



TOWN OF WINCHESTER 2019 Spring Annual Town Meeting

ARTICLE 41

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

- Two motions for the classification of seven positions on Schedule 3 - PT Compensation Plan and one position on Schedule 5 – Miscellaneous Positions, effective July 1, 2019; one to approve the classifications and one to transfer funds for one of the classifications,
- Two motions for a cost-of-living increase in the amount of 1.5% for municipal non-union employees effective July 1, 2019; one for the approval of the non-union municipal compensation schedules and one to fund the cost-of-living increases,
- One motion to set aside funds in the FY20 Unallocated Wage Account for the revision and adjustments in FY20 salaries and wages and other benefits for Municipal employees.

MOTION 1: MOVED AND SECONDED that the Town's Compensation Plan be amended effective July 1, 2019 as recommended by the Town Manager and the Personnel Board as set forth in **Appendix A – (Proposed) Classification of Positions on Schedule 3 PT Compensation Plan and Schedule 5 Miscellaneous Positions Compensation Schedule FY20 Effective July 1, 2019.**

Schedule 3 – PT Compensation Plan FY20

DELETE:

PT-12 Recycling General Foreman

ADD:

PT-8 Transportation Coordinator COA
PT-9 Parking Ticket Administrator/Hearings Officer
PT-11 Building Maintenance Specialist
PT-12 Water System Distribution Treatment General Foreman
PT-15 Transfer Station Coordinator

Schedule 5 – Miscellaneous Positions Compensation Plan FY20

ADD:

MISC Council on Aging Vehicle Driver \$16.00 /16.56 /17.14 /17.74 /18.36/hr.

BACKGROUND: The purpose of this motion is to ratify the recommendation of the Personnel Board and override vote with respect to the classifications of two part-time Council on Aging Vehicle Drivers and a Transportation Coordinator at the Council on Aging, Building Maintenance Specialist, Water System Distribution Treatment General Foreman and Transfer Station Coordinator in the Department of Public Works, and a Parking Ticket Administrator/Hearings Officer in the Treasurer's Office. This would also remove the position of Recycling General Foreman as it will be replaced by the Transfer Station Coordinator position.

MOTION 2: MOVED AND SECONDED that the Town transfer \$23,000 in funds from the FY20 Treasurer's Other Expenses Account #0113502 to the FY20 Treasurer's Personal Services Account #0113501 to fund the parking ticket administrator/hearings officer position.

BACKGROUND: The purpose of this motion is to fund the reclassification of the above listed position from that of an independent contractor to a Town employee for the purpose of bringing the position into compliance with IRS regulations.

MOTION 3: MOVED AND SECONDED that Schedules 2 (*CS-Clerical*), 3 (*Professional Technical*), 4 (*Management*), 5 (*Miscellaneous*) and 6 (*Recreation*) of the Town's Compensation Plan be amended to reflect cost-of-living wage adjustments for the municipal non-union employees of the Town as recommended by the Town Manager and the Personnel Board as set forth in **Appendix B - FY20 Non-Union Municipal (Proposed) Compensation Schedules July 1, 2019.**

BACKGROUND: The purpose of this motion is to amend compensation schedules 2, 3, 4, 5 and 6 in the Town's Compensation Plan for municipal non-union employees for FY20. The proposed cost-of-living increase is 1.5% effective July 1, 2019.

MOTION 4: MOVED AND SECONDED that the Town appropriate the sum of \$128,200 to the following FY20 Municipal Personal Service Budgets, as listed below, to fund a 1.5% cost-of-living wage increase for municipal non-union employees effective July 1, 2019; \$106,707 shall be raised on the tax levy, \$3,968 shall be transferred from Water and Sewer Retained Earnings and \$17,525 shall be transferred from Recreation Retained Earnings.

Department #1210	Town Manager's Department	\$ 9,387
Department #1330	Comptroller's Office	\$ 3,450
Department #1340	Assessing Department	\$ 1,592
Department #1350	Treasurer/Collector's Department	\$ 3,975
Department #1412	Engineering Department	\$ 5,727
Department #1413	Building and Zoning Department	\$ 3,684
Department #1415	Conservation Department	\$ 837
Department #1420	Planning Board	\$ 1,575
Department #1520	Human Resources Department	\$ 2,950
Department #1530	Information Technology	\$ 8,130
Department #1610	Town Clerk's Department	\$ 3,225
Department #2100	Police Department	\$14,855
Department #2200	Fire Department	\$ 2,325
Department #2420	Sealer of Weights and Measures	\$ 120
Department #4100	Department of Public Works	\$16,820
Department #5110	Board of Health	\$ 3,029
Department #5410	Council on Aging	\$ 3,347
Department #5420	Veteran's	\$ 146
Department #6110	Library	\$21,533
Department #9000	Water and Sewer Enterprise	\$ 3,968
Department #9010	Recreation Enterprise	<u>\$17,525</u>
Total Appropriation:		\$128,200

BACKGROUND: The purpose of this motion is to appropriate the sum of \$128,200, \$106,707 shall be raised from the tax levy, \$3,968 shall be transferred from Water and Sewer Retained Earnings and \$17,525 shall be transferred from Recreation Retained Earnings to supplement various FY20 Municipal Personal Service Budgets necessary to fund wage increases resulting from a 1.5% cost-of-living increase for municipal non-union employees effective July 1, 2019.

MOTION 5: MOVED AND SECONDED that the Town appropriate the sum of \$293,393 to provide for the revision and adjustments in FY20 salaries and wages and other benefits for Municipal employees to be held in the FY20 Unallocated Wage Account to be allocated in subsequent Town Meeting vote(s); of which \$293,293 will be raised on the tax levy and \$100 will be transferred from the FY19 Unallocated Wage Account #0312521.

BACKGROUND: The purpose of this motion is to provide funding for wage increases as a result of union bargaining as all Town Collective Bargaining Agreements expire on June 30, 2019. This appropriation is set-aside for wage increases for FY20. The funds will be held in the FY20 Unallocated Wage Account until such time as a subsequent Town Meeting transfers the funds.

Town of Winchester



APPENDIX A

Proposed Classification of Positions on Schedule 3 PT Compensation Plan and Schedule 5 Miscellaneous Positions Compensation Schedule

Transportation Coordinator COA
Parking Ticket Administrator/Hearings Officer
Building Maintenance Specialist
Water System Distribution Treatment General Foreman
Transfer Station Coordinator
Recycling General Foreman
Council on Aging Vehicle Driver

Appendix A - (Proposed) Classification of Positions on Schedule 3 PT Compensation Plan FY20 (FY19 Rates)

Schedule 3

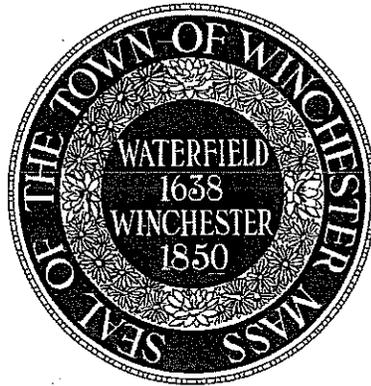
Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10
PT-6	19,18	19,51	20,51	21,25	21,98	22,77	23,56	24,38	25,22	26,10
PT-7 Civilian Dispatcher	20,88	21,64	22,37	23,15	23,98	24,81	25,68	26,59	27,51	28,45
PT-8 Finance Committee Secretary Chief Dispatcher *Transportation Coordinator COA	22,78	23,62	24,39	25,22	26,13	27,08	27,97	28,95	29,96	31,01
PT-9 Dog Officer Library Network Administrator *Parking Ticket Administrator/Hearings Officer	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 *Building Maintenance Specialist	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 *Water System Distribution Treatment General Foreman	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 *Transfer Station Coordinator	61,661	63,816	66,049	68,357	70,755	73,228	76,648	79,330	82,108	84,980

Appendix A - (Proposed) Classification of Positions on Schedule 5 Miscellaneous Positions FY20 (FY19 Rates)

Schedule 5

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		
*Council on Aging Vehicle Driver	16.00	16.56	17.14	17.74	18.36 /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)							

Town of Winchester



APPENDIX B

**FY20 Non-Union Municipal (*Proposed*)
Compensation Schedules – July 1, 2019**

SCHEDULE 2 - (Proposed Rates)

CS Compensation Schedule FY20 - JULY 1, 2019

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10
CS-4 Crossing Guard	29,782	30,828	31,904	33,025	34,177	35,393	36,614	37,895	39,221	40,593
CS-5 Library Aide	32,464	33,601	34,799	35,988	37,235	38,557	39,904	41,300	42,747	44,242
CS-6 Technical Services Assistant II Technical Services Assistant	35,388	36,623	37,907	39,180	40,608	42,029	43,498	45,021	46,598	48,228
CS-7 Parking Warden Circulation Clerk	38,576	39,921	40,686	42,769	44,295	45,812	47,413	49,073	50,791	52,568
CS-8 Administrative Secretary I Senior Library Clerk, Technical Services	42,045	43,519	45,044	46,617	48,248	49,935	51,688	53,497	55,370	57,309
CS-9 Administrative Secretary II	45,831	47,431	49,088	50,808	52,589	54,414	56,339	58,310	60,351	62,462
CS-10 Administrative Secretary III	49,038	50,754	52,509	54,497	56,260	58,237	60,281	62,390	64,574	66,833

The preceding rates reflect a 1.5% adjustment over FY19 January rates

SCHEDULE 3 - (Proposed Rates)

PT Compensation Plan FY20 - JULY 1, 2019

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10
PT-6	19.47	20.14	20.82	21.57	22.31	23.11	23.91	24.75	25.60	26.49
PT-7 Civilian Dispatcher	21.19	21.96	22.71	23.50	24.34	25.18	26.07	26.99	27.92	28.88
PT-8 Finance Committee Secretary Chief Dispatcher *Transportation Coordinator COA	23.12	23.97	24.76	25.60	26.52	27.49	28.39	29.38	30.41	31.48
PT-9 Dog Officer Library Network Administrator * Parking Ticket Administrator/Hearings Officer	25.20	26.06	26.99	27.86	28.89	29.93	30.98	32.05	33.19	34.34
PT-10 Accounts Payable Supervisor Assistant Town Clerk ADA Coordinator	49,038	50,754	52,526	54,363	56,270	58,237	60,280	62,390	64,572	66,833
PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Community Education Coordinator Community Health Program Manager Executive Coordinator Preschool/After School Director Youth Center Coordinator * Building Maintenance Specialist	51,489	53,292	55,160	57,081	59,085	61,148	63,291	65,508	67,797	70,171
PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician * Recycling General Foreman Payroll/Benefits Coordinator *Water System Distribution Treatment General Foreman	54,064	55,956	57,909	59,940	62,037	64,207	66,282	68,599	71,002	73,488
PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator	56,764	58,749	60,807	62,936	65,144	67,420	69,690	72,131	74,654	77,268
PT-14 Junior Engineer Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator Public Health Nurse Building Inspector	59,604	61,691	63,855	66,082	68,393	70,791	73,267	75,832	78,485	81,231
PT-15 Water System Distribution Supervisor Fleet Coordinator * Transfer Station Coordinator	62,586	64,773	67,040	69,382	71,816	74,326	77,798	80,520	83,340	86,255

*** Proposed Reclassifications**

The preceding rates reflect a 1.5% adjustment over FY19 January rates

SCHEDULE 4 - (Proposed Rates)

Management Schedule FY20 - JULY 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	59,348	60,845	62,387	63,964	65,581	67,237	68,941	70,677	72,465	74,298	76,178	78,103	80,052	82,055	84,106
E Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW	64,691	66,323	68,003	69,720	71,483	73,289	75,143	77,042	78,992	80,987	83,035	85,125	87,252	89,436	91,672
F Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director/C.O.A. Town Planner Special Projects Manager	70,510	72,298	74,122	75,995	77,915	79,889	81,907	83,978	86,100	88,277	90,508	92,788	95,109	97,486	99,925
G Treasurer/Collector Library Director Town Engineer Building Commissioner Planning & Community Development Director DPW - Operations Manager Information Technology Director Director of Assessments Town Clerk Facilities Manager Human Resources Director	76,860	78,804	80,794	82,836	84,929	87,075	89,280	91,533	93,848	96,220	98,655	101,143	103,669	106,260	108,920
H	83,774	85,890	88,387	90,288	92,574	94,913	97,311	99,770	102,291	104,877	107,532	110,246	113,001	115,826	118,725
I Assistant Town Manager	91,315	93,626	95,990	98,416	100,902	103,455	106,069	108,755	111,702	114,319	117,212	122,348	125,406	128,544	131,755
J Public Works Director Police Chief Fire Chief	99,535	102,049	104,632	107,278	109,985	112,769	115,617	118,540	121,534	124,613	127,757	130,981	134,254	137,610	141,052

The preceding rates reflect a 1.5% adjustment over FY19 January rates

SCHEDULE 5 - (Proposed Rates)

Miscellaneous Positions Compensation Schedule FY20 - JULY 1, 2019

Compensation Title	Compensation								
Emergency Management Coordinator	12,737 /Year								
Worker's Compensation Agent	10,131 /Year								
Veterans' Agent	8,104 /Year								
Records Administrator	10,131 /Year								
ADA Coordinator	6,290 /Year								
Animal Inspector	5,770 /Year								
Veteran's Graves Caretaker	1,700 /Year								
Planning Board Engineer	21,990 /Year								
Fair Housing Director	2,835 /Year								
Assistant Library Director	7,792	8,769	9,551 /Year						
Registrar of Voters	1,971 /Year								
Registrar of Voters (Town Clerk)	2,083 /Year								
Sealer of Weights and Measurers	8,073 /Year								
Radio Mechanic	3,670 /Year								
Custodian of Retirement Funds	2,583 /Year								
OPEB Trustee	5,075 /Year								
School Traffic Officer	17.03 /Hour								
Student Drafter	337	430 /Week							
Deputy Inspector	281 /Week								
School Messenger	12.90 /Hour								
Voting Machine Custodian	25.82 /Hour								
Recording Secretary - School Committee	11.61 /Hour								
Police Matron	16.76 /Hour								
Hearings Officer	16.76 /Hour								
Non-Classified Clerk	9.04 /Hour								
Non-Classified Laborer	9.04	15.24 /Hour							
Public Safety Building Custodian	22.58	23.33	24.15 /Hour						
Library Junior Page	9.86	10.27	10.70	11.11	11.52	11.92	12.35 /Hour		
Library Senior Page	13.54	13.98	14.40	14.79	15.17	15.60	16.02 /Hour		
Tennis Court Maintenance Supervisor	26.57	27.17	27.87	28.60	29.32	30.01 /Hour			
Tennis Maintenance Assistant	20.95	21.40	21.93	22.47	23.00	23.53 /Hour			
*Council on Aging Vehicle Driver	16.00	16.56	17.14	17.74	18.36 /Hour				
Each Election:									
Warden	236 /Election								
Deputy Warden/Clerk	197 /Election								
Inspector	156 /Election								
Town Census:									
Registrar of Voters/Supervisor	1,100 /Year								
Registrar of Voters/Temporary	0.43 /Name								
Town Meeting:									
Audio/Visual Operator (student)	39.33 /Session								
Audio/Visual Operator (faculty)	83.65 /Session								
Checker	7.74 /Hour (Minimum 2 Hours)								

The preceding rates reflect a 1.5% adjustment over FY19 January rates

SCHEDULE 6 - (Proposed Rates)

Recreation Compensation Schedule (R Grades) - FY20 - JULY 1, 2019

Compensation Grade/Title	Minimum	II	III	IV	V	Maximum
R-1 Junior Counselor	8.92	9.25	9.60	9.91	10.29	10.66
R-2 Assistant Leader Youth Assistant Peer Leader I	10.14	10.45	10.95	11.33	11.70	12.13
R-3 Peer Leader II Instructor Counselor Lifeguard	10.93	11.56	12.15	12.50	13.50	13.99
R-4 Coordinator Program Director Instructor WSI Head Guard	11.56	12.26	13.23	13.67	14.33	14.97
R-5 Seasonal Supervisor Head WSI	12.69	13.42	14.05	14.65	15.44	16.14
R-6 Supervisor I	13.67	14.33	14.94	15.71	16.44	17.11
R-7 Camp Specialist Tennis Supervisor	14.60	15.30	15.98	16.85	17.62	18.29
R-8 Assistant Camp Director Specialty Camp Director Assistant Beach Director Pre-School/After School Assistant Teacher	18.08	18.65	19.18	19.74	20.38	21.19
R-9 Pre-School/After School Lead Teacher Beach Director	20.97	21.60	22.26	22.93	23.60	24.33
R-10 Camp Director	23.50	24.20	24.91	25.60	26.28	27.01
R-11 Tennis Director	27.82	29.10	30.38	31.76	33.19	34.70

For R-3 through R-9 positions add: With CPR or First Aid - .42 /hour

With CPR and First Aid - .91 /hour

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

The preceding rates reflect a 1.5% adjustment over FY19 January rates