

# **PERSONNEL ADMINISTRATION PLAN**

## **TOWN OF MEDFIELD PERSONNEL BOARD**

**Debbie Shuman  
Rachel Brown  
Christine Connelly  
Kristine Trierweiler, Assistant Town Administrator**

**With Amendments through July 1, 2012**

**PERSONNEL ADMINISTRATION PLAN  
TOWN OF MEDFIELD**

Adopted by the Town, November 30, 1964  
Amended through July 1, 2011

**I. TITLE**

The Classification of Positions and the Pay Schedule appended hereto, and the provisions of the Bylaw shall be entitled Personnel Administration Plan (hereafter referred to as The Plan), for the Town of Medfield.

**II. APPLICATION**

The Plan shall apply to all officers and employees in the service of the Town (whether full time, or part-time, seasonal, casual, special, Civil Service or other) other than those positions filled by popular election and those under the direction and control of the School Committee. Nothing herein, however, shall bar using the Plan or its provisions or facilities or committees in determining the compensation of such otherwise exempted employees or officials.

**III. TITLE OF POSITIONS**

No person shall be employed or paid as an employee in any position subject to the provisions of the Plan in any title other than those in the Schedules or under any title other than that of the job, the duties of which are actually performed. The job title in The Plan shall be the official title of the position and shall be used in all administrative and employment records, and in every other connection involving personnel or fiscal processes.

**IV. PERSONNEL BOARD**

Under The Plan, there shall be a Personnel Board consisting of three members who shall be appointed by a majority vote of a committee consisting of the Moderator, the Chairman of the Board of Selectmen, and the Chairman of the Warrant Committee. The term of office of members of the Personnel Board shall be three years; initial appointments to the Personnel Board were for the periods of one year, two years, and three years respectively. No elected or appointed officer of the Town of Medfield and no person employed by the Town of Medfield shall be eligible for service upon the Personnel Board. The Personnel Board shall serve without pay.

**V. DUTIES OF THE PERSONNEL BOARD**

- A. The Personnel Board shall administer The Plan and establish such policies, procedures and regulations consistent with The Plan, as it deems necessary.
- B. The Personnel Board shall maintain written descriptions of the job titles in The Plan describing the essential characteristics, requirements and the 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.

- C. The Town Accountant and Department Heads shall keep such records of the employees of the Town as the Personnel Board may require. The Personnel Board shall keep such records of its own as it considers appropriate. All records of the Town which pertain to the Town's employees, by whomever kept, shall be open to inspection by the Personnel Board or any of its members at all reasonable times.
- D. The Personnel Board, from time to time, shall review the work of all positions subject to The Plan. Such reviews shall be so scheduled as to cover all such positions at intervals of not more than three years. In case of urgent necessity, the Personnel Board may tentatively add a new position to the Plan or reclassify an existing position, subject to the subsequent ratification of its action by a formal amendment of The Plan at the next Town Meeting. No such action may be taken in connection with positions subject to Civil Service Laws.
- E. The Personnel Board shall from time to time review the Pay Schedules. It shall keep informed as to pay rates and policies outside the services of the Town and shall recommend to the Town any action deemed desirable to maintain a fair and equitable pay level.
- F. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, said Board may authorize an entrance rate higher than the minimum rate for a position, and such other variances in The Plan as it may deem necessary for the proper functioning of the services of the Town.
- G. The Personnel Board shall establish regulations governing the hiring of all employees covered by the Personnel Administration Plan, and shall provide guidance and assistance to department heads, boards, and commissions in the hiring, transfer, promotion and dismissal of personnel.

## **VI. TYPES OF EMPLOYMENT**

All positions subject to the provisions of The Plan shall fall into one of the following categories:

- A. Regular Full Time: Regularly scheduled to work a full schedule of 40 hours per week, 52 weeks a year.
- B. Regular Part Time: Regularly scheduled to work no less than 20 hours per week, 52 weeks a year.
- C. Casual Part Time: Occasional employment for an hourly rate or fee.
- D. Temporary: Employed for a specific short period of time not to exceed 6 months. Temporary employment beyond 6 months must be authorized in advance by the Department Head and the Personnel Board.

## **VII. STEP INCREASES - MERIT**

Progression through the rate ranges normally will be one step annually on employee's anniversary date provided this is recommended by the Department Head and the Personnel Board.

1. General Increase: When rate ranges are affected by increase voted by the Town, either fixed percentage or fixed amount, all employees covered by The Plan, except those specifically excluded or those holding personal rates, shall receive the increase and the rate ranges will be adjusted accordingly. Those holding personal rates shall not receive increases until the maximum for the classification exceeds the personal rate.
2. Management Pay for Performance: Employees in town management positions as set out in the CLASSIFICATION OF POSITIONS AND PAY SCHEDULE will be considered annually for increases in accordance with a performance rating system to be adopted and amended from time to time by the Personnel Board.

## **VIII. PROMOTION AND TRANSFERS**

When an employee is promoted to a higher rated job, he shall enter at the minimum of the job's range or at his own rate, whichever is the higher. He may also receive a step increase at the time, if the Department Head feels that qualifications and performance warrant it, and the Personnel Board authorizes it.

If an employee should be transferred and reclassified to a lower rated job, he shall enter it at his own rate or at the maximum of the job, whichever is lower. When an employee receives a pay rate above the maximum for the job, this rate becomes a personal rate and applies only to the present incumbent. When his employment ends, no successor shall advance beyond the maximum for the job.

## **IX. NEW PERSONNEL**

The hiring rate shall be the minimum of the rate range for the job unless otherwise authorized by the Department Head and the Personnel Board. If such authorization is given, it shall be supported by the Department Head's written statement of reasons.

## **X. PHYSICAL EXAMINATION**

A pre-employment physical examination will be required of all regular full-time and regular part-time new personnel by a qualified physician of the employee's choice. The report is to be made on a form to be provided by the Town of Medfield and examination will be at the expense of the Town.

## **XI. VACATIONS**

The following annual vacations with pay will be granted to all regular full-time and regular part-time employees who are on an hourly paid basis, having continuous employment. Vacation time must be scheduled with and approved by the Department Head.

1. **First Year:**

Above employees are entitled to 1 vacation day for each month worked to a maximum of 10 days earned in first year.

Employees on the payroll before the 15th of the first month of their employment will receive (1) vacation day for that month.

2. **Subsequent Years:**

Following the first year of employment, employees shall receive vacation days as follows:

1 year to 5 years	10 days
5 years to 10 years	15 days
10 years and over	20 days

Eligibility will be as of January 1st of each year, except on the 5th and 10th year anniversary date when additional days earned will be granted on anniversary date, with the exception of members of the uniformed Police Department, who are covered by the provisions of the Massachusetts General Laws.

The weekly vacation pay of regular part-time employees shall be the average of weekly pay for the last twenty-six (26) weeks, worked immediately preceding the vacation.

Vacations with pay shall not be granted to temporary or casual part-time employees.

Should a holiday fall during an employee's regularly scheduled workday, while the employee is on an authorized vacation, an additional day of vacation will be allowed.

Vacations shall not be cumulative from year to year except under unusual circumstances with the approval of the Department Head. Any unused vacation days shall be used in the first three-quarters of the next calendar year.

Vacation days accrue monthly to be taken in the subsequent year, except in the case of retirement and termination of employment when the employee shall be paid for all accrued vacation through the termination date.

## **XII. HOLIDAYS**

Regular full-time employees and regular part-time employees shall be paid for each of the following holidays, except that regular part-time employees shall be paid only for those holidays falling on a regularly scheduled work day and on the same basis as their earnings, if they had worked:

New Year's Day	Memorial Day	Veteran's Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Washington's Birthday	Labor Day	Christmas Day
Patriots Day	Columbus Day	

Regular full-time employees of the various Town Departments, other than Department Heads, required to work on any of the above specified holidays shall be paid on the basis of straight time in addition to the regular holiday pay for that day, or, at the discretion of the Department Head, may be given equivalent time off at regular pay.

Police Department employees will be paid at straight time for time worked on a holiday in addition to holiday pay. Police Department employees working on a scheduled day off, which is a holiday, may be given equivalent time off at straight time.

Holidays with pay shall not be granted to temporary or casual part-time employees.

## **XIII. LEAVES OF ABSENCE**

### **A. Sick Leave:**

1. Upon completion of 30 days regular full-time or regular part-time employment, an employee shall be allowed one and one-quarter days' sick leave, based on the average number of hours worked per day, with pay for each month of employment completed in any given calendar year provided such leave is caused by sickness or injury or by an exposure to contagious disease, but not injury sustained in other employment. For purposes of administration, in subsequent years of employment, eligible employees will be credited with fifteen days of sick leave as of January first of each year.
2. An employee in continuous employment shall be credited with the unused portion of sick leave granted under subsection (1.) up to a maximum of one hundred fifty (150) days. Upon retirement or death, payment shall be made to the employee or the employee's estate for 30% of those days accumulated over ninety (90) days.
3. If the amount of sick leave credit provided for under subsection (2.) has been, or is about to be exhausted, an employee may make application for additional allowance to that provided under (1.). Such application shall be made to the Personnel Board, which is authorized to grant such additional allowance as it may determine to be equitable after reviewing all circumstances including the employee's attendance and performance record prior to conditions supporting his request for additional allowance.
4. Sick leave must be authorized by the Department Head and must be reported, on blank provided for same, to the Personnel Board.

5. A Physician's certificate of illness may be requested by the Department Head after three days' absence or after a series of repeated absences during the year. This certificate shall be forwarded, by the Department Head, to the Personnel Board.
6. The Personnel Board may require a medical examination of any employee who reports his inability to report for duty because of illness. This examination would be at the expense of the Town by a physician appointed by the Personnel Board.
7. Injury, illness or disability self-imposed, or resulting from the use of alcohol or drugs shall not be considered a proper claim for sick leave under this section.
8. An employee who is incapacitated by reason of an injury sustained in the course of and arising out of his employment by the Town may elect to receive from his accumulated sick leave the difference between his normal work week compensation and the weekly indemnity of the Worker's Compensation Act, beginning with the first day of incapacity.
9. Notification of absence due to illness must be made as early as possible on the first day of absence, either to the employee's immediate superior or to the Department Head.
10. Nothing in this Section shall be construed to conflict with Section 100, Chapter 41 of the General Laws, and in the event of such conflict the provisions of said Section 100 of Chapter 41 shall prevail as to employees covered by said Section 100 of Chapter 41.

**B. Jury Duty:**

A regular full-time or regular part-time employee called for jury duty shall be paid by the Town an amount equal to the difference between the compensation paid for a normal working period and the amount paid by the Court, excluding allowance for travel.

**C. Military Training:**

Regular full-time and regular part-time employees with more than one year continuous employment by the Town next prior to the time of performing the service herein referred to, who are required to report for temporary summer or like period of training in the military forces of the Nation or the Commonwealth shall be paid an amount equal to the difference between compensation for normal working period of two weeks and the amount paid for military training. An employee, on request, may combine his military leave with his regular vacation period.

**D. Funeral Leave:**

Regular full-time and regular part-time employees shall be given up to three days leave with pay for the purpose of making arrangements and attending the funeral of members of their immediate family which is defined as the following: mother, father, mother-in-law, father-in-law, sister, brother, spouse, child, and grandparents of the employee.

E. Personal Leave:

For those full-time and regular part-time employees with vacation accruals of less than 21 days per year, upon completion of 30 days regular full-time employment, employees shall be allowed one quarter (1/4) of one day personal time off with pay for each completed month of service. Such personal time must be taken within 1 year of being earned, and scheduled with the approval of the individual's supervisor. For purposes of administration, in subsequent years of completed employment, eligible employees will be credited with three (3) days of personal time, effective January first of each year.

**XIV. OVERTIME**

Overtime will be worked only with authorization of the Department Head. Regular full-time employees, exclusive of Department Heads, who are required by the Department Head to work overtime, will be paid time and one-half for all hours worked in excess of the regular work week, as determined by the Personnel Board, within the Department where the employee is regularly employed. Where overtime is performed for a department other than the employee's regular full-time department, the overtime will be time and one-half of the appropriate rate schedule for the work being performed as determined by the Department Head for whom the work is being accomplished.

**XV. SPECIAL PAY PROVISIONS**

- A. Call Back: Unless otherwise provided in this plan or in any applicable collectively bargained labor contract, when an hourly paid employee is called in to work on an emergency assignment by the Department of Streets, Water and Sewer, pay shall be no less than two (2) hours' pay at the appropriate time and a half rate, except Sundays and Holidays when double time shall be paid. This does not apply to planned overtime.
- B. Snow Removal: Time and one-half for the time worked other than the normal schedule. Double time for time worked on Sundays and Holidays, and after sixteen consecutive hours.

The rate for employees whose regularly scheduled work week includes Sundays and holidays shall be determined by the Personnel Board.

C. Fire Pay:

- 1. Firefighters will receive a guaranteed one-hour minimum fire pay. Time in excess of the first hour will be calculated to the 1/2 hour.
- 2. While responding to or working at a fire or any other emergency, personnel will be paid at a rate 1.5 times their hourly fire wage.
- 3. Any other duties performed by firefighters (training-details-standby duty, etc.) will be at their regular hourly fire rate.



4. Town employees covered by the provisions of the Federal Fair Labor Standards Act who leave their Town employment to respond to a fire as call firefighters will receive one (1) hour's pay at their Town job's regular hourly rate, in addition to one hour's straight fire pay. If the fire call continues beyond one hour they will continue to receive their Town job's regular hourly rate, in addition to their hourly fire pay for the second hour. Should the fire continue beyond two (2) hours, their regular fire pay will continue.
5. Town employees not covered by the provisions of the Federal Fair Labor Standards Act (i.e. management positions) who leave their Town employment to respond to a fire as call firefighters will receive one (1) hour's pay at their Town job's regular hourly rate, in addition to the one hour fire pay referenced in Item 2 above. This applies to the first two (2) hours of the fire. Should the fire continue beyond two (2) hours, their regular fire pay will continue.
6. All firefighters who are regular full-time Town employees and are covered by the provisions of the Federal Fair Labor Standards Act shall be paid in accordance with the mandated provisions of the Act, when applicable.

D. Police Intern

Police Interns will receive 7% improvement per successive year in the Intern Program.

E. Longevity

1. Regular full-time employees, who are not members of a collective bargaining unit shall receive an annual longevity payment of \$250 after 5 years' continuous regular full-time employment plus \$50 for each additional year up to a total maximum of \$1,000, Payable on the 2nd pay day of December.
2. Regular full-time employees, who are members of a collective bargaining unit, shall receive annual longevity payment(s) in accordance with the terms of their applicable contracts

F. Retirees: A full-time employee who enters retirement under the County Retirement System may be rehired by the Town in their last occupation subject to the restrictions of the County Retirement Plan. Such employment must be approved in advance by the Department Head, the Board of Selectmen and the Personnel Board. Such employment and wage rate, which will be considered a personal rate, will be subject to approval of the Department Head, Board of Selectmen and Personnel Board. Such wage rate will not be adjusted by general increases as such.

G. Police Officers: For all regularly scheduled shifts starting after 3:00 p.m. and finishing prior to 8:00 a.m., a night shift differential of \$5.00 per shift will be paid, said sum to be paid annually during the month of June.

H. Police Details: "The detail rate for Special and Permanent Intermittent Officers shall be \$18. per hour."

- I. Ambulance EMT Stipend: Each certified Ambulance EMT shall be paid \$10 per twelve-hour shift.

## **XVI. INVALIDITY**

If any provision of this Bylaw shall conflict with any Civil Service law or regulation applicable to any position, or any other law, it shall be deemed modified by the law or regulation sufficient only to end the conflict. The invalidity of any provision hereof shall not be construed to invalidate any other provisions hereof.

## **XVII. CONFLICTING BYLAWS**

All Bylaws or parts of Bylaws relating to personnel covered by this plan in conflict with this Bylaw are hereby repealed.

## **XVIII. CLASSIFICATION AND SCHEDULES**

The classification and schedules of pay under The Plan shall be as shown in the appended "Classification of Positions and Pay Schedules" as from time to time amended.

## **XIX. AMENDMENT**

This Bylaw may be amended by vote of the Town at any regular or special meeting provided that at least thirty (30) days prior to the town meeting at which such amendment is to be considered, the Personnel Board shall be apprised in writing of the proposed amendment. The Personnel Board shall make a report and recommendation to the Town prior to the taking of any action by the Town upon the proposed amendment.

## **XX. SEXUAL HARASSMENT POLICY**

Sexual harassment in the workplace is unlawful and our goal is to promote a work environment free of sexual harassment. To further this goal, we have established the following policy:

### **Prohibited conduct shall include:**

1. Conduct which has the purpose or effect of unreasonably interfering with an employee's work performance or creating an environment which is intimidating, hostile or offensive to the employee.
2. Verbal conduct (e.g., sexually explicit epithets, foul language, unwanted sexual flirtation, commentaries about an individual's body, or derogatory statements of a sexual nature).
3. Physical conduct (e.g., improper touching or assault).
4. Visual harassment (e.g., sexually explicit or derogatory postures, sexually suggestive objects, pictures or cartoons, or obscene gestures).

Even if such actions do not rise to the level of legally actionable harassment, they nonetheless are unacceptable in the workplace.

In addition, offering or implying to offer employment benefits in exchange for sexual favors or retaliating or threatening retaliation for refusal to respond to sexual advances is unlawful. It is also unlawful to retaliate against an employee for filing a complaint of harassment or for cooperating in an investigation of a complaint of harassment.

Employees who are found to have engaged in the type of conduct described above shall be subject to disciplinary measures, up to and including termination. Such violations also could lead to personal legal and financial liability.

**Complaint Procedure:**

If an employee believes he/she has been the victim of a violation of this policy, the employee shall file a written complaint with the employee's department head who shall forthwith transmit copies to the Town Administrator, Personnel Board, and the Town Counsel.

All complaints under this policy will be investigated promptly and dealt with appropriately. In addition, if an employee has a complaint under this policy, he/she may contact the following state or federal employment discrimination agencies:

United States Equal Employment Opportunity Commission  
10 Congress Street - 10th Floor  
Boston, MA 02113  
(617) 565-3200

Massachusetts Commission Against Discrimination (MCAD)  
One Ashburton Place - Room 601  
Boston, MA 02108  
(617) 727-3990

**XXI. THE FEDERAL FAMILY AND MEDICAL LEAVE ACT**

The Federal Family and Medical Leave Act, effective August 6, 1993, allows employees up to twelve (12) weeks of unpaid leave each year for the birth or adoption of a child. In addition, a seriously ill employee, or an employee caring for a seriously ill spouse, child or parent is eligible for twelve (12) weeks of unpaid leave each year.

### **Special Circumstance, Intermittent Family Leave (Administrative Guide)**

Regular full-time and regular part-time employees whose family leave requirements are intermittent and whose position responsibilities may be efficiently and effectively performed through any approved combination of the following elements:

- Earned Vacation
- Paid Personal Time
- Sick Leave (applied only to the employee's personal health)
- Scheduled hours of work performed at work
- Scheduled performance of position duties at a location other than the normal work location
- Unpaid family leave (not to exceed 12 weeks in any 12 month period)

### **Approval Process**

1. Requests for consideration of Special Circumstances Intermittent Family Leave must be submitted 30 days in advance of the requested commencement of the leave. In emergency situations requests must be submitted as soon as practical once the emergency is known.
2. Requests must be reviewed and approved by the Department Manager. During this review the Manager must review the schedule for work performance and agree that all the normal and special duties of the position can be performed through adherence to the schedule, and may indicate any other work schedule compliance conditions that may be required.
3. Requests must be reviewed and approved by the Personnel Board.
4. Requests must be reviewed and approved by the Board of Selectmen

## **XXII. DEPARTMENT OF PUBLIC WORKS DRUG AND ALCOHOL MISUSE PREVENTION PLAN**

The Town of Medfield, acting through its Superintendent of Public Works, will enforce the Drug and Alcohol Regulations as set forth in 49 Code of Federal Regulations Part 199, Subpart B and the Department of Transportation Procedures for Transportation Workplace Drug and Alcohol Testing Program, as set forth in 49 CFR Part 40, Subject C and any other federal or state regulations. This program is issued in compliance with these regulations and only covers certain employees employed by and in job sensitive areas designated by the Superintendent of Public Works.

**PERSONNEL ADMINISTRATION PLAN  
CLASSIFICATION OF POSITIONS AND PAY SCHEDULE**

**POLICE DEPARTMENT AS PER CONTRACT:**

<b>Sergeant</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
7/1/2010	\$1,169.05	\$1,205.20	\$1,248.46
<i>bi weekly</i>	\$2,338.10	\$2,410.41	\$2,496.92
7/1/2011	\$1,169.05	\$1,205.20	\$1,248.46
<i>bi weekly</i>	\$2,338.10	\$2,410.41	\$2,496.92
7/1/2012	\$1,192.43	\$1,229.30	\$1,273.43
<i>bi weekly</i>	\$2,384.86	\$2,458.62	\$2,546.86

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>Police Officer</b>						
7/1/2010	\$900.94	\$928.81	\$957.53	\$987.14	\$1,017.67	\$1,049.15
<i>bi weekly</i>	\$1,801.89	\$1,857.61	\$1,915.05	\$1,974.29	\$2,035.35	\$2,098.29
7/1/2011	\$900.94	\$928.81	\$957.53	\$987.14	\$1,017.67	\$1,049.15
<i>bi weekly</i>	\$1,801.89	\$1,857.61	\$1,915.05	\$1,974.29	\$2,035.35	\$2,098.29
7/1/2012	\$918.96	\$947.39	\$976.68	\$1,006.88	\$1,038.02	\$1,070.13
<i>bi weekly</i>	\$1,837.93	\$1,894.76	\$1,953.35	\$2,013.78	\$2,076.06	\$2,140.26

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<b>Dispatcher</b>					
7/1/2010	\$619.76	\$654.25	\$687.26	\$722.21	\$762.96
<i>bi weekly</i>	\$1,239.52	\$1,308.50	\$1,374.51	\$1,444.41	\$1,525.92
7/1/2011	\$619.76	\$654.25	\$687.26	\$722.21	\$762.96
<i>bi weekly</i>	\$1,239.52	\$1,308.50	\$1,374.51	\$1,444.41	\$1,525.92
7/1/2012	\$632.16	\$667.34	\$701.01	\$736.65	\$778.22
<i>bi weekly</i>	\$1,264.31	\$1,334.67	\$1,402.00	\$1,473.30	\$1,556.44

<b>Specialist Range</b>				
7/1/2010	559.49	To	3,199.33	Annual Stipend
7/1/2011	559.49	To	3,199.33	Annual Stipend
7/1/2012	570.68	To	3,263.32	Annual Stipend

## FIRE DEPARTMENT AS PER CONTRACT

### Lieutenant/Firefighter/EMT

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
7/1/2011	23.61	24.35	25.09	25.87	26.67	27.50
bi	1,983.2	2,045.4	2,107.5	2,173.0	2,240.2	2,310.0
weekly	4	0	6	8	8	0

### Firefighter/EMT

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7/1/2011	21.33	21.99	22.62	23.32	24.01	24.75	25.47	26.23
bi	1,791.7	1,847.1	1,900.0	1,958.8	2,016.8	2,079.0		
weekly	2	6	8	8	4	0	2,139.48	2,203.32

\* Based on a 42 hour week.

## PUBLIC SAFETY POSITIONS

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
<b>Call</b>								
<b>Firefighter/EMT</b>	\$21.86	\$22.53	\$23.19	\$23.89	\$24.60	\$25.36	\$26.10	\$26.89
			Step 1	Step 2	Step 3	Step 4	Step 5	
			Step 6	Step 7	Step 8	Step 9		
<b>Animal Control Officer/Inspector</b>			\$19.85	\$20.42	\$20.98	\$21.59		\$22.20
* Based on a 40-hour workweek			\$22.83	\$23.48	\$24.14	\$24.82		
<b>Assistant Animal Control Officer</b>			\$1,977.04	\$2,160.34	\$2,343.65	\$2,525.73		\$2,712.72
*Annual Stipend			\$2,896.04	\$3,078.12	\$3,297.10			

## MANAGERIAL POSITIONS

<u>Grade Level I</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>
Administrative Asst. to the Selectmen/Town Administrator	\$46,839	\$52,814	\$58,788
<u>Grade Level II</u>			
No positions at this level	\$52,694	\$58,549	\$64,405
<u>Grade Level III</u>			
No positions at this level	\$58,549	\$64,405	\$70,260

**Grade Level IV**

Council on Aging Director	\$64,405	\$70,260	\$76,114
Park and Recreation Director	\$64,405	\$70,260	\$76,114

**Grade Level V**

Asst Town Administrator	\$70,260	\$79,041	\$87,824
Principal Assessor	\$70,260	\$78,854	\$87,824
Town Accountant	\$70,260	\$78,854	\$87,824
Library Director	\$70,260	\$78,854	\$87,824
Treasurer	\$70,260	\$78,854	\$87,824

**Grade Level VI**

No positions at this level	\$76,114	\$84,896	\$93,678
----------------------------	----------	----------	----------

**Grade Level VII**

Fire Chief	\$93,678	\$111,243	\$128,808
Police Chief*	\$93,679	\$111,242	\$128,808
Superintendent of Public Works	\$93,679	\$111,242	\$128,808

\*Receives additional 20% of base salary as a result of Quinn  
Bill Educational Incentive

**OTHER SALARIED POSITIONS**

	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>
<b><u>Grade Level I</u></b>			
Outreach Social Worker	46,839	52,694	58,549
Conservation Agent (part-time)	23,420	26,347	29,275
<b><u>Grade Level II</u></b>			
Director of Youth Outreach	51,159	56,844	62,529

## HOURLY PAID POSITIONS

Grade	Min	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	MAX
10	9.25	9.53	9.79	10.07	10.35	10.65	10.94	11.25	11.58
20	14.92	15.34	15.77	16.22	16.68	17.16	17.64	18.14	18.65
30	16.40	16.87	17.35	17.83	18.34	18.86	19.39	19.94	20.50
40	18.04	18.55	19.07	19.62	20.18	20.75	21.34	21.94	22.55
50	19.85	20.42	20.99	21.59	22.20	22.83	23.48	24.13	24.82
60	21.84	22.45	23.09	23.74	24.41	25.10	25.82	26.55	27.30
70	23.90	24.61	25.35	26.10	26.89	27.69	28.53	29.39	30.26
80	25.81	26.58	27.38	28.19	29.04	29.91	30.80	31.73	32.68
90	27.82	28.64	29.50	30.39	31.30	32.23	33.21	34.20	35.22

## HOURLY GRADE LISTINGS

### Grade 10

Page

### Grade 20

Clerk Typist  
Library Assistant  
Laborer  
Mini-Bus Driver  
Police Matron  
Special Police Officer  
Traffic Supervisor

### Grade 30

Office Assistant  
Sr. Library Assistant  
Truck Driver  
Transportation Coordinator

### Grade 40

Administrative Assistant  
Elder Outreach Worker  
Groundskeeper  
Maintenance Technician

### Grade 50

Payroll Administrator  
Administrative Assistant II  
Circulation Supervisor  
Equipment Operator  
Volunteer Coordinator  
Water Technician

### Grade 60

Administrative Assistant III  
Children's Librarian  
Park and Rec Program Coordinator  
Reference Librarian

### Grade 70

Sr. Equipment Operator  
Sr. Groundskeeper  
Water Operator  
Tree Warden  
Mechanic

### Grade 80

Assistant Foreman

### Grade 90

Senior Foreman



## **SPECIAL RATE/FEE POSITIONS- PART TIME/TEMPORARY**

	<b><u>Annual</u></b>
Veterans Agent	\$7,170
Sealer of Weights and Measures	\$2,441
Registrar	\$181
Police Intern	\$418 to \$568

	<b><u>Hourly</u></b>
Police- Private Special Detail	\$30.54
Tree Climber	\$19.99

### **FIRE**

Deputy Chief	\$3,681
Captain	\$2,208
Lieutenant	\$1,767
EMS Coordinator	\$1,683
Fire Alarm Superintendent	\$766

### **INSPECTORS**

	\$28.61 per inspection
Inspector of Buildings	\$5,527
Local Inspector of Buildings	\$742
Gas Inspector	\$1,523
Assistant Gas Inspector	\$279
Plumbing Inspector	\$4,517
Assistant Plumbing Inspector	\$1,036
Wiring Inspector	\$2,514
Assistant Wiring Inspector	\$742
Zoning Enforcement Officer	\$28.61 per inspection
Street Inspector	\$15.11 per inspection

### **PARK AND RECREATION**

Program Director	\$14,271 to \$17,351
Swim Pond Director	\$5,944 to \$8,326
Swim Pond Assistant Director	\$3,966 to \$5,553
Swim Team Coach/Guard	\$3,303 to \$4,579
Assistant Coach/Guard	\$2,116 to \$3,749
Water Safety Instructor	\$2,512 to \$3,749
Lifeguard	\$2,390 to \$3,471
Swim Pond Badge Checker	\$794 to \$1,250

Swim Pond Maintenance	\$927	to	\$1,250
Swim Pond Set-up Workers	\$661	to	\$2,775
Camp Director	\$2,643	to	\$5,313
Camp Specialists	\$1,324	to	\$5,258
Counselors	\$1,059	to	\$2,776
Jr. Counselor	\$266	to	\$833
Tennis Director	\$3,966	to	\$5,553
Tennis Instructor	\$794	to	\$1,390
Trainee			\$8.97