

AGREEMENT BETWEEN

TOWN OF IPSWICH

AND

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL

**EMPLOYEES, AFL-CIO, STATE COUNCIL #93-- LOCAL #2905
IPSWICH MUNICIPAL CLERICAL EMPLOYEES**

EFFECTIVE

JULY 1, 2016 THROUGH JUNE 30, 2019

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THIS AGREEMENT entered into by the Town of Ipswich, hereinafter referred to as the Employer, and Local 2905, State Council #93, American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1: RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of negotiating salaries, wages, hours and other conditions of employment for all clerical employees of the Town of Ipswich, excluding elected officials, board and commission members, uniformed fire and police personnel.

The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining, nor make any agreement with any such group or individual for the purpose of undermining the Union or changing any condition contained in this Agreement.

ARTICLE 2: UNION DUES AND INITIATION FEES - AGENCY FEES

Each employee who desires membership in the Union shall tender the initiation fee (if any) and monthly membership dues by signing an appropriate authorization form for the check-off of dues and initiation fees. During the life of this Agreement and in accordance with the terms of the form of authorization of check-off of dues, the Employer agrees to deduct union membership dues weekly, levied in accordance with the constitution of the Union, from the pay of each employee who executes or has executed such form and to remit the aggregate monthly amount to the Treasurer of the Union along with a list of employees who have had said dues deducted. Such remittance shall be made by the tenth (10th) day of the succeeding collection month.

Pursuant to General Laws, Chapter 150E, Section 12, bargaining unit employees who do not desire membership in the Union shall, as a condition of employment, pay a service fee to the Union proportionately commensurate with the cost of collective bargaining and contract administration, on or after the thirtieth (30th) day after start of employment or on or after the thirtieth (30th) day after the effective date of this Agreement, whichever is later. In accordance with the terms of the form of authorization of check off of service fees, the Employer agrees to deduct agency fees weekly.

Employees not using payroll check-off for payment of agency fees shall make payment in some other manner. The refusal by an employee to pay agency fees, either by payroll check-off or some other method agreeable to the Union, shall result in disciplinary action.

In the event a claim arises in a court of competent jurisdiction over the issue of the Employer's enforcement of collection of agency fees provided for in this Article, the Union agrees to defend the Town in any such suit, indemnify it in the event the Town suffers any loss arising out of such lawsuit and further, as applicable, the Union agrees to enforce the provisions of this Article in a Court of competent jurisdiction in the Commonwealth of Massachusetts.

For employees who have executed proper forms of authorization for payroll check deductions (said forms being set forth in Appendix B of this Agreement), the Employer agrees to remit the monthly aggregate to the Treasurer of the Union along with a list of employees who have had said fees deducted. Such remittance shall be made by the tenth (10th) day of the succeeding collection month.

ARTICLE 3: MANAGEMENT RIGHTS

Except as otherwise expressly and specifically provided in this Agreement, the Union recognizes and agrees that the supervision, management and control of the Town's business, operations, working force and facilities are exclusively vested in the management of the Town.

Without limiting the generality of the foregoing, among those management rights vested exclusively in the Town are the following: the right to plan, direct and control the Town's business, operations and working force; the right to promulgate and enforce all reasonable rules relating to operations, safety and working conditions; the right to hire, promote, assign, transfer and lay off employees; the right lawfully and for just and proper cause to demote, discipline, suspend or discharge employees; and the right to determine the hours, schedules and assignments of work, the work tasks and standards of employee performance.

Nothing contained in this Agreement shall be construed in any way as granting or waiving rights or responsibilities of the Town that may not be granted or waived by the Town under the statutes of the Commonwealth of Massachusetts, by the Charter of the Town of Ipswich, or by any applicable Town By-Law.

The foregoing shall not be taken, however, as a limitation upon the rights of the Union to represent the employees covered hereby in the procedures provided in this Agreement.

ARTICLE 4: DISCRIMINATION AND COERCION

4.1. There shall be no discrimination by superintendents or other agents of the Employer against any employee because of his/her activity or membership in the Union. The Employer further agrees that there will be no discrimination against any member for his/her adherence to any provisions of this Agreement or his/her refusal to comply with any order that would violate this Agreement.

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

4.3. The parties to this Agreement agree that they shall not discriminate against any person because of race, creed, color, sex, sexual preference, handicap or age and that such persons shall receive the full protection of this Agreement.

4.4. All provisions of this Agreement shall conform to the Americans with Disabilities Act. Pursuant to proposed EEOC regulations, Section 1630.2(n) (3), "the terms of the collective bargaining agreement" shall be relevant to determining the essential functions of a job position. In addition, pursuant to EEOC regulations, Section 1630.15(d), the terms of the collective bargaining agreement may be relevant to determining whether a reasonable accommodation would pose an undue hardship on the operation of the Town. The parties agree to address the issues raised by the Americans with Disabilities Act on an as-needed basis and as the EEOC and/or the MCAD issue appropriate regulations regarding handicap discrimination. The Town also agrees to bargain with the Union over the impact of the job descriptions which are to be prepared in accordance with the ADA.

ARTICLE 5: GRIEVANCE AND ARBITRATION PROCEDURE

5.1. Any grievance or dispute that may arise between the parties, with respect to the application, meaning or interpretation of this Agreement, shall be settled in the following manner:

Step 1. The Union steward or representative, with or without the aggrieved employee, shall take up the grievance or dispute with the employee's immediate supervisor outside the bargaining unit within three (3) management working days after he knew or had reason to know of the factual basis for the grievance. The supervisor, after receipt of the grievance, shall attempt to adjust the matter and shall respond in writing to the steward or representative of the Union within three (3) management working days.

Step 2. If the grievance has not been settled, it shall be presented in writing to the Department head within three (3) management working days after the supervisor's response is due. The department head shall hear the grievance within three (3) management working days of receipt of the grievance and shall respond to the steward in writing within three (3) management working days after the close of hearing. (This step is applicable to the Light Department; omit when not applicable.)

Step 3. If the grievance still remains unadjusted, it should be presented to the Town Manager in writing within three (3) management working days after the response of the department head is due. The Town Manager shall hear the grievance and respond in writing within seven (7) management working days.

Step 4. If the grievance is still unsettled, either party may, within fifteen (15) management working days after the reply of the Town Manager is due, by written notice to the other, request arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer and the Union within seven (7) working days after notice has been given. If the parties fail to select an arbitrator, the grievance shall be submitted to the American Arbitration Association and the arbitration shall be conducted under the rules of the American Arbitration Association.

5.2. The decision of the arbitrator shall be final and binding upon the parties and the arbitrator shall issue his/her decision in writing within thirty (30) calendar days after the conclusion of testimony and argument and briefs, if any.

5.3. The expenses for the arbitrator's service and the proceedings shall be borne equally by the Employer and the Union. However, each party shall be responsible for compensating its own representatives and witnesses.

5.4. In the case of a grievance, the function of the arbitrator is to determine the interpretation and application of specific provisions of this Agreement. There shall be no right in arbitration of a grievance to obtain, and no arbitrator shall have any authority or power to award or determine any change in, modification or alteration of, addition to, or deduction from, any of the provisions of this Agreement.

5.5. The time limits provided for herein are mandatory. Any waiver or extension thereof shall not be binding unless such waiver or extension is in writing, signed by an authorized representative of the party who is granting such waiver or extension and is to be bound thereby. Any grievance not referred to the next step of the grievance and arbitration procedure within the time limits provided for herein shall be deemed an abandonment of the grievance. If an answer is not given within said time limits, the grievance may be referred to the next step. The Employer will make every reasonable effort to answer and attempt to resolve grievances at each step in the grievance and arbitration procedure. In computing management working day time limits, Saturdays, Sundays, and holidays shall not be counted.

5.6. In the event an employee receives an order on which he has no reasonable basis for belief the execution of which would lead to personal injury or would violate any federal or state law, but on which he does have a basis for belief the execution of which would violate the provisions of this Agreement, the employee shall execute the order and may then choose to initiate the grievance provisions set forth herein.

ARTICLE 6: SENIORITY

6.1. The continuous length of service of the employee in the bargaining unit shall determine the seniority of the employee. The parties agree that any disability retirees that are returning to service pursuant to c. 32, Sec. 8 shall not receive service credit for those years they were out on disability retirement for purposes of calculating seniority under the contract.

6.2. The principle of seniority shall be a factor in all cases of promotion or transfer within the bargaining unit.

S6.3. Layoffs and Recall:

- a. If a reduction in the work force or the elimination of job(s) is necessary, probationary employee(s) in the affected job classification shall be laid off first.
- b. The employee(s) with the least bargaining unit seniority in the classification which is to have a layoff shall be displaced next.
- c. The affected employee shall first move into any bargaining unit vacancy of equal or lower classification that is intended to be refilled. If there are no such vacancies, that employee, seniority permitting, may bump the employee within the department affected who has the least seniority in any equal or lower classification.
- d. The employee, not having seniority or qualifications to bump into the department, may bump, seniority permitting, the least senior employee in any equal or lower classification in the bargaining unit.
- e. Employees who are not qualified or who are unable to exercise their seniority shall be laid off.
- f. In all instances listed hereinabove the affected employee(s) must possess the skill and ability to perform the job requirements of the position to which he/she/they would bump.
- g. An employee moving or bumping into another job will be paid the rate of that job.

6.4. Seniority shall govern and control in preference in assignment to shift work, and choice of vacation period. An employee who exercises his/her seniority rights in changing his/her choice of vacation period may make such declaration only once if it will result in the bumping of the scheduled vacation of a junior employee in the department and then only if so declared on or before April 1st of any given year.

ARTICLE 7: JOB POSTING AND BIDDING

7.1. When a position covered by this Agreement becomes vacant, and the Town decides to fill the vacancy, such vacancy shall be posted in a conspicuous place listing the pay; and in the event a shift schedule change is anticipated at a future date, it will be so noted in the posting. Job specifications shall be made available on application. This "Notice of Vacancy" shall remain posted for at least seven (7) days. Employees interested shall apply, in writing, within the posted period. As soon as possible, but not later than twenty-one (21) day after the expiration of the posting period, the Employer shall take action to fill the position giving the senior employee-applicant first consideration.

7.2. The senior employee-applicant of the Town shall be given preference for selection, provided his/her qualifications equal or exceed those of other candidates. Any employee applying shall be granted an interview for the position for which he/she has applied.

7.3. All original and promotional appointments to bargaining unit positions shall be probationary in nature during the first six (6) months of the employee's service with the Town in said position. This probationary period is established for the effective adjustment of the new employee or the employee to his/her new classified position. Also, it shall be utilized to study the employee's work. If the employee's work does not meet required standards, the Town may dismiss any employee on original probationary employment, at any time, during said probationary period. If the circumstances of a probationary period are such that the employer is unable to make a decision on a permanent appointment of an individual, the employer may request an extension of the probationary period for up to an additional six months duration, and the union shall not unreasonably deny such request; an employee in such an extended probationary period shall be paid the next higher step in the pay scale for the designated labor grade of said employee.

If the employee is on a probationary period in a promotional, demotional or lateral status, the Town may return said employee to his/her original classification for failure to perform work to the required standard.

If the employee finds the work standards, requirements or conditions of his/her new promotion (while still in a provisional probationary status) to be unacceptable, the employee may request and shall be granted the opportunity to return to his/her prior position, provided said position still is funded and is to be filled, otherwise to exercise "bumping" rights under Article 6, Section 3, of this Agreement. If an employee, at his/her own request, returns to his/her original position or exercises "bumping" rights as provided within this paragraph, whether the new position had been of a promotional, demotional or lateral status, said employee shall be barred from bidding on any position for one year from the date he/she returned to work at his/her original position (or his/her "bumped" position, as applicable). The provisions of this one-year restriction may be waived by mutual agreement of the Union, acting through its President, and the Employer.

At the end of the original probationary period, an employee either shall be given a permanent appointment or his/her services shall be deemed to have been terminated.

ARTICLE 8: HOURS OF WORK

8.1. The normal hours of work each day are as set forth below, with an interruption for a meal period.

Monday*	8:00 AM – 7:00 PM
Tuesday-Thursday	8:00 AM – 4:00 PM
Friday	8:00 AM - Noon

*If a holiday falls on a Monday, Monday's schedule is fulfilled on Tuesday; if a holiday occurs on Friday, Friday's schedule is fulfilled on Thursday.

8.2. The normal work day shall be as outlined in Section 1. Each employee shall be scheduled to work a shift having a regular starting and a regular quitting time. Except for emergency situations, work schedules shall not be changed unless the changes are discussed with and agreed to by the Union; such work schedules shall not be changed so as to avoid overtime.

The foregoing provisions of Sections 1 and 3 of this Article are subject to the following qualifications:

- a. They cover only those positions filled as of March 12, 1996;
- b. Schedule changes may be anticipated for recently hired employees and employees to be hired subsequent to March 12, 1996;
- c. Employees may work flexible work schedules upon mutual consent of the employee and employer.

8.3. Any employee whose normal schedule is less than the prescribed hours above shall maintain such schedule.

8.4. In the event an employee reports to his/her place of work at his/her regularly scheduled time and is sent home for lack of work, he/she shall be paid for the normally scheduled number of hours for his/her shift at the rate to which he/she would be entitled for his/her shift.

ARTICLE 9: MEAL PERIODS

9.1. All clerical employees shall be granted a meal period of one (1) hour's duration during each seven (7) hour work shift. Whenever possible the meal period shall be scheduled at the middle of the shift.

9.2. Each employee shall be furnished a meal allowance every four (4) hours beyond his/her regular shift while he continues to work, not to exceed ten dollars (\$10.00) per meal allowance.

ARTICLE 10: OVERTIME

10.1. Employees covered by this Agreement shall be paid overtime at the rate of one and one-half (1 1/2) times his/her regular rate of pay for hours worked in excess of the regularly scheduled hours as outlined in Article 8, Section 1. All hours worked on Sunday shall be paid at the rate of one and one-half (1 1/2) times the regular rate of pay.

For all classified employees (covered by this Agreement) whose normal tour of duty is no less than thirty-five (35) hours per week and no more than forty (40) hours per week, the payment of overtime premium at one and one-half (1 1/2) times the regular rate of pay will be paid for all hours worked in excess of that employee's normal hours of work in any given week.

10.2. Any employee called back to work on the same day after having completed his/her assigned work and having left his/her place of employment and before his/her next regular scheduled starting time shall be paid at the rate of time and one-half (1 1/2) for all hours worked on recall. He/she shall be guaranteed a minimum of three (3) hours' pay at time and one-half (1 1/2), if recall is before 10:00 p.m.; and four (4) hours' pay at time and one-half (1 1/2), if recall is after 10:00 p.m.

10.3. Compensatory time at the rate of time and one-half may be taken in lieu of overtime compensation, provided that the employee and the employer mutually agree in advance. Compensatory time may not accumulate greater than two hundred forty (240) hours, (one hundred sixty (160) hours of earned overtime).

10.4. Overtime shall be distributed equally and impartially among personnel in each area who ordinarily perform such related work in the normal course of their work week. An employee who is asked to work on an overtime basis and refuses shall be credited with having had his/her turn. In case of extreme emergencies when it is necessary to call in personnel from areas other than the area that normally performs such related work, to

aid and assist, the personnel from said other area(s) shall be released from their duties first when the work load lessens.

10.5. The Employer shall keep records in each division time book of the overtime work. In case of a grievance involving such records, such records shall be subject to examination by the Union representative or the shop steward with the foreman of the division involved.

10.6. Overtime is voluntary under normal conditions. There will be no discrimination against any employee who declines to work overtime under normal conditions. However, it must be recognized that the Town employee owes his/her first work allegiance to the Town and is expected to respond if called in under emergency conditions.

10.7. Planned overtime shall have a guaranteed four (4) hour minimum at one and one-half (1 1/2) times regular rate of pay. The department head may cancel planned overtime up until 5:00 p.m. of the day previous to the day of planned overtime. If work is not canceled and employees report to work and weather conditions or other conditions make it necessary to cancel the overtime, the employee shall be paid two (2) hours' pay at one and one-half (1 1/2) times his/her regular rate of pay. The department head shall have the option of holding the employees for two (2) hours to see if the conditions that warrant canceling planned overtime will clear.

10.8. Notwithstanding any apparent inconsistency between language in Article 10 and Article 13, there shall be neither duplication nor pyramiding of overtime premium payments.

ARTICLE 11: REST PERIODS

All employees' work schedules shall provide for a ten (10) minute rest period during the morning, 8:00 a.m. to 12:00 noon shift only. The rest period shall be scheduled at the middle of this time period whenever this is feasible.

Employees who are to work beyond their regular quitting time into the next shift, in the event of an emergency, shall be given a meal break, if possible. In addition, employees shall be granted the regular rest periods that occur during the shift.

ARTICLE 12: CLEAN-UP TIME

Employees shall be granted a ten (10) minute personal clean-up for each work shift. Work schedules shall be arranged so employees may take advantage of this provision; the Employer shall make the required facilities available.

ARTICLE 13: HOLIDAYS

13.1. The following days shall be considered to be paid holidays:

New Year's Day	Columbus Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Patriot's Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	Day After Christmas
Labor Day	

The holidays aforementioned, as applicable, shall be designated by the Town Manager in accordance with the provisions of Chapter 4, Section 7, of the General Laws of the Commonwealth of Massachusetts, as amended.

13.2. Should any holiday fall on an employee's normal day off, the nearest scheduled working day shall be considered to be the holiday.

13.3. Holiday pay shall be seven (7) hours' pay at the straight time rate.

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

13.5. An employee who is required to work on a holiday as part of his/her regular schedule shall receive in addition to the regular holiday pay an amount equal to one and one-half (1 1/2) times his/her regular rate of pay for his/her normal shift hours.

An employee who is required to work on a holiday and who works in excess of a normal seven (7) or eight (8) hour shift (as applicable to the employee) shall receive two (2) times his/her regular rate of pay for those hours worked in excess of eight (8) hours [seven (7) hours, as applicable to the employee], and in no case shall this amount be less than three (3) hours at double time.

An employee who is required to work on a holiday which is not on his/her regular schedule shall receive, in addition to the regular holiday pay he/she would normally receive, an amount equal to two (2) times his/her regular rate of pay for those hours he/she is required to work, and in no case shall this amount be less than three (3) hours at double time.

13.6. Holiday benefits shall not be earned if the holiday occurs during a terminal vacation period as set forth in Article 14, Sections 5 and/or 6.

ARTICLE 14: VACATIONS

14.1. For the purposes of this Article, full-time employee shall mean any employee regularly scheduled thirty-five (35) hours per week. Full-time employees shall earn vacation as outlined below. Employees who are regularly scheduled less than thirty-five (35) hours but more than twenty (20) hours per week shall earn vacation as outlined below but pro-rated based on hours actually scheduled per week. A vacation day shall be a calendar day during which the employee otherwise normally would be scheduled to work a shift.

14.2. Annual Vacation Amounts:

Years of Permanent Service	Number of Vacation Days*
Completion of 1 year	Ten (10) paid vacation days
Completion of five (5) years	Fifteen (15) paid vacation days
Completion of ten (10) years	Twenty (20) paid vacation days
Completion of fifteen (15) years	Twenty-five (25) paid vacation days

*The number of paid vacation days assuming a normal five (5) day work week at 35 hours per week.

The parties agree that any disability retirees who are returning to service pursuant to c. 32, Sec. 8 shall not receive service credit for those years they were out on disability retirement for purposes of calculating the contractual vacation benefit.

14.3. During the first year of employment employees do not accrue vacation leave but are awarded vacation leave on their first anniversary. After completion of the first year of service, a year's service shall be calculated from the first day of the anniversary month of the employee's date of hire to a full-time position. After the completion of the first year of service, vacation leave shall accrue monthly awarded on the first day of the month, but not available for use until the anniversary date.

14.4. The vacation period shall be at the discretion of the department head.

14.5. A maximum of two (2) weeks' vacation leave shall be allowed to be carried forward. In no case shall more than two (2) weeks' vacation plus the amount allowed under section 14.1 be accumulated. For example an employee who earns four (4) weeks' vacation on their anniversary date could carry an additional two (2) weeks' vacation for a total of six (6) weeks.

14.6. Upon termination of employment an employee shall receive a payment (pro-rated) of vacation leave earned.

14.7. If termination is caused by death, vacation leave payment shall be made to the designated beneficiary of the employee.

15.8. Vacations shall not be taken in units of less than one-half (1/2) day.

ARTICLE 15: SICK LEAVE

15. 1. The Town will grant medical leave to any employee who absents himself/herself from the job because of the following:

- (a) Medical appointments for the amount of time needed to travel to and from the appointment itself and for the duration of the appointment.
- (b) Illness or physical incapacity, exclusive of disabilities covered by Injury Leave
- (c) Enforced quarantine of the employee in accordance with community health regulations

- (d) Medical leave shall not be available where the incapacity is a result of drug or alcohol abuse, deliberately self-inflicted wounds, or is a disability for which another Employer is liable under State Workers' Compensation Law, except as provided for in (e)
- (e) To attend a bona fide alcoholic or drug rehabilitation or a mental or physical therapy programs or under the guidance of a practitioner.
- (f) To attend to the medical needs of a spouse, dependent, parent or member of the household.

15.2. To be eligible for this medical leave, the employee must notify his/her department that he/she will not report for work within the first half hour of his/her work shift or, in the case of a continuous operation, prior to the beginning of his/her shift. All notice should be given as soon as possible to allow the department involved time to make necessary adjustments.

15.3.

- (a) Medical leave is not an entitlement but is to be used in conformance with agreed upon guidelines. The Town and the Union agree that the abuse of medical leave may result in disciplinary action.
- (b) The Department Director or the Town Manager may, at either's discretion, require documentation of reported sickness which included use of medical leave of three (3) or more consecutive days. Medical leave taken before or after a holiday may require a doctor's certificate.
- (c) In the event an employee uses in excess of seventy (70) hours' medical leave in any twelve-month period, the Department Director or the Town Manager may, at either's discretion, require documentation of subsequent reported sickness which included use of medical leave of less than three (3) consecutive days.

15.4. For the purposes of medical leave the term full-time shall mean any employee regularly scheduled thirty-five (35) hours per week. Full-time employees shall accumulate medical leave at the rate of one and quarter (1 ¼) days per month commencing at the completion of the first full month of employment. Employees who are regularly scheduled less than thirty-five (35) but more than twenty (20) hours per week shall earn medical leave pro-rated based on hours actually scheduled per week. Medical leave may accumulate to a maximum of one hundred seventy-seven (177) days.

15.5. An employee injured off the job shall be considered for light duty upon joint agreement between the Town and the employee on the same basis as an employee injured in the line of duty.

15.6. Medical Leave Buy-Back: On resignation, retirement or death, within the purview of Chapter 32 of the General Laws of the Commonwealth of Massachusetts, with 15 years or more of service in Ipswich, an employee will be paid fifty dollars (\$50) for each medical day he/she has to his/her credit, up to a maximum of 100 days. Payment shall be made after a reasonable time for purpose of appropriation. Employees are required to provide six (6) months advance written notice of their intent to retire, unless extenuating circumstance exists where written notice cannot be provided.

ARTICLE 16: WORKERS' COMPENSATION; LIGHT DUTY

16.1. An employee who sustains a work-related injury shall notify, in writing, including a complete report of the injury or illness including a description of the injury or illness and shall identify all persons who were involved and/or witnessed the occurrence, his/her supervisor of the injury or illness no later than the end of the shift the injury or illness occurred. If an employee is unable to notify in writing prior to the end of the shift due to injury

or illness, the employee shall notify verbally their direct supervisor and complete the written report as soon as feasible. Failure to report an injury or illness, written or verbally, during or at the end of the shift in which it occurred, may be considered evidence that later reported injury actually took place off duty.

16.2. An employee who sustains a work-related injury shall be required to obtain an initial diagnosis in connection therewith from a provider of medical treatment designated by the Town Manager, except in an emergency. In such event, the employee must obtain a diagnosis at such provider as soon as possible.

16.3. An employee who sustains a work-related injury shall be required to cooperate fully with the provider of medical treatment and to comply with any treatment plan or therapy prescribed by such provider. Further, such employee shall be required to refrain from any activities that might jeopardize or slow his/her recovery. If an employee is working at another job while on workers' compensation, he/she must notify the Town Manager in writing.

16.4. Whenever an employee is incapacitated for duty because of injury sustained in the performance of his/her duty without fault of his/her own, the employee shall be granted Worker's Compensation in accordance with the provisions of Chapter 152 of the General Laws and upon request may receive accrued sick leave, the combination of which shall not exceed said employee's basic weekly pay. No such leave shall be granted for any period after such employee has been retired or pensioned in accordance with law.

16.5. In the case of an employee who becomes totally incapacitated because of an injury arising out of and in the course of his/her employment, pursuant to the provisions of Massachusetts General Laws Chapter 152, Section 69, the Town may:

- a. pay to the injured employee his/her wages in full until any overtime or vacation which said employee has to his/her credit have been used; and
- b. pay wages in part until any sick leave allowance which the employee has to his/her credit has been used; but in no event shall the sum of said employee's partial sick leave wage payments, when added to his/her weekly benefits received under workmen's compensation, exceed said employee's normal weekly straight-time wages.
- c. In the event an employee, during the period of a disability covered by workmen's compensation, elects not to draw wages against vacation leave credits or sick leave credits or who has exhausted same, may request in advance in the amount of two-thirds (2/3) his/her normal straight-time weekly wages (but no more than one hundred fifty dollars (\$150.00 per week) subject to the following conditions:
 - (1) No more than four successive weekly disability payment advances will be approved by the Employer on any disability case; and
 - (2) The employee shall give advance written assurance he will reimburse the Employer promptly when he receives workmen's compensation checks for the period(s) covered by the disability payment advance(s).

16.6. An employee shall be entitled to examination and treatment by a physician of his/her own choice. A doctor designated by the Town may examine the employee as to the employee's fitness to resume full duty or light duty as described herein. The employee's doctor shall be afforded full opportunity to consult with the Town's doctor as to the employee's fitness to resume full duty or light duty as prescribed herein.

Town of Ipswich and Local #2905 AFSCME Collective Bargaining Agreement (Clerical Employees)
July 01, 2016 -- June 30, 2019

If the employee's doctor and the Town's doctor disagree as to such "fitness", they shall thereupon jointly designate a physician who is an occupational specialist and who is agreeable to both who, at the Town's expense, shall examine the employee and render a written medical opinion as to the employee's fitness to resume full duty or light duty as described herein, copies of which shall be transmitted by him to both the Town's doctor and the employee's doctor. In the event of their inability to agree upon a third physician, a physician shall be jointly selected by them from a list or panel of physicians established or suggested by the Commissioner of Public Health for the Commonwealth of Massachusetts, in cooperation with the parties hereto, upon which event such physician, at the Town's expense, shall so examine the employee and render his/her opinion as aforesaid. Pending receipt of such opinion, the Town shall not require the employee to return to duty and shall continue to compensate him/her on paid injured leave in accordance with the provision of the first paragraph herein. If the third physician shall determine that the employee is not fit to resume full duty or light duty as described herein, the employee shall remain on Worker's Compensation injured leave status. If the third physician shall determine that the employee is fit to resume full duty or light duty as described herein, the employee shall be so advised, and shall return to work, failing which he/she shall be entitled to a leave of absence or paid sick leave, but shall no longer receive Worker's Compensation insurance payments.

"Light duty" under this Article shall be performed on the day shift only, Mondays through Fridays. An employee on light duty shall be ineligible for overtime except in extreme emergency conditions. Light duty can commence at a time mutually agreed to by the employee and the Town, based upon the written opinion of the employee's doctor or that of the third (neutral) doctor, as applicable, and shall be reviewed every thirty (30) days until the employee is able to return to full duty. The employer has the right to withdraw light duty if circumstance change.

Light duty shall entail no heavy lifting and shall be tailored to the employee's condition; i.e., no standing for an extended duration or no sitting for an extended duration, as the applicable doctor deems appropriate. Light duty may entail department clerical work, maintenance of departmental equipment, inventory control, and the operation of office equipment including typewriters and computer terminals.

16.7. Any other provision of this Agreement to the contrary notwithstanding, an employee on workers' compensation leave shall not receive holiday pay which otherwise would become due during, or is attributable to, any period of absence due to a work-related injury. An employee on a workers' compensation leave shall not be eligible for promotion during the period of the leave, but shall be considered for a promotion to be effective upon his/her return to duty provided said return is reasonably expected to be, and is within thirty (30) working days. Moreover, such leave shall not be considered for purposes of denying the employee a promotion once the employee returns to work.

16.8. Employment rights for employee on Workers' Compensation shall be in accordance with G.L. C. 152, s. 75A.

16.9. Employment rights for employees who receive lump sum payments shall be in accordance with G.L. C. 152, s. 48.

16.10. An employee on worker's compensation leave status shall continue to accrue seniority and he/she shall receive full pay, including longevity pay and other benefits of this Agreement. Provided, however, that after twelve (12) month on Worker's Compensation leave the employee will no longer accrue or be eligible for any

additional vacation, sick or other paid leave. On return to work, or retirement under the state retirement law, the employee shall be entitled to the vacation and other accrued benefits he/she had at the time the accruals ceased.

ARTICLE 17: JURY PAY

The Employer agrees to make up the difference between an employee's normal straight time daily wages and the compensation the employee receives for each day of jury duty which falls on a regularly scheduled work day.

ARTICLE 18: BEREAVEMENT LEAVE

18.1. In the event of death of an employee's mother, father, spouse or child (including step and foster), he/she shall be granted leave with pay in the amount of ten (10) working days and such leave shall not be charged to sick leave or vacation leave.

18.2. In the event of death of an employee's grandparent (including in-law), brother, brother-in-law, sister, sister-in-law,, father-in-law or mother-in-law, or a relative living in the employee's household, he/she shall be granted leave with pay in the amount of three (3) working days; and such leave shall not be charged to sick leave or vacation leave.

18.3. If, under extraordinary circumstances, an employee requests additional funeral leave, the Town Manager may, in his/her discretion, if the employee's personal days have been exhausted, grant additional days of funeral leave.

18.4. In the event that a death does not qualify for Bereavement Leave pursuant to Sections 1 and 2 above, the Town Manager may, at his/her discretion, grant an employee leave with pay in an amount not to exceed five (5) working days and such leave shall not be charged to sick or vacation leave.

18.5. Employees may choose to use allotted bereavement leave in split increments should services/arrangements be spread out over a longer period of time or there is a need for travel. Employees must notify their supervisor of the arrangements at the time of death.

ARTICLE 19: PERSONAL LEAVE

19.1. An employee shall be granted time off for which he/she will be paid at his/her normal rate to conduct personal business. Personal leave shall be available to employees upon the successful completion of the probationary period as outlined in Article Seven. Such personal leave shall not exceed three (3) working days in the time period from an employee's anniversary date of hire to permanent service to the next succeeding anniversary date of said hire. Personal days shall be granted for fractions of a day of one (1) hour or more.

19.2. Personal Days may not be carried forward but must be used before the anniversary date of the year in which they are earned.

19.3. Personal leave may be used to attend legal, religious, ceremonial or other personal matters which cannot be scheduled other than during normal working hours. The granting of personal leave shall be at the discretion of the Department Head. Except in the case of emergency, a request for personal leave requires seventy-two (72) hours' advance notice to the Department Head.

ARTICLE 20: INTERRUPTION OF WORK

20. 1. During the term of this Agreement there shall be neither strikes, slowdowns, refusals to work, nor any other interference with production of Town services or administration on the part of the Union.

20. 2. The Employer may discipline or discharge an employee who is found to be guilty of violating this provision at a hearing conducted for this purpose.

20. 3. The Town shall conduct no lockouts of employees.

ARTICLE 21: SAFETY COMMITTEE; SAFETY CODE

A safety committee composed of two (2) representatives of the Union and two (2) supervisory personnel shall be appointed. Said committee shall serve with the Town's safety agent, who shall be chairman, and said committee may meet on a monthly basis. It may draw up a safety code that both parties to this Agreement agree to enforce.

ARTICLE 22: UNION REPRESENTATIVES

22. 1. A written list of union stewards and other representatives shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer of any changes.

22. 2. The above-designated stewards and other representatives shall be granted reasonable time off during working hours, at periods and times which will not interfere with the emergency operations of their respective Departments, and with notification to their respective immediate supervisor, to investigate and settle grievances, post union notices, or to conduct other authorized activities as set forth in this Agreement.

22. 3. It is agreed that two duly elected Union delegates may attend the State Convention (AFSCME) for one (1) day or one such delegate may attend for two (2) days. It is understood that an emergency condition may require the services of a delegate. In this case a substitute may be named.

22. 4. The Employer agrees to permit representatives of the American Federation of State, County and Municipal Employees, AFL-CIO and/or Council #93 and/or Local 2905 to enter the premises at any reasonable time for individual discussion of working conditions with employees, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to the employees.

ARTICLE 23: WAGES AND DIFFERENTIAL

23.1. The employer's Schedule of Classification and Payroll Rates for employees covered by this Agreement shall become Appendix "A" to this agreement.

The parties agree that any disability retirees who are returning to service pursuant to Ch. 32, Sec. 8, shall not receive service credit for those years they were out on disability retirement for purposes of calculating the longevity stipend. Placement on the seniority scale for returning disability retirees will depend on the number of years absent on disability retirement. Step placement for such individuals shall be as follows:

- Return to work after 5 years or more - Step A;
- Return to work after 4 years - Step B;
- Return to work after 3 years - Step C;
- Return to work after 2 or fewer years - Step D; provided, however, that such individuals were at the highest step when they retired. If such individuals were at a step lower than Step D, then they shall be returned to that step.

23.2. Longevity: In addition to the base salary employees receive on an annual basis, additional amounts of compensation shall be paid in recognition of length of service to the Town of Ipswich. For the purpose of computation, an employee's service shall be measured from his/her civil service date of appointment as a permanent full-time bargaining employee. Payments shall be made annually in July. To qualify for this additional stipend for any fiscal year, an employee shall have achieved his/her requisite duration of service by July 01 of that year. Subject to the foregoing provisions of this sub-section, payments shall be made in accordance with the following schedule:

Effective July 01, 2011	
<i>Number of years' of full-time service</i>	<i>Longevity Stipend</i>
Completion of five (5) years	\$400.00/year
Completion of ten (10) years	\$600.00/year
Completion of fifteen (15) years	\$1000.00/year
Completion of twenty (20) years	\$1,200.00/year
Completion of thirty (30) years	\$1,500.00/year

Effective July 1, 2017 employees shall be paid in accordance with the salary chart located in Appendix A and the annual longevity payment in July shall be eliminated. This section shall stay in the contract as reference. This chart outlines a nine (9) steps pay scale. The hiring rate (step one) shall be in effect no longer than six (6) months. Any employee not moved to step two (2) prior to six (6) months shall automatically move to step two (2) at the end of the six (6) months period and movement from step two (2) to step three (3) to step four (4) shall be made to happen no more than twelve (12) months after movement to prior step. Nothing in this Agreement shall prevent the Town Manager in his/her discretion, upon recommendation of a Department Head, from giving step increases sooner than required by the Pay Plan for steps one (1) through (4).

After completion of five (5) years the employee will be increased to step five (5). After the completion of 10 years the employee will be increased to step six (6). After the completion of 15 years the employee will be increased to step seven (7). After the completion of 20 years the employee will be increased to step eight (8). After the completion of 30 years the employee will be increased to pay step nine (9).

23.2. The Employer's Wage and Classification Plan for employees covered by this Agreement shall become Appendix "A" to this Agreement: In the event of any conflict between Appendix A (attached hereto and incorporated by reference), and any other section or provision of Article 23, Appendix A shall be controlling.

23.3. An employee who is temporarily assigned to take charge in the absence of his/her superior for four or more consecutively worked days shall be paid, in addition to his/her base rate, the increment over his/her base rate represented by the next higher wage rate in the schedule of payroll rates within the labor grade of the job to which he/she is temporarily assigned or \$.90 per hour, whichever is the lesser figure, for all hours actually worked. In accordance with the provisions of the Fair Labor Standards Act, the increment over his/her base pay shall be included in the base for compounding overtime premium pay.

If an employee actually works in excess of five (5) weeks consecutively out-of-grade in any year in a supervisory position outside of the bargaining unit, commencing with the sixth week the employee shall be entitled to receive pay at the first rate in the exempt position's pay range (converted to an hourly rate by the applicable divisor for that fiscal year) which is higher than the employee's own hourly rate plus ninety cents (\$.90), but shall be entitled neither to overtime premium payments nor the \$.90/hour increment thenceforth while working at said higher exempt rate. The temporary assignment of an employee to a superior's position shall be subject to approval in writing, in advance, by the Town Manager.

23.4. Any employee who is a member of the Town of Ipswich Call Fire Force and who is called to respond to an alarm during the normal scheduled work hours shall be paid in accordance with the provisions of the Fair Labor Standards Act for the normal scheduled work hours during which he/she is absent from his/her job while responding to the alarm.

23.5. Severance Benefit: If an employee retires within the meaning of Chapter 32 of the Massachusetts General Laws, as amended, after ten (10) years of creditable service with the Town or if an employee dies while still on the payroll of the Town after five (5) years of creditable service with the Town, said employee or his/her estate, as applicable, shall receive a one-time-only severance payment of one thousand five hundred (\$1,500.00) dollars.

ARTICLE 24: HEALTH AND WELFARE

24.1. Effective June 30, 2009, the contribution rate for any HMO or PPO plan offered through the Town shall be 65% by the Town and 35% by the employee.

24.2. Upon expiration of any contract presently in effect and all future contracts between insurance carriers and the Employer dealing with medical coverage, the Union shall be fully informed of any negotiations dealing with coverage that affects its members, and may make inquiries and advise the Employer of desires of the Employees. Additional insurance may be elected by the Employee at his/her own expense. Any dispute concerning eligibility for a payment of benefits under the current medical insurance contract shall be settled in

accordance with the terms thereof with the carrier and shall not be subject to arbitration. The Employer and the Union agree to cooperate in exploring alternative methods to curb increases in medical insurance premiums.

24.3. The Union agrees to a switch the HMO plan to the MIIA HMO Blue Options plan and the PPO plan to the MIIA PPO Option plan. The Town agrees to create a Health Reimbursement Account to cover the cost of subscriber co-payments for hospital in-patient services.

The Employer agrees to provide an optional group dental insurance policy funded by employee payroll deductions at no cost to the Employer.

24.4. Employee Assistance Plan:

- a. The Town and the Association recognize that the employees are the greatest asset to and key to the success of the Town. The Town and the Association also recognize there is a range of human problems which may affect employees' job performance, arising from family crises, emotional, financial and/or substance abuse difficulties, which may manifest themselves in deteriorated work performance. In such instances, the Employee Assistance Plan (EAP) may be utilized by employees and the Town as a corrective measure.
- b. The Town shall provide an EAP for the life of this Agreement, access to which Plan shall be free of charge and on a confidential basis to all employees covered under this Agreement, for up to three visits with the EAP Coordinator. The scope of functions of the Coordinator shall be to determine the nature of the problem and identify appropriate mechanisms for resolving it; identify suitable resources for problem resolution and facilitate access to these resources; and counsel supervisors in the early identification of employee problems and appropriate methodologies for dealing with troubled employees. For issues beyond the scope of the Coordinator and which must be referred to an outside agency, the employees (or their health insurance plan) shall be responsible for the costs of the service to which they have been referred.
- c. Any employee who has a personal problem which he/she believes could be resolved through the EAP may contact the EAP Coordinator directly for assessment and referral. Any information given to the Coordinator or the outside agency shall be held in the strictest of confidence.
- d. In the event a supervisor determines that an employee's performance might be improved through counseling with the EAP, he/she may recommend consultation with the EAP Coordinator. In such circumstances the EAP Coordinator shall not share any information, arising from the referral, with the supervisor. Referral to the EAP will not necessarily suspend any disciplinary action otherwise contemplated or commenced.
- e. In the event previous efforts to encourage an employee to improve his/her work performance have been unsuccessful, a supervisor may make a mandatory referral to the EAP. Such mandatory referrals are appropriate only if it appears that an employee either cannot or will not take the necessary steps to correct deteriorated work performance. All mandatory referrals require advance written approval by the Town Manager. A mandatory EAP referral shall be the last resort prior to termination of an employee. In such circumstances, the EAP Coordinator shall share with the referring supervisor whether or not the employee has made and kept an initial appointment and followed through on referrals provided by the

Program. The fact that a mandatory referral has been made (and that fact only) shall be noted in the employee's personnel file.

- f. This EAP is a strictly confidential service provided to Town employees. Documentation of visits is not maintained (other than the keeping of a mandatory referral appointment) as part of official personnel files. There is no risk of job loss as a result of an employee's participation in the EAP. Time spent with the EAP Coordinator is considered work time for pay purposes; any time spent with an outside referral agency shall be covered by accrued sick leave, personal or annual leave, or shall be unpaid.

24. 5. The Employer agrees to make available a tax-sheltered annuity program sponsored by the International City Management Association. The Employer also agrees that it shall make available optional additional group term life insurance exclusively and solely at the employee's expense, under the provisions of Massachusetts General Laws, Chapter 32B, Section 11A.

ARTICLE 25: MISCELLANEOUS PROVISIONS

25. 1. Bulletin Boards: Announcements shall be posted in conspicuous places where employees enter or leave the premises. Parties to this Agreement, both of whom may use the bulletin boards for notices of routine nature, agree that it would be improper to post denunciatory or inflammatory written material on such bulletin boards.

25. 2. Savings Clause: Should any provision of this Agreement be found to be in violation of any Federal or State law or civil service rule by a court or competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement, and any benefit, privilege or working condition existing prior to this Agreement not specifically covered by this Agreement shall remain in full force and effect.

25. 3. No one outside the bargaining unit shall perform work normally done by those employees within the bargaining unit; except temporary help used when the work load increases. Such temporary help shall only be used to supplement the work force.

25. 4. Upgrading of positions covered by this Agreement shall be implemented in accordance with Chapter 150E.

25. 5. The Employer agrees to provide all materials, equipment and tools required to perform the duties assigned to the employees covered by this Agreement.

25. 6. Unpaid Leave: Employees will be eligible for unpaid leave only after all of their paid leave available under the Agreement has been exhausted (e.g. vacation, sick leave - only if leave is sick leave eligible, personal leave, etc.). All requests for unpaid leave shall be subject to approval by the Town Manager.

25. 7. Small Necessities Leave: Any leave requested pursuant to c. 149, Sec. 52D ("Small Necessities Leave Act" or "Act") must be taken in increments of no less than one-half of a normally scheduled work shift. All such leave must be taken by June 30 of each year and shall not carry over into a succeeding year. Small Necessities Leave will be charged first against any accrued vacation time, unless no vacation credits are

available, in which case the employee taking such leave will have the time charged against his/her sick time or, if no sick time is available, personal time shall be used. If no vacation, sick or personal time remains for the employee, such leave will be without pay.

Notice of the intent to take Small Necessities leave must be provided to the employee's Department Head at least seven (7) days in advance of foreseeable leave. If the need for leave is not foreseeable, the employee must notify the employer as soon as practicable under the circumstances.

25.7. Books and Tuition: If the successful passage of a course is essential to an employee's licensure for his/her job, or essential to his/her continued performance in his/her job, tuition reimbursement shall be granted provided further that:

- a. the employee obtains a passing grade in the course;
- b. the school is accredited with the licensing authority; and
- c. the course is approved in writing, in advance, by the employer. An employee's expense for book(s) for a course approved herein shall be reimbursed provided the book(s) are submitted in to the department in a serviceable condition.

25.8. Family Medical Leave & Small Necessities Leave: Notwithstanding anything in this agreement to the contrary, any unit member may exercise his or her rights to take Family and Medical Leave pursuant to the Family and Medical Leave Act of 1993 ("FMLA"), or to take Small Necessities Leave pursuant to the Massachusetts Small Necessities Leave Act ("SNLA"). The FMLA is a federal law that provides for up to 12 weeks of unpaid leave each year for the birth, adoption or placement of a child, or the serious health condition of the employee or an immediate family member. The SNLA is a state law that provides up to 24 hours per year of unpaid leave to attend to certain responsibilities regarding the education of the employee's child, or the placement of an older relative in a nursing home. Paid leave may be substituted for unpaid leave under certain circumstances. In the event that an employee qualifies for Family and Medical Leave, the Town has the right to designate sick or other leave as Family or Medical leave in accordance with the Family and Medical Leave Act. The Town shall have the right to establish rules and regulations concerning the use of Family and Medical Leave and Small Necessities Leave that are consistent with those laws.

25.9. Bi-Weekly Pay: The Town shall have the right to implement bi-weekly payment of wages. The Town shall prior to paying employees on a bi-weekly basis, provide each employee with a written notice of such change at least ninety (90) days in advance of the first such bi-weekly paycheck.

25.10. Direct Deposit: The Town shall have the right to require all employees to receive their regular wages and all other payments through direct deposit. No paper copies of pay advices will be provided to employees. Pay advices will be made available electronically to employees. The Town shall, prior to implementing mandatory direct deposit, provide each employee with a written notice of such change at least ninety (90) days in advance of the first direct deposit paycheck.

25.11. Drug and Alcohol Testing: The Union accepts the Town's right to test its members for drugs and alcohol, such testing shall be based on reasonable suspicion. The Town and Union shall establish a mutually agreed to policy regarding drug and alcohol testing. The committee shall meet no later than September 20, 2016 for the first time and conclude their work by December 31, 2016.

25.12. Security Cameras: The Town shall have the right to install security cameras at all locations. The Town and Union will established a mutually agreed to policy regarding the use of security cameras via a committee. The committee shall meet no later than January 23, 2017 for the first time and conclude their work by May 31, 2017.

25.13. Job Descriptions & Performance Evaluations: The Town shall have the right to implement job descriptions & performance evaluations after a process and tool has been agreed to by the Town and the Union. The Town and the Union shall establish a committee to review the process and tool. The committee shall meet no later than September 20, 2016 for the first time and conclude their work by March 31, 2017.

ARTICLE 26: TOTAL AGREEMENT

The parties agree that all negotiable items have been discussed during the negotiations leading to this Agreement, and therefore they further agree that negotiations will not be reopened on any item, whether contained in this Agreement or not, during the life of this Agreement, except as specifically contained in this Agreement.

ARTICLE 27: OPERATION AND DURATION

27. 1. This Agreement shall be effective from July 1, 2016 through June 30, 2019, and shall then remain in full force and effect until replaced by an operable successor agreement.

27. 2. Should the Union desire to negotiate a new collective bargaining agreement to succeed this Agreement upon its expiration, it will notify the Town Manager not later than September 15, 2018. Upon receipt of such notice, the parties shall make arrangements to commence negotiations not later than October 15, 2018.

**Town of Ipswich and Local #2905 AFSCME Collective Bargaining Agreement (Clerical Employees)
July 01, 2016 -- June 30, 2019**

Signature Page

IN WITNESS WHEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT
THIS _____ DAY OF _____ 2016.

TOWN OF IPSWICH

AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES,
AFL-CIO, STATE COUNCIL #93, LOCAL 2905

BY: _____
Town Manager

BY: _____
Carol Falconer
Negotiating Committee
Local #2905 – Clerical Employees

Jennifer Breaker
Human Resources Director

Cori Thurlow
Negotiating Committee
Local #2905 – Clerical Employees

Scott Trask
President
Local #2905

Dena Fleno
Staff Representative
AFSCME 93

Town of Ipswich and Local #2905 AFSCME Collective Bargaining Agreement (Clerical Employees)
July 01, 2016 -- June 30, 2019

APPENDIX A
SCHEDULE OF PAYROLL RATES
LOCAL 2905-MUNICIPAL CLERICAL EMPLOYEES

Effective July 1, 2016 2.5% general wage increase
 Effective July 1, 2017 Longevity rolled into base & 2% general wage increase
 Effective July 1, 2018 2% general wage increase

FY2017 -2.5%										
Grade	ss Desc	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>					
14		\$20.36	\$20.95	\$21.53	\$22.28					
15		\$20.95	\$21.53	\$22.28	\$22.83					
16		\$21.53	\$22.28	\$22.83	\$23.55					
17		\$22.28	\$22.83	\$23.38	\$24.29					
18		\$22.83	\$23.39	\$24.29	\$25.15					
19		\$23.38	\$24.29	\$25.15	\$25.92					
20		\$24.09	\$25.02	\$25.90	\$26.69					
21		\$24.81	\$25.77	\$26.66	\$27.49					
						5 years	10 years	15 years	20 years	25 years
						\$400	\$600	\$1,000	\$1,200	\$1,500
FY2018 -2% with longevity rolled into base pay										
Grade	ss Desc	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
14		\$20.76	\$21.37	\$21.96	\$22.73	\$22.95	\$23.06	\$23.28	\$23.39	\$23.55
15		\$21.37	\$21.96	\$22.73	\$23.28	\$23.50	\$23.61	\$23.83	\$23.94	\$24.11
16		\$21.96	\$22.73	\$23.28	\$24.03	\$24.25	\$24.36	\$24.58	\$24.68	\$24.85
17		\$22.73	\$23.28	\$23.85	\$24.78	\$25.00	\$25.11	\$25.33	\$25.44	\$25.60
18		\$23.28	\$23.86	\$24.78	\$25.66	\$25.88	\$25.99	\$26.21	\$26.32	\$26.48
19		\$23.85	\$24.78	\$25.66	\$26.44	\$26.66	\$26.77	\$26.99	\$27.10	\$27.26
20		\$24.57	\$25.52	\$26.42	\$27.22	\$27.44	\$27.55	\$27.77	\$27.88	\$28.05
21		\$25.30	\$26.28	\$27.19	\$28.04	\$28.26	\$28.37	\$28.59	\$28.70	\$28.86
						5 years	10 years	15 years	20 years	25 years
						\$400	\$600	\$1,000	\$1,200	\$1,500
FY2019 -2%										
Grade	ss Desc	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
14		\$21.18	\$21.80	\$22.39	\$23.18	\$23.40	\$23.51	\$23.73	\$23.84	\$24.01
15		\$21.80	\$22.39	\$23.18	\$23.75	\$23.97	\$24.08	\$24.30	\$24.41	\$24.57
16		\$22.39	\$23.18	\$23.75	\$24.51	\$24.73	\$24.84	\$25.06	\$25.17	\$25.33
17		\$23.18	\$23.75	\$24.32	\$25.27	\$25.49	\$25.60	\$25.82	\$25.93	\$26.10
18		\$23.75	\$24.34	\$25.27	\$26.17	\$26.39	\$26.50	\$26.72	\$26.83	\$26.99
19		\$24.32	\$25.27	\$26.17	\$26.97	\$27.19	\$27.30	\$27.52	\$27.63	\$27.79
20		\$25.06	\$26.03	\$26.95	\$27.77	\$27.99	\$28.10	\$28.32	\$28.43	\$28.59
21		\$25.81	\$26.81	\$27.74	\$28.60	\$28.82	\$28.93	\$29.15	\$29.26	\$29.43

APPENDIX B

AUTHORIZATION FOR PAYROLL DEDUCTION OF UNION DUES
AUTHORIZATION FOR PAYROLL DEDUCTION OF AGENCY SERVICE FEE

DWLIB 176188v1
1043/00

American Federation of State, County & Municipal Employees, Council 93, AFL-CIO
8 Beacon Street, Boston, Massachusetts 02108 • Telephone 617 - 367-6000

AUTHORIZATION FOR PAYROLL DEDUCTION OF UNION DUES

UNION COPY

BY:
(Name of Employee - Please Print)

TO:
(Name of Employer - Please Print)

Effective (Date), I hereby request and authorize you to deduct from my

earnings each (Payroll Period) the amount of \$..... This amount shall be paid to the
treasurer of AFSCME Local Union No. and represents payment of my Union Dues.
I further authorize any change in the amount to be deducted which is certified by the
above-named employee organization as a uniform change in its Union Dues structure.

Date Signature

Street Home Tel. # (.....)

City State Zip

Dept/Div/Facility

Work Location

Job Title

Social Security #..... Job Code #.....

Unit #..... Employee Payroll #.....

F-100

73

American Federation of State, County & Municipal Employees, Council 93, AFL-CIO
8 Beacon Street, Boston, Massachusetts 02108 • Telephone 617 - 367-6000

AUTHORIZATION FOR PAYROLL DEDUCTION OF UNION DUES

BY:
(Name of Employee - Please Print)

TO:
(Name of Employer - Please Print)

Effective (Date), I hereby request and authorize you to deduct from my

earnings each (Payroll Period) the amount of \$..... This amount shall be paid to the
treasurer of AFSCME Local Union No. and represents payment of my Union Dues.
I further authorize any change in the amount to be deducted which is certified by the
above-named employee organization as a uniform change in its Union Dues structure.

EMPLOYER'S COPY

Date Signature

Street Home Tel. # (.....)

City State Zip

Dept/Div/Facility

Work Location

Job Title

Social Security #..... Job Code #.....

Unit #..... Employee Payroll #.....

F-100

73