

**TOWN OF LUNENBURG  
SALARY ADMINISTRATION PLAN**

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## TABLE OF CONTENTS

PREAMBLE.....	3
SECTION 1. THE PERSONNEL COMMITTEE .....	3
SECTION 2. CLASSIFICATION AND SALARY SCHEDULE .....	4
SECTION 3. TITLE OF POSITIONS.....	4
SECTION 4. NEW OR CHANGED POSITIONS.....	4
SECTION 5. RECLASSIFICATION OF EMPLOYEES .....	4
SECTION 6. JOB DESCRIPTIONS AND INTERPRETATIONS.....	4
SECTION 7. SALARY SCHEDULE .....	4
SECTION 8. SALARY RATES ABOVE MAXIMUM .....	5
SECTION 9. LAYOFF PROCEDURE – RECALL PROCEDURE .....	5
SECTION 10. TRANSFERS AND PROMOTIONS.....	<u>56</u>
SECTION 11. NEW PERSONNEL.....	6
SECTION 12. GRIEVANCE PROCEDURE.....	6
SECTION 13. DEPARTMENT BUDGETS .....	6
SECTION 14. SEVERABILITY PROVISION .....	<u>67</u>
SECTION 15. CIVIL SERVICE .....	7
SECTION 16. HOURS OF WORK.....	7
SECTION 17. PAID VACATIONS.....	<u>78</u>
SECTION 18. PAID HOLIDAYS .....	9
SECTION 19. SICK LEAVE .....	<u>910</u>
SECTION 20. PERSONAL LEAVE .....	10
SECTION 21. FAMILY AND MEDICAL LEAVE .....	<u>101</u>
SECTION 22. BEREAVEMENT LEAVE.....	11
SECTION 23. MILITARY LEAVE.....	11
SECTION 24. JURY DUTY.....	<u>112</u>
SECTION 25. LONGEVITY PAY.....	12
SECTION 26. TRAVEL REIMBURSEMENT .....	12
SECTION 27. DISCIPLINE POLICY .....	12
SECTION 28. DEFINITIONS.....	13
CLASSIFICATION AND SALARY SCHEDULE .....	14
SALARY SCHEDULE .....	16

## **PREAMBLE**

This by-law establishes a Salary Administration Plan, hereinafter called the “Plan”, which classifies several positions of town services into groups, establishes salary schedules, establishes so called “fringe” benefits, or “indirect pay” provisions, such as holidays and vacations with pay, sick leave, and the like, and establishes a Personnel Committee to administer the Plan, as hereinafter provided, and to represent the interest of both taxpayers and town employees.

## **SECTION 1. THE PERSONNEL COMMITTEE**

There is hereby established a Personnel Committee consisting of five members, each residing in the Town of Lunenburg, to be appointed by the ~~Selectmen~~Select Board, and each member shall serve for a term of three years; provided, however, that of the members originally appointed, one shall serve a term of one year, two for a term of two years, and two for a term of three years, as designated by the ~~Selectmen~~Select Board. However, nothing herein shall be deemed to prohibit the chair~~man~~ of the Personnel Committee from designating a member of said committee to serve as a representative of said Committee on a study committee of the Town Meeting, nor shall such service affect the tenure of said member of the Personnel Committee. If any member of the Personnel Committee shall resign or otherwise vacate the office before the expiration of their term, the successor shall be appointed by the ~~Selectmen~~Select Board, at their discretion, to serve for the balance of the unexpired term.

A Town employee may have a staff assignment to serve as a subject matter expert and non-voting member of the Personnel Committee and may be called upon from time to time to provide information requested by the Personnel Committee so that the Personnel Committee can make well-informed decisions and proposals.

Said Committee shall elect its own chair~~man~~ and vice-chair ~~by September July 15<sup>th</sup> of each year~~ at their first meeting after June 30<sup>th</sup> of each year; and in the absence or incapacity of the chair~~man~~, the vice-chair shall act as chair~~man~~. The Committee shall keep a record of its official proceedings and actions, may establish its own rule of procedure and may, subject to appropriation therefore, retain such clerical and other assistance, and make such other expenditures as may be necessary to the performance of its duties. Three members shall constitute a quorum for the transaction of the business of the committee, and the affirmative vote of three members shall be necessary to any official act of the Committee.

The Personnel Committee is hereby authorized to administer the provisions of this by-law, except for such duties as may be specifically assigned by statute-, Town Charter or by-law to other Town officers, boards or committees. ~~Appeals for decisions of the Personnel Committee may be taken to the Town at the next Annual or Special Town Meeting.~~

The Personnel Committee may from time to time issue, amend, or revoke Administrative Orders for the purpose of giving effect to the provisions of this by-law, and for the purpose of giving effect to the provisions of such other by-laws and votes of the Town, pertaining to personnel administration, as said Committee may be responsible for administering and/or enforcing. Each such order shall be numbered in sequence, and said Committee shall maintain in the Town Office a file for all such orders issued, said file to be open to public inspection.

Except as otherwise provided by law, the Committee shall have access to all facts, figures, records and other information relating to the personnel of Town departments, and the same shall be furnished forthwith by any such department whenever so requested by the Personnel Committee, in such a form as said Committee may require.

In the event that the Personnel Committee does not have enough members to conduct business, the Town Manager shall have the authority to administer the Salary Administration Plan.

## **SECTION 2. CLASSIFICATION AND SALARY SCHEDULE**

The positions of all employees in the service of the Town, and not otherwise covered by a collective bargaining agreement or employees of the school, are hereby classified by titles in the groups listed in Schedule A, entitled "Classification and Salary Schedule", as set forth in this by-law.

## **SECTION 3. TITLE OF POSITIONS**

No person shall be appointed, employed or paid as an employee in any position subject to the provision of the Salary Administration Plan under any title other than those of the Classification and Salary Schedule, or under any title other than that of the job the duties of which are actually performed. The job title in the Classification and Salary Schedule of the Plan shall be the official title for all purposes having to do with the position and shall be used to designate the position in all payrolls, budget estimates and official reports, and in every other connection involving personnel and fiscal processes.

## **SECTION 4. 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 for the same, and reclassifying existing jobs, revising the description and the minimum and maximum wage and salary brackets 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 ~~Board of Selectmen~~Select Board.

## **SECTION 5. RECLASSIFICATION OF EMPLOYEES**

No employee shall be reclassified to a job in another group, either higher or lower, until the Personnel Committee shall have determined that such a reclassification will be consistent with the provisions of the Salary Administration Plan. Eligibility for a step increase of a reclassified employee will be granted one year from the date of reclassification.

## **SECTION 6. JOB DESCRIPTIONS AND INTERPRETATIONS**

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.

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 ~~Board of Selectmen~~Select Board any action deemed desirable to maintain a fair and equitable pay level.

## **SECTION 7. SALARY SCHEDULE**

The Classification and Salary Schedule of the Salary Administration Plan, set forth in Schedule A of this by-law, shall consist of the maximum and minimum salaries and step-rate salaries for the groups and positions in the Classification and Salary Schedule. The salary range of a group shall be the salary range for all positions classified in such group.

Irrespective of the period of time for which pay rates may be shown in the Salary Schedule, all employees shall continue to be paid on an hourly, weekly, monthly, or other basis, as at present, unless otherwise authorized by the Personnel Committee or by amendment of the Salary Administration Plan.

## **SECTION 8. SALARY RATES ABOVE MAXIMUM**

Any salary ~~rate which~~ rate that is above the maximum rate for a job, as established by Salary Administration Plan, shall be deemed to be a personal rate, and apply only to the incumbent. When such incumbent leaves the employ of the Town or is transferred to another job with a higher maximum rate than their personal rate or higher maximum rates are established, the personal rate shall disappear. No other employee assigned to or hired for such job shall advance beyond the maximum of the job.

## **SECTION 9. LAYOFF PROCEDURE – RECALL PROCEDURE**

Layoff Procedure – If the Town decides to layoff employees, it shall determine from which classification(s) or job function(s) layoffs shall be made. Layoffs shall then be made based on seniority within the classification.

“Seniority” shall be the length of an employee’s continuous service measured from the employee’s most recent appointment date; provided an employee’s seniority may be reduced for periods of unpaid leave, unless otherwise prohibited by law.

If two or more employees in the same classification have the same seniority, the employee who has the shorter term of continuous employment with the Town shall be laid off. If there are two or more employees in the same classification with the same seniority and the same term of continuous employment with the Town, a part-time employee shall be laid off before a full-time employee. If there are still two or more employees in the same classification, the Town Manager shall determine which employee shall be laid off.

An employee that is scheduled to be laid off shall have the right to bump other employees in lower classifications with less seniority, provided that the Town Manager, in his/her/their sole discretion, but with consultation of the Department Head, shall make a determination that the employee retained is qualified and able to perform the duties of the lower classification, subject to disability discrimination laws.

Employees who have been laid off from employment are responsible for keeping the Town advised of their current address for the purpose of potential recall from layoff.

Recall Policy – If the town conducts a recall from layoff, recall shall be offered in reverse order of layoff by classification provided the laid off employee is qualified and able to perform the duties of the classification to which the employee is being offered recall, subject to disability discrimination laws.

Employees shall only be eligible for recall from layoff under the terms of this policy for one (1) year from the date of the employee’s layoff.

Any employee who is recalled from layoff under the terms of this policy shall retain his/her/their seniority, less the period of layoff.

The Town will notify an employee of a recall opportunity by certified letter (or other verifiable method of delivery) to the employee’s last known address. An employee who has been offered an opportunity to be recalled from layoff must advise the Town of his/her/their intention to accept recall within five (5) working days.

## **SECTION 10. TRANSFERS AND PROMOTIONS**

(a) ~~When an employee is promoted to a job with a higher rate range, or rate of pay, he/she shall enter it at the minimum of the job rate range or at their own rate, whichever is the higher, but in no event at a rate in excess of the maximum for such job. Upon promotion, the employee will be placed on the pay grade for the new position at the lowest step at which the employee would receive a pay increase.~~ 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.

(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~~their own rate~~ or at the maximum rate for the job, whichever is the lower.

## **SECTION 11. NEW PERSONNEL**

(a) The hiring rate shall be the minimum of the rate range of the job for which the new employee ~~if is~~ hired, unless ~~otherwise authorized by the Personnel Committee, the Town Manager recommends paying the employee at a higher step due to the employee's qualifications and experience or marketing conditions. The Personnel Committee must vote to approve any recommendation above step 1.~~ Department Heads shall notify the Town Manager of the hiring of all new personnel. This notification shall be done in writing via the New Hire Personnel Form.

(b) Effective July 1, 2015, for new regular full-time and new regular part-time personnel ~~for whose position there is a rate range~~, eligibility for a step increase will depend on the employee's date of hire. If hired between January 1<sup>st</sup> and June 30<sup>th</sup>, the employee is not eligible for a step increase until July 1<sup>st</sup> of the following calendar year. If hired between July 1<sup>st</sup> and December 31<sup>st</sup>, the employee is eligible for their first step increase on the upcoming July 1<sup>st</sup>.

c) Effective July 1, 2022, for new regular full-time and new regular part-time personnel, eligibility for a step increase will be on the anniversary date of employment.

## **SECTION 12. GRIEVANCE PROCEDURE**

Any employee who believes that they have ~~been received inequitable treatments~~subject to a violation of the Salary Administration Plan is encouraged to discuss the grievance initially with their supervisor within 10 working days of the occurrence or knowledge of the event. If the employee is not comfortable discussing the matter with their direct supervisor, or if the matter is not settled, the employee should submit the said grievance to their Department Head. The Department Head shall meet with the employee and will respond in writing to the employee within 14 days of the meeting.

If the grievance is not resolved by the decision of the Department Head, the employee may escalate the grievance to the Assistant Town Manager/HR Director. 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.

## **SECTION 13. DEPARTMENT BUDGETS**

Each Department Head shall include in the annual budget request, a pay adjustment section to provide funds for anticipated pay adjustments during the ensuing year, expenditures to be made therefrom only in accordance with the Salary Administration Plan with approval of the Personnel Committee.

## **SECTION 14. SEVERABILITY PROVISION**

In the event any provision of this by-law or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

## SECTION 15. CIVIL SERVICE

Nothing in this by-law of Salary Administration Plan shall be construed to conflict with Chapter 31 (Civil Service) of the General Laws.

## SECTION 16. HOURS OF WORK

### Non-Exempt Employees:

The schedule of hours to be worked shall be determined by the appropriate Department Head.

For non-exempt positions 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 ~~work week~~~~workweek~~, ~~the~~ ~~The~~ words "work actually performed" shall be construed to include 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.

### ~~I. Industrial Trades and Service Occupations~~

~~A. Work Week 40 hours in 5 days.~~

~~B. One and one half (1 1/2) times the regular rate will be paid for work actually performed in excess of forty (40) hours within a work week.~~

### ~~II. Office Occupations~~

~~A. Work Week Forty (40) hours in five days and may be reduced administratively to 36 hours in four or five days.~~

~~B. One and one half (1 1/2) times the regular rate will be paid for work actually performed in excess of forty (40) hours within a work week.~~

### ~~III. Public Safety Occupations~~

~~A. Fire Department The hours of the Fire Department shall be determined by the Chief with the approval of the Personnel Committee provided, however, that all hours worked by any member of the Fire Department will be paid for at the regular rate then in force.~~

### Exempt Employees:

Exempt Employees, 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) hours per week when full-time and not entitled to overtime.

### ~~IV. Administrative and Professional Occupations~~

~~A. Persons employed in these positions are not governed by hours of the positions under their supervision or control. Generally, such positions shall be for at least forty (40) hours per week when full time and not entitled to overtime.~~

Notwithstanding anything in the foregoing paragraphs, the appropriate department head or his/her designee may, instead of paying the overtime rate, provide that the employee take compensatory time off at a rate of 1 1/2 times the hours worked that qualify for overtime pay. Compensatory time must be taken within 60 days.

## SECTION 17. PAID VACATIONS

All persons employed regularly by the Town full-time or part-time for a minimum of twenty (20) hours per week shall receive paid vacations according to the following schedule. Any persons working between 20 and 40 hours per week shall receive paid vacations, but it will be prorated accordingly. The part-time compensation vacation and sick leave formula shall be used to determine the prorated part-time employee's vacation day (See SECTION 28. DEFINITIONS Section 28).

<b>After Completion of:</b>	<b>Hours of Paid Vacation (Based on 40 hour week)</b>
Less than one complete year of continuous service	8 hours per each full calendar month up to 80 hours
After completion of 1 Year of continuous service	80
After completion of 5 Years of continuous service	120
After completion of 10 Years of continuous service	160
After completion of 11 Years of continuous service	164
After completion of 12 Years of continuous service	168
After completion of 13 Years of continuous service	172
After completion of 14 Years of continuous service	176
After completion of 15 Years of continuous service	180
After completion of 16 Years of continuous service	184
After completion of 17 Years of continuous service	188
After completion of 18 Years of continuous service	192
After completion of 19 Years of continuous service	196
After completion of 20+ Years of continuous service	200

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 his/her/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.

Employment Termination. An employee whose employment ends, ~~whether voluntary resignation, retirement or involuntary termination,~~ shall ~~receive be paid for all accrued, but unused vacation leave compensation equivalent to earned vacation allowance, provided he/she has been in the continuous service of the Town for 10 months, as follows:~~

~~All currently available, unused vacation allowance up to a maximum of 200 hours; and (b) One twelfth (1/12) of the vacation allowance which would otherwise have been credited on the next succeeding July 1, for each full month worked since the preceding July 1.~~

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 1<sup>st</sup>. Vacation leave accrued each fiscal year will be available for use on the following July 1<sup>st</sup>. 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 5<sup>th</sup>, 10<sup>th</sup>-20<sup>th</sup> years occurs after July 1<sup>st</sup>, the employee shall receive vacation leave for the remainder of the year on a pro-rated basis.

~~The assignment of v~~Vacation leave shall be arranged approved by the Department Head and/or his/her/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.

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 ~~sd~~ the needs ~~both~~ of the employee and ~~of~~ the Town, it may be ~~requested-granted, upon request of the employee,~~ by the Department Head, ~~and authorized in writing~~ subject to the written approval of the by the Town Manager. In no case shall any such advanced vacation exceed the number of days 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.

## SECTION 18. PAID HOLIDAYS

The Town of Lunenburg shall observe the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans' Day
Patriots Day	Thanksgiving Day
Memorial Day	One Floating Holiday*
<u>Juneteenth</u>	Day Before Christmas
Independence Day	Christmas Day

~~Employees who regularly work forty (40) hours per week, and/or five (5) days per week shall receive paid holiday leave on the day on the Town observes the holiday based on the base hourly rate of the employee for the number of hours the employee is regularly scheduled to work on the day of the week on which the holiday is observed.~~

Employees ~~who regularly work less than forty (40) hours and/or five (5) days per week~~ shall receive paid holiday leave on the day the Town observes the holiday provided the employee is regularly scheduled to work on the day the Town observes the holiday, based on the hourly rate of the employee for the number of hours the employee is regularly scheduled to work on the day of the week on which the holiday is observed.

Holiday leave will be granted on the day the Town observes the holiday, when possible. If the holiday falls on 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, by agreement of the supervisor and employee. Employees shall receive a floating holiday\* for any holiday that falls on a day that they are not regularly scheduled to work. 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.

To be eligible for paid holiday leave, an employee must work his or her 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 employee has been excused for a legitimate reason by the direct supervisor.

\* Floating Holiday time for employees who work less than 40 hours per week will be calculated in hours and determined by dividing the number of hours regularly worked per week, by the number of days they work in one week.

## SECTION 19. SICK LEAVE

All persons employed, full-time or part-time who have completed the six (6) months ~~probationary 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. The ~~part-time compensation~~ Vacation and Sick Leave formula shall be used to determine the employee's prorated sick pay (See SECTION 28. DEFINITIONS ~~Section 28~~).

New employees having completed the six (6) months probationarywaiting 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.

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 28. DEFINITIONS). Sick leave may be donated to another employee who has exhausted their accumulated sick leave at the discretion of the Town Manager.

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 certificate in connection with a claim for sick leave that exceeds, or is equal to 24 hours (or three missed days of work), ~~and may, if it is deemed advisable, send a doctor or nurse to investigate any absence alleged to be caused by illness.~~ Any employee who refuses to submit to a doctor's examination note shall not be entitled to sick leave.

An employee who retires in good standing shall receive compensation based on a percentage of his/her/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 his/her/their beneficiary. This retirement benefit will not be available to any employee hired after June 30, 2010.

Sick Time can be used for any of the following reasons:

- 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;
- 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;
- Attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse.

## **SECTION 20. PERSONAL LEAVE**

All persons employed, full time or part time who have completed six (6) months probationarywaiting period by July 1 of any year, shall be entitled to personal leave of three (3) days ~~twenty-four (24) hours~~, to become available on July 1 for use during the ensuing fiscal year. ~~The part-time compensation formula shall be used to determine the employee's prorated personal hours (See Section 26).~~

New employees having completed the six (6) months probationarywaiting period shall be credited as of the end of said six (6) months, with eight-one (81) personal hours-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 probationarywaiting period must have been completed by May 1 of that year.

Employees who do not use any sick leave within a three month (3) month period (calculated quarterly), will be entitled to eight-one (81) additional personal hours-day for each such quarter; said personal hours-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 his/her/their designee. Personal leave shall not be cumulative.

## **SECTION 21. FAMILY AND MEDICAL LEAVE**

~~The Town agrees to abide by the provisions of the 1993 Family and Medical Leave Act (FMLA). All eligible employees are entitled to up to twelve (12) weeks of unpaid leave for certain family and medical reasons in a one (1) year period. Employees are eligible for FMLA if they have worked for the Town for at least one (1) year and at least for one thousand two hundred and fifty (1,250) hours over the previous twelve (12) months.~~

~~Unpaid FMLA leave must be granted for any of the following reasons:~~

- ~~• To care for the employee's child after birth, or placement for adoption or foster care~~
- ~~• To care for the employee's spouse, son, daughter, or parent, who has a serious health condition~~
- ~~• For a serious health condition that makes the employee unable to perform the employee's job~~

~~In accordance with the Town's policy, the Town requires the use of paid leave time during the FMLA absence including accumulated Sick Leave, Vacation Leave, and Personal Leave. The Town requires all employees applying for an FMLA leave to notify their Department Head, in writing, thirty (30) days prior to the leave, if possible, provides leave in accordance with the Family and Medical Leave Act (FMLA) and its FMLA Policy, as adopted by the Select Board and as it may be amended from time-to-time. A copy of the Town's FMLA Policy is available on the Town's website.~~

## **SECTION 22. BEREAVEMENT LEAVE**

~~In the event of death in an employee's family (wife, husband, mother (in law), father (in law), child, grandparents, brother, or sister) up to and including three days off duty may be granted, with pay, not to be charged against sick leave. (spouse, children, parents, in-laws, step-children, step-parents, 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, 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.~~

## **SECTION 23. MILITARY LEAVE**

~~The Town provides military leave in accordance with state and federal law.~~

~~Town employees with a minimum of six consecutive month's employment with the Town who serve in the State or Federal military training forces under orders shall be allowed full pay for not more than one normal working week and shall be granted a military leave of absence for the period of their required service with said forces.~~

~~Military leave of absence with pay shall be granted to employees of the Town on occasion of their appearance before local draft boards or draft appeal boards, or for physical examinations ordered by said boards; but no such leave shall be granted for a period of more than one day without the approval of the Personnel Committee. Such leave shall be deemed to be a military leave of absence.~~

~~A military leave of absence without pay shall be granted to any Town Officer or employee called to active duty with the State or Federal Armed Forces for purposes other than the routine annual tour of duty for training purposes.~~

~~As used herein, the phrases "military training forces" or "armed forces" shall mean the United States Air Force, the United States Army, the United States Navy, the United States Marine Corps, the United States Coast Guard, the Massachusetts National Guard, the Massachusetts Air National Guard, the Massachusetts State Guard, and any and all components thereof.~~

## **SECTION 24. JURY DUTY**

All persons permanently employed, whether full-time or part-time, ~~for a minimum of twenty (20) hours per week,~~ called for jury duty shall be paid by the Town, an amount equal to the difference between the compensation paid for a normal working period and the amount paid by the court, excluding allowance for travel, and this will be certified by the Town Clerk or Treasurer upon presentation of the check for monies received for Jury Duty. Jury duty pay is for up to three days of pay.

## **SECTION 25. LONGEVITY PAY**

After reaching ten (10) years of employment, and thereafter, each employee permanently employed, whether full or part time, shall receive an annual bonus equal to 2% of their annual salary, and is payable in the first pay period after the employee's anniversary date, at 15 years of continuous service – 2.5% of their annual salary, and at 20 years of continuous service – 3% of their annual salary.

## **SECTION 26. TRAVEL REIMBURSEMENT**

Travel reimbursement shall be by signed voucher at a rate established by the IRS when using the employee's own car, plus tolls and parking fees.

## **SECTION 27. DISCIPLINE POLICY**

Items which constitute grounds for disciplinary action against an employee include: chronic absenteeism or tardiness, insubordination or refusal to work, infraction of work and safety rules, threat of physical violence against fellow employees, use of profane language to a supervisor or fellow employee, or offenses of comparable gravity or severity.

Upon determination by the Department Head that disciplinary action is warranted, the following guidelines shall be implemented for all employees that have successfully completed a six (6) month probationary waiting period:

- STEP 1. 1st Offense - Written warning.
- STEP 2. 2nd Offense - A formal written reprimand notifying the employee of a one-day suspension and that one further offense shall result in a three-day suspension without pay.
- STEP 3. 3rd Offense - Employee will receive an immediate three-day suspension without pay and a written notification that any further offense shall be grounds for dismissal.
- STEP 4. 4th Offense - Immediate dismissal of the employee.

Depending on the particular circumstances, one or more of the above steps may be skipped. The offense for which disciplinary action is taken may be any combination of the items described above. For example, offense number one could be tardiness, offense number two could be absenteeism, and offense number three could be refusal to work or insubordination. If an employee goes twenty-four (24) months without a further offense, the first offense beyond twenty-four (24) months shall be disciplined at the level of step one.

The following infractions are grounds for the immediate dismissal of an employee for just cause by the Department Head. Just cause may include, but shall not be limited to, the following:

- Willful neglect or non-performance of one or more assigned duties;
- Demonstrated incompetence in the performance of one or more assigned duties;
- Behavior that seriously interferes with the normal operation of the municipality, the department, or any member of the workforce;
- Insubordination, which shall mean a refusal to carry out a direct order;
- Dishonesty in the performance of assigned duties;
- Chronic absenteeism or tardiness without reasonable excuse;
- Unauthorized possession or use of alcohol or an unprescribed controlled substance during any period of assigned work;
- Municipal theft.

## SECTION 28. DEFINITIONS

The following terms used in the Salary Administration Plan shall be defined as set forth herein:

*Full-Time Employee* shall mean any ~~person-employee~~ who ~~spends an amount of time between~~ is regularly scheduled to work thirty-six (36) ~~and forty (40) hours of permanently scheduled work per week in the service of the Town~~ hours or more per week.

*Hourly Employee* shall mean any employee of the Town who by virtue of their classified position is compensated at an hourly rate for services rendered.

*Intermittent Employee* shall mean any ~~person-employee~~ who ~~works less than two~~ is regularly scheduled to work fewer than twenty (20) hours per week ~~on a regular basis~~. Intermittent employees are not eligible for benefits (i.e. vacation, sick ~~time~~, holiday, longevity, insurance, unless required by law) and work less than one thousand forty (1,040) hours per year in the service of the Town.

~~*Part-Time Compensation-Vacation and Sick Leave Formula*~~ shall be determined by dividing the ~~compensation~~ ~~or~~ time off by 40 and then multiplying by the number of hours the employee works per week. For example, a 40 hour per week employee is eligible for 120 hours of vacation. If another employee with the same tenure works 36 hours, the formula is as follows:  $120 / 40 = 3$ . Then multiply  $3 \times 36$  hours = 108 hours.

*Part-Time Employee* shall mean any ~~person-employee~~ who ~~spends~~ is regularly scheduled to work at least twenty (20) hours and fewer less than thirty-six (36) hours ~~but twenty (20) hours or more of permanently scheduled work~~ per week ~~in the service of the Town~~.

~~*Probationary*~~ Waiting Period shall mean the initial six (6) month period of employment with the Town.

*Seasonal Employee* shall mean any employee, part or full-time who ~~spends works~~ no more than ~~six (6) months~~ 180 days or one hundred eighty (180) days whichever is less per year, ~~in the service of the Town~~. Seasonal employees are not eligible for benefits (i.e. vacation, sick ~~time~~, holiday, longevity, insurance, ~~etc~~ unless required by law).

**SCHEDULE A  
CLASSIFICATION AND SALARY SCHEDULE**

<b>CLASS TITLE *</b>	<b>GRADE **</b>
Account Clerk.....	4
Administrative Assessing Assistant.....	6
Administrative Assistant.....	8
Alternate Building Commissioner.....	16
Assistant Assessor.....	9
Assistant to the Sewer Business Manager.....	8
Assistant Town Clerk.....	8
Assistant Town Manager/HR Director.....	16
Assistant Treasurer/Tax Collector.....	9
Beach Director.....	7
Board Clerk/Secretary.....	6
Building Commissioner.....	16
Chief Administrative Assistant.....	13
Council on Aging Director.....	14
Council on Aging Dietary Aide.....	2
Council on Aging Meal Site Manager.....	3
Council on Aging Outreach Assistant.....	6
Council on Aging Outreach Coordinator.....	7
Council on Aging Van Driver.....	4
DPW Director.....	16
EMT Call.....	7
EMT Intermediate – Call.....	9
Executive Assistant to Town Manager and Select Board.....	10
Firefighter – Call.....	7
Firefighter/EMT – Call.....	9
Paramedic –Call.....	9
Firefighter/EMT/LT –Call.....	10
Firefighter/EMT/Capt.– Call.....	11
Firefighter/EMT/Deputy Chief – Call.....	12
Fire Chief.....	16
Head Account Clerk.....	8
Head Clerk.....	8
Intermittent Heavy Equipment Operator.....	9
Junior Library Assistant.....	4
Land Use Director.....	16
Library Assistant.....	5
Library Page.....	1
Lifeguard.....	4
Local Inspector.....	10
Network Administrator.....	13
Payroll & Benefits Coordinator.....	10
Payroll & Benefits Coordinator/Risk Manager.....	13
Planning Director.....	13
PACC Assistant.....	8
PACC Coordinator.....	10
PACC Production Technician.....	9
PACC Manager.....	11
Police Chief.....	18
Principal Assessing Clerk.....	7
Principal Assessor.....	15
Principal Accounting Clerk.....	7
Principal Clerk.....	7
Principal Library Assistant.....	7
Public Safety Head Clerk Coordinator.....	10
Recreation Director.....	9
Reserve Officer.....	10
Seasonal Cemetery Laborer.....	5
Senior Account Clerk.....	6
Senior Assessing Clerk.....	6
Senior Clerk.....	6
Senior Library Assistant.....	6
Senior Videographer.....	6
Sewer Business Manager.....	11
Staff Librarian.....	9

Technology Director.....	15
Town Accountant/Financial Director.....	16
Treasurer/Tax Collector.....	14
Videographer.....	3
Water Safety Instructor.....	4

\* Class Titles and associated grades may or may not be used for those under union or individual contracts. There are new class titles and some are renamed for clarity.

\*\* New Grades have been assigned to those jobs mapped to the 2016 Salary Schedule. *(revised November 2016)*

**TOWN OF LUNENBURG  
SALARY SCHEDULE  
FOR FISCAL YEAR ~~2022~~2023**

~~Employees hired between January 1st and June 30th are not eligible for a step increase until the following calendar year on July 1.~~

Employees receive a step increase each year until they reach the 8th step.