

TOWN OF WINCHESTER



PERSONNEL BOARD REPORT

ARTICLE 37

2018 Fall Town Meeting



TOWN OF WINCHESTER 2018 Fall Annual Town Meeting

ARTICLE 37

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 nine motions that will be considered for approval under this Article:

- Two motions for the reclassification of nine positions on Schedule 4 – Management Schedule effective January 1, 2019; one to approve the reclassifications and one to fund the reclassifications of these positions,
- Two motions for a cost-of-living increase in the amount of 0.75% for municipal non-union employees effective January 1, 2019; one for the approval of the non-union municipal compensation schedules and one to fund the cost-of-living increases,
- Two motions for the settlement of the Municipal Collective Bargaining Agreement for the Winchester Clerical Workers for FY18 and FY19; one for the approval of the Memorandum of Understanding (MOU) reached between the Select Board and the SEIU Local 888 Winchester Clerical Workers and one to fund retroactive increases in wages,
- One motion to correct a clerical error on Schedule 5 – Miscellaneous Positions for the School Traffic Officer, and
- Two motions for an addition to Schedule 5 – Miscellaneous Positions effective January 1, 2019 for the Other Post-Employment Benefits (OPEB) Trustee; one to approve the addition of a new stipend and one to fund the addition of a new stipend.

MOTION 1: MOVED AND SECONDED that the Town's Compensation Plan be amended effective January 1, 2019 as recommended by the Town Manager and the Personnel Board as set forth in **Appendix A – Reclassification of positions on Schedule 4 – Management Schedule.**

DELETE:

E	Special Projects Engineer
E	Director/C.O.A.
F	Director of Assessments
F	Town Clerk
F	Facilities Manager
F	Human Resources Director
H	Assistant Town Manager
I	Police Chief
I	Fire Chief

MOTION 4: MOVED AND SECONDED that the Town appropriate the sum of \$25,379 to the following FY19 Municipal Personal Service Budgets, as listed below, to fund a 0.75% cost-of-living wage increase for municipal non-union employees effective January 1, 2019; \$19,431 shall be transferred from the FY19 Unallocated Wage Account #0312521, \$948 shall be transferred from Water and Sewer Retained Earnings and \$5,000 shall be transferred from Recreation Retained Earnings.

Department #1210	Town Manager's Department	\$ 935
Department #1330	Comptroller's Office	\$ 850
Department #1350	Treasurer/Collector's Department	\$ 822
Department #1412	Engineering Department	\$ 1,021
Department #1413	Building and Zoning Department	\$ 887
Department #1415	Conservation Department	\$ 713
Department #1420	Planning Board	\$ 366
Department #1530	Information Technology	\$ 437
Department #1610	Town Clerk's Department	\$ 227
Department #2100	Police Department	\$ 2,667
Department #2420	Sealer of Weights and Measures	\$ 30
Department #4100	Department of Public Works	\$ 3,773
Department #5110	Board of Health	\$ 780
Department #5410	Council on Aging	\$ 452
Department #5420	Veteran's	\$ 35
Department #6110	Library	\$ 5,436
Department #9000	Water and Sewer Enterprise	\$ 948
Department #9010	Recreation Enterprise	\$ 5,000
Total Appropriation:		\$25,379

BACKGROUND: The purpose of this motion is to appropriate the sum of \$25,379, \$19,431 shall be transferred from the FY19 Unallocated Wage Account #0312521, \$948 shall be transferred from Water and Sewer Retained Earnings and \$5,000 shall be transferred from Recreation Retained Earnings to supplement various FY19 Municipal Personal Service Budgets necessary to fund wage increases resulting from a 0.75% cost-of-living increase for municipal non-union employees effective January 1, 2019.

MOTION 5: MOVED AND SECONDED that Schedule 1 – Clerical Compensation Schedule of the Town's Compensation Plan be amended in accordance with the recommendation of the Personnel Board as set forth in **Appendix C – Clerical Workers Union FY18 & FY19 Agreement** and pursuant to a Memorandum of Understanding (MOU) reached between the Select Board and the SEIU Local 888 Winchester Clerical Workers dated October 9, 2018.

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

Term: July 1, 2017 through June 30, 2019

Wages: Salary rates shall be increased as follows:

FY18	July 1, 2017	2.0% (retroactive)
FY18	January 1, 2018	0.5% (retroactive)
FY19	July 1, 2018	2.0% (retroactive)
FY19	January 1, 2019	0.75%

<u>Longevity:</u>	Years of Service	FY18 & FY19
	5 Years	\$1,350
	10 Years	\$1,550
	15 Years	\$1,800
	20 Years	\$2,000
	25 Years	\$2,200

MOTION 6: MOVED AND SECONDED that the Town appropriate the sum of \$83,677 to the following FY19 Municipal Personal Service Budgets as listed below; to fund retroactive increases in wages in FY18 and FY19 for employees of the SEIU Local 888 Winchester Clerical Workers; \$69,051 shall be transferred from the FY19 Unallocated Wage Account #0312521, \$7,282 shall be transferred from the Water and Sewer Retained Earnings and \$7,344 shall be transferred from the Recreation Retained Earnings.

Department #1340	Assessing Department	\$ 7,523
Department #1350	Treasurer/Collector's Department	\$10,134
Department #1412	Engineering Department	\$ 4,326
Department #1413	Building and Zoning Department	\$ 6,017
Department #1610	Town Clerk's Department	\$ 4,408
Department #2100	Police Department	\$ 9,630
Department #2200	Fire Department	\$ 4,469
Department #4100	Department of Public Works	\$12,426
Department #5110	Board of Health	\$ 4,469
Department #5410	Council on Aging	\$ 5,649
Department #9000	Water and Sewer Enterprise	\$ 7,282
Department #9010	Recreation Enterprise	\$ 7,344
Total Appropriation:		\$83,677

BACKGROUND: The purpose of this motion is to appropriate the sum of \$83,677 to the previously listed FY19 Municipal Personal Service Budgets; to fund retroactive increases in wages in FY18 and FY19 for employees of the SEIU Local 888 Winchester Clerical Workers; \$69,051 shall be transferred from the FY19 Unallocated Wage Account #0312521, \$7,282 shall be transferred from the Water and Sewer Retained Earnings and \$7,344 shall be transferred from the Recreation Retained Earnings.

MOTION 7: MOVED AND SECONDED that Schedule 5 – Miscellaneous Positions of the Town's Compensation Plan be amended due to a clerical error in accordance with the recommendation of the Personnel Board as set forth in **Appendix D – Schedule 5 Miscellaneous Positions Compensation Schedule Amendment**.

BACKGROUND: The purpose of this motion is to amend a clerical error on Schedule 5 – Miscellaneous Positions in the Town's Compensation Plan for the School Traffic Officer that had previously been approved at the 2018 Spring Town Meeting. The 2018 Spring Town Meeting Personnel Board Article 40 indicated a rate of \$16.33/Hour, the hourly rate should have read \$16.66/Hour.

MOTION 8: MOVED AND SECONDED that Schedule 5 - Miscellaneous Positions of the Town's Compensation Plan be amended effective January 1, 2019 to include an addition of a new stipend for the OPEB Trustee in the amount of \$5,000/Year in accordance with the recommendation of the Personnel Board as set forth in **Appendix E - Schedule 5 Miscellaneous Positions Compensation Schedule Amendment**.

ADD:

OPEB Trustee

\$5,000/Year

BACKGROUND: The purpose of this motion is to amend Schedule 5 - Miscellaneous Positions in the Town's Compensation Plan to include a new stipend for the OPEB Trustee in the amount of \$5,000/Year for the responsibilities associated with the OPEB Trust Fund effective January 1, 2019.

MOTION 9: MOVED AND SECONDED that the Town appropriate the sum of \$2,480, to the FY19 Treasurer/Collector's Personal Service Budget, Department #1350; to fund the addition of the OPEB Trustee stipend on Schedule 5 - Miscellaneous Positions of the Town's Compensation Plan effective January 1, 2019; said appropriation shall be transferred from the FY19 Unallocated Wage Account #0312521.

BACKGROUND: The purpose of this motion is to appropriate the sum of \$2,480 to the FY19 Treasurer/Collector's Personal Service Budget; to fund an addition to Schedule 5 - Miscellaneous Positions in the Town's Compensation Plan for the OPEB Trustee effective January 1, 2019; said appropriation shall be transferred from the FY19 Unallocated Wage Account #0312521.

Appendix A - Reclassification of positions on Schedule 4 - Management Schedule

SCHEDULE 4 - (Proposed Rates and Reclassifications)

Management Schedule FY19 - January 1, 2019

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
D Health Inspector	58,471	59,946	61,465	63,019	64,612	66,243	67,922	69,633	71,384	73,200	75,052	76,949	78,869	80,842	82,863
Network Administrator															
E Director/C.O.A.	63,735	65,343	66,998	68,690	70,427	72,206	74,033	75,903	77,825	79,790	81,808	83,867	85,963	88,114	90,317
Assistant Town Engineer															
Assistant Town Treasurer															
Business Manager/DPW															
Special Projects Engineer															
F Town Clerk	69,488	71,230	73,027	74,872	76,764	78,708	80,697	82,737	84,828	86,972	89,170	91,417	93,703	96,045	98,448
Assistant Comptroller															
Recreation Director															
Director Public Health															
Water & Sewer Manager															
Assistant Library Director															
Director of Assessments															
Facilities Manager															
Town Planner															
Human Resources Director															
*Special Projects Manager															
*Director/C.O.A.															
G Treasurer/Collector	75,724	77,639	79,600	81,612	83,674	85,788	87,951	90,180	92,461	94,798	97,197	99,648	102,137	104,690	107,310
Library Director															
Town Engineer															
Building Commissioner															
Planning & Community Development Director															
DPW - Operations Manager															
Information Technology Director															
*Director of Assessments															
*Town Clerk															
*Facilities Manager															
*Human Resources Director															
H Assistant Town Manager	82,536	84,621	87,081	89,954	91,208	93,510	95,873	98,296	100,779	103,327	105,943	108,617	111,331	114,114	116,970
I Police Chief	88,965	92,242	94,571	96,952	99,411	101,926	104,501	107,148	110,051	112,630	115,480	120,540	123,553	126,644	129,808
Fire Chief															
*Assistant Town Manager															
J Public Works Director	98,064	100,541	103,086	105,693	108,360	111,102	113,908	116,788	119,738	122,771	125,869	129,045	132,270	135,576	138,967
*Police Chief															
*Fire Chief															

The preceding rates reflect a 0.75% adjustment over FY19 July rates

Appendix B - FY19 – Non-Union (Municipal) Compensation Schedules January 1, 2019

SCHEDULE 2 (Proposed Rates)

CS Compensation Schedule FY19 - January 1, 2019

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10
CS-4 Crossing Guard	29,342	30,372	31,433	32,537	33,672	34,870	36,073	37,335	38,641	39,993
CS-5 Library Aide	31,984	33,104	34,285	35,456	36,685	37,987	39,314	40,690	42,115	43,588
CS-6 Technical Services Assistant II Technical Services Assistant	34,865	36,082	37,347	38,601	40,008	41,408	42,855	44,356	45,909	47,515
CS-7 Parking Warden Circulation Clerk	38,006	39,331	40,085	42,137	43,640	45,135	46,712	48,348	50,040	51,791
CS-8 Administrative Secretary I Senior Library Clerk, Technical Services	41,424	42,876	44,378	45,928	47,535	49,197	50,924	52,706	54,552	56,462
CS-9 Administrative Secretary II	45,154	46,730	48,363	50,057	51,812	53,610	55,506	57,448	59,459	61,539
CS-10 Administrative Secretary III	48,313	50,004	51,733	53,692	55,429	57,376	59,390	61,468	63,620	65,845

The preceding rates reflect a 0.75% adjustment over FY19 July rates

Appendix B - FY19 – Non-Union (Municipal) Compensation Schedules January 1, 2019

SCHEDULE 3 (Proposed Rates)

PT Compensation Plan FY19 - January 1, 2019

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10
PT-6	19.18	19.84	20.51	21.25	21.98	22.77	23.56	24.38	25.22	26.10
PT-7 Civilian Dispatcher	20.88	21.64	22.37	23.15	23.98	24.81	25.68	26.59	27.51	28.45
PT-8 Finance Committee Secretary Chief Dispatcher	22.78	23.62	24.39	25.22	26.13	27.08	27.97	28.95	29.96	31.01
PT-9 Dog Officer Library Network Administrator	24.83	25.67	26.59	27.45	28.46	29.49	30.52	31.58	32.70	33.83
PT-10 Accounts Payable Supervisor Assistant Town-Clerk ADA Coordinator	48,313	50,004	51,750	53,560	55,438	57,376	59,389	61,468	63,618	65,845
PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Community Education Coordinator Community Health Program Manager Executive Coordinator Preschool/After School Director Youth Center Coordinator	50,728	52,504	54,345	56,237	58,212	60,244	62,356	64,540	66,795	69,134
PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician Recycling General Foreman Payroll/Benefits Coordinator	53,265	55,129	57,053	59,054	61,120	63,258	65,302	67,585	69,953	72,402
PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator	55,925	57,881	59,908	62,006	64,181	66,424	68,660	71,065	73,551	76,126
PT-14 Junior Engineer Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator Public Health Nurse Building Inspector	58,723	60,779	62,911	65,105	67,382	69,745	72,184	74,711	77,325	80,031
PT-15 Water System Distribution Supervisor Fleet Coordinator	61,661	63,816	66,049	68,357	70,755	73,228	76,648	79,330	82,108	84,980

The preceding rates reflect a 0.75% adjustment over FY19 July rates

Appendix B - FY19 – Non-Union (Municipal) Compensation Schedules January 1, 2019

SCHEDULE 4 (Proposed Rates)

Management Schedule FY19 - January 1, 2019

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
D Health Inspector Network Administrator	58,471	59,946	61,465	63,019	64,612	66,243	67,922	69,633	71,394	73,200	75,052	76,949	78,869	80,842	82,863
E Director/C.O.A. Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Special Projects Engineer	63,735	65,343	66,998	68,690	70,427	72,206	74,033	75,903	77,825	79,790	81,808	83,867	85,963	88,114	90,317
F Town Clerk Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director of Assessments Facilities Manager Town Planner Human Resources Director	69,468	71,230	73,027	74,872	76,764	78,708	80,697	82,737	84,828	86,972	89,170	91,417	93,703	96,045	98,448
G Treasurer/Collector Library Director Town Engineer Building Commissioner Planning & Community Development Director DPW - Operations Manager Information Technology Director	75,724	77,639	79,600	81,612	83,674	85,788	87,961	90,180	92,461	94,798	97,197	99,648	102,137	104,690	107,310
H Assistant Town Manager	82,536	84,621	87,081	88,954	91,206	93,510	95,873	98,296	100,779	103,327	105,943	108,617	111,331	114,114	116,970
I Police Chief Fire Chief	89,966	92,242	94,571	96,962	99,411	101,926	104,501	107,148	110,051	112,630	115,480	120,540	123,553	126,644	129,808
J Public Works Director	98,064	100,541	103,086	105,693	108,360	111,102	113,908	116,788	119,738	122,771	125,869	129,045	132,270	135,576	138,967

The preceding rates reflect a 0.75% adjustment over FY19 July rates

Appendix B - FY19 – Non-Union (Municipal) Compensation Schedules January 1, 2019

SCHEDULE 5 (Proposed Rates)

Miscellaneous Positions Compensation Schedule FY19 - January 1, 2019

Compensation Title	Compensation						
Emergency Management Coordinator	12,549 /Year						
Worker's Compensation Agent	9,981 /Year						
Veterans' Agent	7,984 /Year						
Records Administrator	9,981 /Year						
ADA Coordinator	6,197 /Year						
Animal Inspector	5,685 /Year						
Veteran's Graves Caretaker	1,675 /Year						
Planning Board Engineer	21,665 /Year						
Fair Housing Director	2,793 /Year						
Assistant Library Director	7,677	8,639	9,410 /Year				
Registrar of Voters	1,942 /Year						
Registrar of Voters (Town Clerk)	2,052 /Year						
Sealer of Weights and Measurers	7,953 /Year						
Radio Mechanic	3,616 /Year						
Custodian of Retirement Funds	2,545 /Year						
School Traffic Officer	16.78 /Hour						
Student Drafter	332	424 /Week					
Deputy Inspector	277 /Week						
School Messenger	12.71 /Hour						
Voting Machine Custodian	25.44 /Hour						
Recording Secretary - School Committee	11.44 /Hour						
Police Matron	16.51 /Hour						
Hearings Officer	16.51 /Hour						
Non-Classified Clerk	8.91 /Hour						
Non-Classified Laborer	8.91	15.01 /Hour					
Public Safety Building Custodian	22.25	22.99	23.79 /Hour				
Library Junior Page	9.71	10.12	10.54	10.95	11.35	11.74	12.17 /Hour
Library Senior Page	13.34	13.77	14.19	14.57	14.95	15.37	15.78 /Hour
Tennis Court Maintenance Supervisor	26.18	26.77	27.46	28.18	28.89	29.57 /Hour	
Tennis Maintenance Assistant	20.64	21.08	21.61	22.14	22.66	23.18 /Hour	
Each Election:							
Warden	233 /Election						
Deputy Warden/Clerk	194 /Election						
Inspector	154 /Election						
Town Census:							
Registrar of Voters/Supervisor	1,084 /Year						
Registrar of Voters/Temporary	0.42 /Name						
Town Meeting:							
Audio/Visual Operator (student)	38.75 /Session						
Audio/Visual Operator (faculty)	82.41 /Session						
Checker	7.63 /Hour (Minimum 2 Hours)						

The preceding rates reflect a 0.75% adjustment over FY19 July rates

**Appendix B - FY19 – Non-Union (Municipal) Compensation Schedules
January 1, 2019**

SCHEDULE 6 (Proposed Rates)

Recreation Compensation Schedule (R Grades) - FY19 - January 1, 2019

Compensation Grade/Title	Minimum	II	III	IV	V	Maximum
R-1 Junior Counselor	8.79	9.11	9.46	9.76	10.14	10.50
R-2 Assistant Leader Youth Assistant Peer Leader I	9.99	10.30	10.79	11.16	11.53	11.95
R-3* Peer Leader II Instructor Counselor Lifeguard	10.77	11.39	11.97	12.32	13.30	13.78
R-4* Coordinator Program Director Instructor WSI Head Guard	11.39	12.08	13.03	13.47	14.12	14.75
R-5* Seasonal Supervisor Head WSI	12.50	13.22	13.84	14.43	15.21	15.90
R-6* Supervisor I	13.47	14.12	14.72	15.48	16.20	16.86
R-7* Camp Specialist Tennis Supervisor	14.38	15.07	15.74	16.60	17.36	18.02
R-8* Assistant Camp Director Specialty Camp Director Assistant Beach Director Pre-School/After School Assistant Teacher	17.81	18.37	18.90	19.45	20.08	20.88
R-9 Pre-School/After School Lead Teacher Beach Director	20.66	21.28	21.93	22.59	23.25	23.97
R-10 Camp Director	23.15	23.84	24.54	25.22	25.89	26.61
R-11 Tennis Director	27.41	28.67	29.93	31.29	32.70	34.19

For R-3 through R-9 positions add: With CPR or First Aid - .41 /hour

With CPR and First Aid - .90 /hour

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

The preceding rates reflect a 0.75% adjustment over FY19 July rates

Appendix C – Clerical Workers Union FY18 & FY19 Agreement

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY19 - January 1, 2019

Compensation Grade/Title	Minimum	II	III	IV	V	VI	VII	VIII	Maximum
S-24 Senior Clerk I	37,662	38,981	40,344	41,757	43,220	44,733	46,299	47,920	49,784
S-25 Secretary Senior Clerk II	39,921	41,323	42,768	44,262	45,812	47,418	49,077	50,793	52,769
S-26 Administrative Secretary I Principal Clerk I	42,318	43,797	45,332	46,919	48,560	50,265	52,023	53,844	55,939
S-27 Administrative Secretary II Principal Clerk II	44,857	46,428	48,049	49,733	51,475	53,274	55,138	57,067	59,289

FY19 is the 3rd year of a 3-year agreement between the Town of Winchester and the SEIU, Local 888.

The preceding rates reflect a 0.75% adjustment over the FY19 July rates

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY19 - July 1, 2018

Compensation Grade/Title	Minimum	II	III	IV	V	VI	VII	VIII	Maximum
S-24 Senior Clerk I	37,382	38,691	40,044	41,446	42,898	44,400	45,954	47,563	49,413
S-25 Secretary Senior Clerk II	39,624	41,015	42,449	43,933	45,471	47,065	48,712	50,415	52,376
S-26 Administrative Secretary I Principal Clerk I	42,003	43,471	44,995	46,570	48,199	49,891	51,636	53,443	55,523
S-27 Administrative Secretary II Principal Clerk II	44,523	46,082	47,692	49,363	51,092	52,877	54,728	56,642	58,848

FY19 is the 3rd year of a 3-year agreement between the Town of Winchester and the SEIU, Local 888.

The preceding rates reflect a 2% adjustment over the FY18 January rates

Appendix C – Clerical Workers Union FY18 & FY19 Agreement

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY18 - January 1, 2018

Compensation Grade/Title	Minimum	II	III	IV	V	VI	VII	VIII	Maximum
S-24 Senior Clerk I	36,649	37,932	39,259	40,633	42,057	43,529	45,053	46,630	48,444
S-25 Secretary Senior Clerk II	38,847	40,211	41,617	43,072	44,579	46,142	47,757	49,426	51,349
S-26 Administrative Secretary I Principal Clerk I	41,179	42,619	44,112	45,657	47,254	48,913	50,624	52,395	54,434
S-27 Administrative Secretary II Principal Clerk II	43,650	45,178	46,757	48,395	50,090	51,840	53,655	55,531	57,694

FY18 is the 2nd year of a 3-year agreement between the Town of Winchester and the SEIU, Local 888.

The preceding rates reflect a 0.5% adjustment over the FY18 July rates

SCHEDULE 1

Clerical Compensation Schedule (S Grades) -- SEIU, Local -- FY18 - July 1, 2017

Compensation Grade/Title	Minimum	II	III	IV	V	VI	VII	VIII	Maximum
S-24 Senior Clerk I	36,467	37,743	39,064	40,431	41,848	43,312	44,829	46,398	48,203
S-25 Secretary Senior Clerk II	38,654	40,011	41,410	42,858	44,357	45,912	47,519	49,180	51,094
S-26 Administrative Secretary I Principal Clerk I	40,973	42,407	43,893	45,430	47,019	48,670	50,372	52,134	54,163
S-27 Administrative Secretary II Principal Clerk II	43,433	44,953	46,524	48,154	49,841	51,582	53,388	55,255	57,407

FY18 is the 2nd year of a 3-year agreement between the Town of Winchester and the SEIU, Local 888.

The preceding rates reflect a 2% adjustment over the FY17 July rates

Appendix D - Schedule 5 Misc. Postions Compensation Schedule Amendment

SCHEDULE 5

Miscellaneous Positions Compensation Schedule FY19 - July 1, 2018

Compensation Title	Compensation						
Emergency Management Coordinator	12,456 /Year						
Worker's Compensation Agent	9,907 /Year						
Veterans' Agent	7,925 /Year						
Records Administrator	9,907 /Year						
ADA Coordinator	6,151 /Year						
Animal Inspector	5,643 /Year						
Veteran's Graves Caretaker	1,663 /Year						
Planning Board Engineer	21,504 /Year						
Fair Housing Director	2,772 /Year						
Assistant Library Director	7,620	8,575	9,527 /Year				
Registrar of Voters	1,928 /Year						
Registrar of Voters (Town Clerk)	2,037 /Year						
Sealer of Weights and Measurers	7,894 /Year						
Radio Mechanic	3,589 /Year						
Custodian of Retirement Funds	2,526 /Year						
School Traffic Officer	16.33 /Hour						
*School Traffic Officer	16.66 /Hour						
Student Drafter	330	421 /Week					
Deputy Inspector	275 /Week						
School Messenger	12.62 /Hour						
Voting Machine Custodian	25.25 /Hour						
Recording Secretary - School Committee	11.35 /Hour						
Police Matron	16.39 /Hour						
Hearings Officer	16.39 /Hour						
Non-Classified Clerk	8.84 /Hour						
Non-Classified Laborer	8.84	14.90 /Hour					
Public Safety Building Custodian	22.08	22.82	23.61 /Hour				
Library Junior Page	9.64	10.05	10.46	10.87	11.26	11.66	12.08 /Hour
Library Senior Page	13.24	13.67	14.09	14.46	14.84	15.25	15.67 /Hour
Tennis Court Maintenance Supervisor	25.99	26.57	27.26	27.97	28.68	29.35 /Hour	
Tennis Maintenance Assistant	20.49	20.92	21.45	21.98	22.49	23.01 /Hour	
Each Election:							
Warden	231 /Election						
Deputy Warden/Clerk	193 /Election						
Inspector	153 /Election						
Town Census:							
Registrar of Voters/Supervisor	1,076 /Year						
Registrar of Voters/Temporary	0.42 /Name						
Town Meeting:							
Audio/Visual Operator (student)	38.46 /Session						
Audio/Visual Operator (faculty)	81.80 /Session						
Checker	7.57 /Hour (Minimum 2 Hours)						

The preceding rates reflect a 2% adjustment over FY18 January rates

Appendix E - Schedule 5 Misc. Positions Compensation Schedule Amendment

SCHEDULE 5 - (Proposed Rates)

Miscellaneous Positions Compensation Schedule FY19 - January 1, 2019

Compensation Title	Compensation						
Emergency Management Coordinator	12,549 /Year						
Worker's Compensation Agent	9,981 /Year						
Veterans' Agent	7,984 /Year						
Records Administrator	9,981 /Year						
ADA Coordinator	6,197 /Year						
Animal Inspector	5,685 /Year						
Veteran's Graves Caretaker	1,675 /Year						
Planning Board Engineer	21,665 /Year						
Fair Housing Director	2,793 /Year						
Assistant Library Director	7,677	8,639	9,410 /Year				
Registrar of Voters	1,942 /Year						
Registrar of Voters (Town Clerk)	2,052 /Year						
Sealer of Weights and Measurers	7,953 /Year						
Radio Mechanic	3,616 /Year						
Custodian of Retirement Funds	2,545 /Year						
*OPEB Trustee	5,000 /Year						
School Traffic Officer	16.78 /Hour						
Student Drafter	332	424 /Week					
Deputy Inspector	277 /Week						
School Messenger	12.71 /Hour						
Voting Machine Custodian	25.44 /Hour						
Recording Secretary - School Committee	11.44 /Hour						
Police Matron	16.51 /Hour						
Hearings Officer	16.51 /Hour						
Non-Classified Clerk	8.91 /Hour						
Non-Classified Laborer	8.91	15.01 /Hour					
Public Safety Building Custodian	22.25	22.99	23.79 /Hour				
Library Junior Page	9.71	10.12	10.54	10.95	11.35	11.74	12.17 /Hour
Library Senior Page	13.34	13.77	14.19	14.57	14.95	15.37	15.78 /Hour
Tennis Court Maintenance Supervisor	26.18	26.77	27.46	28.18	28.89	29.57 /Hour	
Tennis Maintenance Assistant	20.64	21.08	21.61	22.14	22.66	23.18 /Hour	
Each Election:							
Warden	233 /Election						
Deputy Warden/Clerk	194 /Election						
Inspector	154 /Election						
Town Census:							
Registrar of Voters/Supervisor	1,084 /Year						
Registrar of Voters/Temporary	0.42 /Name						
Town Meeting:							
Audio/Visual Operator (student)	38.75 /Session						
Audio/Visual Operator (faculty)	82.41 /Session						
Checker	7.63 /Hour (Minimum 2 Hours)						

The preceding rates reflect a 0.75% adjustment over FY19 July rate