

Agreement

between

The Town of Groton

and



Highway/Transfer Station/Water Employees Chapter

July 1, 2008 – June 30, 2011

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ARTICLE I – AGREEMENT

This Agreement is entered into by the Town of Groton, hereinafter referred to as the “Employer” or the “Town” and the Service Employees International Union Local 888 hereinafter referred to as the “Union”, has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of rates of pay, hours of work and other conditions of employment insofar as the same may be permissible by law.

ARTICLE II – RECOGNITION

The Employer recognizes the Union as the exclusive representative of the full-time and regular part-time employees of the Town of Groton in the classifications of Foreman, Mechanic, Water Technician, Heavy Equipment Operator, Equipment Operator/Laborer, and Truck Driver/Laborer in the Highway Department, Water Department and Transfer Station Department, but excluding all managerial, confidential, seasonal, and casual employees and all other employees. The above represents the unit certified by the Massachusetts Labor Relations Commission in Case No. MCR-01-4875 on May 17, 2001. As of December 10, 2001, the position of Laborer shall be recognized by the Town of Groton under this Agreement and/or Union.

ARTICLE III – AGENCY SERVICE FEES

Section 1. It is agreed that during the life of this Agreement and of any mutually agreed upon extension thereto the employee will, in conformity with the provisions of this Article, and as authorized by individual voluntary allotments, withhold Union regular dues payable by the members of the unit and will forward to the Union the amounts withheld.

Section 2. Employee Eligibility-an employee of the Town who is a member in good standing of the Union may authorize at any time an allotment from his pay to cover his regular dues to such membership that he meets all the following requirements:

- A. The employee regularly receives an established normal amount of pay on the regularly scheduled paydays of the Town and such normal pay is sufficient after legal deductions and other authorized allotments, to cover the full amount of the allotment for dues established in Section 3, below.
- B. The employee has voluntarily completed a request for such allotment from his/her pay.
- C. The employee is included in the recognized unit as shown under Article II – Recognition.

Section 3. Amount of Dues Deduction - the Union agrees to inform the Town in writing of the amount of its regular dues and of any subsequent change to be in that amount. It is agreed that for withholding purposes only one (1) change may be made in any period of twelve (12) consecutive months.

Section 4. Employees who choose not to become members of the Union within the effective date of this Agreement or after the date of beginning employment with the Town, whichever is later, shall be required to pay an agency fee as a condition of employment in accordance with the provisions, limitations and procedures of Massachusetts General laws, Chapter 150E, Section 12 and all pertinent federal and state regulations.

The Town's obligation is limited to making such deductions, if the amount of wages in the work period permit, and such obligations shall cease at the time that the employee is terminated, separated from employment with the Town. The Union shall hereby hold harmless the Town of Groton and indemnifies the Town from liability and costs incurred in implementing this Article.

ARTICLE IV – MANAGEMENT RIGHTS

Section 1. Unless an express specific provision of this Agreement clearly provides otherwise, the Town, acting through its Board of Selectmen or other duly authorized officials, retain all the rights and prerogatives it had prior to the signing of this Agreement by law to manage and control the performance of the below-described positions in Article II – Recognition.

By way of the example, but not limitation, management retains the following right to: Determine mission, budget and policy; determine the organization of its departments, the number of employees, the work functions and the technology of performing them; determine the numbers, type and grades of position or employees assigned to an organizational unit, work project, work assignment, or to any location, task, vehicle or building; determine the methods, means and personnel by which its operations are to be carried on; manage and direct employees; schedule and assignment of leaves; schedule and enforcement of working hours and work breaks; the change and schedule of shifts; maintain and improve orderly procedures and efficiency of operation; hire, promote, transfer and assign employees; or discipline or discharge employees for just cause; determine the equipment to be used; establish qualifications for ability to perform work in classes and/or ratings; take whatever actions may be necessary to carry out its responsibilities in emergency situations; determine the policies affecting the hiring, promotion, discipline and retention of employees; transfer, temporarily reassign employees to other shifts or duties; lay-off of employees in the event of lack of work or funds or under conditions where management believes continuation of such work would be less efficient, less productive or less economical.

An emergency is an event that requires immediate attention to protect the general public. These events could be an act of God, natural disaster or other unforeseen event that needs to be dealt with immediately to stabilize the situation. In such an event, the Town will call personnel or outside contractors that can respond immediately to stabilize the situation. Once the situation has

been stabilized and if more work is required, the Town will return to the required overtime distribution within the department.

Section 2. The Town retains the right to establish such rules and regulations as it may deem necessary for the operation of all departments whose employees are covered by this Agreement; and where relevant, any rules and regulations that may be necessary to govern and control provision of services by such department to the Town and its residents, provided that such rules and regulations shall not violate the terms of this Agreement.

ARTICLE V – NO STRIKE CLAUSE/NO LOCK-OUT

Section 1. The Union agrees that neither the Union nor any of its officers, agents or members, nor any employee covered by this Agreement, will call, institute, authorize, participate in or sanction, threaten to strike, work stoppage, slowdown, sick out, picketing, sympathy strike or other withholding of services, including so-called work-to rule, refusal to perform in whole or in part duties of employment, however established, and withholding of overtime services, including upon termination of this Agreement. Any employee who engages in such activity/actions may be subject to the disciplinary procedures. The Union further agrees that should any employee or group of employees covered by this Agreement engage in any such job action, the Union shall forthwith disavow such activity, refuse to recognize any picket line established in connection therewith, and take all reasonable means to induce such employee or group of employees to terminate any such job action.

Section 2. The Town shall have the right in addition to the remedies under Chapter 150E to enforce this article through court action or through administrative measures.

Section 3. The Town agrees that it will not “Lock Out” employees covered under this Agreement from employment.

ARTICLE VI – PAY CYCLE/WORK WEEK

Section 1. The pay cycle for the employees covered under this Agreement shall be on a bi-weekly pay.

Section 2. The workweek for the employees covered under this Agreement shall begin at 12:00 AM (Midnight) Sunday and conclude at 11:59 PM (Midnight) Saturday.

Section 3. The normal hours of work shall be from 7:00 AM to 3:30 PM, Monday through Friday except those employees who are engaged in special operations and for employees who accept a position with an alternate work schedule. A time clock shall be used to record all hours worked for each employee on a daily basis. If a time clock is not furnished by the employer, a weekly time sheet shall be submitted to the employer on the first day of the next work week. Hours may be changed during special circumstances to maximize efficiency of work force. Shift changes shall not be longer than two (2) weeks for any employee. The purpose of this is not

intended to reduce overtime but to allow departments to conduct business of the town more efficiently.

Section 4. All employees are required to report to work at the above stated times unless his/her immediate supervisor has adjusted those working hours.

Section 5. All bi-weekly pay stubs shall provide information for each employee's balance of Vacation, Earned Leave and Sick Time. The Union understands that the Town will implement this practice as soon as practicable. In addition, if a conflict and/or dispute arises, the employee's personnel records shall prevail over the employee's bi-weekly pay stub.

ARTICLE VII – WAGES

Section 1. Wages for all employees covered under this Agreement shall be contained in Appendix A, Wage and Salary Matrix.

FY'09	2%	Effective beginning July 1, 2008
FY'10	2%	Effective July 1, 2009
FY'11	2%	Effective July 1, 2010

The Town will adjust the step percentage increases to reach steps 9 and 10 from 2% to 3%. There will be no change in the number of years to remain on Step 9 (3 years) and Step 10 remains the final step in the scale.

Section 2. New employees hired to fill a vacancy covered under this Agreement shall be given one (1), six-month probationary appointment to the position at the applicable rate of pay. The Town may extend the initial probationary period for one (1) additional six-month period with thirty (30) days notice to the employee prior the end of the initial (6) six-month probationary period. All promotions for existing employees covered under this agreement shall be given a six-month probationary appointment to the position at the applicable rate of pay. If it is determined by the Employer, during any probationary period covered under this Agreement that the employee is not qualified to perform the work, said employee may be returned to their previous position and new employees shall be terminated as such. The Town reserves the right to extend any probationary period beyond the periods described above by notifying the Union in writing within thirty (30) calendar days of the end of said probationary period.

Section 3. When an employee is required to "Work out of Class" they will be compensated the following percent (%) above their current base rate as follows:

Non-Supervisory	4%
Supervisory	8%
(Foreman, Water Superintendent, Transfer Station Supervisor)	

"Working out of Class" will only be allowed upon the following conditions:

- A. If a temporary vacancy occurs due to an illness or injury to an employee where the employee is expected to be out sick or injured for more than (five) 5 days.
- B. If assigned by department head and approved by the Board of Selectmen or designee in writing to a higher position for a temporary period that will exceed 5 days.
- C. This section does not apply to vacancies created by vacations unless otherwise approved by the department head.
- D. When an employee is required to "Work out of Class" greater than five days, his/her pay shall be retroactive to day one of the "Working out of Class" period of time.

Section 4. The Town will consider upgrading an employee classified as a Truck Driver/Laborer to Equipment Operator after three years in the position of Truck Driver/Laborer and upon satisfactory written performance evaluations and obtaining applicable licenses.

Section 5. The Town will provide a Cross Connection Stipend of \$350 per year to one member of the Water Department.

ARTICLE VIII – OVERTIME

Section 1. Employees covered by this Agreement that work for the Highway Department or Water Department shall be paid overtime at a rate of one and one-half times (1½) the employee's regular rate of pay for all hours actually worked more than more than 8 hours in one day or forty (40) hours in one week. Employees covered by this Agreement that work for the Transfer Station shall be paid overtime at a rate of one and one-half times (1½) the employee's regular rate of pay for all hours actually worked more than forty (40) hours in one week. Overtime pay shall only be for the hours actually worked by the employee. All employees who work greater than the call out minimum for their department on Sundays in an emergency situation, as declared by the department head, shall be paid at the rate of two (2) times their regular rate of pay for all hours worked.

Scheduled overtime for the Water Department employees for all weekend and holiday plant operations shall be paid at a two (2) hour minimum effective January 1, 2006.

The department head for each respective department covered by this Agreement shall authorize all overtime in advance. Emergency overtime for the Highway Department shall begin at the time the employee reports to building facilities that they normally report to on a daily/regular basis and shall be paid at a four (4) hour minimum.

Overtime minimums will not be paid during the Employees normally scheduled work day if the overtime period and regularly scheduled work shift overlap.

Section 2. Winter Sanding & Plowing Overtime: All Highway Department Employees shall be engaged in Winter Snow Plowing and Sanding Operations from November 15th through April 15th and will be required to be on emergency call back within sixty (60) minutes or less to the Highway Department Facilities.

The Highway Surveyor may permit vacations during this period in advance if the employee adheres to the sixty (60) minute call back provision. The Highway Surveyor may approve up to one employee at a time to be on vacation without adhering to the 60 (sixty) minute call back provision.

Sanding Operations will be on a rotating basis as determined by the Highway Surveyor. The rate of compensation for emergency on-call amounts will increase by \$5 effective July 1, 2008; an additional \$5 effective July 1, 2009; and an additional \$10 effective July 1, 2010. The rate of compensation for Emergency Stand-by sanding operations shall be \$130.00 per week effective July 1, 2008; an additional \$5.00 effective July 1, 2009; and an additional \$10 effective July 1, 2010. Employees who are not engaged in the Sanding Operations rotation shall remain on a call back basis for storms that require the plowing of snow or other duties/operations that may be required. Any employee who does not adhere to this guideline will be subject to disciplinary procedures. The rate of compensation for emergency stand-by for plow operations shall be \$80.00 per week effective July 1, 2008; an additional \$5.00 effective July 1, 2009; and an additional \$10 effective July 1, 2010.

Section 3. Employees who work for the Water Department and Transfer Station that wish to participate in the Winter Sanding and/or Plowing Operations must notify the Highway Surveyor by November 1st of each year and adhere to Section 2, as described above. Winter Plowing and/or Sanding Operations are optional for employees of the Transfer Station and Water Department. In addition, the employee shall have the approval of his/her immediate supervisor prior to November 1st of the winter plowing and sanding operations with the understanding that their primary functions remain with their respective Department. If an employee does not adhere to the Winter Sanding and/or Plowing Operation procedures established in Section 2, they may be terminated from the Winter Sanding and/or Plowing Operations Rotation for the balance of the winter season by the Highway Surveyor.

Section 4. If an opportunity arises which creates an opening from either a regular employee or a regularly scheduled outside contractor during a snow event, the opening shall be offered to the employees under this contract, not signed up for plowing or sanding, before going to an outside source.

Section 5. Emergency coverage for employees covered under this Agreement who commence work from 12:00 A.M (Midnight) to the start of their regularly scheduled work shift and/or work day shall remain on time and one-half until the employee receives an eight (8) hour break in service. In addition, if the employee is sent home prior to completing their regularly scheduled work shift, he/she shall receive their regular rate of pay through the end of that shift. Short-term overtime, scheduled overtime and normal call-outs shall remain at the same rates of pay as described under other sections of this Agreement.

If an employee works more than 12 hours in a 24 hour period, double time will continue until the employee has received a 6 hour break. Only hours actually worked will be applied to calculate double time. Only hours actually worked during an incidental call-in will be applied to calculate double time.

For incidental overtime on Sundays a four (4) hour minimum (regular call out) at a rate of time and one half (1 ½) times the employee's rate will apply.

ARTICLE IX– EMERGENCY ON-CALL PAY: WATER DEPARTMENT

Section 1. The Water Department has established an Emergency On-Call “Paging” Policy in order to effectively operate the functions of its respective Department during nights, weekends, holidays and other non-working periods. The Emergency On-Call procedures shall be established by the respective Department Head.

Section 2. The rate of Compensation for the Emergency On-Call pay for the Water Department employees shall be \$150 per week with a minimum call out of two (2) hours that will be effective after the conclusion of the Fall Town meeting. An additional \$12.50 will be effective July 1, 2009 and an additional \$12.50 effective July 1, 2010. Overtime pay shall not be paid during the Employees regularly scheduled work shift.

Section 3. Remote monitoring of the Water Department Facilities after hours shall be compensated as stated above and shall include remote monitoring calls during this period. Re-occurring remote monitoring calls shall not be compensated. If the employee is required to physically respond to the facility, compensation shall be at a minimum of two (2) hours.

ARTICLE X – LONGEVITY

Section 1. The Town agrees to pay annually, on the employee's anniversary date, the following amounts of money to each employee for his/her years of service, years of service to be computed as follows:

<u>Years of Service</u>	
Beginning the 11 th – 15 th	\$250.00
16 th – 20 th	\$500.00
21 st plus	\$1,000.00

ARTICLE XI – EXTREMES OF WEATHER

Section 1. Recognizing the importance of protecting the health and safety of its employees, the Town of Groton will schedule and/or modify the work during extremes of weather so that the health and safety of its employees will not be endangered. Each respective Department shall take into consideration the duties that may need to be performed prior to modifying the duties and/or work schedule.

ARTICLE XII – MEAL AND BREAK PERIODS

Section 1. All employees shall be granted a thirty (30) minute unpaid meal period for each daily work shift. Any employee, who is required to work through his/her normally scheduled meal period, shall be granted thirty (30) minutes to eat as soon as practicable. In addition, each employee during his or her regularly scheduled eight (8) hour work shift shall be granted two ten (10) minute coffee break, one in the AM and one in the PM.

Section 2. Time for meal periods and coffee break begins from when work ceases until duties are resumed. Ten minutes of travel time for the employees' lunch break will be permitted if needed and determined necessary by the supervisor.

ARTICLE XIII – SICK LEAVE

Section 1. Sick leave will accrue at eight (8) hours per month and is intended to be used to protect an employee's earnings during periods of non-job related sickness or injury, exposure to contagious disease or when an employee is to undergo medical, optical or dental procedures or of non-job connected disability. An employee shall notify his supervisor, or shall indicate to his supervisor that he wishes to access an alternate method of disclosure including HIPPA officer or personal physician, as early as possible, before the start of the workday of his illness, stating the nature of the sickness or injury, time expected to be incapacitated and when he/she expects to return to work. Failure to notify the Department Head before the starting time, except in unforeseen circumstances, could result in the employee being charged with leave without pay.

An employee may take sick leave to care for a family member for whom that employee is the primary care giver as defined as spouse, child, parent, grandparent, or grandchild residing in the employee's primary residence. If the employee is out for two or more consecutive scheduled work days to care for a family member, then he/she may be required to present a doctor's note.

Section 2. The employer may require an independent medical evaluation paid for by the Town.

Section 3. Every employee must obtain a medical certificate for sick leave in excess of three (3) working days in order to receive payment. In addition, if the Town identifies what appears to be a pattern of inappropriate sick leave use, the Town may require an employee to provide a doctor's certificate for each future use of sick leave during the following six (6) months, provided the Town first issues a written warning to the employee notifying him/her that if any sick leave is taken during the following six (6) months may require a doctor's certificate.

Section 4. The term "sickness or injury" shall not include disability resulting from a sickness or injury covered by workers compensation, except as provided by law.

Section 5. Abuse of sick leave is subject to disciplinary measures up to and including dismissal.

Section 6. For employees hired after the conclusion of Fall Town Meeting, October 20, 2008, the maximum accruals for sick leave accruals will be 180 days or 1440 hours. The maximum

accruals would be based on continuous service which is defined as an uninterrupted period of town employment in a benefits eligible position. An employee transferring from one department to another without a break in service shall receive credit for sick accruals for his/her total time in a benefits eligible position with the Town of Groton.

ARTICLE XIV – PERSONAL DAYS

Section 1. Employees covered by this Agreement will be entitled to three (3) personal days per year. Personal days will be granted to those employees that are in a benefits eligible position, which is defined as working twenty (20) or more hours per week. For those employees working less than forty (40) hours per week, personal days will be pro-rated, based on a forty (40) hour work week.

Section 2: Employees hired prior to July 1, 2008, will receive the three (3) pro-rated personal days on the date of the ratification of this contract. After the conclusion of Fall Town meeting, three (3) personal days will be pro-rated to June 30, 2009. Effective annually every July 1, thereafter, employees will receive three (3) personal days.

Section 3: Employees hired on or after July 1, 2008, will receive three (3) pro-rated personal days beginning one (1) year from their date of hire to the following June 30. Effective annually every July 1, thereafter, employees will receive three (3) personal days.

Section 4: Employees under this agreement will continue to accumulate earned leave time under the existing policy until the conclusion of Fall Town meeting. The accumulated earned leave time must be used by June 30, 2009 or the employee will lose it. The employee must have prior approval from the supervisor to take earned leave time.

Section 5: An employee must get prior approval from his/her supervisor before taking personal day(s). Personal days must be taken by June 30th within each fiscal year or the employee will lose them; personal days not taken will not be compensated. Personal days must be taken in one (1) hour increments. Personal days will not be used to alter an employee's work schedule on a regular basis or recurring basis.

ARTICLE XV – BEREAVEMENT LEAVE

Section 1. Each employee in the bargaining unit shall be granted leave without loss of pay in the event of a death in his/her immediate family. Such leave shall be for up to three (3) working days commencing with the day of death, upon the supervisor's discretion. For purposes of the article the term "immediate family" shall mean and include the following: grandfather, grandmother, father, mother, husband, wife, brother, sister, son, daughter, grandson, granddaughter, in a natural in-law or step relationship or any other relationship between an employee and another person which is characterized by mutual responsibility and suppose generally associated with familial relationship.

Section 2. This leave shall not be charged against other accrued time.

ARTICLE XVI – JURY DUTY

Section 1. Permanent employees who are called for jury duty and respond are eligible for jury leave. Jury duty leave benefits are effective immediately upon employment for new permanent employees.

Section 2. Employees on jury duty shall be paid the difference (if any) between the compensation he or she would have received and the compensation received from the court (excluding travel allowance). For employees paid on an hourly rate, pay is based on the number of hours normally scheduled on those days. In all cases, the court statement detailing compensation must be presented to the supervisor and Town Accountant in order to receive any additional compensation for which the employee may be eligible. A copy of the statement shall be placed into the employee file maintained by the immediate supervisor.

ARTICLE XVII – MILITARY LEAVE

Section 1. Town of Groton shall follow the Uniform Services and Reemployment Rights Act of 2004 or any subsequent revision(s) for employees in the Armed Forces, the Reserves, and the National Guard eligible for Military Leave.

Section 2. Employees are required to provide the Board of Selectmen or designee and their supervisor with as much advance notice of military service as soon as possible unless military necessity prevents the giving of notice.

Section 3. Employees on military leave under Chapter 149 S. 52A shall be paid the difference (if any) between the compensation he or she would have received and his or her military pay not to exceed seventeen days in any one calendar year. For employees paid on an hourly rate, pay is based on the normal number of hours the employee is usually paid for forty (40) hours. The military earning statement must be presented to the supervisor and the Town Accountant in order to receive any additional compensation for which the employee may be eligible.

ARTICLE XVIII – HOLIDAYS

Section 1. The following shall be recognized and observed as paid Holidays:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
President's Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

Section 2. Should a holiday fall on a Saturday, the preceding Friday will be the recognized holiday. Should a holiday fall on Sunday, the following Monday will be the recognized holiday.

Section 3. Pay for the holiday will be at the employee's normal straight time rate for the regularly scheduled hours normally worked. Permanent employees required to work on recognized holidays would be paid time and one half for the hours worked. Employees required to perform Emergency work on the celebrated Thanksgiving Day, Christmas Day , and New Year's Day shall compensated at two (2) times their regular rate of pay.

Section 4. In order to be eligible for holiday pay, the employee must work a full day preceding and following the holiday unless excused by his/her respective Department Head. If an employee utilizes a sick day that falls immediately before and/or after a holiday, the employee may be required to supply the Town with a medical certificate verifying his/her illness or the employee may not be paid for the holiday and/or the sick day if a pattern and/or multiple occurrences have happened.

Section 5. For Transfer Station employees, should a Holiday fall on an employee's regularly scheduled day off, the employee will be entitled to a compensatory day off up to 30 days prior, or up to 30 days after the holiday is recognized, as long as it is in the same fiscal year and is approved by the supervisor.

ARTICLE XIX – VACATIONS

Section 1. Members of the bargaining unit subject to length of service requirements listed below shall be granted an annual vacation with pay. The scheduling of vacation leave shall be at the discretion of the head of the department at such times as will cause the least interference with the performance of the regular work of the department. It is intended that employees eligible for vacation time shall utilize their annual vacations as such. All requests for vacation time shall be submitted in writing at least two (2) weeks in advance of the dates requested by the employee.

Section 2. Vacation shall accrue on a monthly basis according to the schedules below.

a) Employees hired prior to July 1, 2008, will have the following maximum accruals:

<u>Years of Service</u>	<u>Hours per Month</u>	<u>Annually</u>	<u>Maximum Accumulation</u>
Through five (5) complete years of service	6 2/3	10 days	160 hours or 20 days
Beginning the 6 th year of continuous service through the 10 th year of continuous service	10	15 days	240 hours or 30 days
Beginning the 11 th year of continuous service through the 15 th year of continuous service	13 1/3	20 days	320 hours or 40 days
Beginning the 16 th year of continuous service and thereafter	16 2/3	25 days	360 hours or 45 days

The effective date for the reduction in maximum accruals will be at the conclusion of the Fall Town Meeting. Employees will have two years from the date of the ratification of this contract at the Town Meeting to use up any excess accruals over the new maximum accruals. For example: If an employee has 50 days of accrued annual vacation time, and the new maximum accruals are 40 days of accrued annual vacation time, the employee will have two years to take the excess 10 days vacation time.

b) Employees hired on or after July 1, 2008, will have the following maximum accruals:

<u>Years of Service</u>	<u>Hours per Month</u>	<u>Annually</u>	<u>Maximum Accumulation</u>
Through five (5) complete years of service	6 2/3	10 days	160 hours or 20 days
Beginning the 6 th year of continuous service through the 10 th year of continuous service	10	15 days	240 hours or 30 days
Beginning the 11 th year of continuous service through the 15 th year of continuous service	13 1/3	20 days	280 hours or 35 days
Beginning the 16 th year of continuous service and thereafter	16 2/3	25 days	280 hours or 35 days

"Continuous service" is an uninterrupted period of town employment on a permanent basis. An employee transferring from one department to another without a break in service shall receive credit for vacation purposes for his/her total time of permanent employment to the Town of Groton.

Section 3. No employee shall receive vacation pay and regular pay for the same period of time. Vacation pay shall be computed at straight time rates for the regular forty (40) hour week. Vacation must be taken in 4 hour increments.

Section 4. Upon termination of employment, said employee shall be paid for any earned but unused vacation time.

ARTICLE XX – CLOTHING UNIFORMS, SAFETY AND FOUL WEATHER GEAR

Section 1. It is understood that the Highway Dept, Transfer Station and Water Department have different needs/requirements in clothing and gear and is addressed as follows:

Section 2. Highway Department and Transfer Station – Uniforms:

Uniforms from a rental or lease service will be provided and paid for by the Town of Groton. This will consist of colors and styles suitable for the job as directed by the respective Department Head. They will be of sufficient quantity so the employee has clothing while the rest is being cleaned by the contracted service. Incidental clothing such as up to ten (10) t-shirts and up to six

(6) sweatshirts will be provided on an annual basis. Uniforms that are provided will be worn during the workday or the employee will not be paid for the day until he/she returns to work wearing the required uniformed clothing unless prior approval and appropriateness of clothing has been met. Highway Dept. employees may wear hemmed shorts during summer if approved by the Highway Surveyor. Cut-off shorts, gym shorts and cut-off shirts are not acceptable.

Section 3. Water Department – Uniforms:

Employees regularly employed under the direction of the Water Department shall be entitled to purchase up to \$400.00 per Fiscal Year of clothing as approved in the Clothing Policy. The Superintendent shall pre-approve all clothing expenditures. Tee shirts, blue jeans and shorts will not be acceptable clothing during work hours.

Section 4. Safety Boots:

Safety boots of good quality will be worn by employees at all times. Style and or type may vary as long as they are acceptable to the respective Department Head. The Town will reimburse the employee up to \$200.00 per Fiscal Year for the required safety boots. Employees may charge boots at a town approved location or may be reimbursed for the purchase with required receipt. In no case shall the cost exceed \$200 per Fiscal Year. Due to the hazardous nature of some materials and the abrasive nature of the materials they work in, the Board of Health may expend additional funds for its employees in any fiscal year for safety boots as may be deemed necessary. Boots will be worn to work or the employee will not be paid for the day until he/she returns to work wearing proper safety boots and/or foot wear.

Section 5. Safety and Foul Weather Protective Gear:

Safety equipment, foul weather and protective gear will be provided to all employees in each department. This may include but is not limited to rain gear, hard hats, gloves, safety vests, hearing protection, rubber boots, safety glasses (non-prescription), cold weather gear and/or any other items depending on circumstances. Items will be provided and/or replaced as necessary and done so by the Town of Groton. Safety equipment that is provided will be used when necessary or the employee will not be paid for the day until he/she returns to work wearing the proper equipment as may be to perform the required duties.

Section 6. Eye Glasses:

The Town will reimburse up to 75% of basic prescription safety glasses, not to exceed \$200.00 annually for those employees required to wear such glasses full time. Prior approval is required by the Department Head. The Town is not responsible for damaged safety prescription glasses outside of work.

Section 7. Safety Committee:

The Town and the Union shall agree to create a safety committee comprised of 4 members (two from the Town and two from the Union) who shall meet from time to time and/or as may be required to discuss safety related concerns/practices.

ARTICLE XXI – LICENSES AND LOSS OF LICENSE

Section 1. Each employee shall maintain all licenses required to perform their duties. A copy of all licenses, including driver's license must be supplied to the department head on July 1st of every year. The Town reserves the right to verify licenses twice a year through the Department of Motor vehicles. The Town will utilize the Department of Vehicles, "Driver Vehicle System" or its successor program in order for the Town to verify the current active status of Town employee's driver license. Each employee under this Agreement shall submit their name, date of birth, and license number to the Town so the Town can prove verification of the active status of the license. Loss or suspension of any license must be reported to the employee's supervisor immediately. If the supervisor is not notified then disciplinary action up to and including termination may follow.

Section 2. Employees working within the Water Department shall be required to obtain and maintain their Water Operators License as defined under 236 CMR 2.00 through 5.00. The Town of Groton shall pay for all of the required training sessions in order for the employee to maintain said license. All required training sessions shall be pre-approved by the Department Head prior to enrollment in said course/training session.

Section 3. Employees may be required to obtain new licenses and/or additional licenses in order to perform their duties. The Town may provide the employee sufficient time and training to obtain said license. This Agreement shall not prevent the Town from requiring the employees to obtain these new and/or additional licenses.

Section 4. The Town agrees to reimburse employees covered under this Agreement the cost of renewing the licenses required by the Town as a condition of employment. Furthermore, the Town shall reimburse employees for any new licenses that may be required of the employees to perform their duties. Driver license renewal fees (below Class B license) are not reimbursable. The Town will reimburse the cost of renewal of a hydraulic license if the license is utilized by the employee on behalf of the Town.

ARTICLE XXII – TRAINING AND DEVELOPMENT

Section 1. The Town of Groton agrees to reimburse for all tuition and books for all such job-related courses and/or seminars taken by employees covered by this Agreement which are pre-approved by the respective Department Heads in advance and if such funds are available. All such requests shall be made in writing prior to consideration by the Department Head. The maximum amount for course work shall be \$250.00 per employee per year. A letter grade of "B-" or better must be obtained in order for the employee to submit for reimbursement. Training required to maintain licenses shall not be covered under this Article.

ARTICLE XXIII – SENIORITY

Section 1. Seniority for all employees covered under this Agreement shall be measured from the date of regular full-time employment. Seniority shall not be broken by vacation, sickness or injury, layoffs, suspension, military leave and/or any other authorized leave. If an employee resigns or is discharged for just cause, he/she shall lose all seniority.

Section 2. Bargaining unit seniority shall be utilized for the purposes of layoff, vacations and promotions. For the purpose of layoffs, management reserves the right to retain employees in job categories where there is either (1) a single employee or (2) a skill that the department cannot replace. Promotions shall be made on the basis of qualifications and ability. If qualifications and ability are equal, seniority will be the final and deciding factor. Departmental seniority shall be utilized for the purposes of overtime.

ARTICLE XXIV – GRIEVANCES

Section 1. For the purpose of this Agreement a grievance shall be defined as a complaint between the Employer and the Union and/or any employee involving only a specific violation of contractual language regarding a specific provision of this Agreement. The Town and the Union agree to use every reasonable effort to prevent grievances from arising and to accomplish just and reasonable settlements.

Section 2. A written description of the grievance and the section of the contract grieved must be presented within fourteen (14) calendar days of the time of the occurrence of the alleged contract violation and must be processed in accordance with the steps, time limits and conditions set for the below in this article.

- (a) Step 1 - Informal Procedure – Any grievance will first be presented to the immediate supervisor. That supervisor will make whatever investigation he deems necessary to clarify the matter in question and to resolve the issue. His decision will be made as soon as practicable after full discussion with the parties concerned, but not later than seven (7) calendar days from the date of the presentation of the grievance. Every attempt should be made by both parties to settle the grievance at this informal step. The decision by the supervisor shall be in writing. An employee aggrieved at Step 1 shall receive a majority vote of the Grievance Committee prior to progressing to Step 2. Copies of the vote must be presented to the respective Department Head prior to progressing to Step 2.
- (b) Step 2 – Formal Procedure – If not satisfactorily settled at Step 1, the employee shall take up the matter in writing and signed by said member within seven (7) calendar days and presented to the Personnel Relations Review Board or the Town Manager if the Personnel Relations Review Board is unavailable. Within fourteen (14) calendar days after receipt of the grievance, the Personnel Relations Review Board or the Town Manager shall meet to discuss the grievance with the employee and/or grievant and the immediate supervisor of the employee. An investigation or inquiry into the

grievance shall be made with all parties outlined above, and it may, at its discretion, hold public and/or private hearings with respect to such investigation. A decision will be rendered within thirty (30) calendar days and submitted in writing to all concerned parties.

- (c) Step 3 – Formal Procedure – If the employee is not satisfied with the Town Manager /Personnel Relations Review Board’s decision at Step 2, an appeal may be made to the Board of Selectmen. The employee and/or Union must receive a majority vote of the grievance committee prior to progressing to Step 3. Copies of the vote to proceed to Step 3 must be presented to the Town Manager prior to progressing to Step 3. The appeal shall be in writing and submitted within seven (7) calendar days after the date the aggrieved received the Step 2 decision. The Board of Selectmen shall conduct a hearing within fourteen (14) days of receipt of the appeal. After such meeting with the Board of Selectmen, a decision will be rendered in writing by the Board of Selectmen within thirty (30) calendar days.
- (d) Step 4 – Appeal Procedure – If no satisfactory settlement of the grievance is made at Step 3, an appeal to arbitration may be made by written notice within thirty (30) calendar days after receipt of the answer in Step 3. The employee and/or Union must receive a majority vote of the grievance committee prior to progressing to Arbitration. Copies of the said vote shall be presented to the Board of Selectman. The appeal to arbitration shall be in accordance with the procedure and conditions set forth in Article XXVI.

Section 3. All time limits provided from herein may be extended by mutual agreement. Failure of the Town to observe the time limits with respect to any step in the grievance procedure shall entitle the grievant to advance the grievance to the next step. Failure of the grievant to observe the time limits provided for herein shall constitute withdrawal of the grievance.

Section 4. Any grievance that has not been processed through the informal step may not be processed through the formal step(s). Any grievance not processed through Step 2 above may not be processed to the Board of Selectmen.

Section 5. The Arbitrator shall be without any power to alter, amend, add to or modify any of the terms or provisions of this Agreement.

Section 6. Unless mutually agreed otherwise, identical grievances to which this article applies will be processed under the procedures of this article by having one (1) grievance processed, the result of which will be binding on the other grievant. Identical grievances herein referred to are those where the dissatisfaction expressed and relief requested are the same.

ARTICLE XXV – DISCIPLINARY ACTION

Section 1. No employee shall be discharged, demoted, suspended, or disciplined in any way except for just cause.

Section 2. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before another employee or the public.

Section 3. Progressive disciplinary measures shall include the following: Oral reprimand; Written reprimand; Suspension; Demotion; Discharge.

Section 4. Oral and written reprimands are entered into the employees file, and if no further infraction occurs after a period of 12 months, the oral or written reprimand shall be removed from his/her personnel file. If an additional infraction occurs within the 12 months, all infractions in that period shall remain in the file

Section 5. An employee subject to such adverse personnel actions of demotion, suspension or dismissal shall be afforded the opportunity to appear before the Board of Selectmen and be heard concerning such action. An employee must request a hearing before the Board of Selectmen within 7 days of receiving the demotion, suspension or dismissal. Failure of the Employee to observe the 7 day time limit shall constitute withdrawal of the appeal.

Section 6. Nothing in this article shall prevent the Town from issuing more serious disciplinary action up to and including discharge for an employee's first offense if such serious disciplinary action is warranted.

Section 7. Oral reprimands cannot be grieved beyond Step 1. Written reprimands cannot be grieved beyond Step 2.

ARTICLE XXVI – ARBITRATION

Section 1. If the Town and the Union fail to settle any grievance processed in accordance with the Grievance Procedure of Article XXIV of the Agreement, then such grievance shall, upon written request by either the Town or Union be referred to arbitration before the American Arbitration Association. Such written request must be submitted according to Article XXIV, Section 2(d).

Section 2. The arbitrator shall render a decision only on issues specifically defined and directly related to cases involving the alleged specific and direct violation of language of a specific provision of this Agreement. In arbitration a grievance, the arbitrator shall not change, modify, alter, delete or add to the provisions of this Agreement, nor shall any decision be contrary to applicable law.

Section 3. The fee and expenses of the arbitrator shall be shared equally by the Town and the Union. Employees of the Town, who appear as representatives or as witnesses for the Union, must request time off 30 days in advance and shall not receive pay unless vacation or earned leave is granted by the Town. Travel expense shall not be paid by the Town.

ARTICLE XXVII – UNION REPRESENTATIVES

Section 1. The Town agrees to recognize the officers and two stewards of the Union. It is expressly agreed and understood that no travel expense or overtime pay chargeable to the Town will be authorized to Union officers or steward in the performance of their functions as representatives of the Union.

Section 2. The Union shall supply the Town in writing within five business (5) days, and shall maintain with the Town, on current basis, a complete list of names of the Union representatives.

Section 3. Time off during working hours may be authorized for Union representatives without loss of pay when required to transact Union business during work hours. The Union officer shall first obtain permission from the Department Head and inform him/her of the nature of the business and approximate time required. Permission to leave the job will be granted promptly, unless such absence would cause an undue interruption of work. Union representatives who have been granted permission under this Section to leave the job will on their return promptly report to the Head of the Department.

ARTICLE XXVIII – BULLETIN BOARDS

The Union shall be permitted to the use of a designated location for a Bulletin Board to post routine business notices. The Town Manager and/or Department Head shall provide one suitable, mutually agreed upon location for the Bulletin Board. It is also agreed upon that it shall be improper to post inflammatory or inappropriate materials, written or otherwise, on such bulletin boards.

ARTICLE XXIX – HEALTH INSURANCE

Section 1. EPO-The Town will pay 80% of health insurance premiums. Employees will pay 20% of the health insurance premiums.

Section 2. PPO-The Town will pay 50% of health insurance premiums. Employees will pay 50% of the health insurance premiums.

ARTICLE XXX – WAIVER

The parties hereby acknowledge that during the negotiations, which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to all other proper subjects of collective bargaining, and that all subjects have been discussed and negotiated upon and the Agreement contained in this contract were arrived at after the free exercise of such rights and opportunities. Therefore, the Town of Groton and the Union for the life of this Agreement, each voluntarily and without qualification, waive the right and each agrees the other shall not be obliged to bargain collectively with regard to any subject or matter

referred to or covered in this Agreement, except by mutual agreement or to the extent allowed under G.L. c. 150E.

Should the Union allege a change in the terms and conditions of employment inconsistent with G.L. c. 150E, it shall have ten (10) calendar days from the date that it knew or should have known of any alleged change to request bargaining over such alleged change.

The failure of the Employer or the Union to insist, in any one or more incidents, upon performance of any of the terms, or conditions of this Agreement shall not be considered as a waiver or relinquishment of the rights of the Employer or of the Union to future performance of any such term or condition, and the obligations of the Employer and the Union to such future performance shall continue in full force and effect.

No agreement, understanding, alteration or variation of the agreements, terms or provisions herein contained shall bind the parties hereto unless made and executed in writing by the parties hereto.

ARTICLE XXXI – SEPARABILITY

In the event that any said provision of this Agreement at any time shall be declared invalid by a court of competent and final jurisdiction, such decision shall not invalidate the entire Agreement. It being the express intention of the parties hereto that all other provisions, not so declared invalid, shall remain in force and effect; and said provisions and/or articles so declared invalid shall be immediately opened for further negotiations by the parties hereto for the purpose of adjusting the same. In the event that mandatory state and/or federal law are enacted after the effective date of this Agreement which materially changes the obligations of either party hereto, the effective party shall have the option to reopen negotiations for the purpose of adjusting the same.

ARTICLE XXXII – USE OF TOWN PROPERTY

The Town will provide a meeting location for union members to conduct union business, with prior approval. Equipment and/or other resources for the Union to conduct its business under this Agreement shall not be provided.

ARTICLE XXXIII – PRIOR EMPLOYMENT CONDITIONS

The Town and the Union agree that the following is a complete list of prior conditions of employment (“Past Practices”), except as may be provided elsewhere in this contract:

1. Sexual Harassment Policy
2. Alcohol and Controlled Substances Use Policy for Safety Sensitive Drivers
3. Dress Code Policy – Water Department

4. Vehicle Use Policy – Water Department and the Town of Groton
5. Emergency Call-Out Policy – Water Department
6. Job Descriptions – All Departments
7. Vacation Policy – Highway Department
8. Compensatory Time – Highway Department
9. Hiring of Seasonal/Casual Employees and subcontractors – All Departments
10. Use of Town owned buildings
11. Policies adopted by the Board of Selectman

The Town and Union will have one year from date of signing this Agreement or the appropriate votes at any Town Meeting to determine if there are other past practices which should be included in this section. If it is found that there are other possible past practices, both parties agree to sit down and comprise all past practices as may be practicable.

ARTICLE XXXIV – JOINT LABOR/MANAGEMENT COMMITTEE

There shall be a joint labor/management committee comprised of three (3) representatives from management and two (2) representatives from the Union. The committee may meet twice a year, unless the parties agree otherwise, to discuss items of concern at any time during the life of this agreement.

ARTICLE XXXV – DISTRIBUTION OF CONTRACT


The Town hereby agrees to make one (1) copy of this Agreement and forward it to the President of the Union for distribution to the membership of the Union. The Town will not be responsible for the distribution and/or copies for members of the Union.

ARTICLE XXXVI – DURATION OF AGREEMENT

This Agreement shall be effective upon execution by both parties and approved at a vote of Town Meeting for a period beginning July 1, 2008 up to and including June 30, 2011 and thereafter for a successive one (1) year period unless one of the parties hereto on or before the 180th day prior to such termination date, or any subsequent termination thereafter, shall notify the party hereto in writing by Certified Mail of its desire to modify, amend or terminate the same.

In witness thereof the parties hereto, set their hands:

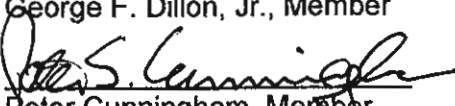
FOR THE TOWN OF GROTON


Joshua A. Degen, Chairman


Stuart M. Schulman, Vice Chair


Anna Eliot, Clerk

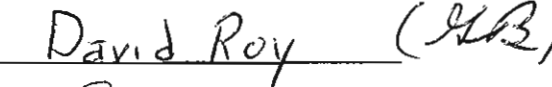

George F. Dillon, Jr., Member


Peter Cunningham, Member

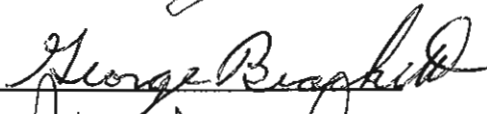
DATE: 2/17/09

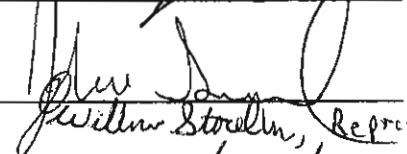
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 888


Susana Segat, President SEIU Local 888


David Roy (H.B.)


Ben Sumner


George Bragdon


William Strollin, Representative SEIU 888

DATE: 2/17/09

APPROVED AS TO FORM: _____ TOWN COUNSEL

David Doneski

DATE: _____

WAGE SCHEDULE

Fiscal Year 08 Amended (Baseline)

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10
<i>Laborer</i>	13.91	14.30	14.72	15.16	15.62	16.09	16.57	17.06	17.57	18.10
<i>Truck/Driver</i>	15.28	15.74	16.21	16.71	17.23	17.72	18.25	18.80	19.36	19.94
<i>Laborer</i>										
<i>Equip</i>	19.06	19.64	20.23	20.84	21.46	22.11	22.76	23.45	24.15	24.88
<i>Op/Laborer</i>										
<i>H.E. Op/Labor</i>	19.44	20.03	20.64	21.25	21.89	22.54	23.22	23.92	24.64	25.38
<i>Sr. Technician:</i>	19.44	20.03	20.64	21.25	21.89	22.54	23.22	23.92	24.64	25.38
<i>Water 1</i>										
<i>Sr. Technician:</i>	19.44	20.03	20.64	21.25	21.89	22.54	23.22	23.92	24.64	25.38
<i>Water 2</i>										
<i>Mechanic</i>	21.39	22.02	22.70	23.37	24.07	24.80	25.54	26.32	27.11	27.92
<i>Foreman</i>	21.82	22.46	23.15	23.83	24.55	25.29	26.04	26.82	27.63	28.46

Fiscal Year 2009; 2% COLA; Adjust increment to Steps 9 & 10 from 2% to 3%

	<i>STEP 1</i>	<i>STEP 2</i>	<i>STEP 3</i>	<i>STEP 4</i>	<i>STEP 5</i>	<i>STEP 6</i>	<i>STEP 7</i>	<i>STEP 8</i>	<i>STEP 9</i>	<i>STEP 10</i>	<i>"Grade"</i>
<i>Laborer</i>	14.19	14.58	15.02	15.47	15.94	16.41	16.90	17.40	17.92	18.46	1
<i>Truck/Driver</i>	15.59	16.06	16.54	17.04	17.58	18.08	18.61	19.17	19.75	20.34	2
<i>Laborer</i>											
<i>Equip Op/Laborer</i>	19.45	20.04	20.64	21.26	21.89	22.55	23.22	23.92	24.63	25.37	3
<i>H.E. Op/Labor</i>	19.83	20.43	21.05	21.68	22.33	22.99	23.69	24.40	25.13	25.88	4
<i>Sr. Technician:</i>	20.34	20.94	21.56	22.19	22.84	23.50	24.20	24.91	25.64	26.39	5
<i>Water 1</i>											
<i>Sr. Technician:</i>	20.50	21.10	21.72	22.35	23.00	23.66	24.36	25.07	25.80	26.55	6
<i>Water 2</i>											
<i>Mechanic</i>	21.82	22.46	23.15	23.84	24.55	25.29	26.05	26.85	27.65	28.48	7
<i>Foreman</i>	22.25	22.91	23.61	24.31	25.04	25.80	26.56	27.36	28.18	29.03	8

<i>Steps are effective on July 1st</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>
<i>Time to remain at each step</i>	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	<i>2 years</i>	<i>2 years</i>	<i>2 years</i>	<i>2 years</i>	<i>2 years</i>	<i>3 years</i>	<i>Indefinite</i>

Fiscal Year 2010; 2% COLA

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	"Grade"
Laborer	14.47	14.87	15.32	15.78	16.26	16.74	17.24	17.75	18.28	18.83	1
Truck/Driver	15.90	16.38	16.87	17.38	17.93	18.44	18.99	19.56	20.14	20.75	2
Laborer											
Equip Op/Laborer	19.83	20.44	21.05	21.69	22.33	23.00	23.68	24.39	25.13	25.88	3
H.E. Op/Labor	20.22	20.84	21.47	22.11	22.78	23.45	24.16	24.89	25.63	26.40	4
Sr. Technician:	20.73	21.35	21.98	22.62	23.29	23.96	24.67	25.40	26.14	26.91	5
Water 1											
Sr. Technician:	20.89	21.51	22.14	22.78	23.45	24.12	24.83	25.56	26.30	27.07	6
Water 2											
Mechanic	22.25	22.91	23.61	24.32	25.04	25.80	26.57	27.37	28.20	29.05	7
Foreman	22.70	23.37	24.08	24.80	25.54	26.31	27.09	27.91	28.78	29.61	8

Steps are effective on July 1st	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Time to remain at each step	1 year	1 year	1 year	2 years	2 years	2 years	2 years	2 years	3 years	Indefinite

Fiscal Year 2011; 2% COLA

	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	"Grade"
Laborer	14.76	15.17	15.63	16.09	16.58	17.07	17.58	18.10	18.65	19.21	1
Truck/Driver	16.22	16.71	17.21	17.73	18.29	18.81	19.37	19.95	20.55	21.16	2
Laborer											
Equip Op/Laborer	20.23	20.85	21.47	22.12	22.78	23.46	24.15	24.88	25.63	26.40	3
H.E. Op/Labor	20.63	21.25	21.90	22.55	23.23	23.92	24.64	25.38	26.14	26.93	4
Sr. Technician:											
Water 1	21.14	21.76	22.41	23.06	23.74	24.43	25.15	25.89	26.65	27.44	5
Sr. Technician:											
Water 2	21.30	21.92	22.57	23.22	23.90	24.59	25.31	26.05	26.81	27.60	6
Mechanic	22.70	23.37	24.09	24.80	25.54	26.32	27.10	27.93	28.77	29.63	7
Foreman	23.15	23.84	24.56	25.29	26.05	26.84	27.63	28.46	29.32	30.20	8

<i>Steps are effective on July 1st</i>	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>	<i>Step 9</i>	<i>Step 10</i>
<i>Time to remain at each step</i>	<i>1 year</i>	<i>1 year</i>	<i>1 year</i>	<i>2 years</i>	<i>2 years</i>	<i>2 years</i>	<i>2 years</i>	<i>2 years</i>	<i>3 years</i>	<i>Indefinite</i>

Note: Sr. Technician Water 1 & 2 have the following amounts added to rate
AFTER COLA is computed:

	Per Hour	
	Tech 1	Tech 2
Pager	\$0.31	\$0.31
Gr. 4 Treatment	\$0.20	\$0.20
Gr. 3 Distribution License		\$0.12
Cross Connect Survey		\$0.04
TOTALS	\$0.51	\$0.67