

Agreement

between
Town of Webster
and



CTW - CLC

DPW Unit

July 1, 2023 – June 30, 2026

TABLE OF CONTENTS

ARTICLE 1 – RECOGNITION	4
ARTICLE 2 – MANAGEMENT RIGHTS	4
ARTICLE 3 – AGENCY SHOP AGREEMENT	5
ARTICLE 4 – CHECK OFF	5
ARTICLE 5 – HOURS OF WORK.....	5
ARTICLE 6 – WORK WEEK.....	5
ARTICLE 7 – WORK DAY.....	7
ARTICLE 8 – WORK SHIFT	7
ARTICLE 9 – OVERTIME.....	7
ARTICLE 10 – HOLIDAYS	9
ARTICLE 11 – ELIGIBILITY REQUIREMENTS FOR HOLIDAYS	10
ARTICLE 12 – HOLIDAY HOURS FOR OVERTIME	10
ARTICLE 13 – MEAL PERIODS.....	10
ARTICLE 14 - CONTRACTING AND SUBCONTRACTING WORK	10
ARTICLE 15 – RECALL	10
ARTICLE 16 – JURY DUTY	11
ARTICLE 17 – MARTERNITY/PATERNITY LEAVE	11
ARTICLE 18 – MILITARY SERVICE	11
ARTICLE 19 – UNIFORMS AND PROTECTIVE CLOTHING	11
ARTICLE 20 – BEREAVEMENT LEAVE.....	12
ARTICLE 21 – LICENSES	12
ARTICLE 22 – SICK LEAVE	12
ARTICLE 23 – SAFETY.....	13
ARTICLE 24 – LEAVE OF ABSENCE	14
ARTICLE 25 – DISCIPLINE AND DISCHARGE	15
ARTICLE 26 – NON-DISCRIMINATION	15
ARTICLE 27 – GRIEVANCE PROCEDURE.....	15
ARTICLE 28 – STEWARD’S TIME	16
ARTICLE 29 – UNION ACTIVITIES	16
ARTICLE 30 – SENIORITY.....	16

ARTICLE 31 – PERSONAL DAYS	16
ARTICLE 32 – WORKING OUT OF CLASSIFICATION.....	16
ARTICLE 33 – JOB BIDDING.....	16
ARTICLE 34 – CLEAN UP TIME	17
ARTICLE 35– TRAINING	17
ARTICLE 36 – VACATIONS.....	18
ARTICLE 37 – PROTECTED RIGHTS	19
ARTICLE 38 – PREMIUM PAY	19
ARTICLE 39 – REDUCTION IN FORCE	19
ARTICLE 40 – EXCHANGE OF VIEWS	20
ARTICLE 41– JOB CLASSIFICATIONS.....	21
ARTICLE 42 – WAGES	22
ARTICLE 43 – ADDITIONAL PROVISIONS	23
ARTICLE 44 – HEALTH AND RELATED INSURANCES.....	24
ARTICLE 45 – COPE FUND.....	25
ARTICLE 46 – PERFORMANCE EVALUATIONS	25
ARTICLE 47 – TERMINATION	26
APPENDIX A.....	26

ARTICLE 1 – RECOGNITION

The Town of Webster (the “Town” or “Employer”), recognizes the Service Employees International Union (SEIU) Local 888 (DPW Unit) hereafter referred to as the “Union”, as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and all other conditions of employment for all of the employees in the following departments: Department of Public Works, Board of Health, Custodians, Fire Station and Municipal Building; excluding the Commissioners, Department Heads and those deemed to be supervisory by mutual agreement between the two parties. The Department of Public Works consists of the following functioning units: 1) Sewer; 2) Water; 3) Highway; 4) Cemetery; 5) Parks; and 6) Engineering; which were consolidated into one operating department by vote of the town in 1982.

The Employer and Union recognize that the Department of Public Works was created to consolidate the former Sewer, Sewer Treatment, Water, Highway, Cemetery, Parks and Engineering Departments into one department and, to the extent practicable, share resources. To this end, employees working for the Department of Public Works will be assigned to functional units and be shared between functional units as needed. The positions of Superintendent, Chief Operator, Chief Chemist, Executive Assistant and the Chief of Maintenance of the Waste/Water Treatment Plant, temporary or seasonal Parks Department personnel and the Director of Parks, will be excluded within the unit. The employer agrees not to use any exclusion as a license to remove additional positions from the bargaining unit in the future contrary to the requirements of Chapter 150E of the Massachusetts General Laws. The Employer agrees to negotiate with the Union concerning any changes or proposed changes affecting the working conditions of its members.

ARTICLE 2 – MANAGEMENT RIGHTS

Nothing in this Agreement shall limit the Town in the exercise of its function of management and in the direction and supervision of the Town’s business. This includes, but is not limited to, the right to: add or eliminate departments; request and assign overtime; increase or decrease the number of jobs; change process; assign work to be performed; schedule shifts and hours of work and lunch or break periods; hire, suspend, demote, discipline, or discharge for just cause; transfer or promote; lay off because of lack of work or other legitimate reasons; establish rules, regulations, job descriptions, policies and procedures; conduct orderly operations; establish new jobs, abolish or change existing jobs for legitimate reasons; determine where, when, how and by whom work will be done based on reasonable standards; determine standards of productivity and performance (such standards to be developed in discussions with the Union); except where such rights are specifically modified or abridged by the terms of this Agreement.

None of the above clauses (with the exception of the clause concerning formal discipline) shall be used as a method of discipline or punishment. This article does not exempt the Town from the requirement to bargain the impact of decisions made in accordance with the above-listed rights pursuant to the provisions of M.G.L. Chapter 150E.

ARTICLE 3 – AGENCY SHOP AGREEMENT

Effective the thirtieth (30th) day following the beginning of employment, or the thirtieth (30th) day following formal execution of the Agreement, each employee of the bargaining unit who is a member of the Union may voluntarily pay a monthly service fee during the life of this Agreement to the Union for the cost of collective bargaining and contract administration to be determined on an annual basis by the Union. The Employer shall also notify the Union of the name and address of any new employee within ten (10) days of their hiring.

ARTICLE 4 – CHECK OFF

The employer shall for the duration of this Agreement deduct regular periodic Union dues (or Agency Fee) in an amount stated to the Employer by the Union from the weekly paycheck of each employee who signs the appropriate authorization card. The amounts to be deducted shall be certified to the Union and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Union by the last day of the current month, after such deductions are made. Deductions shall only be made from the pay of employees who sign authorization cards, as required by the Town Accountant.

ARTICLE 5 – HOURS OF WORK

The regular hours of work each day shall be consecutive, except for interruption for breaks or lunch periods unless otherwise provided in this Agreement. Because day-to-day work assignments can vary, lunch and break times may vary and shall be decided by the Department Head.

ARTICLE 6 – WORK WEEK

- A. Except as otherwise provided in this Agreement, the work week shall consist of five (5) consecutive eight (8) hour days, Monday through Friday, inclusive, except for custodians and engineers. Except as otherwise provided in this Agreement, Highway, Water and Sewer functional unit employees will normally work a 7:00 AM to 3:00 PM schedule including a 10-minute break and 20-minute paid lunch at the job site.

Any employee of any functional unit required to perform short time work on weekends as a regular year-round policy, shall be paid at the overtime rate with a minimum two hours' pay for each reporting. Examples are starting or stopping pumps, changing charts, etc. Employees shall be assigned consecutive days to work, that is, the same employee will perform the work required on both Saturday and Sunday of any week on a rotating basis.

For emergency calls involving more than one man, the duty man will be paid at the overtime rate for all hours actually worked provided the "home duty schedule" is in effect.

- B. Notwithstanding anything in this Agreement to the contrary, employees in the Water unit may be assigned to work a regular schedule based on any day of the week, and, while assigned

to work a schedule that includes a Saturday or Sunday, the provisions relating to home duty, short time work and weekend premium pay shall not be applicable.

Provided, however, that a Water unit employee regularly assigned to work on a weekend shall be entitled to two (2) consecutive days off every seven (7) days, one of which shall be either a Saturday or a Sunday.

C. Employees of the Operations Division of the Wastewater Treatment Plant who were hired prior to July 1, 1998 shall be assigned to work exclusively an eight (8) hour work shift from Monday through Friday, unless otherwise required by written and/or verbal orders of the E.P.A., D.E.P., or other state or federal governmental agencies or courts having jurisdiction. Such employees shall not be assigned to work Saturdays or Sundays except on an overtime basis and will not be asked to take time off during the work week to compensate for those days worked in an overtime status during the weekend and they shall be paid in accordance with the applicable terms of the contract if they do work such Saturday(s) or Sunday(s).

Notwithstanding any other language in Article 10, 12, or any other article in the contract, the Town shall be required to assign employees of the Operations Division of the Wastewater Treatment Plant to work only those holidays that are observed on employees' regularly scheduled workdays (i.e. holidays that are observed on Monday through Friday). Under such circumstances, the Town shall be required to assign a minimum of two (2) such employees and those employees will receive a minimum of two (2) such employees and those employees will receive a minimum of four (4) hours' pay in accordance with the contract. However, the Town shall not be required to assign or be prevented from assigning more than two (2) such employees under such circumstances. The Town shall retain the discretion to assign one or more union members to work holidays that are observed on a Saturday or Sunday if such assignment is necessary, and those employees shall be paid in accordance with the contract. The Town, however, is not required to assign any employees to work holidays that are observed on a Saturday or Sunday.

Notwithstanding anything in this Agreement to the contrary, employees of the Operations Division of the Wastewater Treatment Plant who are hired subsequent to July 1, 1998, may be assigned to work on a regularly scheduled basis to an eight (8) hour work shift on any day of the week, and while assigned to a work schedule that includes a Saturday or Sunday, the provisions relating to short time work and weekend premium pay shall not be applicable.

D. Notwithstanding anything in this Agreement to the contrary, employees of the Monitoring Division of the Wastewater Treatment Plant who are hired subsequent to February 1, 1990 may be assigned to work on a regularly scheduled basis on any day of the week, and while assigned to a work schedule that includes a Saturday or a Sunday, the provisions relating to short time work and weekend premium pay shall not be applicable.

ARTICLE 7 – WORKDAY

Eight (8) consecutive hours of work within the twenty-four-hour period beginning at midnight of the functional unit or the department's regular starting time, shall constitute the regular workday.

ARTICLE 8 – WORK SHIFT

Eight (8) consecutive hours of work shall constitute a work shift, except as may be otherwise provided for in the Operations Division of the Wastewater Treatment Plant. All employees shall be scheduled to work on a regular work shift and each work shift shall have a regular starting and quitting time. An employee shall be notified at least thirty (30) days prior to any change in his/her schedule. Work schedules showing the employees' shifts, workdays and hours shall be posted in a conspicuous place. The work shift shall not be extended without the payment of appropriate overtime. Provided, however, that employees in the Water unit and in the Operations Division of the Wastewater Treatment Plant shall be notified at least thirty (30) days prior to any change in their schedules, unless a shorter time is required by written and/or verbal order of the E.P.A., D.E.P., or other state or federal governmental agencies or courts having jurisdiction. Additionally, unless otherwise required by orders of the E.P.A., D.E.P., or other state or federal governmental agencies or courts having jurisdiction, the regular work shift for employees of the Operations Division of the Wastewater Treatment Plant shall be 7:00 AM – 3:00 PM Monday through Friday.

Notwithstanding anything in this Agreement to the contrary, employees of the Operations Division of the Wastewater Treatment Plant who are hired subsequent to July 1, 1998, may be assigned to work on a regularly scheduled basis to an eight (8) hour work shift on any day of the week, and while assigned to a work schedule that includes a Saturday or a Sunday, the provisions relating to short time work and weekend premium pay shall not be applicable.

ARTICLE 9 – OVERTIME

Employees shall be paid one and one-half times the regular hourly rate for all time worked in excess of eight (8) hours per day and/or forty (40) hours per week. This paragraph shall not apply to work performed on any of the holidays listed in Articles 11 and 36. Computation of overtime shall only include hours actually worked outside the normal workday, and sick leave is specifically excluded from determining eligibility for overtime computation.

The "Holiday Article" shall be applicable to such work. Overtime shall be voluntary, except in cases of emergency.

Overtime shall be offered equally, and a posted roster shall be established to insure equal opportunity for overtime. Within the DPW overtime shall be equalized by functional units.

For emergency snow removal, once the Highway functional unit roster of drivers has been exhausted, other qualified DPW truck drivers by seniority shall be offered the snow removal overtime. The DPW roster of qualified drivers must be exhausted prior to the employment of non-

town employees for snow removal purposes. This provision shall not be construed to limit the Town's discretion in hiring rental equipment as needed to complete the snow removal function.

Equalization of overtime in the Highway Department shall be governed as follows:

1. Two (2) crew definition; for the purposes of assuring equal opportunity for overtime in the Highway Department there will be two (2) crews listed and referred to as Crew #1, Heavy Equipment Operators (which is comprised of the Grader, Sweeper, Backhoe, Front End Loader, Catch Basin Cleaner, and any other equipment that requires a Hoisting Engineer License). The Town no longer recognizes a distinction between Heavy Equipment Operators. All Operators will be required to operate all pieces of Heavy Equipment in a rotational manner, according to work assignment by the Department Head and with consideration given not only to seniority, but also to skill levels for each piece of equipment. Crew #2 will be all other Highway Department personnel. Because Crew #1 receives overtime regularly on a year-round basis to operate Heavy Equipment for the Highway, Sewer, Water, Parks and Cemetery Departments, work that Crew #2 is not eligible for, Crew #2 will be called in first for all other single recalls, to include sanding, salting, plowing and all other road emergencies. This does not restrict the foreman or superintendent from calling in a member of either crew due to the unavailability of needed personnel. Highway Department overtime shall be filled only by Highway Department employees except that other bargaining unit members may be called in, by seniority, only after the Highway Department list has been exhausted and additional personnel are needed.
2. Check off system; when an employee is asked to work overtime or actually works overtime, a check mark will be placed next to their name on the posted roster. Regardless of hours worked, that will be considered the employee's turn for overtime. A four (4) hour minimum will be used as a guideline for determining when that employee's opportunity for overtime is up. EXAMPLE: If an operator runs the backhoe for the Water Department for his regular work shift and there is one hour of work left to complete the job, he will stay and finish the job. When this employee accumulates four (4) hours of overtime, it will then be the next employee's turn.
3. Vacation and overtime; when an employee is on vacation, he/she is not eligible for overtime until their return except that employees may be called in from vacation in cases of extreme emergencies, where the entire department is called in and the employee is reasonably available to report for duty.

Members in the unit shall receive the following pay for assuming the responsibility of remotely monitoring and adjusting the water or sewer system after hours for a 7-day period:

Water:	14 hours overtime
Sewer Operators:	14 hours overtime
Sewer Maintenance:	14 hours overtime

Said employee shall be considered on-call for the 7-day period and shall be responsible for making after-hours, in-person adjustments or maintenance that cannot be handled remotely, performing weekend and holiday plant checks as well as responding to emergencies.

The overtime provisions above shall apply whenever the on-call employee must respond in-person to an event, including plant checks, but shall not apply to monitoring and making adjustment remotely.

On-call duties shall be made available to adequately licensed union employees on a rotating basis.

ARTICLE 10 – HOLIDAYS

Holidays recognized and observed as paid holidays for employees:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Good Friday	Thanksgiving Day
Patriots' Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Juneteenth

and any other day declared a holiday by federal or state government which is required to be observed by a municipality.

Employees shall work a half-day before the following holidays and shall be paid for the full-day:

Thanksgiving Christmas New Year's Day

Employees shall receive one day's pay for each of the holidays listed above on which they perform no work, provided that they have not during the current contract year failed to work the day before or the day after a holiday on three (3) or more occasions as the result of sick leave. In the event that an employee has used a sick leave say either before or after a holiday on at least three (3) occasions during the calendar year, thereafter during the balance of that calendar year the employee will not be entitled to receive holiday pay on a holiday on which they performed no work, unless they are actually on the job for the entire work period on the work day next preceding and next following such holidays. If an employee works on any of the above-listed holidays, he/she shall be paid the following premium rates, in addition to holiday pay: double time. An employee required to work a holiday shall receive double time per hour for the hours worked, in addition to holiday pay, or be given the option of taking the time off, at any time within the next thirty (30) days, assuming there is no emergency, or the time may be used to extend the employee's vacation. Only single time will be counted when taking time off or extending the employee's vacation.

ARTICLE 11 – ELIGIBILITY REQUIREMENTS FOR HOLIDAYS

Employees shall be eligible for holiday pay under the following conditions:

- a. The employee would have been scheduled to work on such day if it had not been observed as a holiday;
- b. If a holiday is observed on an employee's scheduled day off or during his/her vacation, he/she shall be paid for the unworked holiday.

ARTICLE 12 – HOLIDAY HOURS FOR OVERTIME

For the purposes of computing overtime, all holiday hours (worked or unworked) for which an employee is compensated, shall be regarded as hours worked.

ARTICLE 13 – MEAL PERIODS

All employees shall be granted a lunch period during each work shift. The Employer shall provide a dinner allowance to any employee who is requested and does work five (5) hours beyond his/her regular quitting time. The employee shall be allowed an additional dinner allowance for every five (5) hours thereafter, while he/she continues to work. The dinner allowance will not exceed fifteen dollars (\$15.00) per meal.

ARTICLE 14 - CONTRACTING AND SUBCONTRACTING WORK

During the life of this Agreement, the Employer shall not contract or subcontract any public work normally performed by Town employees covered by this contract, unless it is first offered and refused by the Town employees.

ARTICLE 15 – RECALL

If any employee is recalled to work at a time other than during his or her regular work hours, the employee shall be paid for at least four (4) hours at the overtime rate. While on recall, employees shall not deliberately be assigned tasks unrelated to the purpose of the recall to utilize the entire four (4) hour recall period; however, the employee is required to respond to multiple recalls if within the original four (4) hour recall period. The recall minimum shall not apply when recall is less than four (4) hours prior to an employee's scheduled work shift, the employee shall be paid at time and one-half for all hours worked until the beginning of the normally scheduled shift and be paid at his regular hourly rate thereafter.

ARTICLE 16 – JURY DUTY

Employees shall be granted a leave of absence for the time they are required to report and serve jury duty. The Town shall pay the difference of their regular weekly rate for the time served on jury duty. Employees shall be required to provide a copy of the jury slip and/or validation slip.

ARTICLE 17 – MATERNITY/PATERNITY LEAVE

The Town recognizes its obligation to allow employees leave pursuant to the Family and Medical Leave Act of 1993.

An unpaid leave for the care of a newborn child or for the care of a newly adopted child may be taken for a period not to exceed three (3) months. The employee requesting the leave must give the employer at least two (2) months' written notice of the intent to take the leave and must provide one (1) month's written notice of the intent to return to work. An employee taking such leave may be permitted to use paid vacation and personal leave, if available. Health care benefits will continue through the leave with the employee responsible for his/her share.

Any disability due to pregnancy will be subject to the sick leave policies.

ARTICLE 18 – MILITARY SERVICE

Any employee who enters into active service in the Armed Forces of the United State or its equivalent, either after being drafted or in time of war, while in the employ of the Town, shall be granted a leave of absence for the period of required military service. The leave will be limited to one (1) tour of duty, unless extended by the government.

The Town recognizes the obligations of employees who have military duty commitments to the National Guard, U.S. Armed Forces Reserve Units or their equivalent and will make every effort to accommodate such commitments. Notwithstanding the above, members of Local 888 shall not have access to the grievance procedure for alleged violations.

ARTICLE 19 – UNIFORMS AND PROTECTIVE CLOTHING

If an employee is required to wear a uniform, coveralls or any other protective equipment as a condition of employment, such uniform or protective equipment shall be furnished by the Employer. Should the Town elect to require employee uniforms, the Town shall purchase such uniforms and replace worn or damaged items. It shall be the employee's responsibility to launder and keep the uniform serviceable. The Town will provide rain gear, steel-tipped boots, hard hats and gloves, upon the employee's request. The Town will reimburse the employee a boot allowance of four hundred fifty (\$450) for the purchase of ANSI safety toe boots and work clothing of the employee's choosing. The Town agrees to replace a pair of boots in less than one (1) years' time that are either worn out or otherwise rendered unusable through job-related wear and tear.

ARTICLE 20 – BEREAVEMENT LEAVE

In case of death of a spouse, child, mother, father, brother or sister an employee shall be granted up to five (5) working days off without loss of pay. In case of death of a grandmother, grandfather, step-parents, step-children, father-in-law, mother-in-law, grandchild and any member living in the immediate household an employee shall be granted up to three (3) working days off without loss of pay. In the case of the death of an employee's brother-in-law, sister-in-law, aunt or uncle, niece and nephew, an employee will be granted two (2) day's leave for attendance at the funeral.

ARTICLE 21 – LICENSES

The Employer agrees that some DPW personnel are required while in the performance of their duties to hold certain licenses as a condition of employment. A Water Department maintenance employee shall be required to acquire a MA Drinking Water Grade 2 Distribution License and a Grade 1 Treatment Operators License within 24 months of date of hire and maintain both licenses as a condition of employment. The Water Department foreman position is required to hold and maintain a MA Drinking Water Grade 3 Distribution License and a Grade 2 Treatment Operators License as a condition of employment. The Town agrees to pay for the cost of the renewal of any licenses and C.E.U. credits needed to keep the license(s) in good standing. The Town agrees to grant paid time off during the employee's normal working hours to attend these classes. However, in order to be eligible for reimbursement, the employee must receive prior approval from his/her Department Head. Any request to attend such classes will not be unreasonably denied.

The Union recognizes that DPW personnel are required to obtain and hold a valid Commercial Driver's License (CDL) as a condition of employment. The Town and the Union shall meet separately on the procedures of the Town's Drug Testing Policy.

The Town agrees to pay the cost of the physical to obtain the DOT card for any employee who wishes to obtain one.

ARTICLE 22 – SICK LEAVE

Any permanent and/or full-time employee shall be allowed sick leave at the rate of one and one-half (1½) days of sick leave for every month of service to a maximum one hundred fifty (150) days. Employees may use sick leave to care for a member or their immediate household or immediate family. For employees hired prior to July 1, 2016, upon retirement, layoff or voluntary termination of service, each employee who has ten (10) years of service and less than fifteen (15) years of service shall receive payment for unused sick leave at his/her regular hourly rate of pay not to exceed sixty (60) days. Upon retirement, layoff or voluntary termination of service, each employee who has fifteen (15) years or more of service shall receive payment for unused sick leave at his/her regular hourly rate of pay not to exceed one hundred twenty (120) days. The beneficiary of an employee who dies while in the service of the Town shall be entitled to receive payment on the same basis as an employee who is retired, laid off or voluntarily terminated.

For employees hired on or after July 1, 2016, after fifteen (15) years of service, upon an employee's retirement (whether voluntary or involuntary) or death, the employee or his/her estate, as the case may be, shall receive payment for unused sick leave at his/her regular hourly rate of pay not to exceed one hundred twenty (120) days.

For employees hired on or after July 1, 2023 after twenty (20) years of service, upon an employee's retirement (whether voluntary or involuntary) or death, the employee or his/her estate, as the case may be, shall receive payment for unused sick leave at his/her regular hourly rate of pay not to exceed one hundred twenty (120) days.

Employees who are involuntarily terminated shall not receive any credit for accrued sick leave. Employees who have worked for the Town for over fifteen (15) years and who are involuntarily terminated due to strictly medical reasons, shall be entitled to receive payment for unused sick leave at his/her regular hourly rate of pay not to exceed one hundred twenty (120) days upon such termination. This will not include those discharged for psychological, drug or alcohol related difficulties.

An employee who is out for three (3) consecutive workdays or for seven (7) or more days per fiscal year, shall, at the request of the Employer, be required to furnish a doctor's certificate, as specified by the Town, which verifies such employee's sickness.

Any permanent employee who has reached one hundred twenty (120) days accumulate4d unused sick leave shall be eligible to receive payment in accordance with the schedule below. Days paid shall be deducted from the employee's yearly accumulation.

5 days or less sick days used per contract year – payment for 5 working days
6 days or less sick days used per contract year – payment for 4 working days

Payments shall be made by July 31st of each contract year following the year the days are earned at the rate the days were earned.

ARTICLE 23 – SAFETY

The Employer and the Union mutually agree to meet upon request of either party through delegated representatives to discuss safety conditions on the job. Any employee who feels he/she is working under hazardous conditions may call these conditions to the attention of the Department Head. The Department Head will attempt to resolve the situation forthwith. After reviewing the situation and discussing the same with the Union Steward if available, the Department Head may order an employee to complete his assignment either as originally given or modified. Should an employee refuse to work under what he/she deems are hazardous conditions, in violation of a direct order of a Department Head, said employee may be relieved of duty with pay for up to ten (10) days pending a review and decision by the Town Administrator. An employee who is determined by the Town Administrator to have unreasonably refused to carry out such orders may be subject to appropriate discipline. Any disciplinary action may be processed as a grievance, commencing with Step #3 of Article 27 – Grievance Procedure.

The Town agrees to make available “powderless” latex gloves for employees working in contaminated areas.

ARTICLE 24 – LEAVE OF ABSENCE

Eligibility Requirements. An employee shall be eligible for leave of absence after one (1) years' service with the Employer except for individuals who may be on workers' compensation or extended medical leave during the first year of service. A written request for a short leave of absence (a leave not exceeding a month) shall be answered within five (5) days by the Employer. A written request for a leave exceeding one (1) month, but not exceeding three (3) months, shall be answered within ten (10) days. A leave of absence denial is subject to Article 27 – Grievance Procedure. In addition to accruing seniority while on any leave of absence granted under the provisions of this Agreement, employees shall be returned to the position they had at the time the leave was granted.

ARTICLE 25 – DISCIPLINE AND DISCHARGE

The Town Administrator and/or a designee appointed by the Town Administrator, is the overall supervisor of the Department of Public Works.

Disciplinary actions or measures shall not be unduly delayed, be progressive and include only the following:

1. Oral Reprimand
2. Written reprimand
3. Suspension can be immediate for one (1) day without pay
4. Discharge (in writing)

Depending upon the severity of the action/inaction that requires disciplinary measures, the Director of Public Works and/or the Town Administrator may suspend for more than one (1) day without pay. Additionally, the disciplinary action being imposed may include all steps as enumerated in this article.

Disciplinary action may be imposed on an employee only for failing to fulfill his/her responsibilities as an employee and only for just cause. Division Heads, as assigned, or non-union supervisors of the Department of Public Works may impose disciplinary action in the form of oral or written reprimand upon employees within the line of supervision of such a supervisor, but shall not be able to suspend or discharge unless acting in the absence of the Director of Public Works.

Employees working under the direction of the Town Administer, Library Director, or any other division or agency delineated by the Charter or by-laws of the Town shall be subject to discharge by the employee's respective Department Head or the Town Administrator. The Employer shall not discharge any employee without just cause. The Union shall have the right to take up the suspension and/or discharge as grievance at the third step of Article 27 – Grievance Procedure. The matter shall be handled in accordance with this procedure through the arbitration step deemed necessary by either party. Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for lost time and receive full restoration of all other rights and

conditions of employment, if found by an arbitrator to be unjustly suspended or discharged. Any employee who comes to work drunk may be immediately suspended for one (1) day, but this shall not preclude the Employer from taking additional disciplinary action if warranted.

Written reprimand (s) shall remain a part of the employee's permanent personnel file.

Records of verbal warnings shall be removed from an employee's file after two (2) years, if (1) during the two-year period, the employee has not been subject to any new disciplinary actions; and (2) such warnings do not involve misconduct. Misconduct shall mean violations of Town policy and /or the law, not performance issues.

ARTICLE 26 – NON-DISCRIMINATION

The personnel policies and practices of the Town of Webster will ensure that no person will be employed, retained, paid, dismissed, suspended, demoted, transferred or retired because of race, color, national origin, religious belief, residence, physical disability, political activities, professional association activity, age, marital status, family relationship, sex or sexual orientation.

ARTICLE 27 – GRIEVANCE PROCEDURE

1. The Union Steward only, with the employee, shall take up the grievance orally with the employee's Department Head (i.e., a division head, as assigned) within ten (10) working days of his/her knowledge of its occurrence. The Department Head shall attempt to resolve the matter and shall respond to the Union Steward within ten (10) working days.
2. If the grievance has not been settled, it shall be forwarded in writing by the Union Steward or Union Representative to the Town Administrator within seven (7) working days after the previous supervisor's response is due, stating contract provision abridged and the remedy sought. The Town Administrator shall respond in writing to the Steward within seven (7) working days.
3. If the grievance remains unsettled, the Union and/or the Town of Webster can request arbitration through the State Board of Conciliation and Arbitration. The decision of the designated arbitrator shall be binding and final for both parties. A request for arbitration must be filed within thirty-five (35) calendar days of the due date of the Step 2 response. Mailing such a request by certified mail, with a copy to the other party, within the thirty-five (35) day period shall be as sufficient as actual filing with the Board of Conciliation and Arbitration. If the thirty-fifth day is a Saturday, Sunday or holiday, the filing deadline shall be extended to the next business day.

Notwithstanding the above, upon request of either party, all matters regarding a grievance shall be communicated in writing.

ARTICLE 28 – STEWARD’S TIME

The Steward shall be allowed a reasonable amount of time to conduct Union affairs, investigate and process grievances and meet with new employees for Union orientations during working hours, without loss of pay. This time shall not exceed thirty (30) minutes per day, or two and one-half (2 ½) hours per week. In case of a major dispute, the Steward’s time may be extended another two (2) hours per week.

ARTICLE 29 – UNION ACTIVITIES

The Union, through its Steward, shall be granted by the Employer reasonable access to the employees to: 1) post union notices; 2) attend negotiation meetings; 3) transmit communications, and file grievances without loss of pay.

Employee meetings during working hours are not permitted and the involvement of the Union Steward or other Union officials should not conflict with the employee’s work.

ARTICLE 30 – SENIORITY

Promotion and job bids shall be decided on the basis of length of continuous service from the first date of employment and qualifications as determined by the Employer. Seniority shall be the most determining factor in regard to layoff, vacations, and assignment to motor equipment, promotions and other benefits in the contract.

ARTICLE 31 – PERSONAL DAYS

All employees covered by this Agreement shall be entitled to four (4) personal days per year.

The employee shall give three (3) days’ notice to the Employer when requesting use of personal days except for emergency situations. Requests will be answered within twenty-four (24) hours. Personal leave shall not be unreasonably denied and only in the event of a Town emergency.

ARTICLE 32 – WORKING OUT OF CLASSIFICATION

With the exception of employees in training, any employee performing work in a higher classification shall be paid at the rate of the higher classification for all hours worked in such higher classification, as has been the past practice.

ARTICLE 33 – JOB BIDDING

In those instances where the Employer decides to fill an existing vacancy or create a new job classification, the Employer agrees to post promotional or job vacancy notices on a bulletin board in a conspicuous place for three (3) working days. If a vacancy occurs within a particular department, those members permanently employed full-time in that department shall have first opportunity to fill such vacancies. In relation to the Department of Public Works, those assigned to functional units have first opportunity to fill vacancies within such unit.

If no one from the particular department wishes the job, it shall be open to all other permanent members of SEIU Local 888. If no one within SEIU Local 888 seeks the job, it shall be advertised to the general public. Any dispute concerning job vacancies shall be subject to the grievance procedure and shall begin at step 3.

If a member of SEIU Local 888 wishes to fill a vacancy, for which outside training is not necessarily required, a two (2) month probationary period shall be in effect. This probationary period, similar to “on the job training,” shall have the employee filling the vacancy working with an experienced employee at all times.

Article 30 – Seniority shall be the most deciding factor. An employee bidding on a job must meet qualifications as determined by the Employer. If the Employer feels an employee is not qualified for a job, he/she has bid and is refused said job, said employee is entitled to a hearing within three (3) working days of a refusal.

Notwithstanding any of the above, an employee who bids and receives a promotion to a position of greater hourly or weekly pay may not, for a one (1) year period, bid on another job under this Agreement unless such job involves an increase in hourly or weekly pay.

A new employee shall not be permitted to bid on another position until a period of one (1) year has expired from the starting date of employment. If the Town cannot fill the vacancy as posted, the Town shall open the process to “new employees” specified above before going outside the bargaining unit. In this situation only, the Town shall post the vacancy for a period of one (1) week.

ARTICLE 34 – CLEAN UP TIME

Employees shall have fifteen (15) minutes to clean up before quitting.

ARTICLE 35 – TRAINING

In instances where it is mutually agreed that an employee can be trained to fill a job vacancy, either current or expected, the cost of the training shall be paid fully by the Employer. Training is subject to availability of funds.

The Town and the Union mutually agree to have the Safety Committee review training procedures and make recommendations as how to enhance employee training and cross-training positions.

ARTICLE 36– VACATIONS

The following shall be the vacation schedule:

Any employee who has worked between six (6) months and two (2) years will receive two (2) weeks' vacation.

Any employee who has worked more than two (2) years but less than ten (10) years will receive three (3) weeks' vacation.

Any employee who has worked more than ten (10) years but less than fifteen (15) years will receive four (4) weeks' vacation.

Any employee who has worked more than fifteen (15) years will receive five (5) weeks' vacation.

Computation for vacation eligibility will be on the basis of anniversary date of hire for all employees in the bargaining unit.

Employees shall schedule their vacation days with the Division Heads as follows:

1. Up to three (3) days off; time shall be taken in no less than two (2) hour increments and the employee shall give the Division Head three (3) working days' prior notice.
2. Three (3) or more days off; on or before March 1 of each year, the employee shall give the Division Head written notice of vacation including dates, etc. The schedule shall encompass the months of April, May, June, July, August and September. After these months, the employee shall give three (3) working days' notice for any and all vacations. A bargaining unit member shall give a minimum of three (3) weeks-notice of their intent to take a full vacation week. If two or more bargaining unit members request the same vacation week, the member with the most seniority prevails.
3. Other special arrangements may be made upon mutual consent of the employee and the Division Head. These arrangements shall not be preceding setting.
4. Employees may elect to carry over up to forty (40) hours of vacation from one fiscal year to the next with the approval of the Department Head and the Town Administrator.
5. Alternatively, employees may elect to convert up to forty (40) hours of unused vacation at the end of the fiscal year to a cash payment with the approval of the Department Head and the Town Administrator. Payments shall be made by July 31st of each contract year, following the year the vacation time was earned at the rate at which the vacation time was earned.

In any event, vacation leave may not be unreasonably denied.

ARTICLE 37 – PROTECTED RIGHTS

This contract in no way will abridge the existing rights and benefits that are currently enjoyed by the employees. The Town will continue to have all the existing rights and benefits as provided by law or customs to conduct its affairs.

ARTICLE 38 – PREMIUM PAY

An employee who works a second shift will receive a shift differential of \$0.15 per hour for all work performed until midnight. All work performed on a third shift will receive a shift differential of \$0.20 per hour. Any employee who begins a work shift on Saturday or Sunday shall receive a differential of \$0.20 per hour for all hours worked except as may otherwise be provided in this Agreement for Water Department employees and employees in the Operations Division of the Wastewater Treatment Plant, who may be regularly scheduled to work weekends. There will be no pyramiding of premium pay. Should the Employer contemplate adding a second or third work shift, the Parties agree to reopen this article and negotiate the differentials for the second and/or third shifts.

For highway snow and ice removal, a \$4.25 premium will be added on to the overtime rate for snow and ice operations drivers with less than five years' experience; a \$5.50 premium will be added to the overtime rate for drivers with five or more years' experience.

Water Department employees will be paid a premium of \$3.00 per hour for all hours worked on Sundays.

Custodians will receive a \$500.00 stipend for snow removal.

ARTICLE 39 – REDUCTION IN FORCE

Section 1 – Definitions: As used in this Agreement, the following terms shall be defined as follows:

Layoff – shall mean a reduction in the number of employees in the bargaining unit accomplished by the termination of a permanent employee or employees and shall not mean the reduction in force brought about by termination for disciplinary causes, or by attrition.

Seniority – shall mean the length of continuous, permanent service from the first date of employment with the Town as enumerated in Article 30 – Seniority. Authorized military leave or authorized leaves of absence will not constitute a break in service in accordance with Article 18 – Military Serve and Article 25 – Leave of Absence. In the event that the length of service of two (2) employees is equal, seniority will be determined between those employees by lottery. Seniority will be determined without regard to the job classification held by an employee.

Job Classification – shall mean the distinct classification as set forth in Article 43.

Section 2 – Implementation: In the event that the Town determines to lay off employees in one or more job classification, then, with respect to each job classification, the employee with the least seniority shall be laid off first, and the employee with the highest seniority shall be laid off last. An employee laid off will have the opportunity to bump an employee with less seniority if he/she can demonstrate qualifications for the position within a twelve (12) month period. The employee must notify the Department Head, in writing, that he/she intends to bump, within five (5) working days of receipt of notice of layoff.

Section 3 – Recall to Duty: Employees who are laid off will be placed on a recall list for a period of two (2) years from the effective date of the respective layoff. If there is a recall, employees on the recall list shall be recalled in the inverse order of layoff. Any employee rehired will retain previously earned time and benefits for computation of seniority and continuous service and shall be reinstated at the pay grade and level of benefits enjoyed by the employee at the time of layoff. This will include any cost-of-living increases in wages and increases in benefits awarded to employees during the layoff period.

Employees who are eligible for recall shall be given three (3) weeks' notice of recall and notice of recall shall be sent to the employee by certified mail with a copy to the Union. The employee must notify the Department Head of his intention to return within seven (7) days after receiving notice of recall. The Town shall be deemed to have fulfilled its obligation by mailing the recall notice by certified mail, return receipt requested, to the mailing address provided by the employee, it being the obligation and responsibility of the employee to provide the Department Head with his latest mailing address.

Section 4 – Health Insurance: During the layoff period, employees will be allowed to continue their health insurance coverage, at their expense, for such period of time as prescribed by the Comprehensive Omnibus Budget Reconciliation Act (COBRA). Notice of an employee's rights under COBRA shall be provided to the employee with his/her layoff notice.

Section 5 – Notice: The Town will supply the Union with a list of employees, including seniority and present classification. No employee will be laid off unless he/she received a notice in writing, at least two (2) weeks in advance of the layoff date. The Union shall be sent a copy of the notice.

Section 6: Employees shall be paid for all vacation and sick leave accrued at time of layoff.

ARTICLE 40– EXCHANGE OF VIEWS

The Union and the Employer agree to meet at mutually acceptable times in order to discuss and resolve problems of concern. Meetings shall be held during non-work hours. Agreements reached shall be in written form. No joint decision of the Exchange of Views Committee will override the collective bargaining agreement.

ARTICLE 41 – JOB CLASSIFICATIONS

The job grades listed in Appendix A shall be effective for the life of this contract and any succeeding contract unless changed by mutual consent of both parties. Job classifications and descriptions shall be listed in the agreement.

For the purpose of changes in job classifications and the determination of pay rate, step increases/decreases shall be determined by the length of continuous service from the first date of employment only. Changes in job classifications shall not be a determining factor in regard to step increases/decreases.

The job classification for Senior Building Custodian shall be W6 and will remain on current step for July 1, 2023.

The job classification for Senior Motor Equipment Repair/Laborer shall be W-15 upon the incumbent's retirement, death, transfer (voluntary or involuntary) or termination of service (voluntary or involuntary).

The job classification for Motor Equipment Operator/Laborer, Water Maintenance shall be -W8 and will remain on current step for July 1, 2023.

The job classification for Heavy Motor Equipment Operator/Laborer shall be - W11 and will remain on current step for July 1, 2023.

The job classification for Working Foreman shall be - W17 and will remain on current step July 1, 2023.

The job classification for Water Department maintenance/operators who hold a D-1 distribution license and a T-1 treatment license shall be W-8.

The job classification for Water Department maintenance/operators who hold a D-2 distribution license and a T-1 treatment license shall be W-10.

The job classification for Water Department maintenance/operators who hold one (1) license above the W-10 requirements shall be W-11.

The job classification for Water Department maintenance/operators who hold two (2) licenses above the W-10 requirements shall be W-12.

The job classification for Water Department maintenance/operators who hold three (3) licenses above the W-10 requirements shall be W-13.

The job classification for Water Department maintenance/operators who hold four (4) licenses above the W-10 requirements shall be W-14.

The job classification for Water Department maintenance/operators who hold five (5) licenses above the W-10 requirements shall be W-15.

The job classification for Water Department working foreman/operator shall be W-17.

A Grade 7 Operator has been created within the Sewer Department.

Sewer Department Maintenance Employees will become Mechanics on the last day of this Agreement.

ARTICLE 42 – WAGES

Employees will receive step increase as required by the contract and specified in Appendix A and will receive general increases as indicated on the attached schedule (Appendix A).

The Town agrees to the following wage adjustments:

- Effective September 29, 2023 a 2.0% across the board wage increase.
- Effective July 1, 2024 a 2.0 % across the board wage increase.
- Effective July 1, 2025 a 2.0% across the board wage increase.

PROBATIONARY PERIOD

All new employees shall serve a probationary period of six (6) months from their date of hire. While on probation, sick and vacation time will accrue but the employee will not be entitled to use the time until the successful completion of the probationary period. An employee who voluntarily resigns or is dismissed prior to the completion of the probationary period will forfeit any accumulated benefits including but not limited to sick time, vacation time and personal time. Once the probationary period has been successfully completed the employee shall be considered a permanent employee and shall receive a step increase for his/her particular classification. Thereafter, a step increase will occur annually on the anniversary date of the employee's permanent employee status.

Any permanent employee who is entitled to a step increase within the current fiscal year shall be paid such increase on July 1 of each year of the contract instead of his/her anniversary date regardless of the employee's date of hire.

LONGEVITY

The following longevity schedule shall be implemented for employees:

- a. \$ 700.00 incentive after 5 years of service.
- b. \$1,500.00 incentive after 10 years of service.
- c. \$2,000.00 incentive after 15 years of service.
- d. \$2,500.00 incentive after 20 years of service.
- e. \$3,000.00 incentive after 25 years of service
- f. \$3,500.00 incentive after 35 years of service

ARTICLE 43– ADDITIONAL PROVISIONS

1. For purposes of safety at the Wastewater Treatment Plant, the Town agrees that no fewer than two (2) persons (who may or may not be bargaining unit members, subject to the provisions in Article 9, Section B) will be on duty during all work shifts at the Plant.
2. In the event employees in the Operations Divisions of the Wastewater Treatment Plant are regularly scheduled to work eight (8) hour shifts, the Town will make every reasonable effort to ensure that the same legal holiday is not worked two (2) years in a row by the same employee, provided that this does not lead to any additional expense to the Town. The Town agrees that employees in the Operations Divisions of the Wastewater Treatment Plant working eight (8) hours per day, forty (40) hours per week**, seven (7) days per week schedule will be allowed every other weekend off unless otherwise required by the orders or demands of any other state or federal government or court.

**Those employees of the Wastewater Treatment Plant hired prior to July 1, 1998 shall work exclusively an eight (8) hour work day Monday through Friday 7:00 AM – 3:00 PM and will be paid time and one-half for all weekend overtime work; these employees shall not be required to take weekdays off to compensate for the weekend worked at the overtime rate.

3. An employee of the Wastewater Treatment Plant, Water Department, or Highway Department, who obtains an operational license higher than required for the position he/she holds shall be entitled to receive a one-time, non-cumulative bonus payment of \$500.00. Approval of the Department Head must be obtained prior to seeking such license. This provision does not apply to driver's licenses, and the license must be applicable to the division in which the employee works. An employee shall not receive more than one (1) such payment regardless of the number of licenses he/she may obtain.
4. The Town will pay a \$500.00 payment for a surveyor's license to the Chief of Party.
5. The position descriptions to be implemented by the Town for Union employees within the Wastewater Collection and Treatment System shall be modified in the following respects:
 - a. References to an employee's being on-call twenty-four (24) hours per day shall mean only that an employee might be called to respond to an emergency situation at any time; an employee is not required to be on stand-by status twenty-four (24) hours per day. An employee may refuse to work overtime in non-emergency situations.
 - b. References to an employee's being required to present a neat appearance at all times shall be reasonably interpreted in light of the nature of the duties the employee is performing at the time.
6. The Town may implement bi-weekly payroll at its convenience. All members must use automatic direct deposit for payroll check.
7. Unless specifically addressed in this Collective Bargaining Agreement or established past practice, all provisions of the Town's Personnel Policies will be in full force and effect for members of Local 888.

8. Compensatory time shall be limited to accruals of up to two weeks of an employee's standard work schedule.
9. When Town Hall Closed due to snow or ice conditions, Custodians, with permission from Highway Superintendent, may be released before the end of their shift once snow and ice responsibilities are met, without loss of pay. (i.e. they will be paid for their shift plus any additional time worked outside of their shift)

ARTICLE 44- HEALTH AND RELATED INSURANCES

Employees shall pay twenty-five percent (25%) of the total cost of the medical health insurance plan. Employee payments shall be in the form of weekly payroll deductions.

WAIVER OF COVERAGE

Notwithstanding the above, employees may voluntarily elect to waive, in writing, all medical insurance coverage outlined above, and in lieu thereof, shall receive an annual payment in cash of \$2,000.00. Payments to those employees waiving coverage shall be made in equal payments in February and June. The February payment will cover from July 1st to December 31st of that current fiscal year; the June payment will cover from January 1st to June 30th of that fiscal year. Proof of change in insurance status or proof of alternative insurance coverage may be required by the Town. Any payments under this Article shall not be regarded as compensation for wages, overtime or pension calculation.

Where a change in an employee's status prompts the employee to resume Town-provided insurance coverage, the written waiver shall, upon written notice to the Town, be revoked. Upon receipt of revocation of the waiver, insurance coverage shall be reinstated as soon as possible, subject, however, to any regulations or restrictions including waiting periods, which may then be prescribed by the appropriate insurance carriers. Depending upon the effective date of such reinstated coverage, appropriate financial adjustments shall be made between the employee and the Town to ensure that the employee has been compensated but not overcompensated, for any waiver elected in this section.

Waiver of coverage procedures must be acceptable to the applicable insurance carrier.

This section shall not apply if both spouses work for the Town of Webster.

DENTAL / OPTICAL PLANS

The Town agrees to offer employees dental and optical coverage at the sole cost of the employee and providing a carrier will provide said option(s).

PREMIUM CONVERSION PLAN

In order to shelter the employees' contributions to medical insurance or an HMO plan from income tax, the Town agrees to the extent permitted by law to implement a premium conversion plan for health insurance for employees.

ARTICLE 45 – COPE FUND

The Town of Webster agrees to honor and to transmit the Union contribution deductions to the Service Employees International Union, Local 888 COPE Fund from the employees who are Union members and who sign deduction authorization cards. The deductions shall be in the amounts and with the frequency specified on the political contribution authorization cards which will read:

I hereby authorize my Employer to deduct from my pay the sum of \$ _____ for each month and to forward that amount every month to SEIU Local 888 COPE Fund. This authorization is voluntary and made on the specific understanding that the signing of this authorization and the making of payment to SEIU COPE Fund Committee is not a condition of membership in the Union or a condition of employment and that the SEUI Local 888 COPE Fund Committee will use the money it receives to make political contributions and expenditures in connection with Federal, State and Local Elections.

ARTICLE 46 – PERFORMANCE EVALUATIONS

Employee performance assessments are a standard used to measure and record the capabilities of bargaining unit members. By evaluating personnel comparatively, the Town acquires an accurate and unbiased source of every member's proficiency, and which is used to maintain high standards of performance.

By providing feedback to all employees on their level of performance, members know that the Town recognizes good or outstanding performance; a member can work to improve deficient performance and all employees know that documentation of actual performance will occur.

The purpose of annual performance evaluations is to provide input to individuals for their professional development. To this end, performance evaluations will not be used as a basis for promotions or pay increases with the bargaining unit or discipline.

Performance assessments will be based solely on performance observed or identified during the period of assessment.

The performance of all employees will be evaluated annually on the anniversary date of the member's employment.

Performance evaluations will be conducted by the individual member's direct supervisor who is not a member of this bargaining unit.

ARTICLE 47 – TERMINATION

This Agreement shall be for the three-year period from July 1, 2023 to June 30, 2026 and terms contained herein shall become effective on July 1, 2023 unless otherwise specified. Should a successor Agreement not be executed by June 30, 2026 this Agreement shall remain in full force and effect until a successor Agreement is executed or an impasse in negotiations is reached. At the written request of either party and upon mutual agreement, negotiations for a subsequent Agreement will be commenced on or after January 1, 2026.

FOR THE TOWN:

Thomas T. Klemet
Tom M. Konan
Donald A. Klemet
Mike C. J.

____ / ____ / ____
Date

FOR THE UNION:

Louis Bresnahan
Greg Ward

____ / ____ / ____
Date

SEWER

	JULY 1, 2022 TO JUNE 30, 2023	FY23	FY23						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	FY23
STR 03 Maintenance	\$23.0709	\$23.5323	\$24.0029	\$24.5212	\$25.0071	\$25.4930	\$26.0005	\$26.5295	
STR 06 Collection System Foreman	\$27.4712	\$28.0207	\$28.5811	\$29.1749	\$29.7580	\$30.3627	\$30.9997	\$31.6260	
STR 07 Lab Tech	\$27.4090	\$27.9571	\$28.5163	\$29.0886	\$29.6824	\$30.2871	\$30.9133	\$31.5396	
STR 07(90) Lab Tech	\$28.1562	\$28.7193	\$29.2937	\$29.8876	\$30.5030	\$31.1185	\$31.7447	\$32.3926	
STR 08 Senior Operator	\$28.9034	\$29.4815	\$30.0711	\$30.6974	\$31.3020	\$31.9499	\$32.5977	\$33.2672	
STR 08(90) Senior Operator	\$29.6610	\$30.2543	\$30.8593	\$31.4856	\$32.1335	\$32.7921	\$33.4508	\$34.1418	
STR Mechanic	\$24.8663	\$25.3636	\$25.8709	\$26.4000	\$26.9398	\$27.5013	\$28.0628	\$28.6243	
STR Attendant	\$28.1562	\$28.7193	\$29.2937	\$29.8876	\$30.5030	\$31.1185	\$31.7447	\$32.3926	
STR Chemist	\$29.1421	\$29.7250	\$30.3195	\$30.9241	\$31.5504	\$32.1982	\$32.8461	\$33.5155	
STR Electronics and Control Tech	\$24.8663	\$25.3636	\$25.8709	\$26.4000	\$26.9398	\$27.5013	\$28.0628	\$28.6243	
STR Laborer	\$21.8358	\$22.2726	\$22.7180	\$23.1715	\$23.6466	\$24.1217	\$24.6292	\$25.1367	
Grade 6 Operator	\$31.3735	\$32.0009	\$32.6409	\$33.3104	\$33.9690	\$34.6601	\$35.3727	\$36.0854	
Grade 7 Operator (2% above 6)	\$32.0009	\$32.6409	\$33.2938	\$33.9766	\$34.6484	\$35.3533	\$36.0802	\$36.8071	

Water/Hwy

	JULY 1, 2022 TO JUNE 30, 2023	FY23	FY23						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	FY23
75	\$20.5904	\$21.0023	\$21.4223	\$21.8758	\$22.3185	\$22.7828	\$23.2363	\$23.7330	
W-2	\$21.0263	\$21.4469	\$21.8758	\$22.3077	\$22.7828	\$23.2363	\$23.6898	\$24.2081	
W-3	\$21.3896	\$21.8174	\$22.2537	\$22.6964	\$23.1499	\$23.6250	\$24.1001	\$24.5968	
W-4	\$21.8358	\$22.2726	\$22.7180	\$23.1715	\$23.6466	\$24.1217	\$24.6292	\$25.1367	
RS-40(90)	\$22.5000	\$22.9500	\$23.4090	\$23.8949	\$24.3484	\$24.8775	\$25.3742	\$25.8925	
W-5 Senior Building Custodian	\$22.5727	\$23.0241	\$23.4846	\$23.9705	\$24.4564	\$24.9423	\$25.4390	\$25.9573	
W-6	\$23.0709	\$23.5323	\$24.0029	\$24.5212	\$25.0071	\$25.4930	\$26.0005	\$26.5295	
W-7 Motor Equipment Operator/Laborer Water Maintenance	\$23.2888	\$23.7546	\$24.2297	\$24.7371	\$25.2230	\$25.7521	\$26.2812	\$26.8211	
W-8	\$23.7766	\$24.2521	\$24.7371	\$25.2338	\$25.7629	\$26.2920	\$26.8319	\$27.3933	
W-9	\$24.5489	\$25.0399	\$25.5407	\$26.0424	\$26.5876	\$27.1220	\$27.6891	\$28.2453	
W-10 D2/T1 Water Operator. Highway Heavy Equip. Operator/Labor.	\$24.8663	\$25.3636	\$25.8709	\$26.4000	\$26.9398	\$27.5013	\$28.0628	\$28.6243	
W-11 D2/T1 Water Operator +1	\$25.4267	\$25.9352	\$26.4540	\$26.9722	\$27.5445	\$28.0952	\$28.6782	\$29.2505	
W-12 D2/T1 Water Operator +2	\$25.9456	\$26.4645	\$26.9938	\$27.5553	\$28.1168	\$28.6890	\$29.2613	\$29.8768	
W-13 D2/T1 Water Operator +3	\$26.4749	\$27.0044	\$27.5445	\$28.0952	\$28.6782	\$29.2505	\$29.8660	\$30.4706	
W-14 D2/T1 Water Operator +4	\$26.9212	\$27.4596	\$28.0088	\$28.5811	\$29.1749	\$29.7580	\$30.3735	\$30.9997	
W-15 D2/T1 Water Operator +5	\$27.4712	\$28.0207	\$28.5811	\$29.1749	\$29.7580	\$30.3627	\$30.9997	\$31.6260	
W-16 Working Foreman/Laborer	\$28.0628	\$28.6240	\$29.1965	\$29.7904	\$30.3951	\$31.0213	\$31.6476	\$32.2954	
W-17 Senior Motor Equipment Repair/Laborer	\$28.5713	\$29.1428	\$29.7256	\$30.3303	\$30.9349	\$31.5828	\$32.2306	\$32.8677	
Working Foreman/Operator-Water									
W-18	\$29.7142	\$30.3085	\$30.9146	\$31.5435	\$32.1723	\$32.8461	\$33.5199	\$34.1824	
WD-2	\$28.6543	\$29.2274	\$29.8120	\$30.4274	\$31.0321	\$31.6800	\$32.3170	\$32.9757	
S-15	\$26.1843	\$26.7080	\$27.2422	\$27.8036	\$28.3651	\$28.9374	\$29.5205	\$30.1467	
S-19	\$1,021.7803	\$1,042.2159	\$1,063.0602	\$1,084.7632	\$1,106.8982	\$1,129.4974	\$1,152.5502	\$1,176.0672	

SEWER

	JULY 1, 2023 TO JUNE 30, 2024	FY24								
	2.00%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
STR 06 Collection System Foreman	\$28.02	\$28.58	\$29.15	\$29.76	\$30.35	\$30.97	\$31.62	\$32.26	\$32.91	\$33.52
STR 08(90) Senior Operator	\$30.25	\$30.86	\$31.48	\$32.12	\$32.78	\$33.45	\$34.12	\$34.82	\$35.52	\$36.20
STR Mechanic	\$25.36	\$25.87	\$26.39	\$26.93	\$27.48	\$28.05	\$28.62	\$29.20	\$29.78	\$30.36
STR Attendant	\$28.72	\$29.29	\$29.88	\$30.49	\$31.11	\$31.74	\$32.38	\$33.04	\$33.70	\$34.38
STR Laborer	\$22.27	\$22.72	\$23.17	\$23.63	\$24.12	\$24.60	\$25.12	\$25.64	\$26.15	\$26.77
Grade 6 Operator	\$32.00	\$32.64	\$33.29	\$33.98	\$34.65	\$35.35	\$36.08	\$36.81	\$37.55	\$38.30
Grade 7 Operator (2% above 6)	\$32.64	\$33.29	\$33.96	\$34.66	\$35.34	\$36.06	\$36.80	\$37.54	\$38.29	\$39.05

Water/Hwy

	JULY 1, 2023 TO JUNE 30, 2024	FY24								
	2.00%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
W-5 Building Custodian	\$23.02	\$23.48	\$23.95	\$24.45	\$24.95	\$25.44	\$25.95	\$26.48	\$27.01	\$27.54
W-6 Senior Building Custodian	\$23.53	\$24.00	\$24.48	\$25.01	\$25.51	\$26.00	\$26.52	\$27.06	\$27.60	\$28.14
W-7	\$23.75	\$24.23	\$24.71	\$25.23	\$25.73	\$26.27	\$26.81	\$27.36	\$27.91	\$28.45
W-8 Motor Equipment Operator/Laborer Water Maintenance	\$24.25	\$24.74	\$25.23	\$25.74	\$26.28	\$26.82	\$27.37	\$27.94	\$28.50	\$29.04
W-9	\$25.04	\$25.54	\$26.05	\$26.56	\$27.12	\$27.66	\$28.24	\$28.81	\$29.39	\$29.96
W-10 D2/T1 Water Operator.	\$25.36	\$25.87	\$26.39	\$26.93	\$27.48	\$28.05	\$28.62	\$29.20	\$29.78	\$30.35
W-11 D2/T1 Water Operator +1, Highway Heavy Equip. Operator/Labor	\$25.94	\$26.45	\$26.98	\$27.51	\$28.10	\$28.66	\$29.25	\$29.84	\$30.44	\$31.03
W-12 D2/T1 Water Operator +2	\$26.46	\$26.99	\$27.53	\$28.11	\$28.68	\$29.26	\$29.85	\$30.47	\$31.08	\$31.67
W-13 D2/T1 Water Operator +3	\$27.00	\$27.54	\$28.10	\$28.66	\$29.25	\$29.84	\$30.46	\$31.08	\$31.70	\$32.30
W-14 D2/T1 Water Operator +4	\$27.46	\$28.01	\$28.57	\$29.15	\$29.76	\$30.35	\$30.98	\$31.62	\$32.25	\$32.87
W-15 D2/T1 Water Operator +5	\$28.02	\$28.58	\$29.15	\$29.76	\$30.35	\$30.97	\$31.62	\$32.26	\$32.91	\$33.58
W-16	\$28.62	\$29.20	\$29.78	\$30.39	\$31.00	\$31.64	\$32.28	\$32.94	\$33.60	\$34.28
W-17 Senior Motor Equipment Repair/Laborer Working Foreman/Highway	\$29.14	\$29.73	\$30.32	\$30.94	\$31.55	\$32.21	\$32.88	\$33.53	\$34.20	\$34.90
W-18 Working Foreman/Operator Water	\$30.31	\$30.91	\$31.53	\$32.17	\$32.82	\$33.50	\$34.19	\$34.87	\$35.57	\$36.25
WD-2	\$29.23	\$29.81	\$30.41	\$31.04	\$31.65	\$32.31	\$32.96	\$33.64	\$34.31	\$35.00
S-15	\$26.71	\$27.24	\$27.79	\$28.36	\$28.93	\$29.52	\$30.11	\$30.75	\$31.37	\$32.05
S-19	\$1,042.22	\$1,063.06	\$1,084.32	\$1,106.46	\$1,129.04	\$1,152.09	\$1,175.60	\$1,199.59	\$1,223.58	\$1,250.25

SEWER

	JULY 1, 2024 TO JUNE 30, 2025	FY25	FY25								
	2.00%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 9
STR 06 Collection System Foreman	\$28.58	\$29.15	\$29.73	\$30.36	\$30.96	\$31.59	\$32.25	\$32.91	\$33.57	\$33.57	
STR 08(90) Senior Operator	\$30.86	\$31.48	\$32.11	\$32.76	\$33.44	\$34.12	\$34.80	\$35.52	\$36.23	\$36.23	
STR Mechanic	\$25.87	\$26.39	\$26.92	\$27.47	\$28.03	\$28.61	\$29.19	\$29.78	\$30.38	\$30.38	
STR Attendant	\$29.29	\$29.88	\$30.48	\$31.10	\$31.73	\$32.37	\$33.03	\$33.70	\$34.37	\$34.37	
STR Laborer	\$22.72	\$23.17	\$23.63	\$24.10	\$24.60	\$25.09	\$25.62	\$26.15	\$26.67	\$26.67	
Grade 6 Operator	\$32.64	\$33.29	\$33.96	\$34.66	\$35.34	\$36.06	\$36.80	\$37.55	\$38.30	\$38.30	
Grade 7 Operator (2% above 6)	\$33.29	\$33.96	\$34.64	\$35.35	\$36.05	\$36.78	\$37.54	\$38.29	\$39.06	\$39.06	

Water/Hwy

	JULY 1, 2024 TO JUNE 30, 2025	FY25	FY25								
	2.00%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 9
W-5 Building Custodian	\$23.48	\$23.95	\$24.43	\$24.94	\$25.45	\$25.95	\$26.47	\$27.01	\$27.55	\$27.55	
W-6 Senior Building Custodian	\$24.00	\$24.48	\$24.97	\$25.51	\$26.02	\$26.52	\$27.05	\$27.60	\$28.15	\$28.15	
W-7	\$24.23	\$24.71	\$25.20	\$25.73	\$26.24	\$26.80	\$27.35	\$27.91	\$28.47	\$28.47	
W-8 Motor Equipment Operator/Laborer Water Maintenance	\$24.74	\$25.23	\$25.73	\$26.25	\$26.81	\$27.36	\$27.92	\$28.50	\$29.07	\$29.07	
W-9	\$25.54	\$26.05	\$26.57	\$27.09	\$27.66	\$28.21	\$28.80	\$29.39	\$29.98	\$29.98	
W-10 D2/T1 Water Operator.	\$25.87	\$26.39	\$26.92	\$27.47	\$28.03	\$28.61	\$29.19	\$29.78	\$30.38	\$30.38	
W-11 D2/T1 Water Operator +1, Highway Heavy Equip. Operator/Labor	\$26.46	\$26.98	\$27.52	\$28.06	\$28.66	\$29.23	\$29.84	\$30.44	\$31.05	\$31.05	
W-12 D2/T1 Water Operator +2	\$26.99	\$27.53	\$28.08	\$28.67	\$29.25	\$29.85	\$30.45	\$31.08	\$31.70	\$31.70	
W-13 D2/T1 Water Operator +3	\$27.54	\$28.09	\$28.66	\$29.23	\$29.84	\$30.44	\$31.07	\$31.70	\$32.33	\$32.33	
W-14 D2/T1 Water Operator +4	\$28.01	\$28.57	\$29.14	\$29.73	\$30.36	\$30.96	\$31.60	\$32.25	\$32.90	\$32.90	
W-15 D2/T1 Water Operator +5	\$28.58	\$29.15	\$29.73	\$30.36	\$30.96	\$31.59	\$32.25	\$32.91	\$33.57	\$33.57	
W-16	\$29.19	\$29.78	\$30.38	\$31.00	\$31.62	\$32.27	\$32.93	\$33.60	\$34.27	\$34.27	
W-17 Senior Motor Equipment Repair/Labor Working Foreman/Highway	\$29.72	\$30.32	\$30.93	\$31.56	\$32.18	\$32.85	\$33.54	\$34.20	\$34.88	\$34.88	
W-18 Working Foreman/Operator Water	\$30.92	\$31.53	\$32.16	\$32.81	\$33.48	\$34.17	\$34.87	\$35.57	\$36.28	\$36.28	
WD-2	\$29.81	\$30.41	\$31.02	\$31.66	\$32.28	\$32.96	\$33.62	\$34.31	\$35.00	\$35.00	
S-15	\$27.24	\$27.78	\$28.35	\$28.93	\$29.51	\$30.11	\$30.71	\$31.37	\$32.00	\$32.00	
S-19	\$1,063.06	\$1,084.32	\$1,106.01	\$1,128.59	\$1,151.62	\$1,175.13	\$1,199.11	\$1,223.58	\$1,248.05	\$1,248.05	

SEWER

	JULY 1, 2025 TO JUNE 30, 2026	FY26	FY26							
	2.00%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
STR 06 Collection System Foreman	\$29.15	\$29.73	\$30.32	\$30.97	\$31.58	\$32.22	\$32.90	\$33.57	\$34.24	
STR 08(90) Senior Operator	\$31.48	\$32.11	\$32.75	\$33.42	\$34.11	\$34.80	\$35.50	\$36.23	\$36.95	
STR Mechanic	\$26.39	\$26.92	\$27.46	\$28.02	\$28.59	\$29.18	\$29.77	\$30.38	\$30.99	
STR Attendant	\$29.88	\$30.48	\$31.09	\$31.72	\$32.36	\$33.02	\$33.69	\$34.37	\$35.06	
STR Laborer	\$23.17	\$23.63	\$24.10	\$24.58	\$25.09	\$25.59	\$26.13	\$26.67	\$27.20	
Grade 6 Operator	\$33.29	\$33.96	\$34.64	\$35.35	\$36.05	\$36.78	\$37.54	\$38.30	\$39.07	
Grade 7 Operator (2% above 6)	\$33.96	\$34.64	\$35.33	\$36.06	\$36.77	\$37.52	\$38.29	\$39.06	\$39.84	

Water/HWY

	JULY 1, 2025 TO JUNE 30, 2026	FY25	FY25							
	2.00%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
W-5 Building Custodian	\$23.95	\$24.43	\$24.92	\$25.44	\$25.96	\$26.47	\$27.00	\$27.55	\$28.10	
W-6 Senior Building Custodian	\$24.48	\$24.97	\$25.47	\$26.02	\$26.54	\$27.05	\$27.59	\$28.15	\$28.71	
W-7	\$24.71	\$25.20	\$25.70	\$26.24	\$26.76	\$27.34	\$27.90	\$28.47	\$29.04	
W-8 Motor Equipment Operator/Laborer Water Maintenance	\$25.23	\$25.73	\$26.24	\$26.78	\$27.35	\$27.91	\$28.48	\$29.07	\$29.65	
W-9	\$26.05	\$26.57	\$27.10	\$27.63	\$28.21	\$28.77	\$29.38	\$29.98	\$30.58	
W-10 D2/T1 Water Operator	\$26.39	\$26.92	\$27.46	\$28.02	\$28.59	\$29.18	\$29.77	\$30.38	\$30.99	
W-11 D2/T1 Water Operator +1, Highway Heavy Equip. Operator/Labor	\$26.99	\$27.52	\$28.07	\$28.62	\$29.23	\$29.81	\$30.44	\$31.05	\$31.67	
W-12 D2/T1 Water Operator +2	\$27.53	\$28.08	\$28.64	\$29.24	\$29.84	\$30.45	\$31.06	\$31.70	\$32.33	
W-13 D2/T1 Water Operator +3	\$28.09	\$28.65	\$29.23	\$29.81	\$30.44	\$31.05	\$31.69	\$32.33	\$32.98	
W-14 D2/T1 Water Operator +4	\$28.57	\$29.14	\$29.72	\$30.32	\$30.97	\$31.58	\$32.23	\$32.90	\$33.56	
W-15 D2/T1 Water Operator +5	\$29.15	\$29.73	\$30.32	\$30.97	\$31.58	\$32.22	\$32.90	\$33.57	\$34.24	
W-16	\$29.77	\$30.38	\$30.99	\$31.62	\$32.25	\$32.92	\$33.59	\$34.27	\$34.96	
W-17 Senior Motor Equipment Repair/Labor Working Foreman/Highway	\$30.31	\$30.93	\$31.55	\$32.19	\$32.82	\$33.51	\$34.21	\$34.88	\$35.58	
W-18 Working Foreman/Operator Water	\$31.54	\$32.16	\$32.80	\$33.47	\$34.15	\$34.85	\$35.57	\$36.28	\$37.01	
WD-2	\$30.41	\$31.02	\$31.64	\$32.29	\$32.93	\$33.62	\$34.29	\$35.00	\$35.70	
S-15	\$27.78	\$28.34	\$28.92	\$29.51	\$30.10	\$30.71	\$31.32	\$32.00	\$32.64	
S-19	\$1,084.32	\$1,106.01	\$1,128.13	\$1,151.16	\$1,174.65	\$1,198.63	\$1,223.09	\$1,248.05	\$1,273.01	



