



## TOWN OF WINCHESTER 2022 Spring Annual Town Meeting

### ARTICLE 29

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; 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 10 motions that will be considered for approval under this Article:

- **Recreation Compensation Schedule:** One motion to delete and establish a new Schedule 6 – Recreation Compensation Schedule (R-Grade). This change will go into effect June 1, 2022;
- **Position Title Change, Classification, and Reclassification:** One motion to create a new “Archivist” position, reclassification of the “Health Inspector” from a Management to a Profession Technical position, reclassification of the “Payroll/Benefits Coordinator” to “Payroll Manager” and reclassification of the “Human Resources Coordinator” to “Human Resources/Benefits Coordinator”; and one motion to fund the wage increases related thereto;
- **Fair Housing Director Stipend:** One motion to change the Fair Housing Director stipend amount and one to fund the wage increase related thereto;
- **Municipal Non-Union Cost of Living Adjustments (COLAs):** Two motions related to a COLA increase for municipal non-union employees. One motion to approve the changes to the applicable wage schedules and one motion to fund the wage increases related thereto;
- **Police Superior Officers Union Contract:** Two motions related to approval of the Collective Bargaining Agreement for the Winchester Police Superior Officers’ Association, MCOP Local 256. One motion to approve the changes to the applicable wage schedule and one motion to fund the wage increases related thereto;
- **Unallocated Wages:** One motion to establish the FY23 Unallocated Wage Account to fund wage increases for collective bargaining agreements that have not yet settled.

**MOTION 1: MOVED AND SECONDED** that the Town’s Compensation Plan be amended effective June 1, 2022 as recommended by the Town Manager and the Personnel Board as set forth in **Appendix A – (Proposed) Classification of Positions on Schedule 6 – Recreation Compensation Schedule (R Grades) - FY22 – June 1, 2022.**

**BACKGROUND:** The purpose of this motion is to bring the Compensation Schedule for the Recreation Department (Schedule 6) closer to the State’s minimum wage in order to make the Recreation Department more competitive with other municipalities when recruiting and filling of their vacancies.

**MOTION 2: MOVED AND SECONDED** that the Town’s Compensation Plan be amended effective July 1, 2022 as recommended by the Town Manager and the Personnel Board as set forth in **Appendix B – (Proposed) Classification of Positions on Schedule 3 – PT Compensation Schedule FY23, Schedule 4 – Management Schedule FY23, Effective July 1, 2022.**

Schedule 3 – PT Compensation Schedule FY23 – July 1, 2022

- Add PT-9 “Archivist”
- Add PT-14 “Health Inspector”
- Delete PT-14 “Payroll/Benefits Coordinator”
- Add PT-13 “Payroll Manager”
- Delete PT-11 “Human Resources Coordinator”
- Add PT-13 “Human Resources/Benefits Coordinator”

Schedule 4 - Management Schedule FY23 – July 1, 2022

- Delete Manager D “Health Inspector”

**BACKGROUND:** The purpose of this motion is to create the position of Archivist, reclassify the Health Inspector position from Management to Professional Technical, delete the Payroll/Benefit Coordinator position and replace it with the created position of Payroll Manager, delete the Human Resources Coordinator position and replace it with the created position of Human Resource/Benefits Coordinator.

**MOTION 3: MOVED AND SECONDED** that the Town appropriate the sum of \$27,800 to the following municipal FY23 Personal Services budgets as listed below, to fund wage increases effective July 1, 2022, as a result of the creation and reclassification of positions on Schedule 3 – PT Compensation Schedule and Schedule 4 – Management Schedule; \$8,300 shall be raised on the tax levy and \$19,500 shall be transferred from the FY23 Archival Center (#6940) Expense budget.

Department #1520	Human Resources	\$7,300
Department #6940	Archival Center	<u>\$20,500</u>
	<b>Total Appropriation</b>	<b>\$27,800</b>

**BACKGROUND:** The purpose of this motion is to fund the FY23 Human Resources Department Personal Services budget to meet the cost of reclassifying the Human Resources Coordinator from a PT -11 to a Human Resources/Benefits Coordinator PT-13 on Schedule 3– Professional Technical. It also funds the new Archivist position which was budgeted for as a non-employee professional service in the FY23 Archival Center Expense budget.

**MOTION 4: MOVED AND SECONDED** that the Town’s Compensation Plan be amended effective July 1, 2022 as recommended by the Town Manager and the Personnel Board as set forth in **Appendix B – (Proposed) Classification of Positions on Schedule 5 – Miscellaneous Positions Compensation Schedule FY23, Effective July 1, 2022.**

Schedule 5 – Miscellaneous Positions Compensation Schedule FY23 – July 1, 2022

- Increase Fair Housing Director stipend from \$2,994/year to \$6,000/year

**BACKGROUND:** The purpose of the motion is to increase the amount of the Fair Housing Director stipend due to an increase in responsibilities including working with developers and their attorneys to make sure Local Initiative Program applications are complete, determining the sales price of units, creating marketing plans for each unit and coordinate for current homeowners when refinancing or selling property.

**MOTION 5: MOVED AND SECONDED** that the Town raise and appropriate the sum of \$3,006 to the FY23 Town Manager’s Department (#1210) Personal Services budget to fund wage increases effective July 1, 2022, as a result of an increase to the Fair Housing Director stipend on Schedule 5 – Miscellaneous Positions Compensation Schedule.

**BACKGROUND:** The purpose of this motion is to raise and appropriate \$3,006 to supplement the FY23 Town Manager’s Personal Services budget to meet the cost of increasing the Fair Housing Director stipend.

**MOTION 6: MOVED AND SECONDED** that the Town’s Compensation Schedule be amended effective July 1, 2022, as recommended by the Town Manager and the Personnel Board as set forth in **Appendix C – FY23 Non-Union Municipal Compensation Schedules (Proposed) July 1, 2022** on Schedule 2 – CS Compensation Schedule FY23, Schedule 3 – PT Compensation Schedule FY23, Schedule 4 – Management Schedule FY23, Schedule 5 – Miscellaneous Positions Compensation Schedule, and Schedule 6 – Recreation Compensation Schedule (R-Grades).

**BACKGROUND:** The purpose of this motion is to amend the schedules in the Town’s Compensation Plan for Non- Union Municipal employees for FY23. The proposed COLA increase is 2.5% effective July 1, 2022.

**MOTION 7: MOVED AND SECONDED** that the Town appropriate the sum of \$242,645 to various FY23 Municipal Personal Service budgets, as listed below, to fund wage increases for non-union municipal employees effective July 1, 2022; \$199,765 shall be raised on the tax levy, \$9,275 shall be transferred from Water and Sewer Retained Earnings and \$33,605 shall be transferred from Recreation Retained Earnings.

Department #1210	Town Manager	\$14,800
Department #1330	Comptroller	\$9,400
Department #1340	Assessor	\$3,200
Department #1350	Treasurer/Collector	\$6,250
Department #1412	Engineering	\$11,115
Department #1413	Building & Zoning	\$6,950
Department #1415	Conservation	\$710
Department #1420	Planning Board	\$3,200
Department #1520	Human Resources	\$800
Department #1530	Information Technology	\$3,200
Department #1610	Town Clerk	\$7,800
Department #2100	Police Department	\$32,775
Department #2200	Fire Department	\$4,750
Department #2420	Sealer of Weights & Measures	\$215
Department #4100	Department of Public Works	\$35,730
Department #5110	Health Department	\$7,000
Department #5410	Council on Aging	\$7,800
Department #5420	Veterans' Services	\$260
Department #6110	Library	\$43,810
Department #9000	Water & Sewer Enterprise	\$9,275
Department #9010	Recreation Enterprise	<u>\$33,605</u>
<b>Total Appropriation:</b>		<b>\$242,645</b>

**BACKGROUND:** The purpose of this motion is to fund a 2.5% COLA increase in wages for non-union municipal employees for FY23.

**MOTION 8: MOVED AND SECONDED** that Schedule 9 of the Town's Compensation Plan be amended, revised, and modified in accordance with the recommendation of the Personnel Board as set forth in **Appendix D – Police Superior Officers Union Wage Adjustments for FY23, FY24, and FY25** and pursuant to a Memorandum of Understanding (MOU) reached between the Select Board and the Winchester Police Superior Officers' Association, MCOP Local 256 dated April 5, 2022.

**BACKGROUND:** The purpose of this motion is to amend Schedule 9 in the Town's Compensation Plan for employees covered by the Winchester Police Superior Officers' Association MCOP Local 256. A copy of the MOU is included in Appendix D.

**MOTION 9: MOVED AND SECONDED:** that the Town raise and appropriate the sum of \$43,503 to the FY23 Police Department (#2100) Personal Services budget to fund increases in wages for employees of the Winchester Police Superiors Association.

**BACKGROUND:** The purpose of this motion is to fund \$43,503 to meet the FY23 costs associated with the collective bargaining agreement between the Town and the Winchester Police Superior Officers Association effective July 1, 2022.

**MOTION 10: MOVED AND SECONDED** that the Town raise and appropriate the sum of \$360,426 for the FY23 Unallocated Wage Account to provide for the revision and adjustments in salaries and wages and other benefits for unsettled collective bargaining agreements for municipal union employees of the Town for FY23, said sum to be allocated pursuant to a subsequent Town Meeting vote(s).

**BACKGROUND:** The purpose of this motion is to appropriate funds to cover the estimated costs of any unresolved collective bargaining agreements for FY23.

# Town of Winchester



## APPENDIX A

**(Proposed) Classification of Positions on  
Schedule 6 – Recreation Compensation Schedule  
(R-Grades) FY22 – June 1, 2022**

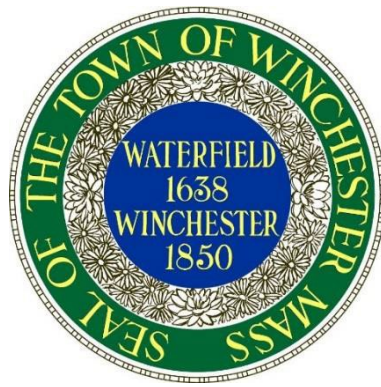
## SCHEDULE 6

### Recreation Compensation Schedule (R Grades) FY22 - June 1, 2022

Compensation Grade/Title	Minimum	II	III	IV	V	Maximum
R-1 Junior Counselor Assistant Leader Youth Assistant Gate attendant Summer Maintenance Assistant	14.72	15.09	15.47	15.85	16.25	16.65
R-2 Counselor Coordinator Life Guard	15.38	15.76	16.15	16.55	16.96	17.38
R-3 Senior Counselor Senior Coordinator Senior Lifeguard	16.15	16.55	16.97	17.39	17.83	18.27
R-4 Supervisor I Camp/Summer Adventures Specialist Tennis Supervisor Field Marshal	17.07	17.5	17.93	18.38	18.84	19.31
R-5 Pre-School Assistant Teacher Group Leader 1	19.09	19.69	20.26	20.84	21.52	22.38
R-6 Pre-School Lead Teacher Group Leader 2	22.14	22.8	23.5	24.21	24.92	25.69
Specialty Camp Director						
R-7 Summer Adventures/ Camp Director Beach Director	24.81	25.55	26.3	27.03	27.75	28.52
R-8 Tennis Maintenance Supervisor After School Licensed Program Director Tennis Director	29.38	30.73	32.08	33.54	35.05	36.64

With CPR or First Aid - .45/hour  
With CPR and First Aid - .98/hour

# Town of Winchester



## APPENDIX B

**(Proposed) Classification of Positions on  
Schedule 3 – PT Compensation Schedule FY23,  
Schedule 4 – Management Schedule FY23, and  
Schedule 5 – Miscellaneous Positions Compensation Schedule FY23  
Effective July 1, 2022**



### SCHEDULE 3

#### PT Compensation Schedule FY23 - July 1, 2022

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	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	29.96
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	32.67
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	35.60
PT-9 Dog Officer Library Network Administrator Parking Ticket Administrator/Hearings Officer Add - Archivist	26.61	27.51	28.50	29.42	30.51	31.61	32.71	33.85	35.05	36.26	37.53	38.84
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	75,595
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 Delete - 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	79,371
PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician Water System Distribution Treatment General Foreman Accounting Specialist	57,086	59,084	61,146	63,291	65,505	67,796	69,987	72,434	74,972	77,596	80,312	83,123
PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator Community Engagement Coordinator Add - Payroll Manager Add - Human Resource/Benefits Coordinator	59,937	62,033	64,206	66,455	68,786	71,189	73,586	76,163	78,828	81,587	84,443	87,398
PT-14 Library Department Head Head of Circulation Operations - Supervisor Building Maintenance Coordinator Building Inspector Procurement Administrator Delete - Payroll/Benefits Coordinator Add - Health Inspector	62,936	65,139	67,424	69,776	72,216	74,749	77,363	80,071	82,873	85,772	88,774	91,882
PT-15 Water System Distribution Supervisor Fleet Coordinator Facilities Coordinator Transfer Station Coordinator Senior Project Engineer Mental Health/Wellness Social Worker	66,085	68,394	70,788	73,261	75,831	78,482	82,147	85,021	87,999	91,077	94,264	97,564

These are July 1, 2021 rates.

## SCHEDULE 4

### Management Schedule FY23 - July 1, 2022

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
D Delete - 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	93,303
E Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Sustainability Director Public Health Nurse Manager Assistant Town Clerk	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	101,697
F 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	110,852
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	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	120,831
H 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	131,709
I 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	146,164
J 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	156,477

These are July 1, 2021 rates.

## SCHEDULE 5

### Miscellaneous Positions Compensation Schedule FY23 - July 1, 2022

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	
Council on Aging Volunteer Coordinator	3,000	/Year						
Custodian of Retirement Funds	2,728	/Year						
Deputy Inspector	297	/Week						
Emergency Management Coordinator	13,448	/Year						
Fair Housing Director	Delete - \$2,994	Add - 6,000	/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						
Program Instructor I	15.00		22.50	30.00	/Hour			
Program Instructor II	20.00		40.00	60.00	/Hour			
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				
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						
Veterans/ 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)						

These are July 1, 2021 rates.

# Town of Winchester



## APPENDIX C

**FY23 Non-Union Municipal Compensation Schedules  
(Proposed) July 1, 2022**

## SCHEDULE 2

### CS Compensation Schedule FY23 - July 1, 2022

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12
CS-4 Crossing Guard	32,233	33,365	34,530	35,744	36,990	38,305	39,628	41,013	42,448	43,934	45,471	47,063
CS-5 Library Aide	35,136	36,366	37,663	38,950	40,300	41,731	43,188	44,699	46,265	47,884	49,559	51,293
CS-6 Technical Services Assistant II Technical Services Assistant	38,300	39,637	41,027	42,405	43,950	45,488	47,078	48,726	50,433	52,197	54,024	55,915
CS-7 Parking Warden Circulation Clerk	41,750	43,211	44,724	46,289	47,940	49,582	51,315	53,111	54,971	56,895	58,885	60,947
CS-8 Administrative Secretary I Senior Library Clerk, Technical Services	45,506	47,101	48,751	50,454	52,219	54,045	55,942	57,899	59,928	62,027	64,197	66,444
CS-9 Administrative Secretary II	49,604	51,335	53,129	54,990	56,917	58,892	60,976	63,108	65,318	67,603	69,969	72,417
CS-10 Administrative Secretary III	53,073	54,932	56,831	58,983	60,890	63,030	65,242	67,525	69,889	72,333	74,864	77,484

The preceding rates reflect a 2.5% adjustment over July 1, 2021 rates

### SCHEDULE 3

#### PT Compensation Schedule FY23 - July 1, 2022

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12
PT-6	21.07	21.79	22.53	23.34	24.15	25.01	25.88	26.78	27.71	28.67	29.67	30.71
PT-7 Civilian Dispatcher	22.94	23.77	24.58	25.43	26.34	27.25	28.21	29.21	30.22	31.25	32.35	33.49
PT-8 Finance Committee Secretary Chief Dispatcher Transportation Coordinator COA	25.02	25.94	26.79	27.71	28.70	29.76	30.73	31.80	32.91	34.07	35.26	36.49
PT-9 Dog Officer Library Network Administrator Parking Ticket Administrator/Hearings Officer **Archivist	27.28	28.20	29.21	30.16	31.27	32.40	33.53	34.70	35.93	37.17	38.47	39.81
PT-10 Accounts Payable Supervisor ADA Coordinator	53,075	54,931	56,849	58,837	60,901	63,030	65,241	67,524	69,887	72,333	74,865	77,485
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	55,726	57,678	59,699	61,779	63,949	66,180	68,500	70,899	73,377	75,946	78,604	81,355
PT-12 Engineering Inspector Administrative Coordinator Maintenance Specialist - Electrician Maintenance Specialist - Plumber HVAC Technician Water System Distribution Treatment General Foreman Accounting Specialist	58,513	60,561	62,675	64,873	67,143	69,491	71,737	74,245	76,846	79,536	82,320	85,201
PT-13 Plumbing/Gas Inspector Wiring Inspector Water Treatment Plant Operator Cemetery Coordinator Conservation Administrator Recreation Coordinator Community Engagement Coordinator *Payroll Manager *Human Resource/Benefits Coordinator	61,435	63,584	65,811	68,116	70,506	72,969	75,426	78,067	80,799	83,627	86,554	89,583
PT-14 Library Department Head Head of Circulation Operations - Supervisor Building Maintenance Coordinator Building Inspector Procurement Administrator *Health Inspector	64,509	66,767	69,110	71,520	74,021	76,618	79,297	82,073	84,945	87,916	90,993	94,179
PT-15 Water System Distribution Supervisor Fleet Coordinator Facilities Coordinator Transfer Station Coordinator Senior Project Engineer Mental Health/Wellness Social Worker	67,737	70,104	72,558	75,093	77,727	80,444	84,201	87,147	90,199	93,354	96,621	100,003

The preceding rates reflect a 2.5% adjustment over July 1, 2021 rates

\*These positions were reclassified effective July 1, 2022

\*\*This position was created effective July 1, 2022

Management Schedule FY23 - July 1, 2022

Compensation Grade/Title	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
D Network Administrator Assistant Town Planner	64,233	65,853	67,522	69,229	70,978	72,771	74,615	76,495	78,429	80,412	82,448	84,531	86,641	88,808	91,027	93,304	95,636
E Assistant Town Engineer Assistant Town Treasurer Business Manager/DPW Sustainability Director Public Health Nurse Manager Assistant Town Clerk	70,016	71,782	73,600	75,458	77,366	79,321	81,328	83,383	85,493	87,652	89,869	92,131	94,433	96,796	99,217	101,697	104,239
F Assistant Comptroller Recreation Director Director Public Health Water & Sewer Manager Assistant Library Director Director/C.O.A. Town Planner Special Projects Manager	76,313	78,249	80,223	82,250	84,328	86,464	88,648	90,890	93,186	95,542	97,957	100,424	102,937	105,509	108,149	110,853	113,623
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	83,185	85,289	87,444	89,654	91,919	94,242	96,628	99,066	101,572	104,139	106,774	109,467	112,202	115,005	117,884	120,831	123,852
H Deputy Fire Chief	90,668	92,959	95,662	97,719	100,193	102,724	105,320	107,982	110,709	113,509	116,382	119,320	122,301	125,359	128,496	131,708	135,002
I Assistant Town Manager	98,831	101,332	103,890	106,516	109,207	111,969	114,799	117,706	120,896	123,728	126,859	132,418	135,727	139,123	142,599	146,164	149,818
J Public Works Director Police Chief Fire Chief	107,726	110,448	113,244	116,108	119,037	122,050	125,132	128,296	131,537	134,868	138,271	141,761	145,303	148,936	152,660	156,478	160,389

The preceding rates reflect a 2.5% adjustment over July 1, 2022 rates

# SCHEDULE 5

## Miscellaneous Positions Compensation Schedule FY23 - July 1, 2022

Compensation Title	Compensation						
ADA Coordinator	6,807	/Year					
Animal Inspector	6,244	/Year					
Assistant Library Director	8,433		9,489	10,336	/Year		
Council on Aging Vehicle Driver	17.31		17.93	18.54	19.21	19.87	/Hour
Council on Aging Volunteer Coordinator	3,075	/Year					
Custodian of Retirement Funds	2,796	/Year					
Deputy Inspector	304	/Week					
Emergency Management Coordinator	13,784	/Year					
Fair Housing Director	6,000	/Year					
Hearings Officer	18.14	/Hour					
Library Shelver	14.65		15.16	15.69	16.24	16.82	17.40
Non-Classified Clerk	9.78	/Hour					
Non-Classified Laborer	9.78		16.48				/Hour
OPEB Trustee	5,493	/Year					
Planning Board Engineer	23,797	/Year					
Police Matron	18.14	/Hour					
Program Instructor I	15.38		23.06	30.75	/Hour		
Program Instructor II	20.50		41.00	61.50	/Hour		
Public Safety Building Custodian	24.44		25.25	26.14	/Hour		
Radio Mechanic	3,971	/Year					
Recording Secretary - School Committee	12.56	/Hour					
Records Administrator	10,963	/Year					
Registrar of Voters	2,133	/Year					
Registrar of Voters (Town Clerk)	2,254	/Year					
Risk Management Coordinator	13,784	/Year					
School Messenger	13.96	/Hour					
School Traffic Officer	18.43	/Hour					
Sealer of Weights and Measurers	8,736	/Year					
Student Drafter	364.23	-	465.59	/Week			
Tennis Maintenance Assistant	22.67	0.00	23.17	23.74	24.32	24.89	25.46
Traffic Director	25.97	/Hour					
Veterans' Agent	8,770	/Year					
Veterans/ Graves Caretaker	1,839	/Year					
Voting Machine Custodian	27.95	/Hour					
Worker's Compensation Agent	10,963	/Year					
<i>Each Election:</i>							
Deputy Warden/Clerk	213.26	/Election					
Inspector	168.48	/Election					
Warden	255.91	/Election					
<i>Town Census:</i>							
Registrar of Voters/Supervisor	1,196	/Year					
Registrar of Voters/Temporary	0.47	/Name					
<i>Town Meeting:</i>							
Audio/Visual Operator (faculty)	90.52	/Session					
Audio/Visual Operator (student)	42.57	/Session					
Checker	8.37	/Hour (Minimum 2 Hours)					

The preceding rates reflect a 2.5% adjustment over July 1, 2021 rates



## SCHEDULE 6

### Recreation Compensation Schedule (R Grades) FY23 - July 1, 2022

Compensation Grade/Title		Minimum	II	III	IV	V	Maximum
R-1	Junior Counselor Assistant Leader Youth Assistant Gate attendant Summer Maintenance Assistant	15.09	15.47	15.86	16.25	16.66	17.07
R-2	Counselor Coordinator Life Guard	15.76	16.15	16.55	16.96	17.38	17.81
R-3	Senior Counselor Senior Coordinator Senior Lifeguard	16.55	16.96	17.39	17.82	18.28	18.73
R-4	Supervisor I Camp/Summer Adventures Specialist Tennis Supervisor Field Marshal	17.50	17.94	18.38	18.84	19.31	19.79
R-5	Pre-School Assistant Teacher Group Leader 1	19.57	20.18	20.77	21.36	22.06	22.94
R-6	Pre-School Lead Teacher Group Leader 2 Summer Adventures Director Assistant Beach Director Specialty Camp Director	22.69	23.37	24.09	24.82	25.54	26.33
R-7	Summer Adventures/ Camp Director Beach Director	25.43	26.19	26.96	27.71	28.44	29.23
R-8	Tennis Maintenance Supervisor After School Licensed Program Director Tennis Director	30.11	31.50	32.88	34.38	35.93	37.56

With CPR or First Aid - .45/hour  
With CPR and First Aid - .98/hour

The preceding rates reflect a 2.5% adjustment over June 1, 2022 rates

# Town of Winchester



## APPENDIX D

**Police Superior Officers Association Wage Adjustments for  
FY23, FY24, and FY25**

**and**

**Memorandum of Understanding (MOU) between the Select Board  
and the Winchester Police Superior Officers' Association, MCOP  
Local 256**

# SCHEDULE 9

## Police Superior Officers Compensation Schedule -- FY23 - July 1, 2022

<b>Compensation Grade/Title</b>	<b>Minimum</b>	<b>II</b>	<b>III</b>	<b>Maximum</b>
S-1 Sergeant Base	80,157	83,523	87,030	90,947
S-2 Sergeant Base & EMT	82,161	85,611	89,206	93,221
L-1 Lieutenant Base	92,179	96,050	100,085	104,590
L-2 Lieutenant Base & EMT	94,484	98,451	102,588	107,204

The preceding rates reflect a 2% adjustment over July 1, 2021 rates.

FY23 is the 1st year of a 3-year agreement between the Town of Winchester and the Police Superior Officers Association

# SCHEDULE 9

## Police Superior Officers Compensation Schedule -- FY24 - July 1, 2023

<b>Compensation Grade/Title</b>	<b>Minimum</b>	<b>II</b>	<b>III</b>	<b>Maximum</b>
S-1 Sergeant Base	82,361	85,820	89,424	93,448
S-2 Sergeant Base & EMT	84,420	87,965	91,659	95,785
L-1 Lieutenant Base	94,714	98,692	102,838	107,466
L-2 Lieutenant Base & EMT	97,082	101,159	105,409	110,152

The preceding rates reflect a 2.75% adjustment over July 1, 2022 rates.

FY24 is the 2nd year of a 3-year agreement between the Town of Winchester and the Police Superior Officers Association

# SCHEDULE 9

## Police Superior Officers Compensation Schedule -- FY25 - July 1, 2024

<b>Compensation Grade/Title</b>	<b>Minimum</b>	<b>II</b>	<b>III</b>	<b>Maximum</b>
S-1 Sergeant Base	84,626	88,180	91,883	96,018
S-2 Sergeant Base & EMT	86,742	90,384	94,180	98,419
L-1 Lieutenant Base	97,319	101,406	105,666	110,421
L-2 Lieutenant Base & EMT	99,752	103,941	108,307	113,181

The preceding rates reflect a 2.75% adjustment over July 1, 2023 rates.

FY25 is the 3rd year of a 3-year agreement between the Town of Winchester and the Police Superior Officers Association

Town of Winchester  
And  
Winchester Police Superior Officers' Association, MCOP Local 256

This Memorandum of Understanding (MOU) is entered into this 5<sup>th</sup> day of APRIL, 2022 by and between the respective bargaining committees of the Winchester Police Superior Officers Association, and the Town of Winchester, Select Board.

This MOU shall be subject to ratification by the Union employees and approval by the Select Board and then further by Winchester Town Meeting Members, failing which this MOU shall be null and void and of no effect. This MOU is intended to confirm and modify the existing Agreement between the parties. It is intended to cover the Fiscal Years of 2023, 2024 and 2025 for the period July 1, 2022 to June 30, 2025.

The terms of the MOU are as follows:

1. Replace "he/she" with gender neutral pronouns, such as "they/them/their" throughout the contract.
2. Consistent reference to "Town of Winchester" and "Union" nomenclature throughout the contract.
3. Amend Section A (Salary Rates) of **Article V – Compensation** as follows:

FY2023	July 1, 2022	2%
FY2024	July 1, 2023	2.75%
FY2025	July 1, 2024	2.75%

4. Revise the language of Section A of **Article XIII – Vacations** as follows:

Additional days of vacation will be added at the rate of one day for each three weeks of additional length of service after fifteen (15) weeks and up to thirty (30) weeks. For example, for all permanent Employees:

1 day for 18 weeks actual work  
2 days for 21 weeks actual work  
3 days for 24 weeks actual work

4 days for 27 weeks actual work  
~~2 weeks for 30 weeks to 5 years~~  
~~3 weeks for 6 to 10 years~~  
~~4 weeks for 11 years and over~~  
2 weeks for 30 weeks up to 5 years  
3 weeks for 5 years of service  
4 weeks for 10 years of service  
5 weeks for 15 years of service and above

~~At the completion of the 15<sup>th</sup> year a member will accrue one additional day for each year completed of service until completion of the 20<sup>th</sup> year.~~ Utilization of the additional vacation days shall have no overtime impact to the Town for the duration of this Agreement. This additional benefit shall commence effective January 1, 1998.

5. Amend **Article XIV – Holidays and Overtime** as follows:

- (a) Increase the number of designated holidays to twelve (12) and add “Juneteenth”; and
- (b) Replace “Columbus Day” with “Indigenous Peoples Day”.

6. Amend **Article XXVIII – Sick Leave Reduction Incentive** as follows:

“An employee who has averaged no more than ~~5 sick days~~ **3 sick days** a year for the 7 years prior to retirement and has taken no more than 15 days in the last year prior to retirement, shall be eligible to cash-in 50% of the days of their remaining sick days up to a maximum of ~~\$16,500~~ **\$22,000** upon retirement.”

7. Amend **Article XXX – Duration** to reflect the dates of this Agreement.

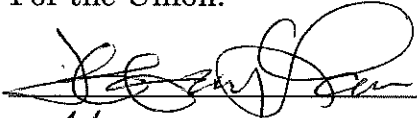

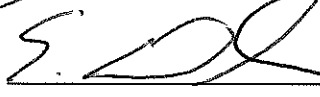
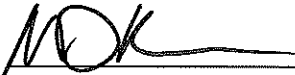
8. Add a new section H under **Article XVI – Other Leaves** establishing time limits for administrative leave following “critical incidents” as follows:

“H. Administrative Leave Following Critical Incidents: Any officer who discharges, draws, displays, or otherwise uses their weapon in the course of their duty shall be entitled to return to work from administrative leave, subject to (1) an investigation by the Chief/Department and/or any outside investigative law enforcement agency concluding such use to be justified and (2) the officer being cleared to return to duty by a mental health professional, approved by the Police Chief, no later than two shift rotations (calculated on a “four and four” schedule) following such use. A mental health evaluation shall not be unreasonably delayed, and any cost shall be covered by the Town.

If administrative leave extends beyond the aforementioned timeline, "CD" time owed will be prorated at ten (10) hours per month until the officer's return to duty. In the event leave extends into the following calendar year, unused vacation time and time owed will carry over into the new year.

Officers involved in a deadly force or critical incident shall be required to attend at least one counseling session with a mental health professional specializing in law enforcement PTSD cases. Counseling may either be individual or as a group with all officers involved in the incident and is in addition to any required mental health evaluation pursuant to the preceding paragraphs. This counseling session should take place regardless of an officer's leave status."

For the Union:

For the Select Board:

