

CONSOLIDATED
PERSONNEL BY-LAW
AND
ADMINISTRATIVE ORDERS

TOWN OF HOLLISTON

**THE CONSOLIDATED PERSONNEL BY-LAW WAS ORIGINALLY ADOPTED ON
MARCH 19, 1979. THIS EDITION CONTAINS ALL AMENDMENTS AND CHANGES
THROUGH THE MAY 1999 ANNUAL TOWN MEETING.**

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ANNUAL JOB CLASSIFICATION AND JOB COMPENSATION PLANS

ADMINISTRATIVE ORDERS

CONSOLIDATED PERSONNEL BY-LAW

SECTION 1 PERSONNEL BOARD

The Town shall have a Personnel Board consisting of five (5) members appointed by the Board of Selectmen, in April, for a term of three (3) years each and so appointed that the term of no more than two (2) shall expire in any one (1) year; provided, however, that of the members originally appointed, two (2) shall be appointed for a term of one (1) year, two (2) shall be appointed for a term of two (2) years and one (1) shall be appointed for a term of three (3) years, as designated by the Selectmen. Appointees hereunder shall continue to hold their offices until the appointment and qualification of their successors. The Selectmen shall endeavor to appoint at least one (1) member of the Personnel Board who is qualified by reason of his or her experience in personnel administration. No person shall serve on said board who is at the same time an employee or elected official of the town. Three (3) members shall constitute a quorum for the transaction of the business of the Board and the affirmative vote of a majority of the members present shall be necessary to any official act of the Board. (Amended November 16, 1989)

SECTION 2 CONSOLIDATED PERSONNEL BY-LAW

The Personnel Board shall prepare for approval by the Town a Consolidated Personnel By-Law the provisions of which shall include, but not be limited to, the following: definitions, job classification plan, job compensation plan, fringe benefits, personnel appeals, record keeping procedures and rules of procedure. Until such time as a Consolidated Personnel By-Law is adopted by the town, the Selectmen may authorize the Personnel Board to study and advise on specific personnel matters and may require periodic reports of their progress in preparing a Consolidated Personnel By-Law. All officers, boards, committees and employees of the Town shall cooperate with the Personnel Board in providing information necessary for the proper preparation of the Consolidated Personnel By-Law.

SECTION 3 ADMINISTRATIVE AUTHORITY OF THE PERSONNEL BOARD

The Personnel Board is hereby authorized to administer the provisions of this By-Law, except for such duties as may be assigned by statute, by-law, or negotiated contract to other town officers, boards, committees, or commissions. Notwithstanding the above, the Board of Selectmen may direct the Personnel Board to negotiate any labor contract on their behalf.

The Personnel Board may from time to time issue, amend, or revoke Administrative Orders for the purpose of giving effect to the provisions of this By-Law, and for the purpose of giving effect to the provisions of such other By-laws and votes of the Town Meeting pertaining to personnel administration, as the Board may be responsible for administering and/or enforcing. Each such order shall be numbered in sequence, and the Personnel Board shall maintain in a suitable place in the Town Hall a file of such orders issued, which file shall be open to public inspection.

Except as otherwise provided by law, the Personnel Board shall have access to all facts, figures, records, and other such information relating to personnel of Town departments, with the exception of the School

Department, and the same shall be furnished forthwith by any Town department whenever so requested by the Personnel Board, and in such form as the Board may require.

The Personnel Board is hereby authorized to issue and adopt uniform procedural rules and regulations, and to amend them from time to time to further aid and assist it in the performance of its duties and responsibilities. Said rules and regulations shall be consistent and compatible with all other provisions of law and this Consolidated Personnel By-Law.

SECTION 4 DEFINITIONS

As used in this By-Law, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the General Laws of the Commonwealth.

CIVIL SERVICE LAW - Chapter 31 of the General Laws, as amended, and all rules and regulations made thereunder; and any special law enacted by the General Court regulating the classifications, compensation, and condition of employment of officers and employees of the Town who are subject to Chapter 31.

CLASS - A group of positions in the town service, sufficiently similar in respect to duties, responsibilities, and authority thereof that the same descriptive title may be used to designate each position allocated to the class; that the same requirements as to education, experience, capacity, proficiency, knowledge, ability, and other qualifications shall be required of the incumbents, and that the same scale of compensation may be made to apply with equality.

CONTINUOUS EMPLOYMENT - Employment uninterrupted except for required military service, and vacation leave, sick leave, bereavement leave, court leave, or other authorized leaves of absence.

DEPARTMENT - Any department, board, committee, commission, or other employing authority of the Town subject to this By-Law.

DEPARTMENT HEAD - The officer, board, or other body having immediate supervision and control of a department. In the case of a department serving under the supervision and control of the Board of Selectmen, the officer, board or other body immediately responsible to the Board of Selectmen for the administration of the department.

EMERGENCY EMPLOYMENT - Employment for a specified time without requisition, or without prior approval of the Personnel Board to cover an unforeseen emergency.

EMERGENCY EMPLOYEE - An employee retained on emergency employment to serve for a period not to exceed three (3) calendar weeks (consecutive).

FULL-TIME EMPLOYMENT - Employment for not less than thirty-five (35) hours per week and for fifty-two (52) weeks per year, minus legal holidays and authorized leaves of absence.

FULL-TIME EMPLOYEE - An employee retained on full-time employment.

HOLIDAY - All legal holidays which are observed in Middlesex County pursuant to Section 7 of Chapter 4 of the General Laws, as amended.

HOLIDAY PAY - Pay authorized for holidays, pursuant to the terms of this By-Law.

OVERTIME - Time worked in excess of forty (40) hours in one calendar week.

PART-TIME EMPLOYMENT - Employment for less than full-time employment, as it is defined above.

PERMANENT EMPLOYEE - Any employee retained on a continuing basis in a permanent position as defined below, or any employee subject to the Civil Service law holding permanent appointment in a position deemed permanent within the meaning of Chapter 31 of the General Laws, as amended.

PERMANENT POSITION - Any position in the Town service which has required, or which is likely to require the services of an employee without interruption for a period of twelve (12) calendar months, whether full-time or part-time.

POSITION - An office or place of employment in the Town service with duties and responsibilities calling for the full-time employment of one person in the performance and exercise thereof.

PROBATIONARY PERIOD - Ninety (90) calendar days from the start of employment in the Town service, at the end of which time all full and part-time appointees to any full or part-time position shall be subject to a performance review by the responsible department head.

PROMOTION - A change from a position of one class to a position of higher class.

TEMPORARY POSITION - Any position in the Town service which is not permanent, but which requires, or is likely to require, the services of one employee for a period not to exceed twelve (12) calendar months.

TEMPORARY EMPLOYEE - An employee retained in a temporary position as defined above, or an employee holding a temporary appointment under the Civil Service law who does not have permanent status thereunder.

TOWN - The Town of Holliston, Massachusetts.

VETERAN - A person who is a veteran within the meaning of section 21 of Chapter 31 of the General laws, as amended.

SECTION 5 PERSONNEL RECORDS AND REPORTS

A personnel record of all Town employees, both elected and appointed, with the exception of employees of the School Department and the Police Department, shall be kept in a suitable place in the Town Hall designated by the Personnel Board. Said records shall contain all the vital statistics and other pertinent data of each employee covered by this section. It shall be the duty of each Town officer, department, and employee to furnish to the Personnel Board forthwith upon their request completion of this record, and such other personnel records and reports as the Personnel Board may require.

The oath or affirmation required of persons entering the employ of the Town by Section 14 of Chapter 264 of the General Laws, as amended, shall be kept on file in the office of the Town Clerk.

SECTION 6 MEDICAL EXAMINATION

For the mutual protection of the Town and its employees, every appointee for permanent employment, and any other appointees for employment as the Personnel Board may require, shall be certified by a practicing physician as to his or her physical fitness to perform the duties of the position to which such applicant seeks appointment.

The certification required hereunder shall be in such form as the Personnel Board may determine.

The cost of any physical examinations required by this section shall be borne by the Town.

SECTION 7 CIVIL SERVICE LAW

Nothing in this By-Law shall be construed to conflict with Chapter 31 of the General Laws, as amended.

SECTION 8 ADVERTISING OF VACANCIES

All permanent and temporary positions shall be advertised by the Town. In the event that such position is to be filled by promotion from within the Town service, the advertising shall be in the form of a notice posted on the Town Hall bulletin board. If the position cannot be filled by promotion or transfer, then, in addition, an advertisement shall be placed in a local daily newspaper having general circulation within the Town of Holliston. The advertisement shall state that the Town of Holliston is an equal opportunity employer, give the position to be filled, the classification, starting rate of compensation, and a short resume of the duties and minimum requirements. It shall also state the place and hours where applications may be obtained, and the last day when such applications may be filed with the Town. This last day shall be no less than five (5) working days from the appearance of the newspaper advertisement. (Amended May 12, 1983)

The provisions of this section shall not be in force during the terms of a civil emergency declared by the Board of Selectmen, or declared pursuant to the Civil Defense Act.

SECTION 9 PERSONNEL REQUISITIONS

No appointive position in the Town service, except for a position the filling of which is mandatory under Statute or By-Law, or an emergency position, may be filled, nor any promotion or transfer implemented, unless three (3) certifications are first obtained.

First, a personnel requisition must be completed by the department head, certifying as to the need, initial or continuing, for filling the position, a description of the duties to be performed, and the wages or salary proposed.

Second, a review and approval must be made by the Finance Committee certifying as to the availability of funds for wages or salary, and related expenses if required by the position.

Third, a final review must be made by the Personnel Board, certifying that administrative procedures have been completed as required by this By-Law.

The personnel requisition shall be made on such forms as the Personnel Board may prescribe.

SECTION 10 PROBATIONARY PERIOD

In order that a new employee may be properly evaluated in the position to which he or she has been appointed, any full or part-time appointee to any full or part-time position in the Town service shall be subject to a performance review by the responsible department head at the end of a ninety (90) day period beginning with his or her first day of employment. The performance review shall be submitted in writing to the Personnel Board, and shall be in such form as the Board may designate. Continued employment in the Town service shall be contingent upon a satisfactory report of performance in the position to which the employee was appointed.

Employees in the Town service as of the date of acceptance of this By-Law will be deemed to have satisfactorily completed this probationary period.

SECTION 11 GENERAL VACATION POLICY

Vacation leave for a given fiscal year may be taken at any time during the fiscal year, subject to the approval of the department head or other authority concerned.

Additional vacation leave of one (1) day at prorated vacation pay shall be allowed for each holiday occurring within a vacation period.

Vacation leave shall not be cumulative from one year to another; provided, however, that if the vacation leave of an employee should be canceled by the department head in the last quarter of the year to meet an emergency or to offset a critical shortage of personnel, the amount of such vacation leave may, with the permission of the Personnel Board, be deferred until the following fiscal year.

Vacation leave with pay shall not be granted to temporary employees. (Amended May 11, 1999)

SECTION 12 VACATION LEAVE FOR FULL-TIME PERMANENT EMPLOYEES

Vacation leave shall be granted to full-time permanent employees subject to the following provisions:

- a. vacation leave of one (1) week with full pay shall be granted to any employee who has been employed by the town for six (6) full months as of July 1 of the calendar year;
- b. vacation leave of two (2) weeks with full pay shall be granted to any employee who has been employed by the town for twelve (12) full months as of July 1 of the calendar year;
- c. vacation leave of three (3) weeks with full pay shall be granted to any employee who has been employed by the town for five (5) full years as of July 1 of the calendar year and vacation leave of four (4) weeks with full pay shall be granted to any employee who has been employed by the town for ten (10) full years as of July 1 of the calendar year and vacation leave of five (5) weeks with full pay shall be granted to any employee who has been employed by the town for twenty (20) full years as of July 1 of the calendar year; (Amended May 4, 1992)
- d. full pay, as used in this section, refers to the employee's regular straight-time salary or wages based on the rate paid at the time vacation pay is drawn;
- e. employees who terminate or retire from Town service will receive payment in lieu of any unused earned vacation leave remaining in the calendar year.

SECTION 13 VACATION LEAVE FOR PART-TIME EMPLOYEES

Part-time permanent employees shall be entitled to the amount of vacation leave in the ratio that their part-time employment bears to full-time employment within their department.

SECTION 14 LEAVES OF ABSENCE

Leaves of absence shall be granted to permanent employees during a calendar year subject to the following provisions:

- a. two (2) days leave of absence with full pay shall be granted for personal business during any calendar year with written approval of the department head, and shall be requested at least

twenty-four (24) hours prior to the date selected;

b. except as otherwise provided in this By-Law, all other leaves of absence shall be without compensation and shall be subject to the written approval of the department head, and, in the instance of any such leave exceeding two (2) weeks, shall require the approval of the Personnel Board;

c. employees are allowed to take up to six (6) days leave with pay during any calendar year to attend to illness in the employee's immediate family. Such leave shall be deducted from the employee's sick leave. (Added May 5, 1987)

SECTION 15 COURT LEAVE

A court leave of absence shall be granted to any Town officer or employee who is called to serve on a jury, or is summoned to appear in court as a witness, or who shall request court leave to appear in court as a defendant or a litigant. Such leave shall be granted only for the period of such jury service, or for the period during which said officer or employee is required to be in court, and it shall in no way affect the employment rights of said officer or employee.

The Town will compensate employees called to serve on a jury, or summoned to appear in court as a witness at full pay for a period not to exceed three (3) days. After this period, the Commonwealth will compensate the employee as per Section 3 of Chapter 234A of the General laws, as amended. Should the jury or witness pay be less than the normal daily compensation of the employee, the Town will pay the difference.

Full pay, as used in this section, shall mean the amount of salary or wages which the Town would pay each employee for the hours of work which he or she would normally perform during the calendar time period otherwise consumed by the jury or witness service.

When time off is granted to an employee to appear in court as a defendant or a litigant, it shall be granted without pay. The subject employee may, with the approval of the department head, substitute any unused vacation or personal leave days for the unpaid court leave.

SECTION 16 MILITARY LEAVE

Permanent Town employees with a minimum of six (6) full consecutive months employment with the Town who serve in the state or federal military training forces under orders shall be allowed full pay for not more than one (1) normal working week and shall be granted a military leave of absence for the period of their required service with said forces.

Military leave of absence with pay shall be granted to employees of the Town on occasion of their appearance before local draft boards or draft appeal boards, or for physical examinations ordered by said boards; but no such leave shall be granted for a period of more than one day without the approval of the .

Personnel Board. Such leave shall be deemed to be a military leave of absence.

A military leave of absence without pay shall be granted to any Town officer or employee called to active duty with the state or federal armed forces for purposes other than the routine annual tour of duty for training purposes.

As used herein, the phrases "Military training forces" or "Armed forces" shall mean the United States Air Force, the United States Army, the United States Navy, the United States Marine Corps, the United States Coast Guard, the Massachusetts National Guard, the Massachusetts State Guard, and any and all components thereof.

SECTION 17 INCAPACITY RESULTING FROM INJURY OR ILLNESS ARISING OUT OF EMPLOYMENT

Each employee covered under the Workers' Compensation Law shall be entitled to the benefits and be subject to the provisions of Chapter 152 of the General Laws, as amended.

SECTION 18 NON-OCCUPATIONAL SICK LEAVE

Upon completion of ninety days employment, a full-time permanent employee shall be allowed one and one-quarter (1 1/4) days sick leave with pay for each month of employment completed in any given calendar year, provided such leave is caused by sickness or injury, but not injury sustained in other employment. An employee in continuous employment shall be credited with the unused portion of sick leave granted under this section up to a maximum of ninety (90) days.

If the amount of sick leave credit provided for under this section has been, or is about to be exhausted, an employee may make application for an additional allowance. Such application shall be made to the Personnel Board. The Board is authorized to grant such additional allowance as it may determine to be equitable after reviewing all of the circumstances including the employee's attendance and performance record prior to conditions supporting his or her request for additional sick leave allowance.

A physician's certificate of illness may be requested by the department head after three (3) days absence or after a series of repeated absences during the calendar year. This certificate shall be forwarded to the Personnel Board.

The Personnel Board may, of its own motion, require a medical examination of any employee who reports his or her inability to report for duty because of illness. This examination shall be at the expense of the Town and would be performed by a practicing physician appointed by the Personnel Board.

The amount of sick leave allowed, and the sick leave credit accrued in the case of a part-time permanent employee shall be in the ratio that his or her part-time employment bears to full-time employment.

No sick leave with pay nor sick leave credit shall accrue to temporary employees.

An employee who is incapacitated by reason of an injury sustained in the course of and arising out of his or her employment by the Town may elect to receive from his or her accumulated sick leave the difference between his or her normal work week compensation and the weekly indemnity of the Workers' Compensation Act, beginning with the first day of incapacity.

An employee subject to this By-Law who terminates his or her service with the town because of retirement, disability, or death shall be entitled to payment at his or her current rate of pay for twenty-five percent (25%) of his or her unused Accumulated Sick Leave Credit outstanding after proper adjustments are made for the current calendar year. In the case of death, payment shall be made to the surviving spouse, or a duly designated beneficiary, or to the duly appointed executor of his or her estate, in that order of preference.

Nothing in this section may be construed to conflict with Section 100 of Chapter 41 of the General Laws, as amended.

SECTION 19 BEREAVEMENT LEAVE

Bereavement with full pay, not to exceed five (5) days as the department head may determine, may be granted by said department head to any officer or employee of the department on account of a death in the immediate family of such officer or employee. An employee may request to use any unused vacation or personal leave days to extend bereavement leave. (Amended May 5, 1987)

For purposes of this section, the immediate family shall be limited to father, mother, father-in-law, mother-in-law, sister, brother, spouse, child, and grandparents of the employee.

SECTION 20 PERSONNEL APPEALS

Subject to the limitations imposed by the laws of the Commonwealth, and where the same apply, to the rules and regulations of the Civil Service Commission, the Personnel Board may hear and may, in a manner not infringing the statutory prerogatives of the Town Meeting or of the appointing authority concerned, resolve the appeals of Town officers and employees who are aggrieved by any official action taken under authority of this By-Law, other than an action of the Town Meeting.

Appeals from decisions of the Personnel Board may be taken to the Town at any town meeting within one year from the date of the decision.

SECTION 21 SEVERABILITY CLAUSE

The provisions of this By-Law are hereby declared to be severable, and if any such provision or the application of any such provision to any person or circumstances shall be held to be invalid, illegal, or unconstitutional, such invalidity, illegality, or unconstitutionality shall not be construed to affect the validity, legality or constitutionality of any of the remaining provisions or the application of said By-

law to persons or circumstances other than those as to which it is held invalid, illegal, or unconstitutional.

SECTION 22

The Personnel Board shall formulate a Personnel Administration Plan for all paid appointive employees in the Town service within its jurisdiction. This plan shall include, but not be limited to, job titles, job classification, and salary administration. This Personnel Administration Plan shall operate within the meaning of Sections 108A and 108C of Chapter 41, and Section 8 of Chapter 150E of the General Laws, as amended. (Added March 17, 1980, Amended September 25, 1980)

SECTION 23

The job title established under the classification plan for each position shall be the official title for that position, and shall be used to the exclusion of all others on payrolls, budget estimates, and all other official records and reports pertaining to that position. All paid appointive positions in the Town service which are under the jurisdiction of the Personnel Board shall be allocated to a class established by the plan. (Added March 17, 1980, Amended September 25, 1980)

SECTION 24

The Personnel Board shall establish and maintain, and from time to time as it deems necessary, review and amend written definitions or job descriptions for each class of position in the town service.

Such job descriptions shall describe the duties and responsibilities of positions allocated to the class, and shall set forth the minimum qualifications for entrance to positions in the class. Such job descriptions shall be descriptive only, and except for the minimum qualifications, shall not be restrictive.

The qualifications, minimum and otherwise, for each position shall be prescribed by the Personnel Board, and shall be based on (a) the recommendations of the department heads, (b) examination of the work content of the position, and (c) a study of comparable positions in similar municipalities. (Added March 17, 1980, Amended September 25, 1980)

SECTION 25

The Personnel Board shall, from time to time of its own motion, but in any event, at intervals of no more than five (5) years, review and investigate the work content, classification, and standard rates of compensation of all positions in the Town service which are within its jurisdiction. (Added March 17, 1980, Amended September 25, 1980 and May 9, 1988)

SECTION 26

SALARY OR WAGE RATE ADVANCE BY STEP RATE INCREASE

Advancement from one step rate to a higher step rate shall be considered a merit increase, granted for good and faithful service during the previous rating period and subject to a satisfactory performance

review rendered by the subject employee's department head.

Advancement by step rates shall be as follows:

- a. normal entry into a position in the town service shall be at the step rate 1;
- b. at the completion of ninety (90) days service, and with a satisfactory performance review from the appropriate department head, the employee shall be advanced to step rate 2;
- c. at the completion of twelve (12) months service, and with a satisfactory performance review from the appropriate department head, the employee shall be advanced to step rate 3;
- d. at the completion of twenty-four (24) months service, and with a satisfactory performance review from the appropriate department head, the employee shall be advanced to step rate 4;
- e. at the completion of thirty-six (36) months service, and with a satisfactory performance review from the appropriate department head, the employee shall be advanced to step rate 5;
- f. at the completion of forty-eight (48) months service, and with a satisfactory performance review from the appropriate department head, the employee shall be advanced to step rate maximum.

A department head who finds an employee's performance unsatisfactory during the previous rating period may, as a condition of the performance review, and with the approval of the Personnel Board, delay the employee's step rate increase for a period of three (3) months. At the end of this period the employee must again be reviewed, and his or her performance evaluated. A satisfactory review at this time will make the employee eligible for a step rate increase; however, the required number of months service for all subsequent step increases shall be incremented by the value of three (3) months. (Added March 17, 1980, Amended September 25, 1980 and May 28, 1991)

SECTION 27

ENTRY TO A NEW POSITION, SALARY, OR WAGE RATE

No one may enter into a position in the Town service at a rate of compensation other than the minimum rate for the class to which the position has been allocated, except upon written recommendation of the department head, setting forth special circumstances, and including certification of the Finance Committee, as outlined in section 9 of this By-law. If these conditions are met, the Personnel Board may approve an entrance rate higher than the minimum for the position.

When an employee is promoted to a higher rated position, he or she shall enter it at the minimum rate for the position or his or her present rate, whichever is higher. However, at the written request of the appropriate department head, outlining the qualifications and performance which warrant such action, and including certification of the Finance Committee as outlined in Section 9 of this By-Law, the Personnel Board may authorize an additional one (1) step rate increase at the time of the promotion. (Added March 17, 1980, Amended September 25, 1980)

SECTION 28 LONGEVITY PAY

Full and part-time permanent employees who have accrued valid services with the Town of Holliston in the amount of five (5) full years or more as of the first day of the fiscal year shall be granted a lump sum longevity payment. This payment shall be made once each year to affected employees on the first pay period in December following their anniversary date. (Amended May 11, 1999)

Valid service time which shall be counted for this payment shall be only that time for which the employee was paid for work performed. This shall not include time off without pay, disciplinary suspensions, and unpaid leave time of any kind. Valid service time shall include paid leave time such as vacations, holidays, and sick leave.

Longevity payments shall be made to all affected employees as per the schedule without regard to hours worked in any given time period provided the work was performed in a permanent position pursuant to Section 4 of this By-Law. Time in any other position in the Town service, such as elected or appointed part-time, seasonal, or temporary positions shall not be considered as valid service time.

The following schedule shall apply to affected employees who have completed the required valid service time as of 1 July:

5 years to 9 years	\$50 per annum
10 years to 14 years	\$100 per annum
15 years to 19 years	\$150 per annum
20 years to 24 years	\$200 per annum
5 years and over	\$250 per annum (Added May 6, 1985)

SECTION 29 JOB CLASSIFICATION PLAN

See attached pages for the annual Job Classification Plans.

SECTION 30 WAGE COMPENSATION PLAN PART I

See attached pages for the annual Wage Compensation Plans.

PART II

Each fiscal year in conjunction with the several Town departments, the Personnel Board shall propose a schedule of wage and salary rates for professional/managerial (to be referred to as "Department Managers"), part-time, temporary and seasonal positions in the Town service. This schedule shall be provided to the town departments no later than December 1 for use in preparing their budgets for submission to the Finance Committee. (Amended May 5, 1986 and May 4, 1987)

FISCAL YEAR 1996

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	10
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	11
Dispatcher, Days	4	Mechanic, Assistant	8
Dispatcher, Nights	5	Operator, Heavy Equipment	9
Dispatcher, Head	8	Operator, Equipment	8
Foreman, Highway	12	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	9

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5 MAXIMUM	
14	15.64	16.73	17.43	18.16	18.92	19.33
13	14.76	15.79	16.45	17.13	17.85	18.24
12	13.92	14.89	15.51	16.16	16.83	17.20
11	13.13	14.05	14.64	15.25	15.89	16.23
10	12.38	13.25	13.80	14.37	14.97	15.31
9	11.68	12.50	13.02	13.56	14.13	14.45
8	11.03	11.80	12.29	12.80	13.34	13.63
7	10.40	11.13	11.59	12.08	12.58	12.85
6	9.80	10.49	10.93	11.38	11.86	12.13
5	9.25	9.90	10.31	10.74	11.19	11.45
4	8.81	9.42	9.82	10.23	10.65	10.89
3	8.40	8.98	9.36	9.75	10.15	10.38
2	8.00	8.56	8.91	9.29	9.67	9.89
1	7.61	8.15	8.49	8.84	9.21	9.41

FISCAL YEAR 1997

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	11
Dispatcher, Days	4	Mechanic, Assistant	8
Dispatcher, Nights	5	Operator, Heavy Equipment	9
Dispatcher, Head	8	Operator, Equipment	8
Foreman, Highway	12	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	9

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
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14	16.26	17.40	18.13	18.88	19.67	20.11
13	15.35	16.42	17.11	17.82	18.56	18.97
12	14.47	15.49	16.13	16.81	17.51	17.89
11	13.66	14.62	15.23	15.86	16.52	16.88
10	12.88	13.78	14.35	14.95	15.57	15.93
9	12.15	13.00	13.54	14.11	14.70	15.03
8	11.47	12.27	12.78	13.32	13.87	14.17
7	10.82	11.58	12.06	12.56	13.08	13.36
6	10.20	10.91	11.37	11.84	12.33	12.62
5	9.62	10.29	10.72	11.17	11.63	11.90
4	9.16	9.80	10.21	10.64	11.08	11.33
3	8.73	9.34	9.73	10.14	10.56	10.80
2	8.32	8.90	9.27	9.66	10.06	10.29
1	7.92	8.47	8.83	9.19	9.58	9.79

FISCAL YEAR 1998

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	11
Dispatcher, Days	4	Mechanic, Assistant	8
Dispatcher, Nights	5	Operator, Heavy Equipment	9
Dispatcher, Head	8	Operator, Equipment	8
Foreman, Highway	12	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	9

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	16.83	18.01	18.76	19.55	20.36	20.81
13	15.88	17.00	17.70	18.44	19.21	19.64
12	14.98	16.03	16.70	17.39	18.12	18.51
11	14.14	15.13	15.76	16.42	17.10	17.47
10	13.33	14.26	14.85	15.47	16.12	16.48
9	12.58	13.46	14.02	14.60	15.21	15.55
8	11.87	12.70	13.23	13.78	14.36	14.67
7	11.20	11.98	12.48	13.00	13.54	13.83
6	10.55	11.29	11.76	12.25	12.76	13.06
5	9.96	10.65	11.10	11.56	12.04	12.32
4	9.48	10.14	10.57	11.01	11.47	11.72
3	9.04	9.67	10.07	10.49	10.93	11.18
2	8.61	9.21	9.59	9.99	10.41	10.65
1	8.19	8.77	9.13	9.51	9.91	10.13

FISCAL YEAR 1999

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	11
Dispatcher, Days	4	Mechanic, Assistant	8
Dispatcher, Nights	5	Operator, Heavy Equipment	9
Dispatcher, Head	8	Operator, Equipment	8
Foreman, Highway	12	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	9

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	17.34	18.55	19.33	20.13	20.97	21.44
13	16.36	17.51	18.24	19.00	19.79	20.23
12	15.43	16.51	17.20	17.92	18.66	19.07
11	14.56	15.58	16.23	16.91	17.61	17.99
10	13.73	14.69	15.30	15.94	16.60	16.98
9	12.95	13.86	14.44	15.04	15.67	16.02
8	12.23	13.08	13.63	14.20	14.79	15.11
7	11.53	12.34	12.85	13.39	13.95	14.25
6	10.87	11.63	12.12	12.62	13.15	13.45
5	10.25	10.97	11.43	11.91	12.40	12.69
4	9.77	10.45	10.89	11.34	11.81	12.08
3	9.31	9.96	10.38	10.81	11.26	11.51
2	8.87	9.49	9.88	10.29	10.72	10.97
1	8.44	9.03	9.41	9.80	10.21	10.44

FISCAL YEAR 2000

SECTION 29, JOB CLASSIFICATION PLAN (Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Librarian, Young Adult/Reference	9
Custodian	7	Mechanic	10
Dispatcher, Days	4	Mechanic, Head	11
Dispatcher, Nights	5	Mechanic, Assistant	8
Dispatcher, Head	8	Operator, Heavy Equipment	9
Foreman, Highway	12	Operator, Equipment	8
Foreman, Park	9	Operator, Water Systems	9
Foreman, Tree	10	Program Coordinator	6
Foreman, Water	11	Town Clerk, Assistant	9
		Treasurer/Collector, Assistant	9

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	17.86	19.11	19.91	20.74	21.60	22.08
13	16.85	18.03	18.78	19.57	20.38	20.83
12	15.89	17.00	17.71	18.45	19.22	19.64
11	15.00	16.05	16.72	17.41	18.14	18.53
10	14.14	15.13	15.76	16.41	17.10	17.49
9	13.34	14.28	14.87	15.49	16.14	16.50
8	12.59	13.48	14.04	14.62	15.23	15.56
7	11.88	12.71	13.24	13.79	14.37	14.67
6	11.20	11.98	12.48	13.00	13.54	13.85
5	10.56	11.30	11.77	12.26	12.78	13.07
4	10.06	10.76	11.21	11.68	12.17	12.44
3	9.59	10.26	10.69	11.13	11.60	11.86
2	9.13	9.77	10.18	10.60	11.05	11.30
1	8.69	9.30	9.69	10.09	10.52	10.75

FISCAL YEAR 2001

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	13
Dispatcher, Days	4	Mechanic, Assistant	8
Dispatcher, Nights	5	Operator, Heavy Equipment	9
Dispatcher, Head	8	Operator, Equipment	8
Foreman, Highway	13	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	18.39	19.68	20.50	21.36	22.25	22.74
13	17.36	18.57	19.35	20.15	20.99	21.46
12	16.37	17.51	18.25	19.01	19.80	20.23
11	15.45	16.53	17.22	17.94	18.69	19.09
10	14.56	15.58	16.23	16.91	17.61	18.01
9	13.74	14.70	15.32	15.96	16.62	16.99
8	12.97	13.88	14.46	15.06	15.69	16.03
7	12.24	13.09	13.64	14.21	14.80	15.11
6	11.53	12.34	12.85	13.39	13.95	14.27
5	10.88	11.64	12.13	12.63	13.16	13.46
4	10.36	11.09	11.55	12.03	12.53	12.81
3	9.88	10.57	11.01	11.47	11.94	12.21
2	9.41	10.06	10.48	10.92	11.38	11.63
1	8.95	9.58	9.98	10.40	10.83	11.07

FISCAL YEAR 2002

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	13
Dispatcher, Days	4	Mechanic, Assistant	8
Dispatcher, Nights	5	Operator, Heavy Equipment	9
Dispatcher, Head	8	Operator, Equipment	8
Foreman, Highway	13	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	19.04	20.37	21.22	22.11	23.03	23.54
13	17.96	19.22	20.02	20.86	21.73	22.21
12	16.94	18.13	18.88	19.67	20.49	20.94
11	15.99	17.11	17.82	18.57	19.34	19.75
10	15.07	16.13	16.80	17.50	18.23	18.64
9	14.22	15.22	15.85	16.51	17.20	17.59
8	13.43	14.37	14.96	15.59	16.24	16.59
7	12.66	13.55	14.11	14.70	15.32	15.64
6	11.94	12.77	13.30	13.86	14.44	14.77
5	11.26	12.05	12.55	13.07	13.62	13.93
4	10.72	11.47	11.95	12.45	12.97	13.26
3	10.22	10.94	11.39	11.87	12.36	12.64
2	9.74	10.42	10.85	11.30	11.78	12.04
1	9.27	9.92	10.33	10.76	11.21	11.46

FISCAL YEAR 2003

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	13
Dispatcher, Days	4	Mechanic, Assistant	8
Dispatcher, Nights	5	Operator, Heavy Equipment	9
Dispatcher, Head	8	Operator, Equipment	8
Foreman, Highway	13	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	19.61	20.98	21.86	22.77	23.72	24.24
13	18.50	19.80	20.62	21.48	22.38	22.88
12	17.45	18.67	19.45	20.26	21.11	21.56
11	16.47	17.62	18.36	19.12	19.92	20.35
10	15.52	16.61	17.30	18.02	18.78	19.20
9	14.65	15.67	16.33	17.01	17.72	18.12
8	13.83	14.80	15.41	16.06	16.73	17.09
7	13.04	13.96	14.54	15.14	15.78	16.11
6	12.29	13.15	13.70	14.27	14.87	15.21
5	11.60	12.41	12.93	13.47	14.03	14.35
4	11.04	11.82	12.31	12.82	13.36	13.66
3	10.53	11.26	11.73	12.22	12.73	13.02
2	10.03	10.73	11.18	11.64	12.13	12.40
1	9.55	10.21	10.64	11.08	11.55	11.80

FISCAL YEAR 2004

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	13
Dispatcher, Days	7	Mechanic, Assistant	8
Dispatcher, Nights	8	Operator, Heavy Equipment	9
Dispatcher, Head	11	Operator, Equipment	8
Foreman, Highway	13	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	20.20	21.61	22.51	23.45	24.43	24.97
13	19.06	20.39	21.24	22.13	23.05	23.56
12	17.97	19.23	20.03	20.87	21.74	22.21
11	16.96	18.15	18.91	19.70	20.52	20.96
10	15.99	17.11	17.82	18.56	19.34	19.78
9	15.09	16.14	16.82	17.52	18.25	18.66
8	14.24	15.24	15.88	16.54	17.23	17.60
7	13.43	14.37	14.97	15.60	16.25	16.60
6	12.66	13.55	14.11	14.70	15.32	15.67
5	11.95	12.78	13.32	13.87	14.45	14.78
4	11.38	12.17	12.68	13.21	13.76	14.07
3	10.84	11.60	12.09	12.59	13.11	13.41
2	10.33	11.05	11.51	11.99	12.49	12.77
1	9.83	10.52	10.96	11.42	11.89	12.16

FISCAL YEAR 2005

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Children's Librarian	8	Foreman, Public Facilities	10
Administrative Aide	2	Head of Circulation, Library	8
Clerk, Principal	8	Laborer	5
Clerk, Assistant	5	Librarian, Asst. Director	11
Clerk, Senior	8	Librarian, Children's	10
Crew Chief, Highway	10	Mechanic	10
Custodian	7	Mechanic, Head	13
Dispatcher, Days	7	Mechanic, Assistant	8
Dispatcher, Nights	8	Operator, Heavy Equipment	9
Dispatcher, Head	11	Operator, Equipment	8
Foreman, Highway	13	Operator, Water Systems	9
Foreman, Park	9	Program Coordinator	6
Foreman, Tree	10	Town Clerk, Assistant	9
Foreman, Water	11	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	20.20	21.61	22.51	23.45	24.43	24.97
13	19.06	20.39	21.24	22.13	23.05	23.56
12	17.97	19.23	20.03	20.87	21.74	22.21
11	16.96	18.15	18.91	19.70	20.52	20.96
10	15.99	17.11	17.82	18.56	19.34	19.78
9	15.09	16.14	16.82	17.52	18.25	18.66
8	14.24	15.24	15.88	16.54	17.23	17.60
7	13.43	14.37	14.97	15.60	16.25	16.60
6	12.66	13.55	14.11	14.70	15.32	15.67
5	11.95	12.78	13.32	13.87	14.45	14.78
4	11.38	12.17	12.68	13.21	13.76	14.07
3	10.84	11.60	12.09	12.59	13.11	13.41
2	10.33	11.05	11.51	11.99	12.49	12.77
1	9.83	10.52	10.96	11.42	11.89	12.16

FISCAL YEAR 2006

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	21.43	22.93	23.88	24.88	25.92	26.49
13	20.22	21.63	22.54	23.48	24.45	25.00
12	19.07	20.40	21.25	22.14	23.06	23.56
11	18.00	19.26	20.06	20.90	21.77	22.23
10	16.96	18.15	18.91	19.70	20.52	20.98
9	16.01	17.13	17.84	18.59	19.36	19.80
8	15.11	16.17	16.84	17.54	18.28	18.67
7	14.25	15.25	15.89	16.55	17.24	17.61
6	13.43	14.37	14.97	15.60	16.25	16.62
5	12.67	13.56	14.13	14.71	15.33	15.68
4	12.07	12.91	13.45	14.01	14.60	14.92
3	11.50	12.31	12.82	13.36	13.91	14.23
2	10.96	11.72	12.21	12.72	13.25	13.55
1	10.43	11.16	11.63	12.11	12.62	12.90

FISCAL YEAR 2007

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, Part I, Schedule B, Hourly Rates

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	21.96	23.50	24.48	25.50	26.56	27.15
13	20.72	22.17	23.10	24.06	25.07	25.62
12	19.55	20.91	21.79	22.69	23.64	24.15
11	18.45	19.74	20.56	21.42	22.31	22.79
10	17.39	18.60	19.38	20.19	21.03	21.51
9	16.41	17.56	18.29	19.05	19.85	20.29
8	15.49	16.57	17.26	17.98	18.73	19.14
7	14.61	15.63	16.28	16.96	17.67	18.05
6	13.77	14.73	15.35	15.99	16.65	17.04
5	12.99	13.90	14.48	15.08	15.71	16.07
4	12.37	13.24	13.79	14.36	14.96	15.30
3	11.79	12.62	13.14	13.69	14.26	14.58
2	11.23	12.02	12.52	13.04	13.58	13.89
1	10.69	11.44	11.92	12.41	12.93	13.22

FISCAL YEAR 2008

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, Part I, Schedule B, Hourly Rates

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	22.62	24.21	25.22	26.27	27.36	27.97
13	21.35	22.84	23.79	24.78	25.82	26.39
12	20.13	21.54	22.44	23.37	24.35	24.88
11	19.00	20.33	21.18	22.06	22.98	23.47
10	17.91	19.16	19.96	20.79	21.66	22.15
9	16.90	18.08	18.84	19.62	20.44	20.90
8	15.95	17.07	17.78	18.52	19.30	19.71
7	15.05	16.10	16.77	17.47	18.20	18.59
6	14.18	15.18	15.81	16.47	17.15	17.55
5	13.38	14.32	14.91	15.54	16.18	16.56
4	12.74	13.63	14.20	14.79	15.41	15.76
3	12.14	12.99	13.54	14.10	14.69	15.02
2	11.57	12.38	12.89	13.43	13.99	14.31
1	11.01	11.78	12.27	12.79	13.32	13.62

FISCAL YEAR 2009

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, HOURLY RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	23.30	24.93	25.97	27.05	28.18	28.81
13	21.99	23.53	24.51	25.53	26.59	27.18
12	20.74	22.19	23.11	24.08	25.08	25.62
11	19.57	20.94	21.81	22.72	23.67	24.18
10	18.45	19.74	20.56	21.42	22.31	22.82
9	17.41	18.63	19.40	20.21	21.05	21.53
8	16.43	17.58	18.31	19.08	19.87	20.30
7	15.50	16.58	17.28	18.00	18.75	19.15
6	14.61	15.63	16.28	16.96	17.67	18.08
5	13.78	14.75	15.36	16.00	16.67	17.05
4	13.12	14.04	14.63	15.24	15.87	16.23
3	12.51	13.38	13.94	14.52	15.13	15.47
2	11.92	12.75	13.28	13.84	14.41	14.74
1	11.34	12.14	12.64	13.17	13.72	14.03

FISCAL YEAR 2010

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, HOURLY RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	24.00	25.68	26.75	27.87	29.03	29.67
13	22.65	24.23	25.24	26.29	27.39	28.00
12	21.36	22.85	23.81	24.80	25.83	26.39
11	20.16	21.57	22.47	23.40	24.38	24.90
10	19.00	20.33	21.18	22.06	22.98	23.50
9	17.93	19.18	19.98	20.82	21.69	22.17
8	16.92	18.11	18.86	19.65	20.47	20.91
7	15.96	17.08	17.79	18.54	19.31	19.72
6	15.05	16.10	16.77	17.47	18.20	18.62
5	14.19	15.19	15.82	16.48	17.17	17.56
4	13.52	14.46	15.07	15.70	16.35	16.72
3	12.88	13.79	14.36	14.96	15.58	15.94
2	12.27	13.13	13.68	14.25	14.84	15.18
1	11.68	12.50	13.02	13.57	14.13	14.45

FISCAL YEAR 2011

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, HOURLY RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	24.72	26.45	27.55	28.70	29.90	30.56
13	23.33	24.96	26.00	27.08	28.21	28.84
12	22.00	23.54	24.52	25.54	26.61	27.18
11	20.76	22.21	23.14	24.11	25.11	25.65
10	19.57	20.94	21.81	22.72	23.67	24.21
9	18.47	19.76	20.58	21.44	22.34	22.84
8	17.43	18.65	19.43	20.24	21.08	21.54
7	16.44	17.59	18.33	19.09	19.89	20.31
6	15.50	16.58	17.27	17.99	18.74	19.18
5	14.62	15.64	16.30	16.98	17.68	18.09
4	13.92	14.90	15.52	16.17	16.84	17.22
3	13.27	14.20	14.79	15.41	16.05	16.41
2	12.64	13.53	14.09	14.68	15.29	15.63
1	12.03	12.88	13.41	13.97	14.56	14.88

FISCAL YEAR 2012

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, HOURLY RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	24.72	26.45	27.55	28.70	29.90	30.56
13	23.33	24.96	26.00	27.08	28.21	28.84
12	22.00	23.54	24.52	25.54	26.61	27.18
11	20.76	22.21	23.14	24.11	25.11	25.65
10	19.57	20.94	21.81	22.72	23.67	24.21
9	18.47	19.76	20.58	21.44	22.34	22.84
8	17.43	18.65	19.43	20.24	21.08	21.54
7	16.44	17.59	18.33	19.09	19.89	20.31
6	15.50	16.58	17.27	17.99	18.74	19.18
5	14.62	15.64	16.30	16.98	17.68	18.09
4	13.92	14.90	15.52	16.17	16.84	17.22
3	13.27	14.20	14.79	15.41	16.05	16.41
2	12.64	13.53	14.09	14.68	15.29	15.63
1	12.03	12.88	13.41	13.97	14.56	14.88

FISCAL YEAR 2013

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, HOURLY RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	24.97	26.71	27.83	28.99	30.20	30.87
13	23.56	25.21	26.26	27.35	28.49	29.13
12	22.22	23.77	24.76	25.80	26.87	27.46
11	20.97	22.44	23.37	24.35	25.36	25.91
10	19.76	21.15	22.03	22.95	23.91	24.45
9	18.65	19.96	20.79	21.66	22.56	23.07
8	17.61	18.84	19.62	20.44	21.30	21.75
7	16.61	17.77	18.51	19.28	20.09	20.51
6	15.65	16.75	17.45	18.17	18.93	19.37
5	14.77	15.80	16.46	17.15	17.86	18.27
4	14.06	15.05	15.67	16.33	17.01	17.39
3	13.40	14.34	14.94	15.56	16.21	16.58
2	12.77	13.66	14.23	14.82	15.44	15.79
1	12.15	13.00	13.55	14.11	14.70	15.03

FISCAL YEAR 2014

SECTION 29, JOB CLASSIFICATION PLAN (Full-Time Permanent Positions)

POSITION	GRADE	POSITION	GRADE
Assistant Cataloger, Library	8	Laborer	5
Administrative Aide	2	Librarian, Asst. Director	11
Building Inspector, Assistant	11	Librarian, Children's	10
Clerk, Principal	8	Mechanic	10
Clerk, Assistant	5	Mechanic, Head	13
Clerk, Senior	8	Mechanic, Assistant	8
Crew Chief, Highway	10	Operator, Heavy Equipment	9
Custodian	7	Operator, Equipment	8
Dispatcher, Days	7	Operator, Water Systems	9
Dispatcher, Nights	8	Outreach Coordinator	6
Dispatcher, Head	11	Program Coordinator	6
Foreman, Highway	13	Reference Librarian	9
Foreman, Tree	10	Senior Center Director, Assistant	10
Foreman, Water	11	Town Clerk, Assistant	11
Head of Circulation, Library	8	Treasurer/Collector, Assistant	11

SECTION 30, JOB COMPENSATION PLAN, PART I, SCHEDULE B, HOURLY RATES

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	MAXIMUM
14	25.22	26.98	28.11	29.28	30.50	31.18
13	23.79	25.46	26.52	27.63	28.78	29.42
12	22.44	24.01	25.01	26.06	27.14	27.73
11	21.18	22.66	23.61	24.59	25.62	26.16
10	19.96	21.36	22.25	23.18	24.14	24.69
9	18.84	20.16	21.00	21.87	22.78	23.30
8	17.78	19.03	19.82	20.65	21.51	21.97
7	16.77	17.95	18.70	19.48	20.29	20.72
6	15.81	16.92	17.62	18.36	19.12	19.56
5	14.91	15.96	16.62	17.32	18.04	18.45
4	14.20	15.20	15.83	16.49	17.18	17.56
3	13.54	14.49	15.09	15.72	16.37	16.74
2	12.90	13.80	14.37	14.97	15.60	15.95
1	12.28	13.13	13.68	14.25	14.85	15.18

ADMINISTRATIVE ORDER NUMBER 1
CONSOLIDATION OF PERSONNEL RECORDS

1. Pursuant to Section 5 of the Consolidated Personnel By-Law, all personnel records of current employees are to be consolidated in the Town Hall.
2. As a first step, please send all of your current personnel files and records to the Town Treasurer's office.
3. Information to be included will be:
 - a. application for employment;
 - b. attendance records;
 - c. medical records;
 - d. performance reviews;
 - e. disciplinary notices; and
 - f. any other information pertinent to an individual employee.
4. Department heads are, of course, welcome to make copies of any pertinent records they deem necessary for their files.
5. This consolidation of records should be complete by April 13, 1979.
6. Such records of employees no longer in the Town service will be requested at a later date.

Date: March 26, 1979

ADMINISTRATIVE ORDER NUMBER 2
TEMPORARY SICK LEAVE BANK

1. Prior to establishment of a permanent sick leave bank, and pursuant to Section 18 of the Consolidated Personnel By-Law, a temporary sick leave bank is granted to all permanent Town employees under the following conditions.
2. All full-time permanent employees with more than one (1) year of service will be granted fifteen (15) days available sick leave.
3. All full-time permanent employees with less than one (1) year of service will be granted seven (7) days available sick leave.
4. Part-time permanent employees will be granted sick leave as above in the ratio that their part-time employment bears to full-time employment in their department.

Date: March 26, 1979

ADMINISTRATIVE ORDER NUMBER 3
PERMANENT SICK LEAVE BANK

1. Effective June 30, 1979, Administrative Order Number 2 - Temporary Sick Leave Bank is hereby revoked.
2. Effective July 1, 1979, the following policy for non-occupational sick leave is established pursuant to Section 18 of the Consolidated Personnel By-Law.
3. All full-time permanent employees will be granted fifteen (15) days of available sick leave time for each full year of service up to a maximum of sixty (60) days of available sick leave.
 - a. For such full-time permanent employees with less than four (4) full years of service, credit will be given for fractions of a year's service at the rate of one and one-quarter (1 1/4) days for each full month of service.
4. Part-time permanent employees will be granted sick leave as in Paragraph 3 in the ratio that their part-time employment bears to full-time employment in their department.

Date: June 18, 1979

ADMINISTRATIVE ORDER NUMBER 4
NON-OCCUPATIONAL SICK LEAVE

1. The effective date of this Administrative Order is September 30, 1980. Questions regarding this order should be presented to the Personnel Board at or prior to its regular meeting on September 15, 1980.
2. From time to time, it is necessary for the Personnel Board to rule on extended sick leave allowances for Town employees. It is not possible for the Board to exercise reasonable judgement without certain basic information in each case. Sufficient time must be allowed to acquire this information.
2. Therefore, pursuant to Section 18, paragraph four (4) of the Consolidated Personnel By-Law, all department heads are reminded that a doctor's certificate of illness must be considered for employees who have been on non-occupational sick leave for more than three (3) consecutive days, or who have had repeated absences during the calendar year.
3. In order to strengthen this policy, a copy of such medical certificate must be submitted to the Personnel Board for any employee who has been absent on paid sick leave for ten (10) consecutive days, or who has had repeated sick leave absences totaling ten (10) days or more during a calendar year.
4. This copy must be submitted to the Personnel Board as soon as is practical, but in any event no later than ten (10) working days after the date of requirement.
5. Department heads are reminded that it is necessary to keep the Personnel Board informed on a regular basis whenever an employee is absent on sick leave for any unusual period.

Date: September 2, 1980

ADMINISTRATIVE ORDER NUMBER 4A
NON-OCCUPATIONAL SICK LEAVE

1. **PURPOSE:** To further clarify the sick leave benefits available to employees covered under the Consolidated Personnel By-Law (the By-Law).
2. **APPLICATION:** Pursuant to Section 3 of the By-Law the following policy shall apply to all full-time and part-time permanent positions, as those terms are defined in Section 4 of the By-Law.
3. **POLICY:** Employees may use sick leave to the extent it is available for the purpose of doctor's appointments, including dental and optometric visits, during regularly scheduled work hours. Such visits must be for the purpose of personnel medical care through a recognized professional medical practitioner. Employees may use sick leave to accompany an immediate family member (as defined in Section 19 of the By-Law) to a doctor's appointment only in emergency situations.
4. **RESTRICTIONS:** Visits during non-working hours will not entitle the employee to commensurate time off. Applications for an additional allowance of sick leave solely for doctor's appointments will not be considered by the Personnel Board.

Employees should notify their department head as far in advance as possible of their scheduled absence for a doctor's appointment and are urged to minimize the impact of their absence on the department's work routine by scheduling such visits early or late in the day or close to the mid-day break.

5. **EFFECTIVE DATE:** This Administrative Order shall take effect upon its adoption.
6. **REFERENCE:** Section 18 of the By-law.

Adopted: November 19, 1987.

ADMINISTRATIVE ORDER NUMBER 5
PERSONNEL REQUISITIONS

1. In compliance with Section 9 of the Consolidated Personnel By-Law, the attached requisition is to be utilized by all departments to notify the appropriate personnel of the need to fill an appointive position.
2. The procedure to be followed is:
 - a. Requesting department head is to complete a position description listing duties to be performed, skills required, responsibilities of the position and scope of the job where appropriate (budget, number of employees supervised, etc.).
 - b. The personnel requisition is to be completed fully and signed by the department head.
 - c. The requisition and any relevant attachments (job description) are to be forwarded to the Finance Committee. Their signature will signify the availability of funds for the compensation and for expenses associated with the position.
 - d. The requisition is then to be forwarded to the Personnel Board for administrative review. Their signature will signify that all by-law procedures have been followed and that the appropriate compensation rate is being applied.
 - e. The department head may then proceed with the necessary recruiting required to fill the position.
2. This system is required for all appointive positions whether newly established or replacement positions.
4. This Administrative Order is effective as of the date issued (October 5, 1982).

Date: October 5, 1982

PERSONNEL REQUISITION
(Section 9 - Consolidated Personnel By-Law)

Date Requested: _____ Dept. Requesting: _____

Title of Position to be filled: _____

(check one) New Position _____ (or) Replacement _____

Compensation: Established Classification if Replacement = _____

Proposed Salary if New Position = _____

Need for filling the position:

Duties to be performed: (position description may be attached)

APPROVALS:

1. Department Head Signature _____

2. Finance Committee Funds Approval _____ Date: _____

3. Personnel Board Procedures Review _____ Date: _____

Position Filled By: _____

Source: Ad Response _____ Referral _____ Internal Promotion _____

ADMINISTRATIVE ORDER NUMBER 6
PART-TIME AND TEMPORARY RATES C-1
SEASONAL RATES C-2
STIPENDS C-3

1. In compliance with Section 30 of the Consolidated Personnel By-Law, the attached schedules define those rates applicable to part-time, temporary, seasonal and stipend positions in the Town service.
2. Each fiscal year (July through June) the schedule will be adjusted according to the amount approved at the Annual Town Meeting.
3. The adjusted rate schedules will be developed and issued by the Personnel Board.
3. Job responsibility changes which result in proposed changes to any of these rates will require written position descriptions from the requesting department outlining the duties and responsibilities. The position will then be evaluated by the Personnel Board to establish the approved rate.
4. Rates for newly created positions will follow the same procedure as defined in Paragraph 4 above.

Date: December 13, 1982; supersedes October 21, 1982

ADMINISTRATIVE ORDER NUMBER 7
EQUAL EMPLOYMENT OPPORTUNITY

The Town of Holliston is committed to the principles of Equal Employment Opportunity and Affirmative Action. This commitment requires that the Town comply with all applicable statutes, regulations and government orders pertaining to non-discriminating employment practices, and also that an atmosphere be provided within Town government that will assure all persons the opportunity to succeed on merit, without regard to race, color, religion, national origin, sex, age, handicap or veteran status.

This statement of policy is to ensure that all Holliston employees, in every department and at every level, are aware that the Equal Employment and Affirmative Action commitments are to be given priority in all aspects of the daily operation of Town government. Decisions in recruiting, hiring, training, promotions, transfers, and terminations must be based on job-related qualifications and not irrelevant personal characteristics such as gender, color, or ancestry. The principle of Equal Opportunity must also be reflected in all Town programs and benefits for employees.

ADMINISTRATIVE ORDER NUMBER 8
OVERTIME PAY AND COMPENSATORY TIME OFF

1. **POLICY:** Pursuant to Section 3 of the Consolidated Personnel By-Law the following policy shall apply to all full and part-time permanent employees in the Town service with the following exceptions:

Administrative Assessor
Administrative Assistant to Selectmen
Building Inspector
Children's Librarian
Head Librarian
Highway Superintendent
Water Superintendent
Recreation Director

2. **DEFINITIONS:**

COMPENSATORY TIME OFF: Time off with pay during the normal work week granted to an employee in compensation for time worked in excess of the normal work week and in lieu of overtime pay. This time is calculated at straight time rate for any hours worked up to and including forty (40) hours during the employee's regular work week, and at overtime rates for time worked in excess of forty (40) hours in the calendar week.

OVERTIME: (Pursuant to Section 4 of the Consolidated Personnel By-Law.) Time worked in excess of forty (40) hours in one (1) calendar week.

OVERTIME PAY: Wages or salary paid at a rate higher than straight time rate due to work schedules in excess of the employee's regular work week, and pursuant to this Administrative Order.

STRAIGHT TIME: Time worked up to and including forty (40) hours in one (1) calendar week.

STRAIGHT TIME PAY: Normal wage and salary rates pursuant to Sections 29 and 30 of the Consolidated Personnel By-Law.

3. **CHOICE OF COMPENSATION:** Pursuant to the definitions outlined in Section 2 herewith, any department shall compensate an employee for time worked in excess of his or her normal work week either by authorizing payment of wages or salary, or by granting compensatory time off. The decision as to which type of compensation to use shall be determined by agreement between the subject employee and his or her supervisor.
4. **OVERTIME CALCULATIONS:** The following may be used for overtime calculations, pursuant to the indicated sections of the Consolidated Personnel By-Law:

ADMINISTRATIVE ORDER NUMBER 8 - PAGE 2

Time worked
Vacation Leave (Sections 11 and 12)
Leave of Absence for Personal Business (Section 14a)
Court Leave (Section 15)
Military Leave (Section 16)
Workers' Compensation Leave (Section 17)
Sick Leave (Section 18)
Bereavement Leave (Section 19)
Holidays (Section 4)

The following may not be used to calculate overtime compensation:

Unauthorized absence
Time off without pay
Time off due to disciplinary action
Time worked in any other job in the Town service, except in case of emergency declared by the Board of Selectmen, or by permission of the Personnel Board.

5. **CALL-IN PAY:** When an employee has left his or her place of work at the end of a normal work day, and, due to unusual or emergency conditions, is recalled to work, he or she shall be entitled to a minimum "call-in" payment of four (4) hours of straight time pay. The employee shall be paid either four (4) hours at straight time rate or the applicable overtime rate for the time worked, whichever is higher.
6. **OVERTIME AT TIME AND ONE-HALF:** An employee who works in excess of forty (40) hours in one (1) calendar week shall be compensated, subject to further provisions of this Administrative Order, at an "overtime" rate of one and one-half (1 1/2) times the employee's normal hourly rate.
7. **OVERTIME AT DOUBLE TIME:** An employee who works overtime on his or her second scheduled day off, including but not limited to snow plowing, shall be compensated at two (2) times the employee's normal hourly rate.
8. **OVERTIME AT DOUBLE TIME AND ONE-HALF:** An employee who is called in to work at overtime rates on a holiday covered under Section 4 of the Personnel By-Law shall be compensated at a "double time and one-half overtime" rate of two and one-half (2 1/2) times the employee's normal hourly rate, but only during the time the employee would normally be entitled to holiday pay. Compensation for hours worked in excess of the employee's normal work day shall be pursuant to Paragraphs 6 or 7 herewith as applicable.
9. **RESTRICTIONS:** Under no conditions shall any employee be paid any combination of rates which would result in an hourly rate in excess of double time and one-half.
10. **EFFECTIVE DATE:** This Administrative Order shall take effect January 1, 1985.

Date: January 17, 1985

ADMINISTRATIVE ORDER NUMBER 9
LONGEVITY PAY

- 1.0 The purpose of this Administrative Order is to clarify application of Section 28, "Longevity Pay", of the Consolidated Personnel By-Law. It shall take effect 1 July 1985.
- 2.0 The purpose of Longevity pay is to reward an employee with an honorarium for long and faithful service to the Town. It is not intended to be a wage or salary payment.
- 2.0 Pursuant to Section 28, an affected employee must have held a full or part-time position in the Town service for at least five (5) years on or before the first day of the fiscal year in order for payment to be authorized during that fiscal year. The service requirement need not be continuous, but shall not include temporary, seasonal or elected service, whether paid or not.
- 4.0 The amount of the payment is determined by the schedule set forth in Section 28, and the years
of service as of 1 July, and is authorized at that time. Affected employees shall be paid the authorized amount in the pay period following the employee's anniversary date. Affected employees who leave the Town service after having been authorized payment (1 July) but before their anniversary date shall be paid at the time of separation.
- 5.0 Department heads shall determine forthwith the longevity and anniversary date of each employee affected by this By-Law section.

Date: June 24, 1985

ADMINISTRATIVE ORDER NUMBER 10
VACATION LEAVE

- 1.0 The system of vacation leave used by the Town of Holliston and outlined in the Personnel By-Law Sections 11 and 12, is similar to the system used by the Commonwealth of Massachusetts and Middlesex County for their employees. This Administrative Order is intended to improve the understanding of how the system operates.
- 3.0 An employee earns vacation leave on his or her anniversary date of employment by working for the Town in a "permanent position". The employee is entitled to vacation leave with pay in an amount determined by his or her years in the Town service. Vacation leave is earned in the fiscal year which begins 1 July of one calendar year and runs to 30 June of the following calendar year. Any employee entitled to vacation leave accrues such leave at the rate of one-twelfth (1/12) of the total for each month of employment during the fiscal year. Thus, if an employee is entitled to twelve (12) days of vacation, based upon seven (7) years of Town service, such leave is accrued at the rate of one (1) day per month beginning 1 July of last year and running to 30 June of this year.
- 3.0 Normally an employee uses vacation leave during the calendar year which includes the last half of the fiscal year during which such leave was earned, or during the first half of the following fiscal year. The employee began earning "this year's vacation" last July 1, and completed the earning cycle on June 30 of this year. Therefore, "this year's vacation", as we ordinarily look at it, has already been earned by June 30 of this year.
- 4.0 An employee uses vacation leave (with the approval of the department head), during the current calendar year. It is possible, depending upon vacation scheduling, that a few days of vacation leave that an employee is using may not actually be earned until 30 June of the current calendar year. This is allowed in order to permit more flexibility both for the Town and the employee.
- 5.0 An employee who desires to use vacation leave in the first half of the fiscal year in which such vacation leave is still being earned may do so with the specific approval of the department head, but only in reasonable amounts. The department head shall notify the Personnel Board by letter of such action.
- 6.0 Employees who are separated from the Town service are entitled to payment in lieu of earned vacation leave at the time of separation. Payment shall be at the wage or salary rate in effect at the time of separation. It shall be calculated by multiplying the full-year vacation leave entitlement in days by the fraction of the fiscal year which has actually been worked and then subtracting any vacation leave previously used by the employee. The fraction shall be in twelfths, and the employee shall receive credit for any month in which he or she has worked more than one-half (1/2) of the working days.
- 7.0 EXAMPLE: Charlie C. retires from the Town service on April 30. On June 30, he would be entitled to 20 days of vacation leave due to his years of service with the Town. However, since he chose to leave April 30 (10 months into the fiscal year), he is entitled to $20 \times 10/12 = 16 \frac{2}{3}$ days, MINUS any vacation days he had taken from this fiscal year's accrual since last July 1.

ADMINISTRATIVE ORDER NUMBER 10 - PAGE 2

EXAMPLE: If Charlie had chosen to retire on July 31, he then would have been entitled to $20 \times \frac{1}{12} = 1 \frac{2}{3}$ days vacation leave earned in the NEXT fiscal year, PLUS any vacation leave remaining unused from the LAST fiscal year.

Date: February 4, 1986

ADMINISTRATIVE ORDER NUMBER 11
APPLICATION OF SALARY SCHEDULE TO INCUMBENT EMPLOYEES

- 1.0 This Administrative Order is dated as below but shall be retroactive from 1 July 1985. This is based upon favorable action taken by a Special Town meeting held on 17 December 1985, which approved a new (Olney) salary schedule in Section 30 of the Consolidated Personnel By-Law for full-time employees. This new schedule affects a number of incumbent employees in different ways.
- 2.0 The purpose of this Administrative Order is to properly place each incumbent employee on the revalued salary schedule pursuant to the expressed intent of the Personnel Board. The intent is to provide minimum impact to the Town and maximum benefit to the employees.
- 3.0 The salary evaluation conducted by the Personnel Board and Olney Associates resulted in a FY86 schedule which does not always agree with the format of the FY85 schedule. In order that department heads may place their employees on the new schedule in the position intended by the Personnel Board, the following instructions are provided. There are three possibilities which exist in any department.

3.1 An employee, regardless of longevity, whose indicated FY86 salary (*FY85 incremented by the general increase of 6.5%*) results in a rate LOWER than the maximum salary level indicated by the FY86 schedule shall be placed as a STEP in his or her GRADE which either agrees with the FY86 salary, or, in the event that the indicated FY86 salary falls between steps, on the next higher STEP. Such employee shall continue through the indicated STEPS, year by year, until the maximum is reached. (An exception to this rule is the Tree Foreman, who shall be placed one extra step higher in FY86 to correct a problem in timing.)

3.2 An employee, regardless of longevity, whose indicated FY86 salary (*FY85 incremented by the general increase of 6.5%*) results in a rate HIGHER than the maximum provided for by the FY86 schedule, shall be "grandfathered" in the position for the remainder of his or her incumbency. In this condition, the employee shall be eligible for any future general increases authorized by Town meeting, but shall not be eligible for any step raises. Any "grandfathered" employee who is separated from the Town service for any reason, and who returns at a later date shall be directly subject to the salary schedule at the time of return without special consideration.

3.3 No "grandfathering" may be offered to any employee who joins the Town services on or after 17 December 1985 (FY86).

3.4 **EXAMPLES**

YEAR	GRADE	START	STEP 2	STEP 3	STEP 4	STEP 5 (MAX)
FY86	GRADE 8	\$7.24	\$7.54	\$7.86	\$8.19	\$8.53
				\		\
				\$7.97		\$8.79

Given the above sample of FY86 salary schedule, an employee who is paid at a FY85 hourly rate

ADMINISTRATIVE ORDER NUMBER 11- PAGE 2

of \$7.48, would, after the general increase of 6.5%, be increased to \$7.97, thus placing the employee between steps 3 and 4. The new rate for that employee would be the step 4 rate of \$8.19.

For an employee who is paid a FY85 hourly rate of \$8.25, the general increase would change the rate to \$8.79. Such a rate, being in excess of the maximum rate allowed in the FY86 schedule, would cause the employee to be "grandfathered" in the position. The rate, for the duration of that person's employment with the Town, would continue at \$8.79, would be subject to any future general increase, but would not be subject to any step increases.

3.4 The Personnel Board is prepared to assist any department head or employee who is unclear regarding the application of the new salary schedule.

Date: February 4, 1986

ADMINISTRATIVE ORDER NUMBER 12
ADMINISTRATION

- 1.0 The purpose of this Administrative Order is to delegate a portion of the operating responsibility of the Personnel Board, given under the Consolidated Personnel By-Law, to the Administrative Assistant to the Board of Selectmen. This Order shall be effective 1 July 1986.
- 2.0 To avoid conflict of interest, only the Personnel Board shall have authority over the interpretations or actions of the Administrative Assistant with respect to the administration of the Consolidated Personnel By-Law. No other Town board, committee, commission, department head, or official (whether elected or appointed) may exercise such authority.
- 3.0 The Administrative Assistant is hereby authorized to interpret day to day application of the Consolidated Personnel By-Law (as approved by Town Meeting) to employees in the Town service who are within the jurisdiction of the Personnel Board. The Administrative Assistant may, at his or her discretion, obtain advice and assistance in these matters from any or all persons appointed to Professional/Managerial positions created in the Personnel By-Law by action of Town meeting, 17 December 1985. These positions are: Administrative Assistant to the Board of Selectmen, Highway Superintendent, Administrative Assessor, Head Librarian, and Building Inspector/Health Agent. Hereinafter these positions shall be referred to a "department managers".
- 4.0 The Personnel Board shall retain its authority pursuant to provisions of the Consolidated Personnel By-Law. At its discretion, it may issue Administrative Orders, act as an appeal body, and make final determinations of By-Law application in any and all cases brought to its attention.
- 5.0 The Personnel Board shall hear appeals of actions taken or interpretations made by the Administrative Assistant and/or other department managers. Such appeals must be filed in writing with the Board, within fifteen (15) days of the incident, and must give such details as will aid the Board in making a decision. The Personnel Board shall render its decision at a regular meeting within forty-five (45) days of receipt of the appeal.
- 6.0 The Personnel Board shall meet at appropriate times during the fiscal year with the Administrative Assistant, other department managers, and representatives of other boards, committees, and commissions, to discuss the various salary levels and other appropriate matters regarding employees within the jurisdiction of the Personnel Board, including those proposals which require Town Meeting approval.
- 7.0 To facilitate decision making by the Administrative Assistant, he or she shall have access to the employee personnel records, not only those records already in the Personnel Board files, but also payroll records and such others kept by the employee's department.
- 8.0 The Personnel Board desires to assist in creating an atmosphere of smooth day-to-day operation under the terms of the Consolidated Personnel By-Law, so the Board does not intend to bypass the authority herein delegated to the Administrative Assistant, and through that position, the department managers.

ADMINISTRATIVE ORDER NUMBER 12- PAGE 2

9.0 The department managers shall be required to avail themselves of an updated copy of the Consolidated Personnel By-Law, and develop a familiarity with its contents.

Date: November 3, 1986

ADMINISTRATIVE ORDER NUMBER 13
PART-TIME AND TEMPORARY BOOKKEEPER RATES

- 1.0 The purpose of this Administrative Order is to establish salary rates for part-time permanent, part-time, and temporary bookkeepers who assist in the various departments. These positions are regularly used in the Police Department, the Library, and as assistant to the Town Auditor. These are not secretarial positions.
- 2.0 The Administrative Order shall take effect 1 July 1986 (FY87).
- 4.0 The rate for such bookkeeping positions is *bench-marked* at the rate specified for STARTING RATE GRADE 6 in Section 30 "Job Compensation Plan" of the Consolidated Personnel By-Law. Bench-marking the position indicates that the current rate will always be available by referring to Starting Rate, Grade 6 in the current salary schedule. The use of the full-time Permanent schedule for bench-marking purposes does not permit the use of "steps" for these positions, nor does it indicate any change in the part-time or temporary status of these positions.
- 4.0 The bookkeeper rate for Fiscal Year 1987 is \$6.89 per hour.

Date: March 31, 1986

ADMINISTRATIVE ORDER NUMBER 14
ADMINISTRATION OF THE BY-LAW

1. **PURPOSE:** To further delegate a portion of the operating responsibility of the Personnel Board under the Consolidated Personnel By-Law (the By-Law) to the Executive Secretary to the Board of Selectmen (Executive Secretary) and to define the continuing responsibilities of the Personnel Board.
2. **APPLICATION:** Pursuant to Section 3 of the By-Law the following policy shall apply to all positions falling within the jurisdiction of the By-Law.
3. **POLICY:** The Executive Secretary is hereby delegated the responsibility for administering the By-Law with the following exceptions:
 - a. Administrative Orders will be issued by the Personnel Board;
 - b. general policy decisions will be made by the Personnel Board;
 - c. Position Requisitions will be certified by the Personnel Board; and
 - d. annual recommendations regarding cost of living adjustments will be made by the Personnel Board.

In all other respects the responsibility for administering, interpreting, and determining the applicability of the By-Law will rest with the Executive Secretary. This responsibility shall include, but not be limited to, the following:

- e. determinations as to the need for a medical examination at the time of hire or during a sick leave period under Sections 6 and 18 of the By-Law;
 - f. decisions on requests to carry over vacation time under Section 11 of the By-Law;
 - g. decisions on requests for leaves of absence exceeding two weeks under Section 14 of the By-Law;
 - h. decisions on requests for additional sick leave allowance under Section 18 of the By-Law; and
 - i. decisions on pay rates higher than the entry level under Section 27 of the By-Law.
4. **PROCEDURE:** All filings, reports, requests, inquiries and other material previously filed with the Personnel Board or required to be filed with the Personnel Board shall be filed with the Executive Secretary.

Any interpretation, decision or action of the Executive Secretary under Sections 4, 6, 11, 12, 13, 14, 15, 16, 18, 19, 26, 27 and 28 of the By-Law may be appealed by an aggrieved employee or department head to the Personnel Board in writing within fifteen (15) days of the incident giving rise to the appeal. The written appeal should include all pertinent information regarding the incident. The Personnel Board will render a decision within forty-five (45) days of receipt of the written appeal.

5. **EFFECTIVE DATE:** This Administrative Order shall take effect upon its adoption.
6. **REFERENCE:** Administrative Order #12.

Date: October 15, 1987

ADMINISTRATIVE ORDER NUMBER 15
RATES OF PAY FOR PART-TIME PERMANENT AND TEMPORARY
CLERICAL AND SECRETARIAL POSITIONS

1. **PURPOSE:** To establish hourly rates for part-time permanent and temporary clerical and secretarial positions assisting the various departments and boards and committees.
2. **APPLICATION:** Pursuant to Section 3 of the By-Law the following policy shall apply to all the positions noted in paragraph 1 above falling within the jurisdiction of the By-Law.
3. **POLICY:** The hourly rates of pay for part-time permanent clerical and secretarial positions shall be as follows:

Part-time Permanent Clerk/Secretary A Grade 5, Start

This will include secretarial support positions to boards and committees not requiring stenographic skills as well as clerical positions not requiring significant bookkeeping skills.

Part-time Permanent Clerk/Secretary B Grade 6, Start

This would include secretarial support positions to boards and committees requiring stenographic skills as well as clerical positions requiring significant bookkeeping skills.

The hourly rate of pay for temporary clerical and secretarial positions will be at Grade 4, Start.

4. **PROCEDURE:** All part-time clerical and secretarial positions will be presumed to be A unless previously determined otherwise through Administrative Order #13 or other specific action of the Personnel Board. Positions must be specifically designated as B by the Personnel Board upon the recommendation of the Executive Secretary.
5. **EFFECTIVE DATE:** This Administrative Order shall take effect on July 1, 1988.
6. **REFERENCE:** Administrative Order #6 and Administrative Order #13.

Date: May 21, 1988

ADMINISTRATIVE ORDER NUMBER 16
RATES OF PAY FOR PART-TIME PERMANENT POSITIONS

1. **PURPOSE:** To establish a schedule of rates of pay for part-time permanent positions requiring no less than twenty (20) hours per week on a regular basis.
2. **APPLICATION:** Pursuant to Section 3 of the By-Law the following policy shall apply to all positions noted in paragraph 1 above falling within the jurisdiction of the By-Law.
3. **POLICY:** Part-time permanent positions requiring no less than twenty (20) hours per week on a regular basis will be compensated at Step 1 of their respective Grades upon the completion of six (6) months of service and with a satisfactory performance review from the appropriate department head. Employees working in such positions will continue to advance by step rates within their respective Grades in accordance with paragraphs c, d and e of Section 26 of the By-Law.
4. **PROCEDURE:** Employees working in positions defined in paragraph 1 above will begin employment at the Start rate of pay for the Grade of their position. They will be allowed step increases in accordance with Paragraph 3 above. For purposes of implementation, all current employees who have continuously served in such positions for six (6) or more months as of July 1, 1989 will be compensated at Step 1 of their respective Grades effective July 1, 1989.
5. **EFFECTIVE DATE:** This Administrative Order shall take effect on July 1, 1989.
6. **REFERENCE:** Administrative Order #6, Administrative Order #13 and Administrative Order #15.

Date: June 26, 1989

ADMINISTRATIVE ORDER NUMBER 17
HOLIDAY PAY FOR PART-TIME AND TEMPORARY EMPLOYEES

1. **PURPOSE:** To further clarify the holiday pay benefits available to employees covered under the Consolidated personnel By-Law (the By-Law).
2. **APPLICATION:** Pursuant to Section 3 of the By-Law the following policy shall apply to all part-time and temporary positions, as those terms are defined in Section 4 of the By-Law.
3. **POLICY:** Holiday pay benefits shall not be available to temporary full-time employees or temporary part-time employees. Holiday pay benefits shall be available to permanent part-time employees regularly scheduled to work twenty (20) hours or more per week in the ratio that their part-time employment bears to full-time employment for those holidays which fall or are observed on days when the permanent part-time employee is scheduled to work.
4. **RESTRICTIONS:** Compensatory time off may be accepted by the employee in lieu of holiday pay.
5. **EFFECTIVE DATE:** This Administrative Order shall take effect on July 1, 1990.
6. **REFERENCE:** Sections 3 and 4 of the By-Law.

Date: January 31, 1990

ADMINISTRATIVE ORDER NUMBER 18
MATERNITY LEAVE

1. PURPOSE: To clarify the maternity leave benefit provided by state law.
2. APPLICATION: Pursuant to Section 3 of the By-Law the following policy shall apply in conjunction with Section 105D of Chapter 149 of the General Laws.
3. POLICY: Employees taking maternity leave in accordance with state law shall be entitled to use vacation, personal and sick time during the period of the leave. The hiring authority may extend the period of maternity leave beyond the statutory eight (8) weeks for good cause. The hiring authority shall also determine, if necessary, a rate of compensation for work performed during the period of the maternity leave.
4. EFFECTIVE DATE: This Administrative Order shall take effect upon its adoption.
5. REFERENCE: Section 3 of the By-Law.

Date: January 31, 1990

ADMINISTRATIVE ORDER NUMBER 19
FAMILY AND MEDICAL LEAVE

1. **PURPOSE:** To bring the Consolidated Personnel By-law into conformance with the Family and Medical Leave Act of 1993 (P.L. 103-3).
2. **APPLICATION:** Pursuant to the provisions of the Family and Medical Leave Act of 1993 the following policy shall apply to all employees who have worked at least one year for the Town and worked at least 1,250 hours during the twelve (12) months immediately prior to the request for Family and Medical Leave. Those employees among the Town's highest paid ten (10) percent may be denied reemployment to their previous position after leave if such denial is necessary to prevent substantial and grievous economic injury to the Town's operations.
3. **POLICY:** An employee meeting the requirements set forth in the above paragraph is entitled to twelve (12) workweeks of unpaid leave time during any twelve (12) month period for purposes of childbirth, adoption or initiation of foster care; in order to care for a spouse, child or parent with a serious medical condition; or for the employee to deal with his or her own serious medical condition that renders the employee unable to perform the functions of the employee's current position.

A serious medical condition is generally defined as an illness, injury or impairment, physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility; or continuing treatment by a health care provider.

The employee must substitute accrued paid leave from vacation, personal leave and sick leave for all or any portion of the twelve (12) week family and medical leave, except that accrued sick leave need not be substituted in instances where the leave is for childbirth, adoption or initiation of foster care.

Employees returning from leave will be restored to the position they held at the time leave commenced or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment.

The Town will maintain the employee's group health insurance coverage during the period of leave on the same basis as if the employee had been continuously employed.

4. **RESTRICTIONS:** Leave for childbirth, adoption or foster care must be taken within twelve (12) months of the date of birth or adoption or the initiation of foster care. In a case where both the husband and wife are employed by the Town, the employees may take twelve weeks of leave in the aggregate for childbirth, adoption or foster care.

In the case of foreseeable leave due to childbirth, adoption, foster care, or planned medical treatment, the employee must give the Town, through the employee's department head, at least thirty (30) days advance written notice of their intention to take a leave, or as much notice as is practicable. The employee should notify the Town as soon as possible, under the circumstances, in cases of leave for purposes other than those stated in this paragraph.

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The Town may require that an employee's request for leave because of a serious health condition be certified in a timely manner by a health care provider indicating the date on which the serious health condition began, the probable duration of the condition, appropriate medical facts about the condition, and a statement either that the employee is needed to care for a relative or is unable to perform the functions of the employee's position. The Town may seek a second health care provider opinion at the Town's expense and, in the event the first and second opinions conflict, the opinion of a third health care provider, selected jointly by the employee and the Town, may be sought at the Town's expense. The Town may also require subsequent medical recertifications on a reasonable basis during the period of leave. The Town may require that an employee returning from leave due to the employee's serious medical condition provide certification from a health care provider that the employee is able to resume work.

An employee taking leave due to a serious health condition may take such leave intermittently or on a reduced leave schedule when medically necessary. If such intermittent or reduced leave schedule is reasonably foreseeable based on planned medical treatment, the employee must make a reasonable effort to schedule the treatment so as not to unreasonably disrupt the Town's operations. The Town may temporarily transfer the employee to an available alternative position which better accommodates recurring periods of leave provided that the employee is qualified to perform in the alternative position and that the alternative position has equivalent pay and benefits.

The Town and the employee may agree to leave on an intermittent or reduced leave schedule in cases of leave for child birth, adoption or foster care.

The Town may seek to recover the costs incurred in maintaining health insurance coverage during the leave in the event the employee fails to return to work after the leave except in cases where a serious medical condition or other conditions outside the employee's control prevents the employee from returning to work. Employees who fail to return to work at the end of their leave may also be subject to termination.

5. EFFECTIVE DATE: This Administrative Order shall take effect on August 5, 1993.
6. REFERENCE: Section 18 of the By-Law.

Date: June 22, 1993

**TOWN OF HOLLISTON
PERSONNEL ADMINISTRATIVE ORDER NUMBER 20
SEXUAL HARASSMENT**

1. **PURPOSE:** To outline the Town's policy on sexual harassment and to ensure compliance with applicable federal and state laws and Town by-laws.
2. **APPLICATION:** This Order applies to all employees of the Town excluding those employees under the supervision and control of the School Committee.
3. **DEFINITION:** sexual harassment - that conduct which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature which may be considered sexual harassment when submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
4. **POLICY:** the Town of Holliston will not tolerate sexual harassment in the workplace. The duty to prevent such harassment arises from Massachusetts General Laws Chapter 151(B) and from Title VII of the U.S. Civil Rights Act of 1964 which includes sexual harassment as a form of unlawful discrimination.
5. **PROCEDURES:** department heads and appointing authorities are responsible for disseminating this policy to employees under their supervision; informing employees that sexual harassment is prohibited conduct which will not be tolerated or condoned and that disciplinary action will be taken against any person who engages in sexual harassment; advising employees of their right to complain to the Town's Affirmative Action Officer, the Massachusetts Commission against Discrimination (MCAD) and the U.S. Equal Employment Opportunity Commission (EEOC); informing employees that it is advisable to report, in a timely manner, conduct which the employee believes to be sexual harassment; and assisting the employee in the complaint resolution process.

Each employee is personally responsible for ensuring that his/her conduct does not sexually harass any other employee, applicant for employment, or other individual in the workplace; cooperating in any investigation of a report or complaint of alleged sexual harassment; and cooperating with the Town's efforts to maintain a working environment free from such unlawful discrimination.

Any employee found to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action up to and including termination from Town service.

6. **COMPLAINT RESOLUTION PROCESS:** any employee who believes that he/she has been or is being discriminated against in violation of this policy should notify the Affirmative Action Officer. The Affirmative Action Officer, or the Affirmative Action Officer's designee in the event the employee wishes to discuss the complaint with a person of a particular gender, will meet with the employee within two working days and will request specific information regarding the alleged incident and will give the employee an opportunity to file a written description of the alleged harassment.

PERSONNEL ADMINISTRATIVE ORDER NUMBER 20 - PAGE 2

The Affirmative Action Officer, or the Affirmative Action Officer's designee, will then meet with the alleged harasser within two working days and give the alleged harasser an opportunity to respond to the allegations and submit a written report. The Affirmative Action Officer, or the Affirmative Action Officer's designee, may then meet with witnesses or other individuals who may be helpful to the investigation. Within three weeks of the initial meeting with the employee, the Affirmative Action Officer, or the Affirmative Action Officer's designee will prepare a report with findings. If the report finds that sexual harassment has not occurred, the employee and the alleged harasser will be notified of the finding. If the report finds that sexual harassment has occurred, the employee will be given the option of pursuing mediation to resolve the matter with the harasser. If the employee chooses not to pursue mediation, appropriate disciplinary action will be taken against the harasser. If the employee chooses mediation, the employee may terminate the mediation process at any time.

All such complaints and meetings shall be kept confidential. Documents pertaining to such complaint will not be included in the personnel file of the employee filing the complaint.

If the Affirmative Action Officer is unable to resolve the situation to the employee's satisfaction, he/she will direct the employee to the MCAD or EEOC.

An employee who is unwilling to make a complaint to the Town's Affirmative Action Officer may file a complaint directly with the MCAD or EEOC. These agencies may investigate the situation and may or may not issue a complaint.

7. CONSIDERATIONS: sexual harassment is not, by definition, limited to prohibited conduct by a male employee toward a female employee or by a supervisory employee to a subordinate employee. The Town's view of sexual harassment includes, but is not limited to, the following considerations:

- a. a man as well as a woman may be the victim of sexual harassment, and a woman may be the harasser;
- b. the harasser does not have to be the victim's supervisor. The harasser may be a supervisory employee who does not supervise the victim, a co-worker or even a non-employee, such as a board member;
- c. the victim does not have to be of the opposite sex from the harasser;
- d. the victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by such conduct when it is directed toward another person. The sexual harassment of one employee may create an intimidating, hostile, or offensive working environment for another employee, or may unreasonably interfere with the co-worker's performance; and

PERSONNEL ADMINISTRATIVE ORDER NUMBER 20 - PAGE 3

e. sexual harassment does not depend on the victim's having suffered a concrete economic injury as a result of the harasser's conduct. Improper sexual advances which do not result in the loss of a promotion by the victim, or the discharge of the victim, nonetheless constitute sexual harassment by unreasonably interfering with the victim's work or by creating a hostile or offensive work environment.

f. employees may not be discriminated against or be subject to retaliation for pursuing a sexual harassment complaint. Any employee who discriminates or retaliates against an employee who has complained of sexual harassment will be subject to disciplinary action.

8. EFFECTIVE DATE: This Administrative Order shall take effect immediately.

9. REFERENCE: Affirmative Action Plan.

Approved: December 14, 1994

Town Administrator

**TOWN OF HOLLISTON
PERSONNEL ADMINISTRATIVE ORDER NUMBER 21
DRUG FREE WORKPLACE**

1. PURPOSE: To outline the Town's policy on drugs in the workplace and to ensure compliance with applicable federal and state laws and Town by-laws.

2. APPLICATION: This Order applies to all employees of the Town excluding those employees under the supervision and control of the School Committee. Employees subject to the Massachusetts Civil Service laws and/or collective bargaining agreements are subject only to those provisions of this order which are not specifically regulated by law or agreement.

3. DEFINITIONS: workplace - the location to which an employee reports to perform his or her duties in Town service.

Controlled substance - those substances listed in the federal Controlled Substance Act (21 U.S.C. 812), including, but not limited to, marijuana, cocaine, morphine, heroin, amphetamines and barbiturates. For the purpose of this order, "drugs" shall refer to controlled substances, and not alcohol or those substances issued in accordance with a valid prescription.

Conviction - having been found guilty in a court of law.

4. POLICY: to provide employees of the Town of Holliston with a working environment that is free of the problems associated with the use and abuse of controlled substances. The use of controlled substances is inconsistent with the behavior expected of employees and subjects the Town to unacceptable risk of workplace accidents or other failures that would undermine the Town's ability to operate effectively and efficiently.

5. PROCEDURES: the non-prescriptive use, sale, possession, distribution, manufacture or transfer of controlled substances on Town property, or at any other work site where employees may be assigned, or elsewhere during work hours, is strictly prohibited.

Further prohibited is the use, sale, possession, distribution, dispensation, manufacture or transfer of controlled substances on non-working time to the extent that such use impairs an employee's ability to perform his or her job or where such use, sale, possession, distribution, dispensation, manufacture or transfer affects the reputation of the Town to the general public or otherwise threatens its integrity.

Employees who are convicted of controlled substance related violations in the workplace under state or federal law, or who plead guilty or nolo contendere to such charges, must inform their department head or appointing authority within five (5) days of such conviction or plea. Department heads or appointing authorities shall notify the Town Administrator immediately.

Employees who are convicted, or who plead guilty or nolo contendere to such drug related violations may be required to successfully complete a drug abuse or similar programs a condition of continued employment or re-employment.

PERSONNEL ADMINISTRATIVE ORDER NUMBER 21 - PAGE 2

All employees must sign a statement (Attachment A) indicating that they have been informed of the rules and requirements of the this order.

6. EMPLOYEE ASSISTANCE: the Town recognizes drug dependency as an illness and a major public health problem. The Town's objective is to prevent conviction for drug related offenses. Employees who wish to obtain help in dealing with such problems are encouraged to contact their department head or appointing authority, the Town Administrator or their health insurance provider for assistance. Conscientious efforts to seek such help will not jeopardize an employee's job and will not be noted in any personnel record.

7. SANCTIONS: violations of any provision of this policy may result in disciplinary action up to and including termination from Town service.

8. EFFECTIVE DATE: This Administrative Order shall take effect immediately.

9. REFERENCE: Federal Drug Free Workplace Act of 1988.

Approved: December 14, 1994

Town Administrator

**TOWN OF HOLLISTON
PERSONNEL ADMINISTRATIVE ORDER NUMBER 21
DRUG FREE WORKPLACE**

ATTACHMENT A

Date _____

Town Administrator
Town hall
Holliston, MA 01746

Dear Town Administrator:

I certify that I have been given the opportunity to review the Drug Free Workplace order and that I have been granted the opportunity to ask my supervisor questions about this policy.

Employee's Name

Department Head's Name

Employee's Signature

Department Head's Signature

Date _____

Date _____

Department _____

**TOWN OF HOLLISTON
PERSONNEL ADMINISTRATIVE ORDER NUMBER 22
GRIEVANCE PROCEDURE**

1. **PURPOSE:** To outline the Town's policy for resolving employee grievances.
2. **APPLICATION:** This Order applies to all employees of the Town excluding those employees under the supervision and control of the School Committee, those employees covered by a collective bargaining agreement between the Town and the Holliston Police Association and those employees having separate employment agreements with the Town.
3. **POLICY:** The employee who feels that he has received inequitable treatment because of some condition of his employment may personally, or through his representative, appeal for relief from that condition. It is understood that issues involving the increase or decrease of general wage rates or salaries and issues not having to do directly and primarily with the day-to-day working life of the employee and relationships with his supervisor shall not be considered the subject of a grievance and consequently shall not be the subject of any grievance procedure.
4. **PROCEDURE:** All grievances shall be handled in accordance with the grievance procedure set forth herein. The procedure to settle grievances shall be as follows:

Step 1 - The employee shall present his grievance to his supervisor or department head, as the case may be. If the supervisor or department head cannot make immediate solution satisfactory to both parties, the employee shall resume his regular duties. If the dispute involves the employee's work load, duties or schedule, he shall continue to perform his work as assigned until the dispute shall be resolved. The employee shall then prepare a *written* statement of the grievance which shall be submitted to the department head. The department head shall, within forty-eight (48) hours of the receipt thereof, attempt to negotiate a settlement or adjustment of the grievance with the employee. If a satisfactory settlement cannot be reached within said forty-eight (48) hours, the department head shall render a written decision within two (2) working days after the end of said forty-eight (48) hours and forward a copy of his decision and the grievance to all parties, the Town Administrator and the Board of Selectmen.

Step 2 - The Town Administrator shall then attempt to negotiate a settlement or adjustment of the grievance with the employee, during a period of seven (7) working days after receipt of the decision of the department head or during such longer period as the parties may agree upon but not to exceed thirty (30) days. If a satisfactory settlement cannot be reached within said period, the Town Administrator shall render a written decision within seven (7) working days after the end of the said period and deliver a copy thereof to the employee and the Board of Selectmen.

Step 3 - If the grievance is not resolved as a result of the written decision of the Town Administrator, then the employee may submit his case to the Personnel Board within ten (10) working days after receipt of the Town Administrator's decision. The Board will review all facts pertinent to the case, provide the employee and other interested parties an opportunity to be heard and recommend remedial action to the Town Administrator. Any hearing before the Personnel Board shall be in accordance with the provisions of the Open Meeting Law and shall include an opportunity for the employee to have a representative of his or her choosing present on his or her behalf and an opportunity for the employee to speak in his or her behalf. The Board will take no more than thirty (30) days to

PERSONNEL ADMINISTRATIVE ORDER NUMBER 22 - PAGE 2

make its review and render a final decision.

5. **EFFECTIVE DATE:** This Administrative Order shall take effect immediately.

6. **REFERENCE:** Section 20 of the By-Law.

Approved: December 14, 1994

Town Administrator

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ADMINISTRATIVE ORDER NUMBER 23
SICK LEAVE POOL

1. **PURPOSE:** To create a pool of earned, unused sick days from which employees may draw in the event of extended illness or accident which has depleted an employee's personal accumulated sick leave credit.
2. **APPLICATION:** Pursuant to Section 3 of the Consolidated Personnel By-Law (the By-Law), the following policy shall apply to all employees whose status entitles them to sick leave benefits under Section 18 of the By-Law.
3. **POLICY:** An employee may contribute up to three (3) accumulated sick days annually to the sick leave pool.

An employee whose regular sick leave credit has been or is about to be exhausted may apply for permission to draw days from the sick leave pool. The petition shall be to the employee's department head, or the person acting as department head in the department head's absence, and shall be in the form of a written request explaining the need for the days and an estimate of the number of work days the employee anticipates that he or she will be unable to work. The department head or acting department head will make a recommendation to the Town Administrator regarding the employee's request within two (2) business days of receipt of the request. The recommendation by the department head will be based on the employee's attendance and performance record prior to the illness or incapacity giving rise to the need for the additional sick days. The Town Administrator, or the acting Town Administrator, shall approve or disapprove the employee's request within two (2) business days of receipt of the department head's recommendation and inform both the department head and the employee of his or her decision. The employee may appeal the Town Administrator's decision to the Personnel Board within five (5) business days of receipt of the Town Administrator's decision.

4. **RESTRICTIONS:** The amount of any individual allotment from the sick leave pool shall not exceed fifteen (15) days.
5. **EFFECTIVE DATE:** This Administrative Order shall take effect on January 13, 1998.
6. **REFERENCE:** Sections 3 and 18 of the By-Law.

Approved: January 13, 1998

Town Administrator

ADMINISTRATIVE ORDER NUMBER 24
SMALL NECESSITIES LEAVE

1. **PURPOSE:** To bring the Consolidated Personnel By-law into conformance with Section 52D of Chapter 149 of the General Laws of Massachusetts.
2. **APPLICATION:** Pursuant to the provisions of the Small Necessities Leave Act the following policy shall apply to all employees who have worked at least one year for the Town and worked at least 1,250 hours during the twelve (12) months immediately prior to the request for Small Necessities Leave.
3. **POLICY:** An employee meeting the requirements set forth in the above paragraph is entitled to twenty-four (24) hours of unpaid leave time during any twelve (12) month period for purposes of: (1) participating in school activities directly related to the educational advancement of a son or daughter of the employee, such as parent-teacher conferences or interviewing for a new school; or (2) to accompany the son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; or (3) to accompany an elderly relative of the employee to routine medical or dental appointments for other professional services related to the elder's care, such as interviewing at nursing or group homes.
4. **RESTRICTIONS:** The employee must provide notice to the Town: (1) if the need for leave is foreseeable, the employee must request the leave not later than seven (7) days in advance; or (2) if the need is not foreseeable, the employee must notify the Town as soon as practicable under the particular circumstances of the individual case. To the extend possible, employees must provide written notice to the Town. If that is not feasible, employees may request the leave orally.
5. **EFFECTIVE DATE:** This Administrative Order shall take effect on September 25, 1998.
6. **REFERENCE:** Section 18 of the By-Law.

Approved: April 28, 1999

Town Administrator