

ARTICLE 29

TOWN OF WINCHESTER



NOVEMBER 5, 2020

**PERSONNEL BOARD REPORT
FALL TOWN MEETING 2020**



TOWN OF WINCHESTER 2020 Fall Annual Town Meeting

ARTICLE 29

To see if the Town will vote to hear and act on the report of the Personnel Board and take any action in connection with recommendations as to wages and salaries, working conditions, new or revised rates of wages and salaries, changes, additions, adjustments or revisions of wages and salaries and in classifications and definitions, and in amending, revising and adding to the Personnel Policy Guide as well as in other matters thereto related; and to raise and appropriate money for any adjustments or revisions of wages and salaries of employees subject and not subject to collective bargaining agreements or in any job classifications, and to provide for salary or wage adjustments not otherwise provided for, said monies to be expended by the departments affected; determine in what manner the monies shall be raised by taxation or otherwise, or take any other action in relation thereto.

(Personnel Board)

Summary:

There are eleven motions that will be considered for approval under this Article:

- Two motions for the classification of four positions effective January 1, 2021; one to approve the classifications and one to transfer funds for two of the classifications,
- Two motions for a cost-of-living increase in the amount of 1.0% for municipal non-union employees effective January 1, 2021; one for the approval of the non-union municipal compensation schedules and one to fund the cost-of-living increases,
- Two motions for an added step for municipal non-union employees on compensation schedules 2, 3, and 4 effective January 1, 2021; one for the approval of the municipal non-union compensation schedules and one to fund the added step adjustments,
- Three motions for the approval of one municipal collective bargaining agreement; the SEIU Local 888 Winchester Clerical Workers; one to approve the collective bargaining agreement, one to fund the retroactive FY20 costs associated with the collective bargaining agreement, and one to fund the FY21 costs associated with the collective bargaining agreement, and
- Two motions for the approval of changes in the Personnel Policy Guide for municipal non-union personnel; one to approve the changes and one to fund the changes.

MOTION 1: MOVED AND SECONDED that the Town's Compensation Plan be amended effective January 1, 2021 as recommended by the Town Manager and the Personnel Board as set forth in **Appendix A - Classification of Positions on Schedule 3 PT Compensation Plan, Schedule 4 Management Schedule, and Schedule 6 Recreation Compensation Schedule FY21 Effective January 1, 2021.**

Schedule 3 - PT Compensation Plan

Delete PT-11 Executive Coordinator
Add PT-13 Community Engagement Coordinator
Delete PT-14 Public Health Nurse

Schedule 4 - Management Schedule

Add (Under Grade E) Nurse Manager
Add (Under Grade H) Deputy Fire Chief

Schedule 6 – Recreation Compensation Schedule

Add (Under R-7) Field Marshal

BACKGROUND: The purpose of this motion is to ratify the recommendation of the Town Manager and the Personnel Board with respect to the reclassification of the Executive Coordinator to Community Engagement Coordinator in the Town Manager’s Office, reclassification of the Public Health Nurse to Nurse Manager in the Health Department, and establishment of the following positions: Deputy Fire Chief in the Fire Department and Field Marshal in the Recreation Department.

MOTION 2: MOVED AND SECONDED that the Town transfer the sum of \$6,511 from the FY21 Unallocated Wage Account #0312541 to the following FY21 Municipal Personal Service Budgets as listed below, to fund wage increases as a result of the reclassifications of positions on Schedule 3 - PT Compensation Plan:

| | | |
|------------------|---------------------------|-----------------|
| Department #1210 | Town Manager’s Department | \$ 4,550 |
| Department #5110 | Board of Health | \$ 1,961 |
| TOTAL: | | \$ 6,511 |

BACKGROUND: The purpose of this motion is to transfer the sum of \$6,511 from the FY21 Unallocated Wage Account #0312541 to supplement the FY21 Town Manager’s Department Personal Service Budget (Department #1210) to meet the cost of reclassifying the Executive Coordinator to Community Engagement Coordinator and to supplement the FY21 Health Department Personal Service Budget (Department #5110) to meet the cost of reclassifying the Public Health Nurse from a PT-14 to Nurse Manager, Grade E on Schedule 4 Management Compensation Schedule of the Town’s Compensation Plan.

MOTION 3: MOVED AND SECONDED that Schedules 2 (*CS-Clerical*), 3 (*Professional Technical*), 4 (*Management*), 5 (*Miscellaneous*) and 6 (*Recreation*) of the Town’s Compensation Plan be amended to reflect cost-of-living wage adjustments for municipal non-union employees of the Town as recommended by the Town Manager and the Personnel Board as set forth in **Appendix B - FY21 Non-Union Municipal Compensation Schedules Effective January 1, 2021.**

BACKGROUND: The purpose of this motion is to amend compensation schedules 2, 3, 4, 5 and 6 in the Town’s Compensation Plan for municipal non-union employees for FY21. The proposed cost-of-living increase is 1.0% effective January 1, 2021.

MOTION 4: MOVED AND SECONDED that the Town appropriate the sum of \$36,495 to the following FY21 Municipal Personal Service Budgets, as listed below, to fund a 1.0% cost-of-living wage increase for municipal non-union employees effective January 1, 2021; \$33,889 shall be transferred from the FY21 Unallocated Wage Account #0312541, \$451 shall be transferred from Water and Sewer Retained Earnings and \$2,155 shall be transferred from Recreation Retained Earnings.

| | | |
|------------------|---------------------------|----------|
| Department #1210 | Town Manager’s Department | \$ 2,019 |
| Department #1330 | Comptroller’s Office | \$ 1,300 |

| | | |
|------------------|----------------------------------|-----------------|
| Department #1340 | Assessing Department | \$ 568 |
| Department #1350 | Treasurer/Collector's Department | \$ 1,092 |
| Department #1412 | Engineering Department | \$ 1,985 |
| Department #1413 | Building and Zoning Department | \$ 1,227 |
| Department #1415 | Conservation Department | \$ 589 |
| Department #1420 | Planning Board | \$ 552 |
| Department #1520 | Human Resources Department | \$ 953 |
| Department #1530 | Information Technology | \$ 1,864 |
| Department #1610 | Town Clerk's Department | \$ 1,475 |
| Department #2100 | Police Department | \$ 3,758 |
| Department #2200 | Fire Department | \$ 2,244 |
| Department #2420 | Sealer of Weights and Measures | \$ 82 |
| Department #4100 | Department of Public Works | \$ 3,407 |
| Department #5110 | Board of Health | \$ 1,093 |
| Department #5410 | Council on Aging | \$ 1,439 |
| Department #5420 | Veteran's | \$ 51 |
| Department #6110 | Library | \$ 8,191 |
| Department #9000 | Water and Sewer Enterprise | \$ 451 |
| Department #9010 | Recreation Enterprise | <u>\$ 2,155</u> |
| | Total Appropriation: | \$36,495 |

BACKGROUND: The purpose of this motion is to appropriate the sum of \$36,495, \$33,889 shall be transferred from the FY21 Unallocated Wage Account #0312541, \$451 shall be transferred from Water and Sewer Retained Earnings and \$2,155 shall be transferred from Recreation Retained Earnings to supplement various FY21 Municipal Personal Service Budgets necessary to fund wage increases resulting from a 1.0% cost-of-living increase for municipal non-union employees effective January 1, 2021.

MOTION 5: MOVED AND SECONDED that Schedules 2 (*CS-Clerical*), 3 (*Professional Technical*), and 4 (*Management*) of the Town's Compensation Plan be amended to reflect addition of one step at the end of each grade on each schedule as recommended by the Town Manager and the Personnel Board as set forth in **Appendix C - Added Step on Schedule 2 (CS-Clerical), Schedule 3 (Professional Technical), and Schedule 4 (Management) Compensation Schedules Effective January 1, 2021.**

BACKGROUND: The purpose of this motion is to amend compensation schedules 2, 3, and 4 in the Town's Compensation Plan with the addition of one step at the end of each grade on each schedule. On Schedule 2 (*CS-Clerical*) and Schedule 3 (*Professional/Technical*) the additional step (Step 11) is a 3.5% differential over the prior step (Step 10). On Schedule 4 (*Management*) the additional step (Step 16) is a 2.5% differential over the prior step (Step 15).

MOTION 6: MOVED AND SECONDED that the Town appropriate the sum of \$34,330 to the following FY21 Municipal Personal Service Budgets, as listed below, to fund the addition of one step on Schedules 2 (*CS-Clerical*), 3 (*Professional Technical*), and 4 (*Management*) of the Town's Compensation Plan effective January 1, 2021; \$31,013 shall be transferred from the FY21 Unallocated Wage Account #0312541, \$762 shall be transferred from Water and Sewer Retained Earnings and \$2,555 shall be transferred from Recreation Retained Earnings.

| | | |
|------------------|------------------------|----------|
| Department #1340 | Assessing Department | \$ 2,169 |
| Department #1330 | Comptroller's Office | \$ 1,000 |
| Department #1412 | Engineering Department | \$ 2,561 |

| | | |
|------------------|--------------------------------|-----------------|
| Department #1413 | Building and Zoning Department | \$ 1,195 |
| Department #1530 | Information Technology | \$ 2,792 |
| Department #2100 | Police Department | \$ 5,614 |
| Department #4100 | Department of Public Works | \$ 3,018 |
| Department #5110 | Board of Health | \$ 713 |
| Department #5410 | Council on Aging | \$ 2,536 |
| Department #6110 | Library | \$ 9,415 |
| Department #9000 | Water and Sewer Enterprise | \$ 762 |
| Department #9010 | Recreation Enterprise | <u>\$ 2,555</u> |
| | Total Appropriation: | \$34,330 |

BACKGROUND: The purpose of this motion is to appropriate the sum of \$34,330 to supplement various FY21 Municipal Personal Service Budgets, as listed above, necessary to fund an addition of one step on compensation schedules 2, 3, and 4 effective January 1, 2021; \$31,013 shall be transferred from the FY21 Unallocated Wage Account #0312541, \$762 shall be transferred from Water and Sewer Retained Earnings and \$2,555 shall be transferred from Recreation Retained Earnings.

MOTION 7: MOVED AND SECONDED that Schedule 1 of the Town’s Compensation Plan be amended, revised and modified in accordance with the recommendation of the Town Manager and the Personnel Board as set forth in **Appendix D - SEIU Local 888 Winchester Clerical Workers Compensation Schedules FY20, FY21, & FY22** and pursuant to a Memorandum of Understanding (MOU) reached between the Select Board and the SEIU Local 888 Winchester Clerical Workers, dated October 28, 2020.

BACKGROUND: The purpose of this motion is to amend Schedule 1 in the Town’s Compensation Plan for employees covered by the SEIU Local 888 Winchester Clerical Workers. A summary of the essential terms and conditions contained in the MOU are listed below:

1. Change “Board of Selectmen” to “Select Board” throughout the entire contract.
2. Amend Table of Contents accordingly to accommodate for all changes listed within the MOU.
3. Amend **Article VII, Vacations, Sections 1 and 2** as follows:

Section 1 One week's vacation without loss of base pay will be granted in the first **calendar year to all new employees** who have actually worked 15 weeks. **Two weeks’ vacation without loss of base pay will be granted in the first calendar year to all new employees who have actually worked 30 weeks.**

Section 2 **Two weeks’ vacation without loss of base pay will be granted in each calendar year to all employees after the first calendar year of employment.**

4. Amend **Article VIII, Holidays, Section 1** as follows:

| | |
|----------------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| Washington's Birthday | Veterans' Day |
| Presidents' Day | Thanksgiving Day |
| Patriots' Day | Christmas Day |
| Memorial Day | |
| Independence Day | |

5. Amend **Article XIII, Health and Insurance Plan**, as follows:

Acceptance of 75%/25% split on **Health Care Premiums** on January 1, 2011.

Add "Acceptance of 50%/50% split on Harvard Pilgrim PPO Premiums on July 1, 2011".

6. Amend **Article XVII, Job Descriptions/Working Out of Grade** as follows:

Article XVII, Job Descriptions/Working Out of Grade/Reclassifications

Amend **Section 2** by adding the following:

~~Employees assigned to work in a higher rated classification shall be compensated at the higher rate starting after the first day of such assignment.~~ **Starting after the first day such assignment for any hours spent working out of grade, employees assigned to work in a higher rated classification shall be compensated as follows:**

- A. Working one grade higher than the assigned employee's current grade shall be compensated at the step on the higher rated compensation schedule of the covered position that is a minimum increase of \$1.50 per hour.**
- B. Working two grades higher than the assigned employee's current grade shall be compensated at the step on the higher rated compensation schedule of the covered position that is a minimum increase of \$2.50 per hour.**
- C. Working three grades higher than the assigned employee's current grade shall be compensated at the step on the higher rated compensation schedule of the covered position that is a minimum increase of \$3.50 per hour.**

**Add:
Section 3**

Reclassification requests will be presented to the Human Resources Department in writing. The Human Resources Department will notify the Union any time a

reclassification request is submitted and when it will be presented to the Personnel Board. This notification shall include all information submitted.

All comparable information and related documentation explaining the reason for the reclassification request will be provided and attached to the request.

The Town Manager will provide the employee requesting reclassification and the Union a response in writing within 30 calendar days of the submitted request. The 30 days may be extended upon mutual agreement between the Town Manager and the Union.

Reclassification Approval: When a reclassification request is approved by the Town Manager, the employee and the Union will be notified. The employee will receive the additional compensation on the next available payroll after the reclassification is approved by the Town Manager and/or Town Meeting (if necessary) and all necessary paperwork is submitted to the Comptroller's Office for processing. The compensation will include any retroactive pay back to the effective date of the reclassification. When a reclassification is approved, the employee's new step increase date will become the date that their current position was reclassified.

Reclassification Denial: When a reclassification request has been denied, the employee and the Union will be notified in writing by the Town Manager with an explanation for the denial.

All provided information will be taken into account when deciding reclassifications. Reclassification requests are at the sole discretion of the Town Manager with Town Meeting approval if necessary.

7. Amend **Article XVIII, Compensation** as follows:

Base Wage increase based on the following schedule:

| | | |
|---------------|-------------------------------|---------------------------|
| FY2020 | Effective July 1, 2019 | 2.0% (retroactive) |
| FY2021 | Effective July 1, 2020 | 2.0% (retroactive) |
| FY2022 | Effective July 1, 2021 | 2.5% |

Add: Effective July 1, 2020, add three steps at the end of Schedule 1 on each grade level. Each new step shall be a 3% differential over the prior step.

Add: The parties agree that all compensation for employees covered by this agreement, including but not limited to wages and reimbursements shall be direct deposited by the Town in an account of the employee's choosing.

All employees receiving wage payment by direct deposit shall receive their advice of said wage payment through the Town's Employee Self-Service (ESS) program.

Add: Effective January 1, 2021, the new Town of Winchester Employee Performance Evaluation document, which includes performance standards, accomplishments, and goals, will be used as an evaluation tool for all union members during all probationary and annual reviews.

8. Amend **Article XIX, Longevity Plan, Section 1** as follows:

Section 1 Employees in this unit shall be paid longevity to the following Schedule:

| Years of Service | As of July 1, 2018 | As of July 1, 2020 |
|-------------------------|---------------------------|---------------------------|
| 5 | \$1,350.00 | \$1,450 |
| 10 | \$1,550.00 | \$1,700 |
| 15 | \$1,800.00 | \$2,000 |
| 20 | \$2,000.00 | \$2,400 |
| 25 | \$2,200.00 | \$2,600 |

9. Amend **Article XXVII, Technological Change Stipend** as follows:

Add:

Section 2

Effective July 1, 2020, the stipend shall be equal to 2% of the union members' base salary.

Add:

Section 3

The tech stipend is to acknowledge that technology is changing rapidly and frequently and that the members of the clerical union are part of the front line team using technology in the operation of municipal government, including communication, financial and administrative functions.

The increase in stipend from 1 to 2% recognizes that the clerical employees are expected to learn and utilize this changing technology that is comprehensive of computer systems, software, copiers, printers and other equipment and any other means and methods to carry out clerical duties. There is an acknowledgement that the use of technology will be in the sole discretion of management, and that training may be provided upon request of the employee.

10. Add new **Article XXIV, ID Badge/Card Access Key**

The use of key cards by any Clerical Union Member, will not be used for the tracking of time or entrance activity except as set forth below. Information gathered from use of the key card cannot be used for any disciplinary action, unless key card

information is necessary for investigation relating to a possible violation of Town policies.

In addition to the above, please refer to the Town of Winchester’s ID Badge/Card Access Key Policy created 9/1/2020.

11. Amend **Article XXIX, Duration** as follows:

This Agreement between the Town and the Union shall become effective on July 1, 2019 and shall continue in full force and effect until midnight of June 30, 2022. In the event that a new agreement is not signed by June 30, 2022, the terms of this agreement shall continue in full force and effect until such time as the new agreement is signed.

In the event that another Municipal collective bargaining unit under the jurisdiction of the Select Board settles a contract, and that contract is funded by Town Meeting for a percentage settlement higher than this Agreement, the parties agree to a wage re-opener at the request of the Union. The funding of any modified agreement would be subject to ratification by both parties and approval at Town Meeting. The parties agree that this paragraph shall not apply to any contracts covering bargaining units under the jurisdiction of the School Committee.

MOTION 8: MOVED AND SECONDED that the Town appropriate the sum of \$27,101 to the FY20 Municipal Personal Service Budgets listed below, to fund retroactive increases in wages for employees of the SEIU Local 888 Winchester Clerical Workers for FY20; \$22,460 shall be transferred from Free Cash, \$1,872 shall be transferred from the Water and Sewer Retained Earnings and \$2,769 shall be transferred from the Recreation Retained Earnings.

| | | |
|------------------|----------------------------------|-----------------|
| Department #1340 | Assessing Department | \$ 2,579 |
| Department #1350 | Treasurer/Collector’s Department | \$ 2,901 |
| Department #1412 | Engineering Department | \$ 1,398 |
| Department #1413 | Building and Zoning Department | \$ 2,335 |
| Department #1610 | Town Clerk’s Department | \$ 2,276 |
| Department #2111 | Police Department | \$ 2,977 |
| Department #2211 | Fire Department | \$ 1,648 |
| Department #4111 | Department of Public Works | \$ 3,213 |
| Department #5110 | Board of Health | \$ 1,478 |
| Department #5410 | Council on Aging | \$ 1,655 |
| Department #9000 | Water and Sewer Enterprise | \$ 1,872 |
| Department #9010 | Recreation Enterprise | \$ 2,769 |
| | Total Appropriation: | \$27,101 |

BACKGROUND: The purpose of this motion is to transfer the sum of \$27,101 to the previously listed FY20 Municipal Personal Service Budgets listed above, to fund retroactive increases in wages necessary to meet the costs of a collective bargaining agreement between the Town and the SEIU Local 888 Winchester Clerical Workers in FY20; \$22,460 shall be transferred from Free Cash, \$1,872 shall be transferred from the Water and Sewer Retained Earnings and \$2,769 shall be transferred from the Recreation Retained Earnings.

MOTION 9: MOVED AND SECONDED that the Town appropriate the sum of \$98,239 to the various FY21 Municipal Personal Service Budgets listed below, to fund increases in wages for employees of the SEIU Local 888 Winchester Clerical Workers in FY21; \$79,288 shall be raised and appropriated, \$9,987 shall be transferred from the Water and Sewer Retained Earnings and \$8,964 shall be transferred from the Recreation Retained Earnings.

| | | |
|------------------|----------------------------------|------------------------|
| Department #1340 | Assessing Department | \$ 8,928 |
| Department #1350 | Treasurer/Collector's Department | \$ 8,531 |
| Department #1412 | Engineering Department | \$ 3,878 |
| Department #1413 | Building and Zoning Department | \$ 8,020 |
| Department #1610 | Town Clerk's Department | \$ 9,879 |
| Department #2111 | Police Department | \$ 9,294 |
| Department #2211 | Fire Department | \$ 5,324 |
| Department #4111 | Department of Public Works | \$12,419 |
| Department #5110 | Board of Health | \$ 5,197 |
| Department #5410 | Council on Aging | \$ 7,818 |
| Department #9000 | Water and Sewer Enterprise | \$ 9,987 |
| Department #9010 | Recreation Enterprise | <u>\$ 8,964</u> |
| | Total Appropriation: | <u>\$98,239</u> |

BACKGROUND: The purpose of this motion is to appropriate the sum of \$98,239 to fund increases in wages necessary to meet the costs of a collective bargaining agreement between the Town and the SEIU Local 888 Winchester Clerical Workers for FY21; \$79,288 shall be raised and appropriated, \$9,987 shall be transferred from the Water and Sewer Retained Earnings and \$8,964 shall be transferred from the Recreation Retained Earnings.

MOTION 10: MOVED AND SECONDED that the Town of Winchester Personnel Policy Guide be accepted and approved as follows:

XII. WAGE AND SALARY ADMINISTRATION

D. Overtime

2. Exempt Employees

C. #8. Night Shift Differential

Add: Effective January 1, 2021, Public Safety Dispatchers in the Professional/Technical Schedule will be compensated an additional 5.5% of base wage for hours worked between 4:00p.m. and 8:00a.m.

Effective July 1, 2021, Public Safety Dispatchers in the Professional/Technical Schedule will be compensated an additional 6.0% of base wage for hours worked between 4:00p.m. and 8:00a.m.

VIII. BENEFITS

E. Longevity Pay

Effective July 1, 2020 (retroactive)

Longevity

| | |
|----------|-------|
| 5 Years | 1,150 |
| 10 Years | 1,500 |
| 15 Years | 1,800 |
| 20 Years | 2,225 |
| 25 Years | 2,500 |

F. Wellness Incentive Program

2. If an employee on the Professional/Technical Schedule or the Clerical (CS) Schedule elects the incentive by January 1, he/she will receive either a) payment of \$125.00 per day for the sick leave not used during the year or b) payment at retirement for the unused leave at a rate of \$25 per day (over 105 days). The employee’s leave balance will be reduced by the number of days compensated.

Add: Effective January 1, 2021, b) payment at retirement for the unused leave at a rate of **\$50** per day (over 105 days). The employee’s leave balance will be reduced by the number of days compensated.

Effective January 1, 2022, b) payment at retirement for the unused leave at a rate of **\$75** per day (over 105 days). The employee’s leave balance will be reduced by the number of days compensated.

3. If an employee on the Managerial/Supervisory Schedule elects the incentive by January 1, he/she will receive either a) payment of \$125.00 per day for the sick leave not used during the year or b) payment at retirement for the unused leave at a rate of \$25 per day (over 105 days). The employee’s leave balance will be reduced by the number of days compensated.

Add: Effective January 1, 2021, b) payment at retirement for the unused leave at a rate of **\$50** per day (over 105 days). The employee’s leave balance will be reduced by the number of days compensated.

Effective January 1, 2022, b) payment at retirement for the unused leave at a rate of **\$75** per day (over 105 days). The employee’s leave balance will be reduced by the number of days compensated.

BACKGROUND: The purpose of this motion is to approve revisions and updates to the Town of Winchester Personnel Policy Guide.

MOTION 11: MOVED AND SECONDED that the Town appropriate the sum of \$13,291 to various FY21 Municipal Personal Service budgets as listed below, to fund increases in the cost of benefits revised by the proposed Town of Winchester Personnel Policy Guide for Municipal non-union employees; \$4,876 shall be transferred from the FY21 Unallocated Wage Account #0312541, \$7,265 shall be raised and appropriated, \$750 shall be transferred from Water and Sewer Retained Earnings and \$400 shall be transferred from Recreation Retained Earnings.

| | | |
|------------------|----------------------------------|----------|
| Department #1210 | Town Manager’s Department | \$ 650 |
| Department #1330 | Comptroller’s Office | \$ 325 |
| Department #1340 | Assessing Department | \$ 300 |
| Department #1350 | Treasurer/Collector’s Department | \$ 850 |
| Department #1412 | Engineering Department | \$ 475 |
| Department #1413 | Building and Zoning Department | \$ 444 |
| Department #1415 | Conservation Department | \$ 500 |
| Department #1420 | Planning Board | \$ 100 |
| Department #1530 | Information Technology | \$ 125 |
| Department #1610 | Town Clerk’s Department | \$ 400 |
| Department #2100 | Police Department | \$ 1,150 |
| Department #2200 | Fire Department | \$ 300 |
| Department #4100 | Department of Public Works | \$ 4,675 |

| | | |
|------------------|-----------------------------|-----------------|
| Department #5110 | Board of Health | \$ 199 |
| Department #5410 | Council on Aging | \$ 100 |
| Department #6110 | Library | \$ 1,548 |
| Department #9000 | Water and Sewer Enterprise | \$ 750 |
| Department #9010 | Recreation Enterprise | \$ 400 |
| | Total Appropriation: | \$13,291 |

BACKGROUND: The purpose of this motion is to appropriate the sum of \$13,291 to various FY21 Municipal Personal Service budgets as listed above, to fund increases in the cost of benefits revised by the proposed Town of Winchester Personnel Policy Guide for Municipal non-union employees; \$4,876 shall be transferred from the FY21 Unallocated Wage Account #0312541, \$7,265 shall be raised and appropriated, \$750 shall be transferred from Water and Sewer Retained Earnings and \$400 shall be transferred from Recreation Retained Earnings.

Town of Winchester



APPENDIX A

Classification of Positions on
Schedule 3 PT Compensation Plan,
Schedule 4 Management Schedule, and
Schedule 6 Recreation Compensation Schedule FY21
Effective January 1, 2021

SCHEDULE 3

PT Compensation Plan FY21 - JANUARY 1, 2021

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | *11 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| PT-6 | 19.96 | 20.64 | 21.34 | 22.11 | 22.87 | 23.69 | 24.51 | 25.37 | 26.24 | 27.16 | 28.11 |
| PT-7 Civilian Dispatcher | 21.73 | 22.51 | 23.28 | 24.09 | 24.95 | 25.81 | 26.72 | 27.67 | 28.63 | 29.61 | 30.64 |
| PT-8 Finance Committee Secretary Chief Dispatcher Transportation Coordinator COA | 23.70 | 24.57 | 25.38 | 26.24 | 27.19 | 28.18 | 29.10 | 30.12 | 31.17 | 32.27 | 33.40 |
| PT-9 Dog Officer Library Network Administrator Parking Ticket Administrator/Hearings Officer | 25.83 | 26.71 | 27.67 | 28.56 | 29.62 | 30.68 | 31.76 | 32.86 | 34.03 | 35.20 | 36.43 |
| PT-10 Accounts Payable Supervisor ADA Coordinator | 50,272 | 52,031 | 53,847 | 55,730 | 57,685 | 59,702 | 61,796 | 63,959 | 66,196 | 68,514 | 70,911 |
| PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Community Education Coordinator Community Health Program Manager * Executive Coordinator Preschool/After School Director Youth Center Coordinator Building Maintenance Specialist Assistant Town Clerk Human Resources Coordinator | 52,784 | 54,632 | 56,547 | 58,516 | 60,571 | 62,686 | 64,883 | 67,156 | 69,502 | 71,936 | 74,454 |
| PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician Payroll/Benefits Coordinator Water System Distribution Treatment General Foreman | 55,424 | 57,363 | 59,365 | 61,447 | 63,597 | 65,822 | 67,949 | 70,324 | 72,788 | 75,336 | 77,973 |
| PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator * Community Engagement Coordinator | 58,191 | 60,227 | 62,336 | 64,519 | 66,782 | 69,116 | 71,443 | 73,945 | 76,532 | 79,211 | 81,983 |
| PT-14 Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator * Public Health Nurse Building Inspector Procurement Administrator | 61,103 | 63,242 | 65,461 | 67,744 | 70,113 | 72,572 | 75,109 | 77,739 | 80,459 | 83,274 | 86,189 |
| PT-15 Water System Distribution Supervisor Fleet Coordinator Transfer Station Coordinator Senior Project Engineer | 64,160 | 66,402 | 68,726 | 71,127 | 73,622 | 76,196 | 79,754 | 82,545 | 85,436 | 88,424 | 91,519 |

The preceding rates reflect a 1% adjustment over FY21 July rates

SCHEDULE 4

Management Schedule FY21 - JANUARY 1, 2021

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | *16 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------------|
| D Health Inspector Network Administrator Assistant Town Planner | 60,841 | 62,375 | 63,956 | 65,573 | 67,230 | 68,928 | 70,675 | 72,455 | 74,287 | 76,166 | 78,094 | 80,067 | 82,066 | 84,118 | 86,221 | 88,376 |
| E Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Sustainability Director | 66,318 | 67,991 | 69,713 | 71,473 | 73,281 | 75,132 | 77,033 | 78,979 | 80,979 | 83,024 | 85,123 | 87,266 | 89,446 | 91,685 | 93,977 | 96,327 |
| * Nurse Manager | | | | | | | | | | | | | | | | |
| F Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director/C.O.A. Town Planner Special Projects Manager | 72,284 | 74,117 | 75,986 | 77,906 | 79,875 | 81,898 | 83,967 | 86,090 | 88,265 | 90,497 | 92,784 | 95,122 | 97,501 | 99,938 | 102,438 | 104,999 |
| G Treasurer/Collector Library Director Town Engineer Building Commissioner Planning & Community Development Director DPW - Operations Manager Information Technology Director Director of Assessments Town Clerk Facilities Manager Human Resources Director | 78,793 | 80,785 | 82,826 | 84,920 | 87,065 | 89,265 | 91,526 | 93,835 | 96,208 | 98,640 | 101,136 | 103,687 | 106,276 | 108,932 | 111,659 | 114,451 |
| H *Deputy Fire Chief | 85,881 | 88,050 | 90,610 | 92,559 | 94,902 | 97,300 | 99,758 | 102,280 | 104,863 | 107,515 | 110,236 | 113,019 | 115,843 | 118,739 | 121,711 | 124,754 |
| I Assistant Town Manager | 93,612 | 95,981 | 98,404 | 100,891 | 103,440 | 106,057 | 108,737 | 111,490 | 114,511 | 117,194 | 120,160 | 125,425 | 128,560 | 131,777 | 135,069 | 138,445 |
| J Public Works Director Police Chief Fire Chief | 102,038 | 104,616 | 107,264 | 109,976 | 112,752 | 115,605 | 118,524 | 121,521 | 124,591 | 127,747 | 130,970 | 134,275 | 137,630 | 141,071 | 144,599 | 148,214 |

The preceding rates reflect a 1% adjustment over FY21 July rates

SCHEDULE 6

Recreation Compensation Schedule (R Grades) - FY21 - JANUARY 1, 2021

| Compensation Grade/Title | Minimum | II | III | IV | V | Maximum |
|---|---------|-------|-------|-------|-------|---------|
| R-1 Junior Counselor | 9.14 | 9.48 | 9.84 | 10.16 | 10.55 | 10.92 |
| R-2 Assistant Leader Youth Assistant Peer Leader I | 10.39 | 10.72 | 11.23 | 11.62 | 12.00 | 12.43 |
| R-3 Peer Leader II Instructor Counselor Lifeguard | 11.21 | 11.85 | 12.46 | 12.81 | 13.84 | 14.34 |
| R-4 Coordinator Program Director Instructor WSI Head Guard | 11.85 | 12.57 | 13.56 | 14.02 | 14.69 | 15.34 |
| R-5 Seasonal Supervisor Head WSI | 13.01 | 13.76 | 14.40 | 15.02 | 15.83 | 16.54 |
| R-6 Supervisor I | 14.02 | 14.69 | 15.32 | 16.10 | 16.86 | 17.54 |
| R-7 Camp Specialist Tennis Supervisor * Field Marshal | 14.97 | 15.68 | 16.38 | 17.27 | 18.06 | 18.75 |
| R-8 Assistant Camp Director Specialty Camp Director Assistant Beach Director Pre-School/After School Assistant Teacher | 18.53 | 19.11 | 19.67 | 20.24 | 20.89 | 21.73 |
| R-9 Pre-School/After School Lead Teacher Beach Director | 21.50 | 22.14 | 22.82 | 23.50 | 24.19 | 24.94 |
| R-10 Camp Director | 24.09 | 24.81 | 25.54 | 26.24 | 26.94 | 27.69 |
| R-11 Tennis Director | 28.52 | 29.84 | 31.14 | 32.56 | 34.03 | 35.58 |

For R-3 through R-9 positions add: With CPR or First Aid - .43/hour

With CPR and First Aid - .93 /hour

Lateral progression (step levels) will be made upon successful participation of part time

The preceding rates reflect a 1% adjustment over FY21 July rates

Town of Winchester



APPENDIX B

FY21 Non-Union Municipal Compensation Schedules
Effective January 1, 2021

SCHEDULE 2

CS Compensation Schedule FY21 - JANUARY 1, 2021

| Compensation Grade/Title | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | *11 |
|--------------------------|--|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------------|
| CS-4 | Crossing Guard | 30,531 | 31,603 | 32,707 | 33,856 | 35,037 | 36,283 | 37,535 | 38,848 | 40,207 | 41,613 | 43,070 |
| CS-5 | Library Aide | 33,281 | 34,446 | 35,674 | 36,893 | 38,172 | 39,527 | 40,908 | 42,339 | 43,822 | 45,355 | 46,942 |
| CS-6 | Technical Services Assistant II Technical Services Assistant | 36,278 | 37,544 | 38,860 | 40,166 | 41,629 | 43,086 | 44,592 | 46,153 | 47,770 | 49,441 | 51,171 |
| CS-7 | Parking Warden Circulation Clerk | 39,546 | 40,925 | 41,710 | 43,845 | 45,409 | 46,964 | 48,605 | 50,307 | 52,068 | 53,890 | 55,776 |
| CS-8 | Administrative Secretary I Senior Library Clerk, Technical Services | 43,103 | 44,614 | 46,177 | 47,789 | 49,461 | 51,191 | 52,988 | 54,842 | 56,763 | 58,751 | 60,807 |
| CS-9 | Administrative Secretary II | 46,984 | 48,624 | 50,323 | 52,086 | 53,912 | 55,783 | 57,756 | 59,776 | 61,869 | 64,033 | 66,274 |
| CS-10 | Administrative Secretary III | 50,271 | 52,031 | 53,830 | 55,868 | 57,675 | 59,702 | 61,797 | 63,959 | 66,198 | 68,514 | 70,911 |

The preceding rates reflect a 1% adjustment over FY21 July rates

SCHEDULE 3

PT Compensation Plan FY21 - JANUARY 1, 2021

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | *11 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------------|
| PT-6 | 19.96 | 20.64 | 21.34 | 22.11 | 22.87 | 23.69 | 24.51 | 25.37 | 26.24 | 27.16 | 28.11 |
| PT-7 Civilian Dispatcher | 21.73 | 22.51 | 23.28 | 24.09 | 24.95 | 25.81 | 26.72 | 27.67 | 28.63 | 29.61 | 30.64 |
| PT-8 Finance Committee Secretary Chief Dispatcher Transportation Coordinator COA | 23.70 | 24.57 | 25.38 | 26.24 | 27.19 | 28.18 | 29.10 | 30.12 | 31.17 | 32.27 | 33.40 |
| PT-9 Dog Officer Library Network Administrator Parking Ticket Administrator/Hearings Officer | 25.83 | 26.71 | 27.67 | 28.56 | 29.62 | 30.68 | 31.76 | 32.86 | 34.03 | 35.20 | 36.43 |
| PT-10 Accounts Payable Supervisor ADA Coordinator | 50,272 | 52,031 | 53,847 | 55,730 | 57,685 | 59,702 | 61,796 | 63,959 | 66,196 | 68,514 | 70,911 |
| PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Community Education Coordinator Community Health Program Manager * Executive Coordinator Preschool/After School Director Youth Center Coordinator Building Maintenance Specialist Assistant Town Clerk Human Resources Coordinator | 52,784 | 54,632 | 56,547 | 58,516 | 60,571 | 62,686 | 64,883 | 67,156 | 69,502 | 71,936 | 74,454 |
| PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician Payroll/Benefits Coordinator Water System Distribution Treatment General Foreman | 55,424 | 57,363 | 59,365 | 61,447 | 63,597 | 65,822 | 67,949 | 70,324 | 72,788 | 75,336 | 77,973 |
| PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator * Community Engagement Coordinator | 58,191 | 60,227 | 62,336 | 64,519 | 66,782 | 69,116 | 71,443 | 73,945 | 76,532 | 79,211 | 81,983 |
| PT-14 Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator * Public Health Nurse Building Inspector Procurement Administrator | 61,103 | 63,242 | 65,461 | 67,744 | 70,113 | 72,572 | 75,109 | 77,739 | 80,459 | 83,274 | 86,189 |
| PT-15 Water System Distribution Supervisor Fleet Coordinator Transfer Station Coordinator Senior Project Engineer | 64,160 | 66,402 | 68,726 | 71,127 | 73,622 | 76,196 | 79,754 | 82,545 | 85,436 | 88,424 | 91,519 |

The preceding rates reflect a 1% adjustment over FY21 July rates

SCHEDULE 4

Management Schedule FY21 - JANUARY 1, 2021

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | *16 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------------|
| D Health Inspector Network Administrator Assistant Town Planner | 60,841 | 62,375 | 63,956 | 65,573 | 67,230 | 68,928 | 70,675 | 72,455 | 74,287 | 76,166 | 78,094 | 80,067 | 82,066 | 84,118 | 86,221 | 88,376 |
| E Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Sustainability Director | 66,318 | 67,991 | 69,713 | 71,473 | 73,281 | 75,132 | 77,033 | 78,979 | 80,979 | 83,024 | 85,123 | 87,266 | 89,446 | 91,685 | 93,977 | 96,327 |
| * Nurse Manager | | | | | | | | | | | | | | | | |
| F Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director/C.O.A. Town Planner Special Projects Manager | 72,284 | 74,117 | 75,986 | 77,906 | 79,875 | 81,898 | 83,967 | 86,090 | 88,265 | 90,497 | 92,784 | 95,122 | 97,501 | 99,938 | 102,438 | 104,999 |
| G Treasurer/Collector Library Director Town Engineer Building Commissioner Planning & Community Development Director DPW - Operations Manager Information Technology Director Director of Assessments Town Clerk Facilities Manager Human Resources Director | 78,793 | 80,785 | 82,826 | 84,920 | 87,065 | 89,265 | 91,526 | 93,835 | 96,208 | 98,640 | 101,136 | 103,687 | 106,276 | 108,932 | 111,659 | 114,451 |
| H *Deputy Fire Chief | 85,881 | 88,050 | 90,610 | 92,559 | 94,902 | 97,300 | 99,758 | 102,280 | 104,863 | 107,515 | 110,236 | 113,019 | 115,843 | 118,739 | 121,711 | 124,754 |
| I Assistant Town Manager | 93,612 | 95,981 | 98,404 | 100,891 | 103,440 | 106,057 | 108,737 | 111,490 | 114,511 | 117,194 | 120,160 | 125,425 | 128,560 | 131,777 | 135,069 | 138,445 |
| J Public Works Director Police Chief Fire Chief | 102,038 | 104,616 | 107,264 | 109,976 | 112,752 | 115,605 | 118,524 | 121,521 | 124,591 | 127,747 | 130,970 | 134,275 | 137,630 | 141,071 | 144,599 | 148,214 |

The preceding rates reflect a 1% adjustment over FY21 July rates

SCHEDULE 5

Miscellaneous Positions Compensation Schedule FY21 - JANUARY 1, 2021

| Compensation Title | Compensation | | | | | | |
|--|------------------------------|-------------|-------------|-------|-------------|-------|-------------|
| ADA Coordinator | 6,448 /Year | | | | | | |
| Animal Inspector | 5,915 /Year | | | | | | |
| Assistant Library Director | 7,987 | 8,988 | 9,790 /Year | | | | |
| Council on Aging Vehicle Driver | 16.40 | 16.98 | 17.56 | 18.00 | 18.83 /Hour | | |
| Custodian of Retirement Funds | 2,648 /Year | | | | | | |
| Deputy Inspector | 288 /Week | | | | | | |
| Emergency Management Coordinator | 13,056 /Year | | | | | | |
| Fair Housing Director | 29 /Year | | | | | | |
| Hearings Officer | 17.18 /Hour | | | | | | |
| Library Shelver | 13.88 | 14.36 | 14.87 | 15.38 | 15.93 | 16.48 | 17.06 /Hour |
| Non-Classified Clerk | 9.26 /Hour | | | | | | |
| Non-Classified Laborer | 9.26 | 15.61 /Hour | | | | | |
| OPEB Trustee | 5,203 /Year | | | | | | |
| Planning Board Engineer | 22,541 /Year | | | | | | |
| Police Matron | 17.18 /Hour | | | | | | |
| Public Safety Building Custodian | 23.03 | 23.80 | 24.63 /Hour | | | | |
| Radio Mechanic | 3,761 /Year | | | | | | |
| Recording Secretary - School Committee | 11.90 /Hour | | | | | | |
| Records Administrator | 10,385 /Year | | | | | | |
| Registrar of Voters | 2,020 /Year | | | | | | |
| Registrar of Voters (Town Clerk) | 2,135 /Year | | | | | | |
| Risk Management Coordinator | 13,056 /Year | | | | | | |
| School Messenger | 13.22 /Hour | | | | | | |
| School Traffic Officer | 17.45 /Hour | | | | | | |
| Sealer of Weights and Measurers | 8,275 /Year | | | | | | |
| Student Drafter | 345 | 441 | /Week | | | | |
| Tennis Court Maintenance Supervisor | 27.23 | 27.85 | 28.57 | 29.31 | 30.06 | 30.76 | /Hour |
| Tennis Maintenance Assistant | 21.47 | 21.94 | 22.48 | 23.04 | 23.57 | 24.12 | /Hour |
| Traffic Director | 24.60 /Hour | | | | | | |
| Veterans' Agent | 8,307 /Year | | | | | | |
| Veteran's Graves Caretaker | 17.42 /Year | | | | | | |
| Voting Machine Custodian | 26.47 /Hour | | | | | | |
| Worker's Compensation Agent | 10,385 /Year | | | | | | |
| <i>Each Election:</i> | | | | | | | |
| Deputy Warden/Clerk | 202 /Election | | | | | | |
| Inspector | 160 /Election | | | | | | |
| Warden | 242 /Election | | | | | | |
| <i>Town Census:</i> | | | | | | | |
| Registrar of Voters/Supervisor | 1,133 /Year | | | | | | |
| Registrar of Voters/Temporary | 0.44 /Name | | | | | | |
| <i>Town Meeting:</i> | | | | | | | |
| Audio/Visual Operator (faculty) | 85.74 /Session | | | | | | |
| Audio/Visual Operator (student) | 40.32 /Session | | | | | | |
| Checker | 7.93 /Hour (Minimum 2 Hours) | | | | | | |

The preceding rates reflect a 1% adjustment over FY21 July rates

SCHEDULE 6

Recreation Compensation Schedule (R Grades) - FY21 - JANUARY 1, 2021

| Compensation Grade/Title | Minimum | II | III | IV | V | Maximum |
|---|---------|-------|-------|-------|-------|---------|
| R-1 Junior Counselor | 9.14 | 9.48 | 9.84 | 10.16 | 10.55 | 10.92 |
| R-2 Assistant Leader Youth Assistant Peer Leader I | 10.39 | 10.72 | 11.23 | 11.62 | 12.00 | 12.43 |
| R-3 Peer Leader II Instructor Counselor Lifeguard | 11.21 | 11.85 | 12.46 | 12.81 | 13.84 | 14.34 |
| R-4 Coordinator Program Director Instructor WSI Head Guard | 11.85 | 12.57 | 13.56 | 14.02 | 14.69 | 15.34 |
| R-5 Seasonal Supervisor Head WSI | 13.01 | 13.76 | 14.40 | 15.02 | 15.83 | 16.54 |
| R-6 Supervisor I | 14.02 | 14.69 | 15.32 | 16.10 | 16.86 | 17.54 |
| R-7 Camp Specialist Tennis Supervisor | 14.97 | 15.68 | 16.38 | 17.27 | 18.06 | 18.75 |
| * Field Marshal | | | | | | |
| R-8 Assistant Camp Director Specialty Camp Director Assistant Beach Director Pre-School/After School Assistant Teacher | 18.53 | 19.11 | 19.67 | 20.24 | 20.89 | 21.73 |
| R-9 Pre-School/After School Lead Teacher Beach Director | 21.50 | 22.14 | 22.82 | 23.50 | 24.19 | 24.94 |
| R-10 Camp Director | 24.09 | 24.81 | 25.54 | 26.24 | 26.94 | 27.69 |
| R-11 Tennis Director | 28.52 | 29.84 | 31.14 | 32.56 | 34.03 | 35.58 |

For R-3 through R-9 positions add: With CPR or First Aid - .43/hour

With CPR and First Aid - .93 /hour

Lateral progression (step levels) will be made upon successful participation of part time

The preceding rates reflect a 1% adjustment over FY21 July rates

Town of Winchester



APPENDIX C

Added Step on
Schedule 2 (CS-Clerical),
Schedule 3 (Professional Technical), and
Schedule 4 (Management) Compensation Schedules
Effective January 1, 2021

SCHEDULE 2

CS Compensation Schedule FY21 - JANUARY 1, 2021

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | *11 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------------|
| CS-4 Crossing Guard | 30,531 | 31,603 | 32,707 | 33,856 | 35,037 | 36,283 | 37,535 | 38,848 | 40,207 | 41,613 | 43,070 |
| CS-5 Library Aide | 33,281 | 34,446 | 35,674 | 36,893 | 38,172 | 39,527 | 40,908 | 42,339 | 43,822 | 45,355 | 46,942 |
| CS-6 Technical Services Assistant II Technical Services Assistant | 36,278 | 37,544 | 38,860 | 40,166 | 41,629 | 43,086 | 44,592 | 46,153 | 47,770 | 49,441 | 51,171 |
| CS-7 Parking Warden Circulation Clerk | 39,546 | 40,925 | 41,710 | 43,845 | 45,409 | 46,964 | 48,605 | 50,307 | 52,068 | 53,890 | 55,776 |
| CS-8 Administrative Secretary I Senior Library Clerk, Technical Services | 43,103 | 44,614 | 46,177 | 47,789 | 49,461 | 51,191 | 52,988 | 54,842 | 56,763 | 58,751 | 60,807 |
| CS-9 Administrative Secretary II | 46,984 | 48,624 | 50,323 | 52,086 | 53,912 | 55,783 | 57,756 | 59,776 | 61,869 | 64,033 | 66,274 |
| CS-10 Administrative Secretary III | 50,271 | 52,031 | 53,830 | 55,868 | 57,675 | 59,702 | 61,797 | 63,959 | 66,198 | 68,514 | 70,911 |

The preceding rates reflect a 1% adjustment over FY21 July rates

SCHEDULE 3

PT Compensation Plan FY21 - JANUARY 1, 2021

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | *11 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------------|
| PT-6 | 19.96 | 20.64 | 21.34 | 22.11 | 22.87 | 23.69 | 24.51 | 25.37 | 26.24 | 27.16 | 28.11 |
| PT-7 Civilian Dispatcher | 21.73 | 22.51 | 23.28 | 24.09 | 24.95 | 25.81 | 26.72 | 27.67 | 28.63 | 29.61 | 30.64 |
| PT-8 Finance Committee Secretary Chief Dispatcher Transportation Coordinator COA | 23.70 | 24.57 | 25.38 | 26.24 | 27.19 | 28.18 | 29.10 | 30.12 | 31.17 | 32.27 | 33.40 |
| PT-9 Dog Officer Library Network Administrator Parking Ticket Administrator/Hearings Officer | 25.83 | 26.71 | 27.67 | 28.56 | 29.62 | 30.68 | 31.76 | 32.86 | 34.03 | 35.20 | 36.43 |
| PT-10 Accounts Payable Supervisor ADA Coordinator | 50,272 | 52,031 | 53,847 | 55,730 | 57,685 | 59,702 | 61,796 | 63,959 | 66,196 | 68,514 | 70,911 |
| PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Community Education Coordinator Community Health Program Manager * Executive Coordinator Preschool/After School Director Youth Center Coordinator Building Maintenance Specialist Assistant Town Clerk Human Resources Coordinator | 52,784 | 54,632 | 56,547 | 58,516 | 60,571 | 62,686 | 64,883 | 67,156 | 69,502 | 71,936 | 74,454 |
| PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician Payroll/Benefits Coordinator Water System Distribution Treatment General Foreman | 55,424 | 57,363 | 59,365 | 61,447 | 63,597 | 65,822 | 67,949 | 70,324 | 72,788 | 75,336 | 77,973 |
| PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator * Community Engagement Coordinator | 58,191 | 60,227 | 62,336 | 64,519 | 66,782 | 69,116 | 71,443 | 73,945 | 76,532 | 79,211 | 81,983 |
| PT-14 Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator * Public Health Nurse Building Inspector Procurement Administrator | 61,103 | 63,242 | 65,461 | 67,744 | 70,113 | 72,572 | 75,109 | 77,739 | 80,459 | 83,274 | 86,189 |
| PT-15 Water System Distribution Supervisor Fleet Coordinator Transfer Station Coordinator Senior Project Engineer | 64,160 | 66,402 | 68,726 | 71,127 | 73,622 | 76,196 | 79,754 | 82,545 | 85,436 | 88,424 | 91,519 |

The preceding rates reflect a 1% adjustment over FY21 July rates

SCHEDULE 4

Management Schedule FY21 - JANUARY 1, 2021

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | *16 |
|--|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------------|
| D Health Inspector Network Administrator Assistant Town Planner | 60,841 | 62,375 | 63,956 | 65,573 | 67,230 | 68,928 | 70,675 | 72,455 | 74,287 | 76,166 | 78,094 | 80,067 | 82,066 | 84,118 | 86,221 | 88,376 |
| E Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Sustainability Director * Nurse Manager | 66,318 | 67,991 | 69,713 | 71,473 | 73,281 | 75,132 | 77,033 | 78,979 | 80,979 | 83,024 | 85,123 | 87,266 | 89,446 | 91,685 | 93,977 | 96,327 |
| F Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director/C.O.A. Town Planner Special Projects Manager | 72,284 | 74,117 | 75,986 | 77,906 | 79,875 | 81,898 | 83,967 | 86,090 | 88,265 | 90,497 | 92,784 | 95,122 | 97,501 | 99,938 | 102,438 | 104,999 |
| G Treasurer/Collector Library Director Town Engineer Building Commissioner Planning & Community Development Director DPW - Operations Manager Information Technology Director Director of Assessments Town Clerk Facilities Manager Human Resources Director | 78,793 | 80,785 | 82,826 | 84,920 | 87,065 | 89,265 | 91,526 | 93,835 | 96,208 | 98,640 | 101,136 | 103,687 | 106,276 | 108,932 | 111,659 | 114,451 |
| H *Deputy Fire Chief | 85,881 | 88,050 | 90,610 | 92,559 | 94,902 | 97,300 | 99,758 | 102,280 | 104,863 | 107,515 | 110,236 | 113,019 | 115,843 | 118,739 | 121,711 | 124,754 |
| I Assistant Town Manager | 93,612 | 95,981 | 98,404 | 100,891 | 103,440 | 106,057 | 108,737 | 111,490 | 114,511 | 117,194 | 120,160 | 125,425 | 128,560 | 131,777 | 135,069 | 138,445 |
| J Public Works Director Police Chief Fire Chief | 102,038 | 104,616 | 107,264 | 109,976 | 112,752 | 115,605 | 118,524 | 121,521 | 124,591 | 127,747 | 130,970 | 134,275 | 137,630 | 141,071 | 144,599 | 148,214 |

The preceding rates reflect a 1% adjustment over FY21 July rates

Town of Winchester



APPENDIX D

SEIU Local 888 Winchester Clerical Workers
Compensation Schedules
FY20, FY21, & FY22

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY20 - JULY 1, 2019

| Compensation Grade/Title | Minimum | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
|--|---------|--------|--------|--------|--------|--------|--------|--------|--------|-----------|-----------|-----------|
| S-24 Senior Clerk I | 38,415 | 39,761 | 41,151 | 42,592 | 44,084 | 45,628 | 47,225 | 48,878 | 50,780 | 50,779.68 | 50,779.68 | 50,779.68 |
| S-25 Secretary Senior Clerk II | 40,719 | 42,149 | 43,623 | 45,147 | 46,728 | 48,366 | 50,059 | 51,809 | 53,722 | 53,722.38 | 53,722.38 | 53,722.38 |
| S-26 Administrative Secretary I Principal Clerk I | 43,164 | 44,673 | 46,239 | 47,857 | 49,531 | 51,270 | 53,063 | 54,921 | 57,058 | 57,057.78 | 57,057.78 | 57,057.78 |
| S-27 Administrative Secretary II Principal Clerk II | 45,754 | 47,357 | 49,010 | 50,728 | 52,505 | 54,339 | 56,241 | 58,208 | 60,475 | 60,474.78 | 60,474.78 | 60,474.78 |

The preceding rates reflect a 2% adjustment over FY19 January rates.

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY21 - JULY 1, 2020

| Compensation Grade/Title | Minimum | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
|--|---------|--------|--------|--------|--------|--------|--------|--------|--------|-----------|-----------|-----------|
| S-24 Senior Clerk I | 39,184 | 40,556 | 41,974 | 43,444 | 44,966 | 46,540 | 48,169 | 49,856 | 51,795 | 52,831.18 | 53,887.80 | 54,965.56 |
| S-25 Secretary Senior Clerk II | 41,534 | 42,992 | 44,496 | 46,050 | 47,663 | 49,334 | 51,060 | 52,845 | 54,797 | 55,892.76 | 57,010.62 | 58,150.83 |
| S-26 Administrative Secretary I Principal Clerk I | 44,028 | 45,566 | 47,163 | 48,815 | 50,522 | 52,296 | 54,125 | 56,019 | 58,199 | 59,362.91 | 60,550.17 | 61,761.18 |
| S-27 Administrative Secretary II Principal Clerk II | 46,669 | 48,304 | 49,990 | 51,742 | 53,555 | 55,426 | 57,366 | 59,373 | 61,684 | 62,917.96 | 64,176.32 | 65,459.85 |

The preceding rates reflect a 2% adjustment over FY20 July rates.

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY22 - JULY 1, 2021

| Compensation Grade/Title | Minimum | II | III | IV | V | VI | VII | VIII | IX | X | XI | XII |
|--|---------|--------|--------|--------|--------|--------|--------|--------|--------|-----------|-----------|-----------|
| S-24 Senior Clerk I | 40,163 | 41,570 | 43,023 | 44,530 | 46,090 | 47,704 | 49,374 | 51,102 | 53,090 | 54,151.96 | 55,235.00 | 56,339.70 |
| S-25 Secretary Senior Clerk II | 42,572 | 44,067 | 45,608 | 47,201 | 48,854 | 50,567 | 52,336 | 54,166 | 56,167 | 57,290.08 | 58,435.88 | 59,604.60 |
| S-26 Administrative Secretary I Principal Clerk I | 45,128 | 46,706 | 48,342 | 50,035 | 51,785 | 53,603 | 55,478 | 57,420 | 59,654 | 60,846.99 | 62,063.93 | 63,305.21 |
| S-27 Administrative Secretary II Principal Clerk II | 47,836 | 49,511 | 51,240 | 53,036 | 54,893 | 56,812 | 58,800 | 60,857 | 63,226 | 64,490.91 | 65,780.73 | 67,096.34 |

The preceding rates reflect a 2.5% adjustment over FY21 July rates.