

ARTICLE 4

To see if the Town will vote to amend the Personnel By-Law of the Town of Sharon as follows, or act in any way relative thereto:

A. By adopting as amendments to said By-Law, the following interim and/or emergency changes, additions or deletions made by the Personnel Board in its authority under Section 2.6 of the By-Law:

B. By striking out all classification schedules and pay schedules in Appendix A and Appendix B and substituting new classification schedules and new pay schedules. Appendix A and Appendix B as of July 1, 2015, except as other dates are specified.

1) That the position of Secretary-Clerk Accounting/Veterans Agent be eliminated and the Positions: Financial Assistant-Payroll/Revenue Manager and Financial Assistant-Assistant Veterans' Agent are established effective October 1, 2013. These new positions are established in the OC classification.

2) Dawn Miller is assigned to the position Financial Assistant - Payroll/Revenue and Patty Walker is assigned to the position Financial Assistant - Assistant Veterans' Agent retroactive to October 1, 2013.

3) That the position of Financial Assistant/Assistant Veterans Agent be rated as an OC-3A classification in the Office Occupation Category, effective October 1, 2013.

4) That the position of Financial Assistant/Payroll be rated as an OC-2 classification in the Office Occupation Category, effective October 1, 2013.

5) That the position of Head of Adult and Technology Services be rated as an LMP-3 classification in the Library Category, effective March 1, 2014.

6) That the appointment of Jennifer Little Leavitt to the Confidential Police Secretary position at Step 8 effective July 1, 2014 is justified by her exceptional qualifications.

7) That the appointment of Rachelle Levitts to the position of Standing Building Committee Secretary be at the Step 8 pay level within the OC-4a category justified by her exceptional qualifications, effective June 10, 2014.

8) That Rachelle Levitts be allowed to simultaneously occupy positions with the Planning Board, the Community Preservation Committee, the School Department and the Standing Building Committee provided that a written correspondence is received not later than August 1, 2014 from the appointing authority or organization of each indicating the lack of any irreconcilable conflict.

9) That the position of Recreation Basketball League Coordinator be established with a seasonal salary of \$8,300 payable in equal installments during the season, and that it be recorded as part of the "Miscellaneous" category in Article 4.

10) That the newly created position of Water Treatment-Pumping Station Operator be rated as an MP-2 classification in the Management Professional Category, effective July 10, 2014.

11) That the newly created position of Water Construction Supervisor be rated as an MP-2 classification in the Management Professional Category, effective July 10, 2014.

12) That Beverly Anderson be hired in the position of Health Administrator at a Step 9 starting salary in the MP-1 category, effective on date of hire, and step assignment is justified by her exceptional qualifications.

13) That the salary steps for the miscellaneous Lifeguard position be modified to read as follows:
Lifeguard Step 1 \$10.68 – Step 2 \$10.94 – Step 3 \$11.21

APPENDIX A

THE FOLLOWING POSITIONS CONTAINED WITHIN CLASSIFICATION SCHEDULE SECTION ENTITLED 1.100-1.300 WITH ASSOCIATED PAY SCHEDULE SECTION 2.100-2.300 ARE NOT COVERED BY COLLECTIVE BARGAINING AGREEMENTS.

EXECUTIVE CATEGORY

JULY 1, 2015 - JUNE 30, 2016

SECTION 1.100

CLASSIFICATION SCHEDULE
SCHEDULE/ANNUALLY

SECTION 2.100

BASE PAY

Group	Position	Minimum	Actual	Maximum
E-0	Town Administrator	156,000	165,240	187,200
E-1	Police Chief	146,250	163,130	175,500
E-2	Fire Chief	117,000	131,687	140,400
	Superintendent of Public Works	117,000	125,025	140,400
E-3	Director of Information Technology	91,650	98,107	111,150
	Finance Director	91,650	98,880	111,150
	Town Engineer	91,650	101,375	111,150
E-4	Recreation Director	68,250	69,470	89,700
	Council on Aging Executive Director	68,250	81,640	89,700
	Treasurer/Collector	68,250	82,400	89,700
	Administrative Assessor	68,250	84,345	89,700
	Assistant to the Town Administrator	68,250	81,600	89,700
	Library Director	68,250	79,050	89,700

SECTION 1.200

CLASSIFICATION SCHEDULE

SECTION 2.200

PAY SCHEDULE25

ADMINISTRATIVE ASSISTANT TO THE BOARD OF SELECTMEN

Board of Selectmen (hourly)
Effective 7/1/15

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>
24.37	24.86	25.35	25.86	26.38	26.91	27.44	27.99	28.55	29.12

MISCELLANEOUS
Effective 7/1/15

Veterans' Agent (yearly)	14,694			
Sealer of Weights & Measures	4,196			
Animal Control Officer				
Assistant Animal Control/Senior Fill-In Officer	2,500 annually			
Fill-In (Weekend/Sick/Holiday/Vacation Coverage)	46.15/day			
Fill-In (Night Pager Coverage)	13.19/night			
Fill-In (After Hour Coverage)	13.19/call			
Animal Inspector (yearly)	3,958			
Custodian/Maintenance (hourly)	8.18	8.45	8.68	8.95
DPW Temp/Summer Labor (hourly)	10.22	11.20	12.25	
Per Diem Public Health Nurse	24.00/hour			
Adult Center Receptionist/Aide	16.68/hour			
Recreational Basketball League Coordinator	8,300 yearly			

Standing Building Committee Secretary (hourly) steps

<u>Min</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
19.94	20.33	20.74	21.15	21.59	21.99	22.46	22.90	23.35	23.83	24.31

Project Manager for the Standing Building Committee (hourly) steps

<u>Min</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>
24.41	24.99	25.52	26.11	26.68	27.28	27.90	28.53	29.18	29.83	30.50

SUMMER EMPLOYMENT - PART-TIME
EFFECTIVE May 1, 2015 (hourly)

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Waterfront Supervisor	14.81	15.07	15.33
Assistant Waterfront Supervisor	12.24	12.50	12.77
Lifeguard	10.68	10.94	11.21
Attendant/Maintenance	9.02	9.27	9.53
Sailing Supervisor	14.81	15.07	15.33
Assistant Sailing Supervisor	12.24	12.50	12.77

Sailing Instructor	10.18	10.44	10.71
Camp Counselor	9.71	10.00	10.30
Assistant Camp Supervisor	11.30	11.55	11.80
Camp Supervisor	13.20	13.49	13.79

APPENDIX B

THE FOLLOWING POSITIONS CONTAINED WITHIN CLASSIFICATION SCHEDULE SECTIONS ENTITLED 1.400-1.800 WITH ASSOCIATED PAY SCHEDULE SECTIONS 2.400-2.800 ARE COVERED BY COLLECTIVE BARGAINING AGREEMENTS.

MANAGEMENT PROFESSIONAL CATEGORY (FORMERLY ADMINISTRATIVE, TECHNICAL AND PROFESSIONAL CATEGORY)

SECTION 1.400 CLASSIFICATION SCHEDULE

MP-00	Assistant Town Engineer	MP-2	Animal Control Officer* Asst. Recreation Director*
MP-0	Building Inspector Water Systems Supervisor		Business Manager Info Svcs/Asst Library Director*
MP-1	Operations Supervisor Public Health Nurse* Forestry & Grounds Supervisor Health Agent for Engineering Conservation Administrator Health Administrator* GIS Coordinator		Asst Operations Supervisor Asst Supervisor-Water Water Construction Supervisor Water Pump Station Operator
		MP-3	Recreation Athletic Supervisor Case Mngr/Coord.Volunteer Svcs* Technical Support Specialist*
		MP-4	Part-Time Public Health Nurse*

*The following positions work other than a 40 hour work week:

Info Services/Asst Library Director-37.5hrs

Public Health Nurse-30 hours

Animal Control Officer-25 hours

Asst. Recreation Director-37.5 hours

Case Manager/Coordinator of Volunteer Services-28 hours

Health Administrator-37.5 hours

Technical Support Specialist-20 hours

Part-time Public Health Nurse 3 hours (up to 10 hours for vacation coverage)

SECTION 2.400 PAY SCHEDULE/HOURLY

July 1, 2015 - June 30, 2016

Grade	Min	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step10	Step11	Step 12
MP-00	35.5492	36.3457	37.1663	37.9988	38.8555	39.7363	40.6293	41.5465	42.4756	43.4289	44.4062	45.2943
MP-0	33.7148	34.4752	35.2596	36.0439	36.8645	37.6848	38.5417	39.3986	40.2916	41.2085	42.1376	42.9805
MP-1	31.5309	32.2427	32.9668	33.6909	34.4512	35.2476	36.0320	36.8284	37.6610	38.5297	39.3986	40.1866
MP-2	28.5988	29.2743	29.9018	30.5896	31.2533	31.9653	32.6894	33.4252	34.1857	34.9459	35.7302	36.4447
MP-3	26.2871	26.8369	27.4161	28.0436	28.6711	29.3348	29.9743	30.6744	31.3497	32.0498	32.7738	33.4293
MP-4	23.8683	24.3992	24.9425	25.4973	26.0766	26.6800	27.2592	27.8625	28.5142	29.1296	29.7933	30.3892

*This is the rate that has been in effect, and will continue to be in effect, until such time as a new collective bargaining agreement is executed.

July 1, 2015 to June 30, 2016

LIBRARY CATEGORY

LMP-3 Head of Youth Services
Head of Adult and Technology Services

LMP-4 Children's Librarian
Information Services Librarian

Grade	Min	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Max
LMP-3	26.24	26.86	27.45	28.06	28.68	29.33	30.00	30.69	31.35	32.06
LMP-4	23.86	24.40	24.95	25.51	26.08	26.66	27.25	27.91	28.53	29.16
L4	21.82	22.25	22.70	23.16	23.62	24.09	24.56	25.04	25.55	26.07

LOC-3a Circulation Supervisor
Technical Services Supervisor

LOC-3b

LOC-4a Library Assistant
Technical Services Asst.
Administrative Asst.-Library

LOC-4b

Grade	Min	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Max
LOC-3a	22.65	23.11	23.55	24.04	24.51	25.00	25.50	26.02	26.54	27.06
LOC-3b	21.45	21.88	22.31	22.76	23.23	23.70	24.16	24.64	25.13	25.63
LOC-4a	20.34	20.74	21.15	21.57	22.02	22.43	22.91	23.36	23.82	24.31
LOC-4b	19.28	19.68	20.05	20.46	20.88	21.29	21.72	22.16	22.59	23.05

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*This is the rate that has been in effect, and will continue to be in effect, until such time as a new collective bargaining agreement is executed.

LABOR CATEGORY

SECTION 1.500
CLASSIFICATION SCHEDULE

Grade A	Working Foreman-Operations Senior Water Systems Tech Working Foreman –Water Working Foreman -Forestry&Grnds	Grade D	Night Custodian
		Grade E	AutoEquipmentOperator Recreation Custodian Maint/Custodian DPW
Grade B	Master Mechanic		
Grade C	Heavy Equip Operator Aerial Lift Operator Water Systems Tech Working Foreman/Facilities Maint-Community Ctr.		

SECTION 2.500
PAY SCHEDULE/HOURLY
July 1, 2015 - June 30, 2016

Grade	Min	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
A	25.91	26.61	27.28	27.99	28.68	29.37	30.10	30.78	31.46	32.16	32.80	33.46
B	24.79	25.35	25.89	26.44	26.97	27.55	28.08	28.64	29.19	29.75	30.34	30.95
C	22.65	23.25	23.86	24.46	25.05	25.67	26.30	26.89	27.50	28.10	28.66	29.23
D	22.87	23.34	23.81	24.29	24.77	25.26	25.77	26.29	26.81	27.34	27.89	28.45
E	21.70	22.15	22.58	23.05	23.48	23.94	24.44	24.92	25.42	25.93	26.44	26.97

OFFICE OCCUPATION CATEGORY

SECTION 1.600
CLASSIFICATION SCHEDULE

OC-1	Assistant Accountant Assistant Collector Assistant Treasurer	OC-4a	Bookkeeper Secretary-Fire Admin. Asst-Planning Board PT Admin Asst.-Board of Health
OC-2	Confidential Police Secretary Administrative Asst.-Assessor Administrative Asst.-Ex Dir COA Admin Asst to Fire Chief/Ambulance Rec. Assistant Town Clerk Financial Asst-Payroll/Revenue Manager	OC-4b	Bus/Van Driver Police Clerk Secretary-Zoning Board of Appeals Secretary-Community Preservation
OC-3a	Collections Supervisor Treasury Supervisor (Payroll) Election & Registration Secretary Financial Asst/Asst Veterans Agent	OC-5	Secretary-Conservation Secretary-Personnel Board Secretary-Finance Committee Secretary to a Board or Committee

OC-3b Senior Assessor Clerk
 Activities/Program Coordinator COA
 Secretary - Building & Engineering
 Secretary - Recreation
 Secretary – Water
 Secretary - Operations Division

SECTION 1.600
 CLASSIFICATION SCHEDULE

SECTION 2.600
 PAY SCHEDULE/HOURLY

July 1, 2014 - June 30, 2015

Grade	Min	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step10	Step 11
OC-1	26.37	26.90	27.44	27.98	28.54	29.11	29.68	30.27	30.88	31.51	32.13
OC-2	23.75	24.21	24.71	25.18	25.66	26.18	26.71	27.24	27.80	28.36	28.94
OC-3a	22.21	22.66	23.09	23.57	24.03	24.51	25.00	25.51	26.02	26.53	27.08
OC-3b	21.03	21.45	21.87	22.31	22.77	23.24	23.69	24.16	24.64	25.13	25.62
OC-4a	19.94	20.33	20.74	21.15	21.59	21.99	22.46	22.90	23.35	23.83	24.31
OC-4b	18.90	19.29	19.66	20.06	20.47	20.87	21.29	21.73	22.15	22.60	23.03
OC-5	17.01	17.35	17.70	18.05	18.41	18.78	19.16	19.54	19.93	20.33	20.74

*This is the rate that has been in effect, and will continue to be in effect, until such time as a new collective bargaining agreement is executed.

PUBLIC SAFETY CATEGORY

SECTION 1.700
 CLASSIFICATION SCHEDULE

SECTION 2.700
 PAY SCHEDULE/WEEKLY

POLICE DEPARTMENT

Sergeant	PD-80	PD-80A	PD-80B	PD-80C
Effective Date		Step 1	Step 2	Step 3
July 1, 2014 – June 30, 2015		1256.09	1281.21	1306.86

Patrolman	PD-60	PD-60A	PD-60B	PD-60C	PD-60D	PD-60E	PD-60F	PD-60G
Effective Date		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
July 1, 2014 – June 30, 2015		832.60	888.63	947.25	1,048.00	1,069.00	1,090.39	1,144.43

Dispatchers	Steps	Min	2	3	4	5	6	7	8	9	Max
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Effective Dates ** hrly 21.25 21.67 22.11 22.55 23.00 23.45 23.93 24.40 24.90 25.38
 July 1, 2015 –
 June 30, 2016

The amounts of pay shown in the above schedule for position code PD-60 and PD-80 do not include the extra pay for educational qualifications provided for in the statutes and regulations of the State.

Members of the Police Department while so designated by the Chief of Police shall receive additional compensation to be considered part of their base pay as follows:

MOTORCYCLE OPERATOR (SELECTIVE ENFORCEMENT)	\$32.54 PER WEEK
ACCREDITATION MANAGER, COMPUTER MANAGER	\$32.54 PER WEEK

LEAPS REPRESENTATIVE	\$10.00 PER
WEEK	

CRIME PREVENTION OFFICER	\$32.54 PER WEEK
SPECIAL ASSIGNMENT OFFICER	\$32.54 PER WEEK
PROSECUTOR	\$50.00 PER WEEK
DETECTIVE PATROL OFFICER	\$50.00 PER WEEK

Any patrolman, appointed without being required to take the written examination, shall be paid the base pay rate called for by step 1 of the pay schedule for a period of six months following his appointment, and, upon the expiration of said six-month period, shall be paid the base pay rate provided for by step 2 unless he shall have previously been employed full time as a police officer, in which case he shall be paid the base pay rate under the step he would have been paid if his prior employment had been in the Sharon Police Department, but not greater than Step 4. Notwithstanding the step increase or increases provided herein, a patrolman's probationary period shall be the probationary period provided for in 5-5 of this By-Law or in the collective bargaining agreement, whichever is applicable.

POLICE CROSSING GUARDS*

7/01/15 to 6/30/16

DAILY RATE:

	STEP 1	STEP 2	STEP 3
School Crossing Guard PD20	37.41	40.76	44.82
School Crossing Guard Supervisor PD20A			56.14

SUPERIOR OFFICERS

July 1, 2015 – June 30, 2016

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Lieutenant, Police Dept.	1909.06	1985.80	2064.98	2127.40	2191.22	2235.04

JULY 1, 2015- JUNE 30, 2016
 FIRE DEPARTMENT

SECTION 1.410
CLASSIFICATION SCHEDULE

SECTION 2.410
PAY SCHEDULE/WEEKLY

Effective JULY 1, 2015 – JUNE 30, 2016

TITLE	CODE	Step 1	Step 2	Step 3	Step 4
CAPT./EMT	FD-90			1276.16	1371.67
CAPT./Para	FD-92			1320.19	1415.73
LT./EMT	FD-80			1358.23	
LT./Para	FD-82			1402.28	
FF./EMT	FD-60	1010.44	1057.29	1180.17	
FF./Para	FD-62	1054.49	1101.34	1224.22	

Members of the Fire Department are eligible to receive additional compensation in each fiscal year in accordance with the following educational incentive program:

FOR 15 COURSE CREDITS CERTIFIED	\$ 500 ANNUALLY
FOR 30 COURSE CREDITS CERTIFIED	700 ANNUALLY
FOR 45 COURSE CREDITS CERTIFIED	950 ANNUALLY
FOR AN ASSOCIATE'S DEGREE CERTIFIED	1,550 ANNUALLY
FOR A BACHELOR'S DEGREE CERTIFIED	2,725 ANNUALLY
FOR A MASTER'S DEGREE CERTIFIED	3,025 ANNUALLY

CALL FIREFIGHTERS
HOURLY COMPENSATION RATE
July 1, 2010 - June 30, 2011
Hourly 20.00

THE FOLLOWING POSITIONS CONTAINED WITHIN CLASSIFICATION SCHEDULE SECTION ENTITLED 1.100-1.300 WITH ASSOCIATED PAY SCHEDULE SECTION 2.100-2.300 ARE NOT COVERED BY COLLECTIVE BARGAINING AGREEMENTS.

Deputy Fire Chief 1,825.96/week

Deputy Police Chief 3,188.15/week

FINANCE COMMITTEE