

**AGREEMENT**  
**BETWEEN**  
**TOWN OF CHELMSFORD**  
**AND**  
**LOCAL 1703**  
**AFSCME, COUNCIL 93**  
**FY2020 through FY2022**

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## **PREAMBLE**

This Agreement entered into by and between the Town of Chelmsford, Massachusetts, herein after referred to as the "Town" and Local 1703, AFSCME, Council 93, hereinafter referred to as the "Union", is designed to maintain and promote a harmonious relationship between the Town and such of its employees who are covered by the provisions of this Agreement, in order that a more efficient and progressive public service may be rendered.

## **ARTICLE 1 - RECOGNITION AND BARGAINING UNIT**

The Town hereby recognizes the Union as the sole exclusive bargaining agent for the purpose of collective bargaining with respect to wages, hours, and other conditions of employment for all of the following employees of the Town as provided in the Certification of Representation, MCR-3171, April 14, 1981:

All permanent clerical employees and van driver, employed 20 hours or more a week, excluding Department Heads, the Assistant Town Clerk, the Administrative Assistant to the Assessors, the Assistant Town Treasurer, Assistant Tax Collector, Payroll Administrator, personnel in the Office of the Town Manager, library staff, all other town employees and those excluded by M.G.L. Ch. 150E.

## **ARTICLE 2 - MANAGEMENT RIGHTS**

The parties acknowledge that the Employer has and must retain final and complete authority over the policies and administration of the Town, which authority it exercises under law except as expressly modified by specific provisions of the Agreement.

Subject only to the express provisions of this Agreement, the right and responsibility to operate, manage, and control the Town and all municipal operations and the right to direct and control work of the employees and the use of its properties and facilities are exclusively vested and retained in the Town. These rights whether exercised or not, include without being limited to all the rights and powers given to the Town by law, the right to select, employ, test, train, assign, transfer, promote and direct the work of the employees and to evaluate and determine their qualifications; to establish, change and discontinue methods, facilities, operations, processes, services and techniques; to discipline, suspend, demote, discharge, or to relieve employees from duty for just cause; to obtain from any source and to contract and subcontract for materials, service, supplies and equipment; to establish and change any form of employee benefits in excess of or in addition to those provided in this Agreement; to establish, modify and enforce policies, rules and regulations; to control, direct and change facilities and services for the use or benefit of the employees and to have all other rights pertaining to the operation and management of the Town and the establishment and change of conditions of employment, not specifically given in this Agreement to the Union. The failure by the Town to exercise any of the rights as provided in this Paragraph shall not be construed as a waiver of these rights.

**ARTICLE 3 - EMPLOYEE RIGHTS AND REPRESENTATION**

Section 1: Employees have and shall be protected in the exercise of, the right, without fear of penalty or reprisal to join and assist the Union. The Town and the Union agree not to discriminate against any employee on the basis of membership or non-membership in the Union.

Section 2: The members of the Union bargaining committee, not to exceed three (3) who are scheduled to work a tour of duty during collective bargaining negotiations shall be granted leave of absence without loss of pay or benefits for all meetings between the Town, its agents or representatives and the Union, for the purposes of negotiating the terms of the contract or any supplements thereto.

Section 3: The Union shall keep the Town informed as to the names of its officers, stewards, and bargaining committee.

**ARTICLE 4 - UNION DUES, INITIATION FEE & AGENCY SERVICE FEE**

Section 1: Employees shall tender the initiation fee (if any) and monthly or weekly membership dues by signing the authorization of dues form on or after the 180th day following the beginning of their employment. During the life of this Agreement, and in accordance with the terms of the form of authorization of check-off and dues hereinafter set forth, the Town agrees to deduct Union membership dues levied in accordance with the constitution of the Union from 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 made by the 10th day of the succeeding month.

Section 2: Subject to the terms and conditions of MGL Chapter 150E, Section 12, and the rules and regulations of the state labor relations commission in connection therewith, bargaining unit employees who do not choose to become members of the State Council 93, Local 1703, and to maintain their membership in good standing shall be required, as a condition of employment during the life of this Agreement, to pay to Local 1703 on or after the 180th day following the beginning of their employment or the effective date of this Agreement, whichever is later, an agency service fee in accordance with the AFSCME Constitution and with law.

Section 3: The Union shall indemnify and save harmless the Town against any and all claims, demands, suits or other forms of liability which may arise by reason of any action taken by the Town in connection with this article.

**ARTICLE 5 - GRIEVANCE PROCEDURE**

Section 1: For the purposes of this Agreement, a grievance may be filed by either party and it is defined as a complaint between the employer and the Union and/or any employee involving an alleged specific and direct violation of the express language of a specific provision of this Agreement.

Section 2: A grievance must be signed by the aggrieved employee and presented in writing setting forth in precise detail all the facts giving rise to the grievance, the precise section(s) allegedly violated and the remedy requested within five (5) working days from the occurrence of the events giving rise to the grievance, and must be processed in accordance with the steps, time limits and conditions set forth below in this Article:

1. At the request of the Employee, the Union with or without the employee shall take up the grievance or dispute in writing to the Department Head within five (5) working days of the occurrence giving rise to the grievance. The Department Head shall attempt to adjust the matter and shall respond within seven (7) working days. If the grievance is not satisfactorily settled at this step;

2. It may be appealed in writing by the Union Grievance Committee to the Town Manager within five (5) working days after receipt of the answer in Step 1, or the expiration of the time period allowed for responses in Step 1. The Town Manager shall respond within thirty (30) working days.

2a. In the event that a grievance remains unresolved after having been processed through the first two steps of the grievance procedure either party may, within fifteen (15) working days after the reply of the Town Manager by written notice by the other party, request conciliation. Conciliation services will be performed by the Massachusetts Board of Conciliation and Arbitration.

3. In the event a grievance remains unresolved after conciliation, either party may within thirty (30) working days after the termination of conciliation, by written notice in accordance with Section 4 of this Article, appeal to arbitration. This appeal to arbitration shall be in accordance with the procedure and condition set forth in Section 4.

Section 3: A grievance not initiated within the time and in the form specified shall be deemed waived. Failure to appeal a decision within the time limit specified shall mean that the grievance shall be considered settled on the basis of the decision last made and shall not be eligible for further appeal. The above limitations may be waived only by mutual agreement of the parties in writing. The arbitrator shall be bound by the above requirements as to time and form of grievance regardless of whether the issue was raised at a prior step.

Section 4: In the event either party elects to submit a grievance to arbitration, then the party demanding arbitration shall within the thirty (30) working days referred to above, upon written notice to the other, request the American Arbitration Association to provide a list of arbitration, said arbitrator then to be selected under the provisions of the Voluntary Labor Arbitration Rules.

Section 4a: Each party shall bear the expense of its representatives, participants, witnesses and for the preparation and representation of its own case. The fees and expenses (if any) of the arbitrator of the American Arbitration Association shall be shared equally by the parties.

Section 4b: Notwithstanding anything to the contrary, no dispute or controversy shall be subject for arbitration unless it involves an alleged specific violation of a specific provision of this Agreement. The grievance filed in arbitration shall be identical to the written statement of grievance filed at Step 1. The arbitrator shall have no power to add to, subtract from, or modify

any of the terms of this Agreement. The Arbitrator shall arrive at his decision solely upon the facts, evidence and contentions as presented by the parties during the arbitration proceedings and shall be limited to the question or questions submitted. In determining whether there is a specific and direct violation of the express language of a specific provision of the Agreement, it is agreed that the only criterion to be applied is the plain meaning of the express language of the Agreement, and that no evidence of past practice, past or present policy or oral statements made during negotiations or at any time shall be admissible to prove a violation of the Agreement.

Section 4c: The decision of the Arbitrator shall be final and binding upon the parties hereto and upon any employee or employees affected thereby. The Arbitrator shall have no authority to make any monetary award retroactive beyond the date on which the grievance was first filed in Step 1.

Section 4d: The Arbitrator's decision shall be in writing and shall set forth his reasons for the result reached. Copies of the decision shall be furnished to the Town Manager and the Union. The decision of the Arbitrator, if within the scope of his power and authority under this Agreement, shall be final and binding on the parties.

Section 4e: Unless the parties otherwise agree, (1) each grievance shall be processed separately in any arbitration proceedings hereunder; and (2) attendance at the hearings before the Arbitrator shall be limited to witnesses and authorized representatives of the grievant, the Union and the Town.

## **ARTICLE 6 - COMPLETE AGREEMENT**

Section 1: This Agreement incorporates the entire understanding of the parties on all issues which were or could have been the subject of negotiations. The Union acknowledges that during the negotiation which resulted in the Agreement, it had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining, that all subjects have been discussed and negotiated, and that the agreements contained in this Agreement were arrived at after free exercise of such right and opportunities. The Union therefore, voluntarily and without qualifications, waives any rights it may have had in this respect and agrees that the Town shall not be obligated to bargain collectively with regard to any subject or matter referred to or covered by this Agreement or with regard to any subject or matter not covered or referred to in this Agreement, whether or not within the knowledge or contemplation of the parties at the time they negotiated or signed this Agreement.

Section 2: The parties agreed that the relations between them shall be governed by the terms of this Agreement only. No prior agreements or understandings, oral or written, shall be controlling or in any way effect the relations between the parties unless and until such agreements or understandings have been reduced to writing and duly executed by both parties. No change or modifications of this Agreement shall be binding unless reduced to writing and executed by the respective duly authorized representative.

## **ARTICLE 7 - COMPENSATION AND HOURS OF WORK**

Section 1: Employees shall be paid in accordance with the salary schedule attached hereto as Appendix B. An employee shall be assigned the next appropriate wage rate effective the payroll

next immediately following the attainment of the requisite number of years continuous employment dated from the last date of employment by the Town.

Section 1a: Employees eligible for a step increase as of July 1 of each year (herein referred to as "the current fiscal year") shall be evaluated annually by their department head prior to July 1 and in accordance with and subject to the following procedure:

1. A numerical rating of 0,1,2, or 3 shall be assigned by the department head of the employee's department to each employee's performance in the listed areas, a "0" reflecting an unsatisfactory, a "1" reflecting a need improvement performance, a "2" reflecting a satisfactory performance, and a "3" reflecting an excellent performance.

2. These areas are as follows:

- a. Attendance
- b. Attitude
- c. Quality of work
- d. Knowledge of job responsibilities
- e. Productivity
- f. Work habits
- g. Personal appearance
- h. Skill enhancement efforts
- i. Communication skills
- j. Working and personal relationships
- k. Responsiveness to criticism
- l. Ability to handle pressure
- m. Supervisory skills (if employee is supervisor)

3. The initial evaluation shall be conducted by the department head and reviewed by the Town Manager. Following completion of the review by the Town Manager, the employee shall review the evaluation and shall be allowed to comment in writing upon the evaluation. Following the employee's review of the evaluation, the Town Manager shall consider the evaluation and the employee's comments and shall approve or disapprove the evaluation.

4. If the evaluation is approved by the Town Manager, the employee shall be placed in Status I, II, or III dependent on the number of points he or she received as follows:

<u>STATUS</u>	<u>NON-SUPERVISORY EMPLOYEE</u>	<u>SUPERVISORY EMPLOYEE</u>
I	0-17 Pts.	0-19 Pts.
II	18-21 Pts.	20-23 Pts.
III	22 Pts.	24 Pts.

5. The impact of the status shall be as follows:

a. Status I: No increment but a review on or about November 1 of the current fiscal years, and reevaluation on or about March 1 of the current fiscal year to be conducted in accordance with the above procedure: if employee's reevaluation is approved by the Town Manager and the employee attains Status III, one-step increase shall be granted effective March 1, of the current fiscal year.

b. Status II: No increment but reevaluation on or about January 1 of the current fiscal year to be conducted in accordance with the above procedure: if employee's reevaluation is approved by the Town Manager and the employee attains Status III, a one-step increase shall be granted effective January 1 of the current fiscal year.

c. Status III: Employee shall be granted a one-step increase effective July 1 of the current fiscal year.

6. If the evaluation is not approved by the Town Manager, the employee shall not be eligible for a one-step increase until the next annual evaluation conducted in accordance with this Article.

7. The decisions of the Town Manager under this Article shall be in his sole discretion and shall not be subject to the grievance and arbitration provisions of the collective bargaining agreement.

8. Any employee called in to work after completion of a work shift shall receive a minimum of 4 hours pay at time and one half.

Section 2: Regular full-time employees shall be allowed a half hour lunch break. They shall also be allowed two breaks of 15 minutes duration in any one day, provided further, that at the option of the Department Head, a one hour lunch break may be granted to any employee upon his/her forfeiture of the two 15 minute breaks herein provided. A permanent part-time employee working a full day shall be entitled to breaks as provided in this Section.

Section 3: Van Driver is required to work 40 hours per week. All other bargaining unit members with the exception of part-time employees are required to work thirty-seven and one half (37.5) hours per week. When approved by the Department Head, extra time over 37.5 and up to 40 hours per week will be paid straight pay or employees may request equivalent compensatory time off. Overtime will be paid at time and one-half for work in excess of forty (40) hours in a week or employees may elect, through mutual agreement, to receive time and one-half compensatory time off. Reasonable efforts shall be made to grant compensatory time off within a period of 120 days. Authorized paid leave shall count as time worked in the calculation of overtime.

Section 4: Part-time wages shall be pro-rata.

Section 5: Employees assigned extended Monday Hours shall work from 5-6:30 PM with appropriate compensation or compensatory time.

Section 7: Payroll will be processed bi-weekly.



**ARTICLE 8 - LONGEVITY**

Section 1: Longevity is to be paid twice yearly, the first week in December and the first week in June.

Section 2: Longevity shall be computed as follows:

Completed Years of Service	Rate
10 Years	\$1,500
15 Years	\$2,250
20 Years	\$3,000
25 Years	\$3,750

Section 3: After the completion of ten years of continuous employment by the Town, permanent part-time employees working over twenty (20) hours per week shall become eligible for prorated longevity benefits. Eligible service shall commence running from the date of permanent part-time appointment.

**ARTICLE 9 – PAID TIME OFF**

Section 1: Paid Time Off program is an inclusive time off program intended to use for vacations, short-term illnesses; personal business, family care, and other needs which may require time off from work. Bargaining unit members working 1,040 hours per calendar year will earn prorated PTO annually based on date of hire and length of continuous employment while in a pay status with the Town as follows:

Years of Service	Accrual Rate Per Month	Annual PTO Accrual*	Maximum Accrual**
Thru 5 yrs.	1.5 days or 11.25 hrs.	18 days or 135 hrs.	28 days or 210 hrs.
Start of 6 yrs. to 10 yrs.	2 days or 15 hrs.	24 days or 180 hrs.	34 days or 255 hrs.
Start of 11 yrs to 20 yrs.	2.5 days or 18.75 hrs	30 days or 225 hrs.	40 days or 300 hrs.
Start of 21 yrs.	2.9166 days or 21.88 hrs.	35 days or 262.5 hrs.	45 days or 337.5 hrs.

\* Annual PTO accruals are based on an employee having 1950 paid hrs/yr (37.5 hrs/wk).  
 \*\*No PTO hours will accrue beyond the maximum accruals listed.

After completing 90 calendar days from start of employment with the Town of Chelmsford, employees may begin using earned PTO in one (1) hour increments.

At the implementation of PTO, January 1, 2012, each employee will be credited with previously earned vacation leave from their anniversary date and may combine this time with any unused personal leave as of December 31, 2011 to the maximum accrual stated above.

## Section 2: Scheduling

PTO requests will be authorized by the department heads at times, in the opinion of the department heads, as to cause the least interference with the performance of regular work of the Town.

PTO shall not be unreasonably denied. Department heads shall take into account the preference of employees as much as possible.

## Section 3: Termination

Upon leaving, being terminated or retiring, employees shall be paid the balance of all earned PTO up to the date of separation.

## Section 4: Death

Upon the death of an employee, the estate of the deceased shall be paid the balance of all earned PTO.

## Section 4: Short Term and Long Term Disability

Effective January 1, 2012 the Town shall provide bargaining unit members who work 1,040 hours or more per year with short term disability at 100% of base wages for up to 90 calendar days after an employee is unable to work for five (5) consecutive days due to illness or injury. A physician's certification will be necessary. The employee will be required to provide periodic updates to the Town while out due to medical reasons. At the Town's expense, the employee may be required to obtain a second opinion. The Town reserves the right to send an employee on STD/LTD leave to a fitness-for-duty evaluation during the leave to determine their present fitness for duty. Employees are required to notify their Department Head of their anticipated return to work within five (5) days of the effective return date if possible. A physician's certification will also need to be submitted to the Department Head indicating that the employee is cleared to return to work with or without restrictions.

If the employee is unable to return to work after 90 calendar days with or without accommodation, the Town will provide long term disability to employees at 60% of base wages for up to 24 months from the start of the disability period. As described in Section 6.3-2 above, employees with a previous sick leave balance may use this time to supplement base pay up to 100%. The employee will continue to be responsible for paying their portion of health, dental and life insurance premiums during this period

## ARTICLE 10 - HOLIDAYS

Section 1: For all permanent full time employees covered by this Agreement, the following days shall be observed as holidays, and the employees shall receive one day's pay at regular straight time pay for all holidays listed below which fall on a regularly scheduled work day. If a designated holiday falls on a Saturday, it will be celebrated on the Proceeding Friday. If designated holiday falls on a Sunday, it will be celebrated on the following Monday.

New Years Day	Martin Luther King Day	President's Day
Patriot's Day	Memorial Day	Independence Day
Labor Day	Columbus Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving*	Christmas Day

One-half day, the day before New Year's Day\*      One-half day, the day before Christmas\*

Section 2: Permanent part-time employees covered by this Agreement are entitled to Holiday pay based upon their normal workday hours if the Holiday falls on their regularly scheduled workday.

Section 3: Employees must work the work day before and the work day after a holiday to be paid, unless the employee is on PTO or Compensatory Day.

Section 4: When Christmas Day and New Year's Day falls on a Saturday or Sunday in any given year, employees will be granted a floating paid day, based upon their normal workday hours, in lieu of the two half days before Christmas and New Year's Day to be used within the same fiscal year.

## **ARTICLE 11 - SICK LEAVE**

### **Section 1: Sick Leave Buy Back**

Employees that are on the Town payroll as of December 31, 1991 shall have their accumulated sick time frozen at the accumulated time as of December 31, 1991. This time will be bought back at the time of the employee's retirement or death. Retirement shall be defined in accordance with MGL Chapter 32. Accumulated sick time for buy-back purposes shall not exceed one hundred twenty (120) days.

The dollar value of accumulated sick time available for buy back at retirement shall be paid out at the employee's current rate of pay.

Employees may use sick days from the frozen buy-back accumulation and will have dollar value of buy-back reduced in accordance with their daily rate. Employees utilizing sick days from the frozen buy-back may earn sick time back up to the buy-back accumulation on June 30, 1993. In no event shall employees be entitled to receive more in time than that which exists on June 30, 1993.

The Town will make available upon request from an individual employee a statement of value of accumulated sick time that is available for buy back.

#### **Section 2: Sick Leave Balance**

For employees on the Town payroll prior to January 1, 2012, the Town will maintain a record of each employee's total sick leave balance which includes sick leave buy back.

Employees may only use this sick leave to supplement their pay while receiving long term disability or approved Family and Medical Leave.

### **ARTICLE 12 - LEAVES OF ABSENCE**

Employees may be granted an unpaid leave of absence for personal reasons up to thirty (30) calendar days per fiscal year without loss of job; provided, however that such leave must be approved by the Town Manager, or designee. Requests for leaves of absence shall not be unreasonably denied. Leaves of absence in excess of over thirty (30) calendar days shall not have a guarantee of available employment.

### **ARTICLE 13 - BEREAVEMENT**

Section 1: All full-time, permanent employees shall be entitled to leave without loss of pay not to exceed five (5) days in the event of the death of the employee's spouse, children, step-children, foster children, parents, step-parents.

Section 2: All full-time, permanent employees shall be entitled to leave without loss of pay not to exceed three (3) days in the event of the death of the employee's grandparents, grandchildren, siblings, and parents-in-law. Leave as provided by this section shall terminate with the date of the funeral and shall not be deducted from any vacation time to which the employees may be entitled.

Section 3: All full time permanent employees shall be entitled to leave without loss of pay not to exceed one (1) day in order to attend the funeral of the employee's sister- in-law, brother-in-law, uncle, aunt, niece, or nephew. Such leave shall not be deducted from any vacation time to which the employee may be entitled.

Section 4: All permanent part time employees' bereavement leave shall be calculated on a prorated basis provided said bereavement leave coincides with scheduled work days.

### **ARTICLE 14 - MATERNITY AND PATERNITY LEAVE**

Section 1: Maternity Leave. An employee shall be entitled to up to eighteen (18) weeks of maternity leave. She may use any sick leave which she has accumulated in accordance with law. If she does not have sufficient sick leave, she may use personal days and/or vacation leave at her

option. An employee shall also be allowed, at her option, to use one (1) day of sick leave per week, or if she does not have sufficient sick leave, one personal day or vacation day per week, up to a maximum of 18 weeks.

Section 2: Paternity Leave. An employee shall be granted up to one (1) week paternity leave with full pay. Such leave shall be deducted from sick leave or vacation leave or personal days at the employee's option.

## **ARTICLE 15 - JOB POSTING AND BIDDING**

Section 1: When a position covered by this Agreement becomes vacant and is intended to be filled, or a position is created and is intended to be filled, such vacancies shall be posted in a conspicuous place listing the pay. A copy of the posting shall be sent to the Union's Chapter chairperson(s). Job specifications shall be made available on application. The Notice of Vacancies shall remain posted at least seven (7) days. Employees interested shall apply, in writing, within the posted period. As soon as possible, but no later than twenty-one (21) days after the expiration of the posting period, the employer will take action to fill the positions giving the senior employee applicant first consideration. Any employee who applies for the above positions shall be granted an interview as soon as possible. Senior qualified employees will be given first consideration for all promotional vacancies.

Section 2: The successful applicant shall be given a twenty (20) working day trial and training period in the new position. At any time during this period, the Town may elect to return the employee to his or her previous position. At any time during this twenty working day period, the employee may elect to return to his or her previous position. The employee who returns to his or her previous position will be paid at the rate to which he or she would have been entitled if no change of position had occurred.

Section 3: An employee who is promoted or elevated shall be placed on the appropriate salary scale one step up from their previous pay plus one additional step.

Section 4: Promotional Bulletins. The Union shall receive a copy of all requests for promotions and the results of all requests upon their issuance.

## **ARTICLE 16 - REDUCTION IN FORCE**

Section 1: For purposes of reduction in force there shall be two (2) seniority lists, one list comprising all full-time clerical personnel, a second list comprising permanent part-time clerical personnel. Prior to any reduction in force from the four seniority lists all temporary employees within that list will be let go first, all probationary employees within that list will be let go second, within the affected department. The union will be notified thirty (30) working days in advance of any reduction in force in any of the four seniority lists. Employees whose positions have been eliminated shall have bumping rights as defined within this article.

Section 2: Seniority shall be defined as total length of service within the bargaining unit. The employee being RIF'd, shall be allowed first to bump the least senior employee within her or his job title and seniority list within that department. If there is no such less senior employee, the

affected employee may then bump the last hired bargaining unit employee holding the same job title, within that seniority list, subject to qualifications as determined by the Town. A bumped employee shall have the right to bump the least senior bargaining unit employee in the next lower job title within that seniority list, subject to the qualifications as determined by the Town. This procedure will be the same for both permanent full-time employees and permanent part-time employees. Any employee choosing not to exercise bumping rights, or who is bumped, shall have the right to recall by the Town for eighteen (18) months. An employee notified of a recall opening shall have seven (7) days to respond. Any employee on recall refusing re-employment during the eighteen (18) month period shall have lost his or her recall rights. Recall is subject to qualifications.

Section 3: If a reduction of force involves a reduction in hours within the existing job classification then the employee holding that position shall be considered the incumbent and be allowed the option to continue within the position at the reduced hours at the existing hourly rate, or exercise bumping rights as defined above. If the hours of the position increase at a future date, then the employee in the position shall be provided the opportunity to accept the increased hours. If the employee exercises bumping rights as defined above then he/she waives rights to return to the previously held position should hours for that position ever increase to the previous level.

Section 4: Employees that are bumped to a lower classification shall retain their current salary until such time that the lower classification salary levels are raised to the employees established salary level.

#### **ARTICLE 17 - NO STRIKE**

Section 1: Neither the Union nor any employee covered by this Agreement shall engage in, induce or encourage any strike, work stoppage, slowdown, sick-out, picketing, sympathy strike or other withholding of services from the Town, including so-called work to rule, refusal to perform in whole or in part duties of employment, however established, and the withholding of overtime services (collectively referred to below as "such job actions").

Section 2: Should any employee or group of employees covered by this Agreement engage in any such job action, the Union shall immediately disavow such activity, refuse to recognize any such picket line, and take all reasonable means to effect the termination of such job action.

Section 3: Violation of Section 1 or refusal to cross any picket line in the performance of duty shall be violation of this Agreement and shall be just cause for disciplinary action by the Town against an employee. The Town may, in addition to the remedies under Chapter 150E of the Massachusetts General Laws or this Agreement, file independently an action in the appropriate court to enforce this Article.

#### **ARTICLE 18 - PROBATIONARY PERIOD**

Each newly appointed employee shall serve a probationary period of six (6) months of actual service from the first date of service in that position, during which time the employee shall not be entitled to just cause protection.

#### **ARTICLE 19 - INCLEMENT WEATHER**

Employees in all departments in the bargaining unit may be released or excused from work due to inclement weather at the discretion of the Town Manager or his/her designee. An employee required by the Town Manager to work, due to the nature of his/her duties, when other bargaining unit employees have been released or excused during inclement weather, shall be granted equal time off within the following three (3) months.

#### **ARTICLE 20 - MISCELLANEOUS PROVISIONS**

Section 1: Bulletin Board. The Town shall provide space in a conspicuous place in the Town Hall, Police Dept. and Fire Dept. to be used as a place for posting Union notices. No such notice, except official meeting notices, shall be posted unless it has been approved for posting by the signature of the Department Head, which approval shall not be unreasonably withheld.

Section 2: Health and Life Insurance. The Town shall pay sixty percent (60%) of the cost of medical and life insurance premiums. In the event that any changes are made in the present plan, the parties agree to discuss whether any changes in this Agreement shall be made.

Section 3: Maintenance of Standards. All benefits which had been previously granted employees within the bargaining unit by the Personnel By-Laws of the Town Chelmsford prior to the effective date of this Agreement, which are not inconsistent with any terms of this Agreement and which are not otherwise changed or modified by this Agreement, shall continue in full force and effect.

#### **ARTICLE 21 - FAMILY AND MEDICAL LEAVE**

Section 1: Employees who take FML for their own illness shall be paid for said leave using PTO or short term disability if they qualify.

Section 2: Employees who take FML for other than their own illness shall at their option be paid for said leave using PTO or frozen Sick Leave Balance as stated in Article 11, Section 2. above.

Section 3: Employees who take leave under the FML under conditions set above in Sections 1 and 2 must choose their pay status prior to start of said leave.

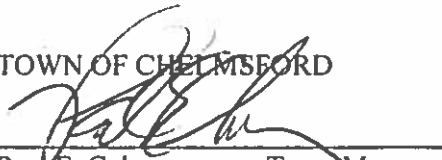
#### **ARTICLE 22 - DURATION OF AGREEMENT**

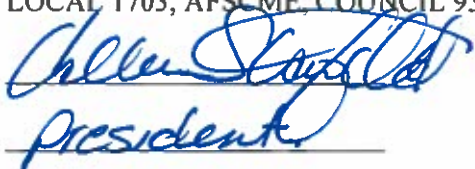
Section 1: Term. This Agreement shall become effective on *July 1, 2019* and shall remain in force and effect until midnight *June 30, 2022*, and from year to year thereafter unless terminated or modified as hereinafter set forth. Provided that any portion hereof, which by law requires

Town Meeting actions, shall not become effective until such actions are voted and approved by Town Meeting.

Section 2: Termination or Modification. Should either party desire to modify or terminate this Agreement at the end of the period specified above, notice of such modification or termination must be sent to the other party by certified U.S. Mail. Every reasonable effort shall be made to submit such notice at least one hundred and fifty (150) days prior to the termination date herein agreed. In no case may a termination or modification notice be sent less than thirty (30) days prior to the termination day herein agreed. This Agreement shall remain in effect until a new contract is agreed upon.

DATED THIS 29<sup>th</sup> DAY OF July 2020 AT CHELMSFORD, MA

TOWN OF CHELMSFORD  
  
\_\_\_\_\_  
Paul E. Cohen      Town Manager

LOCAL 1703, AFSCME, COUNCIL 93  
  
\_\_\_\_\_  
President  
\_\_\_\_\_



## **APPENDIX A - CLASSIFICATION SYSTEM/JOB STANDARDS**

\* (See Applicable Notes)

The following job standards are general in nature and may be modified by the Town Manager after prior consultation with representatives of the Clerical Union. All promotions to a higher classification must be recommended by the Elected Board, Commission or Official that makes the appointment of the individual. Additionally, all promotions are subject to the final approval of the Town Manager. Final approval of promotions is the exclusive duty of the Town Manager and the decision of the Town Manager is not subject to any appeal.

### **1. DEPARTMENTAL ASSISTANT:**

Demonstrate proficiency in typing; possess knowledge of current computer applications, accounting procedures and administrative office functions. May be responsible for submitting multiple payroll rates and maintaining employee leave records in support of the department. Has frequent contact with vendors, attorneys, state and local authorities. Assist Department/Division Head with preparing reports, annual budget, grant submissions and sensitive correspondence. Maintains confidentiality when handling employee actions, grievances and settlements. Act as liaison to the public and other Town departments on behalf of the Department/Division Head when requested. Interact with the public at all levels in a professional and courteous manner. Must possess a thorough knowledge of administrative procedures within the department. Official job description is on file in the Personnel Office.

### **2. PRINCIPAL CLERK II:**

Perform detailed tasks requiring related job knowledge and training. Has some contact with outside vendors, attorneys, state or local authorities. Performs multiple office functions involving payroll, purchasing, accounts payable and/or receivable, or job duties are unique, requiring specialized skill and training. Requires a familiarity with computer applications. Ability to greet the public in a courteous manner. Official job description is on file in the Human Resource Office.

### **3. PRINCIPAL CLERK I:**

Ability to type, file, answer phones and greet the public in a courteous manner. Duties are specific in scope and follow developed department procedures, dictated by statute or policy. Official job description is on file in the Human Resource Office.

### **4. SENIOR CLERK:**

Ability to type, file answer phones and greet the public in a courteous manner. Duties follow developed department procedures, which remain relatively unchanged over an extended period of time. Perform clerical tasks as assigned by the Department/Division Head. Official job description is on file in the Human Resource Office.

**6. VAN DRIVER:**

Operate the Council on Aging vehicle. Transport passenger's following a daily scheduled route. Provide assistance to passengers while entering and exiting vehicle when necessary. Perform minor vehicle maintenance as required. CDL Class B with passenger Driver's License and proof of good driving record required. Official job description is on file in the Human Resource Office.

**\*NOTES:**

1. Time accumulated in one department may be included in the time required to reach applicable salary in other departments.
2. Promotion to the next highest classification requires one year (12 months) experience in preceding classification unless waived by Town Manager.
3. Promotions must be requested in a timely manner so that appropriations can be planned for in budget.
4. The classification system and program shall be administered by the Town Manager of the Town. Said system and implementation shall not be subject to negotiations between the Town and the Union except for the assignment of wage rates to said system.

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TOWN OF CHELMSFORD  
SALARY TABLES

IP 1  
| pmgrstep

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	USE PCT
07/01/2019	TAFCC TOWN AFSME ASST	ASST	DEPARTMENT ASST H	HOURLY	BIWEEKLY	02	26.2000	7.50	75.00	10.00	1950.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY							
00	0.0000	0.0000	0.0000	0.00	0.00							
01	0.0000	23.7063	177.7970	1,777.97	46,582.81							
02	0.0000	24.3145	182.3590	1,823.59	47,778.06							
03	0.0000	24.9383	187.0370	1,918.36	49,003.69							
04	0.0000	25.5781	191.8360	1,967.57	50,261.03							
05	0.0000	26.2343	196.7570	2,018.07	51,550.33							
06	0.0000	26.9076	201.8070	2,069.83	52,873.43							
07	0.0000	27.5977	206.9830	2,122.94	54,229.55							
08	0.0000	28.3059	212.2940		55,621.03							

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	USE PCT
07/01/2019	TAFCC TOWN AFSME PRC1	PRINC CLERK I	H	HOURLY	BIWEEKLY	02	26.2000	7.50	75.00	10.00	1950.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY							
00	0.0000	0.0000	0.0000	0.00	0.00							
01	0.0000	21.7887	163.4150	1,634.15	42,814.73							
02	0.0000	22.3476	167.6070	1,676.07	43,913.03							
03	0.0000	22.9210	171.9080	1,719.08	45,039.90							
04	0.0000	23.5092	176.3190	1,763.19	46,195.58							
05	0.0000	24.1122	180.8420	1,808.42	47,380.60							
06	0.0000	24.7309	185.4820	1,854.82	48,596.28							
07	0.0000	25.3654	190.2410	1,902.41	49,843.14							
08	0.0000	26.0161	195.1210	1,951.21	51,121.70							

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	USE PCT
07/01/2019	TAFCC TOWN AFSME PRC2	PRINC CLERK II	H	HOURLY	BIWEEKLY	02	26.2000	7.50	75.00	10.00	1950.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY							
00	0.0000	0.0000	0.0000	0.00	0.00							
01	0.0000	22.6637	169.9780	1,699.78	44,534.24							
02	0.0000	23.2453	174.3400	1,743.40	45,677.08							
03	0.0000	23.8415	178.8110	1,788.11	46,848.48							
04	0.0000	24.4534	183.4010	1,834.01	48,051.06							
05	0.0000	25.0806	188.1050	1,881.05	49,283.51							
06	0.0000	25.7241	192.9310	1,929.31	50,547.92							
07	0.0000	26.3841	197.8810	1,978.81	51,844.82							
08	0.0000	27.0611	202.9580	2,029.58	53,175.00							

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TOWN OF CHELMSFORD  
SALARY TABLES

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EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	USE PCT
07/01/2019	TAFCC TOWN AFSME SRCL	SENIOR CLERK		H HOURLY	B BIWEEKLY	02	26.2000	75.00	10.00	1950.00	262.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY							
00	0.0000	0.0000	0.0000	0.00	0.00							
01	0.0000	19.8583	148.9370	1,489.37	39,021.49							
02	0.0000	20.3677	152.7580	1,527.58	40,022.60							
03	0.0000	20.8903	156.6770	1,566.77	41,049.37							
04	0.0000	21.4262	160.6970	1,606.97	42,102.61							
05	0.0000	21.9760	164.8200	1,648.20	43,182.84							
06	0.0000	22.5398	169.0490	1,690.49	44,290.84							
07	0.0000	23.1182	173.3870	1,733.87	45,427.39							
08	0.0000	23.7112	177.8340	1,778.34	46,592.51							

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	USE PCT
07/01/2019	TAFCC TOWN AFSME VAN	VAN DRIVER		H HOURLY	B BIWEEKLY	02	26.2000	8.00	10.00	2080.00	262.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY							
00	0.0000	0.0000	0.0000	0.00	0.00							
01	0.0000	17.8661	142.9290	1,429.29	37,447.40							
02	0.0000	18.3247	146.5980	1,465.98	38,408.68							
03	0.0000	18.7948	150.3580	1,503.58	39,393.80							
04	0.0000	19.2769	154.2150	1,542.15	40,404.33							
05	0.0000	19.7715	158.1720	1,581.72	41,441.06							
06	0.0000	20.2787	162.2300	1,622.30	42,504.26							
07	0.0000	20.7990	166.3920	1,663.92	43,594.70							
08	0.0000	21.3327	170.6620	1,706.62	44,713.44							

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	USE PCT
07/01/2020	TAFCC TOWN AFSME ASST	DEPARTMENT ASST		H HOURLY	B BIWEEKLY	02	26.1000	7.50	10.00	1950.00	261.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY							
00	0.0000	0.0000	0.0000	0.00	0.00							
01	0.0000	24.1804	181.3530	1,813.53	47,333.13							
02	0.0000	24.8008	186.0060	1,860.06	48,547.57							
03	0.0000	25.4371	190.7780	1,907.78	49,793.06							
04	0.0000	26.0897	195.6730	1,956.73	51,070.65							
05	0.0000	26.7590	200.6930	2,006.93	52,380.87							
06	0.0000	27.4458	205.8440	2,058.44	53,725.28							
07	0.0000	28.1497	211.1230	2,111.23	55,103.10							
08	0.0000	28.8720	216.5400	2,165.40	56,516.94							

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/DAY	HRS/PERIOD	DAYS/PERIOD	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2020	TAFCC TOWN AFSME PRC1		PRINC CLERK I	H HOURLY	B BIWEEKLY	02	26.1000	7.50	75.00	10.00	1950.00	261.00	N
Change was made by 2.0000%													
No Dollar amount used.													
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00	0.0000	0.0000	0.0000	0.00	0.00								
01	0.0000	22.2245	166.6840	1,666.84	43,504.52								
02	0.0000	22.7946	170.9600	1,709.60	44,620.56								
03	0.0000	23.3794	175.3460	1,753.46	45,765.31								
04	0.0000	23.9794	179.8460	1,798.46	46,939.81								
05	0.0000	24.5944	184.4580	1,844.58	48,143.54								
06	0.0000	25.2255	189.1910	1,891.91	49,378.85								
07	0.0000	25.8727	194.0450	1,940.45	50,645.75								
08	0.0000	26.5364	199.0230	1,990.23	51,945.00								

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/DAY	HRS/PERIOD	DAYS/PERIOD	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2020	TAFCC TOWN AFSME PRC2		PRINC CLERK II	H HOURLY	B BIWEEKLY	02	26.1000	7.50	75.00	10.00	1950.00	261.00	N
Change was made by 2.0000%													
No Dollar amount used.													
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00	0.0000	0.0000	0.0000	0.00	0.00								
01	0.0000	23.1170	173.3780	1,733.78	45,251.66								
02	0.0000	23.7102	177.8270	1,778.27	46,412.85								
03	0.0000	24.3183	182.3870	1,823.87	47,603.01								
04	0.0000	24.9425	187.0690	1,870.69	48,825.01								
05	0.0000	25.5822	191.8670	1,918.67	50,077.29								
06	0.0000	26.2386	196.7900	1,967.90	51,362.19								
07	0.0000	26.9118	201.8390	2,018.39	52,679.98								
08	0.0000	27.6023	207.0170	2,070.17	54,031.44								

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/DAY	HRS/PERIOD	DAYS/PERIOD	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2020	TAFCC TOWN AFSME SRCL		SENIOR CLERK	H HOURLY	B BIWEEKLY	02	26.1000	7.50	75.00	10.00	1950.00	261.00	N
Change was made by 2.0000%													
No Dollar amount used.													
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00	0.0000	0.0000	0.0000	0.00	0.00								
01	0.0000	20.2555	151.9160	1,519.16	39,650.08								
02	0.0000	20.7751	155.8130	1,558.13	40,667.19								
03	0.0000	21.3081	159.8110	1,598.11	41,710.67								
04	0.0000	21.8547	163.9100	1,639.10	42,780.51								
05	0.0000	22.4155	168.1160	1,681.16	43,878.28								
06	0.0000	22.9906	172.4300	1,724.30	45,004.23								
07	0.0000	23.5806	176.8550	1,768.55	46,159.16								
08	0.0000	24.1854	181.3910	1,813.91	47,343.05								

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SALARY TABLES

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EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2020	TAFCC TOWN AFSME VAN	VAN DRIVER	H HOURLY	B BIWEEKLY	02	26.1000	8.00	80.00	10.00	2080.00	261.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY						
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00						
01	0.0000	18.2234	145.7870	145.7870	1,457.87	38,050.41						
02	0.0000	18.6912	149.5300	149.5300	1,495.30	39,027.33						
03	0.0000	19.1707	153.3660	153.3660	1,533.66	40,028.53						
04	0.0000	19.6624	157.2990	157.2990	1,572.99	41,055.04						
05	0.0000	20.1669	161.3350	161.3350	1,613.35	42,108.44						
06	0.0000	20.6843	165.4740	165.4740	1,654.74	43,188.71						
07	0.0000	21.2150	169.7200	169.7200	1,697.20	44,296.92						
08	0.0000	21.7594	174.0750	174.0750	1,740.75	45,433.58						

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2021	TAFCC TOWN AFSME ASST	DEPARTMENT ASST	H HOURLY	B BIWEEKLY	02	26.1000	7.50	75.00	10.00	1950.00	261.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY						
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00						
01	0.0000	24.6640	184.9800	184.9800	1,849.80	48,279.78						
02	0.0000	25.2968	189.7260	189.7260	1,897.26	49,518.49						
03	0.0000	25.9458	194.5940	194.5940	1,945.94	50,789.03						
04	0.0000	26.6115	199.5860	199.5860	1,995.86	52,091.95						
05	0.0000	27.2942	204.7070	204.7070	2,047.07	53,428.53						
06	0.0000	27.9947	209.9600	209.9600	2,099.60	54,799.56						
07	0.0000	28.7127	215.3450	215.3450	2,153.45	56,205.05						
08	0.0000	29.4494	220.8710	220.8710	2,208.71	57,647.33						

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2021	TAFCC TOWN AFSME PRCL	PRINC CLERK	I H HOURLY	B BIWEEKLY	02	26.1000	7.50	75.00	10.00	1950.00	261.00	N
Change was made by 2.0000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY						
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00						
01	0.0000	22.6690	170.0180	170.0180	1,700.18	44,374.70						
02	0.0000	23.2505	174.3790	174.3790	1,743.79	45,512.92						
03	0.0000	23.8470	178.8530	178.8530	1,788.53	46,680.63						
04	0.0000	24.4590	183.4430	183.4430	1,834.43	47,878.62						
05	0.0000	25.0863	188.1470	188.1470	1,881.47	49,106.37						
06	0.0000	25.7300	192.9750	192.9750	1,929.75	50,366.48						
07	0.0000	26.3902	197.9270	197.9270	1,979.27	51,658.95						
08	0.0000	27.0671	203.0030	203.0030	2,030.03	52,983.78						

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TOWN OF CHELMSFORD  
SALARY TABLES

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EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/DAY	HRS/PERIOD	DAYS/PERIOD	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2021	T AFC TOWN AFSME	PRC2	PRINC CLERK II	H HOURLY	B BIWEEKLY	02	26.1000	7.50	75.00	10.00	1950.00	261.00	N
Change was made by 2.0000%													
No Dollar amount used.													
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00	0.0000	0.0000	0.0000	0.00	0.00								
01	0.0000	23.5793	176.8450	1,768.45	46,156.55								
02	0.0000	24.1844	181.3830	1,813.83	47,340.96								
03	0.0000	24.8047	186.0350	1,860.35	48,555.14								
04	0.0000	25.4414	190.8110	1,908.11	49,801.67								
05	0.0000	26.0938	195.7040	1,957.04	51,078.74								
06	0.0000	26.7634	200.7260	2,007.26	52,389.49								
07	0.0000	27.4500	205.8750	2,058.75	53,733.38								
08	0.0000	28.1543	211.1570	2,111.57	55,111.98								

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/DAY	HRS/PERIOD	DAYS/PERIOD	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2021	T AFC TOWN AFSME	SRCL	SENIOR CLERK	H HOURLY	B BIWEEKLY	02	26.1000	7.50	75.00	10.00	1950.00	261.00	N
Change was made by 2.0000%													
No Dollar amount used.													
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00	0.0000	0.0000	0.0000	0.00	0.00								
01	0.0000	20.6606	154.9550	1,549.55	40,443.26								
02	0.0000	21.1906	158.9300	1,589.30	41,480.73								
03	0.0000	21.7343	163.0070	1,630.07	42,544.83								
04	0.0000	22.2918	167.1890	1,671.89	43,636.33								
05	0.0000	22.8638	171.4790	1,714.79	44,756.02								
06	0.0000	23.4504	175.8780	1,758.78	45,904.16								
07	0.0000	24.0522	180.3920	1,803.92	47,082.31								
08	0.0000	24.6691	185.0180	1,850.18	48,289.70								

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/DAY	HRS/PERIOD	DAYS/PERIOD	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2021	T AFC TOWN AFSME	VAN	VAN DRIVER	H HOURLY	B BIWEEKLY	02	26.1000	8.00	80.00	10.00	2080.00	261.00	N
Change was made by 2.0000%													
No Dollar amount used.													
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00	0.0000	0.0000	0.0000	0.00	0.00								
01	0.0000	18.5879	148.7030	1,487.03	38,811.48								
02	0.0000	19.0650	152.5200	1,525.20	39,807.72								
03	0.0000	19.5541	156.4330	1,564.33	40,829.01								
04	0.0000	20.0556	160.4450	1,604.45	41,876.15								
05	0.0000	20.5702	164.5620	1,645.62	42,950.68								
06	0.0000	21.0980	168.7840	1,687.84	44,052.62								
07	0.0000	21.6393	173.1140	1,731.14	45,182.75								
08	0.0000	22.1946	177.5570	1,775.57	46,342.38								