

# ARTICLE 23

## TOWN OF WINCHESTER



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**MAY 7, 2021**

**REVISION #1 (MAY 3, 2021)**

**REVISION #2 (MAY 7, 2021)**

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**PERSONNEL BOARD REPORT  
SPRING TOWN MEETING 2021**



## TOWN OF WINCHESTER 2021 Spring Annual Town Meeting

### ARTICLE 23 (Revision #1 - May 3, 2021) (Revision #2 - May 7, 2021)

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 eight** motions that will be considered for approval under this Article:

- Two motions for the classification and reclassification of multiple positions effective July 1, 2021; one to approve the classifications and reclassifications and one to transfer funds for two of the reclassifications,
- Two motions for a cost-of-living increase on Schedules 2, 3, 4, 5, and 6 in the amount of 3.0% for municipal non-union employees effective July 1, 2021; one for the approval of the non-union municipal compensation schedules and one to fund the cost-of-living increases,
- Two motions for an added step for municipal non-union employees on compensation schedules 2, 3, and 4 effective July 1, 2021; one for the approval of the municipal non-union compensation schedules and one to fund the added step adjustments,
- Two motions for the approval of changes in the Personnel Policy Guide; one to approve the changes and one to fund the changes, and
- ~~One motion to establish the FY22 UnAllocated Wage Account to fund wage increases for municipal non-union employees of the Town for FY22.~~

**MOTION 1: MOVED AND SECONDED** that the Town's Compensation Plan be amended effective July 1, 2021 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, Schedule 4 Management Schedule, Schedule 5 Miscellaneous Positions Compensation Schedule, and Schedule 6 Recreation Compensation Schedule (R-Grades) FY22 Effective July 1, 2021.**

#### Schedule 3 – PT Compensation Plan FY22

Delete PT-11 Assistant Town Clerk  
Delete PT-12 Payroll/Benefits Coordinator  
Add PT-12 Accounting Specialist  
Add PT-14 Payroll/Benefits Coordinator  
Add PT-15 Mental Health/Wellness Social Worker

**Schedule 4 - Management Schedule FY22**

Add E Assistant Town Clerk

Title Change: Nurse Manager to Public Health Nurse Manager

**Schedule 5 – Miscellaneous Positions Compensation Plan FY22**

Delete Tennis Court Maintenance Supervisor

Add Program Instructor I	\$15.00	\$22.50	\$30.00 /hr
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Add Program Instructor II	\$20.00	\$40.00	\$60.00 /hr
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**Schedule 6 – Recreation Compensation Schedule (R-Grades) FY22**

Eliminate Positions:

Peer Leader I R-2

Peer Leader II R-3

Instructor R-3

Instructor WSI R-4

Head Guard R-4

Program Director R-4

Seasonal Supervisor R-5

Head WSI R-5

Reclassify Positions:

Delete Counselor R-3

Add Counselor R-4

Delete Lifeguard R-3

Add Lifeguard R-5

Delete Coordinator R-4

Add Coordinator R-5

Delete Specialty Camp Director R-8

Add Specialty Camp Director R-9

Delete Assistant Beach Director I R-8

Add Assistant Beach Director I R-9

Delete Assistant Camp Director R-8

Add Assistant Camp/Summer Adventures Director R-9

Delete Beach Director R-9

Add Beach Director R-10

Title Changes:

Pre-School/After School Assistant Teacher to Pre-School Assistant Teacher R-8

Pre-School/After School Lead Teacher to Pre-School Lead Teacher R-9

Camp Specialist to Camp/Summer Adventures Specialist R-7

Camp Director to Summer Adventures/Camp Director R-10

Add Positions:

Gate Attendant R-3

Summer Maintenance Assistant R-3

Group Leader I R-8

Group Leader II R-9

Licensed Program Director R-11

Tennis Court Maintenance Supervisor R-11

**BACKGROUND:** The purpose of this motion is to ratify the recommendation of the Town Manager and the Personnel Board with respect to the classifications and reclassifications listed above effective July 1, 2021. The Recreation Department is restructuring Schedule 6 (R-Grades) to reflect existing duties and roles within the department.

**MOTION 2: MOVED AND SECONDED** that the Town raise and appropriate the sum of \$7,300 to the following Municipal Personal Services Budgets as listed below, to fund wage increases effective July 1, 2021 as a result of classifications of positions on Schedule 3 – PT Compensation Plan and Schedule 4 Management Schedule:

Department #1330	Comptroller’s Office	\$ 5,300
Department #1610	Town Clerk’s Department	<u>\$ 2,000</u>
	<b>TOTAL:</b>	<b>\$ 7,300</b>

**BACKGROUND:** The purpose of this motion is to raise and appropriate \$7,300 to supplement the FY22 Comptroller’s Office Personal Services Budget to meet the cost of reclassifying the Payroll/Benefits Coordinator from a PT-12 to a PT-14 and to supplement the FY22 Town Clerk’s Department Personal Services Budget to meet the cost of reclassifying the Assistant Town Clerk from a PT-11 on Schedule 3 – PT Compensation Plan to Grade E on Schedule 4 - Management.

**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 - FY22 Non-Union Municipal Compensation Schedules (Proposed) July 1, 2021.**

**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 FY22. The proposed cost-of-living increase is 3.0% effective July 1, 2021.

**MOTION 4: MOVED AND SECONDED** that the Town raise and appropriate the sum of \$279,791 to the following FY22 Municipal Personal Service Budgets, as listed below, to fund a 3.0% cost-of-living wage increase for municipal non-union employees effective July 1, 2021; \$228,272 shall be raised and appropriated, \$10,248 shall be transferred from Water and Sewer Retained Earnings and \$41,271 shall be transferred from Recreation Retained Earnings.

Department #1210	Town Manager’s Department	\$13,095
Department #1330	Comptroller’s Office	\$10,464
Department #1340	Assessing Department	\$ 3,432
Department #1350	Treasurer/Collector’s Department	\$ 9,456
Department #1412	Engineering Department	\$12,678
Department #1413	Building and Zoning Department	\$ 7,671
Department #1415	Conservation Department	\$ 1,737
Department #1420	Planning Board	\$ 3,150
Department #1520	Human Resources Department	\$ 5,079
Department #1530	Information Technology	\$ 1,370
Department #1610	Town Clerk’s Department	\$ 6,024
Department #2100	Police Department	\$27,804

Department #2200	Fire Department	\$ 4,698
Department #2420	Sealer of Weights and Measures	\$ 249
Department #4100	Department of Public Works	\$39,009
Department #5110	Board of Health	\$ 7,056
Department #5410	Council on Aging	\$ 8,868
Department #5420	Veteran's	\$ 303
Department #6110	Library	\$66,129
Department #9000	Water and Sewer Enterprise	\$10,248
Department #9010	Recreation Enterprise	<u>\$41,271</u>

**Total Appropriation:                   \$279,791**

**BACKGROUND:** The purpose of this motion is to raise and appropriate the sum of \$279,791, \$228,272 shall be raised and appropriated, \$10,248 shall be transferred from Water and Sewer Retained Earnings and \$41,271 shall be transferred from Recreation Retained Earnings to supplement various FY22 Municipal Personal Service Budgets necessary to fund wage increases resulting from a 3.0% cost-of-living increase for municipal non-union employees effective July 1, 2021.

**MOTION 5: MOVED AND SECONDED** that Schedules 2 (*CS-Clerical*), 3 (*Professional Technical*), and 4 (*Management*) of the Town's Compensation Plan be amended to reflect addition of one step at the end of each grade on each schedule as recommended by the Town Manager and the Personnel Board as set forth in **Appendix C - Added Step on Schedule 2 (CS-Clerical), Schedule 3 (Professional Technical), and Schedule 4 (Management) Compensation Schedules Effective July 1, 2021.**

**BACKGROUND:** The purpose of this motion is to amend compensation schedules 2, 3, and 4 in the Town's Compensation Plan with the addition of one step at the end of each grade on each schedule. On Schedule 2 (CS-Clerical) and Schedule 3 (Professional/Technical) the additional step (Step 12) is a 3.5% differential over the current max step (Step 11). On Schedule 4 (Management) the additional step (Step 17) is a 2.5% differential over the current max step (Step 16).

**MOTION 6: MOVED AND SECONDED** that the Town appropriate the sum of \$28,430 to the following FY22 Municipal Personal Service Budgets, as listed below, to fund the addition of one step on Schedules 2 (*CS-Clerical*), 3 (*Professional Technical*), and 4 (*Management*) of the Town's Compensation Plan effective July 1, 2021; \$26,724 shall be raised and appropriated and \$1,706 shall be transferred from Water and Sewer Retained Earnings.

Department #1330	Comptroller's Office	\$ 2,759
Department #1340	Assessing Department	\$ 1,433
Department #1413	Building and Zoning Department	\$ 5,682
Department #1610	Town Clerk's Department	\$ 1,434
Department #2100	Police Department	\$ 2,402
Department #4100	Department of Public Works	\$ 8,982
Department #5410	Council on Aging	\$ 4,032
Department #9000	Water and Sewer Enterprise	<u>\$ 1,706</u>

**Total Appropriation:                   \$28,430**

**BACKGROUND:** The purpose of this motion is to appropriate the sum of \$28,430 to supplement various FY22 Municipal Personal Service Budgets, as listed above, necessary to fund an addition of one step on compensation schedules 2, 3, and 4 effective July 1, 2021; \$26,724 shall be raised and appropriated and \$1,706 shall be transferred from Water and Sewer Retained Earnings.

**MOTION 7: MOVED AND SECONDED** that the Town of Winchester Personnel Policy Guide be accepted and approved with minor revisions as follows:

**F. Wellness Incentive Program**

2. If an employee on the Professional/Technical Schedule or the Clerical (CS) Schedule elects the incentive by January 1, he/she will receive either a) payment of **\$150.00** per day for the sick leave not used during the year or b) payment at retirement for the unused leave at a rate of \$25 per day (over 105 days). The employee's leave balance will be reduced by the number of days compensated.

Effective January 1, 2021, b) payment at retirement for the unused leave at a rate of \$50 per day (over 105 days). The employee's leave balance will be reduced by the number of days compensated.

Effective January 1, 2022, b) payment at retirement for the unused leave at a rate of \$75 per day (over 105 days). The employee's leave balance will be reduced by the number of days compensated.

3. If an employee on the Managerial/Supervisory Schedule elects the incentive by January 1, he/she will receive either a) payment of **\$150.00** per day for the sick leave not used during the year or b) payment at retirement for the unused leave at a rate of \$25 per day (over 105 days). The employee's leave balance will be reduced by the number of days compensated.

Effective January 1, 2021, b) payment at retirement for the unused leave at a rate of \$50 per day (over 105 days). The employee's leave balance will be reduced by the number of days compensated.

Effective January 1, 2022, b) payment at retirement for the unused leave at a rate of \$75 per day (over 105 days). The employee's leave balance will be reduced by the number of days compensated.

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

**MOTION 8: MOVED AND SECONDED** that the Town raise and appropriate the sum of \$12,589 to various FY22 Municipal Service budgets as listed below to fund increases in the cost of benefits revised by the proposed Town of Winchester Personnel Policy Guide; \$11,843 shall be raised and appropriated and \$746 shall be transferred from Recreation Retained Earnings.

Department #1210	Town Manager's Department	\$ 750
Department #1330	Comptroller's Office	\$ 375
Department #1340	Assessing Department	\$ 375
Department #1350	Treasurer/Collector's Department	\$ 400
Department #1413	Building and Zoning Department	\$ 803
Department #1415	Conservation Department	\$ 268
Department #1530	Information Technology	\$ 375
Department #1610	Town Clerk's Department	\$ 250
Department #2100	Police Department	\$ 1,500
Department #2200	Fire Department	\$ 375

Department #4100	Department of Public Works	\$ 3,750
Department #6110	Library	\$ 2,622
Department #9010	Recreation Enterprise	<u>\$ 746</u>
<b>Total Appropriation:</b>		<b>\$12,589</b>

**BACKGROUND:** The purpose of this motion is to appropriate the sum of \$12,589 to various FY22 Municipal Personal Service budgets as listed above, to fund increases in the cost of benefits revised by the proposed Town of Winchester Personnel Policy Guide for municipal non-union employees; \$11,843 shall be raised and appropriated and \$746 shall be transferred from Recreation Retained Earnings.

# Town of Winchester



## APPENDIX A

**Appendix A – (Proposed) Classification of Positions on  
Schedule 3 PT Compensation Plan,  
Schedule 4 Management Schedule,  
Schedule 5 Miscellaneous Positions Compensation Schedule,  
and Schedule 6 Recreation Compensation Schedule (R-Grades)  
FY22 Effective July 1, 2021**



### SCHEDULE 3

#### PT Compensation Plan FY22 - JULY 1, 2021

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	NEW 12
PT-6	20.56	21.26	21.98	22.77	23.56	24.40	25.25	26.13	27.03	27.97	28.95	<b>29.96</b>
PT-7 Civilian Dispatcher	22.38	23.19	23.98	24.81	25.70	26.59	27.52	28.50	29.48	30.49	31.56	<b>32.67</b>
PT-8 Finance Committee Secretary Chief Dispatcher Transportation Coordinator COA	24.41	25.31	26.14	27.03	28.00	29.03	29.98	31.02	32.11	33.24	34.40	<b>35.60</b>
PT-9 Dog Officer Library Network Administrator Parking Ticket Administrator/Hearings Officer	26.61	27.51	28.50	29.42	30.51	31.61	32.71	33.85	35.05	36.26	37.53	<b>38.84</b>
PT-10 Accounts Payable Supervisor ADA Coordinator	51,780	53,591	55,462	57,402	59,416	61,493	63,650	65,877	68,182	70,569	73,039	<b>75,595</b>
PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Community Education Coordinator Community Health Program Manager Preschool/After School Director Youth Center Coordinator Building Maintenance Specialist <b>* Assistant Town Clerk</b> Human Resources Coordinator	54,367	56,271	58,243	60,272	62,389	64,566	66,829	69,170	71,587	74,094	76,687	<b>79,371</b>
PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician <b>* Payroll/Benefits Coordinator</b> Water System Distribution Treatment General Foreman <b>* Accounting Specialist</b>	57,086	59,084	61,146	63,291	65,505	67,796	69,987	72,434	74,972	77,596	80,312	<b>83,123</b>
PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator Community Engagement Coordinator	59,937	62,033	64,206	66,455	68,786	71,189	73,586	76,163	78,828	81,587	84,443	<b>87,398</b>
PT-14 Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator Building Inspector Procurement Administrator <b>* Payroll/Benefits Coordinator</b>	62,936	65,139	67,424	69,776	72,216	74,749	77,363	80,071	82,873	85,772	88,774	<b>91,882</b>
PT-15 Water System Distribution Supervisor Fleet Coordinator Transfer Station Coordinator Senior Project Engineer <b>* Mental Health/Wellness Social Worker</b>	66,085	68,394	70,788	73,261	75,831	78,482	82,147	85,021	87,999	91,077	94,264	<b>97,564</b>

The preceding rates reflect a 3% adjustment over FY21 January rates

## SCHEDULE 4

### Management Schedule FY22 - JULY 1, 2021

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	NEW 17
<b>D</b> Health Inspector Network Administrator Assistant Town Planner	62,666	64,247	65,875	67,540	69,247	70,996	72,795	74,629	76,516	78,451	80,437	82,469	84,528	86,642	88,807	91,028	<b>93,303</b>
<b>E</b> Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Sustainability Director <b>* Nurse Manager to Public Health Nurse Manager</b> <b>* Assistant Town Clerk</b>	68,308	70,031	71,805	73,618	75,479	77,386	79,344	81,349	83,408	85,514	87,677	89,884	92,130	94,435	96,797	99,217	<b>101,697</b>
<b>F</b> Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director/C.O.A. Town Planner Special Projects Manager	74,452	76,340	78,266	80,244	82,271	84,355	86,486	88,673	90,913	93,212	95,568	97,975	100,426	102,936	105,511	108,149	<b>110,852</b>
<b>G</b> 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	81,156	83,209	85,311	87,467	89,677	91,943	94,271	96,650	99,095	101,599	104,170	106,797	109,465	112,200	115,009	117,884	<b>120,831</b>
<b>H</b> Deputy Fire Chief	88,457	90,692	93,329	95,336	97,749	100,219	102,751	105,348	108,009	110,740	113,543	116,410	119,318	122,301	125,362	128,496	<b>131,709</b>
<b>I</b> Assistant Town Manager	96,420	98,860	101,356	103,918	106,543	109,238	111,999	114,835	117,947	120,710	123,765	129,188	132,417	135,730	139,121	142,599	<b>146,164</b>
<b>J</b> Public Works Director Police Chief Fire Chief	105,099	107,754	110,482	113,276	116,134	119,073	122,080	125,167	128,329	131,579	134,899	138,303	141,759	145,303	148,937	152,661	<b>156,477</b>

The preceding rates reflect a 3% adjustment over FY21 January rates

# SCHEDULE 5

## Miscellaneous Positions Compensation Schedule FY22 - JULY 1, 2021

Compensation Title	Compensation						
ADA Coordinator	6,641 /Year						
Animal Inspector	6,092 /Year						
Assistant Library Director	8,227	9,258	10,084 /Year				
Council on Aging Vehicle Driver	16.89	17.49	18.09	18.74	19.39 /Hour		
Custodian of Retirement Funds	2,728 /Year						
Deputy Inspector	297 /Week						
Emergency Management Coordinator	13,448 /Year						
Fair Housing Director	2,994 /Year						
Hearings Officer	17.70 /Hour						
Library Shelver	14.29	14.79	15.31	15.84	16.41	16.98	17.57 /Hour
Non-Classified Clerk	9.54 /Hour						
Non-Classified Laborer	9.54	16.08 /Hour					
OPEB Trustee	5,359 /Year						
Planning Board Engineer	23,217 /Year						
Police Matron	17.70 /Hour						
<b>Program Instructor I</b>	<b>15.00</b>	<b>22.50</b>	<b>30.00 /Hour</b>				
<b>Program Instructor II</b>	<b>20.00</b>	<b>40.00</b>	<b>60.00 /Hour</b>				
Public Safety Building Custodian	23.84	24.63	25.50 /Hour				
Radio Mechanic	3,874 /Year						
Recording Secretary - School Committee	12.25 /Hour						
Records Administrator	10,696 /Year						
Registrar of Voters	2,081 /Year						
Registrar of Voters (Town Clerk)	2,199 /Year						
Risk Management Coordinator	13,448 /Year						
School Messenger	13.62 /Hour						
School Traffic Officer	17.98 /Hour						
Sealer of Weights and Measurers	8,523 /Year						
Student Drafter	355.35	454.23 /Week					
<del>Tennis Court Maintenance Supervisor</del>	<del>28.05</del>	<del>28.12</del>	<del>28.86</del>	<del>29.60</del>	<del>30.36</del>	<del>31.07</del>	<del>/Hour</del>
Tennis Maintenance Assistant	22.12	22.60	23.16	23.73	24.28	24.84 /Hour	
Traffic Director	25.34 /Hour						
Veterans' Agent	8,556 /Year						
Veteran's Graves Caretaker	1,794 /Year						
Voting Machine Custodian	27.27 /Hour						
Worker's Compensation Agent	10,696 /Year						
<i>Each Election:</i>							
Deputy Warden/Clerk	208.06 /Election						
Inspector	164.37 /Election						
Warden	249.67 /Election						
<i>Town Census:</i>							
Registrar of Voters/Supervisor	1,167 /Year						
Registrar of Voters/Temporary	0.46 /Name						
<i>Town Meeting:</i>							
Audio/Visual Operator (faculty)	88.31 /Session						
Audio/Visual Operator (student)	41.53 /Session						
Checker	8.17 /Hour (Minimum 2 Hours)						

The preceding rates reflect a 3% adjustment over FY21 January rates

## SCHEDULE 6

### Recreation Compensation Schedule (R Grades) - FY22 - JULY 1, 2021

Compensation Grade/Title		Minimum	II	III	IV	V	Maximum
R-1	Junior Counselor	9.41	9.76	10.14	10.46	10.87	11.25
R-2	Assistant Leader Youth Assistant <del>Peer Leader I</del>	10.71	11.04	11.56	11.97	12.36	12.81
R-3	<del>Peer Leader II</del> Instructor Counselor Lifeguard * <b>Gate Attendant</b> * <b>Summer Maintenance Assistant</b>	11.54	12.21	12.83	13.20	14.26	14.77
R-4	<del>Coordinator</del> <del>Program Director</del> <del>Instructor WSI</del> <del>Head Guard</del> * <b>Counselor</b>	12.21	12.94	13.97	14.44	15.13	15.80
R-5	<del>Seasonal Supervisor</del> <del>Head WSI</del> * <b>Lifeguard</b> * <b>Coordinator</b>	13.40	14.17	14.83	15.47	16.30	17.04
R-6	Supervisor I	14.44	15.13	15.78	16.59	17.36	18.07
R-7	* <del>Camp Specialist to</del> <b>Camp/Summer</b> <b>Adventures Specialist</b> <del>Tennis Supervisor</del> <del>Field Marshall</del>	15.42	16.15	16.87	17.79	18.60	19.31
R-8	<del>Assistant Camp Director</del> <del>Specialty Camp Director</del> <del>Assistant Beach Director</del> * <del>Pre-School/After School Assistant Teacher</del> to <b>Pre-School School Assistant Teacher</b> * <b>Group Leader I</b>	19.09	19.69	20.26	20.84	21.52	22.38
R-9	* <del>Pre-School/After School Lead Teacher</del> to <b>Pre-School/After School Lead Teacher</b> <del>Beach Director</del> * <b>Specialty Camp Director</b> * <b>Assistant Beach Director I</b> * <b>Assistant Camp/Summer Adventures Director</b> * <b>Group Leader II</b>	22.14	22.80	23.50	24.21	24.92	25.69
R-10	* <del>Camp Director to</del> <b>Summer Adventures/Camp Director</b> * <b>Beach Director</b>	24.81	25.55	26.30	27.03	27.75	28.52
R-11	Tennis Director Licensed Program Director * <b>Tennis Court Maintenance Supervisor</b>	29.38	30.73	32.08	33.54	35.05	36.64

For R-3 through R-9 positions add: With CPR or First Aid - .44/hour

With CPR and First Aid - .96 /hour

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

The preceding rates reflect a 3% adjustment over FY21 January rates

# Town of Winchester



## APPENDIX B

### **FY22 Non-Union Municipal Compensation Schedules (Proposed) July 1, 2021**

## SCHEDULE 2

### CS Compensation Schedule FY22 - JULY 1, 2021

Compensation Grade/Title		1	2	3	4	5	6	7	8	9	10	11	NEW 12
CS-4	Crossing Guard	31,447	32,551	33,688	34,872	36,088	37,371	38,661	40,013	41,413	42,862	44,362	<b>45,915</b>
CS-5	Library Aide	34,279	35,479	36,744	38,000	39,317	40,713	42,135	43,609	45,137	46,716	48,350	<b>50,042</b>
CS-6	Technical Services Assistant II Technical Services Assistant	37,366	38,670	40,026	41,371	42,878	44,379	45,930	47,538	49,203	50,924	52,706	<b>54,551</b>
CS-7	Parking Warden Circulation Clerk	40,732	42,153	42,961	45,160	46,771	48,373	50,063	51,816	53,630	55,507	57,449	<b>59,460</b>
CS-8	Administrative Secretary I Senior Library Clerk, Technical Services	44,396	45,952	47,562	49,223	50,945	52,727	54,578	56,487	58,466	60,514	62,631	<b>64,823</b>
CS-9	Administrative Secretary II	48,394	50,083	51,833	53,649	55,529	57,456	59,489	61,569	63,725	65,954	68,262	<b>70,651</b>
CS-10	Administrative Secretary III	51,779	53,592	55,445	57,544	59,405	61,493	63,651	65,878	68,184	70,569	73,038	<b>75,594</b>

The preceding rates reflect a 3% adjustment over FY21 January rates

### SCHEDULE 3

#### PT Compensation Plan FY22 - JULY 1, 2021

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	NEW 12
PT-6	20.56	21.26	21.98	22.77	23.56	24.40	25.25	26.13	27.03	27.97	28.95	<b>29.96</b>
PT-7 Civilian Dispatcher	22.38	23.19	23.98	24.81	25.70	26.59	27.52	28.50	29.48	30.49	31.56	<b>32.67</b>
PT-8 Finance Committee Secretary Chief Dispatcher Transportation Coordinator COA	24.41	25.31	26.14	27.03	28.00	29.03	29.98	31.02	32.11	33.24	34.40	<b>35.60</b>
PT-9 Dog Officer Library Network Administrator Parking Ticket Administrator/Hearings Officer	26.61	27.51	28.50	29.42	30.51	31.61	32.71	33.85	35.05	36.26	37.53	<b>38.84</b>
PT-10 Accounts Payable Supervisor ADA Coordinator	51,780	53,591	55,462	57,402	59,416	61,493	63,650	65,877	68,182	70,569	73,039	<b>75,595</b>
PT-11 Geriatric Social Worker Senior Aftercare Coordinator Professional Librarian Community Education Coordinator Community Health Program Manager Preschool/After School Director Youth Center Coordinator Building Maintenance Specialist <b>* Assistant Town Clerk</b> Human Resources Coordinator	54,367	56,271	58,243	60,272	62,389	64,566	66,829	69,170	71,587	74,094	76,687	<b>79,371</b>
PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician <b>* Payroll/Benefits Coordinator</b> Water System Distribution Treatment General Foreman <b>* Accounting Specialist</b>	57,086	59,084	61,146	63,291	65,505	67,796	69,987	72,434	74,972	77,596	80,312	<b>83,123</b>
PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator Community Engagement Coordinator	59,937	62,033	64,206	66,455	68,786	71,189	73,586	76,163	78,828	81,587	84,443	<b>87,398</b>
PT-14 Library Department Head Head of Circulation Facilities Coordinator Operations - Supervisor Building Maintenance Coordinator Building Inspector Procurement Administrator <b>* Payroll/Benefits Coordinator</b>	62,936	65,139	67,424	69,776	72,216	74,749	77,363	80,071	82,873	85,772	88,774	<b>91,882</b>
PT-15 Water System Distribution Supervisor Fleet Coordinator Transfer Station Coordinator Senior Project Engineer <b>* Mental Health/Wellness Social Worker</b>	66,085	68,394	70,788	73,261	75,831	78,482	82,147	85,021	87,999	91,077	94,264	<b>97,564</b>

The preceding rates reflect a 3% adjustment over FY21 January rates

## SCHEDULE 4

### Management Schedule FY22 - JULY 1, 2021

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	NEW 17
<b>D</b> Health Inspector Network Administrator Assistant Town Planner	62,666	64,247	65,875	67,540	69,247	70,996	72,795	74,629	76,516	78,451	80,437	82,469	84,528	86,642	88,807	91,028	<b>93,303</b>
<b>E</b> Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Sustainability Director <b>* Nurse Manager to Public Health Nurse Manager</b> <b>* Assistant Town Clerk</b>	68,308	70,031	71,805	73,618	75,479	77,386	79,344	81,349	83,408	85,514	87,677	89,884	92,130	94,435	96,797	99,217	<b>101,697</b>
<b>F</b> Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director/C.O.A. Town Planner Special Projects Manager	74,452	76,340	78,266	80,244	82,271	84,355	86,486	88,673	90,913	93,212	95,568	97,975	100,426	102,936	105,511	108,149	<b>110,852</b>
<b>G</b> 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	81,156	83,209	85,311	87,467	89,677	91,943	94,271	96,650	99,095	101,599	104,170	106,797	109,465	112,200	115,009	117,884	<b>120,831</b>
<b>H</b> Deputy Fire Chief	88,457	90,692	93,329	95,336	97,749	100,219	102,751	105,348	108,009	110,740	113,543	116,410	119,318	122,301	125,362	128,496	<b>131,709</b>
<b>I</b> Assistant Town Manager	96,420	98,860	101,356	103,918	106,543	109,238	111,999	114,835	117,947	120,710	123,765	129,188	132,417	135,730	139,121	142,599	<b>146,164</b>
<b>J</b> Public Works Director Police Chief Fire Chief	105,099	107,754	110,482	113,276	116,134	119,073	122,080	125,167	128,329	131,579	134,899	138,303	141,759	145,303	148,937	152,661	<b>156,477</b>

The preceding rates reflect a 3% adjustment over FY21 January rates



# SCHEDULE 5

## Miscellaneous Positions Compensation Schedule FY22 - JULY 1, 2021

Compensation Title	Compensation						
ADA Coordinator	6,641 /Year						
Animal Inspector	6,092 /Year						
Assistant Library Director	8,227	9,258	10,084 /Year				
Council on Aging Vehicle Driver	16.89	17.49	18.09	18.74	19.39 /Hour		
Custodian of Retirement Funds	2,728 /Year						
Deputy Inspector	297 /Week						
Emergency Management Coordinator	13,448 /Year						
Fair Housing Director	2,994 /Year						
Hearings Officer	17.70 /Hour						
Library Shelver	14.29	14.79	15.31	15.84	16.41	16.98	17.57 /Hour
Non-Classified Clerk	9.54 /Hour						
Non-Classified Laborer	9.54	16.08 /Hour					
OPEB Trustee	5,359 /Year						
Planning Board Engineer	23,217 /Year						
Police Matron	17.70 /Hour						
<b>Program Instructor I</b>	<b>15.00</b>	<b>22.50</b>	<b>30.00 /Hour</b>				
<b>Program Instructor II</b>	<b>20.00</b>	<b>40.00</b>	<b>60.00 /Hour</b>				
Public Safety Building Custodian	23.84	24.63	25.50 /Hour				
Radio Mechanic	3,874 /Year						
Recording Secretary - School Committee	12.25 /Hour						
Records Administrator	10,696 /Year						
Registrar of Voters	2,081 /Year						
Registrar of Voters (Town Clerk)	2,199 /Year						
Risk Management Coordinator	13,448 /Year						
School Messenger	13.62 /Hour						
School Traffic Officer	17.98 /Hour						
Sealer of Weights and Measurers	8,523 /Year						
Student Drafter	355.35	454.23 /Week					
<del>Tennis Court Maintenance Supervisor</del>	<del>28.05</del>	<del>28.12</del>	<del>28.86</del>	<del>29.60</del>	<del>30.36</del>	<del>31.07</del>	<del>/Hour</del>
Tennis Maintenance Assistant	22.12	22.60	23.16	23.73	24.28	24.84 /Hour	
Traffic Director	25.34 /Hour						
Veterans' Agent	8,556 /Year						
Veteran's Graves Caretaker	1,794 /Year						
Voting Machine Custodian	27.27 /Hour						
Worker's Compensation Agent	10,696 /Year						
<i>Each Election:</i>							
Deputy Warden/Clerk	208.06 /Election						
Inspector	164.37 /Election						
Warden	249.67 /Election						
<i>Town Census:</i>							
Registrar of Voters/Supervisor	1,167 /Year						
Registrar of Voters/Temporary	0.46 /Name						
<i>Town Meeting:</i>							
Audio/Visual Operator (faculty)	88.31 /Session						
Audio/Visual Operator (student)	41.53 /Session						
Checker	8.17 /Hour (Minimum 2 Hours)						

The preceding rates reflect a 3% adjustment over FY21 January rates

## SCHEDULE 6

### Recreation Compensation Schedule (R Grades) - FY22 - JULY 1, 2021

Compensation Grade/Title		Minimum	II	III	IV	V	Maximum
R-1	Junior Counselor	9.41	9.76	10.14	10.46	10.87	11.25
R-2	Assistant Leader Youth Assistant <del>Peer Leader I</del>	10.71	11.04	11.56	11.97	12.36	12.81
R-3	<del>Peer Leader II</del> Instructor Counselor Lifeguard * <b>Gate Attendant</b> * <b>Summer Maintenance Assistant</b>	11.54	12.21	12.83	13.20	14.26	14.77
R-4	<del>Coordinator</del> <del>Program Director</del> <del>Instructor WSI</del> <del>Head Guard</del> * <b>Counselor</b>	12.21	12.94	13.97	14.44	15.13	15.80
R-5	<del>Seasonal Supervisor</del> <del>Head WSI</del> * <b>Lifeguard</b> * <b>Coordinator</b>	13.40	14.17	14.83	15.47	16.30	17.04
R-6	Supervisor I	14.44	15.13	15.78	16.59	17.36	18.07
R-7	* <del>Camp Specialist to</del> <b>Camp/Summer</b> <b>Adventures Specialist</b> <del>Tennis Supervisor</del> <del>Field Marshall</del>	15.42	16.15	16.87	17.79	18.60	19.31
R-8	<del>Assistant Camp Director</del> <del>Specialty Camp Director</del> <del>Assistant Beach Director</del> * <del>Pre-School/After School Assistant Teacher</del> to <b>Pre-School School Assistant Teacher</b> * <b>Group Leader I</b>	19.09	19.69	20.26	20.84	21.52	22.38
R-9	* <del>Pre-School/After School Lead Teacher</del> to <b>Pre-School/After School Lead Teacher</b> <del>Beach Director</del> * <b>Specialty Camp Director</b> * <b>Assistant Beach Director I</b> * <b>Assistant Camp/Summer Adventures Director</b> * <b>Group Leader II</b>	22.14	22.80	23.50	24.21	24.92	25.69
R-10	* <del>Camp Director to</del> <b>Summer Adventures/Camp Director</b> * <b>Beach Director</b>	24.81	25.55	26.30	27.03	27.75	28.52
R-11	Tennis Director Licensed Program Director * <b>Tennis Court Maintenance Supervisor</b>	29.38	30.73	32.08	33.54	35.05	36.64

For R-3 through R-9 positions add: With CPR or First Aid - .44/hour

With CPR and First Aid - .96 /hour

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

The preceding rates reflect a 3% adjustment over FY21 January rates

# Town of Winchester



## APPENDIX C

**Added Step on Schedule 2 (CS-Clerical),  
Schedule 3 (Professional Technical), and  
Schedule 4 (Management) Compensation Schedules  
Effective July 1, 2021**

## SCHEDULE 2

### CS Compensation Schedule FY22 - JULY 1, 2021

Compensation Grade/Title		1	2	3	4	5	6	7	8	9	10	11	NEW 12
CS-4	Crossing Guard	31,447	32,551	33,688	34,872	36,088	37,371	38,661	40,013	41,413	42,862	44,362	<b>45,915</b>
CS-5	Library Aide	34,279	35,479	36,744	38,000	39,317	40,713	42,135	43,609	45,137	46,716	48,350	<b>50,042</b>
CS-6	Technical Services Assistant II Technical Services Assistant	37,366	38,670	40,026	41,371	42,878	44,379	45,930	47,538	49,203	50,924	52,706	<b>54,551</b>
CS-7	Parking Warden Circulation Clerk	40,732	42,153	42,961	45,160	46,771	48,373	50,063	51,816	53,630	55,507	57,449	<b>59,460</b>
CS-8	Administrative Secretary I Senior Library Clerk, Technical Services	44,396	45,952	47,562	49,223	50,945	52,727	54,578	56,487	58,466	60,514	62,631	<b>64,823</b>
CS-9	Administrative Secretary II	48,394	50,083	51,833	53,649	55,529	57,456	59,489	61,569	63,725	65,954	68,262	<b>70,651</b>
CS-10	Administrative Secretary III	51,779	53,592	55,445	57,544	59,405	61,493	63,651	65,878	68,184	70,569	73,038	<b>75,594</b>

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### SCHEDULE 3

#### PT Compensation Plan FY22 - JULY 1, 2021

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	NEW 12
PT-6	20.56	21.26	21.98	22.77	23.56	24.40	25.25	26.13	27.03	27.97	28.95	<b>29.96</b>
PT-7 Civilian Dispatcher	22.38	23.19	23.98	24.81	25.70	26.59	27.52	28.50	29.48	30.49	31.56	<b>32.67</b>
PT-8 Finance Committee Secretary Chief Dispatcher Transportation Coordinator COA	24.41	25.31	26.14	27.03	28.00	29.03	29.98	31.02	32.11	33.24	34.40	<b>35.60</b>
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## SCHEDULE 4

### Management Schedule FY22 - JULY 1, 2021

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	NEW 17
<b>D</b> Health Inspector Network Administrator Assistant Town Planner	62,666	64,247	65,875	67,540	69,247	70,996	72,795	74,629	76,516	78,451	80,437	82,469	84,528	86,642	88,807	91,028	<b>93,303</b>
<b>E</b> Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Sustainability Director <b>* Nurse Manager to Public Health Nurse Manager</b> <b>* Assistant Town Clerk</b>	68,308	70,031	71,805	73,618	75,479	77,386	79,344	81,349	83,408	85,514	87,677	89,884	92,130	94,435	96,797	99,217	<b>101,697</b>
<b>F</b> Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director/C.O.A. Town Planner Special Projects Manager	74,452	76,340	78,266	80,244	82,271	84,355	86,486	88,673	90,913	93,212	95,568	97,975	100,426	102,936	105,511	108,149	<b>110,852</b>
<b>G</b> 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	81,156	83,209	85,311	87,467	89,677	91,943	94,271	96,650	99,095	101,599	104,170	106,797	109,465	112,200	115,009	117,884	<b>120,831</b>
<b>H</b> Deputy Fire Chief	88,457	90,692	93,329	95,336	97,749	100,219	102,751	105,348	108,009	110,740	113,543	116,410	119,318	122,301	125,362	128,496	<b>131,709</b>
<b>I</b> Assistant Town Manager	96,420	98,860	101,356	103,918	106,543	109,238	111,999	114,835	117,947	120,710	123,765	129,188	132,417	135,730	139,121	142,599	<b>146,164</b>
<b>J</b> Public Works Director Police Chief Fire Chief	105,099	107,754	110,482	113,276	116,134	119,073	122,080	125,167	128,329	131,579	134,899	138,303	141,759	145,303	148,937	152,661	<b>156,477</b>

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