

AGREEMENT BETWEEN
TOWN OF MANCHESTER-BY-THE-SEA, MASSACHUSETTS

AND

**AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO**

LOCAL 687, STATE COUNCIL 93

CLERICAL EMPLOYEES

JULY 1, 2017 - JUNE 30, 2020

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AGREEMENT

AGREEMENT, made and entered into by and between the TOWN OF MANCHESTER-BY-THE-SEA in the County of Essex and Commonwealth of Massachusetts, hereinafter referred to as the "Employer", and LOCAL 687, STATE COUNCIL 93, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, hereinafter referred to as the "Union".

In consideration of the mutual covenants and agreements contained herein, said parties agree as follows:

ARTICLE 1: Recognition and Unit Definition

1.1 The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining on wages, hours and other terms and conditions of employment for employees set forth below. The Board of Selectmen of the Town of Manchester-by-the-Sea wishes to voluntarily recognize the American Federation of State, County and Municipal Employees (AFSCME) pursuant to Massachusetts General Laws Chapter 150E, Section 4; Massachusetts Labor Relations Commission, Rule 14.06, inclusive of said procedures for determining bargaining representatives, Section F, as the exclusive representative of the following classifications for all permanent full- and part-time employees (part-time employees shall be covered only if they are expected to work 1,040 hours per year) listed in Appendix A but excluding all other employees of the Town of Manchester-by-the-Sea.

Employees who are on the payroll as of September 6, 1990 shall retain their status as full- or part-time employees unless the employee voluntarily and with knowledge agrees to a classification which changes his or her status. The full time work week as of September 6, 1990 and for the Library as of July 1, 1999 shall be as follows:

Town Hall Clerical	33.5 hours per week;
Library	33.5 hours per week
Police	40 hours per week (inclusive of a paid meal period).

All employees shall receive benefits on a proportioned basis as their part-time service bears to full-time.

ARTICLE 2: Checkoff of Union Dues and Agency Fee

2.1. Upon individual written authorization by an employee, the Employer agrees to deduct from the employee's pay each week Union dues as established under the Union's constitution and by-laws and to transmit the sum so collected to the Treasurer of the Union at such other address as the Union may from time to time designate in writing to the Town Accountant by the tenth (10th) day of the following month, including a list of names of the persons who have had dues deducted. In addition, if an employee chooses not to become a member of the Union, the Town with the employee's written consent agrees to deduct an agency service fee equal to the amount set from time to time by the union and is proportionately

commensurate with the cost of collective bargaining and contract administration.

2.2. The individual written authorization by each employee shall be delivered to the Employer on a card bearing the language shown on Appendix B.

2.3. The Union shall indemnify and save the Employer harmless against any claims, demands, suits or other forms of liability that may arise out of or by reason of action taken or not taken by the Employer for the purpose of complying with the above provisions of this Article of the Agreement or in reliance on any authorization furnished to the Employer in connection therewith.

2.4. Agency Fee: Inherent in this Agreement and made part of same is Chapter 1078, of the Acts of 1973, Sections 12 and 17G and MGL Ch. 150E. In accordance with Chapter 1078 of the Acts of 1973, Sections 12 and 17G, each member of the bargaining unit as defined in Article 1 may be required to pay on or after the 30th day of employment in the bargaining unit regardless of said bargaining member chooses to become a member of the Union or not, a weekly agency service fee equal to the amount set from time to time by the Union and is proportionally commensurate with a collective bargaining and contract administration. Pursuant to this Article and MGL Ch. 150E, Section 12, the Town agrees to deduct said Agency Fee from each weekly payment of salary and transmit the monies to the Union including a list of names of the persons who have had the fee deducted.

2.5. The Union shall indemnify and save the Employer harmless against any claims, demands, suits or other forms of liability that may arise out of or by reasons of action taken or not taken by the Employer for the purpose of complying with the above provisions of this Article of the Agreement or in reliance on any authorization furnished to the Employer in connection therewith.

ARTICLE 3: Discrimination and Coercion

3.1. There shall be no discrimination by department heads or supervisors, or other agents of the Employer against any employee because of his or her activity or membership in the Union.

3.2. The Union agrees that neither its officers, members, nor persons employed by the Union, shall discriminate against or coerce any employee for his or her non-membership in the Union.

ARTICLE 4: Grievance Procedure and Arbitration

4.1. The Purpose of this Article is to establish a procedure for the settlement of grievances which involve the interpretation and application of this Agreement. A "grievance" shall mean a dispute concerning the interpretation or application of this Agreement. All such grievances will be handled as provided in this Article. If a grievance is once settled or if it is not presented within the time limits provided below, it shall be considered closed and shall not

thereafter be subject to the grievance procedure or to arbitration hereunder. If the Employer or its representatives fail to answer a grievance within the time limits provided below, such action shall be considered a denial of the grievance at that step.

4.2 The following procedures are established for the settlement of grievances:

4.2.1. The employee or the Union must notify the employee's Department Head (as defined below) in writing of the grievance within five (5) work days after the occurrence of the matter which gave rise to the grievance or the time that the employee actually had or reasonably should have had knowledge of such occurrence. The employee's grievance shall be signed by the aggrieved employee and a designated representative of the Union and should contain the following information:

- (i) A statement of the grievance which specifies that part of the Agreement which has been violated;
- (ii) A statement of remedial action or relief sought;
- (iii) A statement of the reasons why the aggrieved believes the remedy should be granted.

The aggrieved, a designated representative of the Union, and the Department Head shall meet within five (5) work days and attempt to resolve the grievances. Within five (5) work days thereafter, the Department Head shall render in writing his or her decision in the matter. Such written decision shall be sent to the Union with copies to the aggrieved and to the Board of Selectmen of the Town of Manchester-by-the-Sea.

4.2.2. Should the grievance remain unsettled after the decision of the Department Head, the grievance may be appealed to the Board of Selectmen within five (5) work days after the decision of the Department Head or ten (10) work days after the date of the meeting with such Department Head, whichever is shorter. The Board of Selectmen and/or its authorized representatives will meet with the Union within ten (10) work days after the referral in an attempt to resolve such grievance and within five (5) work days thereafter answer the grievance in writing.

4.2.3. Should the grievance remain unsettled after the meeting with or decision of the Board of Selectmen or its authorized representative, the Union may, within twenty-five (25) work days after the answer of such Board is due, request arbitration of such grievance, by written notice to such Board. If the parties are unable to agree on the selection of an arbitrator, the Union may request the American Arbitration Association to aid in the selection of an arbitrator pursuant to its Rules and Regulations.

4.2.4. The employee's Department Head shall be deemed to be as follows for an employee in the department or position listed below:

<u>Department or Position</u>	<u>Department Head</u>
Library employees	Library Director
Police Department	Police Chief
Town Hall	Town Administrator

4.3. Arbitration proceedings shall be conducted pursuant to the Rules and Regulations of the American Arbitration Association.

4.4. The grievance as stated in the Request for Arbitration shall constitute the sole and entire subject matter to be heard by the arbitrator unless the parties agree to modify the scope of the hearing. The arbitrator shall not have the right to add to, detract from, or in any way alter provisions of this Agreement. The award of the arbitrator shall be final and binding on the parties, provided it is not rendered in violation of M.G.L. c. 150c and is not otherwise in derogation of established law or public policy.

4.5. Only the Union shall have the right to require arbitration.

4.6. Each party shall bear the expense of preparing and presenting its own case. The costs of the arbitration and incidental expenses mutually agreed to in advance shall be shared equally between the parties.

4.7. The time limits established by this Article may be extended by mutual written consent of those parties participating at each step in the grievance and arbitration procedure.

4.8. Unless otherwise mutually agreed, each arbitration hearing shall deal with not more than one grievance.

ARTICLE 5: Seniority

5.1. The continuous length of service of the employee with the Employer shall determine the seniority of the employee.

5.2. The principle of seniority shall be used in all cases of promotion or transfer within the bargaining unit when in the judgment of the Employer the qualifications of employees and/or their ability to do the work are relatively equal.

5.3. In all cases of choice of vacation period, seniority shall govern.

5.4. In all cases of preference in assignment to shift work, seniority shall govern when in the judgment of the Employer the qualifications of employees and/or their ability to do the work are relatively equal.

5.5. Employees removed from employment because of reduction in work force shall be rehired on the basis of "last out-first in" concept if the employee can meet the requirements of and perform the functions of the job. The laid off employee shall be contacted by certified mail at his or her last known address filed with the Town and shall respond immediately upon receipt of the recall notice. If an employee fails to respond within seven (7) days or if the certified letter is returned, there shall be no responsibility on the part of the Town to rehire said laid off employee.

5.6. For the purpose of this Article and Article 6 (Job Posting and Bidding), in determining whether the qualifications of employees and/or their ability to do the work are relatively equal, the Employer shall take into account their experience, knowledge, demonstrated ability to work well with other employees, special skills, etc.

5.7. In all cases of decrease in work force, seniority shall govern except where the position requires a professional degree or when in the in the judgment of the Employer after consultation with the appropriate department head(s) the qualifications of employees and/or their ability to do the work are relatively equal. Decisions by the Employer are subject to the grievance/arbitration procedure.

ARTICLE 6: Job Posting and Bidding

6.1. When a position covered by this Agreement is to become vacant or becomes vacant and the Employer wishes to consider filling it, such vacancy shall be posted on the appropriate bulletin board listing the pay. Job specification shall be made available on application. This Notice of Vacancy shall remain posted for at least seven (7) work days. Employees interested shall apply, in writing, within the posted period. Non-employees may also apply.

6.2. When a vacancy exists for a Union position, the Town agrees to give hiring preference to a Union candidate if the following conditions are met:

- a) the Union candidate can demonstrate that he or she has the ability, knowledge, and experience to perform the duties and responsibilities of the position, and
- b) the Union candidate has a combination of qualifications that are at least essentially equal to any outside candidate, and
- c) the Union candidate has received a favorable recommendation from his or her Department Head.
- d) The Town Administrator shall be the sole judge of qualifications pursuant to the provisions of Section 6.2, paragraph b.

The Town agrees that before making its decision to hire an outside candidate into a Union position when there is an in-house candidate, the Town will provide one (1) week's written notice to the Union and meet and confer with the Union if the Union so requests within three (3) days of receiving notice.

6.3. When the Town decides to place an employee above the minimum step, the Town agrees not to place the employee at higher than the mid-range of the steps. The Town agrees that before making its decision to place an employee above the minimum step, the Town will provide one (1) week's written notice to the Union and meet and confer with the Union if the Union so requests within three (3) days of receiving notice.

6.4. Newly hired employees shall be subject to a six (6) month probationary period from the first day of work.

ARTICLE 7: Hours of Operation

7.1. The regular hours of work each day for each job classification shall be as follows:

Town Hall:	Mon., Tues., Wed.	8:30 - 5 p.m.	24.0 hours
	Thursday	8:30 - 6:30 p.m.	9.5 hours
	Friday	Closed.	33.5 hrs/week

With 90 day notice and with sufficient funds approved to cover additional hours, Town Hall Hours will change to;

	Mon., Tues., Wed.	8:30am - 5:00pm	24 hours
	Thursday	8:30am - 6:30pm	9.5 hours
	Friday	8:30am - 12:00pm	3.5 hours
			37.0 hours/week
Police Dept.:	Head Disp./Clerk (day)	Mon. - Fri. 8 a.m. - 4 p.m.	
	Dispatcher/Clerk (night)	Mon. - Fri. 4 p.m. - 12 midnight	
	Dispatcher/Clerk (night)	Mon. - Fri. 12 midnight - 8 a.m.	
	Police/Fire Clerical	Mon. - Fri 8:30a.m. - 5:00 p.m.	40 hours/week

Library:	Monday	9 a.m. - 8 p.m.	
	Tuesday	9 a.m. - 8 p.m.	
	Wednesday	9 a.m. - 8 p.m.	
	Thursday	9 a.m. - 8 p.m.	
	Friday	9 a.m. - 5 p.m.	
	Saturday	9:00 a.m. - 5 p.m.	
			33.5 hours/week

7.2 Employees covered by this agreement may alter his or her work week from time to time to include a period of time on Friday, subject to the prior approval of both the employee and the department head.

ARTICLE 8: Meal Periods

8.1. All employees shall be granted an unpaid meal period of one half (1/2) hour's duration during each work shift. Employees may occasionally work through lunch and leave early with the permission of the department head. Whenever possible, the meal shall be scheduled near the middle of the shift. Police dispatchers shall have a one-half hour paid period, but may leave the console only when there is sufficient staff to cover the work station.

8.2. While working in an overtime status, the employee shall be given a one-half hour meal period with pay for every four hours of continuous work. When possible, the meal period shall be taken during normal meal times. The employee will not be entitled to additional compensation for missed meal breaks unless the Employer has specifically asked the employee to

skip a meal break due to an emergency condition. If the employee agrees to skip a meal break, then he/she will be entitled to an additional half-hour of overtime pay. Compensation for missed meal breaks will be paid only if management initiates the request and will apply for one meal break only.

ARTICLE 9: Overtime

9.1. An employee covered by this Agreement shall be paid overtime at a rate of one and one-half (1-1/2) times his or her regular rate of pay for work in excess of forty (40) hours in one (1) week, unless otherwise specified in the contract. All work performed on Sunday shall be paid at the rate of one and one-half (1 1/2) times the regular rate of pay unless it's the employee's regular work day. Town Hall employees who normally work 9 1/2 hours on Thursdays shall only receive overtime for work on Thursday if the hours are in excess of 9 1/2 hours.

9.2.1. An employee called back to work on the same day after having completed his or her assigned work and left the place of employment and before his or her next regular scheduled starting time, shall be paid at the rate of time and one-half (1-1/2) for all hours worked on recall. The employee will be guaranteed a minimum of four (4) hours pay at time and one-half (1-1/2) regardless of hours actually worked but shall not return home until released by his or her supervisor.

9.2.2. If recall work starts three (3) hours or less before the employee's next regular shift, the employee will be paid at time and one-half (1-1/2) for the time which elapses between the start of recall work and the start of his or her regular shift.

9.2.3. Compensatory time may be accumulated up to 176 hours. Use of compensatory time as time off requires prior approval from the employee's supervisor using a form provided by the Town.

9.3. Overtime shall be equally and impartially distributed among personnel in each department who ordinarily perform such related work in the normal course of their work week. Employees who are offered work and refuse will be credited with having had their turn. When in case of extreme emergencies it is necessary to call in personnel from other departments to aid and assist, the personnel from departments other than the department which normally performs such related work shall be released from their duties first when the work load lessens.

9.4. Employees covered by this Agreement may be required to work overtime whenever, in the judgment of the Employer, there is an emergency which requires such overtime work. Such employees may also be required to work a reasonable amount of overtime when, in the judgment of the Employer, such overtime is in the best interests of the Employer even though there is no emergency. If there are an insufficient number of volunteers with required skills, then employees with the necessary skills shall be required to work in reverse order of seniority.

9.5. Employees who are required to attend meetings outside their normal work hours shall be guaranteed a minimum of three (3) hours pay at a rate of time and one-half.

9.6. For the purpose of computing overtime, all paid leaves (holidays, vacation, sick leave, funeral leave, personal leave, and any other paid leaves) shall be considered as time worked.

9.7. When a dispatch shift needs to be filled, part-time dispatchers and reserve officers will be called first to fill the shift. If no part-timer takes the shift, then the shift will be offered first to a full-time dispatcher at overtime rates. If no full-time dispatcher takes the shift it will then be offered to a full time police officer who is able to work dispatch shifts at overtime rates.

ARTICLE 10: Rest Period

10.1. All employees' work schedules shall provide for one fifteen (15) minute rest period during each 1/2 shift. The rest period shall be scheduled near the middle of this time period whenever this is feasible.

ARTICLE 11: Holidays

11.1. The following days shall be considered paid Holidays:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents Day	Veterans' Day
Patriots' Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve - one half day
	Christmas

11.2. Holiday pay shall be the normal number hours worked on that day at the straight time rate.

11.3. If a holiday occurs within an employee's vacation period, it will not be counted as a vacation day.

11.4. Employees required to work on a holiday shall receive in addition to the regular holiday pay an amount equal to one and one half (1-1/2) times their regular rate of pay for all hours worked, and shall be guaranteed a minimum of four (4) hours pay at such rate.

11.5. If a holiday occurs on an employee's normal day off, he/she shall receive, at the option of his or her Department Head, either (a) a credit of that day to employee's vacation time or (b) the right to a day off on a Friday or Monday occurring within ten weeks of that holiday.

11.6. Holidays that fall on a Saturday shall be observed on the Friday preceding the

holiday. Holidays that fall on a Sunday shall be observed on the Monday following the holiday.

- 11.7. For Town Hall employees, the following schedule will be followed for Christmas:
- Christmas on Sunday or Monday: closed on Monday; employees entitled to ½ day holiday to be taken at the discretion of the department head;
 - Christmas on Tuesday, Wednesday or Thursday: closed on December 25th with Town Hall closing at noon for the ½ day holiday on December 24th.
 - Christmas on Friday: closed at noon on Thursday, December 24th and closed at 5:00 p.m. on Thursday, December 31st plus one day holiday for New Year's Day to be taken at the discretion of the department head.
 - Christmas on Saturday: 1 ½ day holiday to be taken at the discretion of the department head.

11.7.1 For Library employees, the following schedule will be followed for Christmas and New Year's Day:

- Christmas on a Sunday or Monday closed on Monday; employees entitled to an additional ½ day holiday to be taken at the discretion of the department head.
- Christmas on Tuesday, Wednesday, Thursday, or Friday: closed on December 25th with the Library closing at 4 p.m. on December 24th. Employees not on the schedule on Christmas Eve are entitled to an additional ½ day holiday to be taken at the discretion of the department head.
- Christmas on Saturday: closed on Friday; employees are entitled to an additional ½ day holiday to be taken at the discretion of the department head. When the holiday falls on Saturday the Library will follow the summer schedule (no hours scheduled for that Saturday).
- The above Christmas schedule applies to New Year's Day, with the exception of no ½ day holiday for New Year's Eve.

11.8. A part-time employee working twenty (20) hours or more per week and who is paid on an hourly basis will receive one day's pay at the regular rate based on the number of hours regularly scheduled on the day on which the designated holiday occurs. If the number of hours worked varies, the amount of holiday pay to which an employee is entitled shall be determined by the employee's appointing authority.

ARTICLE 12: Vacation Schedule

12.1. Every employee occupying a full-time position, or a part-time position in which he/she customarily works more than 1,040 hours per year, and who has been in the continuous service of the Employer for six (6) months, and who has successfully completed the probationary period, shall be granted one (1) week of vacation with pay that must be used from the seventh month through the twelfth month of the first year of employment. None of these vacation days may be carried over into subsequent years.

12.1.1. Every employee occupying a full-time position, or a part-time position in which he/she customarily works more than 1,040 hours per year, and who has been in the continuous service of the Employer for twelve (12) months, shall be granted two (2) weeks vacation with pay during the first calendar year in which said twelve (12) months has been completed, and in each calendar year thereafter.

12.1.2. Every such employee who has worked continuously for five (5) years shall be granted three (3) weeks vacation with pay in each calendar year.

12.1.3. Every such employee who has worked continuously for ten (10) years shall be granted four (4) weeks vacation with pay in each calendar year.

12.1.4 Every employee who has worked continuously for fifteen (15) years shall be granted four and 2/5 (4.40) weeks of vacation with pay in each calendar year.

12.1.5 Every employee who has worked continuously for sixteen (16) years shall be granted four and 3/5 (4.60) weeks of vacation with pay in each calendar year.

12.1.6 Every employee who has worked continuously for eighteen (18) years shall be granted four and 4/5 (4.80) weeks of vacation with pay in each calendar year.

12.1.7 Every employee who has worked continuously for twenty (20) years shall be granted five (5) weeks of vacation with pay in each calendar year.

12.1.9. A maximum of two weeks of unused paid vacation time may be carried over into the next calendar year. Prior approval for the use of vacation time must be obtained from the employee's supervisor using a form provided by the Town.

12.1.10. Vacations shall be calculated as follows: multiply the total number of regularly scheduled hours worked in a calendar year by .0385. The total equals the number of hours vacation earned for two weeks vacation each year. For example, if an employee worked 40 hours per week, times 52 weeks, times .0385, the employee would be entitled to 80 hours vacation.

12.2. Upon the death of an employee eligible for vacation leave, payment shall be made to the estate or heirs of the deceased for that proportion of the vacation accrued in the calendar year prior to death which the number of days worked bears to the total working days in such year.

12.3. Employees eligible for vacation leave whose services are terminated by dismissal through no fault or delinquency of their own, or by retirement, or by entrance into the armed forces, shall be paid for that proportion of the vacation accrued in the calendar year during which such termination occurred plus any unused vacation time carry-over which the number of days worked bears to the total working days in such year.

12.4. Absences on account of sickness in excess of that authorized under the provisions for sick leave in this contract, and absences to conduct personal business may, at the discretion of the employee, be charged to vacation. Absences to conduct personal business which are charged to vacation shall not exceed one (1) day in any one (1) contract year and shall be granted only in increments of one (1) full day at a time. Except when prevented by an emergency, an employee shall give his or her Department Head at least seventy-two (72) hours notice of his or her request for leave of absence to conduct personal business which is to be charged to vacation.

12.5. Three (3) personal days per year shall be granted.

ARTICLE 13: Sick and Injured Leave

13.1. Every employee occupying a full-time position or a part-time position in which the employee customarily works a total of at least 1,040 hours in a calendar year, shall, after his or her first three (3) months of continuous service, receive sick leave with pay for a period equal to one and one-half (1 1/2) day per month of said service. Sick leave under this paragraph may be used if such disability is caused by sickness, injury, illness or by exposure to a contagious

disease not incurred in the line of duty.

13.2. Sick leave allowed under the provisions of the preceding paragraph shall be cumulative, to a maximum of 200 days.

13.3. To be eligible for this sick leave, the employee must properly notify his or her department head that he or she will not report for work before the beginning of the work shift. All notices should be given as soon as possible to allow the department involved time to make necessary adjustments. Employees who are sick at home shall notify his or her supervisor if he or she intends to leave home for any of the following reasons:

1. to keep medical appointments
2. to purchase food, medication or necessities
3. to register to vote or to vote
- 4) to exercise as recommended by a physician
5. to answer court subpoenas

And further, to obtain permission from the department head to leave home for any other reason. This permission will take the form of notice in a reasonable amount of time after the fact in the case of emergency.

13.4. Each employee absent on sick leave shall file with the Department Head, if requested, an Employee's Certificate of Disability on the form described in Section 13.7, below, before the employee shall be entitled to compensation as herein provided. When absence on sick leave is for a period of more than three (3) days, each such employee may be required by the Department Head to file a Physician's Certificate of Disability, signed by a regularly licensed and practicing physician, before the employee shall be entitled to compensation as herein provided. The Department Head shall keep a record of all sick leave granted to each employee in the department.

13.5. Employees whose services are terminated shall not be entitled to compensation in lieu of sick leave not taken.

13.6. The employee's Department Head may grant an employee leave with pay in the event of a sick child or family member for 1-3 days, which leave shall be considered to be sick leave of such employee.

13.7. The Employee Certificate of Disability shall be in substantially the following form and signed by the Employee: "I hereby certify that my absence from work on the following date(s) _____, 20__, was due to the following condition of sickness:
Signed _____ Employee"

13.8.1 Sick/Maternity/Paternity Leave Bank. A sick and maternity/paternity leave bank ("bank") shall be established for members of the bargaining unit. Under the terms and conditions set forth below, members who wish to participate may contribute sick days from their individual

sick leave accounts to the bank, and members who contribute to the bank may be eligible to use the bank.

13.8.2 Committee.

A joint committee called the "Sick and Maternity/Paternity Leave Bank Committee" shall be established consisting of two members designated by the union and two members designated by the employer. The committee shall review requests and make decisions about contributions, eligibility, and benefits. The decisions of the committee shall be final and binding and not subject to appeal under the grievance-arbitration provisions or otherwise.

13.8.3 Establishment and Maintenance of Sick and Maternity/Paternity Leave Bank.

- a) A contribution of two (2) sick days from each contributing employee shall initially fund the sick leave bank. Thereafter, the annual contribution from each contributing employee shall be one (1) day. When the total number of days available in the bank falls to the number of contributing employees, each contributing employee shall contribute one additional day.
- b) The committee may determine if additional contributions are necessary to fund emergency situations.
- c) Employees who retire, resign, or are terminated cannot contribute unused sick days to the bank.
- d) Any unused sick leave in the bank at the end of the calendar year shall be allowed to roll over into the following calendar year. However, the number of accumulated sick days shall be capped at two times the number of contributing employees in the first year, and shall not exceed five times the number of contributing employees thereafter. This total may be subject to change by mutual agreement of the committee.

13.8.4 Eligibility.

- a) Employees shall elect in writing whether to participate in the sick leave bank. Only those employees who elect to participate will be eligible to apply for benefits from the sick leave bank.
- b) New employees may elect to join the sick leave bank after ninety (90) days of employment.
- c) An employee must be receiving wages to be eligible to participate and use sick leave bank benefits.
- d) An employee must first exhaust his/her sick leave, vacation leave, and other available leave before seeking sick leave bank benefits.
- e) There must be adequate medical evidence of a serious non-occupational illness or accident that has resulted in the exhaustion of the employee's available leave.
- f) An employee's prior use of sick leave shall be considered by the committee.
- g) An employee's length of service shall be considered by the committee.
- h) An employee's contributions to the sick leave bank and prior use of the bank shall be considered by the committee.

13.8.5 Benefits.

- a) The sick leave bank must have a sufficient number of accumulated days to cover any benefits that are to be provided.

- b) The initial grant of sick leave to an eligible employee shall not exceed thirty (30) working days.
- c) Upon completion of the thirty (30) working day period, the committee may extend the benefit period upon demonstration of need by the employee. This additional benefit period shall not exceed sixty (60) working days.
- d) The maximum number of days granted an employee during his or her years of service shall not exceed ninety (90) working days.

13.9 Sick Leave Buy Back

Employees who retire under the provisions of MGL Chapter 32 will be paid \$25 per day of accumulated sick leave, up to 200 days. To be eligible for this benefit, an employee must have accumulated at least 100 days of sick leave and have at least ten (10) years of service to the Town.

An employee who is retiring must provide written notice of his or her intention to retire by February 15th of the fiscal year prior to the fiscal year in which the retirement is to take effect in order to obtain this benefit. If the employee fails to provide notice as required in the above section, he or she shall be entitled to payment in the fiscal year that begins one year after the fiscal year in which the retirement is to take effect.

ARTICLE 14: Court Appearances

14.1. An employee called to jury duty shall receive from the Employer an amount equal to the difference between his or her normal compensation and the amount (excluding any reimbursed expenses) received from the court, upon presentation of certification of the amount paid by the court.

14.2. An employee served with a subpoena to appear in court as a witness through no fault of his or her own, upon submittal of a copy of the subpoena and the witness fee received, shall receive his or her regular pay for each day served as a witness.

ARTICLE 15: Bereavement Leave

15.1. In the event of death of the mother, father, spouse or child of an employee covered by this Agreement, such employee shall receive bereavement leave without loss of pay for not more than five (5) scheduled work days which must fall on or after the date of the death and on or no later than one month after the date of the funeral. The employee shall be entitled to one (1) additional day of bereavement leave without loss of pay if the location of the funeral be more than 200 miles from the Town Hall, Manchester-by-the-Sea, Massachusetts.

15.2. In the event of the death of a covered employee's sister, brother, father-in-law, mother-in-law or any relative living with the employee, such employee shall receive bereavement leave without loss of pay for not more than three (3) scheduled work days which must fall on or after the date of death and on or before the date of the funeral. The employee shall be entitled to

one (1) additional day of bereavement leave without loss of pay if the location of the funeral be more than 200 miles from the Town Hall, Manchester-by-the-Sea, Massachusetts.

15.3 In the event of death of the grandmother, grandfather, sister-in-law, or brother-in-law of an employee covered by this Agreement, such employee shall receive bereavement leave without loss of pay for the day of the funeral.

ARTICLE 16: Worker's Compensation

16.1. If an employee eligible to receive compensation under the provisions of this section has received weekly worker's compensation benefits for the same period of absence, the sum paid by the Employer for said period of absence shall be the difference between the amount of the employee's regular compensation and the amount received by the employee from the weekly worker's compensation benefits.

ARTICLE 17: Military Leave

17.1. Each Employee covered by this Agreement who is called for duty in the Armed Forces of the Commonwealth or the United States shall be paid any difference in compensation between that drawn in a normal working period of two (2) weeks in his or her regular Town employment and the total compensation (excluding travel allowance) received by reason of each duty. Such payments shall be limited to a period of two (2) weeks in any twelve (12) month period and shall include payment to members of the National Guard who may be mobilized during an emergency in the Commonwealth. Employees called for duty hereunder shall not be required to use their vacation allowance for such military activity.

ARTICLE 18: Leave of Absence

18.1. Employees shall be eligible for leaves of absence after thirty (30) days service with the employer.

18.2. Any request for a leave of absence shall be submitted in writing by the employee to the Town Administrator. The request shall state the reason the leave of absence is being requested and the approximate length of time off the employee desires. Leaves of absence may be granted by the Board of Selectmen for up to three (3) months without pay. The decision of the Board of Selectmen is final and cannot be grieved unless the decision of the Board was arbitrary or capricious under the provisions of this contract.

18.3. Working another job during a leave of absence shall be grounds for termination. Seniority during such leave shall be retained but shall not accrue.

ARTICLE 19: Union Representatives

19.1. A written list of Union stewards and other representatives shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer in writing of any changes.

ARTICLE 20: Wage and Classification Plan/Longevity

20.1. It is agreed that the Employer's wage and classification plan for employees covered by this Agreement shall be stated in the Wage and Classification Plans included in this contract as Appendix A. Wage increases shall be implemented for FY 2018 effective July 1, 2017 at 2.5%, for FY 2019 effective July 1, 2018 at 2.5% and for FY 2020 effective July 1, 2019 at 2.5%.

20.2. A step increase provided for in the table of wage rates shall be granted automatically as of each anniversary of the employee's date of employment, if the employee's Department Head has not given him or her notice at least ninety (90) days before such anniversary that the department head is considering not granting the step increase and the reasons therefore. The employee shall have the right to grieve any failure to grant any step increase provided he or she has not grieved the same within the preceding six (6) months.

20.2.1. Step 4 will be 3% higher than step 3. Step 4 will be granted to eligible employees who have ten (10) or more years of continuous service with the Town.

20.2.2: Shift Differential Pay for Dispatcher/Clerk Positions: Pay for the night shifts shall receive a \$0.35 per hour shift differential.”

20.3. Upon promotion an employee shall be placed in that step of the range to which he or she was promoted that shows at least a one step increase in pay.

20.4. An employee who is assigned to perform in a higher classification shall be paid for the time worked at a rate which he or she would have been entitled to receive under the Wage and Classification Plan as if he or she had been promoted to that classification.

20.5. An employee who from time to time is assigned for the convenience of the Employer to perform in a lower classification shall suffer no reduction in pay. An employee transferred to a lower rated position for the convenience of the Employer shall enter it at his or her rate in the position from which he or she is transferred. A Department Head may, however, effect the transfer to a lower rated position at the lower rate applicable to the new position upon failure of the employee to perform satisfactorily the duties of his or her present position, but such action shall be subject to grieving by the employee.

20.6. Longevity

20.6.1 Any permanent full-time employee shall receive longevity pay in accordance with the schedules below.

20.6.2 Longevity payment will be disbursed in one lump sum on the pay day following the anniversary date of hire.

20.6.3 Longevity shall be payable as follows:

<u>Length of service</u> <u>in years</u>	<u>Amount</u> <u>Payable</u>
5-9	\$200
10-14	\$300
15-19	\$500
20-25	\$800
More than 25	\$1000

20.7. The Town shall pay for the cost of licenses or certifications which employees are required to maintain.

20.8 Should an employee work in a split job/title, the employee shall be paid the rate of pay of the higher job title for all hours worked.

20.9 An annual clothing allowance of \$400 will be paid to each Dispatcher/Clerk who has completed the probationary period. The clothing allowance is for the purpose of purchasing and maintaining suitable and serviceable work clothes and uniform as determined by the Police Chief. Each Dispatcher/Clerk must submit receipts for the purchase and maintenance of clothing to cover the payment made by the Town. The style and color of the Dispatcher/Clerk's uniform to be maintained by the employee shall be determined by the Town. Changes in the style and color of any portion of the uniform authorized by the Town shall be paid for by the Town.

20.10 Beginning July 1, 2012, annual education stipends will be increased as follows: \$250 for an Associate's degree; \$350 for a Bachelor's degree; \$550 for a Master's degree. Employees will be paid for only one degree. Dispatchers who maintain their EMT status will receive an annual stipend equal to \$300 to be paid in July.

ARTICLE 21: Health and Welfare

21.1a. Effective with the 2018-2020 Agreement, bargaining unit members will be enrolled in the MIIA HMO BLUE NE (Benchmark) health insurance plan or its equivalent. With the concurrence of a majority of the Insurance Advisory Committee, an alternative provider of the benchmark plan may be substituted.

The "benchmark plan" shall refer to a health insurance plan that has the same plan design elements as the most popularly subscribed HMO plan offered through the state's Group Insurance Commission as determined yearly.

For the duration of this agreement, the Town agrees to maintain the plan design in effect

for FY18.

21.1b In addition, members of the Clerical Union who work in the Manchester by the Sea Police Department will be eligible to participate in the health insurance program offered through the Teamsters as part of the Police Union Contract (the “Teamster Plan.”)

The Town will allow Clerical union member to switch from the current plan offered to other Town Employees to the Teamsters Plan effective July 1, 2016. The Town agrees to contribute toward the cost of such insurance program either the dollar amount or the percentage amount which the Town contributes for other active Clerical Union employees’ Town-sponsored health insurance coverage, whichever is less.

Notwithstanding any Town regulations to the contrary, should union members leave the Teamsters Plan for any reason, that occurrence will not affect their ability to enroll in the health care plan then being offered to other active or retired Town employees, i.e., if the union member retires he/she shall be allowed to enroll in the retirees’ Town-sponsored health insurance plan as long as he/she is otherwise eligible. A union member shall be able to so enroll during an open enrollment period or upon the occurrence of a qualifying event according to the Town-sponsored health insurance plan. In the event a union member enrolls in a Town-sponsored health insurance plan, the Town will contribute the same percentage amount as it does for other similarly situated Clerical Union employees.

21.2. The Town and the Union agree to work together to implement a health care account for employees to contribute to in order to maximize tax savings for health care costs.

21.3. All bargaining unit members hired after July 1, 2017 shall contribute 35% of the cost of their health insurance premium and the Town shall be responsible for the remaining 65%. For bargaining unit members hired prior to July 1, 2017 the premium split paid by bargaining unit members will be no higher than 30% of the premium cost.

Bargaining unit members hired between July 1, 2012 and July 1, 2017 shall contribute 30% of the cost of their health insurance premium and the Town shall pay the remaining 70% of the cost.

21.4. The health insurance premium contribution percentage for bargaining unit members hired prior to July 1, 2012 shall remain at 25% for Fiscal Year 2018 , Fiscal Year 2019 and for Fiscal Year 2020. It shall increase to 30% on June 30, 2020,

21.5. Upon expiration of any contracts presently in effect and all future contracts between insurance carriers and the Employer dealing with medical coverage, the Union will be fully informed of any negotiations dealing with coverage that affects its members, and may make inquiries and advise the Employer of desires of the employees. The employer further agrees to pay a percentage of any health care plan provided, pursuant to separate negotiations.

Dental insurance will be made available to employees at their cost, subject to the requirements of

the insurance company. The Town will not pay for dental insurance.

21.6 Wellness Incentive Rebate: The Town shall contribute \$650 per year per bargaining unit member who chooses to participate in the Wellness Incentive Rebate program. The funds shall be deposited into a Health Reimbursement Account (HRA) in the member's name. The amount of money in the HRA may be rolled over from year to year. The cost of administering the plan will be paid by the Town. The HRA may be used to offset the out of pocket costs associated with the health plan such as prescriptions, copays, deductibles, diagnostic testing, lab work, etc. An individual wanting to participate in the Wellness Incentive Rebate program would be eligible for the \$650 rebate in the 2nd (2019) and 3rd (2020) years of the contract.

In order to be eligible for this benefit, a bargaining unit member must provide written verification from his/her primary physician to the Town Administrator that he/she has successfully followed/completed the following during the previous Fiscal Year: 1) An annual physical, 2) All age-appropriate screenings, 3) A health-risk assessment, 4) compliance with any physician-prescribed medicines and/or directives.

The written verification must be submitted in July of each year in order to be eligible for payment, e.g., verification for FY 18 must be submitted in July, 2018 for initial FY 19 payment). It need only verify that the above conditions have been met. The payment will be made promptly upon submission of the verification.

21.7 Opt-out Option: The Town agrees to provide an incentive for bargaining unit members to opt out of Town-sponsored health insurance plans. The opt out option has 2 categories:

- 1) Bargaining unit members who are currently on the Town's Health insurance who then choose to opt out of the Town's insurance: These bargaining unit members will receive annually \$3000 each for a family plan and \$1500 each for an individual plan for each year they are not enrolled in the plan. This amount can be pro-rated to accommodate insurance that may have different plan dates from what the Town has.
- 2) New bargaining unit members who, upon hiring, opt not to take the Town's Health insurance will receive a one-time payout of \$1500.

The above-referenced payments will only be made if the bargaining unit member continues to not be enrolled in a Town-sponsored health insurance plan. Proof of alternative insurance coverage will be required.

21.8 Insurance Advisory Committee: The Bargaining Unit and the Town agree to maintain an active IAC. Pursuant to M.G.L. c. 32B, Section 3, the IAC will consist of 8 members; 7 current employees representing the four Town labor unions chosen by the bargaining units and one retiree appointed by the Board of Selectmen. The members of the bargaining unit assigned to the IAC commit to meeting quarterly at a minimum. Additional meetings may be scheduled as mutually agreed. The IAC will keep abreast of health insurance options and issues and will continually explore avenues that provide attractive insurance plans at the lowest possible

cost.

ARTICLE 22: Bulletin Boards

22.1. Announcements shall be posted in the library and Town Hall coffee room. Parties to this Agreement, both of whom may use the bulletin boards for notices of routine nature, agree that it would be improper to post denunciatory or inflammatory written material on such bulletin boards.

ARTICLE 23: Notices

23.1. Except as otherwise stated in this Agreement, all notices by one party to the other hereunder shall be in writing, addressed and mailed or delivered as follows:

Notices to Employer

Chair, Board of Selectmen

Town Hall

Manchester-by-the-Sea, MA 01944

Notices to Union

To such address as may from time to time be designated by the Union by a notice to the Employer

ARTICLE 24: Access to Premises

24.1. The Employer agrees to permit representatives of the American Federation of State, County and Municipal Employees, AFL-CIO and/or Council #93 and/or Local 687 to enter the premises at any time for individual discussion of working conditions with individual employees who are subject to this Agreement, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employees and provided advance notice is given to the Town Administrator.

ARTICLE 25: Pay When Sent Home

25.1. In the event an employee reports to his or her place of work at the regularly scheduled time and is sent home for lack of work, he or she shall be paid for the number of hours the employee would have normally worked that day.

ARTICLE 26: Management Rights

26.1. Without limiting the generality of management rights which are inherently invested exclusively in the Employer, the following rights, functions and prerogatives shall in any event be deemed to be vested exclusively in the Employer, except to the extent that such rights are specifically and explicitly modified by the express provisions of this agreement (and no such right, function or prerogative shall be deemed waived or modified unless the waiver or modification is in writing and signed by the Employer and the Union): The right to direct the working forces, to require reasonable standards of performance, to maintain order and discipline,

to promote efficiency, to determine methods and procedures, to assign work, to schedule hours, to hire, to suspend, to transfer, to promote, to demote, to discharge, or to otherwise discipline employees "for just cause", to lay off employees for lack of work or for other reasons and to recall employees, to require overtime work, and to promulgate and enforce all reasonable rules and regulations relating to operations, safety measures, and other matters.

ARTICLE 27: No Strike

27.1. The Union agrees that there will be no strikes, walkouts, stoppages of work, sitdowns, or slowdowns, or any other direct or indirect interferences with the Employer's operations during the life of this Agreement.

27.2. The Union agrees that, in the event of any violations of Section 27.1 above, the Union will immediately order that such violation cease and that work be fully resumed. No grievance or other dispute shall be taken up for discussion and settlement by the parties until all such violations have ended.

27.3. The Employer may impose any disciplinary action, including discharge, upon any or all of the employees involved in a violation of Section 27.1 above. Such action by the Employer shall not be subject to the grievance and arbitration provisions of this Agreement except as to the question of whether or not the employees who were disciplined in fact participated in, encouraged, or were responsible for such violation.

ARTICLE 28: Tuition Reimbursement

28.1. The Employer agrees to reimburse the cost of books and tuition to employees upon satisfactory completion with a passing grade of courses in professional development which have been approved in advance by the Town Administrator. The Town will fund \$2000 each fiscal year for this payment.

ARTICLE 29: Miscellaneous Provisions

29.1. Accrual of Leave. Notwithstanding any other provision of this Agreement, vacation and sick leave accrual shall cease for any employee who is in a no-pay status, or for any employee who has been continuously absent from work in excess of 60 calendar days.

29.2 FMLA/SNLA. The Town shall have the right to adopt regulations and procedures for the implementation of state and federal statutes governing family and medical leave, provided such regulations and procedures do not violate the language of such statutes.

29.3 Bi-weekly payroll: The Town may, at its option, implement a bi-weekly (every two weeks) payroll.

29.4 Bargaining unit members who are not Town residents shall be allowed to purchase beach stickers (one per member).

29.5 The Town and the Union agree to undertake a review/rewrite of all job descriptions which may lead to reclassifying certain positions if warranted. The goal is to complete this task by July 1, 2014.

ARTICLE 30: Effect of Agreement

30.1. This instrument constitutes the entire Agreement of the Employer and the Union arrived at as a result of collective bargaining negotiations. No amendments, alterations or variations of the terms or provisions of this Agreement shall bind the parties hereto unless made and executed in writing by said parties.

30.2. The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement or with respect to any subject or matter not specifically referred to or covered by this Agreement even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

30.3. The waiver of any breach or condition of this Agreement by either party shall not constitute a precedence with respect to future enforcement of all terms and conditions of this Agreement.

ARTICLE 31: Legislation

31.1. Should any of the terms and conditions of this Agreement be superseded or nullified or otherwise affected by any legislation, Federal or State, or should any provision of this Agreement be found to be in violation of any Federal or State law by a court of competent jurisdiction, such other provisions of this Agreement as may not be affected thereby shall remain in full force and effect for the duration of this Agreement.

ARTICLE 32: Effective Date/Termination Date

32.1. This agreement shall have an effective date of July 1, 2017 and shall expire on June 30, 2020.

32.2. It is agreed that the parties with proper notice shall meet on or about November 1, 2019, to confer on a new agreement to take effect on the termination of this Agreement or to discuss any proposed changes or amendments.

32.3. It is further agreed, that the substance of the proposed changes or amendments be made known to either party prior to the predetermined conference date.

32.4. This does not prevent either party from modifying or extending the changes during the course of negotiations.

32.5. If negotiations for a new Agreement shall continue beyond June 30, 2020, this agreement shall continue in force and effect after June 30, 2020, during such negotiations, provided, however, that any time after June 30, 2020, either party may give written notice to the other of the termination of the provisions of this paragraph no earlier than sixty (60) days subsequent to such notice.

IN WITNESS WHEREOF, the parties have executed this Agreement on this date

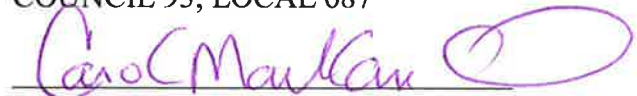
August 7, 2017.

TOWN OF MANCHESTER-BY-THE-SEA

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES, AFL-CIO, STATE
COUNCIL 93, LOCAL 687


By:

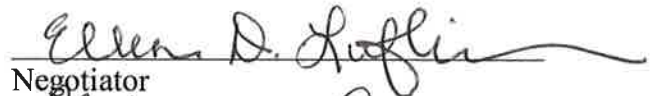

By: Chairman, Board of Selectmen

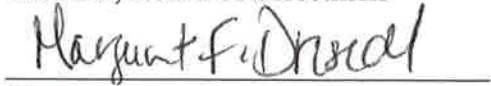

AFSCME Council 93
Local 687


Vice-Chairman, Board of Selectmen

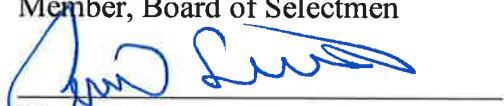

Negotiator


Member, Board of Selectmen


Negotiator


Member, Board of Selectmen


Negotiator


Member, Board of Selectmen

AFSCME/CLERICAL HOURLY WAGE SCHEDULE EFFECTIVE July 1, 2017 (2.5% increase)					(FY-2018)
Grade*	Class Title	Steps			4**
		1	2	3	
H-2		\$19.68	\$20.56	\$21.38	\$22.02
H-3	Dispatcher	\$21.23	\$21.98	\$22.83	\$23.51
	Junior Clerk				
H-4	Senior Clerk	\$22.35	\$23.23	\$24.19	\$24.91
	Dispatcher/Clerk (Night) - Police				
H-5	Department Clerk	\$23.56	\$24.49	\$25.52	\$26.29
H-6	Department Assistant (COA, Conservation,)	\$25.12	\$26.18	\$27.27	\$28.07
	Assistant Town Accountant				
	Assistant Town Clerk				
	Assistant to Board of Health				
	Office/Accounts Administrator-Water/Sewer				
	Head Police Dispatcher/Clerk-Day				
	Recreation Program Coordinator				
	Assistant to the Recreation Director				
H-7	Assistant to Treasurer-Collector	\$26.63	\$27.79	\$28.93	\$29.81
	Admin. Assistant to Assessors Office				
	Admin. Assistant to Public Safety, Police and Fire				
	Assistant to DPW Director				
	Interlibrary Loan & Circulation Librarian				
	Assistant Library Director				
	Children's Librarian				

* In the case of promotions, the employee will advance to the next higher step that will not result in a wage decrease.

** This step (3% above step 3) shall apply only to employees who have 10 or more years of continuous service with the Town.

AFSCME/CLERICAL HOURLY WAGE SCHEDULE EFFECTIVE July 1, 2018 (2.5% increase)					(FY-2019)
Grade*	Class Title	Steps			4**
		1	2	3	
H-2		\$20.17	\$21.08	\$21.92	\$22.57
H-3	Dispatcher	\$21.76	\$22.53	\$23.40	\$24.10
	Junior Clerk				
H-4	Senior Clerk	\$22.90	\$23.81	\$24.79	\$25.53
	Dispatcher/Clerk (Night) - Police				
H-5	Department Clerk	\$24.15	\$25.10	\$26.16	\$26.95
H-6	Department Assistant (COA, Conservation,)	\$25.75	\$26.83	\$27.95	\$28.77
	Assistant Town Accountant				
	Assistant Town Clerk				
	Assistant to Board of Health				
	Office/Accounts Administrator-Water/Sewer				
	Head Police Dispatcher/Clerk-Day				
	Recreation Program Coordinator				
	Assistant to the Recreation Director				
H-7	Assistant to Treasurer-Collector	\$27.30	\$28.48	\$29.66	\$30.55
	Admin. Assistant to Assessors Office				
	Admin. Assistant to Public Safety, Police and Fire				
	Assistant to DPW Director				
	Interlibrary Loan & Circulation Librarian				
	Assistant Library Director				
	Children's Librarian				

AFSCME/CLERICAL HOURLY WAGE SCHEDULE EFFECTIVE July 1, 2019 (2.5% increase)					FY 2020
Grade*	Class Title	Steps			4**
		1	2	3	
H-2		\$20.68	\$21.60	\$22.46	\$23.13
H-3	Dispatcher	\$22.30	\$23.09	\$23.98	\$24.70
	Junior Clerk				
H-4	Senior Clerk	\$23.48	\$24.40	\$25.41	\$26.17
	Dispatcher/Clerk (Night) - Police				
H-5	Department Clerk	\$24.76	\$25.73	\$26.81	\$27.62
H-6	Department Assistant (COA, Conservation,)	\$26.39	\$27.50	\$28.65	\$29.49
	Assistant Town Accountant				
	Assistant Town Clerk				
	Assistant to Board of Health				
	Office/Accounts Administrator-Water/Sewer				
	Head Police Dispatcher/Clerk-Day				
	Recreation Program Coordinator				
	Assistant to the Recreation Director				
H-7	Assistant to Treasurer-Collector	\$27.98	\$29.20	\$30.40	\$31.32
	Admin. Assistant to Assessors Office				
	Admin. Assistant to Public Safety, Police and Fire				
	Assistant to DPW Director				
	Interlibrary Loan & Circulation Librarian				
	Assistant Library Director				
	Children's Librarian				

