

AGENDA

Wednesday

November 19, 2014

**TOWN OF EASTHAM
AGENDA
BOARD OF SELECTMEN
WORK SESSION
Wednesday, November 19, 2014
2:30 p.m.**

Location: Earle Mountain Room

2:30 p.m. Public Hearing – Personnel Code

2:45 p.m. Municipal Water System Design Details – Schedule/Meeting Updates

Minutes:	November 3, 2014	Regular Session
	November 3, 2014	Executive Session
	November 5, 2014	Regular Session
	November 5, 2014	Executive Session

EXECUTIVE SESSION

To discuss strategy with respect to collective bargaining with non union personnel, acquisition/lease/purchase of real estate and litigation when an open meeting may have a detrimental effect or the bargaining and litigating position of the public body and the chair is so declaring.

Upcoming Meetings

<i>Monday, December 1, 2014</i>	<i>5:00 p.m.</i>	<i>Regular Meeting</i>
<i>Wednesday, December 3, 2014</i>	<i>2:30 p.m.</i>	<i>Work Session</i>
<i>Monday, December 15, 2014</i>	<i>5:00 p.m.</i>	<i>Regular Session</i>

**Per the Attorney General's Office: The Board of Selectmen may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting.*

**If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact Laurie Gillespie-Lee, 508-240-5900 x207*

November 17, 2014

To: Board of Selectmen

From: Sheila Vanderhoef, Town Administrator

Re: Eastham Personnel Code

The employees met on August 19, 2014 to discuss a first draft of the Code. A second meeting was held on August 26, 2014 to review the second draft, which is attached here. The only issue remaining is the inclusion of a sick bank (Section 8.2 page 11). The employees did not feel one was needed. However, as it is standard in many of the collective bargaining agreements, I have included it. The inclusion of the sick bank is an option that the employees are not required to initiate or maintain. It provides a measure of pay protection for employees who have exhausted their personal sick time.

The Board needs to vote to adopt this by-law as is or to amend and vote as amended. This is a requirement based on the attached Town Meeting Article of May 2004.

This article, with create a Board of Cemetery Commissioners to provide for maintenance and upkeep of the two ancient cemeteries in town, Bridge Road and Cove Road Burying Ground. Maintenance of these areas has been limited to mowing as necessary by the DPW staff. Responsibility for maintenance and upkeep of these cemeteries was not charged to any individual or committee. This committee would take on that responsibility and ensure such work is planned for, budgeted and undertaken in a timely fashion.

BOARD OF SELECTMEN: Recommended 5-0

FINANCE COMMITTEE: Recommended 7-0 Article will establish maintenance responsibility for the historic cemeteries. We recommend approval.

(majority vote required)

ARTICLE 11

To see if the Town will vote to repeal the Eastham Personnel Bylaw established under Chapter 41, Section 108C and replace said bylaw with a Personnel Code that may be amended by the Board of Selectmen acting as the Personnel Board by majority vote and after a public hearing with notice to all covered employees, and further repeal the Town of Eastham Compensation Plan which sets salaries for employees covered by the Personnel Bylaw, and replace said bylaw with a Compensation Plan that may be amended by the Board of Selectmen acting as the Personnel Board, by majority vote after a public hearing with notice to all covered employees, and further to provide that any such amendment of the compensation plan will not take effect until or unless sufficient funds have been approved at an annual or special town meeting; or take any action relative thereto.

By Board of Selectmen (Personnel Board)

Summary:

This change would allow the Selectmen to amend the Personnel Bylaw after a public hearing and without further approval and to amend the compensation plan in the same manner. Most employees are covered by a union contract and the employees exempt from such membership are covered by the Personnel Bylaw. The Board of Selectmen, acting as the Personnel Board, set the benefits for these employees consistent with negotiated contract settlements for employees in similar positions.

BOARD OF SELECTMEN: Recommended 5-0

FINANCE COMMITTEE: Recommended 7-0 Article will ensure that the personnel by law employees' needs are addressed in as timely a manner as those of union employees. We recommend approval.

(majority vote required)

Elizabeth Shaw

From: Elizabeth Shaw [admin@eastham-ma.gov]
Sent: Thursday, November 13, 2014 8:47 AM
To: 'ekulhawik@eastham-ma.gov'; 'Mark Foley'; 'Deputy Chief Ken Roderick'; 'Joan Plante'; 'eastham payroll'; 'Eastham Townhall'; 'Laurie, Gillespie-Lee'; 'Jack, Slavin'; 'Diane Rommelmeyer'; 'Noreen Donahue'
Cc: 'svanderhoef@eastham-ma.gov'
Subject: RESPOND PLEASE: BY-Law Employees Personnel code- Public Hearing w/Selectmen YES-Ed, Diane, Mark
Attachments: TOWN OF EASTHAM personnel code.doc
Categories: Red Category

Good Morning Police Chief Kulhawik, Fire Chief Foley, Deputy Police Chief Roderick, Diane, Noreen, Joan, Vicky Finlay, Vicky Anderson, Laurie, and Jack~~

Attached is the final draft of the personnel code. The Board of Selectmen will hold a public hearing on Wednesday, November 19th at 2:30 in the Tim Smith Room to discuss it. You are welcome, but not required, to attend this discussion on town time. The discussion should only take about 20 minutes.

Please respond that you received this email..

Thanks!
Lisa

Lisa Shaw
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TOWN OF EASTHAM

CLASSIFICATION AND COMPENSATION PLAN

AND

PERSONNEL CODE

FINAL DRAFT NOVEMBER 2014

CLASSIFICATION AND COMPENSATION PLAN

AND PERSONNEL CODE

Table of Contents

ARTICLE	TABLE OF CONTENTS	PAGE
	PREAMBLE	4
1.0	AUTHORIZATION	5
2.0	APPLICABILITY/NON DISCRIMINATION	5
3.0	DEFINITIONS	6
4.0	PERSONNEL ADMINISTRATION REQUIREMENTS	7
	4.1 PERSONNEL RECORDS	
	4.2 JOB DESCRIPTION	
	4.3 CLASSIFICATION	
	4.4 APPEALS OF PERSONNEL ACTIONS	
5.0	COMPENSATION	8
6.0	HOLIDAYS	9
7.0	VACATION	9
8.0	SICK LEAVES	10
	8.1 REPORTING SICK LEAVE USE	
	8.2 SICK LEAVE BUY BACK	
	8.2.1 UPON SEPARATION OF SERVICE	
	8.2.2 UPON RETIREMENT	
	8.3 FAMILY SICK LEAVE	
9.0	LEAVES OF SERVICE	13
	9.1 INJURY LEAVES/WORKERS COMPENSATION	
	9.2 BEREAVEMENT LEAVE	
	9.3 JURY DUTY LAVE	
	9.4 MILITARY LEAVE	
	9.5 FAMILY MEDICAL LEAVE (FMLA)	
	9.6 LEAVES OF ABSENCE WITHOUT PAY	
	9.7 PERSONAL TIME LEAVE	
10.0	MEDICAL, DENTAL, LIFE, & OTHER INSURANCE OPPORTUNITIES	16
11.0	RETIREMENT	16
12.0	POLICIES	17
	12.1 SEXUAL HARASSMENT	

12.2 WORKPLACE VIOLENCE
12.3 DRUG AND ALCOHOL USE
12.4 ELECTRONIC COMMUNICATION POLICY
12.5 TOWN OWNED VEHICLE USE POLICY

13	USE OF PRIVATE VEHICLES	19
14	WELLNESS	19
15	HIRING/LAYOFF/RECALL	19
16	PROTECTIVE CLOTHING	20
17	EMERGENCY CLOSINGS	20

APPEAL OF PERSONNEL DECISIONS UNDER THIS CODE

PREAMBLE

The purpose of the Personnel Code of the Town of Eastham in the Commonwealth of Massachusetts is to vest appropriate administrative and executive powers in the hands of elected and appointed Town officials and to establish fair and consistent personnel policies that are equitable to Town employees. The Personnel Code of the Town of Eastham is hereby published for the guidance of Town officials, employees of the Town, those who reside here, and taxpayers who support financially the services that the Town renders.

This total revision encompasses recent Federal and State legislation, changes and achieves consistency between the Home Rule Charter Adopted May 21, 1991 and personnel practices and policies of the town.

1.0 CODE AUTHORIZATION:

Pursuant to the authority contained in Sections 108,108A and 108C of Chapter 41 of the General Laws, there shall be established a Personnel Code for the Town of Eastham, which may be amended by the Board of Selectmen as outlined in May 2004, Annual Town Meeting, Article 11. The Code is required to include the following:

- a. Classifying positions in the service of the Town, other than those filled by popular election, covered by other collective bargaining agreements, or employed on a fee basis;
- b. Authorizing a compensation plan for said covered positions herein defined;
- c. Establishing certain working conditions and fringe benefits for employees occupying positions covered by the classification plan.

The Personnel Code shall not be construed as a contract between the town of Eastham and its employees.

2.0 NON DISCRIMINATION/

The Town of Eastham shall not discriminate against any employee or applicant for employment based on race, gender, sexual orientation, disability, age, or social status. Decisions shall be based solely of qualifications and job performance issues.

2.1 APPLICABILITY

The provisions of this Personnel Code shall apply to all departments and all personnel not otherwise in a position such that they are not so defined by job duties and/or hours of work as to be included in a collective bargaining agreement with the Town of Eastham.

As of July 1, 2014, the provisions contained herein cover the following positions:

Police Chief* (when such provisions in this code are silent or not in conflict with provisions in the individual employment contract)

Deputy Police Chief*

Fire Chief *(when such provisions in this code are silent or not in conflict with provisions in the individual employment contract)

Deputy Fire Chief*

Town Accountant* (when such provisions in this code are silent or not in conflict with provisions in the individual employment contract)

Assistant Town Accountant

Town Treasurer/Collector*

Payroll Clerk

Receptionist/Administrative Assistant (Town hall switchboard)

Administrative Assistant/Human Resources

Administrative Assistant

Assistant Town Administrator * (when such provisions in this code are silent or not in conflict with provisions in the individual employment contract)

MIS Director*

All FSLA exempt covered positions are noted with an asterisk

All regular full time, and part time employees working less than 19 hours per week, shall be covered by this code. Limited provisions of this code cover seasonal employees as well.

3.0 DEFINITION OF CODE TERMS:

Continuous Employment - Uninterrupted service within any Town Department (exclusive of the Elementary School) including, vacation periods, sick leave and other leaves granted in accordance with this Agreement, Federal Law and/or the General Laws of the Commonwealth, except leaves of absence. Continuous service will be applicable in determining an employee's benefits (e.g. vacation accruals, sick leave credits, etc.) However, if an employee transfers from one department to another, only the service in the department to which the employee is transferred (departmental seniority) would be applicable for purposes of layoff or placement on the salary scale in that department.

Should a part time employee become a full time employee, vacation entitlement shall be calculated (and pro rated) based on the full time equivalent of years of service and accrual thereafter shall be on the adjusted anniversary date of hire.

Department - Any division or branch of the Town municipal service under the direction of an elected town official or Board, or an appointed Town official or Board.

Department Head - Any elected or appointed Town employee having direct supervision and control of a department, who reports directly to the Town Administrator or designee.

Employee - For purposes of this Agreement, an employee is any person who works for wages or salary in the service of the Town.

Full-time Employee - An employee in the service of the Town filling a position scheduled for not less than thirty-five hours per week for fifty-two (52) weeks per fiscal year.

Regular part-time Employee - An employee in the service of the Town scheduled an average of 19 hours per week but less than 35 hours per week for fifty-two (52) weeks per fiscal year.

Supervisor - An employee having direct supervisory control over a position or a department.

Temporary Employee - An employee retained in a temporary or seasonal position as defined.

Temporary Position or Seasonal Position: Any position in the Town that is funded and requires the services of an employee for a period not exceeding six calendar months. A seasonal employee is not entitled to time off benefits under this code or entitled to participate in health or other insurance benefits.

4.0 PERSONNEL RECORDS, JOB DESCRIPTIONS, AND CLASSIFICATION

The Town Administrator shall administer this code and shall establish such procedures as deems necessary for the proper administration thereof.

4.1 PERSONNEL RECORDS

The Town Administrator shall cause to be maintained a personnel record for each Town employee. Such record shall contain, but is not limited to: vital statistics, a town employment record with reference to positions held and rates of pay, records of attendance, vacation, sick leave, compensated time off, injury leave and leave of absence, enrollment information on retirement, health/life insurance, deferred compensation, and union deductions, as well as memos and letters of compliment or discipline. Said records to be kept in the Administration offices at the Eastham Town Hall. (Payroll and attendance records may be stored separately in the payroll department in the Treasurer's office at the Eastham Town Hall) Any information not contained in the personnel file shall not be considered part of the official record of employment for any purpose including but not limited to discipline, promotion, or references.

Any employee may review their personnel record in the presence of the Town Administrator or his/her designee in such a manner as not to intrude on the employee's privacy. No information from an employee's personnel record, other than a simple verification of employment, shall be released without the written consent of the employee. All personnel information subject to HIPPA regulations shall be kept in accordance with such regulations.

An employee shall have the right to place a written reply in their file to all complaints, reprimands or any other material derogatory or disciplinary in nature and have it attached to said material. The employee will be shown all material of a negative or detrimental nature and initial such material prior to inclusion in the personnel file. The purpose of the initials is not to imply acceptance of said material but only to indicate that the employee has reviewed the information.

4.2 CLASSIFICATION PLAN GRADE- MODIFICATIONS

The Town Administrator shall maintain written job descriptions consisting of, at a minimum, a statement describing the essential nature of the work and the characteristics, and the position grade within in the system. Maintenance of current job descriptions is the responsibility of the Town. The job descriptions may be amended from time to time for purposes of updating, or as part of a reclassification effort, and in accordance with the procedure below. Changes to the position grade may be made as follows:

The employee may initiate Job description review by submitting a written request to the supervisor. The supervisor shall notify the Town Administrator of the request within 10 business days. The supervisor shall provide to the Town Administrator a written response to the request including a recommendation within 45 calendar days. Town Administrator within 15 business days of receiving the supervisor's comments shall make a final decision on the request and send that written decision to the, the employee, and the supervisor.

The supervisor may initiate Job description review by submitting a written request to the Town Administrator. The Town Administrator, within 45 business days of receiving the request, shall make a final decision on the request and send that written decision to the employee and supervisor.

The Town Administrator may initiate Job description review after written notice to the supervisor. Within 45 days of the request, the supervisor may provide comments and a recommendation to the Town Administrator. The Town Administrator, within 15 business days of receiving the comments, shall make a final decision and send that written decision to the employee, and the supervisor.

4.4 APPEALS OF PERSONNEL ACTIONS

All appeals to actions taken under this code shall be delivered to the Town Administrator in writing within 10 business days of the specific action being appealed. The Town Administrator may discuss the matter with the appealing employee and/or their representative, and will render a written decision within 15 business days of the initial action under appeal. If the employee is dissatisfied with the result, he/she may appeal to the Board of Selectmen, who may with the assistant of Labor Counsel, make a recommendation the Town Administrator differing from the decision of the Town Administrator on this matter. The Town Administrator shall consider this recommendation and issue a final decision. In accordance with the Home rule charter, the Town Administrator is responsible for daily operations and staff management. The Board of Selectmen responsibility is for policy development and management of the Town Administrator.

5.0 COMPENSATION

Compensation for each covered position shall be by a Grade and Step plan. No employee shall make less than the minimum salary for the position grade. Employees are eligible for an annual step increase on July 1 of the fiscal year if they have been in continuous employment for six months or more. However, employees may be hired at other than Step 1 if the Town Administrator determines that the skills and experience of the incoming employee and the needs of the Town justify a start at other than Step 1. Furthermore, an employee covered under this agreement may also be permitted a step increase after six months regardless of the start date, if the hiring letter issued by the Town Administrator, makes provision for such an increase. The compensation scales are contained in Appendix 1 of this document.

5.1 LONGEVITY

In addition to wages, employees after eight years of continuous service to the Town and are currently employed in a position, covered by this code, and shall be entitled to a longevity stipend as shown on the attached scale. These payments shall be made with the first payroll in December of the year due.

Year	9	10	11	12	13	14
	\$600.00	\$650.00	\$700.00	\$750.00	\$800.00	\$850.00
Year	15	16	17	18	19	
	\$900.00	\$975.00	\$1200.00	\$1300.00	\$1400.00	
Year	20	21	22	23	24	
	\$1500.00	\$1600.00	\$1800.00	\$1950.00	for all steps after 23 add	
					\$150 per year	

Part time employees will have their longevity payments prorated based on their full time percentage.

5.2 OVERTIME/COMP TIME

For those covered employees who are non exempt under the FSLA, hours worked in excess of 40 hours shall be compensated at the overtime rate equal to 1.5 times the regular hourly rate of pay. No qualified employee shall work more than their regular schedule, except upon direct request and/or approval of the department head. Such worked time, unless otherwise specified shall be recorded as “earned comp time” and used in lieu of working hours.

6.0 HOLIDAYS

The following days shall be recognized as legal holidays within the meaning of this Code on the day designated by statute of the Commonwealth of Massachusetts:

New Year's Day
Martin Luther King Day
Presidents Day
Patriots Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day/ *Thanksgiving Friday
Christmas Day

(For FY15 only, the day after Christmas shall be a scheduled holiday)

Employees covered by this Code shall be entitled to any additional holiday, whenever the Employees' Association, in the same effective year, negotiates an additional holiday with the Town. Part time employees covered by the Code, who are not scheduled to work on the holiday, may at the supervisor's discretion, be given the scheduled day preceding or following the holiday.

Holidays that fall on a Saturday shall be recognized on the preceding Friday. Holidays which fall on a Sunday, shall be recognized on the following Monday. Except for weekends as described above, holidays shall be recognized on the day they occur.

7.0 VACATIONS

Vacation time shall be accrued on a monthly basis and recorded in hours, in accordance with the chart below.

TENURE	35 HR/YR	40 HR /YR	19 HRS/YR
One Year to Four Years	70	80	38
Five years to Seven	105	120	57
Eight years to Nine	119	136	64.6
Ten years	140	160	76
Eleven years	147	168	79.8
Twelve	154	176	83.6
Thirteen to Fourteen	161	184	87.4
Fifteen to Seventeen	168	192	91.2
Eighteen and thereafter	175	200	95

Vacation may not be used in the first six months of employment, and will not be compensated upon separation of service, within that period.

Exempt employees under FLSA, and covered by the code shall accrue vacation in accordance with the schedule below.

TENURE	35 HR/YR	40 HR /YR	19 HRS/YR
One Year to Four Years	77	88	41.8
Five years to Seven	112	128	60.8
Eight years to Nine	119	136	64.6
Ten years	140	160	76
Eleven years	147	168	79.8
Twelve	154	176	83.6
Thirteen to Fourteen	161	184	87.4
Fifteen to Seventeen	168	192	91.2
Eighteen to Twenty	175	200	95.0
Twenty two and thereafter	182	208	98.8

Vacation may not be used in the first six months of employment, and will not be compensated upon separation of service, within that period.

An employee will be granted one additional day of vacation if a designated Holiday should fall on a day in which the employee is on vacation.

Vacation leaves shall be granted on the basis of seniority and job activity and to the convenience of the departmental work program.

Maximum vacation accrual allowed in any month is 2.0 times the employee's annualized vacation, or no more than 35 days (equivalent) whichever is less. All vacation in excess of 35 days equivalent will be lost.

Should a part time employee become a full-time employee, under this code, vacation entitlement shall be calculated (and pro rated) based on the full-time equivalent of years of service and accrual thereafter shall be on the blended anniversary date of the new position.

8.0 SICK LEAVE

Sick Leave Defined: Sick leave shall be defined as any absence due to injury, illness, or appointment with a doctor or other medical professional. A sick day shall be defined as the average number of hours an employee works in a week divided by the number of days in the week.

Full and regular part-time employees will accrue and be entitled to use sick leave on the following basis:
For employees the sick accrual per month shall be in accordance with the chart below:

40 hr. wk.	10 hours per month
35 hr. wk.	8.75 hours per month
19 hrs. wk.	4.75 hours per month

Maximum Sick Leave Accrual: Sick leave credits for employees may be allowed to accumulate to a maximum number of hours as per the chart below:

35 hours per week, maximum 1,400 hours.
40 hours per week, maximum 1,600 hours.
19 hours per week, maximum 760 hours

8.1 REPORTING SICK LEAVE USE

The Department Head or his designee must be notified by the employee regarding the employee's absence as soon as possible but in no event later than one (1) hour after the beginning of the employee's work day. The Town has acquired an automatic answering capability in all departments. All employees are required to call and leave a message or speak directly with their supervisor if they are taking a sick day off. After three days absence, or for a suspected abuse of sick leave, or to certify the employee as "fit for duty" upon return from sick leave, the Town may require the submission of a doctor's certificate. Vacation credits may be applied to sick leave in cases of prolonged illness.

8.2 SICK LEAVE BUY BACK

All employees under this code are entitled to participate in the sick leave buyback program of the town. The details of which are listed below;

8.2.1 Upon Separation of Service

Upon separation from service with the town but not upon retirement from municipal service, whether for any reason or upon the death of a full-time employee, the employee's estate will receive a payment for unused sick leave based on the following schedule:

Full Time Employees (35hrs)	minimum 560 hours required payment for hours over 560 up to 1,120 Pay rate \$50 for every full 7 hours
Full Time Employees (40 hrs.)	minimum 640 hours required Payment for hours over 640 up to 1,280hrs Pay rate of \$50 for every full 8 hours
Part time Employees (19 hrs.)	minimum 304 hours required Payment for hours over 304 up to 608 hrs. Pay rate \$25 for every full 3.8 hours

An employee whose employment is terminated as the result of a reduction in force or involuntary retirement due to disability will be entitled to the payments described above based on eligibility. Employees terminated for cause, are not eligible for sick-buy back.

8.2.2 Buy Back Incentive Upon Retirement

Employees who are retiring from municipal service or have at least ten years of creditable service and who use no more than thirty five (35) or forty (40) hours (equivalent one week)

within 60 days of retirement, and are eligible for sick buy back, shall have eligible hours purchased at the rate of \$75/per day in accordance with the buyback schedule above. Days not purchased shall not be donated to the bank or another employee but shall be extinguished.

8.2.2.1 Notice of Retirement

In all cases, the employee must notify the Town one (1) year in advance of his/her intention to leave Town service. If a shorter period of notice is unavoidable, the Town reserves the right to delay the sick leave buy back payment until such funds are available but in no case longer than one (1) year from the date of notice.

8.3 Family Sick Leave

All employees covered by this code will be allowed to use up to three (3) accumulated sick days in any fiscal year for tending to an ill family member. If the employee takes three consecutive days, the employee may be required to provide a doctor's note verifying the illness, and confirming the employees' need to assist. Use of sick leave in this manner is intended to be used for family members.

8.4 SICK LEAVE BANK

An Employee Sick Leave Bank is established to provide additional sick leave to any employee in a position covered by this personnel code, and who is a member of the Employee Sick Bank, and further who has exhausted his/her own sick leave, vacation time, personal leave and compensatory time if applicable. The Sick Leave Bank will be administered as follows:

8.4.1 Administration

The use of the Sick Leave Bank shall be administered by a Sick Bank Committee consisting of two employees chosen by the group, who are covered under this code, and the town Administrator or his/her designee. The Committee shall vote on all disputes relating to eligibility to draw from the Bank. Access shall not be unreasonably denied. However, the vote of the Committee shall be final and binding and shall not be subject to the grievance and arbitration procedures of Article 13 of this agreement. A majority vote of the Committee is needed to grant sick days from the Sick Leave Bank

8.4.2 Eligibility for Participation

To be eligible to join the Sick Leave Bank, the employee must be employed by the Town of Eastham in a covered position for one (1) year or more, and have two (2) sick days available to donate to the bank on date of eligibility. Each fiscal year thereafter, each member employee shall be assessed one (1) day.

8.4.3 Application for Use

Requests to use the Bank shall be in writing, accompanied by Medical Certification. This application shall be sent to the Town Administrator. The Sick Leave Bank is available only for the employees for their own catastrophic or prolonged illness. Employees must exhaust all their own accumulated sick, personal, and vacation and other paid leaves, before drawing on this Bank. The initial application will be limited to a maximum of Twenty (20) days of sick leave credit. After the twenty (20) days are used, a request for an additional 10 days may be made.

8.4.4 Repayment of Sick Time

Once an employee has drawn from the sick leave bank, he/she shall return 50% of the days used at a rate of one (1) day every two (2) months until the time has been returned. The Payroll Clerk shall track sick leave bank use and accrual and the Town Administrator or designee, shall notify the Payroll Clerk in writing of sick bank activity. Once an

employee has contributed to the Sick Leave Bank, the days will not be returned outside of using the Bank.

9.0 MISCELLANEOUS LEAVES

All employees are entitled to take advantage of various types of leaves as situations present. Following are requirements for the utilization of various types of leave.

9.1 INJURY LEAVE

Employees shall report all injuries suffered while in service to the Town promptly and in no event later than 24 hours following such occurrence, to their supervisor or designee. Said report shall be submitted in writing on forms supplied by the Town that will include the following:

- Name of employee
- Time, date, and location of injury
- Cause of injury (including brief description of the events)
- Nature of the injury
- Medical treatment applied to injury
- Names of witnesses to the event

Employees injured in the line of duty shall submit to an examination by the Town's physician, at the Town's request within 24 hours of the event. An employee who refuses will not be eligible for benefits under this section. Further, if an injury is the result of an unsafe or inappropriate action by the employee, the employee may be subject to discipline, and in the case of motor vehicle incidents, police citation.

Should a full-time or regular part-time employee be absent from work due to injury directly attributed to his/her employment, the employee shall be entitled to Worker Compensation benefits in accordance with the law. All employees injured as a result of their employment who are receiving benefits, shall continue to participate in the Town's Health Care, Dental and Life Insurance and Retirement plans provided they continue to make the required contributions to these Plans. Furthermore, employees receiving such benefits referred to above will continue to accrue departmental seniority for purposes of layoff and placement on the salary scale.

Time absent shall not be deducted from his/her sick leave credits. For the first twenty-four (24) months while on Worker's Compensation leave, an employee will continue to accrue sick and vacation leave at the same rate at which the employee had been accruing sick and vacation leave before the work related injury occurred. Thereafter, an employee on Worker's Compensation leave shall not accrue any paid sick and vacation leave. While on Worker's Compensation leave, the employee may elect to utilize any accrued sick, vacation, or compensatory time accrued, to supplement the Worker's Compensation benefits so that the employee receives 100% of their salary. All normal payroll deductions including the employee's share of all insurances, taxes, and retirement will be deducted from the pay received. If all accrued leave has been exhausted, the employee must ensure that his/her share of all insurance premiums are paid directly to the Town when due.

Public Safety employees covered by this bylaw, Police Chief, Deputy Police Chief, Fire Chief and Deputy Fire Chief, are subject to the benefits as outlined in M.G.L. 111F.

9.2 BEREAVEMENT LEAVE

Bereavement Leave shall be granted as follows:

In the event of the death the current spouse or domestic partner, a brother or sister, a child, or parent of a full-time or regular part-time employee, he/she may be granted bereavement leave without loss of pay, up to a maximum of five (5) workdays.

Upon the death of parents-in-law, brother-in-law or sister-in-law of his/her current spouse, grandparents, grandchildren, as well as a relative or other person living in the immediate household, a bereavement leave of up to three (3) days may be granted without loss of pay.

Extension of bereavement leave may be granted by the Town Administrator, upon recommendation of the supervisor and based on special conditions affecting any person covered by this agreement, except that an employee shall be required to have exhausted all personal leave, vacation, and compensatory time.

9.3 JURY DUTY LEAVE

A full-time or regular part-time employee summoned as a Juror will be granted a leave of absence with pay during the period of his/her jury duty. However, compensation received as a Juror will be deducted from the employee's compensation from the Town. (Employees, who receive payment for jury service, must give that amount or check to the Town **prior** to receipt of the paycheck covering that period.) Written notice of jury duty must be provided to the Town at least two weeks prior to the day(s) to be served. Written notice of service must be provided upon return to work, in order for an employee to be paid for time spent in such service.

9.4 MILITARY LEAVE

A full-time or regular part-time employee who is a member of the National Guard or a U. S. Armed Forces Reserve Unit, and who is required annually to undertake a tour of duty for training purposes of no more than twenty-one (21) days, will be granted a leave of absence with pay for such period. However, compensation received for such tour of duty, including allowances for meals and quarters, will be deducted from the employee's compensation from the Town. The Town shall be supplied with written notice of service at least two weeks prior to the commencement of such service. Failure to notify the Town timely may reduce your benefits under this section.

If the employee's National Guard or Reserve Unit is activated into federal service, the employee will be granted a leave of absence without pay. However, upon deactivation from such federal service, the employee will be entitled to all re-employment rights with the Town that is provided by federal law.

9.5 LEAVE OF ABSENCE UNDER FAMILY MEDICAL LEAVE ACTS OF 1993

In accordance with the Family Medical Leave Act of 1993, the town shall grant to eligible employees up to twelve (12) workweeks of unpaid job protected leave every calendar year for the following reasons:

- a) In connection with the birth of a child, or placement for adoption or foster care placement of a child (such leave must conclude within 12 months of the birth or placement);

- b) when needed to care for a spouse, child or parent with a serious health condition;
- c) the employee's own serious health condition;
- d) employees who are married or domestic partners, and both employed by the Town, are entitled to a combined total of 12 workweeks of family leave for the birth or placement for adoption or foster care of a child, and to care for a parent (but not a parent-in-law) who has a serious health condition.

A serious health condition has been defined as an incapacity requiring absence from work or normal activities of more than three (3) days. Furthermore, the annual twelve (12) workweeks may be taken intermittently if the health condition so requires. If the employee is entitled to any paid leave such as vacation, sick leave or compensatory time off, the employee shall make use of all such leave as part of the unpaid leave required by federal law.

An eligible employee is one who has completed one (1) year of employment and whose normal workweek is twenty-four (24) hours or more. In the twelve months prior to leave request, the employee must have worked at least 1250 hours as defined in the law.

During such leave, the Town shall continue Health Care coverage for the employee, including life insurance, provided the employee make the required contributions to the Plan. Additionally the period of such leave must be treated as continuous service for vesting of pension benefits and eligibility to participate in the Retirement Plan. Upon completion of the leave, the employee must be reinstated to the same position or an equivalent one that has the same pay, benefits, and working conditions, except as provided for in the law. If an employee fails to return to work after such leave, the Town may recover premiums it paid to maintain health coverage.

9.6 LEAVE OF ABSENCE WITHOUT PAY

A full-time or regular part-time employee who has completed two years of employment may be granted a leave of absence without pay by making a written request stating the reason. The Town Administrator may grant such leave request, if it is recommended by the Department Head. Such leave will be granted initially for a period not to exceed three (3) months and for no less than one month. For good and sufficient reason, the Town Administrator has the authority to extend such a leave for two (2) additional three (3) month periods or a total not to exceed nine (9) months in aggregate. The Town Administrator shall be the sole judge of whether to extend a leave of absence without pay and shall provide to the employee in writing reasons for denial of any extensions.

During the period of such leave the employee will be eligible, at his/her own expense, (100% of the cost), to continue to participate in the Town's Health Care Plan. Should the employee accept other employment during the period of such leave, the balance of the leave will be forfeited and the employee terminated from the employment of the Town. Failure to report to work upon the expiration of such authorized leave will result in the termination of the employee.

9.7 PERSONAL LEAVE

On July 1 of each year, all full-time employees who have been employed at least six (6) months of service will be granted up to two (2) days off with pay, to be used with the approval of the Department Head or the Town Administrator, for a personal emergency or

personal business, including weather related difficulties. On July 1, of each year, all regular part-time employees with at least six (6) months of service will be granted one (1) personal day with pay to be used with the approval of the Department Head or the Town Administrator, for a personal emergency or personal business, including weather related difficulties.

New employees will be credited, on date of hire, with one personal leave day. This day shall be deducted from sick leave if used within six months of hire. If not used, it will remain available until the end of the fiscal year and not deducted from sick leave if used.

Example: (Date of Hire 4/15/2014 unused personal day expires June 30, 2015.
Personal day used on September 5, 2014 shall be deducted from sick time accrual.
Personal day used on November 2, 2014, shall not be deducted from sick accrual.)

When an employee requests to use a personal day he/she will try to give two days notice, but in all cases an employee must state when requesting the day off, that they are using a personal day. Personal days are not cumulative and cannot be taken immediately prior to or following a Holiday, or to extend (adjacent to) vacation day(s). Personal leave shall not be abused.

Notwithstanding the above, personal leave may be used to extend leave taken for bereavement purposes with approval of the Town Administrator.

10.0 MEDICAL, DENTAL, LIFE, & OTHER INSURANCE OPPORTUNITIES

The Town will provide health insurance (town paid share 65%) in accordance with the current plan, as from time to time amended, and in accordance with specific provisions of M.G.L. Chapter 32B. Eligibility is limited to the full-time employees and regular part time employees scheduled for 20 hours per week or more. No change will be made in the plan without adherence to M.G.L. Chapter 32B.

Employees may elect to participate in the Town's Group Life Insurance plan. Employees who elect to have this coverage must contribute one-half (½) of the premium cost.

11.0 RETIREMENT

Full time and certain regular part-time employees who meet specified conditions of employment automatically become members of the Barnstable County Contributory Retirement Plan and, as such, are eligible for retirement benefits under this Plan. The required level of employee contributions and the retirement benefits provided by the Plan are contained in the Summary Plan Description. (The Town is a participant in the Retirement Plan with other communities and therefore is not in control of the details of plan administration.)

12.0 TOWN POLICIES

The Town reserves the right to establish policies and procedures that are not inconsistent with the code provisions contained herein or with applicable state or federal laws. The purpose of such policies is to provide clear guidelines for daily behavior. Any new policies will be reviewed with the Union prior to

adoption. The policies summarized below have been adopted by the Board of Selectmen and are incorporated here for reference only. Full texts of all policies are attached here for convenience, are available to all employees upon request, and are provided on date of hire.

These policies do not constitute a contract and the Town reserves the right to change this policy at any time.

12.1 SEXUAL HARASSMENT

The Town will not tolerate conduct on the part of any employee, including elected officials and those individuals appointed to Town Boards, Commissions or Committees, involving unwelcome sexual advances or conduct of a sexual nature either verbal or physical which interferes with another employee's work, performance, well being, or creates a hostile or offensive environment. Any employee who believes that he or she is the victim of such sexual harassment is encouraged to bring this matter to the attention of the Town Administrator. Such matters will be dealt with immediately by the Town Administrator and will be handled strictly on a confidential basis.

12.2 WORKPLACE VIOLENCE

The Town will not tolerate conduct on the part of any employee, including elected official and those individuals appointed to Town Boards, Commissions, or Committee, involving aggressive behavior that threatens another person, or takes violent action against another. Such actions may include, but are not limited to shouting, swearing, pushing, shoving, or hitting. All such incidents will be handled by the immediate supervisor if present or by the Town Administrator. Such matter will be dealt with immediately by the Town Administrator and response may include, reprimand, suspension, dismissal or in the case of an appointed volunteer, recommendation for removal from appointment.

12.3 DRUG & ALCOHOL FREE WORKPLACE POLICY

The Town will not tolerate the distribution, sale, or use of any banned substance or alcohol in the workplace during regular work hours, by employee, including elected official and those individuals appointed to Town Boards, Commissions, or Committee. All actual or suspected violation shall be handled by the immediate supervisor if present or by the Town Administrator. If an employee is found to be incapacitated by virtue of the use of any such banned substance or alcohol, the employee shall be sent home for the remainder of their shift. Subsequent violations of the policy may result in further discipline including but not limited to, reprimand, suspension, and dismissal or in the case of an appointed volunteer, recommendation for removal from appointment.

12.4 ELECTRONIC COMMUNICATIONS POLICY

The full electronic communications policy sets forth Town of Eastham's standards with regard to access, review, or disclosure, of electronic communications sent or received by the Town's staff with the use of the communication systems provided by the Town.

The Town provides for all employees computers and other electronic devices such as laptop, tablet computers, and internet phones. It is expected that all such equipment is provided for the exclusive use of the employee in the performance of his/her duties. All such use shall be consistent with the law and in accordance with expected standards of safety. The use of the internet is strictly for the performance of work related duties. Off hours or off site use of

internet to connect to the towns system shall consider the security of the system coming in and the continued security of the town system.

All employees are forbidden from installing any hardware or software of any kind, including screen savers and games, without prior approval from MIS director. Failure to comply may result in disciplinary action. Unauthorized software or hardware may be removed without notice. Should you desire additional hardware or software to assist you in your work, contact the MIS Director, who will review your request, approve/disapprove, and install such items at his/her sole discretion.

Reminder, all email is subject to the Freedom of Information act and the Open Meeting Law limitations as contained the applicable statutes. Please consider that any email may be made public, and is subject to discovery in legal proceedings. In addition, the Internet and E-mail systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.

12.5 TOWN OWNED VEHICLE USE POLICY

This policy establishes rules and standards for the use of town owned vehicles that are taken home or used only during on duty hours, and focuses on the safe and economical operation of vehicles. The Town requires all employees who use a town owned vehicle to hold current and appropriate licenses for that vehicle. Annually, a copy of the license(s) shall be filed in the personnel department as is required by the Town's insurance carrier.

Vehicles assigned to staff members may not be used for transporting non-town employees or personnel except:

- a. Public Safety Personnel - for the transportation of persons in need or in the course of such personnel's official duties.
- b. Any other person specifically designated by the Town Administrator or the Chair of the Board of Selectman in the absence of the Town Administrator. (Any request for authorization under this section shall be made in writing.)
- c. Employees from other governmental entities and towns' may be transported in town owned vehicles without additional permission if such transportation is in direct support of town business including training and investigations.

Keys shall be kept in a central locked box within the department to which the vehicle is assigned. The Town Accountant, who shall also keep the title to all vehicles of the town, shall be given the key's code, in case a replacement key is needed. No town vehicle may be left idling unless it is part of completing town business. Such events may include but are not limited to using emergency lights and providing protection to personnel in the performance of their duties.

A cell phone should **only** be used for calls of short duration directly related to business and not while actively operating the vehicle. The vehicle shall be parked out of traffic during phone calls. Employees may not send or receive text in a town owned motor vehicle, while such vehicle is in motion. This is a violation of law and may result in discipline up to and including discharge.

The Town has adopted the above noted policies and each employee will be given a copy and asked to sign a receipt for his/her personnel file, upon hire and annually thereafter.

The town reserves the right to develop other policies that are not inconsistent with this code or state or federal law. Annually, any new policy shall be given to the employees covered by this code for information purposes.

13.0 USE OF PRIVATE VEHICLE

The Town agrees to reimburse the employee for the use of their private automobile for any and all department business when the department employee is required by their supervisor to use their vehicle by his/her supervisor or designee. Annually the rate may be adjusted up or down in accordance with the published federal rate on January 1 of each year, so that the town rate variance is .065 less than the federal rate.

14.0 WELLNESS

The town agrees to provide as necessary certain health wellness benefits to employees whose position, state mandates, or licensure requires the following: HIV testing, TB testing, Flu Vaccine, and Hepatitis Series. An employee must acknowledge inherent risks in any such inoculations, and shall not hold the Town liable for side effects. All such testing when not mandated by the State is at the option of the employee. The town will arrange for and bear the expense of administration of any of the above tests or vaccines.

Annually the Town shall provide to all employees flu vaccine, if available, at a cost of no more than \$10.00 per person.

15.0 HIRING/LAYOFF AND RECALL

15.1 Vacancies

Whenever a vacancy occurs in a covered position, the town may post the position internally and externally, or make a promotion as fits the needs of the Town. In most cases, the town will follow a personnel process that includes internal posting and outside advertising for a vacancy. The town however is not obligated to follow this process except as required by law and is not required to fill any vacancy.

15.2 Probationary Period

A newly hired or promoted employee will be on probationary status for six (6) months following his/her initial hiring. Termination with notice is all that is required. A terminated probationary employee is not entitled to a just cause hearing and may not file a grievance.

15.3 Discharge or Suspension

The Town shall not discharge nor suspend any employee without just cause. In all cases involving the discharge or suspension of any employee, the Town must immediately notify the employee in writing of his/her discharge or suspension and the reason therefor.

Any employee discharged must be paid in full for all wages owed him/her by the Town, including earned vacation pay, if any, within twenty-one (21) days from the date of discharge.

An employee who is suspended or discharged may request that the Board of Selectmen review the decision. This review will be of written documents. The Board of Selectmen may then make a recommendation to the Town Administrator.

Every effort shall be made to employ progressive discipline in an effort to serve notice and correct improper behavior. Progressive discipline steps may (but are not required to include), oral reprimand, written reprimand, suspension, and termination.

15.3 Layoff/Recall

Should it become necessary to reduce the work force within a department or departments of the Town due to the elimination, reduction or consolidation of their functions, the following policy shall apply. Implementation of such a reduction in force shall be by job description and seniority. Due to the limited number of positions covered by this code, "bumping" opportunities are very limited.

The Town Administrator, with the approval of the Board of Selectmen, will determine the nature and extent of such a force reduction and the number of positions to be eliminated. Employees under this code may bump to a lesser position for which the Town Administrator determines they are qualified, with a reduction of pay to the lesser position step of the current employee.

16.0 PROTECTIVE CLOTHING/UNIFORMS

The Town shall provide certain clothing items and equipment to Public Safety employees covered by this agreement, as is provided in the contracts for police and fire personnel.

17.0 EMERGENCY CLOSINGS

In the event the Town Hall does not open or employees are sent home because of inclement weather or emergency conditions, all employees, with the exception of public safety employees, covered by this Code, (Police Chief, Deputy Police Chief, Fire Chief and Deputy Fire Chief) shall be entitled for compensation for time not worked. In the event that an employee for weather purposes chooses to leave early or take the day off, he/she shall be required to use accrued time or make up time not worked. (Any time owed in this context shall be made up within the next two pay periods, with the consent of the supervisor.) Employees with accrued comp time shall be required to use that time first before using personal or vacation time. During inclement weather, use of personal time, comp time, or vacation time for compensated time off is permitted. Employees must state, when they call in, what type of time will be used, otherwise the Town may assume that vacation time is being used and so note this on the time record. Personal time adjacent to a holiday, vacation or a day off may be used for this purpose.

No employee shall be disciplined who declines to report for work due to inclement weather conditions, the employee however must call in and identify the reason for the absence.

APPENDIX I WAGES SCALES FY15 – FY17

FY15 PERSONNEL CODE NON UNION
 Step %= 2.50 35 hrs 1820 hours annually
 Base = 15.69 40 hrs 2080 hours annually
 1.5% increase

		FY15							
Grade		STEP 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
OAS-1	Hourly	15.93	16.32	16.73	17.15	17.58	18.02	18.47	18.93
	35 hours	28,984.14	29,702.40	30,448.60	31,213.00	31,995.60	32,796.40	33,615.40	34,452.60
	40 hours	33,124.73	33,945.60	34,798.40	35,672.00	36,566.40	37,481.60	38,417.60	39,374.40
OAS-2	Hourly	17.52	17.96	18.41	18.87	19.34	19.82	20.32	20.83
	35 hours	31,884.40	32,687.20	33,506.20	34,343.40	35,198.80	36,072.40	36,982.40	37,910.60
	40 hours	36,439.31	37,356.80	38,292.80	39,249.60	40,227.20	41,225.60	42,265.60	43,326.40
OAS-3	Hourly	18.92	19.39	19.87	20.37	20.88	21.40	21.94	22.49
	35 hours	34,433.67	35,289.80	36,163.40	37,073.40	38,001.60	38,948.00	39,930.80	40,931.80
	40 hours	39,352.77	40,331.20	41,329.60	42,369.60	43,430.40	44,512.00	45,635.20	46,779.20
OAS-4	Hourly	20.44	20.95	21.47	22.01	22.56	23.12	23.70	24.29
	35 hours	37,204.62	38,129.00	39,075.40	40,058.20	41,059.20	42,078.40	43,134.00	44,207.80
	40 hours	42,519.57	43,576.00	44,657.60	45,780.80	46,924.80	48,089.60	49,296.00	50,523.20
OAS-5	Hourly	21.88	22.43	22.99	23.56	24.15	24.75	25.37	26.00
	35 hours	39,827.79	40,822.60	41,841.80	42,879.20	43,953.00	45,045.00	46,173.40	47,320.00
	40 hours	45,517.47	46,654.40	47,819.20	49,004.80	50,232.00	51,480.00	52,769.60	54,080.00
OAS-6	Hourly	23.19	23.77	24.36	24.97	25.59	26.23	26.89	27.56
	35 hours	42,210.81	43,261.40	44,335.20	45,445.40	46,573.80	47,738.60	48,939.80	50,159.20
	40 hours	48,240.92	49,441.60	50,668.80	51,937.60	53,227.20	54,558.40	55,931.20	57,324.80
OAS-7	Hourly	24.58	25.20	25.83	26.48	27.14	27.82	28.52	29.23
	35 hours	44,741.61	45,864.00	47,010.60	48,193.60	49,394.80	50,632.40	51,906.40	53,198.60
	40 hours	51,133.26	52,416.00	53,726.40	55,078.40	56,451.20	57,865.60	59,321.60	60,798.40
OAS 8	Hourly	26.07	26.72	27.39	28.07	28.77	29.49	30.23	30.99
	35 hours	47,438.66	48,630.40	49,849.80	51,087.40	52,361.40	53,671.80	55,018.60	56,401.80
	40 hours	54,215.62	55,577.60	56,971.20	58,385.60	59,841.60	61,339.20	62,878.40	64,459.20
OAS 9	Hourly	27.62	28.31	29.02	29.75	30.49	31.25	32.03	32.83
	35 hours	50,265.03	51,524.20	52,816.40	54,145.00	55,491.80	56,875.00	58,294.60	59,750.60
	40 hours	57,445.75	58,884.80	60,361.60	61,880.00	63,419.20	65,000.00	66,622.40	68,286.40
OAS 10	Hourly	29.27	30.00	30.75	31.52	32.31	33.12	33.95	34.80
	35 hours	53,276.13	54,600.00	55,965.00	57,366.40	58,804.20	60,278.40	61,789.00	63,336.00
	40 hours	60,887.01	62,400.00	63,960.00	65,561.60	67,204.80	68,889.60	70,616.00	72,384.00

All employees under this pay scale are hourly. The 35 and 40 hr annual salaries for illustrative purposes only.

		FY15	PERSONNEL CODE NON UNION MANAGEMENT								
		Step %= Base =	steps 3, 2.5, 3 2.5 etc 19.25	35 hrs 40 hrs	1820 hours annually 2080 hours annually						
FY15 1.5% INCREASE											
Grade		FY15 STEP 1	2.50% Step 2	3.00% Step 3	2.50% Step 4	3.00% Step 5	2.50% Step 6	3.00% Step 7	2.50% Step 8	3.00% Step	2.50% Step 10
MSP 1	Hourly	19.54	20.03	20.63	21.15	21.78	22.32	22.99	23.56	24.27	24.88
	35 hours	35,560.53	36,449.54	37,546.60	38,493.00	39,639.60	40,622.40	41,841.80	42,879.20	44,171.40	45,281.60
	40 hours	40,640.60	41,656.61	42,910.40	43,992.00	45,302.40	46,425.60	47,819.20	49,004.80	50,481.60	51,750.40
MSP 2	Hourly	20.51	21.03	21.66	22.20	22.87	23.44	24.14	24.74	25.48	26.12
	35 hours	37,333.93	38,267.28	39,421.20	40,404.00	41,623.40	42,660.80	43,934.80	45,026.80	46,373.60	47,538.40
	40 hours	42,667.35	43,734.04	45,052.80	46,176.00	47,569.60	48,755.20	50,211.20	51,459.20	52,998.40	54,329.60
MSP 3	Hourly	27.18	27.86	28.70	29.42	30.30	31.06	31.99	32.79	33.77	34.61
	35 hours	49,470.69	50,707.46	52,234.00	53,544.40	55,146.00	56,529.20	58,221.80	59,677.80	61,461.40	62,990.20
	40 hours	56,537.94	57,951.38	59,696.00	61,193.60	63,024.00	64,604.80	66,539.20	68,203.20	70,241.60	71,988.80
MSP 4	Hourly	29.63	30.37	31.28	32.06	33.02	33.85	34.87	35.74	36.81	37.73
	35 hours	53,922.69	55,270.75	56,929.60	58,349.20	60,096.40	61,607.00	63,463.40	65,046.80	66,994.20	68,668.60
	40 hours	61,625.93	63,166.58	65,062.40	66,684.80	68,681.60	70,408.00	72,529.60	74,339.20	76,564.80	78,478.40
MSP 5	Hourly	31.99	32.79	33.78	34.62	35.66	36.55	37.65	38.59	39.75	40.74
	35 hours	58,226.90	59,682.57	61,479.60	63,008.40	64,901.20	66,521.00	68,523.00	70,233.80	72,345.00	74,146.80
	40 hours	66,545.02	68,208.65	70,262.40	72,009.60	74,172.80	76,024.00	78,312.00	80,267.20	82,680.00	84,739.20
MSP 6	Hourly	34.56	35.42	36.49	37.40	38.52	39.48	40.66	41.68	42.93	44.00
	35 hours	62,900.57	64,473.08	66,411.80	68,068.00	70,106.40	71,853.60	74,001.20	75,857.60	78,132.60	80,080.00
	40 hours	71,886.36	73,683.52	75,899.20	77,792.00	80,121.60	82,118.40	84,572.80	86,694.40	89,294.40	91,520.00
MSP 7	Hourly	36.98	37.90	39.04	40.02	41.22	42.25	43.52	44.61	45.95	47.10
	35 hours	67,297.14	68,979.57	71,052.80	72,836.40	75,020.40	76,895.00	79,206.40	81,190.20	83,629.00	85,722.00
	40 hours	76,911.02	78,833.79	81,203.20	83,241.60	85,737.60	87,880.00	90,521.60	92,788.80	95,576.00	97,968.00
MSP 8	Hourly	39.93	40.93	42.16	43.21	44.51	45.62	46.99	48.16	49.60	50.84
	35 hours	72,672.78	74,489.60	76,731.20	78,642.20	81,008.20	83,028.40	85,521.80	87,651.20	90,272.00	92,528.80
	40 hours	83,054.61	85,130.97	87,692.80	89,876.80	92,580.80	94,889.60	97,739.20	100,172.80	103,168.00	105,747.20
MSP 9	Hourly	42.73	43.80	45.11	46.24	47.63	48.82	50.28	51.54	53.09	54.42
	35 hours	77,771.33	79,715.61	82,100.20	84,156.80	86,686.60	88,852.40	91,509.60	93,802.80	96,623.80	99,044.40
	40 hours	88,881.52	91,103.56	93,828.80	96,179.20	99,070.40	101,545.60	104,582.40	107,203.20	110,427.20	113,193.60
MSP 10	Hourly	45.29	46.42	47.81	49.01	50.48	51.74	53.29	54.62	56.26	57.67
	35 hours	82,426.53	84,487.19	87,014.20	89,198.20	91,873.60	94,166.80	96,987.80	99,408.40	102,393.20	104,959.40
	40 hours	94,201.74	96,556.79	99,444.80	101,940.80	104,998.40	107,619.20	110,843.20	113,609.60	117,020.80	119,953.60

Employees under this pay scale are salaried. The hourly wage is for illustrative purposes only.

FY16		PERSONNEL CODE NON UNION							
Step %=	2.50	35 hrs	1820 hours annually						
Base =	15.93	40 hrs	2080 hours annually						
		2.5% increase							
		FY16							
Grade		STEP 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
OAS-1	Hourly	16.32	16.73	17.15	17.58	18.02	18.47	18.93	19.40
	35 hours	29,708.74	30,448.60	31,213.00	31,995.60	32,796.40	33,615.40	34,452.60	35,308.00
	40 hours	33,952.85	34,798.40	35,672.00	36,566.40	37,481.60	38,417.60	39,374.40	40,352.00
OAS-2	Hourly	17.96	18.41	18.87	19.34	19.82	20.32	20.83	21.35
	35 hours	32,681.51	33,506.20	34,343.40	35,198.80	36,072.40	36,982.40	37,910.60	38,857.00
	40 hours	37,350.29	38,292.80	39,249.60	40,227.20	41,225.60	42,265.60	43,326.40	44,408.00
OAS-3	Hourly	19.39	19.88	20.38	20.89	21.41	21.95	22.50	23.06
	35 hours	35,294.51	36,181.60	37,091.60	38,019.80	38,966.20	39,949.00	40,950.00	41,969.20
	40 hours	40,336.59	41,350.40	42,390.40	43,451.20	44,532.80	45,656.00	46,800.00	47,964.80
OAS-4	Hourly	20.95	21.48	22.02	22.57	23.13	23.71	24.30	24.91
	35 hours	38,134.74	39,093.60	40,076.40	41,077.40	42,096.60	43,152.20	44,226.00	45,336.20
	40 hours	43,582.56	44,678.40	45,801.60	46,945.60	48,110.40	49,316.80	50,544.00	51,812.80
OAS-5	Hourly	22.43	22.99	23.56	24.15	24.75	25.37	26.00	26.65
	35 hours	40,823.48	41,841.80	42,879.20	43,953.00	45,045.00	46,173.40	47,320.00	48,503.00
	40 hours	46,655.41	47,819.20	49,004.80	50,232.00	51,480.00	52,769.60	54,080.00	55,432.00
OAS-6	Hourly	23.77	24.37	24.98	25.60	26.24	26.90	27.57	28.26
	35 hours	43,266.08	44,353.40	45,463.60	46,592.00	47,756.80	48,958.00	50,177.40	51,433.20
	40 hours	49,446.94	50,689.60	51,958.40	53,248.00	54,579.20	55,952.00	57,345.60	58,780.80
OAS-7	Hourly	25.20	25.83	26.48	27.14	27.82	28.52	29.23	29.96
	35 hours	45,860.15	47,010.60	48,193.60	49,394.80	50,632.40	51,906.40	53,198.60	54,527.20
	40 hours	52,411.60	53,726.40	55,078.40	56,451.20	57,865.60	59,321.60	60,798.40	62,316.80
OAS 8	Hourly	26.72	27.38	28.06	28.76	29.48	30.22	30.98	31.75
	35 hours	48,624.63	49,831.60	51,069.20	52,343.20	53,653.60	55,000.40	56,383.60	57,785.00
	40 hours	55,571.01	56,950.40	58,364.80	59,820.80	61,318.40	62,857.60	64,438.40	66,040.00
OAS 9	Hourly	28.31	29.02	29.75	30.49	31.25	32.03	32.83	33.65
	35 hours	51,521.66	52,816.40	54,145.00	55,491.80	56,875.00	58,294.60	59,750.60	61,243.00
	40 hours	58,881.90	60,361.60	61,880.00	63,419.20	65,000.00	66,622.40	68,286.40	69,992.00
OAS 10	Hourly	30.00	30.75	31.52	32.31	33.12	33.95	34.80	35.67
	35 hours	54,608.04	55,965.00	57,366.40	58,804.20	60,278.40	61,789.00	63,336.00	64,919.40
	40 hours	62,409.18	63,960.00	65,561.60	67,204.80	68,889.60	70,616.00	72,384.00	74,193.60

All employees under this pay scale are hourly. The 35 and 40 hr annual salaries for illustrative purposes only.

FY16 PERSONNEL CODE NON UNION MANAGEMENT

Step %=
Base =

steps 3, 2.5, 3 2.5 etc

19.54

35 hrs
40 hrs

1820 hours annually
2080 hours annually

FY16 2.5% INCREASE

		FY16	2.50%	3.00%	2.50%	3.00%	2.50%	3.00%	2.50%	3.00%	2.50%
		STEP 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step	Step 10
MSP 1	Hourly	20.03	20.53	21.15	21.68	22.33	22.89	23.58	24.17	24.90	25.52
	35 hours	36,451.87	37,363.17	38,493.00	39,457.60	40,640.60	41,659.80	42,915.60	43,989.40	45,318.00	46,446.40
	40 hours	41,659.28	42,700.76	43,992.00	45,094.40	46,446.40	47,611.20	49,046.40	50,273.60	51,792.00	53,081.60
MSP 2	Hourly	20.72	21.23	21.87	22.42	23.09	23.67	24.38	24.99	25.74	26.38
	35 hours	37,701.76	38,644.30	39,803.40	40,804.40	42,023.80	43,079.40	44,371.60	45,481.80	46,846.80	48,011.60
	40 hours	43,087.72	44,164.91	45,489.60	46,633.60	48,027.20	49,233.60	50,710.40	51,979.20	53,539.20	54,870.40
MSP 3	Hourly	27.45	28.14	28.98	29.70	30.59	31.35	32.29	33.10	34.09	34.94
	35 hours	49,958.09	51,207.04	52,743.60	54,054.00	55,673.80	57,057.00	58,767.80	60,242.00	62,043.80	63,590.80
	40 hours	57,094.96	58,522.33	60,278.40	61,776.00	63,627.20	65,208.00	67,163.20	68,848.00	70,907.20	72,675.20
MSP 4	Hourly	29.92	30.67	31.59	32.38	33.35	34.18	35.21	36.09	37.17	38.10
	35 hours	54,453.95	55,815.29	57,493.80	58,931.60	60,697.00	62,207.60	64,082.20	65,683.80	67,649.40	69,342.00
	40 hours	62,233.08	63,788.91	65,707.20	67,350.40	69,368.00	71,094.40	73,236.80	75,067.20	77,313.60	79,248.00
MSP 5	Hourly	32.31	33.12	34.11	34.96	36.01	36.91	38.02	38.97	40.14	41.14
	35 hours	58,800.56	60,270.57	62,080.20	63,627.20	65,538.20	67,176.20	69,196.40	70,925.40	73,054.80	74,874.80
	40 hours	67,200.64	68,880.66	70,948.80	72,716.80	74,900.80	76,772.80	79,081.60	81,057.60	83,491.20	85,571.20
MSP 6	Hourly	34.90	35.77	36.85	37.77	38.90	39.87	41.07	42.10	43.36	44.44
	35 hours	63,520.28	65,108.28	67,067.00	68,741.40	70,798.00	72,563.40	74,747.40	76,622.00	78,915.20	80,880.80
	40 hours	72,594.60	74,409.47	76,648.00	78,561.60	80,912.00	82,929.60	85,425.60	87,568.00	90,188.80	92,435.20
MSP 7	Hourly	37.34	38.27	39.42	40.41	41.62	42.66	43.94	45.04	46.39	47.55
	35 hours	67,960.17	69,659.17	71,744.40	73,546.20	75,748.40	77,641.20	79,970.80	81,972.80	84,429.80	86,541.00
	40 hours	77,668.76	79,610.48	81,993.60	84,052.80	86,569.60	88,732.80	91,395.20	93,683.20	96,491.20	98,904.00
MSP 8	Hourly	40.32	41.33	42.57	43.63	44.94	46.06	47.44	48.63	50.09	51.34
	35 hours	73,388.77	75,223.49	77,477.40	79,406.60	81,790.80	83,829.20	86,340.80	88,506.60	91,163.80	93,438.80
	40 hours	83,872.88	85,969.70	88,545.60	90,750.40	93,475.20	95,804.80	98,675.20	101,150.40	104,187.20	106,787.20
MSP 9	Hourly	43.15	44.23	45.56	46.70	48.10	49.30	50.78	52.05	53.61	54.95
	35 hours	78,537.55	80,500.99	82,919.20	84,994.00	87,542.00	89,726.00	92,419.60	94,731.00	97,570.20	100,009.00
	40 hours	89,757.20	92,001.13	94,764.80	97,136.00	100,048.00	102,544.00	105,622.40	108,264.00	111,508.80	114,296.00
MSP 10	Hourly	45.74	46.88	48.29	49.50	50.99	52.26	53.83	55.18	56.84	58.26
	35 hours	83,238.61	85,319.58	87,887.80	90,090.00	92,801.80	95,113.20	97,970.60	100,427.60	103,448.80	106,033.20
	40 hours	95,129.84	97,508.09	100,443.20	102,960.00	106,059.20	108,700.80	111,966.40	114,774.40	118,227.20	121,180.80

Employees under this pay scale are salaried. The hourly wage is for illustrative purposes only.

FY17 PERSONNEL CODE NON UNION

Step %= 2.50 35 hours

1820 hours annually

Base = 16.32 40 hours

2080 hours annually

2.0% increase

		FY17							
Grade		STEP 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
OAS-1	Hourly	16.65	16.73	17.15	17.58	18.02	18.47	18.93	19.40
	35 hours	30,302.92	30,448.60	31,213.00	31,995.60	32,796.40	33,615.40	34,452.60	35,308.00
	40 hours	34,631.90	34,798.40	35,672.00	36,566.40	37,481.60	38,417.60	39,374.40	40,352.00
OAS-2	Hourly	18.32	18.41	18.87	19.34	19.82	20.32	20.83	21.35
	35 hours	33,335.14	33,506.20	34,343.40	35,198.80	36,072.40	36,982.40	37,910.60	38,857.00
	40 hours	38,097.30	38,292.80	39,249.60	40,227.20	41,225.60	42,265.60	43,326.40	44,408.00
OAS-3	Hourly	19.78	19.88	20.38	20.89	21.41	21.95	22.50	23.06
	35 hours	36,000.40	36,181.60	37,091.60	38,019.80	38,966.20	39,949.00	40,950.00	41,969.20
	40 hours	41,143.32	41,350.40	42,390.40	43,451.20	44,532.80	45,656.00	46,800.00	47,964.80
OAS-4	Hourly	21.37	21.48	22.02	22.57	23.13	23.71	24.30	24.91
	35 hours	38,897.43	39,093.60	40,076.40	41,077.40	42,096.60	43,152.20	44,226.00	45,336.20
	40 hours	44,454.21	44,678.40	45,801.60	46,945.60	48,110.40	49,316.80	50,544.00	51,812.80
OAS-5	Hourly	22.88	22.99	23.56	24.15	24.75	25.37	26.00	26.65
	35 hours	41,639.95	41,841.80	42,879.20	43,953.00	45,045.00	46,173.40	47,320.00	48,503.00
	40 hours	47,588.52	47,819.20	49,004.80	50,232.00	51,480.00	52,769.60	54,080.00	55,432.00
OAS-6	Hourly	24.25	24.37	24.98	25.60	26.24	26.90	27.57	28.26
	35 hours	44,131.40	44,353.40	45,463.60	46,592.00	47,756.80	48,958.00	50,177.40	51,433.20
	40 hours	50,435.88	50,689.60	51,958.40	53,248.00	54,579.20	55,952.00	57,345.60	58,780.80
OAS-7	Hourly	25.70	25.83	26.48	27.14	27.82	28.52	29.23	29.96
	35 hours	46,777.35	47,010.60	48,193.60	49,394.80	50,632.40	51,906.40	53,198.60	54,527.20
	40 hours	53,459.83	53,726.40	55,078.40	56,451.20	57,865.60	59,321.60	60,798.40	62,316.80
OAS 8	Hourly	27.25	27.38	28.06	28.76	29.48	30.22	30.98	31.75
	35 hours	49,597.12	49,831.60	51,069.20	52,343.20	53,653.60	55,000.40	56,383.60	57,785.00
	40 hours	56,682.43	56,950.40	58,364.80	59,820.80	61,318.40	62,857.60	64,438.40	66,040.00
OAS 9	Hourly	28.87	29.02	29.75	30.49	31.25	32.03	32.83	33.65
	35 hours	52,552.09	52,816.40	54,145.00	55,491.80	56,875.00	58,294.60	59,750.60	61,243.00
	40 hours	60,059.53	60,361.60	61,880.00	63,419.20	65,000.00	66,622.40	68,286.40	69,992.00
OAS 10	Hourly	30.60	30.75	31.52	32.31	33.12	33.95	34.80	35.67
	35 hours	55,700.20	55,965.00	57,366.40	58,804.20	60,278.40	61,789.00	63,336.00	64,919.40
	40 hours	63,657.37	63,960.00	65,561.60	67,204.80	68,889.60	70,616.00	72,384.00	74,193.60

All employees under this pay scale are hourly. The 35 and 40 hr annual salaries for illustrative purposes only.

FY17 PERSONNEL CODE NON UNION MANAGEMENT

Step %= steps 3, 2.5, 3 2.5 etc
Base = 20.03

35 hrs
40 hrs

1820 hours annually
2080 hours annually

FY17 2% INCREASE

Grade		STEP 1	2.50% Step 2	3.00% Step 3	2.50% Step 4	3.00% Step 5	2.50% Step 6	3.00% Step 7	2.50% Step 8	3.00% Step	2.50% Step 10
MSP 1	Hourly	20.43	20.94	21.57 ^F	22.11	22.77 ^F	23.34	24.04 ^F	24.64	25.38	26.01
	35 hours	37,183.69	38,113.28	39,257.40	40,240.20	41,441.40	42,478.80	43,752.80	44,844.80	46,191.60	47,338.20
	40 hours	42,495.65	43,558.04	44,865.60	45,988.80	47,361.60	48,547.20	50,003.20	51,251.20	52,790.40	54,100.80
MSP 2	Hourly	21.13	21.66	22.31 ^F	22.87	23.56 ^F	24.15	24.87 ^F	25.49	26.25	26.91
	35 hours	38,464.61	39,426.22	40,604.20	41,623.40	42,879.20	43,953.00	45,263.40	46,391.80	47,775.00	48,976.20
	40 hours	43,959.55	45,058.54	46,404.80	47,569.60	49,004.80	50,232.00	51,729.60	53,019.20	54,600.00	55,972.80
MSP 3	Hourly	28.00	28.70	29.56 ^F	30.30	31.21 ^F	31.99	32.95 ^F	33.77	34.78	35.65
	35 hours	50,958.18	52,232.13	53,799.20	55,146.00	56,802.20	58,221.80	59,969.00	61,461.40	63,299.60	64,883.00
	40 hours	58,237.92	59,693.87	61,484.80	63,024.00	64,916.80	66,539.20	68,536.00	70,241.60	72,342.40	74,152.00
MSP 4	Hourly	30.52	31.28	32.22 ^F	33.03	34.02 ^F	34.87	35.92 ^F	36.82	37.92	38.87
	35 hours	55,543.49	56,932.08	58,640.40	60,114.60	61,916.40	63,463.40	65,374.40	67,012.40	69,014.40	70,743.40
	40 hours	63,478.27	65,065.23	67,017.60	68,702.40	70,761.60	72,529.60	74,713.60	76,585.60	78,873.60	80,849.60
MSP 5	Hourly	32.96	33.78	34.79 ^F	35.66	36.73 ^F	37.65	38.78 ^F	39.75	40.94	41.96
	35 hours	59,980.28	61,479.79	63,317.80	64,901.20	66,848.60	68,523.00	70,579.60	72,345.00	74,510.80	76,367.20
	40 hours	68,548.90	70,262.62	72,363.20	74,172.80	76,398.40	78,312.00	80,662.40	82,680.00	85,155.20	87,276.80
MSP 6	Hourly	35.60	36.49	37.58 ^F	38.52	39.68 ^F	40.67	41.89 ^F	42.94	44.23	45.34
	35 hours	64,788.36	66,408.07	68,395.60	70,106.40	72,217.60	74,019.40	76,239.80	78,150.80	80,498.60	82,518.80
	40 hours	74,043.84	75,894.94	78,166.40	80,121.60	82,534.40	84,593.60	87,131.20	89,315.20	91,998.40	94,307.20
MSP 7	Hourly	38.09	39.04	40.21 ^F	41.22	42.46 ^F	43.52	44.83 ^F	45.95	47.33	48.51
	35 hours	69,317.98	71,050.93	73,182.20	75,020.40	77,277.20	79,206.40	81,590.60	83,629.00	86,140.60	88,288.20
	40 hours	79,220.54	81,201.06	83,636.80	85,737.60	88,316.80	90,521.60	93,246.40	95,576.00	98,446.40	100,900.80
MSP 8	Hourly	41.13	42.15	43.42 ^F	44.51	45.85 ^F	47.00	48.41 ^F	49.62	51.11	52.39
	35 hours	74,850.05	76,721.30	79,024.40	81,008.20	83,447.00	85,540.00	88,106.20	90,308.40	93,020.20	95,349.80
	40 hours	85,542.91	87,681.48	90,313.60	92,580.80	95,368.00	97,760.00	100,692.80	103,209.60	106,308.80	108,971.20
MSP 9	Hourly	44.01	45.11	46.47 ^F	47.63	49.06 ^F	50.29	51.80 ^F	53.10	54.69	56.06
	35 hours	80,103.66	82,106.25	84,575.40	86,686.60	89,289.20	91,527.80	94,276.00	96,642.00	99,535.80	102,029.20
	40 hours	91,547.04	93,835.72	96,657.60	99,070.40	102,044.80	104,603.20	107,744.00	110,448.00	113,755.20	116,604.80
MSP 10	Hourly	46.65	47.82	49.26 ^F	50.49	52.00 ^F	53.30	54.90 ^F	56.27	57.96	59.41
	35 hours	84,911.74	87,034.53	89,653.20	91,891.80	94,640.00	97,006.00	99,918.00	102,411.40	105,487.20	108,126.20
	40 hours	97,041.98	99,468.03	102,460.80	105,019.20	108,160.00	110,864.00	114,192.00	117,041.60	120,556.80	123,572.80

Employees under this pay scale are salaried. The hourly wage is for illustrative purposes only.