



Town of Norwell
Commonwealth of Massachusetts

WARRANT FOR ANNUAL TOWN MEETING

Monday, May 8, 2023

At 7:30 O'clock in the Evening

At the Norwell Middle School, Henry E. Goldman Gymnasium, Main Street

Article 49: To see if the Town will approve to amend the Norwell Town Code, Division 2: General Bylaws, Part 1: Town Government and Administration, Chapter 5, Town Employees, §5-11 Compensation Plan, subsection C. Advancement within rate ranges, §5-13 Benefits, and Appendix A Classification Plan (located after the text in this article), with the bold front language added and stricken through language shown below or take any other action relative thereto.

1. Section 11-Compensation Plan

C) Advancement Within the Rate Ranges

Following the probationary period, advancement to the next higher step rate may be granted to employees in continuous, meritorious employment as follows:

- 1) All employees placed in Step 1 will be considered for step advancement after one (1) year of service within the grade.

All employees placed in Steps 2 through 5 will be considered for step advancement after completion of one (1) year of service from the last advancement of placement. ~~Except that part time employees working fewer than twenty (20) hours per week shall be eligible for advancement in steps 2 through 5 after completion of one thousand (1,000) hours of service~~

from the last step advancement. The Department Head will provide back up documentation of the one thousand (1,000) hours worked by an employee to the Accounting Department prior to step advancement.

For advancement purposes, the anniversary date shall be the date on which an employee's step increase, reclassification, or promotion takes effect.

Progressions through the rate ranges are not mandatory and shall be on the basis of performance and ability, as recommended by the Department Head or supervisor. All adjustments shall be approved in advance of the effective date by the Board or its designee. An employee not receiving a step rate increase may appeal the decision using the Grievance Procedure.

2. Section 13 – Benefits

A) Vacation

Full-time and those eligible part-time employees shall be entitled to a paid vacation in accordance with the following schedule:

| | |
|--|---|
| 1. Upon Completion of probationary period or extended probationary period. initial year of hire | One (1) week after probation or extended probationary period |
| 2. From one (1) year to four (4) years of service Upon completion of Years one (1) through Three (3) | Two (2) weeks per year |
| 3. From five (5) years to nine (9) years of service Upon completion of Years Four (4) through Nine (9) | Three (3) weeks per year |
| 4. Upon completion of years ten (10) through nineteen (19) | Four (4) weeks per year |
| 5. Upon completion of years twenty (20) and higher | Five (5) weeks per year |

Employees are encouraged to take vacation on a regular basis, to allow for the proper rest from the rigors of work. An employee shall request vacation leave from his supervisor, giving as much notice as possible. No employee may take vacation until completing their probationary period or extended probationary period. If a holiday falls during a vacation period, an additional day off will be scheduled, by agreement with the Department Head.

Vacation requests shall be made in writing, thirty (30) days prior to the requested time off for those requests in excess of one (1) week. Vacation requests for one (1) week or less must be made forty-eight (48) hours prior to the requested time off, unless circumstances beyond the control of the employee prevent notice from being given. Vacation requests will be approved by the Department Head, or in the absence of a Department Head, the Town Administrator, with copies to the Town Administrator and Accounting.

Part-time employees working at least twenty (20) hours per week are entitled to vacation according to the above schedule, with their vacation pay pro-rated to their weekly schedule. Temporary employees and seasonal employees are not entitled to vacation pay.

The Town Administrator shall have the authority to modify the Vacation Schedule, if warranted

for a new hire. A change in the vacation schedule will be stated in the employee's initial offer of employment.

Vacations should normally be taken in units of at least one (1) week. An employee may, however, take vacation leave in a separate day (1), half day (1/2) or one-quarter (1/4) day units subject to Department Head approval.

The vacation year will begin on the anniversary of the employee's date of hire. An employee will have one (1) year to take ~~his~~ **their** vacation time. Vacation time shall not be cumulative, and employees will not be permitted to carry over vacation days into succeeding years without approval of the Department Head and the Town Administrator. ~~In emergency situations, three (3)~~ **An employee may carry up to five (5) vacation days can be carried over to be used within sixty (60) days, subject to the Department Head and Town Administrator's approval. A carry-over request must be made by May 1st of each fiscal year.**

In the absence of a Department Head, requests for vacation can be submitted to the Town Administrator for approval.

When an employee **who has passed their probationary period** leaves the employe of the Town, ~~he/she~~ **they** shall be paid for any unused vacation earned up to the last day worked. The amount of **vacation pay shall be computed at the rate of pay effective on the cessation of employment. Vacation pay will not be available for any employee who leaves prior to passing their probationary period.**

C) Sick Time

Each full-time employee shall accumulate sick leave at the rate of one and one quarter (1.25 day for each month of employment, fifteen days per year). Unused sick leave may be accumulated up to a maximum of two hundred (200) days.

Departments heads, may, in their discretion, require medical certification of any illness. An employee whose attendance demonstrates either a consistent pattern of unscheduled absences (or tardiness) will be subject to disciplinary action. Supervisors are responsible for maintaining complete and accurate employee attendance and tardiness records.

Employees who are unable to work, due to illness, accident or other medical reasons, are required to exhaust all available accrued sick time, followed by any other available accrued time off (i.e., vacation, personal bonus, or compensatory time) unless deemed otherwise by the Town Administrator.

Probationary employees are entitled to sick leave after completing at least one (1) month of service.

Part-time employees who work a minimum of twenty (20) hours per week are eligible to accumulate sick leave on a pro-rated basis.

Employees shall be allowed to use up to ten (10) days of accumulated sick leave for an illness in their family. The Town may require certification of said illness from a medical provider.

Personal Days

Employees will receive three (3) personal days that will begin on July 1st of each year. ~~may use up to two (2) sick days each fiscal year as personal days. Personal days are not accumulated. If no sick days are used as personal days, the sick days may be carried over up to the sick leave maximum cap.~~

Employees may earn up to three (3) **bonus** personal days in the fiscal year depending on the employee's use of sick leave. An employee who uses no sick leave for **four (4) six (6)** consecutive months shall be eligible for **one (1) 1.5** personal days. A new **four (4) six (6)** months period will begin to run each time an employee returns to work after using a sick day. Such bonus day ~~A personal day~~ should be used within twelve (12) months of being earned, and is not eligible for redemption in pay in lieu of time off. Authorized paid leaves, other than sick leave, shall not be counted against an employee in establishing ~~his~~ **their** attendance record.

3. Changes to Appendix A, Classification Plan (see next page)

Salary Schedule:

The removal of the Assistant Director, Highway Tree & Grounds, Grade 15 position from The Personnel Bylaws to a Personal Contract.

APPENDIX A: CLASSIFICATION PLAN – PROPOSED FOR FISCAL 2024

NON-EXEMPT CLASSIFICATIONS (Hourly Pay)

| Grade | Position |
|--------------|---|
| 1 | Shelver |
| 2 | N/A |
| 3 | N/A |
| 4 | Clerk Typist |
| 5 | Council on Aging Clerk |
| 6 | Administrative Assistant Animal Control Officer Council on Aging Van Operator Library Associate Library Custodian |
| 7 | N/A |

EXEMPT CLASSIFICATIONS (Annual Salary)

| Grade | Position |
|--------------|--|
| 8 | Administrative Assistant to Town Administrator/Select Board |
| 9 | Assistant to Town Administrator Council on Aging Program Coordinator |
| 10 | Adult Services Librarian Children's Services Librarian Senior Administrative Assistant to Town Administrator/Select Board Technical Services Librarian Young Adult/Technology Librarian |
| 11 | Assistant Library Director Council on Aging Outreach Coordinator |
| 12 | Executive Assistant to Town Administrator |
| 13 | Council on Aging Community Service Coordinator |
| 14 | N/A |
| 15 | Assistant Water Superintendent Assistant Highway/Tree & Grounds Director Council on Aging Director Library Director |
| 16 | N/A |
| 17 | N/A |

APPENDIX A, CLASSIFICATION PLAN – PROPOSED FOR FISCAL 2024

STIPEND POSITIONS

Sealer of Weights and Measures
Veteran's Service Officer

SEASONAL POSITIONS

Seasonal Highway & Tree Laborer
Seasonal Recycling Laborer
Seasonal Water Laborer
Seasonal Trails Laborer
Seasonal Trails Supervisor
Recreation Summer Van Driver (SCENE)
Recreation Summer Site Leader (SCENE)
Recreation Summer Site Supervisor (SCENE)
Recreation Summer Clinic Leader
Recreation Summer Clinic Supervisor
Recreation Summer Project Assistant
Recreation Summer Program Specialist
Recreation Summer Program Instructor

FLAT HOURLY POSITIONS

Recreation Program Leader
Recreation Program Supervisor
Mail Clerk
Election Teller
Town Meeting Worker
Election Clerk
Election Warden
Constable
Call Police Clerk
Police Matron
School Crossing Guard
Call Special Police Officer
Call Firefighter, No Certifications
Call Firefighter, Certified EMT-B or FF 1 or 2
Call Firefighter, Certified EMT-B and FF1 or 2
Call Firefighter, Certified EMT-P
Call Firefighter, Certified EMP-P and FF1 or 2
Alternate Building Inspector
Local Inspector
Substitute-COA Van Driver
Substitute Library Associate

PAID PER PARTICIPANT OR CLASS

Recreation Program Instructor

PAID PER INSPECTION

Alternate Inspector (Electrical, Plumbing & Gas)

Or take any other action relative thereto.

Requested by the Personnel Board.

The Advisory Board unanimously recommends this article.
