Buildings and Maintenance

(B): Appendix A – Rates Effective July 1, ~~2023~~2024

	<u>Minimum</u>	<u>Maximum</u>
Grade 1:	\$18.51 <u>88</u> per hour	\$24.99 <u>25.49</u> per hour
Grade 2:	\$19.44 <u>82</u> per hour	\$26.24 <u>76</u> per hour
Grade 3:	\$20.41 <u>81</u> per hour	\$27.55 <u>28.10</u> per hour
Grade 4:	\$21.39 <u>21.82</u> per hour	\$28.88 <u>29.46</u> per hour
Grade 5:	\$23.53 <u>24.00</u> per hour	\$31.77 <u>32.41</u> per hour
Grade 6:	\$25.89 <u>26.40</u> per hour	\$34.95 <u>35.65</u> per hour
Grade 7:	\$28.48 <u>29.05</u> per hour	\$38.44 <u>39.21</u> per hour
Grade 8:	\$31.32 <u>31.95</u> per hour	\$42.29 <u>43.13</u> per hour
Grade 9:	\$68,500.00 <u>69,870.00</u>	\$92,745.00 <u>94,324.00</u>
Grade 10:	\$75,350.00 <u>76,857.00</u>	\$101,723.00 <u>103,757.00</u>
Grade 11:	\$82,885.00 <u>84,543.00</u>	\$111,895.00 <u>114,133.00</u>
Grade 12:	\$91,174.00 <u>92,997.00</u>	\$123,084.00 <u>125,546.00</u>

§ 35-23. Meal Breaks

A paid meal break of one-half hour will be paid for any full-time or part-time employee who works a shift of six (6) hours or more. Any additional time taken off for meals or rest breaks shall be unpaid.

§ 35-24. Schedule of elected officials.

The following is a schedule of elected officials:

- A. Moderator.
- B. Board of Selectmen.
- C. Board of Assessors.
- D. Town Treasurer/Collector.
- E. Reserved.
- F. Town Clerk.
- G. Highway surveyor.

ARTICLE VI
Leave

§ 35-25. General provisions.

- A. Except for those leaves for which specific benefits are hereinafter provided, all leaves of absence shall be without compensation and any such leave must first be recommended, in writing, by the department head and approved, in writing, by ~~the Board of Selectmen~~ Town Administrator.
- B. All leaves (paid and unpaid) must be noted on timecards and/or payroll schedules submitted by the department heads to the Accounting Department.

§ 35-26. Holidays.

A. Designated holidays (not to be accumulated) shall be:

- (1) New Year's Day
- (2) Martin Luther King Day
- (3) President's Day
- (4) Patriots Day
- (5) Memorial Day
- (6) Juneteenth
- (7) Independence Day

- (8) Labor Day
- (9) Columbus Day
- (10) Veterans Day
- (11) Thanksgiving Day
- (12) One-half day before Christmas
- (13) Christmas Day
- (14) One-half day before New Year's Day

B. All holidays shall be observed on the Commonwealth's legal holiday unless an alternative day is designated by the Town. A full holiday is defined as eight (8) hours.

C. Employees whose regular day off falls on any of the aforementioned holidays shall be paid for the holiday.

D. Employees required to work on a holiday other than Thanksgiving, Christmas, or New Year's Day will be paid for the hours worked plus an equal number of hours of holiday pay.

E. When a holiday occurs during an employee's regular scheduled vacation, the employee shall be granted an additional day's (eight hours) vacation.

F. Permanent part-time employees shall be granted holiday pay for all holidays in proportion to the hours worked.

G. Allow employees (with the permission of supervisor) to combine the two half-day Holidays in Subsection A(~~11~~12) (Christmas Eve) and (~~13~~14) (New Year's Eve) into one full holiday and work their regular schedule on the other day as long as the department remains open on both days.

H. Call firefighters and Special Police officers will be paid at time and one half of regular rate for working a holiday (as observed in these by laws) for hours worked: except for Thanksgiving, Christmas and New Year's Day. On Thanksgiving, Christmas and New Year's Day they will be paid at twice their regular pay rate for hours worked.

- I. All employees except permanent full-time employees, permanent part-time employees, call firefighters, and special police officers will be paid at time and one half of regular rate for working a holiday (as observed in these by laws) for hours worked: except for Thanksgiving, Christmas, and New Year's Day. On Thanksgiving, Christmas, and New Year's Day these employees will be paid at twice their regular pay rate for hours worked. In all these cases, these employees shall not receive any additional holiday pay.

§ 35-27. Vacation leave.

- A. For full-time employees, vacation time will be accrued based on their date of hire. Vacation accrual shall not begin until the 1st day of the month following the start of employment unless the start of employment is on the 1st day of the month. Vacation time will be accrued as follows:
- (1) For less than one full year of service, an employee must work two full calendar months to be eligible to use his/her accrual.
 - (2) Regular part time employees will receive vacation accrual monthly based on a prorated number of hours worked for the month.
 - (3) An employee, upon appointment to full-time status, shall have his/her vacation accrual adjusted on the next first of month according to his/her length of service.
 - (4) Upon death of an employee eligible for vacation, payment shall be made to the estate or heirs of the deceased for any unused vacation time.
 - (5) Effective July 1, 2013 for Fiscal Year 2014, an employee may carry forward vacation time accrued during the previous fiscal year and up to an additional one week's earned vacation time (40 hours for full time employees, part time employees hours pro-rated by the number of hours worked per week).

- B. Vacation Accrual for Regular Full-time employees will be as follows:

Years of Service	Monthly Vacation Earned	Annual Accrual
Start Date to end of 4 th year	6.67 hrs	2 weeks/80 hours
Start of 5 th year to end of 9 th year	10.00 hrs	3 weeks/120 hours
Start of 10 th year to end of 14 th year	13.34 hrs	4 weeks/160 hours
Start of 15 th year	14.00 hrs	4 weeks + 8 hours
Start of 16 th year	14.67 hrs	4 weeks + 16 hours
Start of 17 th year	15.33 hrs	4 weeks + 24 hours
Start of 18 th year	16.00 hrs	4 weeks + 32 hours
Start of 19 th + years	16.66 hrs	5 weeks/200 hours

- C. A former employee who returns to service within ~~two~~one years from the date of separation from service due to lay off shall be credited with the length of service attained at the termination of his/her previous service, for the purpose of vacation accrual only. Any such employee who returns more than ~~two years~~one year after the separation from service shall not receive vacation credit for the previous period of service.

§ 35-28. Sick and personal leave.

- A. Each full-time employee shall be credited with sick leave at the rate of one and one-quarter days (10 hours) for each month of service, such sick leave credit to begin on the first workday of the month in which the employee is employed. Sick leave may be accumulated to a maximum of one hundred fifty days (1,200 hours).
- B. Regular part-time employees shall be credited with sick leave in the ratio that their part-time employment bears to full-time employment.
- C. Notice of absence due to illness shall be provided by the employee to the department head/supervisor on the first day of such absence and on each continuing day.
- D. After being out of work for ~~five~~three consecutive workdays, the employee may be required to provide documentation from a physician, or have a physical before returning to work. The employee may be examined by his/her own doctor or the Town's doctor. However, in the case of bodily injury, an employee must have been examined and deemed fit to work by the Town's doctor before returning to work.
- E. A full-time employee will be allowed ~~two~~three personal days' (~~16~~24 hours) leave per year not to be deducted from accumulated sick leave.
- F. Permanent part-time employees shall be allowed personal days in proportion to hours worked, and such personal days shall not be deducted from sick time.
- G. Should abuse of sick leave be suspected, the department head and/or the Town Administrator may require satisfactory medical evidence of illness or disability.
- H. An employee who wishes to make up the difference between the workers' compensation wage benefit and his/her regular Town salary may use an equivalent amount of sick leave to reach full compensation.
- I. Employees who are out on Workers Compensation shall continue to accrue vacation and sick time on a prorated basis, based on hours worked in the previous month.
- J. Employees are not allowed to take more sick, vacation or personal leave hours on a given day than the normal number of hours they work on that day.

§ 35-28.1 Non-Union Sick Leave Bank

Purpose

The purpose of this sick leave bank is to provide at no additional cost to the Town, additional sick leave to certain employees who are absent from work for prolonged periods due to personal illness, or injury, which does not qualify, for workmen's compensation benefits. Participation in or use of the bank is wholly and entirely voluntary.

Management

1. ~~A three member voluntary board (consisting of active participants) will oversee the enactment and specifications of the by law. — A record of all sick leave bank information shall be kept by the Treasurer/Collector's Office or their designee.~~
2. ~~Each July 1st, the positions on the board shall be considered open for volunteers again. Every June sheets will be issued to remind people board positions will be open and to allow people to nominate any participant for the board. Participants with the most nominations will then be offered the positions on the Board.~~
3. ~~The board shall ensure that in the operation of the sick leave bank, the confidentiality of personal data is protected in accordance with applicable laws.~~
4. ~~The board shall meet at least twice annually (in July and January) and at such other times as determined necessary by the board.~~
5. ~~The board shall ensure that adequate and accurate records and communications are maintained between the Board and the Board of Selectmen, the Accountant and the Treasurer's Office (personnel files). Minutes will be kept as to all decisions made and the minutes shall be kept on file with the Sick Bank Board. [Amended 5-14-2012 ATM, Art. 2; Amended 6-15-2020 ATM, Art.2]~~
6. ~~The board shall promptly report to the Selectmen any fraudulent application for, or use of granted sick leave bank, which comes to its attention.~~
7. ~~Duties performed as a member of the Sick Leave Board shall be in addition to all other assigned duties and responsibilities and shall not entitle a member to any additional compensation or benefits.~~
2. The board—Town Administrator shall consider all applications submitted to it—them for sick leave and shall determine the amount, if any, of sick leave to be granted from the bank. No employee shall be awarded more than 40—30 days from the sick bank in any 12-month period. No more than 20 days can be used from the sick bank consecutively unless formally petitioned to the Sick Bank Board in writing. One (1) day is defined as 1/5 of the employee's normal weekly work hours. Decisions by the Board—Town Administrator are final and are not subject to any grievance or appeal process.
- 8.3. The Board—Town Administrator shall have the right to consider each case on an individual basis and individual employees may apply to the board—Town Administrator for an exception. The Board—Town Administrator is in no way bound to make exceptions.

9. ~~The Board may, by a majority vote of all active participants, disestablish and dissolve the sick leave bank. In such instance, credits previously awarded by the sick leave bank Board and legitimately relied upon by the recipient shall be allowed to stand. All other credits in the bank shall be considered rendered to the Town if the bank is dissolved.~~

Establishment

The sick leave bank shall be established by the voluntary contribution to the bank of sick leave credits in accordance with the following terms:

1. Permanent full time, part time (20 hours or more per week) employees who are covered under the Wage and Personnel by-law, who are eligible to earn sick leave credits may make voluntary contributions to the sick leave bank, with the amount not to exceed 200 hours per employee per year.
2. Qualified employees, wishing to participate must make an initial contribution each fiscal year (on July 1st or the first working day thereafter) of at least 5 hours. ~~Should the collective bank time fall below 40 hours (at some point during the fiscal year), employees may offer to donate time at that point.~~
3. All contributions of sick leave hours must be from the earned sick leave standing to the credit of qualified employees as of July first of each year and may not be borrowed against anticipated future earnings.
4. No employee may deplete his or her sick leave credits through contributions to the sick leave bank. Employees must leave no less than the equivalent of ~~3~~ five (5) working days (of their time) worth of sick time to their personal credit.
5. Any employee who has made a contribution to the sick leave bank may stop participation in the bank at anytime. However, all previous contributions are to be considered property of the bank. A written notice must be given to the sick leave bank if a participant wishes to stop participating.

Access to the non-union sick leave bank

All permanent/part time (20 hours or more per week) employees covered under the Wage and Personnel by-law who are eligible to earn sick leave credits may apply to the sick bank for credits, provided that:

1. The petitioner has been employed continuously for ~~12~~ six (6) months with the Town of Halifax.
2. They have contributed time to the bank in that fiscal year.

3. They have or will have, within the next pay period, exhausted all sick leave, personal and vacation days standing to their credit.
4. The employee must have been out of work for at least the equivalent of 2 work_weeks (of their time).
5. The employee's absence from work is due to personal illness, or injury, which does not qualify for worker's compensation benefits.
6. Such illness or injury is documented by adequate medical evidence; this is, a doctor's signed statement verifying the illness or injury and anticipated length of disability.
7. The application shall be in writing, signed by the applicant (unless applicant is unable to sign) and dated, and shall contain or be accompanied by any additional information or documentation as the applicant sees fit and is able to provide.
8. A written application signed by or for the applicant shall be deemed sufficient authorization for the ~~Board~~ Town Administrator to view the applicant's personnel records pertaining to sick leave, and personal day credits, and to conduct sufficient and lawful investigation as to the reasons for the request.
9. No employee may be granted leave from the sick bank in excess of ~~90~~50% of the available time in the bank. All time granted will be reviewed on a case-by-case basis. Requests can be made to the Town Administrator for exceptions to this limit.
10. Any employee who applies for time from the sick bank will be notified of the ~~Board's~~ Town Administrator's decision in writing. If use of the sick bank is granted such notification will include the total number of sick bank hours approved.
11. Any otherwise qualified employee who has either a) exhausted all sick leave and is using sick leave from the sick bank on June 30th of a fiscal year; or b) was on sick leave on June 30th of a fiscal year and continued to be on sick leave in the following fiscal year until all sick leave was exhausted shall remain eligible for grants of sick leave from the Sick Leave Bank ~~Board~~ in the following fiscal year.
- ~~11.~~12. In order to be eligible to utilize the Sick Leave bank, the employee must have exhausted all of their leave time, including all Sick, Vacation and Personal time accrued by the employee.

§ 35-29. Family and medical leave.

- A. Employees who have worked for the Town for at least one (1) year and have worked at least 1,250 hours (approximately half-time) during the previous twelve-month period are eligible for up to twelve (12) weeks of unpaid leave during a twelve-month period.
- B. Leave will be granted in accordance with provisions of the Family and Medical Leave Act of 1993 and the procedure established by the Board of Selectmen, with each twelve-month period defined on a rotating basis from the first day leave is taken.

§ 35-30. Bereavement.

In the event of death in the immediate family, i.e., spouse, father, mother, child, brother, sister, stepfather, stepmother, stepchild, stepbrother, stepsister, daughter-in-law, mother-in-law, son-in-law, father-in-law, grandparent, or grandchild, the employee will be granted a leave for a period not exceeding ~~three-four~~ (34) consecutive regularly scheduled work days, without loss of pay.

The Employee shall be entitled to two (2) days' leave with pay in the event of death of his/her brother-in-law, ~~or sister-in-law. The employee shall be entitled to one (1) day leave for the employee's~~ aunt, uncle, niece, nephew, or employee's spouse's aunt, uncle or grandparent. Bereavement leave shall not be charged to sick leave or vacation leave and shall not be accumulative, the employee shall be paid for her/his regularly scheduled hours for that day. If the bereavement leave is taken on a day not scheduled as a workday for that employee, no benefit shall be granted. This benefit pertains to full-time employees and to part-time employees working twenty (20) hours or more (on a prorated basis).

§ 35-31. Jury duty.

An employee called for jury duty shall receive from the Town an amount equal to the difference between his normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of certification to the amount paid by the court.

§ 35-31.1

[Deleted 5-13-2019 ATM, Art. 2]

ARTICLE VII Physical Examination

§ 35-32. Examination required.

Every applicant for permanent appointive employment by the Town shall be certified by a practicing physician, designated by the Town, as to his or her physical fitness to perform the duties of the position to which such applicant seeks appointment and as to any physical condition of the applicant which might adversely affect the insurance coverage of the Town under Chapter 152 of the General Laws of the group insurance coverage of other Town employees. If the ~~Personnel Board~~ Town Administrator deems such action necessary to the protection of the Town, it may require any applicant for temporary appointive employment by the Town who is to be employed for 30 days or more, or any temporary appointive employee who has been employed by the Town for 30 days and has not been so certified, to be certified by a physician designated by the Town as to his or her physical fitness to do the work required by the Town and as to the presence of any condition detrimental to the insurance coverage hereinbefore described. The certification required hereunder shall be in such form

as ~~said Board~~ the Town Administrator shall determine. The cost of any physical examination required by this section shall be paid by the Town and shall be charged to the appropriation of the department in which the position is for which such application was ~~made~~ made, or temporary employment authorized or shall be charged to such special appropriation as the Town may make for the purpose of this section.

§ 35-33. Training.

All Department Heads are encouraged to provide paid time and, if necessary, costs including fees and transportation, for all employees in their departments to attend at least ~~three-eight~~ (38) hours of training each fiscal year and employees are encouraged to request and attend said training. Said training may be held on-site, on-line, or off-site and may include topics of specific interest to the department and/or topics of interest across some or all departments. Said training shall not incur overtime expenses.

APPENDIX A
ALL RATES EFFECTIVE JULY 1, 2024

SECTION V: **CLASSES AND RATES**

GROUP B. POLICE DEPARTMENT (NON-UNION PERSONNEL)

~~Chief's Clothing Allowance \$700 Annually [Amended 5-12-1997 ATM, Art. 3; 5-14-2007 ATM, Art. 3]~~

Special Duty Officer /
Student Officer \$24.9825.99 per hour

Police Matron \$18.3219.06 per hour

Commercial Details Greatest overtime rate for a patrol officer under the union contract.

Town Details Overtime rate for a special police officer.

Any POLICE MATRON who has left her place of employment after having completed work on her regular shift who is called back to work shall be paid for all hours worked with a minimum guarantee of three (3) hours pay for each instance of call-back, except where the call-back hours run into the employee's next regular shift, in which case the employee will be paid for all hours worked with no three (3) hour guarantee. Any Police Matron who is currently employed in another position at a higher rate of pay within the Town of Halifax shall receive their regular grade and step wage rate. Police Matrons are not eligible for step increases.

GROUP C. FIRE DEPARTMENT (NON-UNION PERSONNEL)

APPENDIX A – Cont'd

A Call Firefighter shall start on Step 1 and remain at this level for at least one year from the time the Call Firefighter is appointed. At the end of the probationary period (one year) the Firefighter shall be given a practical test; the Firefighter shall have two tries at passing the test; if the Call Firefighter does not pass the examination at this time the Call Firefighter shall remain at Step 1 and be retested in six (6) months. If the Firefighter does not pass the examination at this time, the Call Firefighter shall be terminated.

The standards for the practical examination shall be set by the Chief of the Fire Department.

RECERTIFICATION – Each EMT shall be paid for attending required recertification courses in order to maintain certification as an EMT – the amount paid to be at the EMT rate.

EXTRA DETAILS – Extra Details to outside contractors (not town-related details) are to be paid a two-hour minimum at an hourly rate of \$50.00 per hour. Detail rate for the Town of Halifax shall be time and a half.

EDUCATIONAL INCENTIVE

All Call FF's hired after October 01, 2005 shall receive an incentive based yearly bonus system for the certifications they receive up to a maximum of 1,000. The breakdown of certifications and dollar amount is as follows:

<u>Certification Level</u>	
Firefighter I/II	250 (Minimum Certification)
Fire Officer I	250 (Requires FF I/II and Instructor I Certification)
Fire Officer II	100
Fire Officer III	100
Fire Officer IV	100
Fire Instructor I	200 (Requires FF I/II Certification)
Fire Instructor II	100
Fire Inspector I	100 (Requires FF I/II Certification)
Fire Inspector II	100
Pump Operator	100
Aerial Operator	100

LENGTH OF SERVICE INCENTIVE

All Call FF's hired prior to October 01, 2005 shall receive an incentive based yearly bonus system for the certifications they receive up to a maximum of 1,000. Members hired prior to October 01, 2005 are not required to complete the Firefighter I/II certification due to being on the department for more than 15 years will have the years of service time pro-rated to max out to 1,000. This years of service exclusion will not be available to anyone hired after October 01, 2005.

Incentive for Non-Certified Members hired before October 02, 1998

15 Years of Service	200
20 Years of Service	400
25 Years of Service	600
30 Years of Service	800
35 Years or More	1,000 (Max)

POINT SYSTEM FOR LENGTH OF SERVICE AND EDUCATION INCENTIVES

All Call FF shall receive points for attending training drills and calls. The point system for receiving the incentive is based on a 12 month period and would be pro-rated based on the number of training sessions and calls available to respond to. Each call responded to is worth 1.5 points. Each training session is worth 6.25 points.

An example of this is as follows:

If the department has one training per month, 12 per year, and you attend 12 training sessions offered, you receive 75 points or 75% of the incentive. If you respond to at least 17 calls per year, you receive another 25 points or 25%. This system balances out depending on the member's availability over the calendar year. If you come to half of the training offered and respond to 34 calls, you hit 100% of the point total.

MINIMUM ENTRY LEVEL QUALIFICATIONS

A Call Firefighter shall start on Step 1 and remain at this level for at least one year from the time he/she is appointed.

All Call FF's shall attend a FF I/II program, and shall certify to the Firefighter I/II NFPA 1001 Standard for Firefighter Professional Qualifications, within one year of appointment, or as soon as practicable. The Call FF shall remain on probation until such time as they successfully complete FF I/II certification.

If the Firefighter fails to certify to the FF I/II standard, he/she shall be terminated.

CALL FIREFIGHTER TRAINING AND REIMBURSEMENT

All Call FF's shall be paid for all training at their hourly rate. To advance to Step 4 a Firefighter must certify as a Pump Operator and/or Aerial Operator through the Massachusetts Firefighting Academy.

~~GROUP D. ——— OTHER PUBLIC SAFETY~~

~~——— [Deleted 5-13-2019 ATM, Art. 2]~~

~~GROUP D.~~ WATER DEPARTMENT

Water Department Employees who hold a Class II Drinking Water Supply Operator's License shall be granted, in addition to their base wages or salaries, the sum of \$2,000.00 per year.

Uniform Allowance – Water Department - \$625 for full timers

~~Any employee of the Water Department who has left the employee's place of employment after having completed work on the employee's regular shift and is called back to work, shall be paid for each hour worked and in no event shall the employee receive pay for less than the equivalent of three (3) hours. In the event the employee's regular working day starts after the employee is called in and the employee continues to work up to the employee's regular starting time, the employee shall be paid for such hours, and in this event there shall be no three (3) hour guarantee. [Amended 6-15-2020 ATM, Art. 2]~~

GROUP ~~FE~~. CEMETERY DEPARTMENT

Truck Driver/Laborer Pay scale same as Highway Department

Cemetery Department

Uniform Allowance: \$625 for full time employees or
the Cemetery Superintendent.
[Amended ATM 5-13-2019, Art. 2]

**~~GROUP G. MUNICIPAL and SCHOOL BUILDING COMMITTEE~~
~~MAINTENANCE STAFF~~**

~~Municipal and School Building Committee Uniform Allowance \$175 for part timers
Municipal and School Building Committee Uniform Allowance \$625 for full timers
[Adopted 5-13-2019 ATM, Art. 2]~~

**GROUP ~~GF~~. RECYCLING CENTER – Non-Clerical
Clothing Allowance**

ATM 5-8-2006, Art. 3, added a clothing allowance for Recycling Center employees –
[Amended ATM 5-13-2019, Art. 2]

Recycling Uniform Allowance \$625 for 20 or more hours per week

Recycling Uniform Allowance \$300 for 10 to 20 hours per week

Recycling Uniform Allowance \$150 for 10 or less hours per week

This clothing allowance does not apply administrative or clerical staff.

Note: This does not apply to individuals receiving a uniform allowance through employment with other departments.

APPENDIX A – Cont'd

GROUP ~~HG~~. HEALTH DEPARTMENT

Health Inspector Clothing Allowance \$300.00

Grade "U" Unclassified

ADMINISTRATIVE AND CLERICAL

<i>Registrar of Voters</i>	<i>MA Minimum Wage</i>
<i>Election Workers</i>	<i>MA Minimum Wage</i>
<i>Assessing Lister</i>	<i>MA Minimum Wage</i>
<i>Water Inspector</i>	To 39.22 <u>40.79</u>
<i>Veterans' Agent/ Service Officer</i>	To 15,831 <u>17,000</u>
<i>Assistant Building Inspector</i>	To 2,375 <u>2,284</u>

APPENDIX A – Cont'd

POLICE DEPARTMENT

<i>Special Duty Officers</i>	To <u>25.99</u>
<i>Police Matron</i>	To <u>19.06</u>

COA GRANT POSITIONS

Assistant Outreach Worker	18.36 per hour
Geriatric Nurse	26.52 per hour

OTHER

Intern Undergraduate	MA Minimum Wage
Graduate	Equivalent to a Grade 2, Step 1

COMMUNICATIONS DEPARTMENT [~~Added 5-13-2013 ATM, Art. 2;
Amended 5-12-2014 ATM, Art. 3; Amended 5-11-2015 ATM, Art. 2; Amended 5-9-2016 ATM, Art. 2; Deleted 5-13-2019 ATM, Art. 2~~]

FIRE DEPARTMENT [~~Amended 5-13-2013 ATM, Art. 2; Amended 5-12-2014 ATM, Art. 3; Amended 5-11-2015 ATM, Art. 2; Amended 5-9-2016 ATM, Art. 2;~~]

~~Amended 5-8-2017 ATM, Art. 2; Amended 5-14-2018 ATM, Art. 2; Amended 6-15-2020 ATM, Art. 2, Amendment 11; Amended/added ATM 5-10-2021, Art. 2; Amended ATM 5-9-2022, Art. 2; Amended ATM 5-8-2023, Art. 4]~~

~~Fire Chief [ATM 5-8-2023, Art. 4, Line 53]~~

To 143,000.00

~~Fire Clerical
[ATM 5-8-2023,
Art. 4, Line 55]~~

To 49,420

~~Any employee of the Fire Department as of June 30, 2013 whose wage rate would be lowered by the Grades and Steps schedule for the Fire Department to go into effect on July 1, 2013 shall have his or her wage rate frozen unless there is a general across the board wage increase for employees covered under the Wage and Personnel By Law in which case the wage rate shall be increased by the same percentage as for all other employees.~~

Fire Department

	<u>Minimum</u>	<u>Maximum</u>
Call Firefighter	19.53 <u>20.31</u>	21.34 <u>22.19</u>
Call Firefighter EMT	21.08 <u>21.92</u>	23.05 <u>23.97</u>
Call Firefighter EMT-1	21.48 <u>22.34</u>	23.48 <u>24.42</u>
Call Firefighter EMT-P	21.98 <u>22.86</u>	26.00 <u>26.52</u>
<u>Call Lieutenant</u>	21.12 <u>21.96</u>	23.10 <u>24.02</u>
Call Lieutenant EMT	22.83 <u>23.74</u>	24.94 <u>25.94</u>
Call Lieutenant EMT-1	23.24 <u>24.17</u>	25.43 <u>26.45</u>
Call Lieutenant EMT-P	23.77 <u>24.72</u>	25.97 <u>27.00</u>
Call Captain	22.87 <u>23.78</u>	24.98 <u>25.98</u>
Call Captain EMT	24.70 <u>25.69</u>	26.99 <u>28.07</u>
Call Captain EMT-1	25.17 <u>26.18</u>	27.48 <u>28.58</u>
Call Captain EMT-P	25.73 <u>26.76</u>	28.11 <u>29.23</u>

Call Deputy Chief	25.12 <u>26.12</u>	27.44 <u>28.54</u>
Call Deputy Chief EMT	27.11 <u>28.19</u>	29.64 <u>30.83</u>
Call Deputy Chief EMT-1	27.62 <u>28.72</u>	30.19 <u>31.40</u>
Call Deputy Chief EMT-P	28.23 <u>29.36</u>	30.87 <u>32.10</u>

PARKS AND RECREATION

Director/Instructor – 2	21.91 <u>22.79</u>	
Supervisor	17.39 <u>18.09</u>	
Assistant/Instructor 1	MA Minimum Wage	
Life Guard	16.13 <u>—78</u>	
Aide/Helper	MA Minimum Wage	

OTHER

Recycling Laborer/ Heavy Equip. Operator	25.13
Cemetery Superintendent	11,681.00 <u>12,148</u>
Inspector of Animals	3,289.00 <u>3,421.00</u>
Sealer of Weights And Measures	2,772.00 <u>2,883.00</u>