

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.
- § 35-21. Longevity.
- § 35-21.1 (Reserved).
- § 35-21.2 Municipal and School Building Committee Employees.
- § 35-21.3 Mileage reimbursement.
- § 35-22. 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 E: Water Department

Group F: Cemetery Department

Group G: Municipal and School Building Committee – Maintenance Staff

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

Grades and Steps

[**HISTORY:** Amended through 5-13-1996.¹ Subsequent amendments noted where applicable.]

GENERAL REFERENCES

Officers and employees – See Ch. 32.

ARTICLE I

General Provisions

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

A Town by 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.

¹ Editor's Note: This chapter supersedes former Ch. 35, Personnel, adopted as follows: Art. 1, Sections 6, 7, 8, 9, 10, 11 and 12 of the revised bylaws of Halifax; Art. II 3-6-1961 ATM, Art. 52.

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, Town officials and the Wage and Personnel Board.

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).

§ 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 Personnel Board and a copy thereof filed with the Town Clerk.
- C. The Board shall hold a Public Hearing no later than the last business day in January, at which all persons interested shall be entitled to be present and be heard. Written notice of such hearing shall be given, not less than two weeks preceding the date thereof, to all employees whose compensation and benefits are governed by the Wage and Personnel By-Law and to all department heads for departments which include these employees. All proposed amendments to the Wage and personnel By-Law and/or requests on a related matter must be submitted two weeks prior to the Public Hearing in order to be considered at the following Annual Town Meeting. Any proposed amendment to the Wage and Personnel By-Law or a request on a related matter submitted after said deadline shall be considered at the Public Hearing the following year. **[Amended 5-14-2012 ATM, Art.2; Amended 5-13-2019 ATM, Art. 2]**

- D. The Board shall, after such hearing, submit a report with recommendations to the Town Meeting at which such amendments are to be considered.
- E. The Board may, after like notice to all interested persons and after like hearing, submit to a Town Meeting its own proposals for amending the plan.

§ 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. [**Added 5-8-2006 ATM, Art. 3**]

- (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.

- (1) 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 Wage and Personnel Board 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).
- (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 Wage Board 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 Wage Board 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.

(c) Step 3.

- (1) If the decision of the Wage and Personnel Board is not satisfactory to the employee, the department head, or the other interested party, it may be appealed, in writing, to the Board of Selectmen within two calendar weeks of the date of the Wage and Personnel Board's decision or the date on which said decision is due, whichever occurs first. **[Amended 5-13-2019 ATM, Art. 2]**
- (2) The Selectmen will consider the grievance at their next regularly scheduled meeting and, if the employee or Wage Board so requests, will hold a hearing either at or within two calendar weeks of this first meeting.

(3) The Selectmen will respond, in writing, to the employee, the department head and/or any other interested party within three calendar weeks of this meeting or hearing, whichever occurs later, and send a copy of the Board's decision to the Wage and Personnel Board. **[Amended 5-13-2019 ATM, Art. 2]**

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 Wage and Personnel Board to process or respond to a grievance in accordance with this procedure shall automatically move the grievance to Step 3 in this procedure.

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. **[Amended 5-13-2019 ATM, Art. 2]**

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. There shall be a Personnel Board consisting of three unpaid members responsible for the administration and maintenance of the Classification/Compensation Plan. They shall not be employees or elected officials of the town.

B. The membership of the Board, including the filling of any vacancy or any re-appointment, shall be decided by a committee composed of the Moderator, a member of the Finance Committee and a member of the Board of Selectmen, said members to be designated by their respective Boards. Each Personnel Board member shall serve for a term of three years or, in the case of an appointment to fill the remainder of the term of a vacancy, for the remainder of the three years of the term. **[Amended 5-13-2019 ATM, Art. 2]**

C. All terms shall begin on July 1 and end on June 30.

D. Notwithstanding the provisions of Subsection A, in the event that there is only one appointed member on the Wage and Personnel Board, a member of the Board of Selectmen and a member of the Finance Committee shall serve as members of the Wage and Personnel Board, such members to be designated by their respective boards. **[Amended ATM 5-11-1998, Art. 3]**

Notwithstanding the provisions of Subsection A, in the event that there are only two appointed members on the Wage and Personnel Board, a member of the Board of

Selectmen or a member of the Finance Committee shall serve as members of the Wage and Personnel Board, such member is to be designated by a majority vote of the Board of Selectmen and Finance Committee. **[Amended ATM 5-08-2017, Art. 2]**

- E. Notwithstanding the provisions of Subsection A, in the event that there are no appointed members on the Wage and Personnel Board, a member of the Board of Selectmen, and a member of the Finance Committee shall serve as members of the Wage and Personnel Board, such members from the Board of Selectmen and Finance Committee to be designated by their respective boards. **[Amended ATM 5-11-1998, Art. 3; Amended 5-13-2019 ATM, Art. 2]**

§ 35-13. Vacancies.

~~If any member of the Personnel Board shall resign or otherwise vacate his/her office before the expiration of his/her term, his/her successor shall be appointed by the remaining members and the Board of Selectmen in conformance with MGL c. 41, § 11, to serve for the balance of the unexpired term. Every member of the Board shall serve until his/her successor has been sworn in by the Town Clerk. **[Deleted 5-13-2019 ATM, Art. 2]**~~

§ 35-14. Responsibility and duties.

- A. The Board shall administer the plan and ensure that there is uniform interpretation and application.
- B. The 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 shall, immediately following the annual appointment of a new member or members, meet and organize by electing a Chairman. A majority of the Board shall constitute a quorum for the transaction of business. The votes of a majority of all members of the Board shall be necessary on any matter upon which it is authorized or required to act.
- D. The 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.
- E. The Board shall make an annual report, in writing, to the Board of Selectmen on or before January 15 of each year.

- F. The Board by its own authority may reclassify an existing position, and no position may be reclassified until the Board has determined that such reclassification is consistent with the purpose and provisions of the plan. Reclassification shall be subject to the appropriation of the funds necessary to adjust the compensation of the reclassified employee(s).
- G. The 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. **[Amended 5-11-2015, Art. 2; Amended 5-13-2019 ATM, Art. 2]**
- H. The 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.
- I. After recommendation of a department head, supported by written evidence of special reasons and/or exceptional circumstances, the 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. 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.
- J. 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.
- K. The Wage and Personnel Board by its own authority will consider all employees, part-time and full-time, covered under Wage and Personnel to be considered in any across-the board or C.O.L.A. increase recommended by the Board and voted at the Town Meeting. Any other change must be specifically requested and subject to a hearing. **[Added 5-14-2007 ATM, Art. 3]**

§ 35-15.² Human Resource Liaison [Added 5-12-2003 ATM, Art. 3; Amended 5-12-2008 ATM, Art. 3]

The Town Administrator shall act as Human Resource liaison for Wage and Personnel Policy and Procedures, providing information the Board deems necessary in the performance of its duties.

**ARTICLE IV
Salary and Wage Provisions**

§ 35-16. New employees. [Amended 5-12-2003 ATM, Art. 3]

² Editor’s Note: Former § 35-15, Advisor, was repealed 5-13-2002 ATM, Art. 3.

- A. Prior to any posting and/or advertising of any open position a requisition must be submitted to the Wage and Personnel Board 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. **[Amended 5-14-2007 ATM, Art. 3; 5-12-2008 ATM, Art. 3]**

- B. All open positions will be posted for a minimum of five (5) business days; posting will be sent via email to all department heads and is to be distributed to employees. This position will be advertised through the appropriate media to attract qualified candidates and to ensure compliance with all equal opportunity requirements. All open positions will be advertised and/or posted for a minimum of five (5) business days. Copies of such job postings and/or advertisement shall be submitted to the Wage and Personnel Board, Town Clerk and the Town Administrator and an email shall be sent to the Town Administrator to be posted on the Town’s web site. **[Amended 5-14-2007 ATM, Art. 3; 5-12-2008 ATM, Art. 3]**

- C. Except for the special authorization given the Board 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 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. **[Amended ATM 5-11-2015, Art. 2]**

§ 35-17. Increases.

- A. Each employee in a position for which step rates are provided will be considered for an increase in compensation to a higher rate for that position after completion of the required period of continuous service and an annual performance evaluation 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 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. A copy of the employee’s yearly evaluation is to

be kept in the employee's personnel file. **[Amended 5-14-2007 ATM, Art. 3; Amended 5-08-2017, Article 2]**

- B. Performance evaluations for all employees must be conducted annually in writing and a Certificate of Completion must be provided to the Wage and Personnel Board. All original performance evaluations are to be forwarded to the Treasurer's Office to be kept in the employee's Personnel file. **[Added 5-14-2012 ATM, Art. 2; amended 5-13-2013 ATM, Art. 2]**
- 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 2%, 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. **[Amended 5-9-2005 ATM, Art 3; 5-14-2007 ATM, Art. 3]**
- 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 Wage and Personnel Board shall determine. **[Amended 5-14-2007 ATM, Art. 3]**
- C. Reserved. **[Added 5-9-2005 ATM, Art. 3; repealed 5-13-2013 ATM, Art. 2]**
- D. If the appointing authority for a position approves the temporary appointment or hire of an interim employee 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]**

- E. Existing reclassified positions do not need reposting due to reclassification. [**Added 5-13-2013 ATM, Art. 2**]

§ 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. [**Amended 5-9-2011 ATM, Art. 2**]
- 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 Wage and 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. [**Amended 5-9-2011 ATM, Art. 2**]

§ 35-20. Incentive increases. [¶ E. Amended 5-9-2016 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 to the Wage and Personnel Board, giving a detailed description of the course and reasons why it should be considered for an incentive increase.
- B. Prior to the start of the program, approval must have been received from the Personnel Board and the Board of Selectmen.
- 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.
- D. The application shall be considered at a joint meeting of the Board of Selectmen, the Wage and Personnel Board and the department head. Approval for the increase shall be by a majority vote, with each Board and the department head having one vote each.

- 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.

§ 35-21. Longevity. [Added 5-15-1989 ATM, Art. 18; Amended 5-14-2007 ATM, Art. 3; Amended 5-08-2017 ATM, Art. 2]

- 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)

§ 35-21.2 Municipal and School Building Committee Employees. [Added 5-14-2001 ATM, Art. 3]

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

§ 35-21.3 Mileage reimbursement. [Added 5-13-2002 ATM, Art. 3; amended 5-8-2006 ATM, Art. 3; amended 5-13-2013 ATM, Art. 2]

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.

§ 35-22. 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**

[Amended ATM 5-12-1997, Art. 3; 5-11-1998 ATM, Art. 3; ATM 5-10-1999, Art. 3; 5-8-2000 ATM, Art. 3; 5-14-2001 ATM, Art. 3; 5-13-2002 ATM, Art. 3; 5-12-2003 ATM, Art. 3; 5-8-2006 ATM, Art. 3; 5-12-2008 ATM, Art. 3; ATM 5-9-2011, Art. 2; ATM 5-14-2012, Art. 2; ATM 5-13-2013, Art. 2; ATM 5-11-2015, Art. 2]

NOTE: In each reclassification, initial movement on July 1st will be to the next highest rate of pay in the new schedule, with annual movement thereafter being one step annually on July 1st (the employee's new anniversary for step increases). **[Amended 5-13-2002 ATM, Art. 3]**

~~NOTE: Any employee under the Wage and Personnel bylaw who was on his/her top step for the entire Fiscal Year 2006 (July 1, 2005, through June 30, 2006) will move to the new top step on July 1, 2006 upon recommendation of his/her Department Head. July 1st will then be his/her new anniversary date for step increases. Any employee under the Wage and Personnel bylaw who received a step increase during Fiscal Year 2006, will move to the next available step on his/her anniversary date. **[Added 5-8-2006 ATM, Art. 3] [Deleted 5-13-2019 ATM, Art. 2]**~~

§ 35-22.1. Grades.

The following positions are classified as indicated:

A. Grade 2:

- (1) Secretary 1.
- (2) Senior Aide.

- (3) Library Assistant.
 - (4) Custodial Worker.
 - (5) Senior Van Driver. **[Added 5-12-1997 ATM, Art. 3; Amended 5-10-1999 ATM, Art. 3]**
- B. Grade 4:
- (1) Secretary 2.
 - (2) Library Technician.
 - (3) Maintenance Custodian.
 - (4) Animal Control Officer. **[Amended 5-12-1997 ATM, Art. 3; 5-13-2013 ATM, Art. 2]**
 - (5) Recycling Attendant. **[Added 5-10-1999 ATM, Art. 3; Amended 5-14-2012 ATM, Art. 2-7]**
 - (6) Wage and Personnel Secretary. **[Amended 5-12-2003 ATM, Art. 3]**
 - (7) Finance Committee Secretary. **[Amended 5-12-2003 ATM, Art. 3]**
- C. Grade 6:
- (1) Administrative Assistant.
 - (2) Library Associate.
 - (3) Outreach Worker/Council On Aging. **[Added 5-10-1999 ATM, Art. 3; Amended 5-13-2002 ATM, Art. 3; 5-14-2012 ATM, Art. 2]**
- D. Grade 7:
- (1) Selectmen’s Assistant. **[Amended 5-10-1999 ATM, Art. 3]**
 - (2) Assistant Town Accountant. **[Amended 5-13-2002 ATM, Art. 3]**
 - (3) Assistant Town Treasurer. **[Amended 5-13-2002 ATM, Art. 3]**
 - (4) Assistant Town Collector. **[Amended 5-13-2002 ATM, Art. 3]**
 - (5) Assistant Town Clerk. **[Amended 5-13-2002 ATM, Art. 3]**
 - (6) Administrative Assessor. **[Amended 5-12-2003 ATM, Art. 3]**
 - (7) Assistant Library Director. **[Amended 5-14-2012 ATM, Art. 2; Amended ATM 5-11-2015, Art. 2]**
 - (8) Recycling Coordinator. **[Added 5-14-2018 ATM, Art. 2]**
- E. Grade 8:
- (1) Laborer, Equipment and Treatment Plant Operator.
 - (2) Conservation Agent. **[Amended 5-11-1998 ATM, Art. 3]**
 - (3) Recycling Driver with CDL. **[Added 5-14-2012 ATM, Art. 2-8]**
 - (4) Senior Treatment Plant Operator. **[Added ATM 5-11-2015, Art. 2]**

F. Grade 10:

- (1) Library Director.
- (2) Inspector of Buildings/Building Commissioner. [**Amended 5-11-1998 ATM, Art. 3; 5-10-1999 ATM, Art. 3; 5-8-2000 ATM, Art. 3; Amended 5-14-2018 ATM, Art. 2 – Reclassified to Grade 11**]
- (3) Director, Council on Aging. [**Amended 5-11-1998 ATM, Art. 3; 5-13-2002 ATM, Art. 3**]
- (4) Health Inspector. [**Amended 5-8-2006 ATM, Art. 3-2; Amended 5-14-2018 ATM, Art. 2 – Reclassified to Grade 11**]
- (5) Director of Town Buildings and Maintenance. [**Amended 5-12-1997 ATM, Art. 3; 5-8-2006 ATM, Art. 3-3**]
- (6) ~~Communications Center Manager. [**Reclassified 5-13-2013 STM, Art. 12**]~~
[**Deleted 5-13-2019 ATM, Art. 2**]

G. Grade 11:

- (1) Water Superintendent. [**Amended 5-14-2018 ATM, Art. 2 – Reclassified to Grade 12a (Base Pay only)**]
- (2) Principal Assessor/Appraiser. [**Amended 5-12-1997 ATM, Art. 3; 5-14-2001 ATM, Art. 3**]
- (3) Town Accountant. [**Amended 5-12-1997 ATM, Art. 3; 5-14-2001 ATM, Art. 3**]
- (4) Inspector of Buildings/Building Commissioner [**Amended 5-14-2018 ATM, Art. 2 – Reclassified from Grade 10**]
- (5) Health Inspector. [**Amended 5-8-2006 ATM, Art. 3-2; Amended 5-14-2018 ATM, Art. 2 – Reclassified from Grade 10 to Grade 11**]

H. Grade 12:

- (1) Police Chief.
- (2) Fire Chief.

I. Grade 12a:

- (1) Water Superintendent [**Amended 5-14-2018 ATM, Art. 2 – Reclassified from Grade 11**]

J. Grade 14:

- (1) Town Administrator. [**Amended 5-12-2008 ATM, Art. 3**]

K. Grade U (Unclassified)

- (1) Administrative and Clerical.
 - (a) Registrar of Voters.
 - (b) Election Workers.
 - (c) Assessing Listers.

(d) Veterans Agent/Veterans Service Officer.* [**Amended 5-13-2013 STM, Art. 11**]

(e) Reserved. [**Amended 5-13-2013 STM, Art. 11**]

(f) Geriatric Nurse [**Added 5-12-2014 ATM, Art. 3**]

(g) Assistant Outreach Worker [**Added 5-12-2014 ATM, Art. 3**]

*Note: Indicates positions exempt from the Fair Labor Standards Act.

(2) Police Department.

(a) Sergeant (excluded – contract).

(b) Patrolman (excluded – contract).

(c) Permanent Intermittent Officer (excluded – contract).

(d) Special Duty Officer.

(e) Matron.

(f) Student Police Officer (same rate of pay as a Step 1 Full-Time Patrolman).

[Added 5-8-2000 ATM, Art. 3-4]

(3) Fire Department. [**Amended 5-14-2012 ATM, Art. 2; 5-13-2013 ATM, Art. 2**]

(a) Full-Time Captain (excluded-contract)

(b) Full-time Fire Fighter/Emergency Medical Technician (excluded-contract)

(c) Call Fire Fighter

(d) Call Fire Fighter EMT (Emergency Medical Technician)

(e) Call Fire Fighter EMT-I (EMT-Intermediate)

(f) Call Fire Fighter EMT-P (EMT-Paramedic)

(g) Call Lieutenant

(h) Call Lieutenant EMT (Emergency Medical Technician)

(i) Call Lieutenant EMT-I (EMT-Intermediate)

(j) Call Lieutenant EMT-P (EMT-Paramedic)

- (k) Call Captain
- (l) Call Captain EMT (Emergency Medical Technician)
- (m) Call Captain EMT-I (EMT-Intermediate)
- (n) Call Captain EMT-P (EMT-Paramedic)
- (o) Call Deputy Chief
- (p) Call Deputy Chief EMT (Emergency Medical Technician)
- (q) Call Deputy Chief EMT-I (EMT-Intermediate)
- (r) Call Deputy Chief EMT-P (EMT-Paramedic)
- (4) Parks and Recreation
 - (a) Program Instructor.*
 - (b) Supervisor.
 - (c) Lifeguard.*
 - (d) Part-Time Helper.*
 - (e) Assistant Instructor.
 - (f) College Instructor.
 - (g) Adult Instructor.
- *Note: Indicates positions exempt from the Fair Labor Standards Act
- (5) Other.
 - (a) Reserved. **[Reclassified 5-13-2013 STM, Art. 12]**
 - (b) Full-Time Civilian Dispatchers (excluded - contract). **[Deleted 5-13-2019 ATM, Art. 2]**
 - (c) Part-Time Civilian Dispatcher. **[Deleted 5-13-2019 ATM, Art. 2]**
 - (d) Dispatcher - Trainee. **[Deleted 5-13-2019 ATM, Art. 2]**

- (e) Tree Warden.*
- (f) Local Inspector.* [**Amended 5-8-2000 ATM, Art. 3; 5-13-2002 ATM, Art. 3**]
- (g) Gas Inspector.*
- (h) Plumbing Inspector.*
- (i) Assistant Plumbing Inspector.*
- (j) Sealer of Weights and Measurers*
- (k) Wiring Inspector.*
- (l) Health Inspector.*
- (m) Animal Inspector.*
- (n) Assistant Building Inspector. [**Added 5-12-1997 ATM, Art. 3**]
- (o) Part-Time Laborer. “a rate of pay equal to Grade 4 Step 5” [**Amended 5-14-2001 ATM, Art. 3; 5-13-2002 ATM, Art. 3**]
- (p) Water Inspector. [**Added 5-12-1997 ATM, Art. 3**]
- (q) Mechanic (excluded - contract).
- (r) Laborer/Equipment Operator (excluded - contract).
- (s) Heavy Equipment Operator (excluded - contract).
- (t) Recycling Laborer/Heavy Equipment Operator. [**Added 5-10-1999 ATM, Art. 3**]
- (u) Cemetery Department.
 - (1) Superintendent.
 - (2) Truck Driver/Laborer.
- (v) Landfill Caretaker.
- (w) Laborer.
- (x) Technical Support Specialist, “a wage rate equivalent to a Grade 7, Step 1”. [**Amended ATM 5-11-2015, Art. 2**]
- (y) Guest Lectors.

(z) Unskilled Part-time Laborer / Water Department. **[Added 5-12-2003 ATM, Art. 3]**

(aa) Seasonal Laborer “a wage rate equivalent to a Grade 2, Step 1”. **[Added ATM 5-11-2015, Art. 2]**

*Note: Indicates positions exempt from the Fair Labor Standards Act.

(6) Temporary new or emergency positions. The Wage and Personnel Board may establish an interim rate for a new or emergency position for the balance of fiscal year. This position and rate must be approved at the next Annual Town Meeting to remain in effect.

(7) Town Inspectors.

§ 35-23 Meal Breaks [Added 5-9-2005 ATM, Art. 3]

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. [Amended 5-13-2019 ATM, Art. 2].
- E. Reserved. [Amended 5-13-2019 ATM, Art. 2].
- 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 Wage and Personnel Board.

- B. All leaves (paid and unpaid) must be noted on time cards 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: [**Amended 5-8-2000 ATM, Art. 3**]
 - (1) New Year's Day.
 - (2) Martin Luther King Day.
 - (3) President's Day.
 - (4) Patriots Day.
 - (5) Memorial Day.
 - (6) Independence Day.
 - (7) Labor Day.
 - (8) Columbus Day
 - (9) Veterans Day
 - (10) Thanksgiving Day
 - (11) One-half day before Christmas
 - (12) Christmas Day
 - (13) 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. [**Amended ATM 5-13-2019, Art. 2**]
- E. When a holiday occurs during an employee's regular scheduled vacation, he 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) (Christmas Eve) and (13) (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. [**Added 5-12-2008 ATM, Art. 3**]

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.

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

§ 35-27. Vacation leave. [Amended 5-10-1999 ATM, Art. 3; 5-8-2000 ATM, Art. 3; 5-12-2003 ATM, Art. 3; Amended 5-9-2011 ATM, Art. 2; Amended 5-13-2013 ATM, Art. 2; Amended 5-14-2012 ATM, Art. 2; Amended 5-9-2016, ATM, Art. 2; Amended 5-14-2018, ATM, Art.2]

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: **[Amended 5-9-2011 ATM, Art. 2; Amended 5-9-2016, ATM, Art. 2]**

- (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. **[Amended 5-13-2013 ATM, Art. 2]**
- (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). **[Amended 5-14-2012 ATM, Art. 2]**

B. Vacation Accrual for Regular Full time employees will be as follows: **[Amended 5-14-2012 ATM, Art. 2]**

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 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 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 consecutive workdays, the employee may be required to 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. **[Amended 5-12-2003 ATM, Art. 3]**
- E. A full-time employee will be allowed two personal days' (16 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, the Town Administrator and/or the Wage and Personnel Board may require satisfactory medical evidence of illness or disability. **[Amended 5-12-2008 ATM, Art. 3]**
- 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. **[Added 5-14-2001 ATM, Art. 3]**
- 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. **[Added 5-9-2005 ATM, Art. 3]**

- 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. **[Added 5-9-2011 ATM, Art. 2]**

§ 35-28.1 Non-Union Sick Leave Bank [Added 5-14-2007 ATM, Art. 3; Amended 5-14-2012 ATM, Art. 2; Amended 5-11-2015 ATM, Art. 2; Amended 5-9-2016, ATM, Art. 2]

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.
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 Wage and Personnel, 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]**
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.

8. The board shall consider all applications submitted to it 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 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. 1 day is defined as 1/5 of the employee's normal weekly work hours. Decisions by the Board are final and are not subject to any grievance or appeal process. **[Amended 5-14-2012 ATM, Art. 2]**
9. The Board shall have the right to consider each case on an individual basis and individual employees may apply to the board for an exception. The Board is in no way bound to make exceptions.
10. The Board shall make these guidelines available to be read by any employee requesting to see them. Copies of the guidelines will be issued when the by-law is first enacted.
11. 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. **[Amended 5-14-2012 ATM, Art. 2]**
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 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 months with the Town of Halifax. **[Added 5-14-2012 ATM, Art. 2, and all subsequent items renumbered.]**
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. **[Amended 5-9-2016, ATM, Art. 2]**
4. The employee must have been out of work for at least the equivalent of 2 workweeks (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 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% of the available time in the bank. All time granted will be reviewed on a case by case basis.
10. Any employee who applies for time from the sick bank will be notified of the Board'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. **[Added 5-11-2015 ATM, Art. 2]**

§ 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 Wage and Personnel Board, with each twelve-month period defined on a rotating basis from the first day leave is taken.

§ 35-30. Bereavement. [Amended 5-14-2001 ATM, Art. 3; 5-9-2005 ATM, Art. 3; Amended 5-13-2019 ATM, Art. 2]

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 (3) 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 ~~Part-Time Civilian Dispatchers. [Added 5-13-2002 ATM, Art. 3, amended 5-14-2012 ATM, Art. 2]~~

- ~~A. Part Time Civilian Dispatchers who work at least 350 hours a quarter will accrue 12 hours leave to be used as sick, personal, or vacation time with a maximum accrual of~~

240 hours at any one time (Quarters are defined as 7/1-9/30; 10/1-12/31; 1/1-3/31/ and 4/1-6/30 of each fiscal year.) [~~Amended 5-13-2002 ATM, Art. 3; 5-14-2012 ATM, Art. 2]~~

~~B. Part Time Civilian Dispatchers will be paid time and a half for hours worked on holidays, with time and a half starting at 12:00 noon on Christmas Eve and New Years Eve. For the holidays of Thanksgiving, Christmas and New Year's Day, double time will be paid for hours worked. [Amended 5-13-2002 ATM, Art. 3; 5-8-2006 ATM, Art. 3, 5-14-2012 ATM, Art. 2]~~

[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 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 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 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. [Added 5-11-2015 ATM, Art. 2]

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 (3) 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 – AMENDED 5/13/2019

ALL RATES EFFECTIVE JULY 1, 2019

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 \$23.18 per hour [**Amended 5-12-2014 ATM, Art. 3; Amended 5-11-2015 ATM, Art. 2; Amended 5-9-2016 ATM, Art. 2, §6; Amended 5-14-18 ATM, Art. 2; Amended 5-13-19 ATM, Art. 2**]

Police Matron \$16.99 per hour [**Amended 5-12-2014 ATM, Art. 3; Amended 5-11-2015 ATM, Art. 2; Amended 5-9-2016 ATM, Art. 2 Amended 5-14-18 ATM, Art. 2; Amended 5-13-19 ATM, Art. 2**]

Commercial Details [**Added 5-14-2018 ATM, Art. 2**] Greatest overtime rate for a patrol officer under the union contract.

Town Details [**Added 5-14-2018 ATM, Art. 2**] 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. [**Amended 5-13-2013 ATM, Art. 2**]

GROUP C. **FIRE DEPARTMENT (NON-UNION PERSONNEL) [Amended 5-12-1997 ATM, Art. 3; 5-10-1999 ATM, Art. 3; 5-11-2009 ATM, Art. 3; 5-9-2011 ATM, Art. 2; 5-14-2012 ATM, Art. 2; Amended 5-14-2018 ATM, Art. 2]**

Chief's Clothing Allowance \$575.00 annually.

APPENDIX A – Cont'd

Detail rate for call firefighters will be time and a half for Town of Halifax details only.

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. 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 Firefighter does not pass the examination at this time he shall remain at Step 1 and be retested in six (6) months. If the Firefighter does not pass the examination at this time, he/she shall be terminated.

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

To advance to Step 4 a Firefighter must qualify as a Pump Operator and Driver.

FIRE RELATED COURSES – Each member of the Fire Department who attends a Fire course sponsored by the Massachusetts Fire Academy shall receive the following compensation for satisfactorily completing the course.

(1) Mileage for each day of travel to and from the training site (at the Town of Halifax mileage rate).

(2) Meal Allowance of 5.00 (if the training course requires the Firefighter to spend over six hours at the training site).

A Firefighter shall receive payment after he/she produces a certificate of completion from the Massachusetts Fire Academy.

Before a Firefighter attends a course he must obtain approval from the Fire Chief.

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. [**Amended ATM 5-08-2017, Art. 2; Amended ATM 5-14-2018, Art. 2**]

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)

APPENDIX A – Cont'd

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.

APPENDIX A – Cont’d

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 E. 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

[Amended 5-12-1997 ATM, Art. 3; (Full-Time) 5-14-2012 ATM, Art. 2; Amended 5-13-2019 ATM, Art. 2]

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

GROUP F 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]

APPENDIX A – Cont'd

**GROUP G. 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.

GRADES AND STEPS:

[Amended 5-12-1997 ATM, Art. 3; 5-11-1998 ATM, Art. 3; 5-10-1999 ATM, Art. 3; 5-8-2000 ATM, Art. 3; 5-14-2001 ATM, Art. 3; 5-13-2002 ATM, Art. 3; 5-12-2003 ATM, Art. 3; 5-10-2004 ATM, Art. 3; 5-9-2005 ATM, Art. 3; 5-8-2006 ATM, Art. 3; 5-14-2007 ATM, Art. 3; 5-12-2008 ATM, Art. 3; 5-11-2009 ATM, Art. 3; 5-9-2011 ATM, Art. 2; 5-14-2012 ATM, Art. 2; 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 5-13-2019 ATM, Art. 2]]

RATES EFFECTIVE JULY 1, 2019

Grade 2	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	14.88	15.66	16.49	17.36	18.26	18.81
Grade 4	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	16.65	17.45	18.28	19.14	20.06	20.67
Grade 6	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	18.53	19.33	20.11	20.94	21.80	22.44
Grade 7	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	20.26	21.04	21.85	22.71	23.56	24.28
Grade 8	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	21.96	22.79	23.57	24.45	25.33	26.08
Grade 10	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	60,212	61,916	63,666	65,463	67,314	69,336

APPENDIX A – Cont'd

Grade 11	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	67,399	69,127	70,900	72,715	74,768	76,817
Grade 12	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	82,646	83,645	85,458	87,315	89,209	91,886
Grade 14	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	86,257	88,017	89,816	91,649	93,517	96,323

Grade "U" Unclassified

ADMINISTRATIVE AND CLERICAL [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, Art. 2; Amended 5-14-2018 ATM, Art. 2]

<i>Registrar of Voters</i>	<i>To</i>	<i>13.79</i>
<i>Election Workers</i>	<i>To</i>	<i>13.24</i>
<i>Assessing Lister</i>	<i>To</i>	<i>13.20</i>
<i>Water Inspector</i>	<i>To</i>	<i>37.84</i>
<i>Veterans' Agent/ Service Officer</i>	<i>To</i>	<i>15,273.00</i>
<i>Assistant Building Inspector</i>	<i>To</i>	<i>2,202.00</i>

POLICE 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; Amended 5-8-2017 ATM, Art. 2; Amended 5-14-2018 ATM, Art. 2]

<i>Special Duty Officers</i>	<i>To</i>	<i>24.59</i>
<i>Police Matron</i>	<i>To</i>	<i>18.03</i>

CoA GRANT POSITIONS

<i>Assistant Outreach Worker</i>	<i>15.54 per hour</i>
<i>Geriatric Nurse</i>	<i>18.76 per hour [Amended 5-13-2019 ATM, Art. 2]</i>

OTHER [Added 5-13-2019 ATM, Art. 2]

Intern	Undergraduate	MA minimum wage
	Graduate	Equivalent to a Grade 2, Step 1

APPENDIX A – Cont'd

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]

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.

<u>Fire Department</u>	Step 1	Step 2	Step 3	Step 4
Call Firefighter	18.85	19.41	19.99	20.59
Call Firefighter EMT	20.34	20.96	21.60	22.24
Call Firefighter EMT-1	20.73	21.35	21.98	22.66
Call Firefighter EMT-P	21.21	21.83	22.48	23.17
Call Lieutenant	20.38	21.00	21.63	22.29
Call Lieutenant EMT	22.02	22.68	23.37	24.06
Call Lieutenant EMT-1	22.42	23.10	23.80	24.54
Call Lieutenant EMT-P	22.93	23.62	24.34	25.05
Call Captain	22.06	22.74	23.41	24.10
Call Captain EMT	23.84	24.54	25.29	26.04
Call Captain EMT-1	24.28	25.00	25.77	26.52

Call Captain EMT-P	24.83	25.57	26.35	27.12
Call Deputy Chief	24.24	24.96	25.70	26.48
Call Deputy Chief EMT	26.16	26.96	27.75	28.60
Call Deputy Chief EMT-1	26.65	27.46	28.26	29.13
Call Deputy Chief EMT-P	27.24	28.08	28.93	29.78

PARKS AND RECREATION

Director/Instructor – 2	21.14
Supervisor	16.78
Assistant/Instructor 1	13.26
Life Guard	15.56

Aide/Helper MA Minimum Wage

OTHER

Recycling Laborer/ Heavy Equip. Operator	24.24
Cemetery Superintendent	11,269.00
Inspector of Animals	3,172.00
Sealer of Weights And Measures	2,673.00