



OFFICE OF THE TOWN MANAGER

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MEMORANDUM

TO: Town Meeting Voters

FROM: Jennifer Warren-Dyment, Town Manager

DATE: November 12, 2025

SUBJECT: Article 16: SAP-Changes Other than Personnel Committee

This handout provides an overview of Article 16, which proposes updates to the Salary Administration Plan (SAP).

The Select Board and Town Manager jointly established a FY26 goal on the Employee Experience. Part of that goal is to review the SAP and draft amendments relative to the same, including those that modernize the bylaw and aid in the recruitment and retention of Town employees to present the initial modifications at the Special Town Meeting. This article seeks to accomplish that goal. This article also clarifies language of the SAP.

Respectfully submitted,

Jennifer Warren-Dyment
Town Manager

Summary of Changes and Rationale

The chart below outlines the current SAP and the action proposed to Town Meeting under Article 16. Please also reference the full text of the Article in the document entitled, “Transmittal of Documents for the November 18, 2025 Special Town Meeting” which is available in the Office of the Town Clerk, online, and as a handout provided at Special Town Meeting.

Bylaw Section	Current Language	Proposed Action at Special Town Meeting and Rationale
§ 70-5: New or Changed Positions	The Personnel Committee tentatively may add new job title and descriptions to this Plan, establishing grades with minimum and maximum wage or salary brackets ranges for the same, and reclassifying existing jobs, revising the description and the minimum and maximum wage and salary brackets ranges therefore, and such addition or reclassification to be effective only for the period from the date of such action by the Personnel Committee to the date of any vote with respect thereto adopted at a subsequent Town Meeting but in no case later than the next Annual Town Meeting unless such later date as may be specified by such vote. Any increase in wages or salaries under this section shall be effective only if funds are available for the purpose, and approved by the Finance Committee and Select Board.	Changes term from brackets to ranges. Strikes sentence as to fund availability as shown to the left. Town Meeting votes COLAs which are considered by the Finance Committee and Select Board.
§ 70-7: Job Descriptions and Interpretations	A. The Personnel Committee shall maintain written job descriptions of the jobs or positions in the Plan, describing the essential functions, requirements, and duties. The descriptions shall not be interpreted as either complete or restrictive and employees shall continue to perform any duties assigned by an employee’s supervisor. <i>Job descriptions shall be reviewed, at a minimum, upon the exit of an existing employee and before the Town seeks to fill the vacancy.</i> B. At least e Every three (3) years, the Personnel Committee shall review the wage and salary schedules of all positions in the Plan, and be in a position to recommend to the Select Board any action deemed desirable to	Adds language in bold italics. Codifies best practices into the bylaw.

	<p>maintain a fair and equitable pay level.</p> <p><i>C. Annually, the Town Manager shall make recommendations to the Select Board regarding annual cost of living increases for consideration at Annual Town Meeting.</i></p>	
<p>§ 70-11: Transfers and Promotions-</p> <p>Amends Section to: Transfers, Promotions, and Reclassifications</p>	<p>A. Upon promotion, the employee will <i>automatically</i> be placed on the pay grade for the new position at <i>the step that is closest to, but not less than, their current rate of pay, and not less than the step increase they would have achieved on their next anniversary date had they not been promoted the lowest step at which the employee would receive a pay increase.</i> They may also receive at the time one or more step rate increases, provided the maximum for the job is not exceeded, if the Department Head recommends that qualification and performance warrant it, and the Personnel Committee approves. If the Department Head should feel that there should be a trial period before recommending the promotional step rate increase or increases, on recommendation of the Department Head, the Personnel Committee may approve any such deferred promotional increase at the conclusion of the trial period.</p> <p>B. If an employee is transferred to a job with a lower rate range, or rate of pay, they shall enter it at the pay rate closest to their current rate or at the maximum rate for the job, whichever is the lower.</p> <p><i>C. If an employee is reclassified to a higher grade, the employee will be placed to the higher grade at the step that is closest to, but not less than, their current rate of pay, and not less than the step increase they would have achieved on their next anniversary date had they not been reclassified.</i></p>	<p>Adds language in bold italics.</p> <p>Interpretation issues have arisen in the past when an employee is promoted or reclassified. This language clarifies how the employee shall be “re-plotted” on the wage scale.</p>
<p>§ 70-12 A.: New Personnel</p>	<p>All employees shall be hired at the minimum of the rate range of the job for which the new employee is hired unless the Town Manager, after consultation with the Chair of the Personnel Committee, authorizes paying the employee at a higher step due to the employee’s qualifications and experience or marketing conditions. The Personnel Committee must formally vote to approve any proposal by the Town Manager to pay the new employee above Step 4.</p> <p><i>In the event that the Personnel Committee does not have enough members to conduct business, the Select Board shall have the authority to administer this</i></p>	<p>Adds language in bold italics.</p> <p>Corrects a typo.</p> <p>Amendment will allow the Select Board, in the absence of a Personnel Committee, to</p>

	<p>provision of the Salary Administration Plan. The Town Manager may not use the provision of Section 70-2 paragraph G to hire a new employee above Step 4.</p>	<p>approve hiring an employee above a Step 4. This is the one area where there is no fail-safe in the absence of the Personnel Committee.</p>
<p>§ 70-12 D.: Special Merit Awards</p>	<p>Special Merit Awards - In addition to pay increases which may be awarded to an employee, the Town Manager may annually make a one-time award of two hundred fifty dollars and No Cents (\$250.00) to up to three employees who have gone above and beyond in one of three (3) categories. There shall be only one (1) award in each of these three (3) categories, which are:</p> <p><u>Communications</u>: Displays a commitment to assisting the public and transparency in government including, but not limited to, improving and/or devising new ways to communicate information within the organization and to the public at large.</p> <p><u>Efficiency</u>: Displays a commitment to ensuring we operate proficiently and efficiently by “stepping up” and “stepping in” to undertake nominal cross training in mission critical functions, exhibits a willingness to “float” as needed, and/or suggests ideas that result in ease of processing, and savings of time, material, storage requirements and the like.</p> <p><u>Pinnacle of Excellence</u>: Displays a willingness to make extraordinary efforts in the ongoing improvement of the organization, assisting other staff members or departments to complete new or ongoing assignments and often requires the person to “stretch” to learn new computer programs, methodologies or processes.</p> <p>The Town Manager shall annually solicit nominations of employees from citizens at large, members of a Board, Committee, Commission, Department Heads, or fellow employees for such awards. The Town Manager shall make all determinations regarding the nominees. Nominations shall be made on a form approved by the Town Manager. All recipients will be publicly recognized for their</p>	<p>Deletes the section in its entirety. Currently, because this section lives inside the SAP, only SAP employees qualify for a Merit Award.</p>

	accomplishment and have a letter of commendation placed in their personnel file in addition to their one-time award of monies.	
§ 70-12-1: Recruitment Incentives	<p>The Town acknowledges that there may be times of extremely low unemployment, a discipline specific shortage of qualified applicants, or recruitment challenges posed by the Town's wage structure, that the recruitment of needed employees may prove so difficult as to make it problematic to deliver certain mission critical services. Upon the Town Manager making such a finding, they may offer the prospective employee a recruitment incentive.</p> <p><i>Incentives may include, but are not limited to the by depositing of up to five (5) days of vacation leave time, which shall be charged against earned leave time over the coming year, with which to begin their employment, a one-time sign-on bonus, or other similar limited allowances.</i></p>	<p>Adds language in bold italics.</p> <p>With the change to the vacation section below, there were no longer any real recruitment incentives. This language provides flexibility in a changing market.</p>
§ 70-13: Grievance Procedure	<p><i>A. The Town will promptly consider and respond to employee grievances. The preferred method of addressing grievances is informally with the employee's supervisor, to correct the cause of the grievance and encourage employees and supervisors to address and resolve problems as they arise. If the cause of a grievance cannot be resolved informally, the below procedure should be followed.</i></p> <p><i>A: B.</i> Any employee who believes that they have been subject to a violation of the Salary Administration Plan <i>must bring their grievance forward within ten working days of the occurrence or knowledge of the event. The employee</i> is encouraged to discuss the grievance initially with their supervisor <i>Department Head. within 10 working days of the occurrence or knowledge of the event.</i> If the employee is not comfortable discussing the matter with their direct supervisor <i>Department Head</i>, or if the matter is not settled, the employee should submit the said grievance to <i>the Human Resource Director their Department Head.</i> The <i>Human Resources Director Department Head</i> shall meet with the employee and will respond in writing to the employee within 14 days of the meeting.</p> <p><i>A: C.</i> If the grievance is not resolved by the decision of the <i>Department Head Human Resources Director</i>, the employee may escalate the grievance to the <i>Assistant</i></p>	<p>Adds language in bold italics.</p> <p>Clarifies and streamlines the grievance procedure.</p>

	<p>Town Manager/HR Director Town Manager. If unsatisfied, the employee may file an appeal in writing with the Town Manager within 10 days of receipt of the most recent decision. The Town Manager will meet with the employee within a reasonable time after receipt of the appeal and will respond in writing to the employee's grievance within 30 days after meeting with the employee. The Town Manager's decision shall be final and binding.</p>	
<p>§ 70-17: Hours of Work; Overtime; Compensatory Time</p>	<p>A. Non-Exempt Employees: The regularly scheduled of hours to be worked shall be determined by the appropriate Department Head in consultation with the Town Manager.</p> <p>For Non-exempt positions are entitled to overtime pay at one and one-half (1 1/2) times the regular rate for work actually performed in excess of forty (40) hours within a workweek. Included in the computation of forty (40) hours shall be all hours of The words "work actually performed" shall be construed to include and all duly paid time off, including but not limited to holidays, sick leave, vacation, personal days and bereavement leave, and such leave shall be included in the computation of forty (40) hours. Unauthorized leave or leave for which the employee is not entitled to compensation shall not be included in such computation, unless otherwise required by law.</p> <p>Notwithstanding anything in the foregoing paragraphs, the employee may request, and the appropriate department head may approve, compensatory time off at a rate of 1 ½ times the hours worked that qualify for overtime instead of paying the overtime rate. Compensatory time must be taken within 60 days.</p> <p>B. Exempt Employees:</p> <p>Exempt Employees primarily performing work that is not subject to the overtime provisions of the FLSA (employees who meet the FLSA exemption test and generally work in an executive, administrative, professional, or computer occupations).; Administrative and Professional Occupations, are not governed by hours of the positions under their supervision or control. Generally, such positions shall be for at least forty (40)</p>	<p>Adds language in bold italics.</p> <p>Clarifies language around non-exempt and exempt employees.</p> <p>Makes clear that compensatory time only applies to non-exempt employees.</p>

	<p>hours per week when full-time and not entitled to overtime:</p> <p>C. Notwithstanding anything in the foregoing paragraphs, the appropriate department head may, instead of paying the overtime rate, provide that the employee take compensatory time off at a rate of 1 1/2</p>							
§ 70-18: Paid Vacations	<p><i>All changes to Section 70-18 shall be effective July 1, 2026, as to employees employed by the Town on or before November 18, 2025. It shall apply upon hire to employees hired after November 18, 2025.</i></p> <p>A. All persons employed regularly by the Town and classified as either full-time, part-time A, or part-time B shall accrue receive paid vacation according to the following schedule. Vacation will be prorated accordingly. The vacation and sick leave formula shall be used to determine the prorated leave time. (See SECTION 29. DEFINITIONS). Employees classified as part-time A will be capped at a maximum of twice the number of hours they are regularly scheduled to work in a week.</p> <p><i>B. Vacation leave shall accrue on a monthly basis, beginning with the first full month following the employee's date of hire, and shall be credited on the first day of each subsequent month.</i></p> <p><i>C. Monthly accrual rates shall be based on the employee's length of continuous service with the Town, in accordance with the following schedule:</i></p> <table><tr><th>After Completion of: Length of Service</th><th>Hours of Paid Vacation (Based on 40 hour week)</th></tr><tr><td>Less than one complete year Upon hire and up to 5 Years of continuous service</td><td>8 hours per each full calendar month up to 80 hours</td></tr><tr><td>After completion of 1 Year of continuous service</td><td>80</td></tr></table> <p><i>*No other changes to chart*</i></p>	After Completion of: Length of Service	Hours of Paid Vacation (Based on 40 hour week)	Less than one complete year Upon hire and up to 5 Years of continuous service	8 hours per each full calendar month up to 80 hours	After completion of 1 Year of continuous service	80	<p>Adds language in bold italics.</p> <p>Changes the vacation benefits to an accrual system. In effective for new hires upon Town Meeting adoption and transitions for current employees on July 1, 2026.</p> <p>Employees must wait a substantial amount of time before accessing vacation leave benefits. This is particularly challenging when hiring as the Town is not competitive in this area.</p> <p>Allows employees the flexibility to use vacation time in advance of accrual.</p>
After Completion of: Length of Service	Hours of Paid Vacation (Based on 40 hour week)							
Less than one complete year Upon hire and up to 5 Years of continuous service	8 hours per each full calendar month up to 80 hours							
After completion of 1 Year of continuous service	80							

	<p><i>The amount of the monthly accrual is adjusted in December and June to adjust for rounding during preceding months.</i></p> <p>B. Earned vacation time up to and including 80 hours must be used in the year granted. No unused portion of this allowance shall be carried forward into a subsequent vacation year, nor shall any monetary compensation be given for such unused portion. Earned vacation time in excess of 80 hours should be used in the year granted, and no portion of such excess shall be carried forward into a subsequent year. If departmental scheduling or other serious extenuating circumstances preclude the use of all such excess in the year granted, the employee may request to receive compensation equivalent to such unused portion in a lump sum payable on the first payroll warrant in July, in addition to their regular salary, or may be allowed to carry over such excess as the Town may elect in its sole discretion. Any employee asserting a serious extenuating circumstance must submit a written request to their direct supervisor and such request must be approved by the direct supervisor and the Town Manager before the employee shall be compensated for, or allowed to carry over, such excess.</p> <p><i>D. Employees may begin using vacation time after one full calendar month of continuous service. In order to provide flexibility, vacation time may be used before time is actually accrued, with advance written approval of the Department Head and Human Resources Director. Employees will be required to pay back any portion of unearned vacation that was paid in advance if the employee should leave the Town's employment prior to that vacation becoming accrued. Employees may be required to sign an authorization for this deduction.</i></p> <p><i>E. Accruals are capped at the employee's annual accrual level, plus five (5) days. For example, if an the employee has 5 years' service, their maximum vacation accrual would be 20 days (15 days + 5 days). Notwithstanding the prior two sentences, employees classified as part-time A will be capped at a maximum</i></p>	<p>Accruals run on a continuum and are capped at the employee's annual accrual level, plus 5 days. This eliminates the need for carryover or buyback.</p> <p>Allows the Town to offer four weeks of vacation time based on an employee's qualifications, experience, or market conditions instead of three.</p> <p>Provides for a transition from the current system to the new system.</p>
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	<p><i>of twice the number of hours they are regularly scheduled to work in a week. Accruals shall be suspended if the employee's vacation balance reaches the applicable cap. Accruals will resume once the balance falls below the cap.</i></p> <p><i>F. When an employee's vacation accrual increases, the accrual for that month should be calculated as a weighted average of the number of calendar days at the previous accrual rate and the number of calendar days for the new accrual rate.</i></p> <p>G. Employment Termination. An employee whose employment ends shall be paid for all accrued, but unused vacation leave, <i>minus any vacation time used, but not yet accrued.</i></p> <p>D. The vacation year shall begin July 1. In the first year of employment, employees shall accrue one (1) day of vacation leave (prorated based on number of hours worked each week) per month of service completed to a maximum of 80 hours to be available for use by the employee on the following July 1st. Vacation leave accrued each fiscal year will be available for use on the following July 1st. Any change in the rate of accrual shall occur on the employee's anniversary date. When an employee's anniversary date for the completion of the 5th, 10th-20th years occurs after July 1st, the employee shall receive vacation leave for the remainder of the year on a pro-rated basis.</p> <p>E. H. Vacation leave shall be approved by the Department Head and/or their designee for such time or times as best serve the public interest, provided, however, that each employee shall be entitled to use at least 40 hours of their vacation accrual during the period between June 1 and September 15 if desired, based on seniority.</p> <p>F. No vacation time may be used in advance of the July 1 date on which it would normally be credited; except that where such advance serves the needs of the employee and the Town, it may be granted, upon request of the employee, by the Department Head, subject to the written approval of the Town Manager. In no case shall any such advanced vacation exceed the number of days</p>	
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	<p>for which the employee would be entitled to compensation, were they to terminate their services in good standing on the first day of such vacation.</p> <p>G. I. <i>The Town Manager, with the approval of the Select Board, may award a new employee an accrual rate of vacation leave in recognition of the employee’s qualifications and experience, or market conditions provided that such initial accrual shall not exceed three (3) four (4) weeks. Such employees shall be awarded a service date for the purpose of vacation leave accruals only, which shall be used for future increases in the accrual rate.</i></p> <p><i>J. To effectuate the transition from the prior vacation leave benefit to the accrual-based vacation leave system, any vacation time earned and unused as of July 1, 2026 shall be converted into a one-time “Vacation Bank”. Employees shall be required to use at least one-third (1/3) of their banked time during each of the following three fiscal years (FY27, FY28, FY29). Banked vacation shall be used in accordance with Town policies. All employees with a balance over 120 hours as of June 30, 2026, shall receive a lump-sum buyout of all time over 120 hours. The banked vacation shall be maintained as a separate balance and used prior to newly accrued leave (in any given fiscal year); provided employees may combine the last of their vacation leave from their Vacation Bank for a given year and accrued vacation leave from the given year to cover a single block of time.</i></p> <p><i>Employees may request, and the Town Manager may approve subject to the availability of funds, to be paid for a greater amount of their balance as of June 30, 2026. Any remainder shall, as detailed above, be banked in three equal increments for FY ’27, FY ’28 and FY ’29 unless the employee and Town Manager agree that the banked time shall be used in a shorter period of time.</i></p> <p><i>Beginning July 1, 2026, employees employed on or before November 19, 2025, shall begin accruing vacation on a monthly basis as outlined above.</i></p>	
§ 70-19: Paid Holidays	C. Holiday leave will be granted on the day the Town observes the holiday, when possible. If the holiday falls on	Adds language in bold italics.

	<p>a Saturday, it will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday. If an eligible employee is required to work on the day the Town observes the holiday, they will be entitled to a Floating Day, which has to be used within 30 days <i>the Fiscal Year</i>, by agreement of the supervisor and employee. If the department head determines that holiday leave cannot be granted, the employee shall receive payment at one and one-half times the base hourly rate for all hours worked on the holiday, in addition to his or her holiday pay. Final determination is to be made by the Town Manager.</p> <p>D. Call Firefighters assigned to work a Day Shift at the Fire Station on a holiday shall be paid one and one half times their hourly rate for the hours worked. For purposes of this section only, Holiday time shall be considered the calendar date of the holiday, regardless of the day of the week it falls on.</p> <p>D. E. To be eligible for paid holiday leave, an employee must work his or her <i>be in a paid status for their</i> full assigned shift on his or her regularly scheduled workday before a holiday, and the next regularly scheduled working day following the holiday, unless the <i>absence on either day is approved in accordance with the Town's leave policies (e.g., vacation, personal, or authorized sick leave). employee has been excused for a legitimate reason by the direct supervisor.</i></p>	Provides additional flexibility when an employee must work a holiday and clarifies eligibility for paid holidays.
§ 70-20: Sick Leave	<p><i>All changes to Section 70-20 shall be effective July 1, 2026, as to employees employed by the Town on or before November 18, 2025. It shall apply upon hire to employees hired after November 18, 2025.</i></p> <p><i>A. Upon hire</i> All persons employed, in a classification of full-time or part-time B employees who have completed the six (6) months waiting period by July 1 of any year, shall be entitled to sick leave of ninety-six (96) hours, to be credited on July 1 credited with the equivalent of three (3) days of sick leave, with hours prorated, in accordance with the <i>Vacation and Sick Leave formula shall be used to determine the employee's prorated sick pay (See SECTION 29. DEFINITIONS).</i></p>	<p>Adds language in bold italics.</p> <p>Changes the sick leave benefits to an accrual system. In effective for new hires upon Town Meeting adoption and transitions for current employees on July 1, 2026.</p>

	<p><i>Additional sick leave will not be accrued until the employee completes three (3) months of service, at which time they will begin to accrue sick leave in accordance with the Vacation and Sick Leave Formula.</i></p> <p><i>B. Full-time employees assigned to a 40 hour/week position shall accrue eight (8) hours of sick leave per month, or ninety-six (96) hours per year. All other full-time employees and all part-time B employees, shall accrue sick leave in accordance with the Vacation and Sick Leave Formula.</i></p> <p>B. New employees having completed the six (6) months waiting period shall be credited as of the end of said six (6) months, with sick leave in the amount of eight (8) hours for each full month intervening between the six months anniversary date and the next July 1, up to the maximum of ninety-six (96) hours. Use of such leave must be occasioned by sickness or injury of the employee or their immediate family member.</p> <p>C. Unused sick leave shall be cumulative up to a maximum of 1,200 hours and shall be carried forward on July 1 of each year, to be added to the sick leave credited as of July 1. The vacation and sick leave formula shall be used to determine the employee's prorated maximum sick hours (See SECTION 29. DEFINITIONS). Sick leave may only be donated to another employee who has exhausted their accumulated sick leave at the discretion of the Town Manager other employees through participation in the Sick Leave Bank, should such a Bank be established.</p> <p><i>D. Upon hire, A</i>all persons classified as part-time A employees <i>shall be credited with the equivalent of one (1) day of sick leave, with the hours prorated, in accordance with the Vacation and Sick Leave Formula. After completion of who have completed</i> the six (6) months waiting period by July 1 of any year, the employee shall be entitled to sick leave up to twice the number of hours they are regularly scheduled to work in a week, to be credited on July 1. The Vacation and Sick Leave formula shall be used to determine the employee's prorated sick pay (See SECTION 29. DEFINITIONS).</p>	<p>Provides new hires with sick leave immediately upon hire.</p>
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	<p>E. When an employee finds it necessary to be absent because of accident or illness, they shall report the fact to their immediate supervisor as soon as possible either in person or by agent. Sick leave will not be granted unless such report is made. For the protection of the Town, the Department Head or supervisor may require the presentation of a doctor's note certificate in connection with a claim for sick leave that exceeds, or is equal to 24 hours (or three consecutive missed days of work). Any employee who refuses to submit to a doctor's note shall not be entitled to sick leave.</p> <p>F. An employee who retires in good standing shall receive compensation based on a percentage of their accumulated unused sick leave, up to a maximum of 480 hours, as follows: 5 years continuous service 10%; 15 years continuous service 50%; 25 years continuous service 75%. In the event of an employee's death, the above benefit will be paid to their beneficiary. This retirement benefit will not be available to any employee hired after June 30, 2010.</p> <p>G. Sick Time can be used for any of the following reasons:</p> <ol style="list-style-type: none"> 1) Care for the employee's own physical or mental illness, injury or medical condition that requires home care or rest, professional medical diagnosis or care, or preventative medical care; 2) Care for the employee's child, spouse, parent or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventive medical care; 3) Attending the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse. 4) Parental Leave. If an employee becomes a parent with or without giving birth (e.g., because the employee's spouse gives birth to a baby, or the employee adopts a child) employees may access, provided there is a pro-rated cap, of up to 320 hours, on the usage of sick leave for such purpose. (See SECTION 29. DEFINITIONS). 	
§ 70-20-1: Sick Leave Bank	A sick leave bank shall be established, no later than June 30, 2025, for all employees, except those in a classification of Intermittent or Seasonal, by adoption of a formal policy by the Select Board, after consultation with the Personnel	Deletes the section in its entirety. Currently,

	Committee, to assist eligible employees during medical emergencies.	because this section lives inside the SAP, only SAP employees.
§ 70-21: Personal Leave	<p>A. All persons employed in a classification of full-time or part-time B who have completed six (6) months waiting period by July 1 of any year, shall be entitled to personal leave of three (3) days to become available on July 1 for use during the ensuing fiscal year per fiscal year, which shall be pro-rated in the employee's first year of service.</p> <p>B. New employees having completed the six (6) months waiting period shall be credited as of the end of said six (6) months, with one (1) personal day for use during the period between said six (6) months anniversary and the end of the then current fiscal year; provided, however, that the said six (6) months waiting period must have been completed by May 1 of that year.</p> <p>C. B. Employees who do not use any sick leave within a three month (3) month period (calculated quarterly), will be entitled to one (1) additional personal day for each such quarter; said personal days are to be used in the same fiscal year in which they are earned. Personal leave shall be scheduled with the approval of the Department Head and/or their designee. Personal leave shall not be cumulative.</p>	<p>Adds language in bold italics.</p> <p>Provides Personal Leave immediately upon hire.</p>
§ 70-23: Bereavement Leave	In the event of death in an employee's family (spouse, children, parents, in-laws, step-children, step-parents, sibling, step-sibling , significant other or someone who is under your direct care and living in your home, up to and including five (5) days off duty shall be granted, with pay. In the event of death of a grandparent, grandchild, sibling , sibling-in law, step-sibling , uncle, aunt, nephew, or niece, three (3) days off duty shall be granted, with pay. Two (2) additional days off, with pay, may be granted at the discretion of the Town Manager not to be charged against sick leave. Any time above these days is to be charged against sick leave.	Provides for 5 days of bereavement for siblings and step-siblings as opposed to 3
§ 70-29: Definitions	Hourly Employee Non Exempt Employee shall mean any employee of the Town who by virtue of their classified position is not exempt from overtime. Non-exempt employees may be paid on an hourly or salaried basis is compensated at an hourly rate for services rendered.	Updated "Hourly Employee" to "Non Exempt Employee"

	<p><i>Intermittent Employee</i> shall mean any employee who works on an irregular or occasional basis without a pre-arranged schedule and is compensated only for the time they work. <i>Intermittent employees are not eligible for benefits (i.e. vacation, sick, holiday, longevity, insurance, and the like, unless required by law).</i></p> <p><i>Exempt Employee</i> shall mean any employee of the Town who by virtues of their classified position is exempt from overtime.</p> <p><i>Spouse</i> the meaning given this term by the marriage laws of the Commonwealth, or someone with whom the individual is cohabitating with the intent of it being permanent.</p>	<p>Makes clear that intermittent employees are not eligible for benefits.</p> <p>Adds Exempt Employee and Spouse to list of defined terms.</p>
§ 70-30: Employment Contracts	<p>The Town Manager may negotiate and execute an employment contract for a period of time not to exceed three (3) years to provide for the performance standards, salary, fringe benefits, and other conditions of employment, including but not limited to: severance pay, relocation expenses, reimbursement for expenses incurred in the performances of duties of office, liability insurance, performance standards, and leave for all department heads, provided that the Select Board may authorize the Town Manager to enter into an employment agreement with employees in other titles due to market conditions or for positions requiring specific skills, education or level of experience. Such employment contract shall be subject to Select Board approval under the procedures set forth in the Charter for the ratification of appointment and shall prevail over any conflicting provisions of any Town personnel by-law, rule, or regulation.</p>	<p>Removes relocation expenses from the options under an employment agreement.</p>