



**TOWN OF WINCHESTER
2016 Spring Annual Town Meeting**

ARTICLE 32

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 six motions that will be considered under this Article. This Article involves the approval of the revised Town of Winchester Personnel Policy Guide and associated costs, the approval of a cost of living increase for Municipal Non-Union employees, the approval of a set-aside amount to provide for the revision and adjustments in salaries and wages and other benefits for Municipal employees, and the approval of a revision to the title of the Council on Aging Administrator position.

The approval of the Town of Winchester Personnel Policy Guide will require two motions; to approve the revised Town of Winchester Personnel Policy Guide, and to see if the Town will raise and appropriate funds to meet the cost of the changes to the Guide within the FY2017 budget.

The recommendation for cost of living increases for Municipal Non-Union employees will require two motions; to approve the changes to the applicable wage schedules, and to see if the Town will raise and appropriate funds to meet the cost of the recommendation within the FY2017 budget.

The approval of a set-aside amount for the revision and adjustments in salaries and wages and other benefits for Municipal employees will require one motion, to see if the Town will raise and appropriate funds to meet the costs of these increases in FY2017.

The revision to the title of the Council on Aging Administrator position will require one motion, to approve the change to the title of the Council on Aging Administrator position on Salary Schedule 4 of the Town of Winchester's Compensation Plan.

MOTION 1: MOVED AND SECONDED that the revised Town of Winchester Personnel Policy Guide be accepted and approved.

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

MOTION 2: MOVED AND SECONDED that the Town raise and appropriate the sum of \$19,369 to various FY2017 Municipal Services budgets as listed below to fund increases in the cost of benefits revised by the proposed Town of Winchester Personnel Policy Guide.

Account #1210	Town Manager's Department	\$	1,150
Account #1330	Comptroller's Department		1,100
Account #1340	Assessing Department		100
Account #1350	Treasurer/Collector Department		250
Account #1410	Planning & Community Development Department		2,020
	Account #1412 Engineering Dept.	\$	400
	Account #1413 Building & Zoning Dept.	\$	1,339
	Account # 1415 Conservation Commission	\$	281
Account #1420	Planning Board		15
Account #1520	Human Resources Department		80
Account #1530	Data Processing Department		150
Account #1610	Town Clerk's Department		375
Account #2110	Police Department		7,195
Account #2210	Fire Department		100
Account #4100	Department of Public Works		1,150
Account #5110	Department of Public Health		875
Account #5410	Council on Aging		250
Account #6110	Library		4,009
Account #9010	Recreation Enterprise		250
Account #9000	Water and Sewer Enterprise		300
	TOTAL Appropriation	\$	19,369

BACKGROUND: The purpose of this motion is to fund increases in the cost of the benefits revised by the proposed Town of Winchester Personnel Policy Guide.

MOTION 3: 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 increases for the Non-Union employees of the Town as recommended by the Town Manager and the Personnel Board as set forth in **Appendix A (Municipal) Non-Union Personnel Wage Adjustments FY2017**.

BACKGROUND: The purpose of this motion is to amend the schedules in the Town's Compensation Plan for Non-Union Municipal employees for FY2017. The proposed increase is 2% effective July 1, 2016.

MOTION 4: MOVED AND SECONDED that the Town raise and appropriate the sum of \$146,242 to various FY2017 Municipal Personal Services budgets as listed below to fund increases in wages for Non-Union employees for FY2017.

Account #1210	Town Manager's Department	\$	6,635
Account #1330	Comptroller's Department		4,376
Account #1340	Assessing Department		1,833
Account #1350	Treasurer/Collector Department		3,865
Account #1410	Planning & Community Development Department		11,396
	Account # 1412	Engineering Dept.	\$ 5,795
	Account # 1413	Building & Zoning Dept.	\$ 4,646
	Account # 1415	Conservation Commission	\$ 955
Account #1420	Planning Board		1,791
Account #1520	Human Resources Department		1,769
Account #1530	Data Processing Department		2,104
Account #1610	Town Clerk's Department		3,643
Account #2110	Police Department		13,506
Account #2210	Fire Department		2,883
Account #2420	Sealer of Weights and Measures		149
Account #4100	Department of Public Works		19,604
Account #5110	Department of Public Health		3,770
Account #5410	Council on Aging		3,352
Account #5420	Veterans		149
Account #6110	Library		41,582
Account #9010	Recreation Enterprise		19,198
Account #9000	Water and Sewer Enterprise		4,637
	TOTAL Appropriation		\$ 146,242.00

BACKGROUND: The purpose of this motion is to fund increases in wages for Non-Union employees for FY2017.

MOTION 5: **MOVED AND SECONDED** that the Town raise and appropriate the sum of \$284,389 to provide for the revision and adjustments in FY2017 salaries and wages and other benefits for Municipal employees to be held in the FY2017 Unallocated Wage Account to be allocated in subsequent Town Meeting vote(s).

BACKGROUND: All Collective Bargaining Agreements (Town) expire this year. This appropriation is a set-aside for wage increases for FY2017. The funds will be held in FY2017 Unallocated Wage Account until such time as a subsequent Town Meeting transfers the funds.

MOTION 6: **MOVED AND SECONDED** that Schedule 4 (Management) of the Town of Winchester's Compensation Plan be amended to change the title of Council on Aging Administrator to Council on Aging Director.

BACKGROUND: The purpose of this motion is to change the title of Council on Aging Administrator to Council on Aging Director.

Town of Winchester



APPENDIX A

FY2017

**Municipal Non-Union
Compensation Schedules**

SCHEDULE 2

CS Compensation Schedule FY17 - July 1, 2016

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10
CS-4 Parking Warden / School Crossing Guard	27,854	28,831	29,838	30,887	31,964	33,100	34,242	35,440	36,680	37,964
CS-5 Library Aide Technical Services Assistant I	30,362	31,425	32,546	33,657	34,824	36,060	37,320	38,625	39,978	41,377
CS-6 Circulation Clerk Technical Services Assistant II	33,095	34,251	35,452	36,644	37,977	39,308	40,682	42,106	43,581	45,104
CS-7 Senior Library Clerk	36,077	37,336	38,052	39,999	41,426	42,845	44,342	45,895	47,501	49,163
CS-8 Administrative Secretary I	39,323	40,701	42,126	43,598	45,124	46,702	48,340	50,032	51,784	53,598
CS-9 Administrative Secretary II	42,863	44,360	45,910	47,518	49,183	50,890	52,690	54,533	56,442	58,417
CS-10 Administrative Secretary III	45,862	47,468	49,109	50,967	52,617	54,465	56,376	58,349	60,392	62,505

The preceding rates reflect a 2% adjustment over FY16 January rates

SCHEDULE 3

PT Compensation Plan FY17 - July 1, 2016

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10
PT-6	18.22	18.82	19.47	20.18	20.86	21.61	22.36	23.14	23.94	24.77
PT-7 Construction Clerk Engineering Assistant Civilian Dispatcher	19.82	20.55	21.23	21.98	22.76	23.56	24.38	25.23	26.12	27.01
PT-8 Finance Committee Secretary Chief Dispatcher Technical Services Assistant II/ Computer Support Specialist	21.63	22.42	23.15	23.94	24.80	25.70	26.55	27.48	28.44	29.44
PT-9 Dog Officer	23.58	23.78	25.23	26.07	27.02	28.00	28.97	29.98	31.04	32.12
PT-10 Accounts Payable Supervisor Assistant Town Clerk Recycling General Foreman Draftsman/Transitman Payroll / Benefits Coordinator ADA Coordinator	45,862	47,468	49,124	50,843	52,626	54,465	56,375	58,349	60,390	62,505
PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Conservation Administrator Community Education Coordinator Maintenance Specialist Community Health Program Manager	48,154	49,840	51,588	53,385	55,259	57,188	59,193	61,266	63,407	65,627
PT-12 Recreation Coordinator Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician	50,562	52,332	54,159	56,058	58,019	60,049	61,989	64,157	66,404	68,728
PT-13 Plumbing/Gas Inspector Wiring Inspector Building Inspector Water Treatment Plant Operator Fleet Coordinator Cemetery Coordinator	53,088	54,945	56,869	58,860	60,925	63,054	65,177	67,460	69,820	72,263
PT-14 Junior Engineer Water System Distribution Supvr. Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator Public Health Nurse	55,744	57,696	59,720	61,802	63,964	66,207	68,523	70,921	73,402	75,971
PT-15 Human Resources Director	58,532	60,579	62,698	64,889	67,165	69,513	72,759	75,305	77,942	80,669

The preceding rates reflect a 2% adjustment over FY17 January rates

SCHEDULE 4

Management Schedule FY17 - July 1, 2016

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
D Health Inspector Network Administrator	55,505	56,905	58,346	59,823	61,334	62,882	64,475	66,101	67,773	69,486	71,244	73,044	74,868	76,741	78,659
E Director/C.O.A. Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Town Planner Special Projects Engineer	60,502	62,028	63,599	65,205	66,854	68,542	70,277	72,053	73,877	75,742	77,658	79,613	81,602	83,643	85,735
F Town Clerk Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director of Assessments Facilities Manager	65,944	67,617	69,321	71,075	72,870	74,715	76,602	78,539	80,525	82,560	84,646	86,779	88,948	91,173	93,453
G Treasurer/Collector Library Director Town Engineer Building Commissioner Planning & Community Development Director DPW - Operations Manager Information Technology Director	71,881	73,700	75,562	77,471	79,429	81,436	83,498	85,605	87,771	89,988	92,265	94,593	96,956	99,380	101,866
H Assistant Town Manager	78,349	80,327	82,663	84,441	86,579	88,766	91,008	93,309	95,667	98,085	100,568	103,106	105,682	108,325	111,036
I Police Chief Fire Chief	85,401	87,562	89,772	92,043	94,367	96,755	99,199	101,711	104,467	106,916	109,621	114,425	117,285	120,218	123,223
J Public Works Director	93,088	95,440	97,857	100,330	102,862	105,466	108,129	110,864	113,664	116,543	119,484	122,498	125,560	128,699	131,917

SCHEDULE 5

Miscellaneous Positions Compensation Schedule FY17 - July 1, 2016

Compensation Title	Compensation								
Emergency Management Coordinator	11,913 /Year								
Worker's Compensation Agent	9,476 /Year								
Veterans' Agent	7,579 /Year								
Records Administrator	9,476 /Year								
Animal Inspector	5,396 /Year								
Veteran's Graves Caretaker	1,590 /Year								
Planning Board Engineer	20,566 /Year								
Fair Housing Director	2,651 /Year								
Assistant Library Director	7,288	8,201	9,112 /Year						
Registrar of Voters	1,844 /Year								
Registrar of Voters (Town Clerk)	1,948 /Year								
Sealer of Weights and Measurers	7,549 /Year								
Radio Mechanic	3,432 /Year								
Custodian of Retirement Funds	2,415 /Year								
School Traffic Officer	239 /Week								
Student Drafter	316	403 /Week							
Deputy Inspector	264 /Week								
School Messenger	12.07 /Hour								
Voting Machine Custodian	24.14 /Hour								
Recording Secretary - School Committee	10.85 /Hour								
Police Matron	15.68 /Hour								
Hearings Officer	15.68 /Hour								
Non-Classified Clerk	8.46 /Hour								
Non-Classified Laborer	8.46	14.26 /Hour							
Public Safety Building Custodian	21.11	21.83	22.58	/Hour					
Library Junior Page	9.22	9.61	10.00	10.40	10.77	11.15	11.32	/Hour	
Library Senior Page	12.67	13.07	13.47	13.83	14.20	14.59	14.98	/Hour	
Tennis Court Maintenance Supervisor	24.85	25.41	26.07	26.74	27.43	28.07	/Hour		
Tennis Maintenance Assistant	19.60	20.01	20.52	21.02	21.51	22.01	/Hour		
Each Election:									
Warden	221 /Election								
Deputy Warden/Clerk	184 /Election								
Inspector	146 /Election								
Town Census:									
Registrar of Voters/Supervisor	1,029 /Year								
Registrar of Voters/Temporary	0.40 /Name								
Town Meeting:									
Audio/Visual Operator (student)	36.78 /Session								
Audio/Visual Operator (faculty)	78.24 /Session								
Checker	7.24 /Hour (Minimum 2 Hours)								

The preceding rates reflect a 2% adjustment over FY17 January rates

SCHEDULE 6

Recreation Compensation Schedule (R Grades) - FY17 - July 1, 2016

Compensation Grade/Title	Minimum	II	III	IV	V	Maximum
R-1 Junior Counselor	8.34	8.65	8.98	9.26	9.62	9.97
R-2 Assistant Leader Youth Assistant Peer Leader I	9.49	9.77	10.24	10.60	10.94	11.34
R-3* Peer Leader II Instructor Counselor Lifeguard	10.23	10.81	11.36	11.70	12.63	13.08
R-4* Coordinator Program Director Instructor WSI Head Guard	10.81	11.46	12.37	12.78	13.40	14.00
R-5* Seasonal Supervisor Head WSI	11.87	12.55	13.14	13.70	14.44	15.09
R-6* Supervisor I	12.78	13.40	13.97	14.70	15.37	16.00
R-7* Camp Specialist Tennis Supervisor	13.65	14.31	14.93	15.77	16.48	17.11
R-8* Assistant Camp Director Specialty Camp Director Assistant Beach Director Pre-School/After School Assistant Teacher	16.90	17.43	17.94	18.47	19.06	19.81
R-9 Pre-School/After School Lead Teacher Beach Director	19.62	20.21	20.82	21.44	22.08	22.75
R-10 Camp Director	21.98	22.62	23.30	23.94	24.58	25.25
R-11 Tennis Director Pre-School/After School Director	26.03	27.21	28.42	29.71	31.04	32.45

For R-3 through R-9 positions add: With CPR or First Aid - .39/hour

With CPR and First Aid - .85/hour

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

The preceding rates reflect a 2% adjustment over FY17 January rates