

**SUPPORTING DOCUMENTATION
FOR
ARTICLE 17**

PROPOSED ADDITIONAL CHANGES TO THE WAGE AND PERSONNEL BYLAW FOR FY2024

The Wage and Personnel Board is recommending that: (1) bereavement leave for aunts and uncles be increased from 1 to 3 days, (2) longevity compensation amounts be increased for 20, 25, 30 and 35 years to \$1,600.00, \$1,800.00, \$2,000.00 and \$2,200.00, respectively, and (3) vacation accrual be increased for those employees with more than 25 years of service, resulting in one additional day per year worked over 25 years, for a total of 6 weeks at 30 years of service. These changes would provide the same benefits for Wage and Personnel employees that union employees currently receive.

The Board is also recommending, at the request of Paul Gallagher, Town Clerk, that the hourly rates for some election workers in Schedule C-1 be increased to alleviate the wage compression resulting from state minimum wage increases. The hourly rates of Clerk – Election and Warden – Election would increase from \$15.53 to \$17.53, and the title of Election Officer would change to Inspector – Election to more accurately reflect the duties of the position.

Changes to Schedule C-2 to reflect the changes to include a Cost of Living Adjustment to the Assistant Harbormaster and the Animal Inspector that was missed at Annual Town Meeting.

All changes would be retroactive to July 1, 2023.

**Section 10.
Vacation Leave**

(a) Full-time and benefit-eligible part-time employees shall be granted paid vacation leave, as follows:

<i>From Date of Hire</i>	<i>Annual Vacation Leave</i>
Hire date	3 days, to be used within the first year of employment
6 completed months	7 days, to be used within the first year of employment
1 year	10 days (2 weeks), may roll over one week with approval, refer to Section 10(b)
2 years	10 days (2 weeks), to be used within year of being credited
3 years	10 days (2 weeks), to be used within year of being credited
4 years	10 days (2 weeks), to be used within year of being credited
5 years	15 days (3 weeks), to be used within year of being credited
6 years	15 days (3 weeks), to be used within year of being credited
7 years	15 days (3 weeks), to be used within year of being credited
8 years	15 days (3 weeks), to be used within year of being credited
9 years	15 days (3 weeks), to be used within year of being credited
10 years	20 days (4 weeks), to be used within year of being credited
11 years	20 days (4 weeks), to be used within year of being credited
12 years	20 days (4 weeks), to be used within year of being credited
13 years	20 days (4 weeks), to be used within year of being credited
14 years	20 days (4 weeks), to be used within year of being credited
15 years	25 days (5 weeks), to be used within year of being credited
<u>16 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>17 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>18 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>19 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>20 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>21 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>22 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>23 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>24 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>25 years</u>	<u>25 days (5 weeks), to be used within year of being credited</u>
<u>26 years</u>	<u>26 days (5 weeks plus 1 day), to be used within year of being credited</u>
<u>27 years</u>	<u>27 days (5 weeks plus 2 days), to be used within year of being credited</u>
<u>28 years</u>	<u>28 days (5 weeks plus 3 days), to be used within year of being credited</u>
<u>29 years</u>	<u>29 days (5 weeks plus 4 days), to be used within year of being credited</u>
<u>30 years</u>	<u>30 days (6 weeks), to be used within year of being credited</u>
Each year after	
<u>1530</u> years	<u>2530</u> days (<u>56</u> weeks), to be used within year of being credited

**Section 12.
Other Leave**

(a) *Bereavement Leave*

Bereavement leave without loss of regular straight-time pay for normally scheduled working hours, not to exceed five days per occurrence, as the appointing authority or department head may determine, shall be granted to any employee in the event of a death in the employee's immediate family. For the purposes of this subsection,

immediate family shall be defined as spouse or domestic partner, parent, stepmother, stepfather, grandparent, step-grandparent, child, step-child, grandchild, step-grandchild, sibling, step-sibling or parent-in-law. Additionally, an employee shall be granted up to three work days' leave without loss of pay in the event of the death of a brother-in-law, ~~and sister-in-law and up to one day's leave without loss of pay in the event of the death of a~~ sibling of a parent. An employee may be granted up to two additional days from accrued time with the approval of the appointing authority or department head.

**Section 13.
Longevity Compensation**

- (a) The Town chooses to reward faithful service by full-time employees by providing additional compensation each year on the basis of length of service as follows:

At completion of ten (10) years of service	\$ 400.00
At completion of fifteen (15) years of service	1,000.00
At completion of twenty (20) years of service	1,200.00 1,600.00
At completion of twenty-five (25) years of service	1,400.00 1,800.00
At completion of thirty (30) years of service	1,600.00 2,000.00
At completion of thirty-five (35) years of service	1,800.00 2,200.00

**Section 16.
Classification and Rates of Compensation Schedules**

Positions are part-time except where denoted full-time (FT). Positions are non-exempt except where denoted exempt (E).

SCHEDULE A

<i>Title</i>	<i>Group</i>	<i>Rate</i>
Administrative Assistant (BOS/IT/HR)	Administrative	2*
Administrative Assistant (Veterans)	Administrative	2
Animal Control Officer (E)	Administrative	4*
Animal Inspector	Administrative	Schedule C-2
Archivist Librarian (FT) (E)	Library	7
Assistant Animal Control Officer	Public Safety	H-3
Assistant Director of Elder Affairs (FT) (E)	Administrative	5
Assistant Harbormaster	Public Safety	Schedule C-2
Assistant Program Director	Recreational	Schedule C-3
Assistant to the Fire Chief (FT)	Administrative	5
Assistant to the Police Chief (FT)	Administrative	5
Assistant to the Town Admin/BOS (FT) (E)	Administrative	8
Assistant to Town Accountant (Fin Dir) (FT)	Administrative	4
Assistant Treasurer (FT) (E)	Administrative	7
Athletic Field Maintenance Worker	Recreational	Schedule C-1
Call Firefighter	Public Safety	Schedule C-1
Clerical Assistant	Clerical	H-3
Clerk – Election	Clerical	Schedule C-1
Clerk – General	Clerical	Schedule C-1
Clerk – Special Town Committees Not Otherwise Specified	Clerical	Schedule C-1
Clerk – Treasurer's Office	Clerical	Schedule C-1
Community Development Director (FT) (E)	Administrative	13
Conservation Agent (FT) (E)	Administrative	11
Cook – Council on Aging	Recreational	Schedule C-1
Counselor/Instructor	Recreational	Schedule C-3
Deputy Harbormaster	Public Safety	5*
Deputy Shellfish Constable	Public Safety	Schedule C-2
Director Elder Services (FT) (E)	Administrative	12
Election Officer	Clerical	Schedule C-1
Energy Manager	Administrative	Schedule C-2
Executive Secretary	Administrative	Schedule C-2
Executive Secretary – Community Preservation Committee	Administrative	Schedule C-2
Executive Secretary – Finance Committee	Administrative	Schedule C-2
Executive Secretary – Harbormaster	Administrative	Schedule C-2
Executive Secretary – Wage and Personnel Board	Administrative	Schedule C-2
Executive Secretary – Zoning Board of Appeals	Administrative	Schedule C-2

Facilities Manager (FT) (E)	Administrative	11
Finance Director – Town Accountant (FT) (E)	Administrative	13
Flag Attendant	Recreational	Schedule C-2
Food Inspector	Administrative	Schedule C-2
Groundskeeper	Labor	Schedule C-1
Harbormaster (E)	Administrative	8*
Head of Adult Services/Reference (FT) (E)	Library	7
Head of Youth Services – Library (FT) (E)	Library	7
Health Agent (FT) (E)	Administrative	10**
Highway Laborer/Truck Driver	Labor	Schedule C-1
Human Resources Assistant	Administrative	TBD*
Human Resources Manager (FT) (E)	Administrative	11
<u>Inspector – Election</u>	<u>Clerical</u>	<u>Schedule C-1</u>
Inspector of Buildings/Zoning Enforcement		
Officer (FT) (E)	Administrative	TBD
IT Manager (FT) (E)	Administrative	11
Lead Counselor/Instructor	Recreational	Schedule C-3
Library Assistant	Library	Schedule C-1
Library Director (FT) (E)	Supervisory	12
Library Page	Library	Schedule C-1
Lifeguard	Recreational	Schedule C-3
Local Inspector	Administrative	Schedule C-1
Matron	Public Safety	Schedule C-1
Office Administrator – Water (FT)	Administrative	5
Outreach Coordinator COA (E)	Administrative	6*
Park Attendant	Recreational	Schedule C-3
Parks and Recreation Director (FT) (E)	Administrative	12
Patrolman	Public Safety	Schedule C-1
Payroll Coordinator (FT)	Administrative	4
Principal Assessor (FT) (E)	Administrative	12
Program Coordinator	Recreational	Schedule C-3
Program Coordinator COA (FT) (E)	Administrative	6
Program Director	Recreational	Schedule C-3
Program Intervention Facilitator	Recreational	Schedule C-3
Programs and Property Coordinator	Recreational	Schedule C-1
Public Health Nurse	Administrative	6*
Registrar – Election	Administrative	Schedule C-2
Reserve Public Safety Dispatcher	Public Safety	Schedule C-1
Sealer of Weights and Measures	Administrative	Schedule C-2
Seasonal Worker	Labor	Schedule C-1
Secretary – Permanent Part-time Departmental	Clerical	H-2
Senior Clerk – General	Clerical	Schedule C-1
Senior Counselor/Instructor	Recreational	Schedule C-3
Senior Groundskeeper	Labor	Schedule C-1
Shellfish Constable	Public Safety	Schedule C-2
Streetlister/Census Clerk	Clerical	Schedule C-1
Substitute Circulation Assistant	Library	Schedule C-1
Substitute Driver – Council on Aging	Recreational	H-2

Substitute Librarian	Library	Schedule C-1
Superintendent of Streets (FT) (E)	Supervisory	13
Supervisor/After School Programs	Recreational	Schedule C-1
Supervisor Assistant/After School Programs	Recreational	Schedule C-1
Teen and Emerging Technologies Librarian (E)	Library	7*
Town Accountant (FT) (E)	Administrative	TBD
Town Planner (FT) (E)	Administrative	11
Veterans' Agent (FT) (E)	Supervisory	5
Warden – Election	Administrative	Schedule C-1
Wastewater Superintendent (FT) (E)	Supervisory	12
Water Superintendent (FT) (E)	Supervisory	12
Waterfront-Park Director/Head Lifeguard	Recreational	Schedule C-3

* If part-time: pro-rated based on hours worked.

** Wages are determined by the Board of Health.

**SCHEDULE C-1
Hourly Schedule**

Athletic Field Maintenance Worker	hourly	24.74
Call Firefighter	hourly	23.96*
Clerk – Election	hourly	15.53 17.53
Clerk – General	hourly	15.53
Clerk – Special Town Committees Not Otherwise Specified	hourly	15.53
Clerk – Treasurer's Office	hourly	18.63
Cook – Council on Aging	hourly	16.43
Election Officer	hourly	15.53
Groundskeeper	hourly	15.53
Highway Laborer/Truck Driver	hourly	18.91
Inspector – Election	hourly	15.53
Library Assistant	hourly	18.22
Library Page	hourly	15.53
Local Inspector	hourly	39.99
Matron	hourly	23.19
Patrolman	hourly	22.15
Programs and Property Coordinator	hourly	23.33
Reserve Public Safety Dispatcher	hourly	15.53
Seasonal Worker	hourly	15.53
Senior Clerk – General	hourly	15.53
Senior Groundskeeper	hourly	15.53
Streetlister/Census Clerk	hourly	15.53
Substitute Circulation Assistant	hourly	17.38
Substitute Librarian	hourly	26.44
Supervisor/After School Programs	hourly	16.97
Supervisor Assistant/After School Programs	hourly	15.53
Warden – Election	hourly	15.53 17.53

* Plus \$150.00 per year. When Call Firefighters work a fill-in shift for permanent, full-time fire personnel, they shall be compensated at the bottom step of the union pay schedule at that EMS certification level.

SCHEDULE C-2
Stipend Schedule

Animal Inspector	annually	7,321 7,577
Assistant Harbormaster	annually	3,789 3,922
Deputy Shellfish Constable	annually	3,500
Energy Manager	annually	5,944
Executive Secretary	annually	4,222
Executive Secretary – Community Preservation Committee	annually	7,577
Executive Secretary – Finance Committee	annually	7,577
Executive Secretary – Harbormaster	annually	7,577
Executive Secretary – Wage and Personnel Board	annually	7,577
Executive Secretary – Zoning Board of Appeals	annually	7,577
Flag Attendant	per location	293
Food Inspector	annually	7,195
Registrar – Election	annually	1,035
Sealer of Weights and Measures	annually	9,267
Shellfish Constable	annually	7,000