

# Appendix “A”

This appendix is to assist the voter in understanding the non-collective bargaining employee’s benefit and compensation plan. This is an updated version of the previous version last reviewed in 1958 according to records in Town Hall. We have attempted to make this transparent, simplistic and cost effective.

## **Salary Administration Plan Town of Maynard**

This PLAN shall become effective on **July 1, 2012**.

### PREAMBLE

This by-law hereby establishes a Salary Administration Plan, Hereinafter called the “Plan,” clarifies salary and compensation of non-contract employees, establishes benefits or provisions such as holidays and vacations with pay, sick leave and the like, and establishes a Personnel Board to administer the Plan, as hereinafter provided. Any condition, salary, benefit or provision which is not consistent with state or federal labor law is to be deemed null and void.

### Section 1 PERSONNEL BOARD

There shall be a Personnel Board to review the Salary Administration Plan consisting of three members one appointed by Town Moderator, one appointed by the Board of Selectmen and the Town Administrator or his/her designee. However, at no time shall there be more than one employee representative on the Board.

### Section 2 DUTIES OF THE PERSONNEL BOARD

- (a) The Town Administrator shall develop the “Plan” and have it presented to the Annual Town Meeting
- (b) The Town Administrator will act as chair of the Personnel Board.

### Section 2 DUTIES OF THE PERSONNEL BOARD

- (c) The Personnel Board shall review the work of the positions subject to the Salary Administration Plan. Develop work plans and job descriptions when appropriate.
- (d) The Personnel Board shall, from time to time, police the Salary Administration Plan.
- (e) Upon recommendation of a department head, the Personnel Board may consider extenuating circumstances when considering reclassification and or salary adjustments for positions under this plan
- (f) The Personnel Board may make recommendations to the Board of Selectmen or Annual Town Meeting as to trainings and or professional development for various positions for their approval if appropriate or necessary.

Section 4 TITLES OF POSITIONS

No person shall be appointed, employed, or paid as an employee in any position subject to the provisions of this "Plan". The existing job titles are articulated in this plan or the annual budget will not be added to without the recommendation of the Town Administrator and approved by the Board of Selectmen. Any such addition during the fiscal year must have an accessible sufficient funding mechanism and or source. Any said position must be within the compensation ranges stated in Section "E" of this plan.

Section 5 WORK SCHEDULE

The normal work schedule is Monday through Friday eight (8) AM until five (5) PM, with appropriate lunch and break periods. Any deviation from this must be submitted by department manger and reviewed by the Town Administrator. There will be no reduction of service to the public under this clause.

Section 7 JOB DESCRIPTIONS

The Town Administrator shall review job descriptions and make recommendations to the Board of Selectmen as to any improvements. In the case of a vacancy the Board of Selectmen may request the Town Administrator deliver them a copy of a related job posting for their review and comment. These descriptions or reviews shall not affect the power of any administrative authority to reasonably appoint, assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

Section 8 SALARY SCHEDULE

The Salary Schedule of the Salary Administration Plan, set forth in Section "E" of this by-law shall consist of the minimum and maximum salaries and hourly rates if applicable.

Section 9 INCREASES WITHIN THE RATE RANGES

The minimum and maximum rate ranges will be set annually. Any change must be submitted as part of the budget process for the subsequent fiscal year beginning July 1<sup>st</sup> by the department head to the Town Administrator. There can be no retroactivity under this plan.

Section 12 NEW PERSONNEL

The hiring rate shall be no greater than allowed by Section 14 "E", all offers of employment must be reviewed and approved by the Town Administrator. All new hires is subjected to a ninety (90) day probationary period which may be extended for up to an additional ninety (90) if directed by the Town Administrator. Any employee who is not retained after said probationary period will not be additional benefits other than those allowed by law.

Section 13 DEPARTMENT BUDGETS

Each Department head shall include in the annual budget a pay adjustment with the approval of the Town Administrator. No adjustment shall be effective or paid unless, sufficient funds are made available. No adjustment will be made during the fiscal. Except under extenuating circumstance and with approval by vote of the Personnel Board and subsequently the Board of Selectmen upon the recommendation of the Town Administrator will an exception be made to the previous clause.

Section 14 FRINGE BENEFITS

A. DEFINITIONS

1. Full-time – Employees work an annual weekly average of thirty five (35) hours or more, no greater than an of forty (40) hours and paid by an hourly rate. “Full-Time Salaried” in the plan or denoted in the annual budget is expected to work at least forty (40) hours per week on average.
2. Part-time – Employees work less than a weekly annual average of twenty four (24) hours and never greater than thirty five (35) on average.
3. Temporary Employees work occasionally, on call or as needed on a non-continuing basis. Temporary Employees will not work more than twenty four (24) hours on average and never more than thirty five (35) hours a week. They will not be employed for more than twelve (12) weeks consecutively. These employees must be denoted and considered as seasonal and or occasional employee and not entitled to any benefits or compensation upon end of term.

B. HOLIDAYS with PAY

All Full-Time, Part-time employees shall receive one day at straight time pay for following legal holidays. The prorated hours received will be based on the previous(to holiday) four work week average– New Year’s Day, President’s Day, Patriot’s Day, Memorial Day, Independence’s Day, Labor Day, Marin Luther King Day, Columbus Day, Veteran’s Day, Thanksgiving Day, Friday after Thanksgiving and Christmas. Salary Plan employees will also receive holiday pay whenever Town Hall is closed due holidays or closings, not to exceed twelve total days annually.

C. VACATIONS WITH PAY

1. Two weeks vacation with pay shall be granted to all full-time employees after one year. The amount of hours paid will be based on the annual average from the previous year. All vacation will be granted on July 1<sup>st</sup> and must be taken by subsequent June 30. No time will be carried over.
2. Three weeks vacation with pay shall be granted to all full-time employees on the eighth anniversary with the Town.
3. Four weeks vacation with pay shall be granted full-time employees on the fifteenth anniversary of their employment with the Town.
4. Part-time employees may receive vacation pay on a prorated basis based on number of hours scheduled each workweek on average. All vacation under this clause must be approved by the department manager and the Town Administrator. There also must be revenue in the budget to satisfy the cost.
5. Vacations shall be granted by the department heads at such time as, in their opinion, will cause the least interference with the performance of the regular work of the departments within reason. Vacations must be taken in the fiscal year in which they are due, and shall not accumulate from year to year. So far as practicable first choice of vacation dates shall be on the basis of length of employment with the Town.
6. In the event of the termination of employment which is caused through no fault of the employee, or by reason of retirement, the employee, shall be paid the balance vacation accrual of the fiscal year in which the separation occurs.

D SICK LEAVE

1. Sick leave is a “privilege”, not a right and shall be payable only in cases of bonafide illness or non-work connected accident.
2. All full-time and part time employees shall accumulate sick leave at the rate of one day for each 3 months of employment. The employee may petition to be covered under the federal medical leave act (FMLA). All sick time accumulated at the previous rate (prior July 1, 2012) may be retained and used as necessary for illness or incapacity. All accrued balances must be agreed upon by the Town Administrator annually.

3. The maximum sick leave accumulation shall be one hundred and twenty (120) days.
4. Upon voluntary or compulsory retirement, an employee shall be paid the equal value of thirty days pay. To qualify for this allowance an employee may not have been absent from work for 90 of the previous 120 days (including vacation time) and must have balance of at least 30 days of accrued sick time available..Employees who are absent because of sickness shall be required to notify his supervisor immediately during first day of absence. An employee out sick for more than three working days must bring a letter from a healthcare professional (i.e. podiatrist, medical doctor, chiropractor, nurse practitioner) acceptable to the Town Administrator to be placed in their file. The town reserves the right to ask for an examination by a medically qualified third party if necessary to determine suitability to return to work.

E Leaves of Absence

An unpaid leave may be granted an employee for a reasonable period of time with approval of the Board of Selectmen by recommendation of the Town Administrator.

F Insurance Benefits

(As permitted under Chapter 32B General Laws of the Commonwealth of Massachusetts and as explained in a separate booklet supplied to all Town Employees.)

H. Retirement Benefits

(As Permitted under the Contributory Retirement Law.)

I. Unscheduled Additional time

Overtime must have prior approval by the Town Administrator. Overtime is considered greater than forty hours, after forty hours in a week, employees covered by this plan will receive their hourly rate and one half of the rate for each hour worked or part of an hour worked unless they are considered a salaried employee. Any salaried employee working more than 48 hours in a week may request an adjustment of their schedule for the subsequent week. This request will be accommodated whenever possible and appropriate.

Part-time employees	\$8.50 to \$19.00
P.T. Specialized Employees (i.e. certified, licensed)	\$20.00 to \$39.00
Full-time Employees	\$16.50 to \$32.00
Board of Assessors	\$1000.00 annually
Veteran's Agent	\$7,500.00 annually
Inspector of Animals	\$105.00 annually
Registrar of Voters	\$105.00 annually
Clerk, Registrar of Voters	\$515.00 annually