



AGREEMENT

BY AND BETWEEN

THE TOWN OF MAYNARD, MASSACHUSETTS

AND

THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

AFL/CIO, STATE COUNCIL NUMBER 93, LOCAL 1703

JULY 1, 2014 TO JUNE 30, 2017

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1.0 PREAMBLE

This agreement entered into by the Town of Maynard, hereinafter referred to as the Town, and Local 1703, State Council 93, American Federation of State, County and Municipal Employees, AFL/CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, the establishment of rates of pay, hours of work and conditions of employment.

1.1 RECOGNITION

The Town recognizes the Union as the sole and exclusive Bargaining Agent for the purpose of establishing wages, hours and conditions of employment for all permanent full-time and part-time employees of the Maynard Town Building as certified by the Massachusetts Labor Relations Commission ("Commission"), excluding all managerial and confidential employees as described in case No. M.C.R. 3099 dated October 31, 1980, excluding all employees who work less than twenty (20) hours per week. The Council on Aging Van Driver added to Bargaining Union effective July 1, 1984, and the Administrative Assistant to the Fire Chief added to Bargaining Union effective July 1, 1993.

2.0 MANAGEMENT RIGHTS

Nothing in this Agreement shall be construed in any way to alter, modify, change or limit the authority and jurisdiction of the Board of Selectmen of the Town of Maynard, the Town Administrator or any other person or body exercising lawful authority and jurisdiction under the Constitution or laws of the Commonwealth of Massachusetts, the By-laws of the Town of Maynard; or any other statute or regulations, except as specifically set forth herein. The Town shall not be deemed to be limited in any way by this agreement in the performance of regular and customary functions of municipal management and reserves and maintains all powers, authority and prerogatives, including without limitation the exclusive right of the Board of Selectmen to issue reasonable rules and regulations governing the interpretation, application and administration of this Agreement and the conduct of employees covered by this Agreement; provided that no such rules and regulations shall be inconsistent with the express provisions of this Agreement.

3.0 UNION DUES AND INITIATION FEES

Employees shall tender the initiation fees, if any and monthly membership dues by signing the authorization of dues forms. During the life of this Agreement and in accordance with the term of the form of authorization of check off dues hereinafter set forth, the Town agrees to deduct Union Membership Dues, levied in accordance with the constitution of the Union, from the pay of each employee who executes or has executed such form, and remit the aggregate amount to the treasurer of the Union, along with a list of employees who have said dues deducted. Such remittance shall be by the 10th day of the succeeding month.

The Union shall indemnify and save the Town of Maynard harmless against any and all claims, demands, suits or other form of liability which may arise by reason of any action taken in making deductions and remitting the same to the Union pursuant to this section. The Town agrees that it will request the Town Treasurer to deduct membership dues from the salaries of its employees who have voluntarily submitted a written authorization in the form set below. The Town will, to the extent permitted by law, and for all employees in the Bargaining Unit who are not members of the Union, on or after the 30th day following the beginning of such employment, or thirty (30) days following.

The date of the signing of this Agreement, whichever is later, pay an agency service fee to the Union, said agency service fee will approximate an amount of money equal to that amount of money paid by comparable employees in the Bargaining Unit who are members of the Union, this agency fee shall be limited to and shall not exceed an amount equal to the Union's regular and usual membership dues for those employees covered by this Agreement. The Town agrees to deduct from each employee's earnings the amount authorized by each employee and transmit said amounts to the Treasurer of the Union in accordance with the terms of authorization for payroll deduction for service fee as set forth herein.

4.0 DISCRIMINATION

The provisions of this agreement shall be applied equally to all employees in the Bargaining Unit without discriminations as to age, sex, marital status, race, color, creed, national origin or political affiliation. The Union shall share equally with the Town the responsibility for applying this provision to the agreement.

5.0 GRIEVANCE PROCEDURE

Any grievance which may arise between the parties, including the application, meaning or interpretation of this agreement, shall be settled in the following manner:

Step 1: The Union Steward, with the aggrieved employee, shall take up the grievance or dispute in writing with the Department Head within ten (10) working days of the date of the grievance or knowledge by the grieved employee as to its occurrence. The Department Head shall attempt to adjunct the matter and shall respond to the Steward within ten (10) working days submittal.

Step 2: If the grievance remains unsettled, it shall be presented in writing to the Town Administrator, or his/her designee, within ten (10) working days after the response of the Department Head is due, and prior to the next scheduled meeting of the Board. The Town Administrator, or his/her designee, shall respond in writing within ten (10) working days after such regularly scheduled meeting.

Step 3: In the event that Steps 1 & 2 fail, at the request of either party, the grievance shall be submitted within 30 days to the American Arbitration Association and shall be subject to the rules of such association. The fees and expenses of the arbitrator shall be borne equally by both of the parties.

6.0 SENIORITY

Seniority, within similar job classifications of the Town will be considered as the length of an employee's continuous service in the Town of Maynard. Seniority shall not be broken by vacation time, sick time, injury time, temporary layoff for less than three (3) months, authorized leave of absence for less than three (3) months or any call to military service for the duration of such call. Qualifications will be given first consideration in all cases of promotion, transfer or inter-department assignment of shift work, except in the event of layoff or decrease of work force. In the event individuals considered for promotion, transfer or inter-departmental assignment are of equal qualifications, seniority will be used to determine such promotion, transfer or inter-departmental assignment of work. Qualification and then seniority will be given consideration in all cases of promotion, transfer or inter-departmental assignment of shift work. In the event of a layoff or decrease in work force, seniority within similar job classifications shall be the deciding factor. Any employees laid off shall have the right to bump other employees in the same department having less seniority so long as the senior employee has the

qualifications necessary to perform the position. The most senior employee in a given department shall be recalled first so long as that employee has the qualifications necessary for the position being recalled.

An employee will forfeit his right to seniority if any one of the following conditions occurs:

1. If the employee quits or resigns his/her position.
2. If the employee is discharged, is terminated from his employment or retires from his/her position.
3.
 - a. If the employee is absent from his/her position for five (5) consecutive working days without notifying the Town of his/her absence.
 - b. If the employee is absent with notification to the Town and if the reason for absence is determined to be inadequate.
4. If the employee fails to report for work at the expiration of a leave of absence granted by the Town.
5. If the employee has been absent from his/her work for a consecutive period of three (3) months for any reason.
6. All employees shall retain seniority rights upon return to work from vacation leave, authorized leave of absence or any other authorized leave up to three (3) months and authorized medical leave of up to one year if the following criteria is met:
 - a. The employee shall not accept other employment while on medical leave of absence.
 - b. If the person on leave accepts another position, the employer should be notified.
 - c. The employer may request medical examination, at any time, during the leave to determine if there has been any change in the medical status.
 - d. The termination of such leave will be at the discretion of the employer providing that such discretion shall not be unreasonably exercised.
 - e. A doctor's report that determines a person is physically fit to return to work should be submitted before said person returns to his/her position.

7.0 PROBATION

All new employees shall serve ninety (90) calendar days probationary period. During this time, the employee may be discharged or demoted at the discretion of the Town. Such action shall be based on the Administration's evaluation, and the employee shall have no recourse from any such action or decision under the tenors of this Agreement. The probationary period may be extended for another ninety (90) calendar days to fully evaluate the probationary employee's performance.

8.0 CLASSIFICATION, PAY SCHEDULE AND PERFORMANCE EVALUATION

There shall be attached hereto and incorporated herein a classification and pay schedule marked Appendix A. Employees shall be compensated in accordance with such schedule. Employees shall advance to their next step on the pay scale on July 1st of each year, subject to the "Town of Maynard Employee Evaluation" attached hereto as Appendix B.

The hourly wage schedule attached hereto (Appendix A) contains the hourly wages for each job classification as amended per the following schedule:

- FY 2015: 1.5% increase to base rate effective July 1, 2014
- FY 2016: 2.0% increase to base rate effective July 1, 2015
- FY 2017: 2.5% increase to base rate effective July 1, 2016

9.0 HOURS OF WORK

The work week shall be Monday through Friday inclusive, with one (1) fifteen minute break each half shift. A one half hour unpaid lunch break shall be included in each full day work shift, except for the maintenance mechanic whose work week shall be five (5) consecutive nine (9) hour days, Monday through Friday inclusive, with a one hour unpaid lunch. The exact schedule for each employee shall correspond to the work hours of the assigned department. Temporary exceptions to meet individual needs can be made by a department head. Permanent changes for department or individual needs will be subject to bargaining.

Any employee called back to work for an emergency on the same day after having completed his/her regular shift and before his/her next regular scheduled starting time, will be paid at a minimum of three (3) hours and may choose compensatory time off or overtime pay, both at time and a half as long as it is mutually agreeable between employee and the Department Head.

The Library Staff shall be required to work to every third Saturday on a rotation providing appropriate staffing for the library. If staffing levels are reduced, the Library Director and staff will determine a mutually agreeable adjustment to this requirement. Permanent part-time employees will not work more than thirty (30) hours per week nor less than four (4) hours per day. A forty-five minute meal break will be included in the workday for any Library Employee working five (5) hours or more that day.

In a multiple person office (more than one Union Employee covered by this Agreement) the employees will stagger their breaks (lunch, coffee, etc.) so that at least one person remains in the office at all times.

10.0 JOB POSTING AND BIDDING

When a position covered by this agreement becomes vacant, such vacancy shall be posted in a conspicuous place listing the following:

1. Date of Posting.
2. Job Titles and Department where vacancy has occurred.
3. Salary.
4. Location.
5. Assigned hours of work, days off.
6. Example of duties
7. Qualifications necessary.
8. Closing date of application.
9. Person to -whom application should be made.
10. Signature of Department Head.

Copies of these job postings will be sent to the Union Steward by whoever prepares them.

This notice of a vacancy shall be posted for five (5) calendar days. Employees in the Bargaining Unit, along with any other parties who are interested, can apply in writing to the Department Head within five (5) calendar days posted period.

Within five (5) calendar days following expiration of the posting period, the Town may award the position to one of the applicants after consideration in its discretion. Such discretion shall be reasonably exercised using the following factors, which include but are not limited to:

- Ability to do the job.
- Education and training directly related to the duties of the vacant position.
- Experience in related work.
- Overall Qualifications.
- Seniority.
- Work History.

The order in which the various items are presented is not necessarily the order in which they may be considered by the Town, such considerations being the prerogative of management. In the event that no applicant demonstrates to the Town sufficient capability to fill the vacancy, the Town may advertise the position outside of the Town Building premises and as frequently as deemed necessary.

In the event that two (2) or more applicants are considered approximately equal by the Town in accordance with the foregoing factors, then the Town shall award the most senior applicant the position. The successful applicant shall be given a thirty (30) calendar day trial and training period in the new position at the applicable rate of pay. If at the end of the trial and training period it is determined by management that the employee is not qualified to perform the work, he/she shall be returned to his/her previous position.

A vacancy is an opening caused by interdepartmental promotion, demotion, retirement, resignation, transfer or reassignment, termination or death of an employee, or the availability of new positions.

When an employee changes to a higher grade job, he/she will enter at a rate which assures him/her at least the equivalent of a step increase.

11.0 HOLIDAYS

The following days shall be paid time off (straight time): New Year's Day; Martin Luther King Jr. Day, Presidents' Day, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, one half day on Christmas Eve Day, and Christmas Day.

Whenever a holiday listed above, falls on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays, listed above, fall on Sunday, the succeeding Monday shall be observed as the holiday.

Should any holiday fall on an employee's normal day off, the employee shall receive an extra day's pay or additional day off at a time mutually agreed on between the Town and the employee.

An employee required to work on a holiday shall receive, in addition to his regular pay, time and one/half. A minimum call back of three hours will be paid. Any time worked beyond three hours, shall be paid time and one half for actual hours worked.

Permanent part-time employees receive time off for holidays as follows:

- Employees regularly scheduled to work thirty (30) hours or more per week shall receive paid time off for the full amount of hours that he/she is scheduled to work on the holiday.

- Employees regularly scheduled to work less than thirty (30) hours per week, but more than nineteen and three quarters (19.75) hours per week, shall receive paid time off on a pro-rated basis, which shall be determined on the basis of a forty (40) hour work week.
- Employees regularly scheduled to work 19.75 hours or fewer shall not be entitled to holiday time off benefits as contained in this Article.

12.0 VACATIONS

The vacation year shall be the period from July 1 to June 30 inclusive. Each employee shall be credited on July 1st of each year with vacation credits as follows:

- A. An employee having worked at least three (3) months, but less than one year, shall receive one week vacation.
- B. An employee having worked one (1) year, but not having completed five (5) years, shall have two (2) weeks of vacation.
- C. An employee having worked five (5) years but not having completed ten (10) years shall have three (3) weeks of vacation.
- D. An employee having worked ten (10) years or more shall have four (4) weeks vacation.
- E. An employee having worked twenty (20) years or more shall have five (5) weeks of vacation.

Selection of a vacation period within the schedule established will, in each department, be on a seniority basis. Request for vacation shall be made, in writing, at least seven calendar days prior to requested vacation unless an emergency situation arises. The Department Head must approve all vacation requests.

If the employment status of an individual is terminated, with regard to a person who has become entitled to an annual vacation, but has not yet taken it, such person shall be paid for any unused accrued vacation. Upon the death of an employee entitled to vacation allowance, such allowance shall be paid to the estate to whom the unpaid salary may be payable.

At the discretion of the department head, a maximum of one week of vacation time may be carried forward but it must be used by September 30th of that fiscal year. Approval will not be unreasonably withheld.

13.0 SICK LEAVE

13.1 Each employee shall be credited with sick leave with pay at the rate of Twelve (12) days per year. Sick leave shall be capped at two hundred and twenty five (225) days. Any accumulation, which present employees have as of July 1, 2011, shall retain such accumulation.

13.2 After three (3) consecutive days of sick leave absence, the Department Head may request that the employee submit a physician's certificate of proof of illness or injury.

13.3 Sick Leave may, in the discretion of the Department Head, be granted for sickness and injury or for absence because of quarantines in the family.

13.4 Upon termination or for any reason except termination for just cause, employees may elect to receive fifty percent (50%) of unused sick leave in the form of compensation, providing employees notify the Town of such election not less than sixty days (60) prior to the effective retirement date.

13.5 Any new hire, effective July 1, 2011, will receive sick leave buy back at the rate of twenty percent (20%) of the total accumulation only upon retirement or layoff. Any employee hired on or after July 1, 2014 will not be eligible to receive sick leave buy back upon termination of employment.

13.6 When absence from work is to be taken for reason of illness, the employee shall promptly notify his/her department head; such notice to be given as early as possible on the day of absence and in any event no later than by or before 10:00 A.M. or within two (2) hours after the beginning of the employee's work shift, whichever is later. If the Department Head cannot be reached the employee shall promptly notify the Selectmen's Office. If the employee fails to give timely notice in accordance with the above requirements, the employee shall not be paid for such absence.

13.7 SICK LEAVE BANK

A. There shall be a Sick Leave Bank for the purpose of making sick leave available to employees with long-term illness or injury who need and merit additional sick leave. The Finance Director and two representatives of the Union will constitute the Administrators of the bank. The Administrators will act by a majority vote and the Finance Director will keep written records of their actions.

The Finance Director will provide a current list of sick days accumulated by each Union member as of June 3, 1998. From this point on, the two Union members will keep a written log of sick leave accumulated in each month. Each Union member will accumulate 0.25 days each month he/she is eligible to contribute.

The Finance Director and the Union members will meet two (2) times a year to update records, once in December and once in June. From this meeting, a list of total accumulated days will be made available to update Union members.

B. CONTRIBUTIONS

For each Union member .25 sick days will be credited to the bank in the month they are earned. Each fiscal year on July 1, until there are 210 sick days earned in the bank, there will be three (3) sick days deducted from each employee's accumulated sick days (or from his/her current annual entitlement if he/she has no accumulated days) and credited to the bank. All employees hired after July 1, 2014 shall contribute 15 hours of accrued sick leave to the bank at the conclusion of the first year of employment irrespective of whether there are 210 sick days earned in the bank. Annually, thereafter, on each July 1, if the administrators determine that the sick days in the bank have fallen below 210, the administrators may again require annual deduction of up to three (3) sick days from each employee credited to the bank. The Administrators must impose the deductions uniformly upon all employees and they may not deduct more days than required to bring the bank up to 210 days.

An employee will get credited in an annual deduction for his/her earned sick days in excess of the accumulation cap which have been credited to the bank within the prior twelve (12) months.

C. GRANTS OF SICK LEAVE

The Administrators may grant sick leave to employees who request it in writing. The Administrators shall be guided generally by principles of need and fairness, which include the following guideline:

1. Grants may be made only to employees who have exhausted their own current and accumulated sick leave.
2. An Employee may be limited to a grant of sick leave equal to Fifteen (15) times

3. His/her number of years of service.
4. In cases where grant of sick leave is inappropriate or insufficient, the Administrators may lend sick time to the employee. As an employee accrues new sick leave, it will be credited to the bank to repay the loan. The loan will not exceed the amount in the bank. Any unpaid balance of the loan will be deducted from the bank.
5. An employee, to be eligible for said sick leave grant, shall have fifty percent (50%) or more of his/her total sick leave entitlement accumulated at the onset of the current long-term illness or injury. This provision shall not apply if the employee demonstrates to the Plan Administrator that his/her accumulated sick leave was below the above-mentioned level due to any periods of illness or injury that extended beyond single day use of said sick leave.

Medical records or doctors certificates shall constitute proof of extended illness or injury.

13.8 Sick Leave Buy-Back Incentive

Beginning on July 1, 2007, employees with more than 50 accumulated sick days and less than a maximum of 225 sick days will be permitted to buyback annually up to 10 days maximum from their unused balance of sick days from the previous fiscal year at the rate of 50% of their then applicable rate of base pay. To exercise this option and to buy back a specified number of sick days in excess of 50 from the previous year's unused balance, the employee shall give the Department Head and the Town Administrator Notice of his/her desire to buy back a specified number of days by December 1 prior to the fiscal year in which he/she desires to buy-back some of the excess days over 50 days from the previous fiscal year's balance.

14.0 BEREAVEMENT LEAVE

In the event of the death of an employee's father, mother, child, wife, husband, brother, sister, grandmother, grandfather, father-in-law, mother-in-law or grandchild the employees will be granted at his/her request, reasonable time off with pay as a bereavement leave at his/her regular rate for hours lost from his/her regular schedule on any of the days prior to the funeral, the day of the funeral and the days after the funeral, with a maximum of five (5) days of compensation. For special circumstances owing to the transportation requirements, the Department Head may extend time beyond the date of the funeral.

14.1 The Department Heads shall grant one day of paid leave to an employee for attendance at the funeral of a sister-in-law, brother-in-law, stepparent, stepchild, grandmother-in-law, grandfather-in-law or step-grandchild.

15.0 PERSONAL DAYS

Such personal leave shall not exceed four (4) days, at his/her normal rate.

16.0 JURY DUTY

If an employee is called to jury duty, he/she shall receive an amount equal to the difference between normal compensation and the amount (excluding travel allowances) received from the court, upon presentation of evidence of the amount paid by the court.

17.0 HEALTH AND WELFARE

The Town, acting through its Town Administrator, may, whenever any question concerning an employee's health, physical fitness, physical capability, or illness arises under this agreement or in any

other context, order that said employee be examined, at the Town's expense and without any loss of salary to the employee, by a physician or surgeon chosen by the Town. The decision to order such examination shall not be an arbitral grievance under this agreement.

The Town shall fund 75% of the monthly medical insurance premium or Blue Cross/Blue Shield CareElect or equivalent for employees eligible for such benefits.

The Town agrees to reopen this contract if future negotiations with other Unions result in dental and eyeglass coverage within its medical plan.

17.1 Health Insurance Opt-out Option

Effective July 1, 2014, eligibility for the health plan opt-out stipend is available to any employee who has been continuously on the Town's health insurance since July 1, 2012. Employees hired since July 1, 2012 must be on the Town's health insurance for at least 24 consecutive months prior to applying for the opt-out provision. Employees applying for the opt-out provision will receive \$1500 per fiscal year if opting out of an individual plan and \$3000 per fiscal year if opting out of a family plan. To qualify, an employee must provide proof, annually, that they have insurance coverage from another source. Employee's may re-join the health insurance program due to a qualifying event (refer to Town insurance provider and IRS regulations regarding what constitutes a qualifying event) but will not be eligible for the stipend if they are carrying the Town's health insurance during any part of a fiscal year.

Family members who are both employees but are otherwise eligible for the opt-out provision may do so at the \$1500 per year rate.

Employees eligible for the stipend will receive their payment in the last payroll of the fiscal year.

The Town shall pay for the cost of a \$5,000.00 accidental death and dismemberment policy for each member of the Union who desires it. At the option and entirely at his own expense, such policy may be increased to the amount of \$10,000.00.

18.0 EXTREMES OF WEATHER

When heat is excessive and temperature within the building reaches 90 degrees (Fahrenheit) or when there is a failure in the heating system and the temperature within the building is below 64 degrees (Fahrenheit), the Town's Administrator or designee will make recommendations for personnel to go home or will make other suitable arrangements to remedy the situation. The Town's Administrator or designee shall determine if external weather conditions necessitate closure of Town Buildings and that personnel are relieved of duty at no loss of pay. The Selectmen's Office will notify the Library Director, as soon as possible, regarding any/all emergencies.

18.2 WEATHER EMERGENCIES

In the event that the Town Administrator or designee declares a weather or state of emergency, all Non-essential employees will be granted time off without loss of pay. Depending on type of emergency, essential employees will be determined by the Town Administrator or designee. The Selectmen's Office will notify the Library Director, as soon as possible, about any/all emergencies.

19.0 MILITARY LEAVE

A military leave of absence without compensation shall be granted to any employee called to active duty with the United States Armed Forces. United States Military Service undergone by an employee following his/her commencement of employment with the Town (and following probationary or training period) shall be credited as time served within the Town within thirty (30) days of discharge or release to inactive duty. An employee, who is a member of the Armed Forces Reserve Corps., may be granted under Section 59 of Chapter 33 of the General Laws of Massachusetts, a leave of absence with pay for his annual tour of duty provided that this does not exceed seventeen (17) days.

If a member of the Army of Air National Guard of Massachusetts is called to active duty by the Governor for the purpose of repelling an invasion, suppressing an insurrection or civil disorder, or maintaining order in the case of a public disaster or emergency, he will receive a leave of absence. Such employee shall also be granted time off without pay during his annual tour of duty with the National Guard. An employee will not lose his seniority benefits if he is called to active duty for an extended period of time provided that he returns to his job within one (1) month of discharge or release from active duty.

20.0 SAFETY COMMITTEE CODE

A safety committee shall be composed of two (2) representatives of the Union, to be selected by the Town Administrator. Said committee shall appoint a chairman and meet regularly to review safety practices. It may draw up a safety code which both parties to this agreement agree to enforce whenever practiced and so long as such code may be in compliance with other applicable laws, codes, by-laws or other regulatory agencies of the Commonwealth of Massachusetts or the Town.

21.0 ITEMS PROVIDED BY TOWN

The Town agrees to provide such reasonable material, equipment, tools or necessary license fees as may be required to enable employees to perform the duties assigned pursuant to this agreement.

22.0 MATERNITY LEAVE

In providing maternity leave benefits, the employer shall comply with Massachusetts General Laws Chapter 149, Section 105D, and shall grant to its employees leave in accordance with said chapter, or up to twelve weeks, whichever is greater.

23.0 EMPLOYEE RECORDS

A copy of any written statement or report which is of critical nature and is made by a member of management or a designated supervisor concerning an employee, which statement is to be retained by the Town in the employee's personnel file, shall be shown to the employee, who shall verify in writing either that he has read it or that he has had an opportunity to read it. If the employee refuses to read or sign such a statement, the supervisor or other person in whose presence the employee read or was shown the statement or report was read or acknowledged by the employee and that the employee refused to read or sign the statement acknowledging this fact. If the employee is not available (due to illness or other absence) at the time of the statement or report is prepared, management or the

designated supervisor shall file with the statement the reason for showing this statement to the employee at the time of filing.

No action shall be taken by the Town based solely on such statement unless it appears in the file that the employee read or had the opportunity to read the statement, it is specifically provided, however, that such record may be retained in the file and may be considered in any subsequent action by the Town if the record then shows that the employee has read or had the opportunity to read this statement. The employee shall be permitted to make a two (2) page written rebuttal explanation as to any such report, and the employee's written statement shall be shown to the Department Head, if such statement is materially related to the statement by management, it will be filed with the related record. The employee's rebuttal shall not be so filed if it contains critical remarks about any other individual or individuals.

24.0 MISCELLANEOUS PROVISIONS

24.1 Bulletin Boards

Announcements shall be posted in conspicuous places where employees enter or leave the premises, or where meal breaks are taken. Parties to this agreement, both of whom may use the bulletin boards for notices of routine nature, agree that denunciatory or inflammatory written material shall not be placed on such bulletin boards.

24.2 Mileage

Employees who use their own car for Town travel shall submit vouchers for said travel. This travel must be approved by the Department Head prior to any reimbursement by the Town. Mileage reimbursement will be paid consistent with IRS Guidelines in effect at the time of travel.

24.3 Educational Leave

Leave with pay to attend area education conferences may be granted at the discretion of the Department Head.

24.4 Educational Development

Any member of the bargaining unit who has acquired college credits in a program approved by the State Board of Education shall receive an Educational Development Base Salary Increase according to the following schedule:

- 30 Acquired College Credits- 5% of Base Salary
- Associates Degree- 10% of Base Salary
- Bachelor Degree- 15% of Base Salary

Credit accumulation shall only apply to subjects which are job related. The student must receive a minimum grade of 2.0 on a 4.0 scale for each course to be eligible for Educational Development pay.

Satisfactory completion of all courses or degrees shall be submitted by the employee to the Department Head, who shall cause the employee's base salary to be appropriately increased.

Full-time employees will give notice, on a form provided by the Town, of their intentions to seek Educational Development Base Salary Increase by October 1st of the previous fiscal year.

Any employee hired on or after July 1, 2014 will not be eligible for any educational development pay.

24.5 Custodian Work Boots/Extreme Weather Gear

Custodian/Janitors shall wear a recognized non-steel toe safety work boot during all working hours and failure to do so may result in disciplinary action. Each custodian shall be reimbursed by the employer, effective July 2, 2001, up to a maximum of \$150.00 of the cost of a recognized safety work boot. Reimbursement will be made upon delivery of a paid receipt or invoice thereof and provided that such reimbursement shall be paid only during the month of September of each year.

The custodian/janitor shall be reimbursed by the employer up to a maximum of \$250.00 annually for the purchase of outerwear to protect from weather extremes.

24.6 Job Upgrade

An employee who replaces an employee in a higher job classification shall receive the upgrade pay for all such time worked.

24.7 Job Reclassification

The employer agrees to consult the Union before any classification is reclassified.

24.8 Access to Premises

Upon reasonable notice to the Town, the Town agrees to permit one representative of AFSCME, AFLICIO and/or Council 93 and/or Local1703 to enter the premises at a mutually agreeable time for individual discussion of working conditions with employees, provided

specifically that such representative may not, in any manner, interfere with the performance of duties assigned to the employees or impede the ability of any municipal employee to adequately perform their duties in an effective manner.

24.9 Serving on a Town Board

Any Union member serving on a Town Board or Committee will be allowed time off with pay to attend meetings of said Board or Committee.

25.0 SALARY ADMINISTRATION PLAN ENTRANCE PAY

Upon employment, an employee shall be placed at the minimum step of the salary assigned to the class to which appointed. However, with prior approval by the Town Administrator, and the Town Administrator finds that a position is difficult to fill for any reason, appointment may be made at the second or subsequent step in the salary range.

25.1 Anniversary Date - All step adjustments to pay will occur on July 1st of each year except that employees hired or promoted between April 1 and June of a year will only receive a COLA (if applicable) and not a step increase on the first July 1st after their hiring or promotion.

26.0 PROHIBITION OF STRIKES

There shall be no strike or lockout during the term of this agreement. The Union recognizes that it does not have the right to strike against the Town or to assist or participate in any such strike. No employee covered by this agreement shall engage in, induce, or encourage any strike, work stoppage, slowdown, or withholding of service. The Union agrees that neither it nor any of its officers or agents will call, instigate, authorize, participate in, sanction or ratify any such strike, work stoppage, slowdown or withholding of service. Should any employee or group of employees, covered by this agreement, engage in any strike, work stoppage, slowdown, or withholding of services, the Union shall forthwith disavow any such strike, work stoppage, slowdown or withholding of services and shall refuse to recognize any picket line established in connection herewith. Furthermore, at the request of the Town, the Union shall take all reasonable means to induce such employee or group of employees to terminate the strike, work stoppage, slowdown or withholding of services and to return to work forthwith.

27.0 EFFECTIVE DATE AND DURATION

The provisions of this agreement shall become effective on July 1, 2014 and will continue in full force and effect through June 30, 2017. This agreement shall thereafter automatically renew through the year to year unless prior to June 30, 2017 or prior to October 1 of any year thereafter, either party notifies the other in writing of its desire to terminate or modify this agreement. Such notification shall be sent by registered United States Mail to the responsible signatures of this Agreement.

28.0 SUCCESSOR CLAUSE

Both parties agree to be bound by the terms and conditions of Agreement during the period between the date of expiration and the date of execution of a new agreement.

Appendix A: Positions by grade and salary table

GRADE I, II, III currently have no positions in this agreement.

GRADE IV

Principal Clerk, Parking Clerk, Van Driver, Night Custodian

GRADE V

Departmental Assistant (Asst. Town Clerk, Asst. Treasurer, Asst. Collector, Assessor’s Clerk, DPW Clerk, Accounting Clerk, Treasury Clerk);
Library Circulation Assistant; Library Technician; Maintenance Mechanic

GRADE VI

Administrative Assistant, Children’s/Young Adult Librarian w/out MLS,
Reference Librarian w/out MLS, Assistant Town Accountant, Assistant Treasurer/Collector

GRADE VII

Children’s/Young Adult Librarian with MLS, Reference Librarian with MLS

GRADE VIII

Assistant Director

FY15	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Grade 4	\$ 18.0422	\$ 18.4932	\$ 18.9555	\$ 19.4294	\$ 19.9152	\$ 20.4130	\$ 20.9234	\$ 21.4465	\$ 21.9826
Grade 5	\$ 20.3728	\$ 20.8822	\$ 21.4042	\$ 21.9393	\$ 22.4878	\$ 23.0500	\$ 23.6263	\$ 24.2169	\$ 24.9923
Grade 6	\$ 23.4169	\$ 24.0024	\$ 24.6024	\$ 25.2175	\$ 25.8479	\$ 26.4941	\$ 27.1565	\$ 27.8354	\$ 28.6613
Grade 7	\$ 25.7475	\$ 26.3912	\$ 27.0510	\$ 27.7273	\$ 28.4205	\$ 29.1310	\$ 29.8592	\$ 30.6057	\$ 31.3709
Grade 8	\$ 27.0188	\$ 27.6942	\$ 28.3866	\$ 29.0963	\$ 29.8237	\$ 30.5693	\$ 31.3335	\$ 32.1168	\$ 33.0397
FY16	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Grade 4	\$ 18.8631	\$ 19.3347	\$ 19.8180	\$ 20.3135	\$ 20.8213	\$ 21.3418	\$ 21.8754	\$ 22.4223	\$ 22.7586
Grade 5	\$ 21.2998	\$ 21.8323	\$ 22.3781	\$ 22.9376	\$ 23.5110	\$ 24.0988	\$ 24.7013	\$ 25.3188	\$ 25.6986
Grade 6	\$ 24.4824	\$ 25.0945	\$ 25.7218	\$ 26.3649	\$ 27.0240	\$ 27.6996	\$ 28.3921	\$ 29.1019	\$ 29.5384
Grade 7	\$ 26.9190	\$ 27.5920	\$ 28.2818	\$ 28.9889	\$ 29.7136	\$ 30.4564	\$ 31.2178	\$ 31.9983	\$ 32.4783
Grade 8	\$ 28.2481	\$ 28.9543	\$ 29.6782	\$ 30.4201	\$ 31.1806	\$ 31.9602	\$ 32.7592	\$ 33.5781	\$ 34.0818
FY17	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
Grade 4	\$ 19.8180	\$ 20.3135	\$ 20.8213	\$ 21.3418	\$ 21.8754	\$ 22.4223	\$ 22.9828	\$ 23.5574	
Grade 5	\$ 22.3781	\$ 22.9376	\$ 23.5110	\$ 24.0988	\$ 24.7013	\$ 25.3188	\$ 25.9518	\$ 26.6005	
Grade 6	\$ 25.7218	\$ 26.3649	\$ 27.0240	\$ 27.6996	\$ 28.3921	\$ 29.1019	\$ 29.8295	\$ 30.5752	
Grade 7	\$ 28.2818	\$ 28.9889	\$ 29.7136	\$ 30.4564	\$ 31.2178	\$ 31.9983	\$ 32.7982	\$ 33.6182	
Grade 8	\$ 29.6782	\$ 30.4201	\$ 31.1806	\$ 31.9602	\$ 32.7592	\$ 33.5781	\$ 34.4176	\$ 35.2780	

Appendix B: Sample Evaluation

Town of Maynard

Employee Evaluation



This form should be used upon hiring to validate a new employee has progressed through the probationary period of hiring and at least once annually for all employees to acknowledge that the employee continues to perform at an acceptable level for the position.

Employee: _____ Date of Evaluation: _____

Supervisor: _____

1. Briefly describe how the employee has succeeded in his or her position since the last evaluation was conducted.

Enter the information here

2. Note any work related deficiencies in this employee's performance.

Enter the information here

3. Some deficiencies noted in item #2, above, may be resolved with the direct communication between supervisor and employee intended by this process. Others may require a formal improvement plan for the employee. This plan must have measurable objectives and be completed within 90 days of this evaluation. For some circumstances, a longer timeline may be established but regardless of the timeframe established, regular progress toward eliminating the deficiency must be noted at least monthly. All records of the efforts and progress should be attached to this report for review. Employees on an improvement plan will not receive a Step increase until successful completion of the plan. Such increases will then be paid retroactively. Failure to complete the plan will result in further personnel action.

If a formal plan is warranted, attach it to this document.

Supervisor

Employee

This agreement entered into this: 21st day of October 2014

FOR THE TOWN-OF MAYNARD:

William Cranshaw, Chairman, Board of Selectmen

Jason Kreil, Clerk of Selectmen

David Gavin, Selectman

FOR AFSCME, AFL/CIO, LOCAL 1703:

Nancy Brooks

Kevin Petersen

Dennis Morrissey

Michael Downey

ATTEST:

Michelle Sokolowski, Town Clerk

This agreement entered into this: 21st day of October 2014

FOR THE TOWN-OF MAYNARD

William Cranshaw

William Cranshaw, Chairman, Board of Selectmen

J. Kreil

Jason Kreil, Clerk of Selectmen

David D. Gavin

David Gavin, Selectman

FOR AFSCME, AFL/CIO, LOCAL 1703:

Nancy W. Brooks

Nancy Brooks

K. Petersen

Kevin Petersen

Dennis Morrissey

Dennis Morrissey

Michael Downey

Michael Downey

ATTEST:

Attest: A True Copy

Michelle L. Schulzki

Town Clerk

Town Clerk