

AGREEMENT

Between

TOWN OF NEW MILFORD



And



**LOCAL 1303-183 OF COUNCIL 4 AFSCME, AFL-CIO
LOCAL 818-50 OF COUNCIL 4, AFSCME, AFL-CIO**

July 1, 2019 – June 30, 2023

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AGREEMENT

This AGREEMENT is made and entered into by and between the TOWN OF NEW MILFORD, hereinafter referred to as "the Town" and LOCAL 1303-183 OF COUNCIL 4, AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL-CIO (Town Local) and Local 818-50 of Council 4 of the American Federation of State, County and Municipal Employees, AFL-CIO (Library Supervisors), hereinafter referred to collectively as "the Union".

ARTICLE I **RECOGNITION**

Section 1.0

The Town recognizes the Union as the sole and exclusive bargaining agent for New Milford Town Local and Library Supervisors as identified in Appendix A to this Agreement, who work twenty (20) hours or more per week for the purpose of collective bargaining on matters of wages, hours, and other conditions of employment in accordance with Connecticut State Board of Labor Relations Case No. ME-7046, Decision 2132, and Certification of Representation dated May 24, 1982, except that the Sanitarian, the Building Inspector, the Zoning Enforcement Officer, the Administrative Aide and the Executive Secretary to the Mayor, the Executive Secretary to the Chief of Police, the Administrative Assistant to the Director of Public Works, the Facilities Manager (DPW), the Library Director, the Personnel Office Secretary shall be excluded and supervisory staff, temporary employees and any other employees excluded by the Municipal Employees Relations Act, as certified by the Connecticut Board of Labor Relations in Decision No.388, issued November 22, 2002.

Section 1.1

The parties agree that all parts and sections, including any addenda, of the Collective Bargaining Agreement, which expires on June 30, 2023 that are not changed will be included, verbatim, until a new Successor Agreement is reached or arbitrated.

ARTICLE II **MANAGEMENT RIGHTS**

Section 2.0

Except as specifically relinquished, abridged or limited to a specific provision of this Agreement, it is agreed that the Town has retained the usual management rights and that the right to manage the business of the Town and direct its working force is vested exclusively in the Town, which right shall include but shall not be limited to, the right to hire, promote, demote and transfer; to suspend, discharge or otherwise discipline for just cause; to maintain discipline and efficiency of employees and prescribe reasonable rules to that end which do not affect wages, hours or other terms and conditions of employment; to transfer or lay-off because of lack of work; to dismiss for just cause; to determine the extent to which work or employment shall be increased or reduced, including the exclusive right to plan, direct and control the departmental operations; and to change methods, processes, equipment or facilities; to manage and direct the operation of the

Library and the workforce; to determine the type of work to be performed; to assign and sub-contract work as long as such sub-contracting does not result in the layoff, reduction in grade or salary of a bargaining unit member; to hire, transfer, layoff, promote, demote, discipline or discharge employees; to establish rules of conduct; to establish and maintain the quality and efficiency of Library operations; to determine the standards of service to be offered; to determine the standards and methods of selection for employment and the content of jobs; to determine the number and location of facilities or to suspend any part of the Library operation as necessary; to purchase products and services; to take all necessary actions to carry out its mission in emergencies; and to make all plans and decisions on all matters involving Library operations.

ARTICLE III **UNION SECURITY**

Section 3.0

Each present employee, who becomes a member of the Union as of the execution date of this Agreement as evidenced by voluntary completion of an authorized form for the payroll deduction of Union dues or a Union service fee, shall remain a member of the Union in good standing or pay a Union service fee as a condition of employment.

Section 3.1

Upon receipt of a proper written individual authorization, the Town agrees to deduct monthly Union dues and/or service fees and Union initiation and/or reinstatement fees, as the case may be, in the amount certified by the Union, from each member of the bargaining unit who is on the payroll.

Section 3.2

The dues deduction shall be made once a month during the same payroll period each month as specified by the Town, with agreement of the Union. The Town shall remit all such deductions to the Union's office.

Section 3.3

In consideration of the Town entering into the provisions of this Article, the Union hereby agrees to indemnify the Town and hold it harmless from any and all claims, liabilities or costs, including reasonable attorney fees, to the Town which arise out of entering into or enforcement of this Article.

ARTICLE IV
NO STRIKE/NO LOCKOUT

Section 4.0

The Union agrees that it will not call or support any strike, work stoppage, picketing, work slowdown or any other action against the Town that would impede the proper functioning of the Town government including the Library at any time.

Section 4.1

The Town agrees that it will not lock out any employees at any time.

ARTICLE V
HOURS OF WORK AND OVERTIME

Section 5.0- Town Local Employees

The work days and work week for all Town Local employees shall be those hours, and starting and quitting times, in effect as of the execution date of this Agreement. The Deputy Fire Marshal may work a Tuesday through Saturday schedule eight (8) weeks of the year on dates to be determined by the Fire Marshal consistent with the operating needs of the Department. The eight (8) Tuesday through Saturday work weeks shall be broken down into two periods of four (4) consecutive weeks selected by the Town with reasonable notice provided to the Deputy Fire Marshal in advance of each of the four (4) week periods selected by the Town. In the Facilities Department, hours are flexible and may vary for special project work that is determined by the Town. Municipal Agents in the Commission on Aging may work flexible hours to include evenings and weekends as appropriate to meet client needs. Weekend and evening hours shall not be considered overtime when pre-scheduled and the work week does not go over 40 hours.

Section 5.1 Librarians

All Library employees in the bargaining unit are FLSA exempt employees. FLSA exempt employees are exempt from the overtime and minimum wage provisions of the federal and state wage and hour laws. Therefore, they are not eligible for overtime compensation. Employees will work a flexible workweek and flexible working hours to accommodate the needs of the Town, as determined by the Library Director in order to carry out the professional responsibilities of their jobs.

Section 5.2

Full-time employees shall work thirty (30) hours or more up to forty (40) hours per week, exclusive of lunch periods.

Part-time employees shall work twenty (20) hours or more per week but less than thirty (30) hours per week, exclusive of lunch periods.

Section 5.3

- A. Hours worked in excess of regularly scheduled hours to forty (40) hours in a week shall be paid at the regular (straight time) rate. Hours worked in excess of forty (40) hours per week (exclusive of any unscheduled sick, vacation, and personal leave) shall be paid at the rate of time and one-half (1-1/2) the regular rate. Hours worked in excess of eight (8) hours in any one day shall be paid at the rate of time and one-half (1-1/2) the regular rate. Time off charged to compensatory time shall be counted as time worked.
- B. In lieu of overtime pay, an employee may request compensatory time off which, if granted, shall be given at the appropriate overtime rate. Compensatory time shall be taken with the approval of the employee's supervisor. An employee may accumulate up to forty (40) hours of compensatory time. Accumulated compensatory time accounts shall be paid at the end of the fiscal year at the employee's regular rate in effect when the compensatory time was earned.

Section 5.4

Any employee called back to work outside his regularly scheduled working hours shall be paid a minimum of three (3) hours at the appropriate hourly rate pursuant to Section 5.3 above.

Section 5.5

All overtime work, within job title, shall be distributed equally during the fiscal year. The department will keep a list by seniority per department and assign from the top, force from the bottom of the list based on seniority and the need to fill overtime work. Any employee who does not avail himself of the opportunity to work overtime shall be charged for overtime as though he had worked.

ARTICLE VI **HOLIDAYS**

Section 6.0

The following holidays shall be observed as days off with pay:

New Year's Day
Martin Luther King Day
President's Day
Good Friday
Memorial Day
July 4th

Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
Floating Holiday

Section 6.1

For Monday through Friday employees, when the officially designated holiday falls on Saturday, the preceding Friday will be observed as the holiday; when the officially designated holiday falls on Sunday, the following Monday will be observed as the holiday. For employees who do not work Monday through Friday, when the designated holiday falls on a day off, an alternate holiday consecutive with their regular days off will be designated by the Town.

The floating holiday shall be taken at employee's discretion with prior approval of supervisor. Floating holidays do not carry over beyond June 30 of the fiscal year.

Section 6.2

In the event an employee is required to work on a Town-Designated holiday, he shall receive holiday pay and shall be paid at one and one-half (1-1/2) times his straight time rate of pay for all hours worked. In the event a holiday falls on an employee's regular day off the employee shall have one (2) of the following options:

- A. The employee shall receive a future day off with pay, which shall be scheduled with the approval of the supervisor, and provided there is no additional cost to the Town, or
- B. Receive eight (8) hours pay at straight time and not take a future day off.

Section 6.3

As to Library Supervisors, should Christmas Eve/New Year's Eve fall on a weekday or Saturday all employees working these days will be permitted to leave work at 1 p.m. Any employee who is normally scheduled to work beyond 1 p.m. will have four (4) hours counted toward their regularly scheduled work week.

Should Christmas Eve/New Year's Eve fall on a Sunday, and the library is not open that day, employees will receive four (4) holiday hours to be taken within 30 days of the holiday.

Christmas Day/New Year's Day Closures

The Library will be closed on Christmas Day/New Year's Day. Should the holiday fall on a weekday, an employee who is normally scheduled to work will have eight (8) hours counted toward their regularly scheduled work week. Should the holiday fall on a Saturday or Sunday, employees will receive eight (8) holiday hours to be taken within 30 days of the holiday.

Should the Library be closed for emergency, budgetary or other reasons, and an employee is unable to work because of the Library's closure, the employee will be paid for all hours the employee had been scheduled to work.

ARTICLE VII

SENIORITY

Section 7.0

The Town shall prepare and maintain a seniority list for Town Local and Library Supervisors. The Union shall receive a copy of said list on or about July 1st of each year.

Section 7.1

Newly hired employees shall serve a probationary period of 150 working days. Employees who either transfer or are promoted shall have a 75 working day probationary period. The probationary period may be extended by mutual agreement of the Union and the Town. During such probationary period, the probationary employee shall be entitled to representation by the Union but actions taken by the Town with respect to discipline and discharge or other termination shall be in the sole discretion of the Town and shall not be subject to the grievance and arbitration procedure.

Upon completion of the probationary period, the employee's seniority shall date back to the date of hire and newly promoted employees shall be credited with classification seniority as of their date of entry into the position.

ARTICLE VIII

VACANCIES

Section 8.1

- A. All job vacancies within the bargaining unit shall be posted in all buildings occupied by the Town, for a period of five (5) working days with a deadline of 4:30 p.m. on the last day of the posting. Interested employees may submit their applications to the Personnel Director in writing or, in the event of vacation leave, an employee may submit his/her interest for the position (in writing through a Union representative).
- B. Vacancies shall be filled on the basis of qualifications and ability. Where qualifications and ability are equal, seniority shall prevail.
- C. Subsequent position(s) created by the promotion shall again be advertised internally (8.2A of contract).

Section 8.2

In the event of a layoff, all temporary, seasonal and new-hire probationary employees shall be laid off first, and shall have no recall rights. Any bargaining unit employee who is subject to layoff shall be given at least two (2) weeks' notice (or 10 working days). Thereafter, layoffs shall take effect as follows:

- A. The least senior employee within the job class.

- B. An employee scheduled for layoff may bump an employee with less seniority in an equal or lower job class provided he has the proven ability to perform the work.
- C. An employee who is laid off pursuant to Section 8.2, and who was performing satisfactorily at the time of layoff, shall be placed on a recall list for a period of 18 months.
- D. During the recall period, laid-off employees shall be recalled in order of seniority to any open position of the same or lesser pay grade in the bargaining unit, provided they are qualified to perform the work. If an employee is recalled to any position other than the position from which the employee was originally laid off, the employee shall serve a sixty (60) day probationary period. If the employee is unable to perform the work satisfactorily, he shall be returned to layoff status for the remainder of the original recall period.
- E. If a laid-off employee fails to respond to notice of recall within five (5) days of receipt of such notice, or if laid-off employee refuses recall to the job from which he was laid off, he shall lose his recall rights. If there is no opening in the position from which he was laid off and he refuses any other position in the same or lesser pay grade, he shall not lose recall rights. If he accepts a position that carries the same or lesser grade, and an opening occurs within his original recall period in the position he formerly held, he shall have a right to fill the position he formerly held.
- F. No new employees shall be hired until all laid-off employees with recall rights to the open position have been recalled or refused recall or failed to respond to notice of recall.
- G. An employee who is recalled shall be paid the rate of the position to which the employee is recalled.

ARTICLE IX

WAGES

Section 9.0

All jobs within the bargaining unit have been assigned a job class in accordance with the designations found in Appendices A - C. If and when during the course of this Agreement, the Town creates a new job which is to be included in the bargaining unit, then the Town shall designate the job class of the new job.

Section 9.1

When the duties and responsibilities of a bargaining unit position are significantly and substantially different than as stated in the job description existing at the time when this Agreement was signed, the following process shall apply. The incumbent employee and/or the Department Head shall request the Personnel Director to initiate an evaluation of the position. The Personnel Director shall review relevant information and shall meet with the Department Head, the employee and the Union President to consider whether the job description needs

revision and whether job grade reclassification is appropriate. Any job grade reclassification requested by the union shall be presented to the Personnel Director and the Mayor. All upgrades must have approval by the Mayor, the Town Council and the Union Executive Committee before it may be implemented.

The Personnel Director shall consult with the Union in developing job descriptions for staff. Each employee will be given a copy of his/her job description. In the event the Town desires to change the job description for a particular position, the Union shall be consulted.

Section 9.2

Retroactive to July 1, 2019, the hourly ranges for each job classification shall be as listed in Appendices A through C and shall reflect increases of 1.75% for 2019-2020, 2.0% for 2020-2021 and 2.0% for 2021-2022 and 2.0% for 2022-2023

Section 9.3

Employees hired in a job designated in Job Class 1 through 6 shall be paid at Step 2 of the appropriate salary structure until such time as the employee satisfactorily completes six (6) months of continuous service in such job. Thereafter, the employee shall be paid the Job Rate.

Employees hired in a job designated in Job Class 7 through 14 shall be paid at Step 1 of the appropriate salary structure. Upon satisfactory completion of six (6) months of continuous service in Step 1, the employee shall progress to Step 2. After satisfactory completion of six (6) months of continuous service in Step 2, the employee shall progress to the Job Rate.

Section 9.4

An employee who is promoted to a higher job class shall be paid at Step 1 of the new class unless the rate is not at least five percent (5%) higher than his previous rate, in which case the employee shall be paid at Step 2 of the new class. If Step 2 is not at least five percent (5%) higher than the employee's previous rate, he shall be paid at Job Rate. An employee who is promoted and paid at Step 1 or Step 2 shall progress to Step 2 (where applicable) and to Job Rate at six month intervals.

Employees who are temporarily assigned to perform the responsibilities of a higher paid job class as a result of vacancies resulting from either illness or permanent job opening shall be paid the higher rate of the job class so assigned for after one full day worked. The employee so assigned shall be paid at Step 1 of the higher paying job class unless that rate is not at least five percent (5%) higher than the employee's regular rate, in which case the employee shall be paid at Step 2 of the higher paying job class. If Step 2 is not at least five percent (5%) higher than the employee's regular rate, he shall be paid at Job Rate.

Section 9.5

Employees shall be paid bi-weekly. The Town reserves the right to change weekly pay to biweekly with 30 days' notice, if this is determined to be of benefit to the Town. All salary increases shall be implemented on the first day of the next pay period following the effective date of the increase.

Section 9.6

Employees hired before July 1, 2019 who have completed the stated year of continuous service shall be entitled to longevity pay as follows:

- | | |
|--|----------|
| • 10 years through 14 years of continuous service: | \$250.00 |
| • 15 years through 19 years of continuous service: | \$275.00 |
| • 20 years through 24 years of continuous service: | \$350.00 |
| • 25 years or more of continuous service: | \$400.00 |

Said pay shall be non-accumulative and shall be paid to the employee at the first payroll period in December of each year.

Employees hired after July 1, 2019 shall not be entitled to longevity pay.

ARTICLE X **INSURANCE AND PENSION**

Section 10.0

The Town shall provide, at no cost to the employee, the following insurance for all employees who have twelve or more months of continuous full-time service with the Town:

- Life Insurance, including an accidental death and dismemberment benefit, in the amount of one times the employee's straight time annual salary to the nearest thousand dollars. To be eligible for this benefit, employees must be employed for thirty (30) or more hours per week and must meet the requirements within the plan document except that part-time employees hired before July 1, 2000 and employed for twenty (20) or more hours per week shall also be eligible for this life insurance benefit.
- Liability coverage for all Town Local employees through the Town's blanket policy.

Section 10.1

The Town shall provide the following insurance for all employees who are employed for thirty (30) or more hours per week and, where applicable, their eligible dependents:

- A. State Partnership Plan 2.0 in accordance with the Plan benefit identified in Schedule D attached hereto:

B. Dental Insurance: The current dental plan shall remain in full force and effect for the contract term.

C. Employees shall contribute the following share of premium costs for the above coverage by payroll deduction:

<u>Effective Date</u>	<u>Premium Share</u>
7/1/19 – 6/30/20	8.5%
7/1/20 – 6/30/21	9%
7/1/21 – 6/30/22	9%
7/1/22-6/30/23	9.5%

*Two people shall consist of a married couple, a civil union formed prior to enactment of the state Same Sex Marriage Act of 2008, or a parent/dependent child.

D. The Town shall maintain a “Section 125” Salary Reduction Agreement which shall be designed to permit exclusion of the employees’ share of health insurance premiums from taxable income. The Town makes no representations or guarantees as to the initial or continued viability of such a Salary Reduction Agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax exempt status of employee insurance premium contributions. So long as the Town makes a good faith effort to comply with this paragraph, neither the Union nor any employee covered by this Agreement shall make any claim or demand, nor maintain any action against the Town or any of its members or agents for taxes, penalties, interest or other cost or loss arising from a flaw or defect in the Salary Reduction Agreement, or from a change in law which may reduce or eliminate the employee tax benefits to be derived therefrom. This waiver on the part of the Union shall not extend to acts which may be committed by the Town or its agent(s) other than acts in furtherance of the I.R.C. Section 125 plan.

Section 10.2

Employees are covered by the State Workers’ Compensation Act. Any employee who is eligible for compensation under this Act shall be compensated at the rate prescribed by the Act and for the duration of time as prescribed by the Act. Such payments will be made to the employee on behalf of the Town by the Town’s Workers’ Compensation insurance carrier.

Section 10.3

The eligible employees covered by this Agreement shall be provided with coverage under the Town of New Milford Pension Plan.

A. Employee shall contribute two percent (2.0%) of their base wage as pension contributions. Said contributions shall be subject to IRS 414(h) pre-tax conversion, applicable IRS section. Effective July 1, 2006, the following amendments to the pension shall apply to all members of the bargaining unit.

1. The normal retirement date shall be the earlier of the following:
 - a. Age 65 + 5 years of service or
 - b. Employee's age at retirement + years of service = 84 (Rule of 84), without a minimum age requirement for existing bargaining unit member who, as of 7/1/14, have 15 or more years of continuous service. For all bargaining unit members without 15 or more years of continuous service as of 7/1/14, the minimum age requirement shall be 58 in order to be eligible for the benefits described herein.

2. The annual normal retirement benefit shall be calculated as follows:

Years of Service x 1.6% x Final Average compensation (3 highest of the past 10 years)

B. Division 2, Pension Plan, 2-23-2-49 shall be amended to include the following language:

Effective July 1, 2017, no annual retirement benefit shall exceed a maximum of seventy percent (70%) of the employee's "average annual compensation" as defined in the Pension Plan.

Notwithstanding the above:

Employees with at least twenty-five (25) years of credited service in the pension plan on 7/1/17 shall not receive an annual retirement benefit plan that is greater than:

1. seventy-five percent (75%) of the employee's "average annual compensation"
- Or
2. the percentage of the employee's "average annual compensation" that he/she would have been entitled to receive had he/she retired on 7/1/17.

The parties agree that the earliest date that either party may demand to make any additional changes to the Town of New Milford Retirement System is with the expiration of the Collective Bargaining Agreement between the Town of New Milford and the Union which succeeds the current agreement (July 1, 2019 – June 30, 2023).

All other terms and conditions in the Pension Plan shall remain in full force and effect except as modified, changed, or replaced with the terms on this Stipulation.

Section 10.4

The Town shall provide the health insurance benefits as set forth in this Article through the State of Connecticut Partnership plan and/or a properly licensed insurance company in the state of Connecticut, or through an alternative self-insured arrangement. All claims shall be adjudicated in conformance with applicable confidentiality standards, along with the same internal rights of appeal extended by the service provider. In no event shall, the coverage and benefits provided through an alternative insurance carrier, managed care vendor, either self-insured or self-administered, or fully insured be significantly different than the benefits and coverage as set forth in this Article. The size and scope of a preferred provider network of physicians, hospitals, dentists, etc., shall not be a factor in determining the duplication of benefits by an insurance carrier or managed care vendor. It is agreed that an alternative insurance carrier or managed care vendor can be selected by the Town provided that the new insurance carrier or managed care vendor network includes 70% of the hospitals and physicians in Litchfield County and the Danbury Metropolitan area of the original preferred provider network of hospitals and physicians. The Town retains the sole and exclusive right to select and/or change insurance carriers or managed care vendors. The Union shall be notified of the Town's intent to change carriers sixty (60) days prior to the effective date of the change.

ARTICLE XI **VACATIONS**

Section 11.0

- A. Full-time employees will be eligible for vacations during a fiscal year for time worked in accordance with the following schedule:

<u>Years of Completed Service</u>	<u>Work Days</u>
6 months	5 days
1-4 years	10 days
5-9 years	15 days
10-20 years	20 days
21 years	21 days
22 years	22 days
23 years	23 days
24 years	24 days
25 or more years	25 days

- A. An employee who has worked less than half of the scheduled hours as a result of unpaid leave in the prior fiscal year shall be credited with earned vacation on a pro rata basis. Vacation time continues to accrue for time away from work as a result of workers' compensation.
- B. Vacation time shall be provided in half or whole day increments.
- C. Donation of Vacation Leave: Bargaining unit members may donate their accrued vacation leave to a fellow bargaining unit member who is suffering from a long term or terminal illness or disability and who has at least six (6) months of Town service and has achieved permanent status and has exhausted his/her own accrued paid time off. No employee may donate more than five (5) days of vacation leave in a calendar year.

- D. Said benefit shall be subject to review and approval by the Personnel Director and shall be applied in accordance with uniform guidelines as may be developed by the Director. As provided in those guidelines, the donation shall be made only in minimum units of one day (or the equivalent hours), which shall be the length of the standard work day (e.g. 8 hours).

Section 11.1

Vacation Schedules

- a) The vacation period is July 1 through June 30 of each year. Application for vacation shall be made by the employee and is subject to the approval of the employee's supervisor.
- b) Requests for vacation shall be submitted by July 1 of each year for time off for the ensuing months of January – June 30th.
- c) Request for vacation shall be submitted by January 1 for the ensuing months of July – December 31st.
- d) If two or more employees within a department request the same vacation time prior to the date set for final submission, the most senior employee shall be given preference.
- e) Requests for vacation that are made after the time frame as described in the above shall be granted on a first come basis subject to the operating needs of the Department.

Section 11.2

Accrued vacation time unused at the time of an employee's termination for reasons other than discharge (termination for cause), except vacation leave carried over pursuant to Section 11.5 below, shall be paid to the employee on a pro rata basis.

Section 11.3

In the event of an employee's death, his spouse, or, if there is no spouse, his beneficiary or estate shall be paid for unused vacation time in the manner stipulated in the above Section 11.2.

Section 11.4

An employee who becomes ill during the course of his vacation leave shall be given an opportunity to change his vacation to sick leave, if he so desires, with the condition that he file with the Personnel Department, a physician's certificate confirming the illness and its duration.

Section 11.5

- A. An employee may carry over a maximum of ten (10) days of vacation leave into the next fiscal year.

ARTICLE XII **LEAVE PROVISIONS**

Section 12.0 Sick Leave Income Protection Plan

It is recognized that from time to time an employee may be stricken with a disabling illness or injury, including pregnancy related disabilities, which will prevent the employee from performing the requirements of the job. In such instances, it is the intention of the parties to minimize the financial impact of absence from work.

- A. During each fiscal year, each employee shall be credited with one day of sick leave for each month of completed service. On July 1st of each fiscal year, employees who have completed twelve (12) months of service in the preceding fiscal year shall be credited with twelve (12) paid sick days. Employees who have not completed twelve (12) months of service in the preceding fiscal year, either because they are newly hired or because they have been on an extended leave of longer than three (3) months (the first three (3) months of leave shall be counted as months of service), shall be credited on July 1st with one (1) paid sick day for each completed month of service in the preceding fiscal year and shall continue to accrue paid sick days for each month of service after July 1st to a maximum of twelve (12) days for that fiscal year. A paid holiday occurring while an employee is on authorized sick leave status shall not be charged to accrued sick leave.

1. Using Paid Days. Paid sick leave may be taken in hourly increments.

2. Payment of Unused Sick Days. Sick days unused as of the end of the fiscal year shall be paid to the employee in the first pay period of September at the rate of 25% for each unused day and at the rate in effect as of the prior June 30th.

3. Any sick leave accumulation remaining at the time of the employee's termination shall be paid to the employee or the employee's spouse or estate according to the following schedule:

- Upon death - 100%
- Upon retirement with a minimum of thirty (30) years of service - 100%
- Upon retirement with a minimum of twenty (20) years of service - 50%

- Upon discharge - (termination by Town or resignation to avoid termination) - 0%
- At any other termination - 25%

B. **Short-term Disability:** Employees who are absent due to a non-job related disabling illness or injury for seven (7) or more days and who are under the care of a medical doctor, shall be eligible for disability benefits provided that the employee furnishes to the Town a doctor's certificate describing the nature and duration of the disability and the fitness of the employee to return to work. The note will cover a designated period of time with a beginning and an end date, and a new note must be provided to the Personnel Director immediately following the expiration of the previous note to avoid a break in coverage. The Town may require a second opinion at any time from a doctor it selects, in which case the Town will pay for the evaluation. The employee must have completed one year of service with the Town and must work 30 hours or more per week to be eligible for this benefit. Any employee with a previously existing bank must utilize any available sick time from the bank to supplement Short-term Disability time.

Short-term disability shall apply to any extended absence for non-job related illness or injury of more than seven (7) consecutive work days. After the first seven (7) consecutive days of absence and for a maximum duration of twenty-six (26) weeks, weekly benefits will be paid in the amount of sixty-six and two-thirds percent (66-2/3%) of normal weekly straight time earnings, provided the employee is under the care of a licensed physician. An employee may use a portion of his annual sick leave to supplement the short-term disability payment to provide the employee with his normal salary or weekly or daily earnings. Those employees hired before January 1, 2008 with a previously existing sick bank must utilize any existing sick time from the bank to supplement the short-term disability payment to provide the employee with his/her normal salary or weekly or daily earnings.

- C. **Long-term Disability:** Employees who, after twenty-six (26) weeks are totally disabled from working and are unable to perform their own job or any other occupation or trade to which they are suited by reason of education or training shall be eligible to receive a long-term disability benefit which shall be equal to sixty percent (60%) of their normal monthly straight time earnings at the time of their disablement less any payments for which they are eligible from Social Security and any other insurance or pension plan to which the Town has contributed. Employees shall be eligible for long-term disability benefits for the length of their disablement up to the normal retirement date of the Federal Social Security Act. Employees who qualify for long-term disability benefits without an expectation of return to work shall apply for a disability pension under the Town pension plan and for Social Security disability benefits.
- D. In the event the Town has reasonable cause to believe that an employee is abusing sick leave by taking sick days for purposes other than personal illness, the Town may require written substantiation of the employee's illness from a medical doctor.

- E. If an employee's sick leave and personal time have been exhausted, an employee may request any accrued vacation time, subject to the approval of the Department Head and the Mayor.

Section 12.1 Funeral Leave

Absence from duty because of death in the employee's immediate family shall be excused and compensated for under the following conditions:

- A. The immediate family shall mean: father, mother, step-parent, father-in-law, mother-in-law, spouse, child, sister, brother, grandmother, grandfather, step-child, son-in-law, daughter-in-law, grandchild, domestic partner and any other family member domiciled in the employee's household.
- B. The purpose of time off with pay is to prepare for and attend the funeral ceremonies. Compensation shall not exceed three (3) days, except in the event of death of the employee's spouse, domestic partner, child, father, mother, step-parent, sister or brother, the compensation shall not exceed five (5) days.

Section 12.2 Union Business Leave

- A. Union Officials shall be allowed leave without pay to attend Union conventions or conferences for the period required to attend the function, not to exceed one (1) week each and not more than two officials, in any fiscal year, as approved by the Mayor or his designee.
- B. The Town shall recognize two (2) employees, designated by the Union, for the purpose of handling grievances and time so spent shall be without loss of pay.
- C. The Town shall recognize three (3) employees designated by the Union; for the purpose of handling contract negotiations and time so spent by these employees shall be without loss of pay.

Section 12.3 Jury Duty

The Town shall pay a full-time employee (30 hours or more) called upon for jury service their full-time pay for the first 5 days of jury duty. Beginning on the 6th day, the Town shall pay the difference between the employee's regular pay and that paid by the court for the duration of jury duty service.

Section 12.4 Military Leave

Up to 30 calendar days of military leave each fiscal year may be granted for service on active reserve or National Guard Duty, during which an employee shall be paid the difference between his regular salary and military base pay, as long as military pay is less than the regular wage.

Section 12.5 Personal Leave of Absence Without Pay

Personal leaves of absence without pay may be granted at the discretion of the Mayor, or his designee, for thirty (30) days, renewable up to ninety (90) days. Requests for Child-Rearing Leave shall be considered under this Section via Family Medical Leave Act (FMLA) guidelines. After the first 30 days, continuation of benefits shall be at the employee's expense, unless otherwise provided by law.

Section 12.6 Personal Days

An employee may use three (3) sick days as personal leave days. Carry over shall not be allowed beyond the end of the fiscal year. Paid personal days shall be subject to twenty-four (24) hours notification and approval by the employee's supervisor and may be used in hourly increments.

Section 12.7 Perfect Attendance Day

An employee with six consecutive months of perfect attendance (no use of sick time) shall earn one paid day off which must be taken before June 30 of that fiscal year, unless the perfect is obtained on or after June 15th of that fiscal year in which instance the Personal Day may be taken the following July. An employee with 12 consecutive months of perfect attendance shall earn an additional paid day off which must be taken within 6 months of the following year. The day requested must be approved by the employee's supervisor.

Section 12.8 Civic Duty Day

A full-time employee shall be permitted one (1) day (based on employee's full-time day) per fiscal year for civic duty. This day shall be without loss of pay and will be subject to the approval of the Mayor or the Mayor's designee. Such day shall not be unreasonably denied. This day cannot be carried over into the next fiscal year.

Section 12.9 Notification by Member

For Library employees, in the event of an absence, the employee shall notify the Library Director or, in the Library Director's absence, call in to a Supervisor as soon as practical, and no later than the start of the workday. If such notification is not provided, the employee will be considered absent without leave. After three (3) days without notification by the employee, the Town may declare the position vacant and the employee shall be terminated for job abandonment.

ARTICLE XIII **TERMINATION OF EMPLOYMENT DUE TO INABILITY TO WORK**

Section 13.0

The procedures of this Article shall be implemented when an employee who has been absent due to long-term disability (either job-related or non-job-related) cannot return to work but no sooner than twenty-six (26) weeks from the date of disability. The 26 week waiting period shall not apply if, before the 26 week period has elapsed, the employee's physician determines that the employee will not be able to return to work within a year of the date of disability.

Section 13.1

Upon notification from the Town to the employee pursuant to Section 13.0 above, the employee must present certification from his physician that the employee is able to perform or will be able to perform the essential functions of his job within a year of the date of disability. Date of disability shall be the first day the employee was unable to report for either a full day's work or medically prescribed modified duty, due to disabling illness or injury. Successive periods of disability separated by less than three (3) calendar months are considered as the same disability when the illness or injury rendering the employee disabled remains the same. A return to work light duty on either a full-time or part-time basis shall not alter the original date of disability. If the employee's physician does not certify that the employee is able to perform, without limitation, the essential functions of his position or of any other available position offered by the Town, or if in the opinion of a physician selected by the Town, the employee is found to be unable to perform said functions, the Town may terminate the employee which shall be deemed for just cause. In such case any disability benefits for which the employee may be eligible shall continue unaffected.

Section 13.2

When there is a conflict between the opinion of the employee's physician and the opinion of the physician selected by the Town, a third medical opinion shall be obtained. For such a purpose, the employee shall select a physician from a list of three providers (with the appropriate medical specialty) selected by the Town. The third medical opinion shall prevail for which the Town will cover the cost.

Section 13.3

In the event the employee does not report for the required medical evaluations, the employee may be terminated and such termination shall be deemed to be for just cause.

ARTICLE XIV **DISCIPLINARY PROCEDURE**

Section 14.0

- A. No employee shall be discharged or otherwise disciplined except for just cause; except that the Town shall have the right in its sole discretion to discipline and discharge any employee (newly hired employees or newly promoted employees) during such employee's probationary period.

- B. All warnings (except oral warnings), suspensions and discharges shall be stated in writing with reasons given and a copy given to the employee and the Union.
- C. An employee who receives an oral or written warning/reprimand may request that such warning be removed from his/her personnel file after a period of two (2) years provided there has been no further discipline during the two (2) year period following the issuance of said warning. Such request shall not be unreasonably withheld. This provision does not prevent the Town from maintaining a record of discipline in a file other than the members personnel file.

ARTICLE XV

GRIEVANCE PROCEDURE

Section 15.0 Purpose

This procedure is established to ensure an equitable resolution of problems arising out of the employer-employee relationship between the Town and the Union and to provide a means and method of settling employee grievances on as low an administrative level as possible and thereby achieve maximum efficiency as well as the highest morale among the employees.

Section 15.1 Definitions

A grievance for the purpose of this procedure shall be deemed to be an employee or Union complaint involving a matter relating to the interpretation and application of the specific terms and conditions of this Agreement. A "day" shall mean a workday, excluding Saturday and Sunday, unless otherwise specified. If an employee is regularly scheduled for a Saturday or a Sunday, this day shall be counted as a workday.

Section 15.2 Time Extensions

Time extensions beyond those set forth in this Article may be agreed upon by mutual consent of the parties hereto.

Step One: Within ten (10) working days of the date of the occurrence giving rise to a grievance, the aggrieved may, with or without Union representation submit the grievance in writing, signed by him and his Union representative to the department head or his designee. The department head or his designee shall schedule a meeting as soon as possible and no later than ten (10) working days with all those concerned to discuss the grievance. The decision of the department head shall be delivered in writing to the employee and to the Union representative within five (5) working days after the meeting.

Step Two: If the aggrieved is dissatisfied with the decision rendered by the department head, said grievance shall, within five (5) working days of receipt of the Step One response, be submitted in writing to the Mayor or his designee. The Mayor or his designee shall within ten (10) working days of the receipt of the grievance submit his decision in writing to the employee, a copy to the Personnel Director, and the employee's union representative.

Step Three: If the grievant is not satisfied with the Mayor or his designee's response or if the Mayor fails to render a decision within ten (10) days after the receipt of the grievance, the Union shall have the right to submit the grievance for final solution to the Connecticut State Board of Mediation and Arbitration within ten (10) working days after the date of such decision that should have been rendered by the Mayor or his designee or within twenty (20) working days after receipt of the grievance by the Mayor or his designee. The decision of the arbitrator(s) shall be final and binding upon both parties but shall not contravene, alter, add to or subtract from the specific terms of this Agreement. The parties shall share equally in the cost of arbitration.

Section 15.3

If the Town fails to provide a written response to the grievance within the time limits of this grievance procedure, the grievance shall be considered denied as of the date the answer is due and the Union may submit the grievance to the next step of the grievance procedure.

ARTICLE XVI **SAVINGS CLAUSE**

Section 16.0

In the event that any Article, Section or portion thereof, of this agreement is held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the Article, Section or portion thereof directly specified in the decision.

ARTICLE XVII **NO DISCRIMINATION**

Section 17.0

Both parties agree to continue their policies of not discriminating against any employee on the basis of race, color, religion, age, sex, ancestry, national origin, marital status, sexual orientation, veteran status, political affiliation and activity, disability which is unrelated to the ability of the employee to perform a particular job or any other characteristic protected by applicable federal or state laws. Grievances brought under this Section are limited to the first two steps of the grievance procedure and shall not be subject to arbitration.

Section 17.1

As used in this Agreement, masculine or feminine pronouns shall include reference to either sex.

ARTICLE XVIII **TUITION ASSISTANCE**

Section 18.0

The Town shall provide assistance to full-time employees in reimbursement for tuition expense incurred by employees enrolled in job-related educational courses subject to a maximum of one thousand dollars (\$1,000.00) each fiscal year per employee for all eligible employees.

This tuition assistance is subject to the following limitations:

- A. Courses must be sponsored by a regionally or nationally accredited college or university.
- B. Correspondence courses are excluded.
- C. Courses must be completed with a passing grade of "C" or better before reimbursement will be approved.
- D. The employee must submit the published course description to and obtain approval from the immediate supervisor and from the Personnel Director before being eligible for reimbursement of the course. Written certification by the immediate supervisor that the course is job-related is required.
- E. Upon completion of the course, the employee must forward a transcript of grades and invoices for the cost of tuition to the Personnel Director.
- F. The rate of reimbursement shall be, for a Grade of "B" or better, 75% of tuition cost and, for a Grade of "C" 50% of tuition cost.
- G. The employee must have completed one full year of service prior to enrolling in a course for which the employee requests reimbursement.
- H. The employee must remain employed for one full year of service upon completion of and reimbursement of the last class taken. Failure to do will result in the employee being required to reimburse the Town for the cost of the class (es) taken.

ARTICLE XIX

MISCELLANEOUS

Section 19.0

The Union may use one bulletin board to be designated by the Town in each building where bargaining unit members' work.

Section 19.1

The Union will provide each employee with a copy of this Agreement within thirty (30) days after the date of the signing of this Agreement. New employees will be provided with a copy of this Agreement by the Town at the time of hire. Three (3) signed copies will be given to both the Union and the Town upon signing.

Section 19.2

The Town maintains the right to require an employee to attend a course of instruction directly related to the employee's job, for which the Town shall pay the course tuition, training fees, travel time when applicable by law and materials costs.

Section 19.3

With the prior approval of the Department Head and the Mayor or his designee, an employee may attend educational seminars, trainings or conferences directly related to the employee's job during work hours without loss of pay. Hours of attendance beyond the employee's normal work day shall be paid overtime as mandated by state law.

Section 19.4

The Town shall supply and replace six (6) shirts, five (5) pairs of pants and one (1) jacket for each Facilities Maintainer. The Town shall arrange and pay for the cleaning of these uniforms.

Section 19.5

The Town shall continue its present practice of having rain gear available for facilities maintainers. Each maintainer may be reimbursed up to \$150.00 annually for steel-toed safety shoes or boots appropriate for light industry work. To be reimbursed, the maintainer shall present the work shoes/boots and the invoice for the purchase to the Facilities Maintenance Supervisor. Work shoes/boots must be worn by all maintainers during their hours of work.

Section 19.6

The Town shall pay one hundred percent (100%) of the cost of membership in the Connecticut Library Association for each supervisory employee.

Section 19.7

Employees shall have access to their evaluations and may examine them at any reasonable time. The employee shall be provided the opportunity to write his/her comments on the performance appraisal.

Section 19.8

Employees shall follow the Library Board policy regarding weather related and emergency closings, as revised from time to time.

ARTICLE XX
FULL AND COMPLETE AGREEMENT

Section 20.0

The parties acknowledge that, during the negotiations that resulted in this Agreement, each party had the unlimited right and opportunity to make demands and offer proposals with respect to all matters subject to collective bargaining. All understandings which have been arrived at in the exercise of this collective bargaining process are set forth in this Agreement. Consistent herewith, the Town and the Union agree that this Agreement is a full and complete Agreement and that all matters concerning wages, hours and conditions of employment have been bargained.

Section 20.1

This Agreement may not be amended or modified in any respect unless said amendment or modification is set forth in a written document signed on behalf of the parties to this Agreement by their duly authorized officers and representatives.

Section 20.2

Any item not covered in this Agreement may be covered by existing policies, rules or regulations of the Board, or by modification of existing policies, rules or regulations or adoption of new policies, rules or regulations. Newly adopted policies, rules and regulations shall be communicated to the bargaining unit and shall not contravene any provisions of this Agreement.

Section 20.3

All past practices, procedures and customs not specifically incorporated in or protected by this Agreement are hereby rendered null and void.

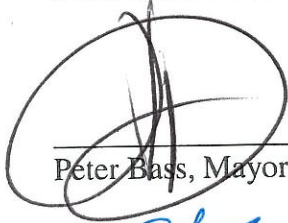
ARTICLE XXI

DURATION

Section 21.0

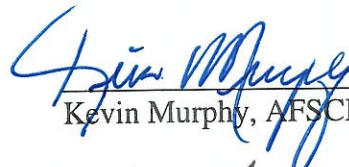
This Agreement shall be in full force and effect upon execution by the parties and shall remain in effect until the end of the thirtieth day of June, 2023. If this Agreement expires, the terms of this Agreement shall remain in full force and effect until a successor Agreement has been executed.

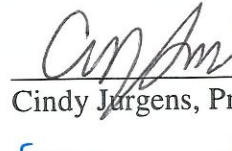
FOR THE TOWN OF NEW MILFORD

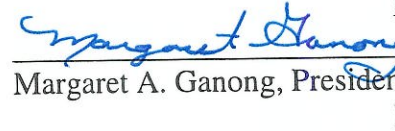
 7/2/19
Peter Bass, Mayor Date:

 7/2/19
Greg Bollaro, Personnel Director Date:

FOR LOCAL 1303-183 OF COUNCIL 4
AND LOCAL 818-50 of COUNCIL 4

 7/8/19
Kevin Murphy, AFSCME, Council 4
Date:

 7/2/19
Cindy Jurgens, President, Local 1303-183
Date:

 2/2/19
Margaret A. Ganong, President, Local 818
Date:

APPENDIX A
TOWN JOB CLASSIFICATION AND PAY SCHEDULE

Section A.1. Retroactive Adjustment FY 2019-2020

July 1, 2019	Step 1	Step 2	Job Rate
Grade 6	\$ _____	\$17.07	\$20.02
Assessor Technician I (non-AAT Certified)* Passport and Mail Clerk Secretary I <ul style="list-style-type: none"> • Engineering • Parks and Recreation 			
Grade 7	\$17.96	\$19.71	\$21.46
Bus Driver <ul style="list-style-type: none"> • Commission on Aging (2) Parking Enforcement Officer Records Clerk <ul style="list-style-type: none"> • Police Department (3) Second Assistant Town Clerk Secretary II <ul style="list-style-type: none"> • Commission on Aging • Fire Marshal's Office • Mayor's Office • Parks and Recreation • Planning • Public Works • Social Services • Tax Collector Vital Statistics/Land Records Clerk			
Grade 8	\$19.18	\$21.05	\$22.90
Assessor Technician I (AAT Certified)* Assistant Town Clerk 2 Building Department/Fire Marshal's Office Clerk Data Entry Clerk <ul style="list-style-type: none"> • Public Works • Tax Collector Office Coordinator <ul style="list-style-type: none"> • Commission on Aging • Health Department • Inlands/Wetlands/Zoning • Mayor's Office • Social Services • Youth Agency Office/Grant Coordinator CPED			
Grade 9	\$20.34	\$22.40	\$24.60
Administrative Assessor Statistician (non-CCMA Certified)** Land Use Administrator Senior Police Records Clerk Youth Agency Clerk			

Grade 10	\$21.63	\$24.00	\$26.29
Accounts Payable Assistant Assistant Town Clerk 2 Assistant Zoning Enforcement Officer/Land Use Inspector***			
Grade 11	\$23.01	\$25.60	\$28.10
Administrative Assessor Statistician (CCMA Certified)** Assistant Zoning Enforcement Officer/Land Use Inspector*** Assistant Tax Collector Deputy Fire Marshal Payroll Specialist			
Grade 12	\$24.59	\$27.32	\$30.11
Elder Advisor - Municipal Agent (2)			
Grade 13	\$26.61	\$29.25	\$32.17
Purchasing Specialist Assistant Building Official II Assistant Land Use Enforcement Officer			
Grade 14	\$28.24	\$31.07	\$34.16
Assistant Building Official Assistant Sanitarian Assistant Tax Assessor			

* Assessor's Office Grade 6 – When AAT Certified upgraded to Assessor Technician I Grade 8

** Assessor's Office Grade 9 – When CCMA Certified upgraded to Assessor Statistician Grade 11

*** Land Use Inspector/Planning Office Coordinator*** Grade 10 – When CZET certified upgraded to Grade 11

Section A.2. Grade and Step Schedule - FY 2020-21

July 1, 2020	Step 1	Step 2	Job Rate
Grade 6	\$	\$17.41	\$20.42
Assessor Technician I (non-AAT Certified)* Passport and Mail Clerk Secretary I <ul style="list-style-type: none"> • Engineering • Parks and Recreation 			
Grade 7	\$18.32	\$20.10	\$21.89
Bus Driver <ul style="list-style-type: none"> • Commission on Aging (2) Parking Enforcement Officer Records Clerk <ul style="list-style-type: none"> • Police Department (3) Second Assistant Town Clerk Secretary II <ul style="list-style-type: none"> • Commission on Aging • Fire Marshal's Office • Mayor's Office • Parks and Recreation • Planning • Public Works • Social Services • Tax Collector Vital Statistics/Land Records Clerk			
Grade 8	\$19.56	\$21.47	\$23.36
Assessor Technician I (AAT Certified)* Assistant Town Clerk 2 Building Department/Fire Marshal's Office Clerk Data Entry Clerk <ul style="list-style-type: none"> • Public Works • Tax Collector Office Coordinator <ul style="list-style-type: none"> • Commission on Aging • Health Department • Inlands/Wetlands/Zoning • Mayor's Office • Social Services • Youth Agency Office/Grant Coordinator CPED			
Grade 9	\$20.75	\$22.85	\$25.09
Administrative Assessor Statistician (non-CCMA Certified)** Land Use Administrator Senior Police Records Clerk Youth Agency Clerk			
Grade 10	\$22.06	\$24.48	\$26.82
Accounts Payable Assistant Assistant Town Clerk 2 Assistant Zoning Enforcement Officer/Land Use Inspector***			

Grade 11	\$23.47	\$26.11	\$28.66
Administrative Assessor Statistician (CCMA Certified)** Assistant Zoning Enforcement Officer/Land Use Inspector*** Assistant Tax Collector Deputy Fire Marshal Payroll Specialist			
Grade 12	\$25.08	\$27.87	\$30.71
Elder Advisor - Municipal Agent (2)			
Grade 13	\$27.14	\$29.84	\$32.81
Purchasing Specialist Assistant Building Official II Assistant Land Use Enforcement Officer			
Grade 14	\$28.80	\$31.69	\$34.84
Assistant Building Official Assistant Sanitarian Assistant Tax Assessor			

* Assessor's Office Grade 6 – When AAT Certified upgraded to Assessor Technician I Grade 8

** Assessor's Office Grade 9 – When CCMA Certified upgraded to Assessor Statistician Grade 11

*** Land Use Inspector/Planning Office Coordinator*** Grade 10 – When CZET certified upgraded to Grade 11

Section A.3. Grade and Step Schedule - FY 2021-22.

July 1, 2021	Step 1	Step 2	Job Rate
Grade 6	\$	\$17.76	\$20.83
Assessor Technician I (non-AAT Certified)* Passport and Mail Clerk Secretary I <ul style="list-style-type: none"> • Engineering • Parks and Recreation 			
Grade 7	\$18.69	\$20.50	\$22.33
Bus Driver <ul style="list-style-type: none"> • Commission on Aging (2) Parking Enforcement Officer Records Clerk <ul style="list-style-type: none"> • Police Department (3) Second Assistant Town Clerk Secretary II <ul style="list-style-type: none"> • Commission on Aging • Fire Marshal's Office • Mayor's Office • Parks and Recreation • Planning • Public Works • Social Services • Tax Collector's Office Vital Statistics/Land Records Clerk			
Grade 8	\$19.95	\$21.90	\$23.83
Assessor Technician I (AAT Certified)* Assistant Town Clerk 2 Building Department/Fire Marshal's Office Clerk Data Entry Clerk <ul style="list-style-type: none"> • Public Works • Tax Collector Office Coordinator <ul style="list-style-type: none"> • Commission on Aging • Health Department • Inlands/Wetlands/Zoning • Mayor's Office • Social Services • Youth Agency Office/Grant Coordinator CPED			
Grade 9	\$21.17	\$23.31	\$25.59
Administrative Assessor Statistician (non-CCMA Certified)** Land Use Administrator Senior Police Records Clerk Youth Agency Clerk			
Grade 10	\$22.50	\$24.97	\$27.36
Accounts Payable Assistant Assistant Town Clerk 2 Assistant Zoning Enforcement Officer/Land Use Inspector***			

Grade 11	\$23.94	\$26.63	\$29.23
Administrative Assessor Statistician (CCMA Certified)** Assistant Zoning Enforcement Officer/Land Use Inspector*** Assistant Tax Collector Deputy Fire Marshal Payroll Specialist			
Grade 12	\$25.58	\$28.43	\$31.32
Elder Advisor - Municipal Agent (2)			
Grade 13	\$27.68	\$30.44	\$33.47
Purchasing Specialist Assistant Building Official II Assistant Land Use Enforcement Officer			
Grade 14	\$29.38	\$32.32	\$35.54
Assistant Building Official Assistant Sanitarian Assistant Tax Assessor			

* Assessor's Office Grade 6 – When AAT Certified upgraded to Assessor Technician I Grade 8

** Assessor's Office Grade 9 – When CCMA Certified upgraded to Assessor Statistician Grade 11

*** Land Use Inspector/Planning Office Coordinator*** Grade 10 – When CZET certified upgraded to Grade 11

Section A.4. Grade and Step Schedule - FY 2022-23.

July 1, 2022	Step 1	Step 2	Job Rate
Grade 6	\$	\$18.12	\$21.25
Assessor Technician I (non-AAT Certified)* Passport and Mail Clerk Secretary I <ul style="list-style-type: none"> • Engineering • Parks and Recreation 			
Grade 7	\$19.06	\$20.91	\$22.78
Bus Driver <ul style="list-style-type: none"> • Commission on Aging (2) Parking Enforcement Officer Records Clerk <ul style="list-style-type: none"> • Police Department (3) Second Assistant Town Clerk Secretary II <ul style="list-style-type: none"> • Commission on Aging • Fire Marshal's Office • Mayor's Office • Parks and Recreation • Planning • Public Works • Social Services • Tax Collector's Office Vital Statistics/Land Records Clerk			
Grade 8	\$20.35	\$22.34	\$24.31
Assessor Technician I (AAT Certified)* Assistant Town Clerk 2 Building Department/Fire Marshal's Office Clerk Data Entry Clerk <ul style="list-style-type: none"> • Public Works • Tax Collector Office Coordinator <ul style="list-style-type: none"> • Commission on Aging • Health Department • Inlands/Wetlands/Zoning • Mayor's Office • Social Services • Youth Agency Office/Grant Coordinator CPED			
Grade 9	\$21.59	\$23.78	\$26.10
Administrative Assessor Statistician (non-CCMA Certified)** Land Use Administrator Senior Police Records Clerk Youth Agency Clerk			
Grade 10	\$22.95	\$25.47	\$27.91
Accounts Payable Assistant Assistant Town Clerk 2 Assistant Zoning Enforcement Officer/Land Use Inspector***			

Grade 11	\$24.42	\$27.16	\$29.81
Administrative Assessor Statistician (CCMA Certified)** Assistant Zoning Enforcement Officer/Land Use Inspector*** Assistant Tax Collector Deputy Fire Marshal Payroll Specialist			
Grade 12	\$26.09	\$29.00	\$31.95
Elder Advisor - Municipal Agent (2)			
Grade 13	\$28.23	\$31.05	\$34.14
Purchasing Specialist Assistant Building Official II Assistant Land Use Enforcement Officer			
Grade 14	\$29.97	\$32.97	\$36.25
Assistant Building Official Assistant Sanitarian Assistant Tax Assessor			

* Assessor's Office Grade 6 – When AAT Certified upgraded to Assessor Technician I Grade 8

** Assessor's Office Grade 9 – When CCMA Certified upgraded to Assessor Statistician Grade 11

*** Land Use Inspector/Planning Office Coordinator*** Grade 10 – When CZET certified upgraded to Grade 11

APPENDIX B
LIBRARY SUPERVISOR JOB CLASSIFICATIONS AND PAY SCHEDULE

<u>Librarian Supervisors</u>	<u>July 1, 2019</u>	<u>July 1, 2020</u>	<u>July 1, 2021</u>	<u>July 1, 2022</u>
Junior Services Librarian	\$70,309.93	\$71,716.13	\$73,150.45	\$74,613.46
Library Technology Coordinator	\$66,395.52	\$67,723.43	\$69,077.90	\$70,459.46
Public Services Librarian	\$66,707.30	\$68,041.45	\$69,762.28	\$71,157.53
Reference/Information Librarian	\$61,146.44	\$62,369.37	\$63,616.76	\$64,889.10

