

**AGREEMENT**

**between**

**TOWN OF EAST LONGMEADOW**

**and**

**EAST LONGMEADOW TOWN EMPLOYEES UNION**

**COLLECTIVE BARGAINING AGREEMENT**

**JULY 1, 2015 TO JUNE 30, 2018**

## TABLE OF CONTENTS

<u>Article</u>		<u>Page</u>
<i>TOWN AND UNION RELATIONSHIP</i>		
I	Recognition.....	1
II	Non-Discrimination.....	3
III	Management Rights.....	3
IV	Negotiations.....	3
<i>PROTECTION OF EMPLOYEES</i>		
V	Grievance and Arbitration Procedure.....	3
VI	Regrading.....	5
VII	Temporary Promotion.....	6
VIII	Existing Conditions of Employment.....	7
IX	Revaluation.....	7
X	Vacancies.....	7
XI	Temporary Employment.....	7
XII	Job Description.....	8
XIII	Seniority.....	8
XIV	New Hires.....	9
<i>HOURS AND OVERTIME</i>		
XV	Hours of Work.....	10
<i>PAY AND BENEFITS</i>		
XVI	Wage Scale.....	10
XVII	Annual Wage Agreement.....	11
XVIII	Longevity Benefits.....	11
XIX	Legal Holidays.....	12
XX	Paid Time Off.....	12
	• Vacations.....	12
	• Sick Leave.....	13
	• Personal Leave.....	14
	• Bereavement Leave.....	15
	• Military Leave.....	15
	• Jury Duty.....	16
	• Union Business.....	16
XXI	Unpaid Leave of Absence.....	16
XXII	Compensatory Time.....	17
XIII	Insurance.....	17
XXIV	Personal Vehicle Reimbursement.....	18
<i>EMPLOYEE OBLIGATIONS</i>		
XXV	Drug-Free/Alcohol-Free Workplace.....	18
XXVI	Employee Department and Appearance.....	18
<i>CONTRACT EFFECT</i>		
XXVII	Separability.....	19
XXVIII	Term of Contract.....	19

## AGREEMENT

This Agreement is between the Town of East Longmeadow ("Town") and the East Longmeadow Town Employees Union ("Union").

### *TOWN AND UNION RELATIONSHIP*

#### ARTICLE I RECOGNITION

- A. The Town recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining as to salaries, wages, hours and other conditions of employment for the bargaining unit members.
- B. The Union agrees that it shall act as exclusive bargaining agent for all employees covered by this Agreement and it shall act, represent and negotiate and bargain collectively for all employees within the bargaining unit.
- C. It is hereby agreed that the single position of Assistant Executive Secretary shall be considered to be a confidential position and therefore not covered by this Agreement nor part of the bargaining unit. Otherwise, all clerical and custodial positions under Town (non-school) departments that were covered in the past remain covered. The parties further agree that the positions of Payroll Clerk (part-time) and Special Projects Coordinator within the Town's Cable Access Television department will also be part of the bargaining unit.
- D. Employees shall tender weekly membership dues by signing the Authorization of Dues form below. During the life of this Agreement and in accordance with the terms of the form of Authorization of Checkoff of Dues hereinafter set forth, the Employer agrees to deduct Union Membership dues levied in accordance with the Constitution of the Union from the pay of each employee who executes or has executed such form and remit the aggregate amount to the Treasurer of the Union along with a list of employees who have had said dues deducted. Such remittance shall be made the fourth week of each succeeding month.

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**EAST LONGMEADOW TOWN EMPLOYEES' UNION  
AUTHORIZATION FOR PAYROLL DEDUCTION OF UNION DUES  
OR AGENCY SERVICE FEES**

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EFFECTIVE: \_\_\_\_\_

I, \_\_\_\_\_, hereby request and authorize the Town  
(Printed name of employee)  
of East Longmeadow Payroll Department to deduct from my earnings each week the amount of \$\_\_\_\_\_. This amount shall be paid to the Treasurer of the East Longmeadow Town Employees' Union and represents payment of my Union Dues or Agency Service Fee. I further authorize any change in the amount to be deducted which is certified by the above-named Association as a uniform change in its Union Dues or Agency Service Fee structure.

This authorization shall remain in effect unless terminated by me upon sixty (60) days' advance written notice to the Association and the Employer or upon termination of my employment.

Signature of Employee: \_\_\_\_\_  
Employee's Name: \_\_\_\_\_  
Department: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_

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(no entries below this line)

E. Agency Service Fee

In accordance with Chapter 178 of the Acts of 1973 (M.G.L. c. 150E §12) effective thirty (30) days after the signing date of this Agreement, it shall be a condition of employment that all employees in the bargaining unit who are not members of the Union and who have been employed for thirty (30) days or more shall pay to the Union an Agency Service Fee. Such fee shall be paid weekly commensurate with the periodic dues charged by the Union to its members. The Union will indemnify, defend and hold the Town harmless against any and all claims made, and against any suit instituted against the Town on account of any checkoff of Union dues or agency fee provision.

The Union agrees to refund to the Town any amount paid to it in error on account of the checkoff and agency fee provision upon presentation of proper evidence thereof.

**ARTICLE II**  
**NON-DISCRIMINATION**

Neither the Town nor the Union shall discriminate against any person with respect to promotion, assignment or any other matter relating to wages, hours or working conditions because of race, creed, color, age, sexual orientation, Union membership or Union activities or lack of Union membership, or because he/she has filed or processed any grievance under this Agreement or instituted any proceeding under any State or Federal Statute relating to wages, hours or conditions of employment. All persons covered by the terms of this Agreement shall receive equal and full protection hereunder.

**ARTICLE III**  
**MANAGEMENT RIGHTS**

Except where such rights, powers and authority are specifically abridged or limited by the provisions of this Agreement, the Board of Selectmen, subject to department administrative agreement, has and will continue to retain, whether exercised or not all of the rights, powers and managerial obligations and prerogatives of management of the employees. Such rights shall include, but not be limited to:

- (a) To determine the selection, care and use of equipment and property of the Town.
- (b) To establish, alter and supervise departmental policies.
- (c) To establish or discontinue departmental procedures.
- (d) To select, hire, promote and otherwise evaluate employees.
- (e) To prescribe and establish reasonable rules and regulations for the maintenance of good order and efficient operation of the Town.

It is recognized that the Union reserves the right to question the reasonableness of these aforesaid managerial rights through the grievance procedures of this Agreement.

**ARTICLE IV**  
**NEGOTIATIONS**

Upon request by either party, negotiations shall commence at least one hundred and eighty (180) days prior to June 30<sup>th</sup> of the year of expiration.

***PROTECTION OF EMPLOYEES***

**ARTICLE V**  
**GRIEVANCE AND ARBITRATION PROCEDURE**

For the purpose of this procedure, a dispute which may arise between the parties involving the meaning or interpretation of a clearly stated clause in this contract shall be resolved in the following manner; except that a work rule that is the subject matter of a grievance shall not

be subject to binding arbitration. The parties will share equally any administrative costs and fees of the Arbitrator except cancellation or postponement fees, unless mutually agreed otherwise.

STEP 1: The Union Steward and/or representative, with or without the aggrieved employee, shall take up the grievance or dispute in writing with the employee's immediate supervisor/department head within seven (7) working days of the date of the grievance or his knowledge of its occurrence. The supervisor/department head shall attempt to adjust the matter and shall respond to the Steward within five (5) working days of the receiving of the grievance.

STEP 2: If the grievance still remains unadjusted, it shall be presented to the Board of Selectmen in writing within seven (7) working days after the response of the supervisor/department head is due. The Board or its designee shall conduct a hearing allowing all interested parties to be heard and shall respond in writing within twenty-one (21) working days of the regularly scheduled meeting.

STEP 3: If the grievance is still unsettled, either party may request arbitration within thirty (30) days after the reply or after the date the response was due.

In the case of arbitration proceedings, the services of the State Board of Conciliation and Arbitration shall be used, provided that the Board or the Union shall retain the right to use the services of the American Arbitration Association in cases of disciplinary suspension or termination.

Except with good and sufficient cause as determined by the Arbitrator no evidence may be introduced at an arbitration hearing (a) by a witness, (b) through a document, or (c) by testimony unless such witness, document and/or testimony has been presented to the other party during the grievance proceeding or at least one (1) week before the arbitration hearing.

The decision of the Arbitrator shall be final and binding on the parties, and the Arbitrator shall be requested to issue his/her decision within thirty (30) days after the conclusion of testimony and argument.

Grievances involving disciplinary action shall be processed beginning at the second step. If the case reaches arbitration, the Arbitrator shall have the power to direct a resolution of the grievance, up to and including restoration to the job with all compensation and privileges that would have been due the employee.

Employees will not be disciplined without specific reason based on just cause and in writing. In disciplinary cases, the Arbitrator shall be strictly limited to determining (1) whether, on all the evidence, a reasonable person would conclude that it was more probable than not that the employee(s) committed the act, engaged in the conduct or failed to perform the duties, which act, conduct or failure was the reason or reasons assigned as the cause for the discipline, and (2) whether such act, conduct or failure reasonably constitutes cause for

discipline. Upon making affirmative answers to both questions, the Arbitrator may evaluate the severity of discipline (unless otherwise prescribed by law or agreed by the parties) based upon the principle of progressive discipline.

The parties recognize that the principal of progressive discipline typically includes the following steps: verbal reprimand, written reprimand, suspension and discharge. While it is the intent for the Town to follow this principal, the parties recognize that there are circumstances, due to the nature of the violation, when progressive discipline cannot be followed and a more severe discipline must be administered.

Any grievance not processed by the Union within the time limitations provided shall be deemed to have been waived.

The aggrieved may waive the right of a hearing at any step in the grievance procedure. The time limits at any step in the grievance and arbitration procedure may be extended by mutual agreement between the board and the Union,

Verbal and written warnings which have been issued more than twelve (12) months prior will not be relied upon for the purpose of imposing discipline.

#### **Choice of Remedy — Grievance Procedure**

An employee shall have the right to choose another forum other than the grievance and arbitration procedure. However, if this forum is elected, the employee is excluded from proceeding under the grievance and arbitration procedure.

The Union shall have no responsibility to represent the employee in any other forum.

This choice shall be made by the employee prior to the beginning of the third (3<sup>rd</sup>) step of the grievance procedure.

#### **ARTICLE VI REGRADING**

- A. Each employee covered by this Agreement shall be considered for a regrading within thirty (30) days of assuming additional duties of a substantial nature.
- B. Employees who are increased in labor grades through promotion or other authorized means will be subject to a 30-day trial period. They will remain at their current rate during this period, after which time if their performance is satisfactory and the employee is satisfied with the new position, a rate of pay two steps above their current rate, in the new grade, retroactive from the beginning of said trial period. In addition, an employee who is increased in a labor grade pursuant to this provision shall receive credit toward any step increase for that period of time during which the employee was actually performing those duties which necessitated or warranted the regrading of

his/her position.

- C. Each employee covered by this Agreement who is being considered for a regrading shall have the opportunity to meet jointly with his/her Department Head and respective Board to discuss the basis for the proposed regrading, and to allow time for the employee, the Association and the Department Head to prepare a submission to the Board of Selectmen. The submission must be made by the employee's department head on behalf of the employee to the appropriate elected or appointed Board with authority over departmental matters. To be considered, a regrade request must include:
1. Letter of approval from the appropriate Board.
  2. Letter of approval from the appropriate Department Head.
  3. Current job description and a list of added duties and responsibilities relevant to the request,
  4. A market analysis of similar positions in surrounding and comparable communities.
  5. Other materials and data as appropriate to the request may also be submitted for Board consideration.
- D. Each submission as to a position being considered for regrading shall be evaluated by the Board of Selectmen or its designee, and its decision shall be subject to arbitration for further review, if deemed unreasonable by the Association, and if the decision is made more than twelve (12) months prior to the expiration date of this Agreement; otherwise, the matter will be reserved for successor negotiations.
- E. Parties agree that the Town shall conduct a wage and classification study during the life of the collective bargaining agreement to be used as a tool in successor negotiations and that the TEU will not bring any requests to regrade any of its unit members during the life of the contract and that it will drop all pending matters related to regrade requests. If the wage and classification study is completed prior to the close of the term of this CBA, the TEU may request a re-opener for the purpose of discussing wages as it relates to the impact of the outcome of the wage and classification study only.

#### **ARTICLE VII** **TEMPORARY PROMOTION**

If an employee is required to assume the major duties of a higher grade position which is temporarily vacant because of an approved leave of absence or disability extending beyond thirty (30) days, said employee shall be paid at the current grade rate of the vacant position beginning on the thirty-first day. Said employee's "step" level will change in accordance with the normal procedure for promotions, i.e., the "step" in the new grade two steps above their current rate. Upon return of the absent employee, said employee shall revert back to his/her original grade and pay rate.

The determination that an employee temporarily assumes higher duties will be made

by the employee's Department Head or Board. At the end of the temporary assignment, the employee shall have the right to return to his/her previous position with accrued seniority and other accrued benefits for the time spent in the temporary position.

**ARTICLE VIII**  
**EXISTING CONDITIONS OF EMPLOYMENT**

Before the Board of Selectmen adopts a change in policy which affects wages, hours or other conditions of employment which is not covered by this Agreement, and which has not been proposed by the Union, the Board will notify the Union in writing. The Union will have the right to discuss the changes with the Board of Selectmen provided it files a request with the Board of Selectmen within five (5) days after receipt of said notice.

**ARTICLE IX**  
**REVALUATION**

In the event of a decision to conduct a job revaluation study, the Union will be notified in writing and have the opportunity to have a representative on the selection committee for the hiring of a contractor who is to perform the study.

**ARTICLE X**  
**VACANCIES**

- A. When a vacancy occurs, notification should be posted in all departments for not less than two (2) weeks prior to the closing date of applications, and should clearly state the qualifications and other criteria for employment. It should also state the documentation needed to be submitted, e.g., recommendations, etc.
- B. Employees who wish to be considered must make written application and submit documentation within the two (2) week period,
- C. In filling vacancies, employees within the bargaining unit must be given first preference for the job, provided that they are qualified to do the essential duties of the positions. Transfer from one Department to another will not affect an employee's standing regarding benefits outlined in this Agreement.
- D. When grade and qualifications are substantially equal, preference shall be given to the most senior employee.

**ARTICLE XI**  
**TEMPORARY EMPLOYMENT**

- A. The Town may effect a transfer of an employee or hire a short-term temporary employee for a term anticipated to be less than six (6) months, or for the duration of an authorized employee leave of up to twelve (12) months:

1. to perform specific tasks;
  2. to staff specific projects or grants of a temporary nature;
  3. to replace an employee who is absent or on leave;
  4. to fill a vacant bargaining unit position for which an active permanent employee search is underway; or
  5. where there is a substantial likelihood that the funding available for the position will not continue beyond the six (6) months.
- B. A short-term temporary employee shall not be a member of the bargaining unit and shall not become a regular employee unless subsequently hired in accordance with Articles X and XIV of this Agreement.

**ARTICLE XII**  
**JOB DESCRIPTION**

Each employee covered by this Agreement shall receive a copy of his/her job description, as well as a copy of his/her amended job description, if applicable.

**ARTICLE XIII**  
**SENIORITY**

- A. Seniority shall mean an employee's continuous and uninterrupted service with the Town. The seniority of all employees subject to this Agreement shall date from the employee's most recent start date, except that if a temporary employee is hired into a regular position with the Town, his/her seniority shall include that period of time he/she was employed at the Town as a temporary employee.
- B. It shall not be considered an interruption of service and employees shall continue to accrue seniority during: 'MLA leave or unpaid disability leave; paid leaves of absence, which shall include paid parenting leave; and any time when an employee is on a leave of absence and receiving disability insurance benefits.
- C. It shall be considered an interruption of service and employees shall not continue to accrue seniority during periods of layoff and other unpaid leaves of absence other than FMLA leaves, parenting leave or unpaid disability. However, in the event the employee returns to his/her employment after a layoff or other unpaid leave, he/she shall reassume the same amount of seniority that he/she previously had except as specified in Paragraph E of this Article.
- D. An employee's seniority will terminate on the date that he/she resigns or is terminated for cause, or has been on a leave of absence for twelve (12) months.
- E. An employee's seniority will terminate upon his/her failure to answer a recall from layoff, or the expiration of two (2) years from the date of layoff, whichever first occurs.
- F. Within thirty (30) days after the execution of this Agreement, the Employer will publish

seniority lists for each job category utilizing the definition of seniority in this Article. The seniority list shall be posted in each office and distributed to each member of the bargaining unit.

- G. No employee will lose seniority due to any change in job classification.
- H. If an employee who is outside of the bargaining unit, but within the definition of Town as described above is hired to fill a bargaining unit position, such an employee shall retain the employee's accrued sick leave and accrued but unused vacation and personal days. Upon being employed in the bargaining unit, such employees shall be subject to a three (3) month probation period, and shall accumulate privileges and benefits in accordance with this collective bargaining agreement. It is expressly understood that total Town seniority shall be used to determine such privileges and benefits except for layoffs and bumping rights. For reduction in force, layoffs and bumping rights specifically, bargaining unit seniority (length of employment in the bargaining unit) shall control.
- I. In the event an employee leaves the bargaining unit and subsequently returns to work within one (1) year to a bargaining unit position (two (2) years in the case of a layoff), he or she will receive the pay established for that position and shall be restored to the step he or she was at prior to leaving, provided if the employee returns to a higher classification, the pay shall be established in accordance with the collective bargaining agreement. Such employee shall be restored as if the employee never left, to the same privileges and benefits, including seniority in the bargaining unit, he or she was entitled to at the time he or she left the unit.
- J. Any employee who returns after one (1) year or after refusing to return from a layoff, or after return from layoff rights expire, shall begin his or her employment as a new hire and be treated as such. Their salary will be determined pursuant to Article XIV, New Hires.

#### **ARTICLE XIV** **NEW HIRES**

A new employee shall serve a probationary period of not longer than six (6) months during which time he/she shall have no seniority rights and may be discharged without recourse to the grievance and arbitration procedure. If an employee is employed after his/her probationary period, there will be a written review of performance by the Department Head. The probationary period may be extended for an additional time, but in no event greater than six (6) months with approval from both the Union and management. At the end of the probationary period, seniority shall be computed back to the first day of employment.

Upon hire, the Town may place a new employee on any step by crediting the employee with experience applicable to the position for which the person has been hired; provided, however, that notice of such placement will be promptly provided to the Union and any other employee in the same position with the same or greater experience will be placed at least at the

same step, and that a new hire will not be entitled to any other adjustment in any right, privilege or benefits under this Agreement.

## ***HOURS AND OVERTIME***

### **ARTICLE XV HOURS OF WORK**

- A. To qualify as full-time, an employee's work schedule shall consist of five (5) consecutive days and shall consist of a seven and one-half (7 1/2) hour work day, Monday through Friday, 8:00 a.m. to 4:00 p.m. The work schedule in the Library may differ as per established practice. There will be a lunch period of an unpaid half (1/2) hour and two (2) fifteen-minute breaks during the course of a work day. Such breaks shall be taken during the course of the day when operational needs permit.
- B. Part-time workers who work nineteen (19) hours or fewer receive no benefits under this Agreement other than wages; however, a part-time employee who loses regularly scheduled hours due to a holiday shall be allowed to make up the time so as to not lose pay for the week.
- C. Temporary employees are those engaged for occasional work of short duration — the provisions of this Agreement do not apply.
- D. Any full-time employee of the Library who regularly works after the hour of 4:00 p.m. on Monday through Friday or on Saturday and Sunday will be entitled to a weekly stipend worth the equivalent of one half hour of their regular rate.
- E. In situations where the Town closes its offices on a regularly scheduled work day due to inclement weather and all but the unit's custodians are told not to report to work, the custodians shall be paid an additional stipend of \$25.00 for working that day.

## ***PAY AND BENEFITS***

### **ARTICLE XVI WAGE SCALE**

The Town of East Longmeadow Step Increase Program for bargaining unit employees presently consists of the following steps:

- Step One: (Hiring Rate)
- Step Two: (Following one (1) year of employment)
- Step Three: (Following two (2) years of employment)

Step Four: (Following three (3) years of employment)  
 Step Five: (Following four (4) years of employment)  
 Step Six: (Following five (5) years of employment)

*Note:* An employee is eligible for a step increase upon completion of twelve (12) months of actual service in a step or when a result of a regrading or promotion or a new hire placement. When the employees covered under this Agreement reach their Step Six salary in grade, they will receive a wage rate increase as negotiated annually. Part-time employees' salaries will be subject to the same time span for step raises as full-time employees.

Employees will be paid on a bi-weekly basis. Direct Deposit will be mandated for all bargaining unit members.

**ARTICLE XVII**  
**ANNUAL WAGE AGREEMENT**

The Grade and Step scale shall be adjusted as follows:

FY 2016 (July 1, 2015-June 30, 2016):	0%
FY 2017 (July 1, 2016-June 30, 2017):	1.5% COLA Increase on July 1, 2016 and 1% COLA on January 1, 2017
FY 2018 (July 1, 2017-June 30, 2018):	2% COLA increase on July 1, 2017 and 0.5% COLA effective January 1, 2018

**ARTICLE XVIII**  
**LONGEVITY BENEFITS**

A. Employees shall receive annual payments of Longevity Benefits, based on length of service, in accordance with the following schedule:

After five (5) years of service:	\$250.00
After ten (10) years of service:	\$400.00
After fifteen (15) years of service:	\$550.00
After twenty (20) years of service:	\$700.00
After twenty-five (25) years of service:	\$850.00

\* For purposes of this Agreement, the term "actual service" shall include any period of employment during which the employee is on paid leave, as well as any time the employee is on unpaid leave or Workers Compensation for less than six (6) months.

B. Longevity checks shall be made by separate check on the first payroll after the employee's anniversary date on each calendar year.

**ARTICLE XIX**  
**LEGAL HOLIDAYS**

A. The following days will be recognized as legal holidays. Departments will generally be closed when such holidays observed on a work day:

- |                            |                             |
|----------------------------|-----------------------------|
| (1) New Year's Day         | (7) Labor Day               |
| (2) Martin Luther King Day | (8) Columbus Day            |
| (3) President's Day        | (9) Veteran's Day           |
| (4) Patriot's Day          | (10) Thanksgiving Day       |
| (5) Memorial Day           | (11) Day after Thanksgiving |
| (6) Independence Day       | (12) Christmas Day          |
| (13) Good Friday           |                             |

Half ( $\frac{1}{2}$ ) day when December 24<sup>th</sup> or December 31<sup>st</sup> falls on a work day. In those years when December 24<sup>th</sup> or December 31<sup>st</sup> falls on a Monday, the full day off will be granted. In special circumstances, it would be the responsibility of the Governing Board to adjust the work schedule and workforce so that each employee enjoys the privilege of one half ( $\frac{1}{2}$ ) day off before Christmas, and one (1) day off for those years when December 24<sup>th</sup> and December 31<sup>st</sup> fall on a Monday.

- A. The foregoing paid holidays will be granted regardless of when they fall. Saturday holidays will be observed on the Friday preceding the holiday. Sunday holidays will be observed on the Monday following the holiday.
- B. Any regular employee of the Town will be granted these holidays off with pay.
- C. Any employee who is required by a Board member or Department Head to work on one of these holidays shall be paid at the rate double his/her normal compensation.

**ARTICLE XX**  
**PAID TIME OFF**

**Vacations**

- A. Vacations with pay shall be allowed as follows:
1. After thirty (30) weeks of continuous service, prior to June 1st — two (2) weeks. A new employee who is employed prior to March 1st of the year shall receive one (1) week's vacation during that year, provided that the one (1) week's vacation is taken subsequent to June 1st of that year.
  2. After five (5) years of continuous service, and up to ten (10) years — three (3) weeks.
  3. After ten (10) years of continuous service — four (4) weeks.

4. An employee will be entitled to three (3) weeks' vacation during the calendar year in which his/her fifth anniversary of continuous employment falls. Entitlement to additional vacation under Paragraph 3 above will also be determined on the "calendar year" basis.
  5. After fifteen (15) years of continuous service: 4 weeks, 1 day
  6. After sixteen (16) years of continuous service: 4 weeks, 2 day
  7. After seventeen (17) years of continuous service: 4 weeks, 3 day
  8. After eighteen (18) years of continuous service: 4 weeks, 4 day
  9. After nineteen (19) years of continuous service: 5 weeks
- B. Additional vacation leave with pay of one (1) day shall be allowed for each authorized holiday occurring within a vacation period.
- C. Vacation leave shall not be cumulative from one year to another. An employee, upon approval of his or her supervisor may be allowed to carry over from one calendar year to another up to five (5) vacation days if due to unforeseen and extraordinary circumstances the employee was unable to use the vacation in the year it was earned.
- D. Time for taking vacations will be determined by the head of the Department in which the employee works.

#### **Sick Leave**

- A. Sick leave with pay shall be accrued on the basis of one (1) day a month, and such accrual shall be unlimited. Sick leave shall not accrue when an employee is on an unpaid leave of absence.
- B. Sick leave credit shall be calculated from the first working day of the first full month in which the employee is employed by the Town.
- C. Sick leave with full pay shall be granted subject to the following provisions:
1. The head of each Department shall investigate and ascertain the validity of any request for sick leave and shall approve the request.
  2. A physician's certificate may be required by the Governing Board to which the employee is responsible in any case of sick leave claimed on a day before or after a holiday, a weekend or for a duration of over three (3) consecutive working days.
  3. For the purposes of this Section, the definition of "sick" shall mean:

- a. Illness that renders an employee unable to perform work-related duties.
  - b. Treatment/follow-up office visits provided by a medical provider for an on-going health problem.
  - c. Medical testing ordered by a medical provider.
4. Sick Leave for medical appointments may be taken in thirty (30) minute intervals.
- D. Occupational Sick Leave shall be granted each employee who sustains injury arising out of his/her employment in the Town service with full pay for the period of his/her incapacity, subject to the following provisions:
- 1. If such period exceeds thirty (30) days, continued payment beyond such period shall be subject to approval by the Governing Board to which the employee is responsible, which may require periodic written medical testimony supporting the claim of continued incapacity as a condition precedent to its approval.
  - 2. Full pay shall be the employee's wage for his/her regularly scheduled work week less the amount which he/she receives from Workers Compensation benefits. Every on-the-job accident must be immediately reported to the Town Accountant and Executive Secretary.
- E. Parental Leave shall be granted in accordance with Chapter 149, Section 105D of the Massachusetts General Laws.
- 1. Sick days shall be deducted from the accumulated total sick leave days to which the employee is entitled.
  - 2. If an employee's accumulated sick leave is or becomes exhausted, the employee shall enter into an unpaid leave-of-absence status for the balance of the Parental Leave.
- F. One additional day of personal leave will be credited to an employee who, on December 31<sup>st</sup>, has not used more than, in the aggregate, five (5) sick days' leave during the period between the preceding January 1<sup>st</sup> and December 31<sup>st</sup>.
- G. When executed by the Town with the police union, the Sick Leave Bank provision will be appropriately modified and appended to this Agreement if agreed upon by the Town Employees Union.

**Personal Leave**

- A. Department Heads may grant personal leave for reasons other than sickness to

employees, as follows:

1. One (1) day for up to three (3) years of employment, three (3) days after three (3) years of employment not to be charged to sick leave and not to be accrued. This personal leave may not be used contiguous to vacation leave.
2. At the discretion of the Department Head, employees are allowed up to five (5) days off per year to care for members of the employee's immediate family who are ill. Such days shall be deducted from the accumulated sick leave days to which the employee is entitled.

### **Bereavement Leave**

- A. Bereavement Leave shall be granted to employees without loss of pay, subject to the following provisions:
  1. If a death in the family of an employee is that of the employee's spouse, child, parent, sibling, step-parent, step-child or other family member living in the household, the employee shall receive up to five (5) days, provided further that all such days of leave are the employee's regular working days.
  2. If a death in the family of an employee is that of a grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law or grandchild, the employee shall receive up to three (3) days' leave, provided further that all such days of leave are the employee's regular working days.
  3. If a death in the family of an employee is that of an uncle or aunt, the employee shall receive up to one (1) day's leave, provided further that such day of leave is the employee's regular working day and is taken to attend the funeral of such relative.

### **Military Leave**

- A. A Military Leave of absence without compensation shall be granted to any employee called to active duty with the U.S. Armed Forces.
- B. U.S. Military Service incurred by a Town employee after the onset of his/her employment with the Town shall be credited as time served in the Town employ, provided that he/she applies for reinstatement within ninety (90) days of discharge or release to inactive duty.
- C. Any employee required to serve on annual tours of duty with some U.S. Reserve component shall be paid an amount equal to the difference between the compensation received for such service and his/her regular pay.

**Jury Duty**

- A. Any employee required to serve as a juror shall be paid an amount equal to the difference between the compensation received for such service and his/her regular pay.

**Union Business**

- A. With prior approval of the Department Head, up to three (3) Union officers or their designees will be provided paid leave up to a total of four (4) hours per month among them (a total of no more than twenty-four (24) hours per year) to file grievance issues or for the purpose of negotiations. If the Town agrees to meet for these purposes during the employee's work time, he/she shall have no loss of pay for time spent in a meeting with Town representatives.

**ARTICLE XXI**  
**UNPAID LEAVE OF ABSENCE**

- A. An unpaid leave of absence up to twelve (12) months in duration may be granted by the Town within its discretion. When an employee is on a leave and remains on the Town payroll by using sick or other accrued paid leave, he/she continues to accrue seniority and benefits. When on unpaid leave (including Workers Compensation leaves after they exceed thirty (30) days), seniority and benefits do not accrue unless required by law or otherwise agreed in writing.
- B. Leaves under the provisions of this Agreement which are eligible for coverage under the FMLA, Parental Law and/or Small Necessities Act shall run concurrently and the more liberal provision for the employee shall apply.
- C. It is understood by the parties that employees will continue, as is the current practice, to be able to utilize available paid leave under the FMLA, Parental Law and/or Small Necessities Act.
- D. Subject to employee rights under this Agreement with the Town, the Town may terminate the employment of any employee who fails to return to work upon the expiration of twelve (12) months during which he/she has not been able to perform his/her essential duties.
- E. The Town if deemed necessary may use temporary help to perform the job duties of an employee who is out greater than a month. The employee shall not be employed on a temporary basis longer than the need which created the need exists. The employee shall be entitled to the benefits contained herein except the employee shall be treated as a probationary employee for the purpose of discharge. If an employee is retained, the employee's seniority will be credited from the employee's starting date.
- F. No termination of a permanent employee will take place without notice to the Union

and an opportunity for negotiation as to the impact and/or discussion of alternatives.

- G. During any leave of absence, the employee shall comply with the purpose of the leave (i.e., medical rehabilitation, education, etc.), and when the purpose of the leave is achieved, the employee will report back to the Town for assignment. During a leave, the Town may require regular or periodic reports from the employee as to compliance with leave requirements or anticipated changes in leave duration.

*legally  
40 hrs.*

**ARTICLE XXII**  
**COMPENSATORY TIME**

*comp time policy  
for all depts to be  
the same*

- A. Compensatory time shall be granted at the rate of time and one-half for overtime worked in excess of thirty-seven and one-half (37 $\frac{1}{2}$ ) hours per week for those employees who are required to attend regularly scheduled Board/Commission meetings held other than during regular working hours, or for those employees required to work during regularly scheduled evening office hours. Compensatory time earned shall be approved by the Department Head or his/her designee in advance as set forth in a written directive from the Department Head outlining the policy for his/her Department.
- B. The Town, at its discretion, may grant cash payment or compensatory time for overtime worked in excess of an employee's normal work hours. Such overtime shall be at the rate of time and one-half whether granted in cash payment or overtime. For example, the Town could usually pay for the overtime regularly worked and give compensatory time for unexpected overtime worked.

**ARTICLE XXIII**  
**INSURANCE**

- A. An indemnification plan group health insurance program is available to all Town employees working twenty (20) or more hours per week. Premiums are payable as follows: one-half (1/2) share by the employee, one-half (1/2) share by the Town of East Longmeadow.

An employee enrolled in a health maintenance organization insurance plan, i.e., other than the basic indemnity plan referred to in the first Paragraph, will pay no more than thirty percent (30%) of the monthly cost and the Town will pay the seventy percent (70%) balance.

- B. Town employees are eligible for \$5,000 Life and Accidental Death and Dismemberment Insurance, with premiums payable equally by the employee and the Town. Additional optional insurance is also available.
- C. During the term of this Agreement, there may be changes made in health insurance carriers, administrators, coverages, co-pays and/or premiums; provided, however, that it is further agreed that no such changes shall be implemented until the Union shall have

been given notice thereof and a period of at least fourteen (14) days within which to meet with the Employer and negotiate as to the impact of such changes.

**ARTICLE XXIV**  
**PERSONAL VEHICLE REIMBURSEMENT**

- A. Employees will be reimbursed for use of their personal vehicle while conducting Town business at the prevailing rate. To be eligible for such reimbursement, personal use of one's vehicle must be authorized by the Department Head.

***EMPLOYEE OBLIGATIONS***

**ARTICLE XXV**  
**DRUG-FREE/ALCOHOL-FREE WORKPLACE**

- A. It is the intent of the Town to provide a drug-free/alcohol-free, healthy, safe and secure work environment for all employees. No employee shall report to work under the influence of alcohol or illegal drugs. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.
- B. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, or the use of alcohol, on Town premises or while on Town business is absolutely prohibited. If it is determined that there are violations of this policy, appropriate disciplinary action will be in accordance with Civil Service law, where applicable, in conjunction with collective bargaining language, if appropriate.
- C. The Town recognizes drug dependency abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use health insurance plans, if available. All contacts are confidential and conscientious efforts to seek help with drug and alcohol dependence will not jeopardize an employee's job.
- D. As required by federal law, employees directly engaged in the performance of work pursuant to the provisions of a federal grant or contract must, as a condition of employment, abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations of this policy to the appropriate Department Head within five (5) days after the conviction. The Town must then notify the contracting agency within ten (10) days after receiving notice of conviction as required by the Drug-Free Workplace Act of 1988.

**ARTICLE XXVI**  
**EMPLOYEE DEPARTMENT AND APPEARANCE**

Employees should conduct themselves in a professional manner at all times, both in dealing with the public and with co-workers. Courtesy and responsiveness should be the

cornerstone of public service. Every employee is a representative of the Town and should act accordingly.

Professionalism is an important value for the Union, and it should be reflected in all aspects of our work, including appearance and attire. Some types of clothing are considered inappropriate to the image of the Town Hall employee, especially when providing service to the public. Examples of such inappropriate clothing may include, but are not limited to, sweat pants, tights, jeans, shorts, tee shirts, halter tops, bare midriffs and sneakers; extremes of any sort are to be avoided. Good judgment is the main guideline to follow. Also, exceptions may be made to this rule for "dress down" days and for employees performing tasks which may require less formal attire, i.e., cleaning, moving equipment, field work.

Every conceivable question on dress and grooming cannot be addressed in a policy of this type. Your Department Head will make the final decision if there is a question about the acceptability of an employee's dress.

## ***CONTRACT EFFECT***

### **ARTICLE XXVII** **SEPARABILITY**

Should any part hereof or any provision herein contained be rendered or declared illegal by reason of any existing or subsequently enacted legislation or by a decree of a court of competent jurisdiction or any unfair labor practice by final decision of a labor relations board of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof. Nothing herein shall be construed to replace or abridge the right of either party to appeal court or administration decrees or decisions. In the event that any part or portion of this Agreement is declared illegal, the parties shall enter into negotiations, upon the request of either party, for the purpose of arriving at a mutually satisfactory replacement for such part or portion declared illegal. It is understood and agreed to that all other provisions of the Agreement remain in full force and affect. It is understood that any deviation to this Agreement made by any individual or Department Head must be agreed upon by the Board of Selectmen and the Union prior to action by either party.

### **ARTICLE XXVIII** **TERM OF CONTRACT**

This Agreement shall become effective on the first day of July 1, 2015 or such later date as the Agreement is ratified by the Union, and shall remain in full force and effect to and including June 30, 2018, and shall continue in full force and effect from year to year thereafter unless either party to this Agreement desires to terminate this Agreement or amend any of the terms or provisions of the Agreement. The party desiring to terminate or amend this Agreement must notify the other party to this Agreement in writing, and proposals to be

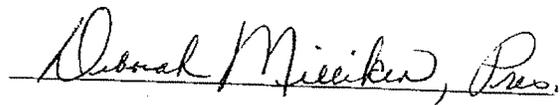
submitted, on or before May 1st of the year of expiration of this Agreement. Should either party to this Agreement serve such notice upon the other party as provided herein of a desire to amend this Agreement, the notice should be accompanied by a statement of the amendments desired. In such event, the parties will confer on or before April 1st of said year. During negotiations for amendments or for a new Agreement, this Agreement shall be binding upon the parties hereto and their successors.

EXECUTED as an approved agreement this 21 day of June 2016.

**BOARD OF SELECTMEN**

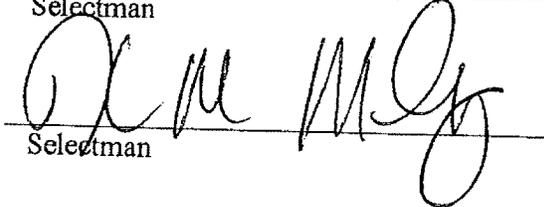
**EAST LONGMEADOW TOWN  
EMPLOYEES UNION**

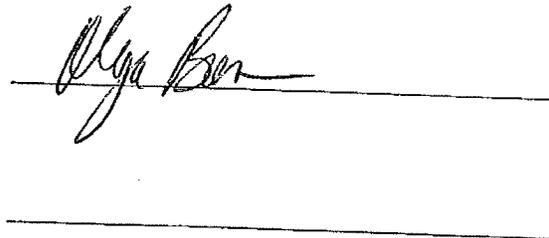
  
Chairman

  
Donald M. Miller, Pres.

  
Selectman

  
Mike Hall

  
Selectman

  
Olga Ben

07/05/2017 12:10 Town of East Longmeadow P 1  
 cilga.bones SALARY TABLES pmgrstep

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	YEAR	USE PCT
07/01/2017	TUNI TOWN UNION GR02	TOWN GRADE 2	H HOURLY	B BIWEEKLY	02	26.0000	7.50	75.00	10.00	1950.00	260.00	N	

Change was made by 2.0000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.0000	0.00	0.00
01	0.0000	12.5768	94.3260	943.26	943.26	24,524.76
02	0.0000	13.2714	99.5360	995.36	995.36	25,879.36
03	0.0000	13.9904	104.9280	1,049.28	1,049.28	27,281.28
04	0.0000	14.7458	110.5940	1,105.94	1,105.94	28,754.44
05	0.0000	15.5502	116.6270	1,166.27	1,166.27	30,323.02
06	0.0000	16.3913	122.9350	1,229.35	1,229.35	31,963.10

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	YEAR	USE PCT
07/01/2017	TUNI TOWN UNION GR03	TOWN GRADE 3	H HOURLY	B BIWEEKLY	02	26.0000	7.50	75.00	10.00	1950.00	260.00	N	

Change was made by 2.0000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.0000	0.00	0.00
01	0.0000	13.6614	102.4610	1,024.61	1,024.61	26,639.86
02	0.0000	14.3680	107.7600	1,077.60	1,077.60	28,017.60
03	0.0000	15.1603	113.7020	1,137.02	1,137.02	29,562.52
04	0.0000	16.0011	120.0080	1,200.08	1,200.08	31,202.08
05	0.0000	16.8666	126.5000	1,265.00	1,265.00	32,890.00
06	0.0000	17.7926	133.4450	1,334.45	1,334.45	34,695.70

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	YEAR	USE PCT
07/01/2017	TUNI TOWN UNION GR04	TOWN GRADE 4	H HOURLY	B BIWEEKLY	02	26.0000	7.50	75.00	10.00	1950.00	260.00	N	

Change was made by 2.0000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.0000	0.00	0.00
01	0.0000	14.7946	110.9600	1,109.60	1,109.60	28,849.60
02	0.0000	15.5990	116.9930	1,169.93	1,169.93	30,418.18
03	0.0000	16.4522	123.3920	1,233.92	1,233.92	32,081.92
04	0.0000	17.3539	130.1540	1,301.54	1,301.54	33,840.04
05	0.0000	18.3044	137.2830	1,372.83	1,372.83	35,693.58
06	0.0000	19.2916	144.6870	1,446.87	1,446.87	37,618.62

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	HRS/ PERIOD	DAYS/ PERIOD	DAYS/ YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR05	TOWN GRADE 5	H HOURLY	B BIWEEKLY	02	26.0000	7.50	75.00	10.00	1950.00	N
Change was made by 2.0000%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	16.0621	120.4660	1,204.66	31,321.16
02	0.0000	16.9273	126.9550	1,269.55	33,008.30
03	0.0000	17.8536	133.9020	1,339.02	34,814.52
04	0.0000	18.8406	141.3050	1,413.05	36,739.30
05	0.0000	19.8524	148.8930	1,488.93	38,712.18
06	0.0000	20.9490	157.1180	1,571.18	40,850.68

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	HRS/ PERIOD	DAYS/ PERIOD	DAYS/ YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR06	TOWN GRADE 6	H HOURLY	B BIWEEKLY	02	26.0000	7.50	75.00	10.00	1950.00	N
Change was made by 2.0000%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	17.4271	130.7030	1,307.03	33,982.78
02	0.0000	18.3776	137.8320	1,378.32	35,836.32
03	0.0000	19.3891	145.4180	1,454.18	37,808.68
04	0.0000	20.4371	153.2780	1,532.78	39,852.28
05	0.0000	21.5703	161.7770	1,617.77	42,062.02
06	0.0000	22.7162	170.3720	1,703.72	44,296.72

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	HRS/ PERIOD	DAYS/ PERIOD	DAYS/ YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR07	TOWN GRADE 7	H HOURLY	B BIWEEKLY	02	26.0000	7.50	75.00	10.00	1950.00	N
Change was made by 2.0000%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	18.9140	141.8550	1,418.55	36,882.30
02	0.0000	19.9375	149.5310	1,495.31	38,878.06
03	0.0000	21.0220	157.6650	1,576.65	40,992.90
04	0.0000	22.1799	166.3490	1,663.49	43,250.74
05	0.0000	23.3864	175.3980	1,753.98	45,603.48
06	0.0000	24.6539	184.9040	1,849.04	48,075.04



EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD YEAR	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR08	TOWN GRADE 8	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N

Change was made by 2.0000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	20.5225	153.9190	1,539.19	40,018.94
02	0.0000	21.6437	162.3280	1,623.28	42,205.28
03	0.0000	22.8258	171.1940	1,711.94	44,510.44
04	0.0000	24.0445	180.3340	1,803.34	46,886.84
05	0.0000	25.3727	190.2950	1,902.95	49,476.70
06	0.0000	26.6891	200.1680	2,001.68	52,043.68

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD YEAR	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR09	TOWN GRADE 9	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N

Change was made by 2.0000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	22.2652	166.9890	1,669.89	43,417.14
02	0.0000	23.4715	176.0360	1,760.36	45,769.36
03	0.0000	24.7391	185.5430	1,855.43	48,241.18
04	0.0000	26.1039	195.7790	1,957.79	50,902.54
05	0.0000	27.5419	206.5640	2,065.64	53,706.64
06	0.0000	29.0167	217.6250	2,176.25	56,582.50

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD YEAR	HRS/YEAR	DAYS/YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR10	TOWN GRADE 10	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N

Change was made by 2.0000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	24.1541	181.1560	1,811.56	47,100.56
02	0.0000	25.4702	191.0270	1,910.27	49,667.02
03	0.0000	26.8596	201.4470	2,014.47	52,376.22
04	0.0000	28.3341	212.5060	2,125.06	55,251.56
05	0.0000	29.8576	223.9320	2,239.32	58,222.32
06	0.0000	31.4905	236.1790	2,361.79	61,406.54

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD YEAR	HRS/PERIOD YEAR	DAYS/PERIOD YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR11	TOWN GRADE 11	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	26.2259	196.6940	1,966.94	51,140.44
02	0.0000	27.6395	207.2960	2,072.96	53,896.96
03	0.0000	29.1627	218.7200	2,187.20	56,867.20
04	0.0000	30.7227	230.4200	2,304.20	59,909.20
05	0.0000	32.4043	243.0320	2,430.32	63,188.32
06	0.0000	34.1715	256.2860	2,562.86	66,634.36

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD YEAR	HRS/PERIOD YEAR	DAYS/PERIOD YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR12	TOWN GRADE 12	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	28.4316	213.2370	2,132.37	55,441.62
02	0.0000	30.0036	225.0270	2,250.27	58,507.02
03	0.0000	31.6246	237.1850	2,371.85	61,668.10
04	0.0000	33.3429	250.0720	2,500.72	65,018.72
05	0.0000	35.1708	263.7810	2,637.81	68,583.06
06	0.0000	37.0964	278.2230	2,782.23	72,337.98

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD YEAR	HRS/PERIOD YEAR	DAYS/PERIOD YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR13	TOWN GRADE 13	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	30.8446	231.3350	2,313.35	60,147.10
02	0.0000	32.5263	243.9470	2,439.47	63,426.22
03	0.0000	34.3178	257.3840	2,573.84	66,919.84
04	0.0000	36.1581	271.1860	2,711.86	70,508.36
05	0.0000	38.1567	286.1750	2,861.75	74,405.50
06	0.0000	40.2284	301.7130	3,017.13	78,445.38

Change was made by 2.0000%  
No Dollar amount used.



07/05/2017 12:10  
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Town of East Longmeadow  
 SALARY TABLES

P 5  
 pmgrstep

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR14	TOWN GRADE 14	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	75.00	10.00	1950.00	N

Change was made by 2.0000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.0000	0.00	0.00
01	0.0000	33.4648	250.9860	2,509.86	2,509.86	65,256.36
02	0.0000	35.3049	264.7870	2,647.87	2,647.87	68,844.62
03	0.0000	37.2184	279.1380	2,791.38	2,791.38	72,575.88
04	0.0000	39.2535	294.4010	2,944.01	2,944.01	76,544.26
05	0.0000	41.3861	310.3960	3,103.96	3,103.96	80,702.96
06	0.0000	43.6285	327.2140	3,272.14	3,272.14	85,075.64

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR15	TOWN GRADE 15	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	75.00	10.00	1950.00	N

Change was made by 2.0000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.0000	0.00	0.00
01	0.0000	36.3163	272.3720	2,723.72	2,723.72	70,816.72
02	0.0000	38.3029	287.2720	2,872.72	2,872.72	74,690.72
03	0.0000	40.3867	302.9000	3,029.00	3,029.00	78,754.00
04	0.0000	42.5928	319.4460	3,194.46	3,194.46	83,055.96
05	0.0000	44.8959	336.7190	3,367.19	3,367.19	87,546.94
06	0.0000	47.3577	355.1830	3,551.83	3,551.83	92,347.58

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR16	TOWN GRADE 16	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	75.00	10.00	1950.00	N

Change was made by 2.0000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.0000	0.00	0.00
01	0.0000	43.1654	323.7410	3,237.41	3,237.41	84,172.66
02	0.0000	41.5447	311.5850	3,115.85	3,115.85	81,012.10
03	0.0000	43.8356	328.7670	3,287.67	3,287.67	85,479.42
04	0.0000	46.1999	346.4990	3,464.99	3,464.99	90,089.74
05	0.0000	48.7224	365.4180	3,654.18	3,654.18	95,008.68
06	0.0000	51.3914	385.4360	3,854.36	3,854.36	100,213.36



EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2017	TUNI TOWN UNION	GR17	TOWN GRADE 17	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N
Change was made by 2.0000%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	42.7513	320.6350	3,206.35	83,365.10
02	0.0000	45.0908	338.1810	3,381.81	87,927.06
03	0.0000	47.5405	356.5540	3,565.54	92,704.04
04	0.0000	50.1362	376.0220	3,760.22	97,765.72
05	0.0000	52.8661	396.4960	3,964.96	103,088.96
06	0.0000	55.7422	418.0670	4,180.67	108,697.42

07/01/2017	TUNI TOWN UNION	GR18	TOWN GRADE 18	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N
Change was made by 2.0000%												
No Dollar amount used.												

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	46.3828	347.8710	3,478.71	90,446.46
02	0.0000	48.9297	366.9730	3,669.73	95,412.98
03	0.0000	51.5863	386.8970	3,868.97	100,593.22
04	0.0000	54.4016	408.0120	4,080.12	106,083.12
05	0.0000	57.3508	430.1310	4,301.31	111,834.06
06	0.0000	60.4828	453.6210	4,536.21	117,941.46

07/01/2017	TUNI TOWN UNION	GR19	TOWN GRADE 19	H HOURLY	B BIWEEKLY	02	26.0000	7.50	10.00	1950.00	260.00	N
Change was made by 2.0000%												
No Dollar amount used.												

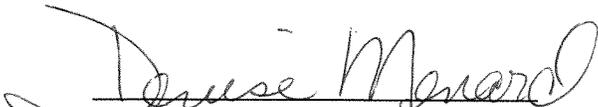
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	50.3312	377.4840	3,774.84	98,145.84
02	0.0000	53.0854	398.1410	3,981.41	103,516.66
03	0.0000	55.9734	419.8010	4,198.01	109,148.26
04	0.0000	59.0204	442.6530	4,426.53	115,089.78
05	0.0000	62.2377	466.7830	4,667.83	121,363.58
06	0.0000	65.6376	492.2820	4,922.82	127,993.32

Memorandum of Agreement

The Memorandum of Agreement ("Agreement") is entered into between the Town of East Longmeadow ("Employer") and the East Longmeadow Town Employees Union ("Union"). Together Employer and Union are referred to as the "Parties".

In consideration of the mutual covenants and promises set forth in this Agreement, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. The parties agree that, effective July 1, 2017, the position of Benefits Administration Clerk shall be removed from the Union due to the confidential nature of the position.
2. The Parties agree that the position shall be renamed to Human Resources Specialist with a new job description.
3. The Parties agree to post internally first to fill new position of Human Resources Specialist.
4. The Parties agree that the position of Administrative Services Manager for the Department of Public Works shall be put back into the Union, effective July 1, 2017.
5. The Parties agree that the Incumbent, Shirley Tancredi shall continue to follow the letter which outlines her salary & benefits as agreed, to dated September 14, 2015 but will otherwise have all of the protections of the Union.
6. Parties agree that once Shirley Tancredi vacates the position it will be placed at the appropriate grade depending on the outcome of the Clerical Wage study performed by the Collins Center..
7. This constitutes the full and complete agreement between the parties on the issue of removal from the bargaining unit.

  
Denise Menard, Town Manager

5/20/2017  
Date

  
Lori Hall, TEU President

5/20/17  
Date