

**TOWN OF STERLING**

**PERSONNEL BY-LAW**

**As of May 14, 2007**

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**PERSONNEL BY-LAW  
TOWN OF STERLING**

**PREAMBLE**

**EQUAL EMPLOYMENT OPPORTUNITY POLICY**

The policy of the town of Sterling is to provide equal employment opportunity to all candidates for employment or appointment and administer working conditions, benefits, privileges of employment, training, advancement, upgrading, promotion, transfers and termination's of employment for all employees without regard to race, color, religion, national origin, sex or age, physical and/or mental handicap or sexual preference.

**SECTION 1. AUTHORIZATION/AMENDMENT**

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the General Laws, the town of Sterling establishes plans which may be amended from time to time by vote of the town at a Town Meeting:

- a. authorizing a Classification Plan classifying positions in the service of the Town other than those filled by popular election, those under the jurisdiction of the School Committee, those covered by collective bargaining agreements with the Town, those within the Municipal Light Department, and those in which the incumbent tenders contractual services which are not provided during regularly established working hours, into groups and classes doing substantially similar work or having substantially equal responsibilities;
- b. authorizing a Compensation Plan for positions in the Classification Plan;
- c. providing for the administration of said Classification and Compensation Plans; and
- d. establishing certain working conditions and fringe benefits for employees occupying positions in the Classification Plan.

The Classification Plan and/or Compensation Plan and/or other provisions of this By-Law may be amended by vote of the Town at either an Annual or Special Town Meeting. No amendment shall be considered or voted on by Town Meeting unless the proposed amendment has first been considered by the Personnel Board and the Finance Committee.

The Personnel Board, of its own motion, may propose an amendment to the plans or other provisions of this By-Law based on its findings resulting from its investigations.

The Personnel Board shall report its recommendations on any proposed amendment to the Finance Committee and the Board of Selectmen. The Personnel Board shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.

## **SECTION 2. PERSONNEL BOARD**

### **A. MEMBERSHIP**

**There shall be a Personnel Board consisting of five (5) members appointed by the Board of Selectmen, the Town Moderator and the Finance Committee, each entity having one vote for a total of three (3) votes. The Personnel Board shall be responsible for the administration of this by-law including classification and compensation plans. The membership of the Board shall be made up of residents of the Town who are not employees of the Town, or appointed/elected officials of the Town. Members should have a working knowledge of personnel practices and procedures in a municipal or corporate work setting.**

**All members of said Board shall be residents of the town and shall serve without compensation. Each member of the Personnel Board shall serve for a term of three years. Re-appointments or new appointments to full terms will be made to take effect on July first of the year of their expiration. Each member shall continue to hold office until their successor has been appointed and qualified.**

**Members of the Personnel Board serving upon the effective date of this By-Law shall serve until the expiration of their respective terms. Upon the expiration of such terms the Selectmen shall appoint members for successive three year terms.**

**If a member resigns or his office becomes vacant by his/her removal from the Town, or any other cause, the Selectmen shall appoint his/her successor for the balance of the unexpired term of such member.**

### **B. ORGANIZATION**

**The Personnel Board shall organize annually, as soon as possible after July 1<sup>st</sup> of each year, at the call of the then Chairman, or lacking a Chairman any member of the Board, and shall elect a Chairman and appoint a Secretary from among its members. The Chairman shall hold office until his/her successor has been elected. In the event a vacancy occurs in the office of the Chairman, the Personnel Board shall elect a successor Chairman from among its members, such successor to serve until the next organizational meeting of the Personnel Board and until his/her successor has been elected. A majority of the Board shall constitute a quorum for the transaction of business. A majority vote of the Board shall determine the action the Board must take in all matters upon which it is authorized or required to pass under this By-Law. In the event that a bare quorum of the Board only is present, there must be a unanimous vote.**

### **C. ADMINISTRATION**

**The Board shall administer the Personnel By-Law, Classification Plan, and the Compensation Plan and shall establish such procedures as it deems necessary for the proper administration thereof.**

**The Personnel Board shall maintain records of all employees subject to this By-Law, including therein such information as it deems desirable. Said records to be kept shall be under the direction of the Personnel Board. Department Heads shall furnish such information as shall be requested by the Personnel Board.**

**The Board shall provide sufficient copies of the Personnel By-Law or a summarization thereof in the form of an employee handbook to each department for distribution to each employee. Each department head will provide each new employee with a copy and have one available for reference at all times.**

#### **D. AUTHORITY**

**The Personnel Board shall have the authority to review, from time to time or at least annually, the work of all positions subject to the provisions of this By-Law and shall recommend changes in said positions as well as adjustments to salaries as it deems advisable. Such reviews shall be made at such intervals as the Board deems necessary and, to the extent which the Board considers practicable, shall include all occupational groups in the Classification Plan.**

**The Board, after meeting with the appropriate department head/supervisor, shall have the authority to adjust individual employee classifications and wages within the context of the By-Law whenever inequities exist.**

**On or before January 15<sup>th</sup> of each year, the Personnel Board shall vote to retain or change the Compensation Plan for the forthcoming year, subject to the subsequent ratification of its action by formal amendment of that section of this By-Law at the next Annual Town Meeting.**

**In addition, the Personnel Board shall make an annual report in writing to the Board of Selectmen on or before the second Wednesday in February of each year, including recommendations on any matters related to the Classification or Compensation Plans which said Board deems appropriate to be considered by the town.**

**The Board may employ assistance and incur expenses as it deems necessary, subject to the appropriation of funds therefore.**

#### **SECTION 3. APPLICATION OF PERSONNEL BY-LAW**

**This By-Law shall apply to all Town Departments and to all positions of all employees in the service of the town, whether full or part-time, temporary, seasonal, special, casual or any other type of employment, other than those positions which are filled by popular election, those under the jurisdiction of the School Committee, those within the Municipal Light Department, and those positions which are covered by separate agreements between any Association of Employees and the town developed through Collective Bargaining; except that all provisions of this By-Law shall be applicable insofar as any collective bargaining agreement may refer to this By-Law and to the extent applicable by statute or in the absence of any other provisions.**

#### **SECTION 4. DEFINITIONS**

**As used in the By-Law, the following terms shall have the meaning indicated:**

- a. Employee - Any person who is paid by the town for services rendered to the town, excluding elected officials, independent contractors, Municipal Light Department employees, contractual Police Department employees and persons under the direction of the School Committee.**

- b. **Regular Full Time Employee** - Any employee who is employed no less than seven (7) hours per day, five days per week, 52 weeks per year for the department or position in which that person is employed.
- c. **Regular Part Time Employee** - Any employee who works at least 20 hours or more each week for 52 weeks per year, but less than a normal work week for the department or position in which that person is employed.
- d. **Casual Part Time Employee** - Any employee hired for irregular or occasional employment for an hourly rate or a fee. Personnel service rendered by an employee in a position calling for part-time employment which service, although constituting continuous employment is not rendered during prescribed working hour, daily, weekly or annually, but is rendered according to the demands for such service.
- e. **Temporary or Seasonal Employee** - Any employee whose duration of employment with the Town is of a seasonal or emergency nature, or specified limited amount of time (not to exceed six (6) continuous months).
- f. **Continuous Service** - Length of employment with the town of Sterling of a regular full time or regular part time employee, uninterrupted except for authorized military leave, vacation leave, sick leave, court leave, disability, maternal/paternal leave, or any other authorized leave of absence, if applicable and covered in the terms of this By-law.
- g. **Absence** - Any time an employee is not at work during a scheduled work period.
- h. **Town** - The town of Sterling, Massachusetts.
- i. **Department** - Any Board, Committee, Commission, other Agency of functional unit (or sub-unit) of the town.
- j. **Administrative Authority** - The elected or appointed official or board having jurisdiction over a function or activity.
- k. **Appointing Authority** - Any person(s), Board, Committee, Commission, or other Agency who has the right to hire or discharge employees.
- l. **Position** - An office or post of employment in the Town service with duties and responsibilities calling for full time, part time, special, temporary or seasonal employment of one person in the performance and exercise thereof.

**Temporary Position/Seasonal Position** - Any position in the Town service which requires or is likely to require the service of one incumbent for a period not exceeding six calendar months; either on a full time or part time basis.

- m. **Class** - A group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity.

- n. **Group or Occupational Group** - A group of classes designated by occupation within one of the major functional units of municipal government.
- o. **Functional Units of Municipal Government** - A grouping of occupational groups or classes by type of municipal services rendered (i.e.), General Government - Executive and Administrative duties; Public Safety - Protection of life and property; Public Utilities - Development, operation and maintenance of public property and facilities; Education - Instruction and related support and administrative functions; Human Services - Health, Youths, Elders, Veterans, etc. functions; Culture and Recreation - Library, Parks and Recreational facilities and functions.
- p. **Classification Plan** - Class specifications and titles approved by the Personnel Board and appearing as Schedule A to these By-laws.
- q. **Job Classification** - A particular job title within the Classification Plan.
- r. **Compensation Plan** - Specified rates of pay for each job classification included in the Classification Plan, appearing as Schedule B to these By-laws.
- s. **Compensation Grade** - A range of salary or wage rates appearing in the Compensation Plan.
- t. **Rate** - A sum of money designated as compensation for personal services on an hourly, daily, weekly, monthly, annual or other basis.
- u. **Minimum Rate** - The lowest rate in a compensation grade; normally the hiring rate of a new employee.
- v. **Maximum Rate** - The highest rate in a compensation grade which an employee normally is entitled to attain.
- w. **Single Rate** - A rate for a special, temporary or seasonal position for which there is no range.
- x. **Step Rate** - A rate in a range of a compensation grade.
- y. **Range** - The dollar difference between minimum and maximum rates for a particular compensation grade.

## SECTION 5. CLASSIFICATION PLAN

### A. MANDATORY CLASSIFICATION

No person shall be appointed, employed or paid as a Town employee in any position under the Classification Plan and Compensation Plan under any title other than that of the class of which position is allocated.

## **B. EMPLOYEE CATEGORIES**

All positions subject to the provisions of the Personnel By-law of the Town shall fall into one of the following categories:

- a. Regular Full Time
- b. Regular Part Time
- c. Casual Part Time
- d. Special, Temporary or Seasonal

These categories will determine an employee's eligibility for benefits as specified by this by-law.

## **C. ALLOCATION AND NEW POSITIONS**

The Personnel Board may allocate each position subject to the provisions of the Classification and Compensation Plan to its appropriate class and pay grade. Whenever a new position is established, or the duties of an existing position are so changed that, in effect, a new position of a different class is substituted for the old position, the Personnel board, with the recommendation of the Department Head, may allocate such position to an appropriate class and pay grade; and whenever such action appears warranted by reason of error in the allocation then in effect, or as a result of additional duties and changes in the job content of the class.

A new position or change in classification can only be considered if the Town Meeting approves the new position and provides funds for said position.

The Personnel Board shall afford reasonable opportunity to be heard to any employee or any Department Head affected by such a new position or change in classification.

## **D. HIRING AND RE-CLASSIFICATION**

The following procedure shall be used when hiring employees in filling regular full time and regular part time positions covered by this By-law.

1. A job description agreed to by both the hiring department head or Board Chairman and the Personnel Board must be completed prior to the announcement of the job opening.
2. The hiring rate and pay rate for the job must be in accord with the Classification and Compensation Plans or be developed with and agreed to by the Personnel Board prior to the announcement of the job opening.
3. The job opening must be printed in the Worcester Telegram and Gazette and any other publication appropriate as designated by the Personnel Board and must be posted on the Town Hall bulletin board at least ten (10) days prior to the job being filled.

The announcement will include:

- a. Job title
- b. Pay rate
- c. Summary statement of duties
- d. Direction on where and how applications may be filed

- e. **Deadline for filing application must be at least ten (10) days after the notice of job opening appears.**
4. **Job applicants will not be discriminated against on the basis of race, handicap, veteran, sex, age, religion or national origin, sex or age, physical and/or mental handicap or sexual preference.**
5. **Records of all job applicants must be retained by the Personnel Board for a period of one (1) year after the job was filled, in the event that a case charging hiring discrimination is brought against the Town. The application of the person hired will be filed in his/her personnel file.**
6. **A Payroll Change Authorization with the required approvals will be submitted to the Town Accountant prior to his/her issuance of a voucher for a new employee or a voucher including pay rate change for an incumbent employee.**
7. **Funding for a new position must be approved by Town Meeting vote prior to advertising said position.**

**No employee may be reclassified to a position in another group, either higher or lower, until the Personnel Board determines that such a reclassification will be consistent with the provisions of the Compensation Plan.**

#### **E. JOB DESCRIPTIONS AND INTERPRETATIONS**

**The Personnel Board shall maintain written descriptions of the jobs or position in the Classification Plan. These descriptions shall be written by department supervisor and approved by the Personnel Board. The descriptions should include definitions describing the essential nature of the work, distinguishing features of the work and such illustrative examples of duties as: may be deemed appropriate. The Personnel Board may amend such job descriptions from time to time at its discretion.**

**The heads of departments shall be required to retain copies of the current job descriptions. They shall be responsible for drafting any revisions and submitting them to the Personnel Board for approval.**

**The description of any position shall be construed solely as a means of identification. It shall not limit the duties and responsibilities of any position or modify, or in any way affect, the power of any administrative authority as otherwise existing, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.**

#### **F. CLASS TITLE**

**The title of each class, as established by the Classification Plan, shall be the official title of every position allocation to the class and the official title of each incumbent of a position so allocated, and shall be used to the exclusion of all others on payrolls, budget estimates and other official records and reports pertaining to the position.**

**No administrative authority shall fix the salary of any employee in a position in the Classification Plan except in accordance with the Compensation Plan.**

## **G. WORK WEEK**

The normal week for a regular full time employee shall be at least thirty-five (35), but not more than forty (40) hours. The Department Head, with the approval of the Board, Committee or Commission responsible for the Department and of the Personnel Board, will establish and post permanently on the Department bulletin board the regular working hours for all employees of that department. The normal lunch period will not be a paid period.

## **SECTION 6: COMPENSATION PLAN**

The compensation provided for in this section shall be subject to the availability of appropriated funds.

### **A. PAY AND SALARY SCHEDULE**

The Compensation Schedule set forth in this By-law shall consist of hourly rates as well as salaries, which are on a grade and step schedule except for those presented as either a single rate or as a range. The weekly pay period begins at 12:01AM on Sunday and ends at 12:00 Midnight on the following Saturday.

### **B. PAY RATE FOR NEW AND CONTINUING PERSONNEL**

1. The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired. An appointing authority may assign a new employee, only for the purposes of pay, to a rate higher than the minimum rate in any case where the employee's prior experience in the work warrants such action. The Board may investigate any request for a higher salary step and confer with the immediate supervisor or department head relative to such employment.
2. The head of each department of which an employee occupying a position in the Classification Plan is assigned shall include in his/her estimates, required by provisions of Section 59 of Chapter 41 of the General Laws, a pay adjustment section setting forth in detail the amounts which will be required for anticipated pay adjustments during the ensuing fiscal year, and shall furnish a copy thereof to the Personnel Board.

### **C. TRANSFERS AND PROMOTIONS OF EMPLOYEES**

1. An employee receiving a promotion to a vacant position or to a new position as defined in Section 6 (1) shall, upon assignment resulting from such promotion, receive the rate in the compensation grade of the vacant, or new position next above his existing rate. If the resulting adjustment does not equal \$2.00 per week for a position class assigned to Schedule B or \$.05 per hour for a position class assigned to Schedule C, the adjustment shall be to the next position.
2. The employee receiving a promotion and adjustment in rate pursuant to the provisions of sub-section 6 (d)1 shall be eligible for recommendation for the next increment of his compensation grade effective the next January 1 or July 1 following completion of twelve months at the rate resulting from the promotion.
3. If an employee is transferred to a lower rate job, he/she shall enter it at his/her own rate or at the maximum rate for the job, whichever is the lower. The employee shall

have the right of appeal to the Personnel Board and to be heard thereon. No employee, having satisfactorily served a six months probationary period, shall be removed or lowered in rank without the approval of the Personnel Board.

4. Before a step rate increase or promotion change is initiated by the Department, there must be adequate funds available in the Department's budget to cover the requested increase.
5. Any classification in the Compensation Plan for which only one rate is indicated shall not be eligible for step rate increases.

#### **D. "PERSONAL RATE" ABOVE MAXIMUM**

Any salary rate which is above the maximum rate for a job as established by this plan, shall be deemed to be a personal rate, and apply only to the incumbent. When such incumbent leaves the employ of the Town, or is transferred to another job or a new maximum higher than the personal rate is established, the personal rate shall disappear. No other employee assigned to, or hired for, such a job shall advance beyond the maximum of the job.

#### **E. PHYSICAL EXAMINATION**

The Department Head and the Personnel Board may decide if a specific classification in the Classification Plan should require a physical examination satisfactory to the Personnel Board. In such cases, the examining physician shall be appointed by the Personnel Board and the examination shall be at the expense of the Town. The examining physician shall advise the Personnel Board as to whether, in his/her opinion, the applicant is physically qualified to perform the duties of the position for which application has been made.

#### **F. STRAIGHT TIME HOURLY PAY**

The compensation paid an employee per the Compensation Plan for each hour worked during the normal work week shall be his/her regular straight time hourly pay. In those instances in which the hourly earnings are not specified in the Compensation Plan, the straight time hourly pay is calculated by dividing the weekly rate by the normal work week hours. For salaried position, straight time hourly pay is calculated by dividing the weekly compensation by the normal work week hours of that area in which the employee works.

#### **G. OVERTIME**

1. Any hours, or portions thereof, authorized by the department head and worked by an employee in the service of the Town over and above forty (40) hours for the normal work week, shall be considered overtime with the exception of full time, non salaried fire protection personnel employed by the Fire Department. For purposes of calculating overtime, holiday pay and vacation pay shall be considered as hours worked.
2. Overtime shall be compensated to all employees, at one and one half times straight hourly earnings with the exception of salaried personnel who are only paid overtime in accordance with the next paragraph.
3. Salaried employees may only be granted overtime subject to prior approval of the appointing authority and within budgetary constraints.
4. In accordance with the FLSA, the Town is adopting a 7-k exemption by establishing a 28 day work period for police and fire personnel. For all other employees covered

by this by-law, the town is establishing a 7-day work period commencing on Sunday at 12:01 a.m.

#### **H. CALL BACK PAY**

When full time employees, except salaried employees and full time non salaried fire protection personnel are requested to return to work after completing their normal day's work, and work less than four hours upon their return, they shall be compensated for no less than two hours.

#### **SECTION 7: DISCIPLINARY ACTION**

The Town recognized that all of its employees have high standards. However, there are times when it may be necessary to discipline individual employees. The Town believes that discipline should be used only in the most serious of incidents and with the utmost concern for the individuals involved. Therefore, the following disciplinary procedure shall be followed:

**Step 1.** The supervisor will give the employee an oral warning.

**Step 2.** The supervisor may issue a written warning to the employee with a copy being placed in the personnel file depending upon the severity of the offense committed.

**Step 3.** Additional infractions will result in more severe disciplinary actions being take, up to and including suspension.

**Step 4.** Another similar infraction will result in the recommendation to the Personnel Board that the employee be terminated.

At any step in the disciplinary procedure, an employee may, at his/her discretion, appeal to the Personnel Board.

The progressive disciplinary procedure will be by-passed for, but not limited to, the following: insubordination, theft of Town or another employee's property, falsification of time records, drunkenness on the job, use of an illegal substance on the job, fighting while on the job and disclosure on confidential matters.

After one year following disciplinary action, if there has been no further disciplinary action, the department head and the personnel board will make a joint determination to either remove the record from the personnel file or retain it for a specified longer period. If retained, the employee will be so notified.

#### **SECTION 8: GRIEVANCES AND APPEALS**

**Step 1.** Any employee who believes that they have received inequitable treatment because of some condition of their employment may appeal for relief from that condition. An employee must discuss the grievance initially with their direct supervisor. Then, if the matter is not settled, the employee should submit said grievance in writing to the department head. The department head shall respond in writing, within fourteen calendar days. If the employee's department head is also the immediate supervisor, he/she should proceed to Step 2.

**Step 2.** If the employee feels that his/her grievance is still unresolved, he/she may appeal to the Personnel Board within fourteen calendar days after receiving the decision of the Department Head. The Personnel Board may require a written statement from the aggrieved employee in such form and containing such information as they may require. The Personnel Board shall hear the grievance at their next regularly scheduled meeting and shall render a decision with 14 calendar days of the hearing.

## **SECTION 9: REDUCTION IN FORCE (RIF)**

**In the event that, for reasons of economy, it becomes necessary to reduce the number of employees under the Personnel By-law, the town of Sterling, in determining which of its employees are to be terminated, will take into consideration the qualifications of such employees, the quality of their past performance and their seniority as employees of the Town. Where, in the opinion of the appointing authority, the qualifications and quality of performance of employees are substantially equal, employees will be terminated in the order of reverse seniority as employees of the department.**

**Employees, whose employment is so terminated, will be considered for reemployment by the Town in the reverse order of their termination during a period of one (1) year from the effective date of their termination, if they inform the appointing authority in writing of their desire to be considered.**

**An employee who is re-employed by the Town within said one (1) year period after termination under the provision of this Section, shall have restored the unused sick leave accumulated at the time of termination.**

**An employee whose employment date with the Town is the same as another employee shall be terminated upon the Department Head's evaluation of each employee's overall work performance.**

**Employees whose employment is to be so terminated will be notified in writing of such termination no later than May thirty-first of the work year (fiscal year) at the end of which their employment is to be terminated.**

## **SECTION 10: EMPLOYEE BENEFITS**

**Employee benefits provided by the Town are an item of cost to the Town and a form of indirect pay for the employee. Therefore, the policies and procedures for the establishment and maintenance of these benefits are included in this Personnel By-law.**

### **A. APPLICATION**

**Regular Full Time Employees - All of the below listed employees benefits apply to full time employees.**

**Regular Part Time Employees - Eligible for all employee benefits, in proportion to the ratio that their average weekly hours of work in the preceding twelve (12) months bears to the normal work week for their job.**

**Casual, Special, Temporary or Seasonal Employees - Not eligible for employee benefits.**

## COMPENSATED ABSENCES

### **B. HOLIDAYS**

1. Each regular full time and regular part time employee will be entitled to one day's pay at regular straight time rates for eleven (11) paid holidays per year. If the holiday falls on a Saturday, it will be observed on Friday and if it falls on Sunday, it will be observed on Monday. The designated holidays are:

**NEW YEAR'S DAY  
PRESIDENT'S DAY  
MEMORIAL DAY  
LABOR DAY  
VETERANS' DAY  
CHRISTMAS DAY**

**MARTIN LUTHER KING DAY  
PATRIOTS' DAY  
INDEPENDENCE DAY  
COLUMBUS DAY  
THANKSGIVING DAY**

2. To be eligible for holiday pay, an employee in continuous employment who performs work on one of the days designated in subsection (1) shall be paid the rate of time and one-half in addition to his/her regular rate for such day or fraction thereof, or be granted compensatory time off at a 1-1 ratio at this/her option; if compensatory time off is taken the date is to be mutually agreeable to both the employee and to the department head.
3. In cases where personnel are required to work on a holiday that falls within their normal work week, such personnel shall be granted a compensatory day off within sixty (60) days of the holiday. Such day shall be mutually determined by the Department Head and the employee. One day's pay at regular straight time rates may be paid to an individual instead of having the individual take such a compensatory day off. Department Heads shall be considered the same as all other personnel when working on a holiday except that approval for the compensatory day off or pay in lieu of a day off shall be obtained from the appointing authority.

An employee whose work week regularly, or by rotation of shifts, is other than Monday through Friday and whose day off falls on one of the designated holidays (except in the case of a holiday falling on Sunday) shall be paid at his/her regular straight time rate for such day or fraction thereof, or be granted compensatory time-off at the convenience of the department in lieu of payment.

4. When any of the eleven holidays fall within a sick leave period, it shall be granted as a holiday and no charge made to the employee's sick leave credits.
5. When any of the eleven holidays fall within a vacation period, it shall be granted as a holiday and an additional day of vacation leave will be granted.
6. Any regular full time or regular part time employee on a normal work schedule whose services are required and who works on any unscheduled holiday, so designated by an Act of the Legislature as a state wide holiday, shall receive additional compensation at their regular straight time hourly rate for each hour of portion thereof worked on the unscheduled holiday.
7. Any act of the General Court establishing any day or days designated as a state holiday shall be granted to all employees covered by this By-law.

## **C. VACATION PAY**

The vacation year is from July 1 through June 30. Regular full time and regular part time employees, only, are eligible for vacation as follows:

After twelve (12) months continuous service, the employee is eligible for one (1) day of paid vacation at a normal day's pay for each full month of continuous service to the Town in the prior fiscal year, but not to exceed ten (10) days.

Example: If an employee were hired on November 1<sup>st</sup> he/she would not be eligible for any vacation until the following November 1<sup>st</sup>. At that time the employee would be eligible for eight (8) days of vacation. One (1) day for each month between November 1<sup>st</sup> (date of hire) and June 30<sup>th</sup> of the new fiscal year.

After five (5) and up to a maximum of fifteen (15) years service, the employee is eligible for one and one half (1.5) days of paid vacation at a normal day's pay for each full month of continuous service provided to the Town in the prior fiscal year, but not to exceed a maximum of fifteen (15) days.

After fifteen (15) years and up to twenty (20) years service, the employee is eligible for four (4) weeks vacation earned and paid as above.

After twenty (20) years service, the employee is eligible for five (5) weeks vacation earned and paid as above.

Employees who are eligible for four (4) or five (5) weeks vacation with pay may elect to work no more than one (1) vacation week and receive vacation pay plus their regular straight time pay for that week, but only after prior approval has been received from the employee's Department Head or Board, Committee or Commission responsible for the employee's Department and from the Personnel Board. The vacation pay of a regular part time employee shall be the average of his/her weekly pay for the fifty-two (52) weeks worked immediately preceding the vacation.

Should a paid holiday occur during the employee's regularly scheduled work week while the employee is on an authorized paid vacation, an additional day of vacation shall be allowed.

Vacation time shall not be cumulative from year to year except for five days which may be held over to be used within three (3) months of the end of the Fiscal Year in which they were otherwise to be taken.

In case of retirement or termination of employment, the employee shall be paid for all accrued vacation time earned up to the termination date.

The choice of vacations shall be on the basis of seniority in the department and approved by the department head. Department heads shall post the vacation grants annually.

## **D. SICK LEAVE**

Each regular full time and regular part time employee shall earn sick leave credit with pay at the rate of one and one-quarter (1 ¼) normal work day's pay for each month of continuous employment by the Town, to a maximum of fifteen (15) such days credit per fiscal year. This time shall be saved for use when an employee cannot report for work due to sickness, injury or exposure to contagious disease. Use of such accumulated sick leave credit is allowed only after the employee has completed his/her probationary period. The maximum number of such days of sick leave credit that may be accumulated is one hundred ninety (190). Department Heads are responsible for maintaining records of sick leave days accumulated and used for all eligible

employees within the Department and reporting same to the Personnel board at last on a quarterly basis. Application of sick leave credit must be authorized by the employee's Department Head.

Employees returning from a sick leave or disability leave may be required to have a physical examination to determine their capability to perform satisfactorily their regular work without endangering themselves or their fellow employees.

The Board may, of its own motion, require a medical examination of any employee who reports his/her inability to report for duty because of illness. This examination shall be at the expense of the Town by a physician appointed by the Board.

Payments made under the provisions of this section shall be limited in the case of an employee who is receiving Workers Compensation payments to the difference between the amount paid in Workers Compensation and the employee's regular pay. In the event of such payments, the Board may debit the employee's sick leave accrual by such amounts as it determines to be equitable in relation to such payments.

Nothing in this section will be construed to conflict with Chapter 41, section 100 of the Massachusetts General Laws.

Only employees who retire shall be paid ten (10) percent of the value of their unused sick leave, at the time of retirement. It is to be understood that the payment of any amount under this rule will not change the employee's pension benefit.

#### **E. BEREAVEMENT LEAVE**

Regular full time and regular part time employees shall be given up to three (3) consecutive working days leave with a normal day's pay for the purpose of making arrangements and attending the funeral of a member of his/her immediate family which is defined as: mother, father, spouse, mother-in-law, father-in-law, sister, brother or child of the employee or any live-in family member. Regular full time and regular part time employees shall be given one (1) day leave with pay for the purposes of attending the funeral of the employee's aunt, uncle, niece, nephew or grandparent.

#### **F. JURY DUTY LEAVE**

A regular full time and regular part time employee called for jury duty shall be paid by the Town an amount equal to the difference between the compensation paid the employee for a normal working period and the amount paid by the court excluding any allowance for travel and lodging, upon presentation of an affidavit of jury pay granted.

#### **G. MILITARY LEAVE**

Regular full time employees who are in the Armed Services Reserves or National Guard and are called to temporary military duty not exceeding two (2) weeks in any twelve (12) month period, shall receive the difference in pay between their regular Town pay and their Military pay. Such employee may use his/her normal vacation time for his/her military duty if he/she desires. This provision does not include payments to members of the National Guard who may be mobilized

during an emergence in the Commonwealth. Proof of service shall be submitted to the employee's Department Head and a copy to the Personnel Board.

#### **H. OTHER LEAVE**

Absence for personal reasons up to three (3) days per year may be granted to full time employees. These personal days may be taken at any time of the year upon the employee's request with the approval of the Department Head. Any days not used will be credited to sick-leave.

When possible, the employee must request from the employee's immediate supervisor the personal day leave at least forty eight (48) hours in advance. A supervisor may not question the reason for personal leave nor may he/she deny such a request except for scheduling problems.

Only employees who have completed their probationary period may be compensated for absence for personal reasons under provisions of this sub-section.

#### **NON COMPENSATED ABSENCE**

#### **I. DISABILITY AND PARENTAL LEAVE**

A leave of absence without pay may be granted an employee with a least six (6) months of continuous service who's illness or disability continues beyond sick leave that has been accrued. Such disability leave shall be for sickness or injury resulting in temporary disability of the employee or a member of his or her immediate family, or for the birth of a child to (or adopted by) the employee and/or the employee's spouse. Duration of the leave shall be for the period a physician says the employee is unable to perform the regular duties of his or her position or, in the event the leave is for reasons other than the employee's personal health, it shall be within the discretion of the Personnel Board to determine the length of the leave.

#### **J. LEAVE OF ABSENCE**

A leave of absence may be granted by the Department Head and the Personnel Board but shall be without compensation. A leave of absence, of over three (3) months duration, except military leave, shall be considered a break in employment and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board in advance.

#### **K. UNAUTHORIZED LEAVE OF ABSENCE**

Any employee absent without authorization for three (3) consecutive working days shall be terminated from the payroll as abandonment of his/her position.

#### **INSURANCE COVERAGE**

#### **L. WORKERS COMPENSATION**

Each regular full time and each regular part time employee will be covered by the Town's workers compensation policy.

## **M. GROUP INSURANCE**

Each regular full time and regular part time employee covered by the By-law shall be entitled to the Group Insurance Plan (Health and Life Insurance) which has been accepted by the Town in accordance with Massachusetts General Laws, Chapter 32B. The Town's contribution thereto may be changed from time to time by amendment of this Personnel By-law.

## **N. RETIREMENT BENEFITS**

The Town shall contribute funds as required for each employee in accordance with the procedures formula established by the Worcester County Retirement Board and the By-laws of the town of Sterling.

## **SECTION 11: CIVIL SERVICE LAW**

Nothing in this By-law or in the Classification or Compensation Plans shall be construed to conflict with Chapter 31 of the Massachusetts General Laws.

## **SECTION 12: SEPARABILITY PROVISION**

In the event that any provision of this By-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this By-law.

## **SECTION 13. HARASSMENT POLICY**

### **1. Introduction**

It is the goal of the town of Sterling to promote a workplace that is free of sexual harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by this organization. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the town of Sterling takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment

## **II. Definition of Sexual Harassment**

In Massachusetts, the legal definition for sexual harassment is this:

“sexual harassment” means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or a basis for employment decision; or
- b. such advances, requests or conduct have the purpose or effect of unreasonable interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotion, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one’s sexual experience; and,
- Discussion of one’s sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

## **III. Complaints of Sexual Harassment**

If any of our employees believes that he or she has been subject to sexual harassment, the employee has the right to file a complaint with our organization. This may be done in writing or orally.

If you would like to file a complaint you may do so by contacting the person or persons designated by the Sterling Personnel Board who will be available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

## **IV. Sexual Harassment Investigation**

When we receive the complaint we will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain

confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

**V. Disciplinary Action**

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstance.

**VI. State and Federal Remedies**

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 180 days; MCAD - 6 months).

1. **The United States Equal Employment Opportunity Commission (“EEOC”)**  
1 Congress Street - 10<sup>th</sup> Floor  
Boston, MA 02114  
617-565-3200
  
2. **The Massachusetts Commission Against Discrimination (“MCAD”)**

<b>Boston Office:</b>	<b>Springfield Office:</b>
<b>One Ashburton Place - Room 601</b>	<b>424 Dwight Street - Room 220</b>
<b>Boston, MA 02108</b>	<b>Springfield, MA 01103</b>
<b>617-727-3990</b>	<b>413-739-2145</b>

**SECTION 14: POSITION DESCRIPTION CLASSIFICATION GRADES AND  
COMPENSATION SCHEDULES**

The following Position Description Classification Grades and Compensation Schedules, constitute the classification and compensation plans of the Town.

FIREFIGHTER – EMT WAGE SCALE

*Effective July 1, 2006*

<b>RANK</b>	<b>STEP</b>	<b>YEARS OF EXPERIENCE</b>	<b>RATE</b>
<b>Assistant FF</b>	N/A	Varies	11.15
<b>E.M.T. Recruit</b>	N/A	Varies	11.15
<b>(F-3)</b>			
<b>Firefighter</b>	1	0 – 5 years in rank	13.01
<b>(F-4)</b>	2	6 – 10 years in rank	13.57
	3	11 + years in rank	14.41
<b>EMT</b>	1	0 – 5 years in rank	13.01
<b>(F-4)</b>	2	6 – 10 years in rank	13.57
	3	11 + years in rank	14.41
<b>Firefighter / EMT</b>	1	0 – 5 years in rank	14.10
<b>(F-5)</b>	2	6 – 10 years in rank	14.68
	3	11 + years in rank	15.50
<b>Company Officer (EMT)</b>	1	0 – 5 years in rank	15.86
<b>(F-6)</b>	2	6 – 10 years in rank	16.46
	3	11 + years in rank	17.04
<b>Deputy Chief (EMT)</b>	1	0 – 5 years in rank	17.63
<b>(F-7)</b>	2	6 – 10 years in rank	18.23
	3	11 + years in rank	18.81

**FULL-TIME FIREFIGHTER / EMT WAGE SCALE**

<b>RANK</b>	<b>GRADE</b>	<b>STEP</b>	<b>RATE</b>
<b>Firefighter / EMT</b>			
	6	1	15.13
	6	2	15.58
	6	3	16.04
	6	4	16.52
	6	5	17.02
	6	6	17.53
	6	7	18.06
	6	8	18.60
	6	9	19.16
	6	10	19.74
	6	11	20.33
	6	12	20.93
	6	13	21.56
	6	14	22.21
	6	15	22.88

**FULL-TIME FIREFIGHTER / PARAMEDIC WAGE SCALE**

<b>RANK</b>	<b>GRADE</b>	<b>STEP</b>	<b>RATE</b>
<b>Firefighter / Paramedic</b>			
	7	1	17.40
	7	2	17.92
	7	3	18.46
	7	4	19.01
	7	5	19.57
	7	6	20.17
	7	7	20.78
	7	8	21.40
	7	9	22.04
	7	10	22.71
	7	11	23.38
	7	12	24.08
	7	13	24.80
	7	14	25.54
	7	15	26.31

**COMPANY OFFICER / FIRE INSPECTOR WAGE SCALE**

<b>RANK</b>	<b>GRADE</b>	<b>STEP</b>	<b>RATE</b>
<b>Company Officer / Fire Inspector</b>			
	7	1	17.40
	7	2	17.92
	7	3	18.46
	7	4	19.01
	7	5	19.57
	7	6	20.17
	7	7	20.78
	7	8	21.40
	7	9	22.04
	7	10	22.71
	7	11	23.38
	7	12	24.08
	7	13	24.80
	7	14	25.54
	7	15	26.31

## STIPENDS

**In addition to salary or hourly rate, fire personnel holding state certification in certain fire service skill categories specified by the Fire Chief shall receive an annual stipend of \$250 for each certification up to a maximum of \$750 annually. This provision shall not apply to Support personnel.**

### STIPEND POLICY

- 1) Effective fiscal year 2001, annual stipends of \$250 each for up to a maximum of \$750 are offered for the following certifications awarded by the Massachusetts Fire Training Council and Massachusetts Office of Emergency Medical Services:
  - a) Firefighter I/II
  - b) Fire Officer I/II
  - c) Fire Inspector I/II
  - d) Fire Instructor I/II
  - e) Emergency Medical Technician (Any level – Basic, Intermediate, Paramedic)
  - f) Fire Investigator
  - g) Hazardous Material Technician
  
- 2) Stipends are paid only to active firefighters and officers, both on-call and full-time. Support personnel, recruits, Assistant Firefighters, Senior Firefighters and retired personnel do not receive stipends.
  
- 3) Certification must be for a skill that the individual is currently using in the department
  - a) Firefighter I/II
    - i) Must be an active firefighter or fire officer
    - ii) Must pass an annual skills assessment practical and written test administered by the Sterling Fire Department
  - b) EMT - Must be a certified EMT and active firefighter or fire officer.
  - c) Fire Inspector II
    - i) Must be actively involved in the enforcement of fire code regulations in the Town of Sterling
    - ii) Must participate in at least twelve hours of fire prevention seminars or programs offered by the Fire Prevention Association of Massachusetts, Massachusetts Firefighting Academy, or other qualified agency.
  - d) Fire Officer II – Must be an active firefighter or fire officer and complete the Firefighter I/II annual skills assessment described in 3, (a) (ii).
  - e) Fire Instructor II – Must be actively involved in development and delivery of Fire Department Training during the year.
  - f) Fire Investigator – Must investigate fire cause and origin for the Sterling Fire Department.
  - g) Hazardous Materials Technician
    - i) Must serve on a state Hazardous Materials Response Team or be involved with a similar organization at place of employment
    - ii) Must have responsibilities for hazardous materials training, planning, and incident response for the Sterling Fire Department

- 4) To receive a full annual stipend for any approved certification, the certification must have been obtained prior to the start of the fiscal year.
- 5) A stipend will be prorated
  - a) If it is received after the start of a fiscal year, in which case it will be prorated based on each complete quarter after the certification is obtained.
  - b) If an individual is on a leave of absence for any portion of the year, the stipend will be based on the number of full quarters during which the individual is active.
  - c) If an individual is inactive for any quarter because he/she responds to no emergency calls during the quarter and attends fewer than 60% of training during the quarter, the stipend will be based on the number of full quarters during which the individual is active.
- 6) Stipends are paid in June for the fiscal year ending June 30.

**Part B. Fire and EMS Personnel**

Firefighter and non-Firefighter EMT's responding to ambulance incidents and transport to a hospital, shall be paid a rate of time and one-half the call rate.  
Firefighter and non-Firefighter EMT's who respond to the scene of an ambulance call and do not transport shall be compensated at a rate of one half of the call rate.  
Firefighter and non-Firefighter EMT's will be compensated with a standby rate of \$50 per month for ambulance coverage between 10:00p.m. and 6:00a.m.  
Firefighter and non-Firefighter Paramedics responding to ambulance incidents and transport to a hospital, will receive an additional \$5/hr to the call rate.

On-call firefighters, company officers and deputy chiefs responding to fire incidents between the hours of 10:00p.m. and 6:00a.m. shall be compensated at a rate of two times the call rate.

In addition to salary and hourly rate, fire personnel holding state certification in certain fire and EMS service skill categories specified by the Fire Chief shall receive an annual stipend of \$250 for each certification, up to a maximum of \$750 annually. Paramedics shall receive an annual paramedic stipend of \$750 for certification, with an annual stipend maximum total of \$1250.

This provision shall not apply to support personnel or Assistant Firefighters.

**ATTACHMENT A - Position Description Classification Grades changes/additions**

<b>GRADE</b>	<b>POSITION TITLE</b>	<b>DEPARTMENT</b>
1	Library Page	Library
2	Library technician	Library
3	Van Driver	Council On Aging
	Clerk Typist	Police
	Accounting Clerk	Public Works Department
	Laborer	Public Works Department
	Dispatcher	Police/Fire
4	Animal Control Officer	Board of Selectmen/Police
	Town Custodian	Board of Selectmen
	Administrative Secretary	Town Clerk
	Library Associate	Library
5	Assistant Collector	Town Treasurer/Collector
	Assistant Treasurer	Town Treasurer/Collector
	Administrative Assistant	Public Works Department
	Administrative Assistant	Board of Selectmen/Building
	Administrative Assistant	Police, Fire
	Administrative Assistant	Planning Board
	Water System Technician	Public Works Department
	Assistant to Assessors	Assessors
	Truck Driver	Public Works Department
	Conservation Agent	Conservation
	6	Firefighter/EMS
Equipment Operator		Public Works Department
Mechanic		Public Works Department
Associate Health Agent		Health Department
Company Officer		Fire
Children's Librarian		Library
Firefighter/Mechanic		Fire
7	Director	Recreation
	Director	Council on Aging
	Water System Operator	Public Works Department
	Assistant Superintendent	Public Works Department
	Company Officer/Fire Inspector	Fire
8	Town Clerk	Town Clerk
	Director	Library
	Health Agent	Health Department
	Building Commissioner	Building
	Town Treasurer/Collector	Town Treasurer/Collector
	Town Accountant	Board of Selectmen
9	Deputy Fire Chief	Fire
10	Superintendent	Public Works Department
	Executive Secretary	Board of Selectmen
11	Police Chief	Police
	Fire Chief	Fire

**MISCELLANEOUS COMPENSATION SCHEDULE FOR SEASONAL AND PART TIME EMPLOYEES**

<u>CLASS TITLE</u>	<u>COMPENSATION</u>
Life Guard	\$6.98 to \$11.51
Police Special	6.98 to 9.61
Constable	8.95
Election Worker	7.39
Registrar of Voters	7.96

06/07 SCHEDULE +3%

FY08

COMPENSATION SCHEDULE

GRADE							STEPS								
Non-Exem	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	7.74	7.99	8.22	8.47	8.72	8.99	9.25	9.53	9.81	10.11	10.41	10.73	11.05	11.38	11.72
2	8.90	9.18	9.46	9.73	10.03	10.33	10.64	10.95	11.28	11.63	11.97	12.33	12.70	13.08	13.47
3	10.25	10.56	10.87	11.20	11.54	11.88	12.24	12.61	12.98	13.37	13.77	14.18	14.61	15.05	15.50
4	11.79	12.15	12.51	12.88	13.27	13.67	14.08	14.49	14.93	15.38	15.84	16.32	16.81	17.31	17.83
5	13.56	13.96	14.38	14.81	15.26	15.72	16.19	16.68	17.18	17.69	18.22	18.76	19.32	19.90	20.50
6	15.58	16.04	16.52	17.02	17.53	18.06	18.60	19.16	19.74	20.33	20.93	21.56	22.21	22.88	23.57
7	17.92	18.46	19.01	19.57	20.17	20.78	21.40	22.04	22.71	23.38	24.08	24.80	25.54	26.31	27.10
<b>Exempt</b>															
8	42,936	44,224	45,551	46,917	48,325	49,775	51,267	52,805	54,389	56,021	57,702	59,433	61,216	63,053	64,945
9	48,088	49,531	51,016	52,547	54,123	55,747	57,420	59,143	60,916	62,744	64,626	66,565	68,562	70,619	72,737
10	53,859	55,475	57,139	58,854	60,620	62,437	64,311	66,240	68,228	70,274	72,382	74,554	76,790	79,094	81,467
11	60,322	62,132	63,996	65,916	67,893	69,930	72,028	74,189	76,415	78,707	81,068	83,500	86,005	88,589	91,246

**PERSONNEL BY-LAW  
HISTORY**

<b>March 1, 1969</b>	<b>Article #39</b>	<b>Adoption of By-law</b>
<b>March 7, 1970</b>	<b>Article #42</b>	<b>Amendment to Sections 7, 13, 14</b>
<b>March 6, 1971</b>	<b>Article #46</b>	<b>Amendment to Sections 7, &amp; 13</b>
<b>March 4, 1972</b>	<b>Article #38</b>	<b>Amendment to Section 7</b>
<b>October 10, 1972</b>	<b>Article #14</b>	<b>Amendment to Section 14(b)</b>
<b>March 3, 1973</b>	<b>Article #28</b>	<b>Amendment to Section 7</b>
<b>May 4, 1974</b>	<b>Article #3</b>	<b>Amendment to Section 7</b>
<b>May 3, 1975</b>	<b>Article #3</b>	<b>Amendment to Section 7, 12(a)</b>
<b>May 1, 1976</b>	<b>Article #3</b>	<b>Amendment to Section 7</b>
<b>May 7, 1977</b>	<b>Article #3</b>	<b>Amendment to Section 7</b>
<b>April 27, 1978</b>	<b>Article #3</b>	<b>Amendment to Section 7</b>
<b>April 30, 1979</b>	<b>Article #1</b>	<b>Amendment to Sections 7(A,B,C), 12, 15, 18</b>
<b>April 28, 1980</b>	<b>Article #1</b>	<b>Amendment to Sections 7(A,B,C), 13</b>
<b>April 27, 1981</b>	<b>Article #1</b>	<b>Amendment to Section 7</b>
<b>April 26, 1982</b>	<b>Article #1</b>	<b>Amendment to Section 7</b>
<b>April 25, 1983</b>	<b>Article #1</b>	<b>Amendment to Section 7</b>
<b>April 30, 1984</b>	<b>Article #1</b>	<b>Amendment to Sections 5, 7, 12, 14, 15</b>
<b>January 7, 1985</b>	<b>Article #1</b>	<b>Amendment to Section 7(C)</b>
<b>April 29, 1985</b>	<b>Article #1</b>	<b>Amendment to Sections 3, 13, 14, 7,</b>
<b>April 28, 1986</b>	<b>Article #1</b>	<b>Amendment to Section 7</b>
<b>April 27, 1987</b>	<b>Article #1</b>	<b>Amendment to Sections 7, 3, 14, 18</b>
<b>April 25, 1988</b>	<b>Article #1</b>	<b>Amendment to Section 7(A,B,C,D)</b>
<b>February 27, 1989</b>	<b>Article #12</b>	<b>Amendment to Section 7 (dispatcher differential)</b>
<b>June 5, 1989</b>	<b>Article #1</b>	<b>Amendment to Section 13 (position classes)</b>
<b>June 5, 1989</b>	<b>Article #53</b>	<b>Rescind and replace complete by-law</b>
<b>May 14, 1990</b>	<b>Article #1</b>	<b>Amendment to Section 13 (A,B,C,D)</b>
<b>May 13, 1991</b>	<b>Article #1</b>	<b>Amendment to Section 13 (B,D)</b>
<b>May 30, 1992</b>	<b>Article #1</b>	<b>Amendment to Section 13 (B,C,D)</b>
<b>May 23, 1994</b>	<b>Article #3</b>	<b>Establish Executive Secretary Position &amp; Wage</b>
<b>October 17, 1994</b>	<b>Article #3</b>	<b>Amendment to Section 13 (B,C,D)</b>
<b>May 22, 1995</b>	<b>Article #1</b>	<b>Amendment to Section 13 (A,B)</b>
	<b>Article #2</b>	<b>Amendment to Section 10 (E)</b>
<b>May 18, 1996</b>	<b>Article #7</b>	<b>Amendment to Section 13 (B,C,D)</b>
<b>May 17, 1997</b>	<b>Article #14</b>	<b>Amendment to Section 13 (B,C,D)</b>
	<b>Article #44</b>	<b>Establish Harassment Policy</b>
<b>May 11, 1998</b>	<b>Article #1</b>	<b>Amendment to Section 13 (B)</b>
	<b>Article #38</b>	<b>Amendment to Section 6 (H)</b>
<b>March 15, 1999</b>	<b>Article #9</b>	<b>Delete and substitute new Schedules B,C,D</b>
<b>May 13, 2000</b>	<b>Article #4</b>	<b>Delete and substitute new Schedules B,C,D</b>
<b>May 13, 2000</b>	<b>Article #5</b>	<b>Add to Section 13, Schedule E</b>
<b>May 14, 2001</b>	<b>Article #2</b>	<b>Revision of By-law</b>
<b>May 13, 2002</b>	<b>Article #2</b>	<b>Miscellaneous Compensation Schedule/Attachment A</b>
<b>May 12, 2003</b>	<b>Article #10</b>	<b>Amendment to Section 14 subsection "Fire and EMS Personnel Compensation Grade"</b>
<b>May 16, 2005</b>	<b>Article #1</b>	<b>Amendment to " Attachment A – Position Classification" and "Attachment B – Compensation Schedule"</b>

**November 13, 2006    Article #5    Amendment to “Attachment A – position Description Classification Grades by adding, at grade 5, the position of “Administrative Assistant” for the “Planning board”**