

2024 APR -3 PM 5:00

TABLE OF CONTENTS

| | | |
|-----------------------|--|--------------------|
| Chapter 1 | Purpose and Policies | Page 1 |
| Chapter 2 | Personnel Board <u>Human Resources Board</u> | Page 3 |
| Chapter 3 | Classification System | Page 5 |
| Chapter 4 | Compensation System | Page 7 |
| Chapter 5 | Probationary Period | Page 11 |
| Chapter 6 | Hours of Work | Page 13 |
| Chapter 7 | Leave | Page 14 |
| Chapter 8 | Recruitment, Selection and Appointment of Employees other than Police Officers | Page 19 |
| Chapter 9 | Recruitment, Selection and Appointment of Police Officers | Page 21 |
| Chapter 10 | Promotion, Demotion, Transfer and Separation | Page 24 |
| Chapter 11 | Performance Evaluation | Page 26 |
| Chapter 12 | Disciplinary Actions | Page 27 |
| Chapter 13 | Conduct of Employees | Page 30 |
| Chapter 14 | Grievance and Discrimination Complaint | Page 32 Procedures |
| Chapter 15 | General Provisions | Page 33 |
| Chapter 16 | Definitions | Page 35 |
| Chapter 17 | Miscellaneous | Page 38 |
| Appendix A | | Page 39 |

CHAPTER 1

PURPOSE AND POLICIES

- 1-1 PURPOSE – The purpose of this Personnel By-Law is to assure the establishment and maintenance of an equitable personnel system within the Town of Sharon. The policies and procedures for personnel administration set forth herein have, as their purpose, to promote the efficiency and economy of Town government: to promote the morale and wellbeing of Town employees; to promote equal employment opportunity for all candidates for employment by the Town and for all its employees.
- 1-2 POLICY – This Personnel By-Law is based on the following principles:
- a) providing fair and equitable compensation for Town employees;
 - b) classifying and identifying positions that are similar in respect to ~~other~~their duties and responsibilities;
 - c) providing adequate wages, salaries and supplementary benefits; and
 - d) providing appropriate rules and regulations for personnel practices.
- 1-3 EQUAL EMPLOYMENT OPPORTUNITY – ~~The town has adopted a comprehensive Affirmative Action Program.~~ Discrimination against any person in recruitment, examination, appointment, training, promotion, retention or any other personnel action because of political affiliation, race, ~~ered~~, color, religion, age, disability, national origin, ~~age~~, sex, ~~handicap~~gender identity, sexual orientation, genetic information, pregnancy or a condition related to said pregnancy, ancestry or status as a veteran, or other non-merit factor will be prohibited except where such factor is a bona fide occupational requirement. ~~Discrimination complaints will be handled as provided in the Affirmative Action Program.~~
- 1-4 COVERAGE – The Personnel By-Law shall govern all positions in the Town of Sharon excepting elected officials and employees appointed by the School Committee, provided that:
- a) Chapter 7 in its entirety shall not apply to employees covered by a collective bargaining agreement, and
 - b) if the provisions of any other chapter of this bylaw conflict with the provisions of a collective bargaining agreement, the terms of the collective bargaining agreement shall ~~apply to employees covered by this agreement.~~prevail. See G.L. c. 150E, §7(d)
- 1-5 ~~—~~ ADMINISTRATION – The ~~Personnel Board~~Human Resources Board shall administer the provisions of this By-Law otherwise provided herein: and shall make

final ~~and~~ binding determinations with respect to the Classification Plan, Pay Plan, and supplementary benefits as approved by Town Meeting action.

1-6 PERSONNEL MANAGER – The ~~Executive Secretary~~ Town Administrator shall function as the administrative representative of the ~~Personnel Board~~ Human Resources Board and liaison to the Select Board of Selectmen. Except as otherwise authorized by this By-Law, this provision shall not confer jurisdiction to the ~~Executive Secretary~~ Town Administrator over other appointive authorities or their functions or to restrict the right of any department head or employee to seek the opinion of the ~~Personnel Board~~ Human Resources Board with respect to the Personnel By-Law, as to which the findings of the ~~Personnel Board~~ Human Resources Board shall be final.

The ~~Executive Secretary~~ Town Administrator acting as Personnel Manager shall:

- a) Administer the rules and regulations of the ~~Personnel Board~~ Human Resources Board and the provisions of the Personnel By-Law with authority to interpret same, but not to overrule, rescind or amend these provisions;
- b) Report to the ~~Personnel Board~~ Human Resources Board in writing all interpretations issued in areas where the By-Law is deemed to be unclear;
- c) Oversee and evaluate recruitment/hiring and promotion/demotion procedures ~~in accordance with the Affirmative Action Program~~;
- d) Serve as grievance advisor at the request of either an employee or supervisor to attempt to informally resolve employment disputes prior to the invocation of the formal grievance procedures of this By-Law;
- e) Approve temporary or interim hires as follows:
 - 1) The ~~Executive Secretary~~ Town Administrator is authorized to approve, upon request from a department head, hires on a temporary/interim basis for a single period not to exceed ninety (90) days. The Town Administrator shall advise the Personnel Board Human Resources Board of such action as soon as practicable;
 - 2) Institution of this procedure shall occur for replacement of employees on vacation/sick leave status or other approved leave when, in the judgement of the department head and with concurrence of the ~~Executive Secretary~~ Town Administrator, such action is warranted;
 - 3) In the case of emergency or extraordinary circumstances, in the judgement of the ~~Executive Secretary~~ Town Administrator, the ~~Executive Secretary~~ Town Administrator is authorized to approve the employment of persons for a single period of employment not to exceed thirty (30) days duration. The ~~Executive Secretary~~ Town Administrator shall advise the ~~Personnel Board~~ Human Resources Board of such action as soon as practicable; and
 - 4) In the exercise of E-1, E-2 and E-3 above, the ~~Executive Secretary~~ Town Administrator will determine the appropriate classification/step level assignment in consideration of the best interest of the town, exigent circumstances, and qualifications of candidates. If the Executive Secretary concludes that the hire

should be employed at a rate above the first classification/step level, a written commentary addressing the rationale for this recommendation will be forwarded to the ~~Personnel Board~~Human Resources Board in a timely manner.

CHAPTER 2

~~PERSONNEL BOARD~~HUMAN RESOURCES BOARD

2-1. ~~ESTABLISHMENT OF A PERSONNEL BOARD~~HUMAN RESOURCES BOARD –

There is hereby established a ~~Personnel Board~~Human Resources Board consisting of five (5) members to be appointed by a selection committee consisting of the Town Moderator, chair or designee of the Select Board, and the chair or designee of the Personnel BoardHuman Resources Board. Each member shall serve for a term of three (3) years. A Board member may be re-appointed. Current appointees shall continue to hold their offices until the appointment of their successors. If any member of the ~~Personnel Board~~Human Resources Board shall resign or otherwise vacate his/her office before the expiration of his/her term, a successor shall be appointed by the appointing authority~~Town Moderator~~ to serve for the balance of the unexpired term.

2-2. ~~QUALIFICATIONS~~QUALIFICATIONS OF BOARD MEMBERS – In making appointments

to the ~~Personnel Board~~Human Resources Board, the appointing authority~~Town Moderator~~ shall give consideration to the human resources experience and other personnel qualifications of those citizens who will best meet the responsibilities of the Board in representing the Town and its employees. If possible, the make-up of the Board shall consist of members who are familiar with the principles and practices of personnel administration. Board members must be registered voters of the Town. ~~One member of the Board may be an employee on a job or position subject to the provisions of this By-Law.~~

2-3. ~~CHAIRMAN~~CHAIRPERSON – The ~~Personnel Board~~Human Resources Board shall

annually elect a chairmanchairperson and vice-chairmanchairperson. In the absence or incapacity of the chairmanchairperson, the vice-chairmanchairperson shall serve as chairmanchairperson. The Board shall keep a record of its official proceedings and actions, may establish its own rules of procedure and may, subject to appropriation therefor, retain such clerical and other assistance and make such other expenditures as necessary for the performance of its duties.

2-4. QUORUM – Three (3) members shall constitute a quorum for the transaction of the business of the Board and a majority of the members present shall be necessary for any official act of the Board.

The Town shall furnish the Board with such office space as it may require for the performance of its duties and the storage of its property. Upon application of the Board, the Town shall provide the Board with an adequate place for the holding of public hearingsmeetings.

2-5. BARGAINING COMMITTEE ADVISOR - A representative of the ~~Personnel Board~~Human Resources Board may serve as an advisor to the Town's management negotiating committees in collective bargaining negotiations with union officials.

2-6. POWERS AND DUTIES OF THE BOARD – The ~~Personnel Board~~Human Resources Board shall administer this By-Law, except as provided herein and is authorized to take any personnel action consistent with its administrative responsibilities, provided that any change in the provisions of this By-Law be submitted to the next annual Town Meeting in the form of a proposed amendment.

Except as provided in Sections 1-6 ~~E and F(e)~~, no new employee shall assume his/her position, nor may any current employee assume a new position until the ~~Personnel Board~~Human Resources Board has approved the classification, work week and compensation for said employee as proposed by the appropriate department head or appointing authority. The Board is further empowered, but is not limited thereto, with full and final authority to:

- a) evaluate and classify positions;
- b) designate a position by title;
- c) determine and authorize which position title of the Classification Plan is applicable and appropriate for any employee;
- d) make and authorize determinations regarding the pay rate for temporary transfers, promotions, and demotions;
- e) determine and authorize for a new employee a starting rate higher than the minimum provided by the ~~Compensation~~Classification and Pay Plans, upon request of the department head or appointing authority;
- f) make and authorize interim and/or emergency changes, additions, or deletions to or from the: Classification and Pay Plans; and the supplementary benefits authorized by this By-Law; and
- g) recommend minimum, maximum, and interim step rates in the ~~Compensation~~Classification and Pay Plans.

2-7. APPEALS – The Board is also empowered with full and final authority to:

- a. receive and hear appeals concerning the Classification Plan, Pay Plan, and supplementary benefits;
- b. procure evidence and data and take testimony pertaining thereto; and
- c. make final and binding determinations in reference thereto.

2-8. APPROPRIATIONS AND DISBURSEMENTS – In like manner to other boards, agencies and departments of the Town so empowered, the Board may request and receive appropriations of money for its needs, from which it may disburse sums for the procurement of necessary supplies and equipment, the compensation of its own employees, the payment of part-time assistants, and such counsel, and consultants,

specialists, and expert assistance as it may deem necessary or desirable, and for other purposes consistent with its functions.

2-9. INVESTIGATIONS – The Board may conduct, or cause to be carried out, whatever investigation it may deem necessary in order to determine whether the provisions of this By-Law are being observed and properly carried out.

CHAPTER 3

CLASSIFICATION SYSTEM

3-1. PURPOSE – The purpose of the Classification Plan is to:

- a. group together similar positions with a common class title;
- b. evaluate the complexity and responsibility of each class using a set of established factors;
- c. provide a means for evaluating requests to upgrade an individual position; and
- d. identify positions and classes across all Town departments that are at similar range of complexity and responsibility.

3-2. ADMINISTRATION OF CLASSIFICATION SYSTEM – The ~~Personnel Board~~Human Resources Board is responsible for the administration of the Classification System. The ~~Personnel Board~~Human Resources Board allocates (assigns) each covered position to a class and evaluates that class using a set of objective and established factors and assigns a grade level to the class. The Personnel Board~~Human Resources Board, in consultation with the Town Administrator, shall perform periodic reviews of the objective factors and methodology used by the Personnel Board~~Human Resources Board for classification.

When a new position is established or when a position has changed substantially as to kind and/level of work, the department head, or employee may initiate a request for classification by submitting a written request with a job description which describes the duties and responsibilities of the new position or identifies the changes which have occurred in an established position. The Board will determine the proper classification.

3-3. ANNUAL REVIEW – In order to maintain current class specifications, the Board shall annually review or cause to be reviewed at least one-third of the Town's class specifications and associated job descriptions. Department heads shall:

- a. maintain current job descriptions for positions in their departments;
- b. review such job descriptions with employees upon request; and
- c. maintain current organizational charts.

Job descriptions and organizational charts shall be prepared in the form jointly agreed upon by the hiring authority and the ~~Personnel Board~~Human Resources Board.

3-4. APPEAL – An employee may appeal ~~his~~their classification or reclassification and a department head may appeal the classifications and reclassifications affecting employees in ~~his/her~~their department by filing a written request with the ~~Personnel Board~~Human Resources Board within thirty (30) calendar days after notification of the action or decision that is appealed, except that a classification or reclassification affirmed or established by the Board as the result of an appeal may not be appealed. The Board shall render a decision within forty-five (45) calendar days of the receipt of the appeal and any decision resulting in an increase of wage or salary pursuant to an appeal shall be retroactive to the date of receipt of the appeal.

Chapter 4

COMPENSATION SYSTEM

4-1 PAY ADMINISTRATION – The following pay provisions shall be administered in accordance with this By-Law:

a. APPOINTMENT RATES – An employee to a position should normally be compensated at the minimum rate of pay in the appropriate pay code for the class to which the position is allocated. However, subject to the approval of the ~~Personnel Board~~Human Resources Board, original employment at a salary above the minimum set may be made upon written explanation and certification by the department head or appointing authority that such action is justified by exceptional qualifications of the applicant or by lack of qualified applicants available at the minimum rate.

~~b. STEP INCREASES – Step increases within an established range are not automatic but require certification by the department head or appointing authority that the employee is performing at an acceptable level of competence. All step increases must be approved by the Personnel Board~~Human Resources Board.

~~1. – The eligibility date for a step increase shall be established on the first pay period following twelve (12) months after the date of hire and annually thereafter until the maximum step in the pay range is reached. Effective June 11, 1984.~~

~~2. – The following factors shall not affect eligibility for a step increase:~~

~~(i) – pay adjustment resulting from general wage increases;~~

~~(ii) – transfer within class or within range;~~

~~(iii) – military leave without pay necessitated by draft or reserve call up because of a national emergency;~~

~~(iv) – a period of paid leave; or~~

~~(v) – reclassification~~

~~3. – If the employee's annual performance certification indicates less than satisfactory service, the pay raise shall be withheld until the employee has, in the judgement of the department head or appointing authority, corrected the deficiencies. Written notice of the denial of a pay raise and the reasons therefor shall be submitted to the employee and the appointing authority at least thirty (30) calendar days prior to the due date for the step increase. If the department head fails to so notify the employee, the step increase may not be denied. The employee's eligibility date for future~~

~~increases is not changed because of a delay in the granting of a prior step increase.~~

- c. REAPPOINTMENT RATE – At the discretion of the department head and with written approval from the ~~Personnel Board~~Human Resources Board, persons receiving reemployment or reinstatement appointment may be paid at any step within the pay range not to exceed the step attained at the time of the separation.
- d. PROMOTION – Upon promotion, the employee’s salary shall be set at the rate of higher pay code which at least provides an increase equal to the next higher pay step in the employee’s previous pay code, except that the new salary shall not be more than the maximum rate of the higher pay code.
- e. TRANSFER – When an employee is transferred from a position in one class to a position in another class at the same pay rate, or is transferred with no change in class, he/she shall continue to be paid at the same rate.
- f. DEMOTION – When an employee is demoted to a lower pay code, his/her salary shall be set at:
- 1) the rate in the lower pay code which provides no decrease or the smallest decrease in pay; if the action is not for cause, or
 - 2) any appropriate rate, as determined by the appointing authority with the approval of the ~~Personnel Board~~Human Resources Board, in the lower pay code that is less than the existing salary if the action is for cause.
- ~~g. LONGEVITY BENEFIT – Regular employees who have completed active continuous employment with the Town shall annually, on the pay period immediately following the anniversary date of the commencement of employment with the Town receive the following additional compensation:~~
- ~~1) Five years but less than ten years \$325~~
 - ~~2) Ten years but less than fifteen years \$375~~
 - ~~3) Fifteen years but less than twenty years \$425~~
 - ~~4) Twenty years but less than twenty five years \$475~~
 - ~~5) Twenty five years or more \$525~~
- ~~h. SEVERANCE PAY – In order to insure all employees are compensated in a fair and equitable manner, the Town Accountant shall submit to the ~~Personnel Board~~Human Resources Board a detailed listing of any severance pay however denominated, including buy back pay, granted an employee upon that employee’s termination of service with the Town.~~

4-2 MANAGEMENT PAY PLAN – A sum of money shall be set aside to be allocated by the Select Board of Selectman to executive level positions according to the

§

results of evaluations in accordance with Chapter 11 of this By-Law and other considerations (i.e. comparable salaries in similar communities, educational achievement, tenure in position). All salary adjustments shall become effective as of July 1, with the exception of new hires, position reclassification, and temporary reclassification. Members of the Select Board will make salary recommendations for Town Meeting ratification with the concurrence of the Personnel Board Human Resources Board. If agreement cannot be reached, the Personnel Board Human Resources Board shall issue and present to the Town Meeting its comments upon the recommendation of the Select Board.

4-3 MAINTENANCE OF THE PLAN – The Personnel Board Human Resources Board shall keep informed of pay rates and policies in practice outside of the service of the Town, and shall recommend to the Town any action it deems necessary or desirable in order to maintain an equitable compensation structure.

~~4-4 POLICE LIEUTENANT’S PAY – The base pay for the rank of lieutenant in the Sharon Police Department shall, during the tenure of the incumbent as of the time of adoption of this By Law, be ninety four percent (94%) of the base pay of the Chief of the Department. This provision shall cease to be of any effect if, as and then the said position is vacated by the incumbent therein as of the time of the adoption of this By Law. Nothing contained within this By Law shall preclude the Town from granting the incumbent lieutenant a leave of absence without pay from this position for an indefinite period and under such conditions as may be in the best interests of the Town. In the event that the Town elects to grant such a leave of absence, then there shall be also established within the Department a temporary and separate job title and classification of “Lieutenant (Non Civil Service)”. The pay rate of this position shall be that established by the Personnel Board Human Resources Board in accordance with the provisions of this By Law and approved by vote of the Town Meeting. The lieutenant (non-civil service) position shall continue for only as long as the incumbent lieutenant remains upon approved leave of absence. Upon the return of the incumbent lieutenant from an approved leave of absence, the job title and classification of Lieutenant (Non Civil Service) shall be abolished. Should the incumbent lieutenant be reinstated to the position of lieutenant following an approved leave of absence, his rate of pay shall be ninety four percent (94%) of the annual base salary of the Police Chief occupying the position of lieutenant. Determination of subsequent annual salary rates shall be made in accordance with the provisions of Chapter 11, and will not be fixed as a percentage of the then Police Chief’s annual base salary.~~

~~B. — Schedule A to the Personnel By Law, as adopted by the 1984 Town Meeting shall be amended by striking the pay rate of the Police Chief set forth therein, and by substituting therefore, the following provisions:~~

~~1. Term of Employment The Police Chief is to serve the Town, as the Chief of the Police Department of the Town, for a term of three years commencing on the first day of the calendar month following the month during which the leave of absence becomes effective.~~

9

~~2. Compensation~~

~~a. For his services, the Town will pay the Police Chief as follows in accordance with the terms of an agreement dated February 14, 1985, at the rate of an annual base salary of \$40,000 until June 30, 1985 from October 1, 1984, and his annual base salary for the twelve-month period beginning July 1, 1985, and ending June 30, 1986 will be \$40,000 unless increased by vote of the 1985 Town Meeting. In addition, the Chief will receive extra pay for educational qualifications as provided for in statutes and regulations of the state in fifty two equal weekly installments.~~

~~b. Overtime The Police Chief's annual base salary shall be payable in fifty two equal installments and shall be inclusive of all overtime. Nothing contained herein shall be deemed to affect the entitlement to accrued compensation for past overtime.~~

~~3. Other Benefits In addition to receiving his base pay and any applicable adjustments, the Police Chief will receive: (i) the same holiday, vacation, earned leave, sick leave, and other benefits, including medical insurance as are provided to other employees either under the Town's Personnel By Law except as, and to the extent, if any, that such provisions are modified herein or under any other program, and (ii) an allowance of \$400 each fiscal year for clothing and shoes.~~

CHAPTER 5

PROBATIONARY PERIOD

- 5-1 OBJECTIVE – The probationary period is an integral part of the selection procedure allowing the supervisor and department head or appointing authority to train, observe, and evaluate an employee’s work in order to determine fitness for permanent status in the position.
- 5-2 DURATION OF PROBATIONARY PERIOD – Each person originally appointed to a permanent position shall be required to successfully complete a probationary period which shall be of sufficient length to enable the department head to observe the employee’s ~~ability to perform~~ work performance in completing the various principal duties of the position. The probationary period shall begin immediately upon original appointment and shall continue for six months, except as provided in ~~Sections 5-5 and 5-6-a~~ collective bargaining agreement. It may be extended at the department head’s request for a period of up to six months. Throughout the probationary period, the department head will observe the employee’s work performance and any strengths or ~~weaknesses~~ areas in need of improvement in the employee’s work performance should be discussed with the employee. The appropriate appointing authority will be responsible for evaluating the work performance of department heads.
- 5-3 PROBATION EXPIRATION – At least one month prior to completion of the employee’s probationary period, the department head will notify the appointing authority in writing ~~that~~ whether:
- a. the employee’s work performance is satisfactory, and that the individual should be retained as a permanent employee in his/her classification;
 - b. the employee’s work performance or conduct is unsatisfactory, and that his/her removal is proposed as of a specific date prior to the end of the probationary period. The department head will furnish reasons for the recommended removal in writing to the appropriate appointing authority who may terminate the employee; or,
 - c. an extension of the probationary period is desired for additional observation and the employee will continue in his/her position during the extension if granted by the appointing authority. No step increase shall be granted until the employee has completed the extended probationary period. The extension may not exceed six (6) months.
- 5-4 REMOVAL OF AN EMPLOYEE – (1) An employee may be removed during the probationary period if the employee is ~~unwilling or unable to perform duties or if his/her habits or dependability do not merit continuance in the position~~ meeting an acceptable

level of work performance. The employee will be notified in writing as to the general reason(s) why he/she is being terminated and the

++

effective date of the action. (2) An employee may also be removed at any time if it is revealed that information submitted prior to appointment was falsified.

In each instance of removal, the appointing authority will notify the ~~Personnel Board~~Human Resources Board.

~~5-5 — Police Department — The probationary period for newly appointed uniformed members of the Police Department shall be twenty-seven (27) months and if the employee's work is unsatisfactory, the employee shall be dismissed within the first twenty-seven (27) months by the appointing authority. Nothing herein shall preclude leave benefits provided in Chapter 7 of the Personnel By Laws after the expiration of six (6) months.~~

~~5-6 — Fire Department — The probationary period for newly appointed uniformed members of the Fire Department shall be one year (1), and if the employee's work is unsatisfactory, the employee shall be dismissed within the first year by the appointing authority. Nothing herein shall preclude leave benefits provided in Chapter 7 of the Personnel By Laws after the expiration of six (6) months.~~

~~5-7~~

5-5 PROBATIONARY PERIOD – EFFECT OF LEAVE – The provisions of the probationary period shall not ~~effect~~affect leave earned under the provisions of Chapter 7 when the person appointed is an employee at the time of the permanent appointment. If an employee takes a leave of absence during the employee's probationary period, the length of the employee's probationary period shall be extended by an amount equivalent to the leave of absence.

CHAPTER 6

HOURS OF WORK

- 6-1 HOURS OF WORK – Unless the provisions of a collective bargaining agreement designate otherwise, the normal work week for full-time employees in all departments shall not be less than thirty-seven and one half-hours.
- 6-2 EMERGENCY ASSIGNMENTS – A department head, or person acting for him/her, may in an emergency or as a necessity, assign any schedule or hours of work that he/she deems appropriate. However, the department head or designee must notify the ~~Personnel Board~~Human Resources Board and obtain the Board's approval for any modification which alters the length of the work week in respect to either days or hours for more than two (2) consecutive calendar weeks.
- 6-3 OVERTIME STATEMENT – A statement which describes the reasons for granting overtime in the department shall be filed by the respective department head with the appointing authority who shall submit copies to the ~~Personnel Board~~Human Resources Board and the Finance Committee.

Chapter 7

Leave

7-1 GENERAL POLICY – Leave is any absence during regularly scheduled work hours is approved in accordance with this By-Law.

7-2 PROCEDURE FOR REQUESTING LEAVE – For all leave other than holiday, vacation, sick and emergency leave, a written request indicating the kind of leave, duration, and dates of departure and return must be approved by the department head prior to the taking of leave. ~~In the case of sick and emergency leave, the request shall be submitted for approval immediately upon the employee's return to duty.~~ Unless an absence is substantiated by a request approved by the department head or designee, an employee shall not be paid for any absence from scheduled work hours.

7-3 HOLIDAYS – All full-time Town Employees shall be granted the following ~~eleven~~ twelve (12) paid holidays:

- a) New Year's Day
- b) Martin Luther King Day
- ~~e) Washington's Birthday~~
- ~~c) Patriot's Presidents' Day~~
- d) Patriots' Day
- e) Memorial Day
- ~~f) Juneteenth Independence Day~~
- ~~f)g) Fourth of July~~
- ~~g)h) Labor Day~~
- ~~h)i) ColumbusIndigenous People's Day~~
- ~~i)j) Veteran's Day~~
- ~~j)k) Thanksgiving Day~~
- ~~k)l) Christmas Day~~

7-4 SATURDAY AND SUNDAY HOLIDAYS – Whenever any of the above-mentioned holidays falls on a Saturday or Sunday, the preceding Friday or following Monday, respectively, shall be a holiday as determined by the appointing authority.

~~For library employees, if a holiday falls on a Saturday when the library is regularly scheduled to be opened, that Saturday shall be the holiday; if the holiday falls on a Sunday when the library is regularly scheduled to be closed on Sunday and Monday, or on a Monday when the library is regularly scheduled to be closed, the employee shall be granted an extra day of paid vacation or an extra day of pay, as agreed upon by the department head and approved by the Library Trustees.~~

~~7-5 WORK ON HOLIDAYS – An employee required to work on a holiday shall receive, in addition to holiday pay, an amount equal to his/her regular rate of pay~~

~~for all hours worked, subject to a minimum of two hours compensation at such rate.~~

~~7-67-5~~ VACATION LEAVE – Vacations shall be granted annually to full-time employees in accordance with ~~the following schedule:~~

- ~~a) A new employee whose first day of work is between January 1st and June 30th will be awarded 10 days vacation on the following January 1st and each January 1st prior to the year of completion of 5 years of continuous employment. An employee whose first day of work is between July 1st and December 31st will be awarded 5 days vacation on the following January 1st and thereafter 10 days vacation each January 1st prior to the completion of 5 years continuous employment.~~
- ~~b) Fifteen days vacation shall be awarded on January 1st in the year of completion of 5 years of continuous employment and on January 1st in each of the next 4 years of continuous employment.~~

~~Twenty days vacation shall be awarded on January 1st in the year of completion of 10 years continuous employment and on January 1st in each of the following years of continuous employment~~ applicable contracts and collective bargaining agreements.

No more than five (5) days’ vacation leave shall be carried over to the next calendar year without the approval of the ~~Personnel Board~~ Human Resources Board acting on the recommendation of the Department Head. Vacation leave in excess of the five (5) days maximum carryover must be used prior to the start of the leave year or it is forfeited unless approved by the ~~Personnel Board~~ Human Resources Board. Employees are advised to request such leave and have it approved well in advance to avoid forfeiture.

Pay cannot be received in lieu of vacation; however, upon separation from employment an employee will receive payment for accrued and unused vacation in accordance with state law.

~~7-76~~ VACATION ON A HOLIDAY – If a regular paid holiday falls within an employee’s vacation period, the employee shall receive an extra day of paid vacation.

~~7-87~~ EARNED LEAVE – Full-time employees with perfect attendance at work in any calendar month shall have one-half day added to their leave time. This shall be known as earned leave. Such accumulated leave may be taken, at the election of the employee, in the calendar year in which it is earned, or in the subsequent calendar year. Such accumulated earned leave, if not taken, shall be compensated for during the subsequent calendar year and may be paid at the election of the employee at any time following July 1st of that year and at the employee’s current pay rate.

~~7-98~~ SICK LEAVE – Full-time employees shall accrue sick leave at the rate of one ~~and one-quarter days~~ (1) day for each completed calendar month of paid employment. A full-

time employee may only accumulate a maximum of one hundred ~~eighty~~thirty-two (132) days of sick leave. Sick leave may be used when personal illness or injury of the employee incapacitates him/her from performing assigned duties. Sick leave may also be used for personal emergencies when approved in accordance with 7-~~11~~10. Such leave in excess of one hundred ~~fifty~~twenty days, or in excess of any lesser amount actually accumulated, may be granted, other provisions herein notwithstanding, at the recommendation of the department head and appointing authority, and with the concurrence of the ~~Personnel Board~~Human Resources Board, provided that all other accrued and available leave has been used.

~~Senior and School Crossing Traffic Supervisory shall accrue sick leave at the rate of one and one quarter days for each two calendar months of active employment between September and June. Unused accumulated sick leave may not total more than seventy five days for these employees unless the Personnel Board~~Human Resources Board ~~approves an additional amount.~~

~~At the time of retirement or death, an employee or his/her estate shall be compensated for all accumulated sick leave in excess of 100 days in accordance with the following "Buy Back" provision:~~

~~"The employee or his/her estate shall receive a sum obtained by multiplying the number of accumulated sick leave days in excess of 100 by itself, that is, by squaring such number. In no event shall the Town be under any obligation to pay more than \$2,500.00."~~

~~At the time of termination of employment by reason of retirement or death the Administrative Secretary to the Board of Selectmen shall be awarded accumulated sick leave in excess of 100 days and shall be compensated in accordance with the following "Buy Back" provision:~~

~~"The number of accumulated sick leave days in excess of 100 to a maximum of 150 days shall be multiplied by itself (squared) to express the dollar amount of sick leave buy-back."~~

7-~~109~~ REPORTING ILLNESS – In case of illness, an employee must report to his/her department head or designee the reason for the absence on the first day of the absence in order to be eligible for sick leave pay, unless there are special circumstances preventing the notification. When an employee is absent due to illness for more than three consecutive ~~work days~~workdays, the department head or designee may request the employee, before returning to work, to secure a certificate from a physician attesting to the employee’s fitness for duty. The employee will bear the expense of the medical examination.

7-~~11~~10 PERSONAL EMERGENCIES – An employee may request to use accrued sick leave during ~~ana~~ personal emergency, and such request may be approved or disapproved by the department head, or approval may be given subject to such conditions as the department head may require. Personal emergency leave in excess of five days must be approved by the appointing authority. To be eligible

for use of sick leave during a personal emergency, the employee must be excused by his/her department head or designee prior to the absence unless there are extenuating circumstances.

~~7-12~~ 7-11 JURY DUTY – An employee summoned to jury duty will be excused from his/her work for the required period necessary to perform this duty.

- a) PREMATURE ADJOURNMENT – If the jury is prematurely excused from duty during the time of its service, the employee is expected to report for work as usual.
- b) COMPENSATION – An employee required to serve on a jury and thus having to be absent from regular duty shall be entitled to be paid the difference between the compensation received from the Town and the jury pay received.

~~7-12~~ BEREAVEMENT LEAVE - Upon the death of the spouse, domestic partner, sibling, parent, child, stepchild, stepmother, stepfather, mother-in-law, father-in-law, son-in-law or daughter-in-law of an employee, the employee shall be allowed five (5) work days of absence without loss of pay or any supplementary benefits. In the case of the death of a grandparent, brother/sister-in-law, grandchild, the employee shall be allowed three (3) work days of leave without loss of pay or any supplementary benefits. In the case of the death of a parent or grandparent of a domestic partner, aunt, uncle, nephew or niece, the employee shall be allowed one (1) work day of leave without loss of pay or any supplemental benefits. Bereavement leave for relationships not covered by Section 7-12 of the Town’s Personnel By-Laws shall be granted at the discretion of the Town Administrator.

~~BEREAVEMENT LEAVE—Upon the death of the spouse, sibling, parent, child, mother in-law, father in-law, son in-law or daughter in-law, of an employee, the employee, upon request to the department head, shall be allowed five calendar days of absence without loss of pay or any supplementary benefits. In the case of the death of a grandparent or brother/sister-in-law, the employee upon approval o the department head shall be allowed three days of leave.~~

~~7-14~~ 7-13 LEAVE WITHOUT PAY – Upon recommendation of the department head and approval by the appointing authority, an employee may be granted leave without pay for a period not in excess of one year. At the expiration of a leave without pay, the employee shall return to the same position or to a similar position. An employee shall not accrue seniority, vacation, or sick time during a leave of absence without pay in excess of thirty calendar days. Failure of ~~the~~ an employee to ~~report promptly~~ return to work at the expiration of ~~such leave shall not constitute a break in service.~~ However, during a leave without pay in excess of thirty calendar days, vacation and sick time shall not accrue shall be grounds for the employee’s immediate dismissal.

~~7-15~~ LEAVE FOR REGULAR EMPLOYEES—The provisions of Chapter 7 related to leave and holiday shall apply to regular part-time employees, except that a day shall be awarded in hours and accordance with the following schedule:

- a) ~~Those regular part-time employees whose normal scheduled work week is at least 20 hours, but less than 25 hours shall be awarded 4 hours each entitlement of one day awarded by the provisions of Chapter 7.~~
- b) ~~Those regular part-time employees whose normal scheduled work week is at least 25 hours, but less than 30 hours shall be awarded 5 hours each entitlement of one day awarded by the provisions of Chapter 7.~~
- e) ~~Those regular part-time whose normal scheduled work week is at least 30 hours, but less than 35 hours shall be awarded 6 hours each entitlement of one day awarded by the provisions of Chapter 7.~~

~~17~~

- d) ~~Those regular part-time whose normal scheduled work week is at least 35 hours, but less than 40 hours shall be awarded 7 hours each entitlement of one day awarded by the provisions of Chapter 7.~~

~~7-16 EARNED LEAVE OF PART-TIME EMPLOYEES WORKING LESS THAN 20 HOURS PER WEEK — Those part-time employees whose normal scheduled work week is at least 12 hours but less than 20 hours and regularly scheduled over a period of five (5) days per week for at least nine (9) months per year shall be awarded $\frac{1}{2}$ of a regularly scheduled work day of leave for each month with perfect attendance.~~

~~7-17~~

7-14 NATIONAL GUARD AND RESERVE DUTY LEAVE – An employee performing full-time service in the National Guard or Reserve shall be entitled to compensation in an amount equal to the difference between his/her military pay and his/her regular compensation as a town employee provided, however, such compensation shall be paid for not longer than four (4) weeks per fiscal year.

7-15 FUNERAL LEAVE – ~~Time is permitted~~ Paid time off may be granted at the discretion of the Town Administrator for designated veterans and veteran auxiliary organization members when they are participating in a military wake and/or funeral service being given a deceased veteran.

CHAPTER 8

RECRUITMENT, SELECTION AND APPOINTMENT OF EMPLOYEES
OTHER THAN POLICE OFFICERS~~A~~

8-1 ~~POLICY~~POLICY – To assure a high quality of service to the public, selection will be from among the most competent individuals available. Recruitment efforts and publicity will be directed to all appropriate sources of applicants in a geographical area as wide as necessary to attract an adequate number of qualified candidates and to assure equal opportunity for the public to apply and be considered for employment on the basis of job-related abilities. Selection and appointments to all positions will be based upon job-related requirements and the applicant’s demonstration that he/she possesses the skills, knowledge, abilities, and other characteristics necessary for successful job performance.

8-2 RECRUITMENT PROCEDURES – The following recruitment procedures shall be followed in selecting and appointing employees:

a) DEFINING THE JOB – When a vacancy occurs, the department head where the job exists will review the functions, duties, responsibilities, and minimum qualifications of the position to ascertain whether the class specification is accurate. Any changes or special qualification requirements for the position will be reported to the ~~Personnel Board~~Human Resources Board.

b) ADVERTISING FOR POSITIONS OTHER THAN DEPARTMENT HEADS
~~Department heads~~The Town Administrator or Personnel Manager will be responsible for advising the public of vacancies ~~within their respective departments. The department head in~~ Town positions. Vacancies will publicize the vacancy be publicized in such manner as to assure that all interested and qualified individuals, including all current Town employees, are informed of the class title, duties, responsibilities, and salary range; minimum and special qualifications for the job; the Town’s EEO policy; and other information which may be useful to the applicants.

The methods of advertising the vacancies will vary depending upon the nature and requirements of the positions being filled. The following methods are typical of those which may be used for recruitment; posting notices on public bulletin boards, advertising in professional journals and newspapers with local and statewide circulation, posting notices on the Town’s website, social media pages, and through other online job posting sites, and listing the job with the State Employment Service-Commonwealth’s Workforce Development program. Additionally, recruitment efforts will be directed to encourage applicants from veterans, ~~the disadvantaged, individuals with disabilities~~ females and minorities.

~~b~~c) ADVERTISING FOR CERTAIN EXECUTIVE LEVEL DEPARTMENT HEAD POSITIONS – A Screening Committee comprised of a representative of the ~~Personnel Board~~Human Resources Board, a representative of the Affirmative

~~Action Committee Board~~, and up to four (4) persons appointed by the appointing authority, will be responsible for recruiting and screening for

19

certain executive level position department head vacancies. Those positions subject to this section include Town Administrator, Finance Director, Fire Chief, Police Chief, Superintendent of Public Works, Administrative Assessor, Public Health Administrator, Recreation Director and Council on Aging Director. The Screening Committee will follow those procedures outlined in Section 8-2 above.

8-3 THE SELECTION PROCESS – The department head or Screening Committee, as appropriate, shall determine which examining device or combination of devices will be used to evaluate the relative fitness of each candidate for employment. The devices selected will relate to the duties and responsibilities of the position for which candidates are being examined. Typically, all applications will be reviewed in order to determine those individuals best qualified for employment on the basis of their education and experience and how that background demonstrates the candidates’ possession of the knowledge, skill and ability necessary for successful job performance.

a) FOR POSITIONS OTHER THAN DEPARTMENT HEADS – Upon review of all applications, the department head will interview the best qualified applicants and recommend a selection from among that group to the appointing authority who shall review the application process, the recommendation and make the appointment.

b) FOR CERTAIN EXECUTIVE LEVEL DEPARTMENT HEAD POSITIONS – The Screening Committee will review all applications, conduct preliminary interviews and recommend the best qualified applicants to the appointing authority for interview and final selection. The appointing authority will notify the Screening Committee of the time, location and date established for the final interviews.

c) NOTIFICATION TO APPLICANTS – The ~~department head or~~ appointing authority will notify all candidates in a timely manner of their selection or non-selection for the position.

c) DOCUMENTING THE SELECTION PROCESS – A record of the recruiting, examining, and appointing procedures used will be retained for one (1) year after vacancy is filled.

8-4 EQUAL EMPLOYMENT OPPORTUNITY – Discrimination in the selection process is prohibited ~~and any employee or applicant who feels aggrieved may file a complaint with the Director of the Affirmative Action Program, consistent with Town policy and state and federal law.~~

CHAPTER 9**RECRUITMENT, SELECTION, AND APPOINTMENT OF POLICE OFFICERS**

~~9-1 INITIAL ACTION~~—When a vacancy in the position of police officer exists in the Police Department, the Chief shall notify the ~~Select Board~~ of Selectmen of such vacancy, at which time the ~~Select Board~~ of Selectman shall initiate recruitment efforts by inviting interested and qualified candidates to submit applications to the ~~Select Board~~ of Selectman before a specified date. A list of qualified applicants for the position of police officer shall be compiled and maintained by the ~~Select Board~~ of Selectmen for a period not to exceed three (3) years from the date of filing the vacancy for which the applications were received. In the event that another vacancy in the Police Department shall exist during that period, the ~~Select Board~~ of Selectmen may consider for appointment to the position of police officer, the qualified applicants identified on that list and shall not be required to undertake additional recruitment efforts. Nothing provided herein, however, shall preclude the ~~Select Board~~ of Selectmen from inviting additional interested candidates to submit applications for the position.

~~9-2 QUALIFICATIONS FOR APPLICATION~~—All applicants for a the position of police officer shall be between 20 and 35 years of age, shall be citizens of the United States and shall be residents of the Commonwealth of Massachusetts for at least one (1) year prior to taking the written examination for the position. Applicants shall be of acceptable and proportionate height and weight, and Applicants shall be in possession of a valid driver's license issued by the Commonwealth of Massachusetts, unrestricted for operation of motor vehicles, except as to restrictions based upon use of corrective lenses. All applicants shall be high school graduates or shall have received a certificate of equivalency issued by the Massachusetts Department of Education. College credits or degrees are desirable. Applicants shall take a written examination, unless a written examination shall not be required by paragraph 9-3 of this chapter, and a physical agility test and shall participate in an oral interview. Successful candidates will be conditionally appointed subject to completion of basic police officer training as required by Massachusetts General Laws.

Any regular member of the Town's Police Department, appointed subsequent to August 1, 1978, shall reside within the Town or within fifteen (15) miles of the perimeter of the Town; provided, however, if any collective bargaining agreement entered into between the ~~Selectmen Board~~ and a Union representing the Members of the Town's Police Department, shall require the members of the Police Department appointed on or after August 1, 1978 to be residents of Sharon, the provisions of such collective bargaining agreement shall supersede the provisions of this paragraph; and provided further, such collective bargaining agreement shall apply only to those regular members of the Police Department appointed subsequent to the adoption of such collective bargaining agreement. This paragraph shall not

apply to Police Officers appointed prior to August 1, 1978 who reside outside the Town but shall apply to any such officer who changes his domicile after August 1, 1978.

~~9-3~~ ~~WRITTEN EXAMINATION NOT REQUIRED~~ — Each applicant for the position of patrolman officer who is a graduate of the Criminal Justice Training Council Academy, established by the Massachusetts Criminal Justice Training Council pursuant to G.L. Chapter 6 A, Section 18 ~~Municipal Police Training Committee Academy~~, or has equivalent training satisfying the requirements of said council, shall not be required to take the written examination provided for in 9-2 hereof.

~~9-4~~ ~~POLICE SELECTION REVIEW COMMITTEE~~ — At least seven (7) days before the final date for applications, the ~~Select Board of Selectmen~~ shall cause to be assembled a Police Selection Review Committee to be comprised of the following members:

- ~~a)~~ Chief of Police;
- ~~b)~~ ~~Chairman~~Chairperson of the ~~Select Board of Selectmen~~;
- ~~c)~~ President of the Sharon Police Association;
- ~~d)~~ ~~Chairman~~Chairperson of the ~~Personnel Board~~Human Resources Board; and
- ~~e)~~ Representative of the Affirmative Action Committee

- ~~f)~~ Town resident proficient in personnel administration.

~~9-5~~ ~~DUTY OF POLICE SELECTION REVIEW COMMITTEE~~ — It shall be the duty of the Committee to review applications, administer a written examination, conduct preliminary oral interviews, and make recommendations to the ~~Select Board of Selectmen~~ of the five most qualified candidates to be considered for permanent appointment. In the event that more than one (1) vacancy shall exist, one (1) additional candidate will be recommended to the ~~Select Board of Selectmen~~ by the Review Committee for each additional vacancy.

~~9-6~~ ~~APPOINTMENT~~ — Within fourteen (14) days after receipt of the Police Selection Review Committee's report of recommendations, the ~~Select Board of Selectmen~~ shall hold final oral interviews with those recommended candidates. Based upon these interviews the ~~Select Board of Selectmen~~ shall indicate the person(s) out of the five (5) who they feel are the most qualified candidate(s). However, before final appointment is officially voted upon, candidates(s) must be administered the following four exams:

- ~~a)~~ Physical exam;
- ~~b)~~ Psychological exam;
- ~~c)~~ Agility test; and
- ~~d)~~ In-depth background investigation.

Upon satisfactory performance in all four of these exams, the ~~Select Board of Selectmen~~ shall, within fourteen (14) days of the results, vote on appointment.

~~Any Special Police Officer who passes the written examination required in Section 9-2 shall, so long as he remains a Special Police Officer in good standing and has not attained the age of thirty-five (35) years, continue until he attains such age to be listed on each report of the Police Selection Review Committee to the Select Board of Selectmen as one of "the most qualified candidates to be considered for a permanent appointment as a patrolman/officer".~~

~~9-7 — TENURE — All police entrance appointments shall be considered probationary for the first three years, after which they shall have the full protection of the State Labor Relations Commission.~~

~~9-8 — PROMOTIONS — When a promotion is to be made in the Police Department, the Select Board of Selectmen shall establish the qualifications of those officers who shall be permitted to apply. In making its selection for promotion, the Select Board of Selectmen shall give consideration to the results of the written tests and oral interview, as well as the candidates' performance record in the Police Department. Appointment to a promotion shall be contingent upon satisfactory completion of a physical examination provided at no cost to the candidate.~~

CHAPTER 10

PROMOTION, DEMOTION, TRANSFER AND SEPARATION

10-1 PROMOTION POLICY – Employees are encouraged to develop new skills, expand knowledge of their work, assume greater responsibilities, and make know their qualifications for promotions to more difficult and responsible positions.

- a) Vacancy announcements shall be distributed and posted in all Town offices.
- b) Current employees are encouraged to apply for any vacancy for which they meet the requirements of the position.
- c) No supervisor shall deny an employee permission to apply for a vacancy.
- d) When a Town employee’s qualifications are ranked equal to or higher than outside applicants, the Town employee shall be given preference, ~~except where such a practice would violate the Town’s Affirmative Action Plan.~~

10-2 DEMOTION – An employee may be demoted to a position in a lower pay code* for which he/she is qualified for any of the following reasons:

- a) When an employee would otherwise be laid off, because his/her position is being abolished as provided by Section 10-5(c);
- b) When his/her position is reclassified to a lower classification;
- c) When he/she voluntarily requests a lower classification; or
- d) When an employee does not render satisfactory service in the position held.

10-3 TRANSFER – A position may be filled by transferring an employee from another position of the same or similar class having the same maximum pay rate, involving the performance of similar duties, and requiring essentially the same basic qualifications. Interdepartmental transfers must be approved by the appointing authority and both departments affected, and notification must be submitted to the ~~Personnel Board~~ Human Resources Board.

10-4 TEMPORARY PROMOTION, DEMOTION OR TRANSFER – Positions may be filled as a result of temporary promotions, demotions or transfers. In the event of a temporary promotion, demotion or transfer, the ~~Personnel Board~~ Human Resources Board may consider special circumstances in establishing pay rates for these actions.

10-5 SEPARATION – The following provisions govern separation from town employment:

*Refer to 4-1(f) for pay setting provisions.

- a) RETIREMENT – Retirement is the separation of an employee in accordance with the provisions of the retirement system under which the employee is eligible to receive benefits.
- b) RESIGNATION – Resignation is the separation of an employee by his/her voluntary act. An employee may resign in good standing from the Town by submitting in writing the reasons therefor and the effective date to the department head at least fourteen (14) calendar days in advance. The department head may permit a shorter period of notice because of extenuating circumstances. ~~The department head shall conduct an~~ exit interview with the employee ~~and shall be conducted by the Department Head or the Town Administrator, during which the interviewer~~ will verify the employee’s reason(s) for leaving. The letter of resignation and results of the exit interview shall be forwarded to the appointing authority. Copies of employee’s letter of resignation and results of the exit interview will be placed in the employee’s personnel record. In the event of a department head’s resignation, a similar procedure will be followed with the ~~Personnel Board~~ Human Resources Board ~~appointing authority or their designee~~ conducting the exit interview.
- c) LAYOFF – In the case of layoff or reduction of personnel for lack of work, fiscal cutback, or when the appointing authority believes the continuation of such work would be less efficient, productive or economical, the appointing authority shall determine which positions are to be eliminated, by class title, and which positions are to be retained by class title.

In the event of a lay-off of Town employees governed by this By-Law, consideration will be given to the education, training, ability, skills past performance, length of prior service, and the needs of the Town. Each employee to be laid off shall be given written notice of such impending action at least thirty (30) days prior to the effective date, and such notice shall include a statement of the reasons necessitating such action.

For a period of two (2) years following the layoff, former employees shall be given consideration for re-hiring to any positions to be filled by the Town for which they are deemed to be qualified in the judgement of the appointing authority.

- d) BRIDGING SERVICE FOR CALCULATING BENEFITS – If, following a layoff absence not exceeding two (2) years in duration, the employee reenters the service of the Town as a regular employee, the period of layoff absence immediately preceding re-entry shall be considered as temporary layoff and shall not be considered a break in the continuity of the employee’s service.

A layoff absence exceeding two (2) years in duration shall be considered a break in service. If the employee re-enters the service of the Town as a

regular employee following a layoff absence of more than two (2) years his service will be bridged at the time the employee has attained two (2) years of continuous service from the date of re-hire.

~~10-6 CIVIL SERVICE—The provisions of Chapter 10 shall not apply to employees covered by G.L. c. 31.~~

CHAPERCHAPTER 11**PERFORMANCE EVALUATION**

- 11-1 POLICY – Annually, the appointing authority will evaluate the performance of each executive level position~~department head within the Town of Sharon~~. This evaluation will be among the criteria used to determine annual compensation for all executive level positions~~department heads~~.
- 11-2 PROCEDURE – The specific procedure for evaluating the performance of ~~department heads~~ employees will be established by the appointing authority.

CHAPTER 12

DISCIPLINARY ACTIONS

12-1 DISCIPLINE – It is the responsibility of all employees to observe this By-Law as well as departmental policies and regulations necessary for the proper operation of the Town of Sharon.

- a) DEPARTMENT HEAD ~~RESPONSIBILITES~~RESPONSIBILITIES – Department Heads are responsible for the proper and efficient operation of their department and for enforcing all policies and regulations. Supervisors are authorized to apply, with the approval of the Department Head, such disciplinary measures as may be necessary.
- b) REASON FOR DISCIPLINARY ACTION – Disciplinary action may be imposed upon an employee ~~for when the employee fails to meet the performance or conduct or actions which effectively and efficiently discharging its responsibilities to the public. The~~standards for the employee’s position, or for the violation of any law, policy, or safety guideline. While it is not possible to list all forms of behavior that are considered unacceptable in the workplace, the following ~~shall be~~are examples of violations that may constitute sufficient cause for disciplinary action:
- 1) willful neglect in the performance of duties of the position to which the employee is assigned;
 - 2) disregard for or frequent violations of the Town’s or respective department’s policies and regulations;
 - 3) willful misuse, misappropriation, negligence, destruction of Town property or conversion of Town property to personal use or gain;
 - 4) frequent tardiness or absence from duty without prior approval;
 - 5) violation of any reasonable or official order or refusal to carry out lawful and reasonable directions given by a proper supervisor as long as there is no danger to personal safety;
 - 6) habitual use of intoxicating beverages to excess or abuse of narcotics, drugs, or other controlled substances so as to interfere with job performance or the efficiency of the Town’s service;
 - 7) intoxication or use of alcoholic beverages narcotics, drugs, or other controlled substances while on duty or on Town property (except the use of drugs prescribed by a registered physician for medical purposes);
 - 8) criminal, dishonest, or other unsuitable conduct which interferes with effective job performance or has an adverse effect on the efficiency of the Town service;
 - 9) disregard for or violations of Town ordinances or State laws;
 - 10) violation of privileged information or its use for private gain;
 - 11) continued substandard performance; or

- 12) any other conduct or action of such seriousness that disciplinary action is considered warranted.

~~2-8~~

12-2 PROCEDURES FOR DISCIPLINARY ACTION –

- a) **ORAL REPRIMAND** – Whenever grounds for disciplinary action exist and the supervisor determines that more severe action is not immediately necessary, the supervisor should orally communicate to the employee the supervisor’s observation of the deficiency and offer assistance in correcting the deficiency. Whenever possible, sufficient time for improvement should precede formal disciplinary action. When an oral reprimand is given, the supervisor should ensure that the employee’s personnel file is documented to show date of the reprimand and the charge. The employee will be advised that this reprimand will be documented in his/her personnel folder and will have the opportunity to submit comments for the personnel folder. The documentation of the reprimand and comments in the employee’s file will be purged at the end of thirty-six months if not again reprimanded or otherwise disciplined during that thirty-six month period.
- b) **WRITTEN REPRIMAND** – A written reprimand shall be addressed to the employee and will include: the charge; the specific behavior and the dates of the behavior that support the charge; the warning that continuance of this behavior will result in more severe disciplinary action up to and including termination; an offer of assistance in correcting the behavior; any circumstances affecting the severity of the discipline; and advice on right of appeal. A signed copy of the reprimand shall be included in the employee’s personnel file, and the employee will have the opportunity to submit comments for the personnel folder. Both documents will be purged from an employee’s file at the end of thirty-six (36) months if not again reprimanded or otherwise disciplined during that thirty-six (36) month period.
- c) **SUSPENSION** – A department head may suspend an employee without pay for up to, but not exceeding, thirty (30) calendar days. On or before the effective date of the suspension, the supervisor will furnish the employee with a written statement setting forth reasons for suspension, the effective dates of the suspension, and the date the employee should return to work. The statement will also include: the charge; the specific behavior and the dates of the behavior that support the charge; the warning that continuance of this behavior will result in more severe disciplinary action; an offer of assistance in correcting the behavior; any circumstances affecting the severity of the discipline; and advice on right of appeal.
- d) **DISMISSAL** – An appointing authority may terminate an employee after providing the employee with written notice and opportunity for a hearing, as specified in this

section and Section 12-2e. The employee must be given a written notice signed by the appointing authority specifying the effective date of the termination; the charge; the specific behavior and the

~~29~~

dates that support the charge; any circumstances affecting the severity of the discipline; and advice on right of appeal.

- e) APPEAL – The procedure specified in Section 14-1 shall govern grievances resulting from action taken pursuant to Sections 12-2a, 12-2b and suspensions which do not exceed five (5) working days. A suspension in excess of five (5) working days or a dismissal shall not take effect until the ~~appointing authority~~employee has ~~conducted a hearing to examine~~ all been notified of the ~~evidence concerning the recommended disciplinary action charges~~ against him or her and been provided with a reasonable opportunity to respond..
- f) ~~CIVIL SERVICE~~ Chapter 12, Sections 2(b) through 12-2(e) inclusive, do not apply to ~~employees covered by G.L. c 31.~~

CHAPTER 13

CONDUCT OF EMPLOYEES

13-1 GENERAL POLICY – All employees are prohibited from engaging in any conduct which could reflect unfavorably upon the Town of Sharon. Employees must avoid any action which might result in or create the impression of using public office for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business.

13-2 RECEIPTCONFLICT OF GIFTSINTEREST LAW – Employees are ~~prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or any other item of monetary value from any person who has or is seeking~~required to obtain business comply at all times with the Town provisions of the Massachusetts Conflict of Interest Law, M.G.L. c. 268A. Employees shall be provided annually with a summary of the Conflict of Interest Law. Within 30 days of initial employment whose interests may be affected by the , and every 2 years thereafter, all employees performance or nonperformance of official duties. Subject to the foregoing:

- a) ~~Nominal— Acceptance of nominal gifts in keeping with special occasions, such as marriage, retirement, or illness; food and refreshments in the ordinary course of business meetings; or unsolicited advertising or promotional material, e.g., pens, notepads, calendars of nominal intrinsic value, is permitted;~~

~~Flower Funds of Gifts for Fellow Employees— Contributions made for such funds or special gifts are not prohibited. However, participation in such activities, including contributions for even nominal gifts to supervisors, must be wholly voluntary~~required to complete training on the part of each employee, and any gifts should be of minimal value; andConflict of Interest Law as prescribed by the State Ethics Commission.

- b) ~~Supervisors— The policies described in all above sections shall apply to supervisors. In addition, supervisors must avoid placing themselves in a position which interferes with or creates the impression of interfering with, the objective evaluation and direction of their subordinates. No supervisor shall accept gifts from subordinates other than those of nominal value for special occasion, and no supervisor shall borrow money or accept favors from any subordinate.~~

13-3 BUSINESS ACTIVITIES AND SOLICITATION— No employee shall engage in any business other than his/her regular duties during working hours, including such activities as selling to fellow employees, lending of money for profit, etc.

13-4 OUTSIDE EMPLOYMENT— No employee may engage in additional employment which in any manner interferes with proper and effective job performance, results in a conflict of interest, or may subject the Town to public criticism or embarrassment.

~~13-5 USE OF PROPERTY—Employees should not, directly or indirectly, use or allow the use of Town property of any kind for personal or monetary advantage or for any other than official activities unless previously authorized by the department head with the concurrence of the appointing authority.~~

~~TELEPHONE USE—Employees should not use Town telephone facilities for personal calls unless authorized by the department head or appointing authority.~~

~~13-6 POLITICAL ACTIVITY—All employees are entitled to exercise their rights as citizens to express their opinions and to cast their votes. Employees may not:~~

- ~~a) — use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office; or~~
- ~~b) — directly or indirectly coerce, attempt to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.~~

CHAPTER 14

GRIEVANCE ~~AND DISCRIMINATION COMPLAINT~~ PROCEDURE

14 - GRIEVANCE PROCEDURE – All grievances shall be handled in accordance with the following procedures. Related grievances may be consolidated and processed as a single issue. Every effort will be made to resolve the grievance at the lowest possible level. The steps follow:

- a) Step 1: The employee or representative shall present his/her grievance to his/her supervisor within ten (10) days of the act or omission giving rise to it. If the supervisor cannot make an immediate solution satisfactory to both parties, the employee shall resume his/her regular duties. If the dispute involves the employee's workload or schedule, he/she shall continue to work as assigned until the dispute shall be resolved;
- b) Step 2: The employees shall prepare a written statement of the grievance which shall be submitted to the department head. The grievance shall state the complaint and the action requested. The department head shall, within five ~~(5) work days~~ workdays of receipt, attempt to negotiate a settlement or adjustment of the grievance with the employee. If a satisfactory settlement cannot be reached within said period, the department head shall render a written decision within five ~~(5) work~~ days ~~workdays~~, and forward a copy of the decision and the grievance to all parties and to the appointing authority; and,
- c) Step 3: The appointing authority shall then attempt to negotiate a settlement or adjustment of the grievance with the employee during a period of five ~~(5) work days~~ workdays after receipt of the decision of the department head or during such longer period as the parties may agree upon. If a satisfactory settlement cannot be reached within said period, the appointing authority shall render a final written decision within five ~~(5)~~ workdays after the end of the said period and deliver a copy to all parties.

14-2 DISCRIMINATION COMPLAINT PROCEDURE – ~~All~~ Complaints alleging discrimination ~~complaints~~ shall be handled in accordance with the Town's Affirmative Action Program ~~Nondiscrimination Policy~~.

CHAPTER 15

GENERAL PROVISIONS

- 15-1 ACCESS TO FACTS - The ~~Personnel Board~~Human Resources Board shall have access to all facts, figures, records and other information as necessary to administer this By-Law. Such information shall be furnished forthwith by a department head or appointing authority upon request by ~~Personnel Board~~Human Resources Board and in such form as the Board may require.
- 15-2 DEPARTMENTAL APPROPRIATION – Each department head or other person charged with the responsibility of administering and approving payrolls shall include in his/her departmental budget a Pay Adjustment Section to provide funds for the pay adjustments for the ensuing year according to the Personnel Compensation By-Law. If these funds are appropriate, all expenditures under the Pay ~~Adjustment~~Adjustment Section are to be made only in accordance with the Personnel Compensation By-Law.
- 15-3 AVAILABLE APPROPRIATION – It shall be the responsibility of the appropriate department head, department heads and/or elected official or officials, and not that of the ~~Personnel Board~~Human Resources Board, to determine whether there is a proper, legal and sufficient appropriation available with which to carry out any determination and /or authorization of the ~~Personnel Board~~Human Resources Board.
- ~~15-4 NEPOTISM— Unless the ~~Personnel Board~~Human Resources Board, following the recommendation of the department head, determines that the best interests of the Town shall be served, the following relatives of any elected official or other Town employee are disqualified from employment within the same department; son, daughter, spouse, parent, grandchild, grandparent, brother, sister, half brother, half sister or the spouses of any of them. All relationships shall include those arising from adoption. This provision shall not apply to any Town personnel employed as of the date of its adoption.~~
- ~~15-5 DUAL COMPENSATION— No person employed by the Town shall hold more than one compensated position, except where the best interests of the Town would be served. In such instances, approval of the holding of two or more compensated Town positions shall be at the discretion of the ~~Personnel Board~~Human Resources Board, with the advance approval of the appointing authority and upon such conditions as the appointing authority may see fit to impose.~~
- ~~This provision of the By Law shall not apply to any Town employee who occupies two or more compensated positions as of the date of its adoption.~~
- ~~15-6~~15-4 RECORDS – The records of the Board shall be maintained as the Board may decide and direct and shall be available as required under the State Freedom of Massachusetts Public Records Law, subject to applicable exemptions. ~~Information Act. Personnel and medical files or information relating to a~~

~~specifically named individual where disclosure would constitute unwarranted invasion of personal privacy are exempt from public access.~~

CHAPTER 16

DEFINITIONS

ALLOCATION – The assignment of an individual position to an appropriate class on the basis of kind of work, duties and the responsibilities of the position.

APPOINTING AUTHORITY – Any Town Official who is legally responsible for the appointment, suspension, transfer or removal of an employee.

APPOINTMENT – The placement of a person in a position.

CLASS – One or more positions which are sufficiently similar with respect to duties and responsibilities, that they may properly be designated by the same class title.

CLASSIFICATION PLAN – A schematic list of classes supported by class specifications and an evaluation system.

CLASS SPECIFICATION – The written description of a class, including the title, the summary, examples of duties, and statements describing the knowledge, skills and abilities required, supervisory controls, difficulty of the work, scope and effect, personal contracts, work environment and physical demands, and supervision and management responsibilities.

CLASS TITLE – The title assigned to any particular class and use for reference to that class.

COMPENSATION – The salary or wages earned by any employee by reason of service in the position, but does not include allowances for expenses authorized and incurred as incidents to employment.

DEMOTION – The movement of an employee from a position in one class to a position in another class with a lower maximum pay rate.

DEPARTMENT HEAD – An employee designated either by statute or by an appointing authority to be responsible for the day to day operation of a Town department.

DISCHARGE OR DISMISSAL - The termination of employment for disciplinary cause.

DISCIPLINARY ACTION – An oral warning, written reprimand, suspension, demotion or dismissal taken for cause by the appropriate authority.

EFFECTIVE DATE – The date at the beginning of a payroll period following the eligibility date for a change in pay to be implemented.

~~ELIGIBLE~~ ELIGIBLE – A person who has met the minimum requirements established for a position.

EMPLOYEE – A person occupying a position or a person who is on authorized leave of absence.

EMPLOYMENT DATE – The date on which an employee is appointed or reappointed to a position.

EXAMINATION – All of the tests of fitness taken together that are applied to determine the fitness of applicants for positions of any class.

FULL-TIME EMPLOYEE – An employee who has satisfactorily completed an initial probationary period and who regularly works a normal work week as specified in Chapter 6 of this By-Law, except that newly appointed uniformed members of the Police Department and the Fire Department who have satisfactorily completed an initial six (6) months of employment shall be considered full time employees for the purpose of entitlement to leave benefits under Chapter 7 only.

GRIEVANCE ~~—A misunderstanding or disagreement between~~ complaint made by an employee and which alleges a supervisor that relates to working conditions and relationships, or to policies, rules and regulations-violation of a provision of the Personnel Bylaw.

HIGHER PAY CODE – A pay code with a higher maximum rate.

INCUMBENT – The current occupant of a position.

LAYOFF – The separation of an employee because of lack of work or funds or other reasons not related to fault, delinquency, or misconduct on the part of the employee.

LEAVE – An authorized absence from regularly scheduled work hours which has been approved by proper authority.

LOWER PAY CODE – A pay code with a lower maximum rate.

ORIGINAL APPOINTMENT – The competitive appointment of a person from outside Town employment to a specific continuing position in the Town.

~~OVERTIME—Time an employee is directed and authorized to work in excess of normal work hours in one week, as specified in Chapter 6 of this By-Law.~~

PART-TIME EMPLOYEE – An employee whose work week is less than the normal work week as specified in Chapter 6 of this By-Law.

PAY PLAN – A schedule of salary/wage rates, including any successive pay rate steps established as shown in Appendix A.

PERSONNEL ACTION – All activities affecting any aspect of an employee’s status ~~which include~~including, but not limited to, appointments and changes in appointments, original hiring, reemployment, transfer, promotion, demotion, changes in hours, reallocation, resignation, suspension, discharge, placement on leave, step increases, ~~etc.~~

POSITION – A group of current duties and responsibilities assigned or delegated by appropriate authority to one person.

PROBATIONARY PERIOD – A working test period, following an original appointment, during which an employee is required to demonstrate, by conduct and actual performance of the duties, fitness for the position to which appointed.

PROBATIONARY EMPLOYEE – An employee who has not yet completed a probationary period of service.

PROMOTION – The movement of an employee from a position of one class to a position of another class with a higher maximum pay rate.

PROMOTIONAL EXAMINATION – An examination limited to permanent employees who meet the minimum qualifications set forth in the class specifications.

REGULAR EMPLOYEE – An employee who has satisfactorily completed an initial probationary period and who regularly works at least twenty hours per week.

REALLOCATION OR RECLASSIFICATION – The assignment of a position to a class different from the one to which it was previously assigned.

SEASONAL EMPLOYEE – An employee retained by the Town for a limited, specified period of time during the year, such as the summer months.

SUPPLEMENTAL BENEFITS – Also called fringe benefits, are those aspects and elements of compensation granted to the employee in addition to the wage or salary paid to him/her.

SUSPENSION – An involuntary absence without pay imposed on an employee for disciplinary action or pending final outcome of appeal.

TRANSFER – The movement of an employee from one position to another position of the same class or of another class having the same maximum pay rate involving the performance of similar duties and requiring essentially the same basic qualifications.

CHAPTER 17

MISCELLANEOUS

- 17-1 ~~AMMENDMENTS~~AMENDMENTS – It shall be the duty of the Board, upon petition signed by ~~five~~ten (10) registered voters of the Town, or upon its own initiative, to hold public hearings, notice of which shall be given by publication in a newspaper published or having a circulation in the Town, at least seven (7) days in advance, and by such other method as the Board deems necessary, to consider amendments to this By-Law. The Board shall make its recommendations with regard to any amendments at the Town Meeting at which such amendment is considered.
- 17-2 ~~SEPARABILITY~~SEVERABILITY – If any provision of this By-Law, or the application of such provision to any person, or circumstance shall be held invalid, ~~or is changed, modified, deleted or otherwise affected,~~ the remainder of this By-Law, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

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 Human Resources 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 SCHEDULE 25~~

~~ADMINISTRATIVE ASSISTANT TO THE BOARD OF SELECTMEN~~

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

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 | Step 10 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| 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

| Min | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 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

| Min | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 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)

| Step 1 | Step 2 | Step 3 | |
|---------------------------------|--------|--------|-------|
| 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* Asst Operations Supervisor | |
| MP-1 | Operations Supervisor Public Health Nurse* Forestry & Grounds Supervisor Health Agent for Engineering Conservation Administrator | MP-3 | Recreation Athletic Supervisor Case Mngr/Coord. Volunteer Svcs* Technical Support Specialist* |
| | Health Administrator* GIS Coordinator | | 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 | Step 10 | Step 11 | 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~~

~~Library Page—10.62~~

~~*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 ————— Grade D ————— Night Custodian
 Senior Water Systems Tech
 Working Foreman Water ————— Grade E ————— Auto Equipment Operator
 Working Foreman Forestry & Grnds ————— 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 _____ OC-4a Bookkeeper
- Assistant Collector _____ Secretary Fire
- Assistant Treasurer _____ Admin. Asst Planning Board
- PT Admin Asst. Board of Health

- OC-2 Confidential Police Secretary
- Administrative Asst. Assessor
- Administrative Asst. Ex Dir COA _____ OC-4b Bus/Van Driver
- Admin Asst to Fire Chief/Ambulance Rec. _____ Police Clerk
- Assistant Town Clerk _____ Secretary Zoning Board of Appeals
- Financial Asst Payroll /Revenue Manager _____ Secretary Community Preservation

- OC-3a Collections Supervisor _____ OC-5 Secretary Conservation
- Treasury Supervisor (Payroll) _____ Secretary Personnel Board Human Resources Board
- Election & Registration Secretary _____ Secretary Finance Committee
- Financial Asst/Asst Veterans Agent _____ 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 | Step 10 | 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 SCHEDULE/WEEKLY~~ ~~SECTION 2.700 PAY~~

POLICE DEPARTMENT

~~Sergeant PD-80 PD-80A PD-80B PD-80C~~

| | | | |
|---------------------------|--------------------|--------------------|--------------------|
| Effective Date | Step 1 | Step 2 | Step 3 |
| July 1, 2014 | 1256.09 | 1281.21 | 1306.86 |
| June 30, 2015 | | | |

~~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 | 832.60 | 888.63 | 947.25 | 1,048.00 | 1,069.00 | 1,090.39 | 1,144.43 |
| June 30, 2015 | | | | | | | |

~~Dispatchers~~

| | | | | | | | | | | |
|-------------------------------|-----------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Steps | Min | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | Max |
| 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—1909.06 1985.80 2064.98 2127.40 2191.22
2235.04 Dept.~~

~~JULY 1, 2015—JUNE 30, 2016
FIRE DEPARTMENT~~

~~SECTION 1.410—SECTION 2.410
CLASSIFICATION SCHEDULE—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~~