

**Collective Bargaining Agreement  
By & Between the  
City of Marlborough**



**and the**

**Marlborough Public Works  
Equipment Operators Association  
(DPW Laborers)**



**July 1, 2018 – June 30, 2021**

## TABLE OF CONTENTS

ARTICLES OF AGREEMENT .....	1
ARTICLE 1 RECOGNITION CLAUSE .....	1
ARTICLE 2 MANAGEMENT RIGHTS CLAUSE.....	2
ARTICLE 3 EMPLOYEE RIGHTS .....	2
ARTICLE 4 UNION ACTIVITY .....	3
ARTICLE 5 UNION DUES.....	3
ARTICLE 6 JUST CAUSE.....	4
ARTICLE 7 GRIEVANCE PROCEDURE .....	4
ARTICLE 8 NO STRIKE CLAUSE .....	5
ARTICLE 9 STATE LABOR LAWS .....	5
ARTICLE 10 SENIORITY.....	6
ARTICLE 11 HOURS OF WORK .....	6
ARTICLE 12 LAYOFFS AND RECALLS.....	9
ARTICLE 13 OVERTIME.....	9
ARTICLE 14 SALARIES.....	11
ARTICLE 15 HEALTH AND INSURANCE.....	13
ARTICLE 16 LONGEVITY .....	14
ARTICLE 17 CLOTHING ALLOWANCE .....	14
ARTICLE 18 VACATIONS.....	15
ARTICLE 19 HOLIDAYS.....	16
ARTICLE 20 PERSONAL LEAVE.....	16
ARTICLE 21 BEREAVEMENT LEAVE .....	17
ARTICLE 22 SICK LEAVE.....	17
ARTICLE 23 MILITARY LEAVE .....	19
ARTICLE 24 WORKING CONDITIONS AFFECTED BY WEATHER.....	20
ARTICLE 25 MISCELLANEOUS .....	20
ARTICLE 26 STABILITY OF AGREEMENT.....	21
ARTICLE 27 SEVERABILITY.....	21
ARTICLE 28 PRIOR BENEFITS AND PRESERVATION OF RIGHTS .....	21
ARTICLE 29 TERM OF CONTRACT .....	22
APPENDIX A PAST PRACTICES .....	23
APPENDIX B WAGE SCHEDULE.....	26

## ARTICLES OF AGREEMENT

THIS AGREEMENT entered into by the CITY OF MARLBOROUGH, hereinafter referred to as the "City," and the MARLBOROUGH PUBLIC WORKS EQUIPMENT OPERATOR ASSOCIATION, hereinafter referred to as the "Union," has as its purpose the promotion of harmonious relations between the City and the Union, and the establishment of an equitable and peaceful procedure for the resolution of differences. The City of Marlborough agrees to abide by M.G.L. Chapter 150E and bargain with the Union when questions of wages, hours and other conditions of employment arise.

### ARTICLE 1 RECOGNITION CLAUSE

Section 1: The City recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing wages, hours, and other conditions of employment for all full-time employees of the Department of Public Works, in the City of Marlborough employed in the following divisions:

- a. Forestry, Parks and Cemetery
- b. Fleet Maintenance
- c. Streets
- d. Water and Sewer
- e. Easterly Wastewater Plant
- f. Westerly Wastewater Plan

Excluded from the aforementioned bargaining unit are the following positions:

Commissioner of Public Works  
Assistant Commissioners of Public Works  
City Engineer  
Water Registrar  
Chief of Maintenance  
Division Supervisor  
Foreman  
Solid Waste Coordinator  
All Head Waste Water Treatment Plant Operators  
Foreman Head Pumping Station Operator  
All Professional Employees  
All Engineering Personnel  
All Other Executive Employees  
All Clerical Employees  
All Casual and Temporary Employees  
All Other Employees of the City of Marlborough  
Recreation Director  
Assistant Recreation Director  
All Recreation Employees



An employee otherwise covered by this Agreement shall be covered by the Foremen's Agreement when temporarily promoted on a full-time basis to foreman.

**ARTICLE 2**  
**MANAGEMENT RIGHTS CLAUSE**

The City and the Union agree that the City shall retain and reserve all statutory rights, authority, and obligation in the administration of the Department of Public Works and the direction of its employees. All the functions, rights, powers and authority of an employer, which the City has not specifically delegated or modified by this Agreement, are recognized by the Union to be retained by the City. Further, the Union agrees to be bound by the rules and regulations of the City except as modified by this Agreement. The Commissioner of the DPW may amend or modify the DPW Guidelines from time to time, provided any such change does not conflict with the collective bargaining agreement, and provided further that the City shall first satisfy its obligation to bargain over aspects of any such amendment or modification that constitute mandatory subjects for bargaining.

**ARTICLE 3**  
**EMPLOYEE RIGHTS**

Section 1: A "probationary employee" shall be an employee who has not completed six months of employment.

Section 2: Employees shall have and shall be protected in the exercise of the right, without fear of penalty or reprisal to join and assist the Union. No representative, department official or agent of the City shall:

- a. Interfere with, restrain or coerce an employee in the exercise of the right to refrain from joining the Union.
- b. Interfere with the formation, existence, operations, or administration of the Union.

Section 3: Any four officials or duly designated members of the Union, if reasonably requested by the Union, shall be granted by the Commissioner of Public Works, a leave of absence for a reasonable period of time with no loss of pay or benefits to attend meetings of the Mayor and/or City Council of the City, or the General Court of the Commonwealth of Massachusetts concerning a matter or matters relative to the Union or a member thereof, including attending meetings, conferences and/or conventions pertaining to obtaining information or education on the function of the Union as a collective bargaining representative. The Union Officials, or their designee, will be excused from work with pay. Provided however, that the total maximum cumulative number of days for the Union shall not exceed twenty (20) days nor shall any individual employee exceed twelve (12) days over the life of the Agreement.

Section 4: The Union officers and representatives are as follows: President, Vice President, Secretary and Treasurer.

Section 5: The Union shall keep the City informed of any changes in the roster of officials or representatives, in writing.



Section 6: The Union shall be entitled to have an observer present at every public meeting dealing with the working conditions or welfare of the individuals covered by this Agreement held by the following City Committees or Boards:

- a. Insurance Advisory Committee
- b. Retirement Board

**ARTICLE 4  
UNION ACTIVITY**

Section 1: A Union official and an aggrieved employee shall be granted a reasonable amount of time, in pay status, to attempt to resolve problems or grievances. Permission to leave one's station or job to accomplish the foregoing must be requested of the divisional supervisor of said official and/or employee. Said requested permission is to be granted within a reasonable time by the divisional supervisor of said official and/or employee.

Section 2: During any discussion of a complaint or grievance with management, an employee shall be accompanied by an officer of the Union at all times.

Section 3: Each employee member of the negotiating team shall be considered to be in pay status only when negotiations are held during his regular working hours. When negotiations are held during an employee's non-regular working hours, he shall not be considered to be in pay status. The Union negotiating team shall consist of a minimum of two (2) members to a maximum of four (4) members.

Section 4: The monthly meeting of the Union may be held at the City Garage commencing thirty minutes prior to the conclusion of the work day on the scheduled meeting day.

Section 5: A written list of Union stewards and other representatives shall be furnished to the City immediately after their designation. The Union shall notify the City of any changes.

**ARTICLE 5  
UNION DUES**

Section 1: The Union dues of employees covered by this Agreement will be deducted each week by the City from the wages of each employee covered by this Agreement who has signed an authorization form for the deduction of such dues and present it to the Finance Director/City Treasurer in accordance with the provisions of Section 17A of Chapter 180 of the Massachusetts General Laws. The amount of such dues shall be in accordance with the Constitution and/or Bylaws of the Union, as certified to the Finance Director/City Treasurer from time to time.

Section 2: Employees in the bargaining unit who do not wish to join the Union shall as a condition of employment be required to pay an agency fee, which shall be equivalent to the Union dues as in Section 1, which shall be deducted from the employee's pay and remitted to the Union.

**ARTICLE 6  
JUST CAUSE**

Section 1: No employee in the bargaining unit who has completed his probationary period shall be disciplined, demoted, suspended, or discharged except for just cause.

Section 2: In the event of any action taken by the City as described in Section 1 of this Article, the employee and/or the Union shall have the right to file a grievance at Step 3 of the grievance procedure of Article 7.

Section 3: Whenever possible, employees shall be afforded the right to a departmental hearing prior to the imposition of discipline with a written statement as to the reasons for such action. The City shall assign a member of the City's Human Resources Department to attend all such departmental hearings where the issue pertains to violation of the City's Personnel Policies (as contrasted to the DPW Guidelines). If same is not possible, such a hearing shall be held no later than the scheduled closing of the next regularly scheduled work day for the employee, except that during emergency conditions, such as snowstorms, said hearing may be held at a time and date fixed by the Commissioner of Public Works and/or the Commissioner's designee, but not to exceed five working days from the imposition of discipline. Union representatives shall be present at all hearings and discussions. All members of the bargaining unit shall have the right to a Union representative and/or accompaniment during any investigatory interview. The City agrees to and acknowledges the rights of each employee as outlined in the National Labor Relations Board Decision (NLRB v. J. Weingarten 420. U.S. 251) (1975).

Section 4: An employee who appeals his suspension or discharge under retirement law, or any other statutory appeal procedure shall not have access for such grievance under the contract grievance and arbitration procedure.

Section 5: When an employee who is eligible to appeal his grievance under the preceding section (section 4) elects to proceed under the grievance and arbitration procedure such dispute may be processed under the contract grievance and arbitration procedure, in which case the contract grievance and arbitration procedure shall be the exclusive procedure for resolving such grievance in accordance with Massachusetts General Laws, Chapter 150E, s. 8.

**ARTICLE 7  
GRIEVANCE PROCEDURE**

Section 1: All controversies arising out of the interpretation or application of this Agreement will be processed in the following manner:

Step 1: The Union representative and the aggrieved employee shall discuss the dispute with the Division Supervisor within fifteen (15) working days of its occurrence. At this time, the Division Supervisor will make a serious effort to reach satisfactory conclusion of the dispute. If the dispute is not resolved, the Division Supervisor must so advise the Union in writing within fifteen (15) working days.



- Step 2: If the grievance or dispute is unresolved at Step 1, it should be presented in writing by the aggrieved employee or the Union to the Commissioner of Public Works within fifteen (15) working days after the completion of Step 1. The Commissioner and a Union representative shall meet as speedily as possible to discuss the grievance or dispute, but such meeting shall be held within fifteen (15) working days of receipt of the grievance. Within fifteen (15) working days after the meeting, the Commissioner shall forward to the Union a written disposition of the grievance.
- Step 3: If the matter remains unresolved, the Union may within fifteen (15) working days after receipt of the Commissioner's disposition of the grievance forward the grievance along with the Commissioner's disposition to the Mayor. The Union and the Mayor/or his designee shall meet on the grievance within fifteen (15) working days of receipt of the grievance; and within fifteen (15) working days thereafter, the Mayor or his designee shall forward to the Union his disposition of the grievance.
- Step 4: If the grievance remains unresolved, the Union may, within thirty days of receipt of the disposition by the Mayor or his designee, refer the grievance to the American Arbitration Association in accordance with its rules and regulations. The arbitrator shall have no power to alter, amend, add to or delete from this Agreement.

Section 2: A grievance shall be deemed waived unless it is (1) submitted at Step 1 within 15 working days of its occurrence or when the grievant or Union should have known of its occurrence; or (2) otherwise processed within the time limits specified above. Failure on the part of the City to answer a grievance at any step within the time lines shall not be deemed acquiescence thereto, and the Union may proceed to the next step.

Time lines may be extended by mutual agreement of the parties.

#### **ARTICLE 8 NO STRIKE CLAUSE**

No member of the Union covered by the terms and provisions of this Agreement shall during the life of this Agreement engage in, induce, or encourage any strike, work stoppage, slowdown, or concerted effort to withhold services.

#### **ARTICLE 9 STATE LABOR LAWS**

The City and the Union shall recognize and adhere to all applicable state labor laws, rules and regulations, except that this CBA supersedes any such external laws where the CBA provides the employees with more beneficial terms and conditions of employment.



**ARTICLE 10  
SENIORITY**

The principle of seniority shall govern and control in all cases of preference in assignment to shift work and choice of vacation period. Seniority for purposes of this contract shall be measured by the date an employee was hired (or transferred) into a position in this bargaining unit.

**ARTICLE 11  
HOURS OF WORK**

Section 1:

Monday through Friday

7:00 A.M. to Noon – 12:30 P.M. to 3:30 P.M.  
3:00 P.M. to 11:00 P.M.

Tuesday through Saturday

7:00 A.M. to Noon – 12:30 P.M. to 3:30 P.M.

The workweek shall begin at 12:01 A.M. Monday and conclude at 11:59 P.M. the following Sunday.

**SPECIAL SCHEDULES**

**Street Sweeping**

Monday through Friday.....4:00 A.M. to Noon

**Pumping Stations and Sewer Treatment Plants**

Monday through Friday.....7:00 A.M. to 3:00 P.M.

Tuesday through Saturday.....7:00 A.M. to 3:00 P.M.

Sunday through Thursday.....7:00 A.M. to 3:00 P.M.

**Cemetery**

Monday through Friday.....7:00 A.M. to 3:00 P.M.

All shifts that cover an eight and one-half hour period shall include one-half hour for a meal. On all shifts that cover eight hours, meals will be eaten when convenient, as approved by a Division Supervisor. On day shifts, lunch period will be one-half hour, between Noon and 12:30 P.M.

Should other unforeseen demands upon the Department of Public Works necessitate the creation of additional schedules, or the abolition of any existing schedule or a change in the starting and quitting times of any basic schedule or special schedule, appropriate new schedules or new starting or quitting times shall be established.

Prior to changing the schedule or shift of an employee, the City shall: (1) provide the employee with at least two weeks written notice of the change; (2) solicit employees, who will volunteer for the change; and (3) if there are no volunteers, change the schedule of employees in order of reverse seniority.

Section 2: Any change of job assignments, hereby recognized as a interdepartmental transfer, between the generally accepted but not codified divisions of the Department of Public Works shall be subject to the following guidelines:

- a. Should an original vacancy occur by retirement, termination or the death of an employee within a division, such vacancy shall be posted in all divisions for five working days and said posting shall include the formal job title, the working hours and the qualifications for the position.
- b. Said vacancy shall be open to all personnel meeting the minimum qualifications of the position.
- c. Before a transfer to a vacancy in the bargaining unit is made the following factors shall be taken into consideration in selecting a candidate who has applied and who has the minimum qualifications:
  1. Length of Service.
  2. Whether the candidate is an employee in good standing.
  3. The recommendations of the Division Supervisor of the division in which the vacancy exists.
  4. The qualifications for the position.
- d. Should an employee transfer to a vacant position, his former position, if the City intends to fill it, will be posted for five (5) days. If no qualified person applies for the position, the City may hire a new employee to that position.
- e. An employee who uses seniority to change his job assignment within the bargaining unit may not do so again for twelve (12) months.
- f. For all vacancies in promotional positions outside the bargaining unit that the City determines to fill, the City will administer an appointment process that will include the following steps and criteria:
  1. All such promotional vacancies will be posted internally for a period of five (5) days. If no employee in the promotional bargaining unit is hired for transfer to such position, then the City shall consider members of this bargaining unit for promotion to such position before considering external applicants.
  2. Assuming that the selection process proceeds to candidates outside the promotional bargaining unit, then all internal candidates from the bargaining unit covered by this agreement meeting the minimum requirements for such position shall be considered for promotion to such position and will at least receive an interview.
  3. Education, certifications, training, experience, knowledge, skill, leadership ability, efficiency, past job performance and reference will be reviewed and evaluated.
  4. All finalists for such promotional vacancies may undergo a background check.
  5. The City may choose to utilize an interview panel, written examination, and/or assessment center in the selection process. If the City decides to use a written exam, the written exam shall

be developed and administered by a vendor, experienced in developing and administering promotional exams for municipal employees. Prior to selection of a vendor the City shall negotiate under c.150E with the union regarding the vendor to be used for testing/examination implemented under this paragraph. If the City decides to use an assessment center, it shall be conducted by a vendor that is experienced in developing and administering such assessment center evaluations. Prior to selection of an assessment center, the City will consult with the Union and attempt to choose a vendor that is agreeable to the Union.

6. Based upon the above process, the City will hire the most qualified candidate. Where qualifications are relatively equal, seniority [with the City] will be used as the tiebreaker. Any conditional offers of employment will be subject to a successful fitness for duty examination and/or CORI check. This does not affect the criteria for selection of intermittent foreman under Past Practices Article and Appendix at #19.
- g. Shift changes of employees will comply with the following criteria:
  1. Those employees having the same rating within a division and meeting the above-noted specifications will have priority.
  2. Those employees who have the same rating, but work outside the division, and who also possess the same qualifications noted above will be next considered.
  3. Should there be no volunteers to fill said vacancy from one shift to another under this sub-section, the employee so transferred shall be notified in writing at least two weeks prior to the transfer.

Section 3: All regularly-scheduled hours of work now in effect for the employees of the Cemetery Group covered by this Agreement shall continue to remain in effect.

Section 4: A laborer who is assigned to work as an interim foreman shall be paid at the foreman's rate for all hours actually worked as the interim foreman at a step as determined below.

- a. Should a laborer work as an interim foreman during overtime hours (as defined in Article 12, Section 1) he shall be paid at a rate equal to the sum of the foremen's straight time hourly rate in accordance with the scale in section E, plus one half the laborer's straight time hourly rate maximum step.
- b. Should a laborer covered by paragraph B work as an interim foreman during overtime hours on a holiday for which a laborer would receive double time (as defined in Article 18, Section 2) he shall be paid at a rate equal to the sum of the foremen's straight time hourly rate in accordance with the scale in section E, plus the laborer's straight time hourly rate maximum step.



c. Years of Service:	
0 to 5 years	Minimum Step
5 to 7 years	Step 1
7 to 10 years	Step 2
10 or more years	Maximum Rate

The above rates are according to the City of Marlborough DPW Foreman’s pay scale for the Collective Bargaining Agreement.

**ARTICLE 12  
LAYOFFS AND RECALLS**

Section 1: In the event the City decides to commence a reduction-in-force (RIF), it shall notify the Union of such contemplated RIF, no less than 60 calendar days prior to implementation. The parties shall exhaust the collective bargaining process under Chapter 150E about all aspects of such RIF that constitute or impact mandatory subjects of bargaining, including but not limited to whether the RIF shall be conducted by attrition, reduction or change of hours, and/or layoff of employees.

Section 2: If a layoff is the method by which such RIF shall be accomplished as set forth in Section 1, the layoff shall be conducted first among employees within the bargaining unit without a permanent appointment under Chapter 31, in the inverse order of seniority measured from the date of hire to a position in the bargaining unit by the City. If additional layoffs are necessary following the layoff of all employees without a permanent appointment under Chapter 31, employees with a permanent appointment under Chapter 31 shall be laid off in the inverse order of seniority measured from the date of permanent appointment under Chapter 31 to a bargaining unit position. Employees who are laid off shall be given no less than 30-day notice prior to layoff.

Section 3: Employees who have been laid off under paragraph 2 of this article shall be entitled to recall by the City to a bargaining unit position in the reverse order in which they were laid off by the City so that the last employees laid off shall be the first employee recalled. Employees shall be eligible for recall for a period of five calendar years from the effective date of layoff, unless they decline a recall offer by the City, or fail to respond to a recall offer, within fourteen (14) calendar days from the date of receipt of the mailed recall notice at the last known address provided to the City.

**ARTICLE 13  
OVERTIME**

Section 1: All work performed by employees in addition to their regularly-scheduled eight hours in one day shall be paid at the rate of time and one-half (1½). Employees who work scheduled overtime in any given week shall be paid the overtime rate as described above and shall receive said compensation in the following week’s payroll. Should an employee complete his regular work day, leave his place of employment, and be called back to perform additional work, he shall receive overtime payments in accordance with the following provisions:

- a. Employees on call shall receive a minimum of two (2) hours per call.

- b. Employees not on call who do not work into the regular work schedule shall receive a minimum of four (4) hours per call.
- c. When an employee is called to respond to an initial emergency and is then called to a different emergency within one hour of the initial response, the employee will not be entitled to an additional 2-hour or 4-hour minimum payment under paragraph (a) or (b) above of this section. If, however, the subsequent emergency calls come in more than one hour after the initial call, the individual will be entitled to another minimum 2-hour or 4-hour payment, whichever is applicable under paragraph (a) or (b) above of this section.
- d. Employees not on call who are called to work without advance notice and who, because of the nature of the work, are caused to stay at work into the regular work schedule shall receive a minimum number of hours in accordance with the following:
  - 1. For more than two hours before starting time, four hours.
  - 2. For two hours or less before starting time, time actually worked.
  - 3. Between November 1st of a year and April 30th of the next year, time actually worked. The provisions of Section (c) (1) do not apply during the months noted in this paragraph.

Section 2. Employees on call for the weekend shall receive fourteen (14) hours pay at the overtime rate, plus the minimum number of hours for time worked as noted in and in accordance with the provisions of Section 1 and Section 1(a) of this Article. On-call time shall be quitting time on Friday until starting time on Monday. Employees on call on a holiday shall receive six hours pay at double their regular rate of pay.

Section 3. Employees shall be required to punch the time clock within thirty (30) minutes of being called to work for snow and/or ice operations to qualify for payment of that half-hour. An employee who does not punch the time clock within said thirty (30) minutes shall be paid only from the time he actually punches said time clock.

Section 4. A scheduled overtime opportunity at an ongoing project shall be first offered to the employee performing the work on the project. If a full crew is required for the overtime opportunity, but less than a full crew accepts the overtime opportunity, the work shall be offered to the employee at the top of the appropriate divisional rotating list. If no employee on the divisional rotating list accepts the overtime opportunity, the City may assign the work to the employee in the division who is lowest in seniority and who has not accepted the overtime opportunity. If less than a full crew is required for the overtime opportunity, the work shall be offered to the employees on that project in order of departmental seniority.

Section 5. Any other scheduled overtime opportunity shall be offered to the employee at the top of the appropriate divisional rotating list. An employee on a rotating list who refuses an overtime opportunity shall be placed at the bottom of the list.



Section 6. The City shall maintain a record of the overtime worked. Separate emergency on-call lists shall be maintained for the Water and Highway Divisions. The Water Division (year-round) and Highway Division (between November 15 and April 1, only) will each have a call employee on duty from Friday at 3:30 P.M. to the following Friday at 7:00 A.M. During off-duty hours when not on paid standby time, the call man will have first right of refusal of calls. If the call man refuses a call or is not available, the next man on the call list will have the second call. If neither employee responds to the call, the City may call any employee.

Section 7: Regularly scheduled daily hours of work as referred to in Article 11, shall not be changed for the sole purpose of eliminating the payment of overtime. It is further agreed that an overtime list shall be published for the purpose of carrying out the conditions set out in this Article 12. Each Division Supervisor will keep posted a running overtime list, so that employees may monitor the distribution of overtime assignments made by the City. The City shall maintain a list for fair and equitable distribution of overtime.

Section 8: All Laborers/SMEO Laborers shall receive an annual meal stipend of \$150.00 payable on the first payday of December. Snow and Ice event meals are not included in the meal stipend.

Section 9: All bargaining unit overtime shall be offered first to SMEOs before being offered to Laborers.

#### **ARTICLE 14 SALARIES**

Section 1: Laborers hired on or after May 1, 2017, must qualify for and receive their CDL and Hoisting License within one (1) calendar year from date of hire. Upon receipt of a CDL and Hoisting License, the laborer will be reclassified and paid as a SMEO/Laborer. Failure to obtain both a CDL and a Hoisting License within one (1) calendar year from date of hire will result in automatic termination of employment, without resort to the grievance or arbitration process contained in this agreement; the sole exception being a dispute over whether a Laborer obtained a CDL and Hoisting License within one (1) calendar year from date of hire is subject to the grievance and arbitration procedure, with the sole issue in such arbitration being whether both such licenses were timely obtained (i.e., if not timely obtained then the termination shall be upheld; if timely obtained, then the termination shall be reversed).

The Commissioner may extend each Laborer hired for an additional six (6) months with notice to the Union.

Effective July 1, 2018 there will be a 2% increase in base wages

Effective July 1, 2019 there will be a 2.5% increase in base wages

Effective July 1, 2020 there will be a 2% increase in base wages

Wages, calculated to reflect the hourly rate, and weekly and annual wages, will be paid according to the schedule attached as *Appendix B*.



Section 2: Each employee working on the night shift shall be paid an additional 2 percent over and above his regular salary as set forth in Section 1 of Article 13 above.

- Section 3:
- a. An employee who holds a drinking water, sewage or pesticide license shall annually receive an incentive payment of \$400.00 for each license grade above those required for his job. The license must be related to the employee's regular assignment as determined by the Commissioner.
  - b. Employees requested by the Department Head to utilize a Class A commercial driver's license or a commercial driver's endorsement shall receive a stipend of four hundred (\$400) dollars.
  - c. A mechanic who holds a Freon license for the purpose of repairing air conditioners in motor vehicles shall annually receive a stipend of four hundred (\$400) dollars.
  - d. An employee who holds a playground certification shall receive an annual stipend of four hundred dollars (\$400), provided that the employee is employed in a position which utilizes the playground certification skill (i.e., as the CDL compensation is administered), and provided further that this stipend shall be paid to a maximum of three employees at one time. Rights to such stipend shall be based upon the date that the employee first became eligible for the stipend with seniority as a tie breaker in the event that more than one employee obtains the certification and otherwise qualifies for the stipend under this provision at the same time.
  - e. Payment of such incentive payments or stipends will be made on the first pay day of December if the employee then holds the license or grades then and is on the payroll as of the week payment is made. Such payments will not be considered part of the base salary for any other wage compensation.
  - f. Any Fleet Shop employee licensed for Massachusetts Vehicle Safety and Emissions Inspections shall receive a \$400.00 stipend payable the first pay period in December.
  - g. Stipends will be paid for all licenses not required for employment (CDL/Hoisting) by SMEO Laborers when performing their duties. Such stipends will include tankers and catch basin cleaning (DMV or DOT certified). "State of Emergency" events are not eligible for stipends. Such stipends will be paid the first pay period in December.

Section 4: On a bi-weekly or weekly basis, to be determined by the City, all employees will be paid by paperless electronic direct deposit. All members will be responsible to provide the information necessary to make such direct deposits to the City's Accounting Department within sixty (60) days of the execution of this agreement. The City's DPW Office and Human Resources Department shall make personnel available to train DPW employees as needed on how to access computers to view and print paystubs, and the City shall ensure that dedicated computer(s) are available in the DPW and Human Resources Department for viewing and printing paystubs by employees directly when/if employees become proficient in accessing the computer for viewing/printing paystubs. Employees may print their paystubs at the DPW

computer during the workday so long as it does not interfere with operations, and otherwise the City shall ensure that the website by which employees shall access payroll/paystub information shall be accessible from employees' own personal (home) computers.

Section 5: All new hires shall start at minimum step (0) of laborer and be paid according to the schedule attached as *Appendix B*.

Section 6: Safety Recuperation Time. Employees who will work more than sixteen (16) consecutive hours shall be given two (2) hours off for safety recuperation time to be paid at the overtime rate provided that:

- a. the employee is required to return to duty after being excused for such safety recuperation time;
- b. employees eligible for safety recuperation time may elect to recuperate wherever they choose as long as the location does not interfere with department operations as determined at the reasonable discretion of the division supervisor;
- c. Safety and recuperation time will be assigned by the division supervisor, based on operational needs and available bargaining unit personnel.
- d. On-call/back-up on call person during snow and ice operations will be allowed two (2) hours recoup time at 1:30 P.M. if they work less than the required sixteen (16) consecutive hours.

## **ARTICLE 15 HEALTH AND INSURANCE**

Section 1: Employees covered by this Agreement shall be entitled to a plan of group life insurance, group accidental death and dismemberment insurance, and group general or blanket hospital, surgical and medical insurance, governed by Chapter 100, Acts of 1968 and Chapter 32B of the General Laws, if same is accepted by the City Council.

Section 2: The City will provide the Tufts PPO and the Tufts EPO to unit members. The City shall contribute 60%, the employee 40% to the PPO option; the City shall contribute 70% and the employees 30% to the EPO option.

Section 3: The Union will cooperate through its designee to participate in an employee's group advisory committee on group insurance as may be established by the City under state law.

Section 4: A dental plan shall be offered to bargaining unit employees. The premium cost for such dental plan shall be a fifty percent-fifty percent (50%-50%) share between the employee and the City.

Section 5: The City shall make available to bargaining unit employees a so-called I.R.S. – Section 125 Plan through which all employee medical and dental premium costs can be paid by employee on a “pre-tax” basis.



**ARTICLE 16  
LONGEVITY**

Section 1: An eligible employee shall receive a lump sum amount, non-cumulative, payable annually on the first pay day of December if the employee is on the payroll as of the week payment is made, not considered part of the base salary for any other wage computations, in accordance with the following:

YEARS OF SERVICE	PAYMENT PERCENTAGE
8 – 11 years	1% of base salary
12 - 15 years	2% of base salary
16 - 19 years	3% of base salary
20 – 24 years	5% of base salary, plus an additional \$500*
25 or more years	5% of base salary, plus an additional \$800*

\*The flat dollar additions to 20 – 24 years and 25 or more years shall take effect July 1, 2007.

Section 2: If the employee's service is terminated by retirement or for any reason other than for cause by the City, his longevity allowance shall be prorated over the year in which said employee is terminated credited service pursuant to Section 4 of Chapter 32 of the Massachusetts General Laws and accrued as an employee of the City of Marlborough, shall be included in computing longevity.

For the purposes of this section, base salary shall be the total base salary earnings of an employee between January 1st of the year and November 30th of the same year, calculated on an annual basis.

**ARTICLE 17  
CLOTHING ALLOWANCE**

Section 1: Each employee shall receive an annual uniform and clothing allowance for the lease, rental or purchase by said employee of uniforms and other sundry items used during performance of the employee's duties in the amounts as follows:

	<u>Repair Shop</u>	<u>All Others</u>
Effective July 1, 2018	\$1,615 (tools included)	\$1,240

Such allowance will be paid as outlined in Item (b) of Section 1.

- a. All employees must report to work and be in uniform prior to punching of their time cards. If said employee reports to work out of uniform, he shall be sent home and experience a loss of pay.
- b. Uniforms and clothing, so purchased, must conform to minimum department standards. All unit members will be required to wear OSHA approved steel toe or composite work boots or shoes during work hours. Clothing Allowance will be paid via direct deposit.
- c. Employees absent from work for any reason shall not receive said clothing allowance until they actually return to work. An employee who is absent from work for any reason for an entire fiscal year shall receive no clothing allowance for that fiscal year.



- d. The clothing allowance will be paid during the first pay period of July of each year in a separate check. A new employee shall receive a clothing allowance after the completion of thirty (30) calendar days of employment. Notwithstanding the above, an employee shall receive no more than one clothing allowance in any one calendar year.
- e. If the City so desires any change with regards to colors of uniforms, the City shall bargain over such desire.

Section 2: An employee, who loses, destroys, or damages their eyeglasses in the course of their work shall be reimbursed by the city. The employee will be required to prepare a report which explains the circumstances of the incident. Both the employee and the Division supervisor shall sign the report attesting to its accuracy and submit it to the Commissioner for review. Upon determination by the Commissioner that the damage or loss was not due to negligence of the employee and in fact happened in the course of work for the department, the employee shall be reimbursed for the cost of the replacement up to \$200.00 per calendar year. Each employee shall submit a paid invoice or receipt for the new eyeglasses.

## **ARTICLE 18 VACATIONS**

Section 1: The City shall grant to all employees annual vacations, without loss of pay as follows:

- a. For less than one year's service, a vacation allowance of one day for each month of service, to a maximum of ten days.
- b. For service of one year or more, but not more than four years, a vacation allowance of ten days.
- c. For service of five years or more, but not more than nine years, a vacation allowance of fifteen days.
- d. For service of ten years or more but not more than fourteen years, a vacation allowance of twenty days.
- e. For service of fifteen years or more, a vacation allowance of twenty-five days.

Section 2: Each vacation week shall consist of a five-day work week.

Section 3: If an employee is out of work on "Injured Leave" when he is scheduled for vacation, he shall remain on "Injured Leave" and shall be entitled to his vacation as soon as may be during the vacation calendar year, after he returns to work.

Section 4: If an employee who qualified for a vacation is unable to work and is on sick leave status, whether compensated or not, such employee may, at his option, be allowed to take his vacation during the period of such sick leave.

Section 5: Whenever the employment of an employee of the Department of Public Works is terminated during a year by dismissal through no fault on his part or by retirement or death, without having taken the vacation to which he is entitled under Section 1 hereof, he or in the case of his death, his beneficiary, shall be paid at the regular rate of compensation payable to

him at the termination of his employment, an amount in lieu of such vacation provided that no monetary or other allowance has already been made therefore. The word, "beneficiary" as used in this section means the surviving beneficiary or beneficiaries, if any, lawfully designated by the employee under the retirement system of which he is a member, or, if there be no such designated beneficiary, the estate of the deceased.

Section 6: Vacation time must be used in the year accrued except that an employee shall be allowed to annually carry over five days and may be allowed to carry additional days not to exceed his maximum vacation time for the year when prior permission is obtained from the Commissioner of Public Works or his designee on or before November 1st.

Section 7: Subject to the operational needs of the Department, vacations may be taken one day at a time provided the employee gives three days notice to his divisional supervisor or designee.

#### **ARTICLE 19 HOLIDAYS**

Section 1: The following days, on the days observed by the City of Marlborough only, shall be recognized as paid holidays: New Year's Day, Martin Luther King Day, President's Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Christmas Day, plus any day designated by the Governor and accepted by the City as a legal state-wide holiday unless the specific day an employee works is the day the holiday is observed by the Commonwealth.

If a holiday falls within an employee's vacation period, he shall be entitled to observe and be paid for the holiday at a future time mutually agreeable to the employee and his supervisor.

Section 2: Employees required to work on a holiday as described in Section 1 of this Article shall be paid at double their regular rate of pay in addition to their regular holiday pay, except that for the purposes of this Section only, Christmas Day (December 25) New Year's Day (January 1) and Independence Day (July 4) shall be considered holidays on their actual date, regardless of the date on which they are observed.

#### **ARTICLE 20 PERSONAL LEAVE**

Section 1: A department head or his designated representative, if requested by an employee, at least one day prior to the day requested, except in case of an emergency, shall grant personal leave days to the employee without loss of pay. If possible, the benefits of this Article shall not be utilized so as to extend a holiday or vacation. Personal leave days shall not be carried over to another year.

Section 2: Employees with one year of service shall receive six (6) personal leave days, all in accordance with the provisions stated in the preceding paragraph. Subject to scheduling as set forth in this Article, employees may take personal leave days in one-half increments, consisting of 3, 4, 5, or 8 hours, depending on their work schedule.



- Section 3: New employees shall adhere to the following hire-date entitlement schedule:
- a. First three months, one personal leave day.
  - b. Second three months, two personal leave days.
  - c. Third three months, three personal leave days.
  - d. Fourth three months and thereafter, six personal leave days allowed.

**ARTICLE 21  
BEREAVEMENT LEAVE**

In the event of a death occurring in the immediate family or a significant other of an employee covered by this Agreement, said employee shall be granted five (5) working days off without loss of pay. Significant other is defined as someone who contributed to the employee's financial and emotional well-being over multiple years.

For the purpose of this Article, the term "immediate family" shall include the following: mother, father, mother-in-law, father-in-law, sister, brother, wife, child, grandparents, sister-in-law, brother-in-law, grandchildren, or a dependent as qualified by the Internal Revenue Service who lives in the employee's household.

**ARTICLE 22  
SICK LEAVE**

Section 1: An employee shall be entitled in each year to leave of absence for sickness or disability, other than that which may result from injury or hazard undergone while in the performance of his regular duties, for a period of 15 days each year at the rate of one and one-quarter (1¼) days per completed month of service, and the same shall accumulate from year to year but not to exceed ninety days.

To continue to qualify for non-occupational sick leave in excess of three days, an employee may be required to furnish the City with a medical report from a duly licensed Massachusetts physician on forms supplied by the City setting forth the nature of the employee's incapacitation, its probable duration and stating the employee is unable to perform his regular duties and services. Notwithstanding receipt of the report, the City reserves the right to have the employee examined by its own duly licensed Massachusetts physician, provided that during the period that any physician's examination is pending, the employee shall continue to receive his regular weekly compensation as provided for and to the extent allowed under the provisions of this Section.

If the physicians' findings coincide then the employee shall remain on non-occupational sick leave or return to work, whichever is applicable.

If a dispute exists between the two reports then the employee and the City shall jointly select a third duly licensed Massachusetts physician to examine the employee. If the parties fail to agree, either party may request the State Commissioner of Public Health or the Worker's Compensation Board to designate an appropriate specialist.



The findings of the third physician shall be final and binding and not subject to the grievance and arbitration procedure of this contract.

If the findings of the applicable physician or physicians specify that the employee is unable to perform his duties and services, temporarily, then said employee shall return to work on his next regularly scheduled work day or tour of duty following the date on which the applicable physician states the employee is able to do so.

If the findings of the third physician specify that the employee is able to perform his regular duties and services, then the employee shall return to work on his next regularly scheduled work day or tour of duty following receipt of the written medical report by the City and the employee.

The expense of all examinations and reports required by the above-stated provisions of this section shall be borne by the City.

The City and the Union agree that all provisions of Sections 25, 26, and 27 of Chapter 125 of the Code of the City of Marlborough entitled, "Personnel (Non-Occupational Sick Leave, Calculation of Sick Leave and Use of Sick Leave)" not specifically changed or abrogated by this Agreement shall remain in effect.

Section 2: Employees shall be allowed to accumulate sick leave of ninety (90) days. Annually, payable in January, upon request of an eligible employee, the City shall buy back from the employee, at his or her hourly rate of pay, up to eighty (80) hours of sick leave, if the employee has accumulated a minimum of ninety (90) days, and provided the employee is in the employ of the City at the time he/she makes such a buyback request.

For the purpose of determining eligibility for sick leave buyback, employees under this Agreement shall have their sick leave principal time, plus their sick leave bank, considered one bank.

- Section 3:
- a. At the termination of the employment, except where the termination is by the City for just cause, the employee shall be paid for twenty-five percent of the employees accumulated sick leave shall be paid to said employee. Said amount shall not exceed 25% of 90 days.
  - b. Effective January 1, 1998, a member of the Bargaining Unit shall be entitled to receive payment for a maximum of ninety sick days as a retirement incentive if said member meets the following conditions:
    - 1. Superannuation Retirement:
      - a. Must give notice of intent to retire between January 1 and May 1 of the Fiscal Year prior to the Fiscal Year in which the retirement will occur, and such notice shall include the month in which the retirement will occur;
      - b. Must have maintained a minimum of ninety (90) sick days annually for five (5) consecutive years prior to retirement;

- c. Must have completed a minimum of twenty-five (25) years of creditable service in the Marlborough Public Works, Parks or Cemetery Group;
  - d. If eligible for maximum retirement benefit, must retire within one year of the date of achieving maximum benefit;
  - e. Retirement must occur during the month for which notice, as in (a.) above, was given;
  - f. Must not have engaged in a proven case of sick leave abuse during the five (5) years preceding retirement.
2. Voluntary or Involuntary Disability Retirement:
- a. Must have maintained a minimum of ninety (90) sick days annually for five (5) consecutive years prior to retirement;
  - b. Must have completed a minimum of twenty-five (25) years of creditable service in the Marlborough Public Works, Parks or Cemetery Group;
  - c. Must not have engaged in a proven case of sick leave abuse during the five (5) years preceding retirement.

Any employee who has retired between July 1, 1997 and September 1, 1997 shall be eligible for superannuation retirement.

Any employee who, upon the date of signing this Agreement, has achieved eligibility for maximum retirement benefits may exercise the option of superannuation retirement by retiring on or before 07/01/1998. Eligibility requirements 1(a) and 1(b) shall be waived for employees exercising superannuation retirement under this section.

The time lines in 1(a) shall be waived when an employee retires due to catastrophic illness of the employee or the employee's spouse.

For the purpose of determining eligibility employees covered under this Agreement shall have their sick leave principal time, plus their sick leave bank, considered one bank.

A member of the bargaining unit who does not retire when eligible under the conditions set forth in B shall be covered exclusively by the provisions of A.

Section 4: On or at death of an active DPW Employee, 100% of said employee's sick leave, not to exceed 90 days, shall be paid to the beneficiaries listed by said employee in his/her contributory retirement plan.

### **ARTICLE 23 MILITARY LEAVE**

Employees shall be permitted leave to attend summer encampment for military duty without loss of regular pay, in accordance with G.L. c. 33, s. 59.

## **ARTICLE 24**

### **WORKING CONDITIONS AFFECTED BY WEATHER**

When working conditions due to excessive heat or cold or other natural causes become dangerous or injurious to health, the employees shall be brought back to the garage, except when an emergency condition exists. Such determinations shall be made by the Commissioner of Public Works and/or their representative. Efforts shall be made by the Commissioner or the Commissioner's representative to schedule routine trenching, etc., for more suitable weather conditions whenever possible.

## **ARTICLE 25**

### **MISCELLANEOUS**

Section 1: There shall be a joint labor/management committee on safety and health. It shall be composed of four members, two each designated by the Union and the City. It shall consider safety concerns in the workplace and may propose solutions and corrective action. It may invite safety advisors to speak before it. The committee shall meet at mutually agreeable times during the regular working hours, not more frequently than once a month.

Section 2: Prior to privatizing a major part of the Department's operations, the City will advise the Union of the contemplated action and offer to meet with the Union to discuss the impact of the decision on the employees.

Section 3: The City will endeavor to maintain its vehicles in accordance with standards established by the Registry of Motor Vehicles. It will not knowingly require an employee to operate a vehicle which does not conform to those standards and which endangers the employee's health or physical safety. Each employee shall inform his supervisor of a vehicle which he believes does not meet those standards.

Section 4: The parties to this Agreement agree that they will not discriminate against employees because of sex, sexual orientation, as defined by law, age, as defined by law, race, color, religion, disability, veteran status, national origin, or genetic information.

Section 5: To maintain confidentiality, all results of DOT Drug & Alcohol testing will be handled exclusively by the Human Resource Director. The record of any first violations of the City's Drug and Alcohol Policy shall be expunged after 5 years subsequent to said violation.

Random testing will be done at the municipal garage.

Section 6 Global Positioning System usage. The primary purpose of GPS devices installed in City vehicles is to monitor and record vehicle maintenance needs and services, vehicle travel data and location, improved vehicle utilization, improved insurance ratings and not for surveillance and monitoring of employees. As such, employees will not be surveilled or monitored by GPS devices while performing their duties and the information recorded by same shall not be utilized except in support of a complaint or investigation of a complaint of employee misconduct.



**ARTICLE 26**  
**STABILITY OF AGREEMENT**

Section 1: No amendment, alteration, or variation of the terms or provisions of this Agreement shall bind the parties hereto unless made and executed in writing by said parties.

Section 2: Any Article appearing in this Agreement, which requires an ordinance change or action by the City Council, shall be presented to the City Council no later than thirty days after the signing of this Agreement. The Mayor who causes any such ordinance change to be prepared and presented to the Council shall request the Council to act favorably on such proposed ordinance.

Section 3: To provide a clear understanding of the contents of the Agreement, the City agrees to provide five (5) copies of this Agreement to the Union.

**ARTICLE 27**  
**SEVERABILITY**

The provisions of this Agreement are severable, and if any of its provisions shall be held unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

**ARTICLE 28**  
**PRIOR BENEFITS AND PRESERVATION OF RIGHTS**

Those past practices contained in the list of rights appended to and effective with this Agreement at *Appendix A* will remain in effect unless specifically abridged or modified by this Agreement. Any asserted past practice may be added by agreement of the Union and the City. If no agreement can be reached by the parties then the matter may at the discretion of either party become the subject of impact bargaining and or expedited arbitration.

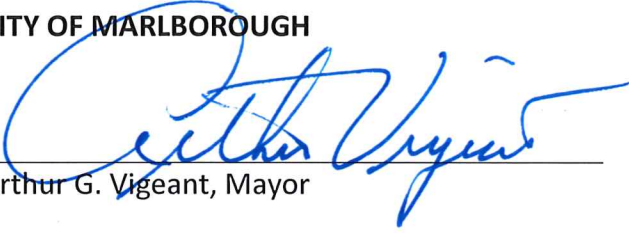
The arbitrator will determine whether (a) the City is acting unreasonably or in bad faith in proposing to change, diminish or eliminate such previously enjoyed right and, if so, whether such proposal should be withdrawn or, whether (b) the Union is acting unreasonably or in bad faith in refusing to agree to the proposed change, and, if so, whether such proposal should be implemented. Such submission shall be to the American Arbitration Association in accordance with its rules and regulations, with the cost of the arbitrator borne equally by both parties.

**ARTICLE 29  
TERM OF CONTRACT**

This Agreement shall be in force and effect from July 1, 2018, to and including June 30, 2021, and shall continue from year to year thereafter unless written notice of desire to cancel or terminate the Agreement is served by either party upon the other at least sixty days prior to the date of expiration. When no such cancellation notice or termination notice is served and parties desire to continue said Agreement, either party may serve upon the other written notice at least sixty days in advance. All portions of this Agreement shall remain in effect until said changes or revisions have been agreed upon.

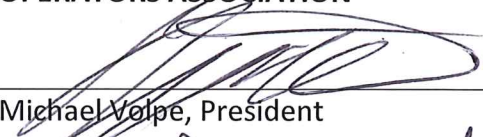
IN WITNESS WHEREOF, the CITY OF MARLBOROUGH has caused this Agreement to be signed in its name and behalf, and the MARLBOROUGH PUBLIC WORKS EQUIPMENT OPERATORS ASSOCIATION has caused this Agreement to be signed in its name and behalf.

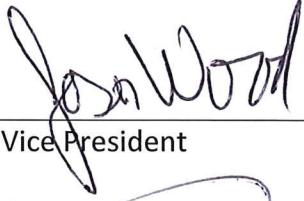
**CITY OF MARLBOROUGH**


  
\_\_\_\_\_  
Arthur G. Vigeant, Mayor

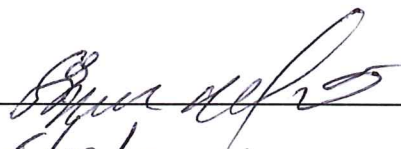
Dated: 5/13/19

**MARLBOROUGH PUBLIC WORKS EQUIPMENT OPERATORS ASSOCIATION**

  
\_\_\_\_\_  
Michael Volpe, President

  
\_\_\_\_\_  
Jason Wood, Vice President

  
\_\_\_\_\_  
Brian Waldron, Treasurer

Dated:   
5/13/19

**APPENDIX A**  
**DEPARTMENT OF PUBLIC WORKS**  
**PAST PRACTICES**

1. Employees will be credited with four (4) hours “time due” for donating blood when off duty. Time off from work shall not be granted for donating blood. Effective July 1, 2007, the four (4) hours of comp. time credited to an employee each time he/she donates blood, as described in item 1 of *Appendix A*, must be used within one year of the credit and may not be accumulated from year to year.
2. Employees will be allowed to take City pickup trucks, sedans and vans home for lunch when authorized by their division Supervisor (this includes one-ton dump trucks).
3. Department will continue sick leave bank beyond ninety (90) day limit.
4. Employees will continue to be allowed to come to the garage to wash their own cars.
5. Tuesday through Saturday employees will continue to be given eight (8) hours “time due” for Monday holidays.
6. Employees will continue to be allowed to borrow hand tools, with their Supervisor’s approval, for their personal use, not commercial.
7. Employees will continue to be allowed time off to attend the funeral services of fellow employees (active or retired) or members of that fellow employee’s immediate family (spouse or children).
8. Regular hours worked on Mayor’s Day shall be credited as “time due”, hour for hour.
9. Employees can pay back any time owed the City by use of any other time he/she may have coming or, by working unpaid overtime. When working overtime 1½ or 2 hours, as the case may be will be credited for each hour owed.
10. “Time due” will be credited, registration fees paid for and transportation provided, if possible, for Departmentally approved, isolated courses taken by employees related to their job.
11. Time called for an emergency response is “starting time” if employee reports to work within thirty (30) minutes of that call.
12. Employees will continue to be allowed to use the repair shop with prior permission, to work on their own cars, or those of a fellow employee.
13. City shall continue to pay for renewal of all licenses, except driver’s license.
14. City shall continue to pay for all approved dues and subscriptions.
15. If requested by the Department, the City will pay for license application fees.
16. City will continue to provide necessary rubber goods.
17. Employees will continue to be allowed to have a fifteen (15) minute morning coffee break.
18. Employees will continue to be allowed to leave work, in a pay status, for family, medical emergencies, not exceeding an hour.
19. Senior, most qualified, person in the next lower grade to be used as an intermittent foreman.
20. Employees will have the Friday after Thanksgiving off.
21. When Christmas and New Year’s Day fall on a Thursday, employees will have the following Fridays off.
22. If Christmas falls on a Tuesday, employees will have the day before, Monday, off.



23. Employees required to take any examinations for licenses, pertaining to his/her job, shall remain in a pay status during regular hours.
24. State Law shall control jury duty and military leave.
25. Time Due.
  - a. General Rule – 80 hours maximum accumulation. All members of the collective bargaining unit shall be allowed to accumulate and maintain a maximum of 80 hours of time due for the length of their employment with the City. There are exceptions to this general rule for members of the bargaining unit with 5-10 years employment with the City, and with more than 10 years employment with the City, as explained in paragraphs (b) and (c) below.
  - b. Special Rule – Employees with 5-10 years employment. Members of the bargaining unit who have been employed by the City for 5-10 years as of January 1, 2012, may maintain and accrue time due in excess of 80-hours until January 1, 2017. Effective January 1, 2017 time due in excess of 80 hours for such employees will be forfeited (use it or lose it). For such employees who have time due in excess of 80 hours, they must use any new time due credited from January 12, 2012 onward within one year of date of crediting.
  - c. Special Rule – Employees with more than 10 years employment. The 80-hour rule in paragraph (a) above shall not be applicable to members of the bargaining unit who have been employed by the City for more than 10 years as of January 1, 2012. These employees shall be able to maintain all of their currently accrued time due for the balance of their employment with the City. For such employees who have time due in excess of 80 hours, they must use any new time due credited from January 1, 2012 onward within one year of date of crediting.
  - d. One-time Opportunity To Cash-Out Time Due. Employees who have accumulated more than 80 hours of time due as of January 1, 2012 shall be afforded a one-time opportunity to cash out any number of hours of time due in excess of 80 hours that they currently have on the books upon written notice to the Commissioner of Public Works on or before July 15, 2012.
  - e. End of employment Cash-Out Time Due. At the termination of employment, all time due remaining on the books for any and all employees shall be cashed-out and paid to the employee.
26. The City will allow employees during their regular working hours to take continuing education courses that are necessary to maintain certifications and licenses that are required by the City and will pay for the registration fee for such continuing education courses. All such courses must be pre-approved by the City.
27. Upon proof of payment the City shall reimburse employees up to \$75 annually for cost of a Department of Transportation (“DOT”) physical examination; provided that for employees that the DOT requires to take twice a year physical exams, upon proof of payment the City shall reimburse employees up to \$75 for each of the two such physical exams.
28. Employees shall be released at NOON on Good Friday, the Day Before Thanksgiving, Christmas Eve (December 24<sup>th</sup>) and New Year’s Eve (December 31<sup>st</sup>)

29. If Veteran's Day falls on a Saturday, each employee will have a choice of the previous Friday or the following Monday to celebrate the holiday at the discretion of their supervisor.
- 30 For the Street Dept., summer on-call will be paid for five (5) hours with a two (2) hour minimum per call from Friday at 3:30 P.M. until Monday at 7:00 A.M.

**APPENDIX B**  
**WAGE SCHEDULE**

Position	Effective Date	Annually		Annually		Weekly		Weekly		Hourly			
		Minimum	Step 1	Step 2	Maximum	Minimum	Step 1	Step 2	Maximum	Minimum	Step 1	Step 2	Maximum
SMEO, and Tree Climber/ Surgeon, Metal Body Worker, Carpenter, Motor Equipment Repairman, Public Works	1-Jul-2018	\$48,537.06	\$56,200.10	\$58,752.50	\$61,312.75	\$933.40	\$1,080.77	\$1,129.86	\$1,179.09	\$23.34	\$27.02	\$28.25	\$29.48
	1-Jul-2019	\$49,750.48	\$57,605.11	\$60,221.31	\$62,845.57	\$956.74	\$1,107.79	\$1,158.10	\$1,208.57	\$23.92	\$27.69	\$28.95	\$30.21
	1-Jul-2020	\$50,745.49	\$58,757.21	\$61,425.74	\$64,102.48	\$975.87	\$1,129.95	\$1,181.26	\$1,232.74	\$24.40	\$28.25	\$29.53	\$30.82

Laborer:	Date	Minimum		Step 1		Step 2		Maximum		Step 1		Step 2		Maximum	
		Minimum	Step 1	Step 2	Maximum	Minimum	Step 1	Step 2	Maximum	Minimum	Step 1	Step 2	Maximum	Minimum	Step 1
Forestry, Park Street, Cemetery Light Machine Operator &	1-Jul-2018	\$44,760.12	\$46,553.98	\$48,411.19	\$50,336.30	\$860.77	\$895.27	\$930.98	\$968.01	\$21.52	\$22.38	\$23.27	\$24.20		
	1-Jul-2019	\$45,879.12	\$47,717.83	\$49,621.47	\$51,594.70	\$882.29	\$917.65	\$954.26	\$992.21	\$22.06	\$22.94	\$23.86	\$24.81		
Cemetery Laborer, Light Machine, Water and Sewer	1-Jul-2020	\$46,796.70	\$48,672.19	\$50,613.90	\$52,626.60	\$899.94	\$936.00	\$973.34	\$1,012.05	\$22.50	\$23.40	\$24.33	\$25.30		

Dispatchers	Date	Minimum		Step 1		Step 2		Maximum		Step 1		Step 2		Maximum			
		Minimum	Step 1	Step 2	Maximum	Minimum	Step 1	Step 2	Maximum	Minimum	Step 1	Step 2	Maximum	Minimum	Step 1	Step 2	Maximum
		1-Jul-2018	\$44,760.12	\$46,553.98	\$48,411.19	\$50,336.30	\$860.77	\$895.27	\$930.98	\$968.01	\$21.52	\$22.38	\$23.27	\$24.20			
1-Jul-2019	\$45,879.12	\$47,717.83	\$49,621.47	\$51,594.70	\$882.29	\$917.65	\$954.26	\$992.21	\$22.06	\$22.94	\$23.86	\$24.81					
1-Jul-2020	\$46,796.70	\$48,672.19	\$50,613.90	\$52,626.60	\$899.94	\$936.00	\$973.34	\$1,012.05	\$22.50	\$23.40	\$24.33	\$25.30					