

Town of Winchester
2014 Fall Annual Town Meeting



ARTICLE 22

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 5 motions that will be considered under this Article. This Article involves the approval of the Memorandum of Understanding (MOU) between the Town of Winchester and the Winchester Clerical Employees, SEIU Local 888 and a recommendation to increase wages for Municipal Non-Union employees. The Clerical Employees MOU will require three motions: to approve the changes to the applicable wage schedules, to transfer previously appropriated funds to meet the costs of the settlement within Fiscal Year (FY) 2014 and to transfer previously appropriated funds to meet the costs of the settlement within Fiscal Year (FY) 2015.

The recommendation for cost of living increases for the Municipal Non-Union employees will require two motions; to approve the changes to the applicable wage schedules, and to transfer previously appropriated funds to meet the costs of the settlement within the Fiscal Year (FY) 2015 budget.

Amendment to Clerical Employees Union Compensation Schedule:

MOTION 1: MOVED AND SECONDED that Schedule 1 of the Compensation Plan be amended, revised and modified in accordance with the recommendation of the Personnel Board as set forth in **Appendix A FY2014, FY2015 & FY2016 Clerical Employees Union Compensation Schedules** and pursuant to the MOU reached between the Board of Selectmen and the Winchester Clerical Employees Union dated October 1, 2014.

BACKGROUND: The purpose of this motion is to amend Schedule 1 in the Compensation Plan for employees covered by the SEIU Local 888, Clerical Employees Union of the Town. A summary of the essential terms and conditions of the agreements are listed below:

| | | |
|----------------------------|--|---------------------|
| <u>Term:</u> | July 1, 2013 through June 30, 2016 | |
| <u>Wage Increase:</u> | Year 1, FY2014, effective July 1, 2013 | 1.5% (retroactive) |
| | Year 2, FY2015, effective July 1, 2014 | 1.5% (retroactive) |
| | Year 3, FY2016, effective July 1, 2015 | 3.0% |
| <u>Technology Stipend:</u> | Year 2, FY2015, effective July 1, 2014 | 0.5% of base salary |
| | Year 3, FY2016, effective July 1, 2015 | 1.0% of base salary |

MOTION 2: MOVED AND SECONDED that the Town transfer the sum of \$14,193.00 from the FY2014 Unallocated Personal Services Account # 0312481 to various Municipal Personal Service budgets as listed below to fund increases in wages for Clerical Employees for FY2014:

| | | |
|---------------|---|-------------------|
| Account #1340 | Assessing Department | \$1,722.00 |
| Account #1350 | Treasurer/Collector Department | \$1,440.00 |
| Account #1410 | Planning and Community Development Department | \$1,393.00 |
| Account #1420 | Planning Board | \$ 195.00 |
| Account #1610 | Town Clerk's Department | \$1,389.00 |
| Account #2110 | Police Department | \$1,434.00 |
| Account #2210 | Fire Department | \$ 845.00 |
| Account #4100 | Department of Public Works | \$2,904.00 |
| Account #5110 | Department of Public Health | \$ 780.00 |
| Account #5410 | Council on Aging | \$ 736.00 |
| Account #9010 | Recreation Enterprise | <u>\$1,355.00</u> |
| | TOTAL Appropriation | \$14,193.00 |

BACKGROUND: The purpose of this motion is to transfer from the previously appropriated FY2014 Unallocated Personal Services Account # 0312481 to supplement the FY2015 operating budget necessary to meet the costs of the retroactive FY2014 wage increase stipulated by the MOU between the Town and the Clerical Employees Union.

MOTION 3: MOVED AND SECONDED that the Town transfer the sum of \$33,884.00 from the FY2015 Unallocated Personal Services Account #0312491 to various Municipal Personal Service budgets as listed below to fund the increases in wages and stipends for Clerical Employees for FY2015.

BACKGROUND: The purpose of this motion is to transfer from the previously appropriated FY2015 Unallocated Personal Services Account #0312491 to supplement the FY2015 operating budget necessary to meet the costs of a MOU between the Town and the Clerical Employees Union.

| | | |
|---------------|---|-------------------|
| Account #1340 | Assessing Department | \$4,987.00 |
| Account #1350 | Treasurer/Collector Department | \$3,106.00 |
| Account #1410 | Planning & Community Development Department | \$2,980.00 |
| Account #1420 | Planning Board | \$ 423.00 |
| Account #1610 | Town Clerk's Department | \$2,968.00 |
| Account #2110 | Police Department | \$5,130.00 |
| Account #2210 | Fire Department | \$1,806.00 |
| Account #4100 | Department of Public Works | \$6,300.00 |
| Account #5110 | Department of Public Health | \$1,690.00 |
| Account #5410 | Council on Aging | \$1,600.00 |
| Account #9010 | Recreation Enterprise | <u>\$2,894.00</u> |
| | TOTAL Appropriation | \$33,884.00 |

Amendment to Municipal Non-Union Compensation Schedules 2, 3, 4, 5, and 6

MOTION 4: MOVED AND SECONDED that Schedules 2 (*CS-Clerical*), 3 (*Professional Technical*), 4 (*Management*), 5 (*Miscellaneous*) and 6 (*Recreation*) of the Town of Winchester's Compensation Plan be amended to reflect wage adjustments for the Non-Union employees of the Town as recommended by the Town Manager and the Personnel Board as set forth in **Appendix B (Municipal) Non-Union Personnel Wage Adjustments FY2015**.

BACKGROUND: The purpose of this motion is to amend the schedules in the Town's Compensation Plan for Non-Union Municipal employees for FY2015. The proposed increase is 2% effective July 1, 2014 (retroactive).

MOTION 5: MOVED AND SECONDED that that the Town transfer the sum of \$121,419.00 from the FY 2015 Unallocated Personal Services Account #0312491 to various Municipal Personal Service budgets as listed below to fund increases in wages for Non-Union employees for FY2015.

| | | |
|---------------|---|--------------------|
| Account #1210 | Town Manager's Department | \$ 6,625.00 |
| Account #1330 | Comptroller's Department | \$ 4,164.00 |
| Account #1340 | Assessing Department | \$ 1,833.00 |
| Account #1350 | Treasurer/Collector Department | \$ 3,502.00 |
| Account #1410 | Planning & Community Development Department | \$11,883.00 |
| Account #1420 | Planning Board | \$ 1,525.00 |
| Account #1520 | Human Resources Department | \$ 1,125.00 |
| Account #1530 | Data Processing Department | \$ 1,693.00 |
| Account #1610 | Town Clerk's Department | \$ 3,914.00 |
| Account #2110 | Police Department | \$15,990.00 |
| Account #2210 | Fire Department | \$ 2,755.00 |
| Account #2420 | Sealer of Weights and Measures | \$ 141.00 |
| Account #4100 | Department of Public Works | \$18,368.00 |
| Account #5110 | Department of Public Health | \$ 3,147.00 |
| Account #5410 | Council on Aging | \$ 3,547.00 |
| Account #5420 | Veterans | \$ 142.00 |
| Account #6110 | Library | \$25,148.00 |
| Account #9010 | Recreation Enterprise | <u>\$15,917.00</u> |
| | TOTAL Appropriation | \$121,419.00 |

BACKGROUND: The purpose of this motion is to transfer from Account #0312491 Unallocated Personal Services to supplement various FY2015 budgets necessary to fund wage increases for Non-Union Municipal employees, retroactive effective July 1, 2014.

Town of Winchester



APPENDIX A **(Municipal)**

FY 2014 – FY 2016 **Clerical Employees Union Wage Adjustments**

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY14 - July 1, 2013

| Compensation Grade/Title | Minimum | II | III | IV | V | VI | VII | VIII | Maximum |
|--|---------|--------|--------|--------|--------|--------|--------|--------|---------|
| S-24 Senior Clerk I | 33,527 | 34,700 | 35,915 | 37,172 | 38,474 | 39,821 | 41,215 | 42,657 | 44,317 |
| S-25 Secretary Senior Clerk II | 35,538 | 36,785 | 38,071 | 39,403 | 40,780 | 42,210 | 43,688 | 45,216 | 46,975 |
| S-26 Administrative Secretary I Principal Clerk I | 37,669 | 38,988 | 40,354 | 41,768 | 43,229 | 44,746 | 46,311 | 47,931 | 49,797 |
| S-27 Administrative Secretary II Principal Clerk II | 39,931 | 41,329 | 42,774 | 44,272 | 45,823 | 47,424 | 49,084 | 50,801 | 52,779 |

FY14 is the 1st year of a 3 year agreement between the Town of Winchester and the SEIU, Local 888.

The preceding rates reflect a 1.5% increase adjustment over FY13 July rates

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY15 - July 1, 2014

| Compensation Grade/Title | Minimum | II | III | IV | V | VI | VII | VIII | Maximum |
|--|---------|--------|--------|--------|--------|--------|--------|--------|---------|
| S-24 Senior Clerk I | 34,030 | 35,221 | 36,454 | 37,729 | 39,051 | 40,418 | 41,833 | 43,297 | 44,982 |
| S-25 Secretary Senior Clerk II | 36,071 | 37,337 | 38,642 | 39,994 | 41,392 | 42,843 | 44,343 | 45,895 | 47,680 |
| S-26 Administrative Secretary I Principal Clerk I | 38,234 | 39,572 | 40,959 | 42,394 | 43,877 | 45,417 | 47,006 | 48,650 | 50,544 |
| S-27 Administrative Secretary II Principal Clerk II | 40,530 | 41,949 | 43,416 | 44,936 | 46,511 | 48,135 | 49,820 | 51,563 | 53,570 |

FY15 is the 2nd year of a 3 year agreement between the Town of Winchester and the SEIU, Local 888.

The preceding rates reflect a 1.5% increase adjustment over FY14 July rates

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY16 - July 1, 2015

| Compensation Grade/Title | Minimum | II | III | IV | V | VI | VII | VIII | Maximum |
|--|---------|--------|--------|--------|--------|--------|--------|--------|---------|
| S-24 Senior Clerk I | 35,051 | 36,277 | 37,547 | 38,861 | 40,223 | 41,630 | 43,088 | 44,596 | 46,331 |
| S-25 Secretary Senior Clerk II | 37,153 | 38,457 | 39,802 | 41,194 | 42,634 | 44,129 | 45,674 | 47,271 | 49,110 |
| S-26 Administrative Secretary I Principal Clerk I | 39,382 | 40,760 | 42,188 | 43,666 | 45,193 | 46,780 | 48,416 | 50,110 | 52,060 |
| S-27 Administrative Secretary II Principal Clerk II | 41,746 | 43,208 | 44,718 | 46,284 | 47,906 | 49,579 | 51,315 | 53,110 | 55,177 |

FY16 is the 3rd year of a 3 year agreement between the Town of Winchester and the SEIU, Local 888.

The preceding rates reflect a 3% increase adjustment over FY15 July rates

Town of Winchester



APPENDIX B (Municipal)

FY 2015 Non-Union Wage Adjustments

SCHEDULE 2

CS Compensation Schedule FY2015 - July 1, 2014

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| CS-4 Parking Warden / School Crossing Guard | 26,508 | 27,437 | 28,395 | 29,393 | 30,418 | 31,500 | 32,586 | 33,727 | 34,907 | 36,128 |
| CS-5 Library Aide Technical Services Assistant I | 28,894 | 29,906 | 30,973 | 32,030 | 33,140 | 34,317 | 35,516 | 36,758 | 38,045 | 39,376 |
| CS-6 Circulation Clerk Technical Services Assistant II | 31,494 | 32,594 | 33,738 | 34,872 | 36,140 | 37,407 | 38,715 | 40,070 | 41,473 | 42,924 |
| CS-7 Senior Library Clerk | 34,333 | 35,531 | 36,213 | 38,065 | 39,423 | 40,774 | 42,199 | 43,676 | 45,205 | 46,786 |
| CS-8 Administrative Secretary I | 37,422 | 38,733 | 40,089 | 41,490 | 42,942 | 44,444 | 46,003 | 47,613 | 49,280 | 51,006 |
| CS-9 Administrative Secretary II | 40,791 | 42,215 | 43,690 | 45,221 | 46,806 | 48,430 | 50,143 | 51,896 | 53,713 | 55,593 |
| CS-10 Administrative Secretary III | 43,645 | 45,173 | 46,735 | 48,503 | 50,073 | 51,831 | 53,651 | 55,528 | 57,472 | 59,482 |

The preceding rates reflect a 2% adjustment over FY14 January rates

SCHEDULE 3

PT Compensation Plan FY2015 - July 1, 2014

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| PT-6 | 17.34 | 17.91 | 18.53 | 19.20 | 19.85 | 20.57 | 21.28 | 22.02 | 22.78 | 23.57 |
| PT-7 Construction Clerk Engineering Assistant Civilian Dispatcher | 18.87 | 19.56 | 20.20 | 20.92 | 20.65 | 22.43 | 23.20 | 24.01 | 24.86 | 25.71 |
| PT-8 Finance Committee Secretary Chief Dispatcher Technical Services Assistant II/ Computer Support Specialist | 20.59 | 21.34 | 22.04 | 22.78 | 23.60 | 24.46 | 25.26 | 26.15 | 27.07 | 28.02 |
| PT-9 Dog Officer | 22.44 | 22.19 | 24.01 | 24.81 | 25.71 | 26.64 | 27.57 | 28.52 | 29.53 | 30.57 |
| PT-10 Accounts Payable Supervisor Assistant Town Clerk Recycling General Foreman Draftsman/Transitman Payroll / Benefits Coordinator ADA Coordinator | 43,645 | 45,173 | 46,750 | 48,384 | 50,082 | 51,832 | 53,650 | 55,528 | 57,470 | 59,482 |
| PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Conservation Administrator Community Education Coordinator Maintenance Specialist Community Health Program Manager | 45,826 | 47,431 | 49,093 | 50,804 | 52,587 | 54,424 | 56,331 | 58,304 | 60,342 | 62,454 |
| PT-12 Recreation Coordinator Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician | 48,118 | 49,802 | 51,540 | 53,348 | 55,214 | 57,146 | 58,992 | 61,055 | 63,193 | 65,405 |
| PT-13 Plumbing/Gas Inspector Wiring Inspector Building Inspector Water Treatment Plant Operator Fleet Coordinator Cemetery Coordinator | 50,522 | 52,289 | 54,119 | 56,014 | 57,979 | 60,006 | 62,025 | 64,198 | 66,444 | 68,770 |
| PT-14 Junior Engineer Water System Distribution Supvr. Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator Public Health Nurse | 53,049 | 54,907 | 56,832 | 58,814 | 60,871 | 63,006 | 65,210 | 67,491 | 69,853 | 72,298 |
| PT-15 Human Resources Director | 55,702 | 57,650 | 59,667 | 61,752 | 63,918 | 66,152 | 69,241 | 71,664 | 74,174 | 76,769 |

The preceding rates reflect a 2% adjustment over FY14 January rates

SCHEDULE 4

Management Schedule FY2015 - July 1, 2014

| Compensation Grade/Title | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|--|--------|--------|--------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| D Health Inspector Network Administrator | 52,822 | 54,154 | 55,525 | 56,930 | 58,368 | 59,841 | 61,358 | 62,905 | 64,497 | 66,127 | 67,799 | 69,512 | 71,249 | 73,031 | 74,856 |
| E Administrator/C.O.A. Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Town Planner Special Projects Engineer | 57,577 | 59,029 | 60,525 | 62,052 | 63,622 | 65,228 | 66,879 | 68,570 | 70,305 | 72,080 | 73,903 | 75,764 | 77,657 | 79,599 | 81,590 |
| F Town Clerk Assistant Comptroller/Financial Mgmt. Systems Coordinator Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director of Assessments Facilities Manager | 62,756 | 64,347 | 65,970 | 67,638 | 69,347 | 71,103 | 72,899 | 74,742 | 76,632 | 78,568 | 80,553 | 82,583 | 84,648 | 86,764 | 88,935 |
| G Treasurer/Collector Library Director Town Engineer Building Commissioner Planning & Community Development Director DPW - Operations Manager Information Technology Director | 68,406 | 70,137 | 71,909 | 73,725 | 75,589 | 77,499 | 79,461 | 81,466 | 83,527 | 85,638 | 87,805 | 90,020 | 92,268 | 94,575 | 96,942 |
| H Assistant Town Manager | 74,561 | 76,443 | 78,667 | 80,358 | 82,393 | 84,473 | 86,608 | 88,797 | 91,042 | 93,343 | 95,706 | 98,121 | 100,573 | 103,087 | 105,668 |
| I Police Chief Fire Chief | 81,272 | 83,329 | 85,432 | 87,592 | 89,805 | 92,078 | 94,403 | 96,794 | 99,416 | 101,747 | 104,322 | 108,892 | 111,615 | 114,406 | 117,266 |
| J Public Works Director | 88,588 | 90,826 | 93,126 | 95,480 | 97,889 | 100,367 | 102,901 | 105,504 | 108,169 | 110,908 | 113,707 | 116,575 | 119,490 | 122,476 | 125,539 |

The preceding rates reflect a 2% adjustment over FY14 January rates

SCHEDULE 5

Miscellaneous Positions Compensation Schedule FY2015 - July 1, 2014

| Compensation Title | Compensation | | | | | | |
|--|------------------------------|-------------|-------------|-------|-------|-------------|-------------|
| Emergency Management Coordinator | 11,336 /Year | | | | | | |
| Worker's Compensation Agent | 9,018 /Year | | | | | | |
| Veterans' Agent | 7,212 /Year | | | | | | |
| Records Administrator | 9,018 /Year | | | | | | |
| Animal Inspector | 5,135 /Year | | | | | | |
| Veteran's Graves Caretaker | 1,513 /Year | | | | | | |
| Planning Board Engineer | 19,572 /Year | | | | | | |
| Fair Housing Director | 2,523 /Year | | | | | | |
| Assistant Library Director | 6,936 | 7,804 | 8,671 /Year | | | | |
| Registrar of Voters | 1,755 /Year | | | | | | |
| Registrar of Voters (Town Clerk) | 1,854 /Year | | | | | | |
| Sealer of Weights and Measurers | 7,184 /Year | | | | | | |
| Radio Mechanic | 3,266 /Year | | | | | | |
| Custodian of Retirement Funds | 2,298 /Year | | | | | | |
| School Traffic Officer | 227 /Week | | | | | | |
| Student Drafter | 301 | 384 /Week | | | | | |
| Deputy Inspector | 251 /Week | | | | | | |
| School Messenger | 11.49 /Hour | | | | | | |
| Voting Machine Custodian | 22.97 /Hour | | | | | | |
| Recording Secretary - School Committee | 10.33 /Hour | | | | | | |
| Police Matron | 14.92 /Hour | | | | | | |
| Hearings Officer | 14.92 /Hour | | | | | | |
| Non-Classified Clerk | 8.05 /Hour | | | | | | |
| Non-Classified Laborer | 8.05 | 13.57 /Hour | | | | | |
| Public Safety Building Custodian | 20.09 | 20.77 | 21.49 /Hour | | | | |
| Library Junior Page | 8.77 | 9.15 | 9.51 | 9.90 | 10.25 | 10.61 | 11.99 /Hour |
| Library Senior Page | 12.06 | 12.43 | 12.82 | 13.17 | 13.52 | 13.88 | 14.26 /Hour |
| Tennis Court Maintenance Supervisor | 23.65 | 24.18 | 24.81 | 25.45 | 26.10 | 26.71 /Hour | |
| Tennis Maintenance Assistant | 18.66 | 19.04 | 19.53 | 20.01 | 20.47 | 20.95 /Hour | |
| Each Election: | | | | | | | |
| Warden | 210.12 /Election | | | | | | |
| Deputy Warden/Clerk | 175.44 /Election | | | | | | |
| Inspector | 138.72 /Election | | | | | | |
| Town Census: | | | | | | | |
| Registrar of Voters/Supervisor | 979.20 /Year | | | | | | |
| Registrar of Voters/Temporary | 0.38 /Name | | | | | | |
| Town Meeting: | | | | | | | |
| Audio/Visual Operator (student) | 35 /Session | | | | | | |
| Audio/Visual Operator (faculty) | 74 /Session | | | | | | |
| Checker | 6.90 /Hour (Minimum 2 Hours) | | | | | | |

The preceding rates reflect a 2% adjustment over FY14 January rates

SCHEDULE 6

Recreation Compensation Schedule (R Grades) FY1205 - July 1, 2014

| Compensation Grade/Title | Minimum | II | III | IV | V | Maximum |
|--|---------|-------|-------|-------|-------|---------|
| R-1 Junior Counselor | 7.94 | 8.23 | 8.54 | 8.81 | 9.15 | 9.48 |
| R-2 Assistant Leader Youth Assistant Peer Leader I | 9.03 | 9.30 | 9.75 | 10.09 | 10.42 | 10.80 |
| R-3* Peer Leader II Instructor Counselor Lifeguard | 9.74 | 10.29 | 10.81 | 11.14 | 12.02 | 12.44 |
| R-4* Coordinator Program Director Instructor WSI Head Guard | 10.29 | 10.91 | 11.77 | 12.16 | 12.76 | 13.33 |
| R-5* Seasonal Supervisor Head WSI | 11.30 | 11.94 | 12.51 | 13.04 | 13.75 | 14.35 |
| R-6* Supervisor I | 12.16 | 12.76 | 13.30 | 13.99 | 14.63 | 15.23 |
| R-7* Camp Specialist Tennis Supervisor | 12.99 | 13.62 | 14.21 | 15.01 | 15.68 | 16.28 |
| R-8* Assistant Camp Director Specialty Camp Director Assistant Beach Director Pre-School/After School Assistant Teacher | 16.08 | 16.59 | 17.07 | 17.58 | 18.14 | 18.85 |
| R-9 Pre-School/After School Lead Teacher Beach Director | 18.68 | 19.23 | 19.81 | 20.40 | 21.01 | 21.64 |
| R-10 Camp Director | 20.92 | 21.53 | 22.18 | 22.78 | 23.39 | 24.02 |
| R-11 Tennis Director Pre-School/After School Director | 24.77 | 25.90 | 27.05 | 28.28 | 29.54 | 30.88 |

For R-3 through R-9 positions add: With CPR or First Aid - .37/hour

With CPR and First Aid - .80/hour

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

The preceding rates reflect a 2% adjustment over FY-14 January rates