

PERSONNEL BY-LAWS



TOWN OF WESTPORT MASSACHUSETTS

REVISED MARCH 22, 2022

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ARTICLE XXI
PERSONNEL CLASSIFICATION AND COMPENSATION PLANS

SECTION 1. GENERAL PROVISIONS

A. AUTHORIZATION

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the General Laws of the Commonwealth of Massachusetts, there shall be established plans which may be amended from time to time by vote of the Town at a Town Meeting:

1. Classifying positions in the service of the Town, other than those filled by popular election, those under the direction and control of the School Committee, and certain positions for which the compensation is on a fee basis or the incumbents of which render professional, intermittent or casual service and which do not appear in the Schedules appended, and those positions covered by contracts between recognized Unions and the Town, and into groups and classes doing substantially similar work or having substantially similar responsibilities.
2. Authorizing a system of compensating positions in the classification Plan.
3. Providing for the administration of said Classification Plan; and establishing employee selection standards, work policies, and benefits for employees occupying positions under the classification plan.

B. DEFINITIONS

As used in this By-Law, the following words and phrases shall have the following meanings, unless a different construction clearly required by the context or by-laws of the Commonwealth of Massachusetts:

Administrative Authority - The elected or appointed official or board having jurisdiction over a function or activity;

Annual Rate Employee - A part-time employee who is paid a specific annual sum by the Town for work performed without reference to the number of hours worked; or a full-time employee who is not exempt from MGL Chapter 151, Section 1A;

Board - The Personnel Board;

Class - A group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same or substantially the same qualifications shall be required of the

incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply equity;

Classification - Class title appearing in the Schedules of these By-Laws, plus Class specifications which are to be on file with the Board of Selectmen, and which are incorporated by reference herein;

Continuous Employment - Uninterrupted employment (either full or part-time) except for required military service and for authorized vacation or other leave of absence;

Department - Any department, board, committee, commission or other agency of the Town subject to these By-Laws;

Domestic Partner - Domestic Partner shall mean two persons who meet all of the following requirements:

1. They reside together and intend to do so indefinitely.
2. They share basic living expenses.*
3. They are at least eighteen (18) years of age.
4. They are each other's sole domestic partner; and
5. They are not married to anyone or related to each other by blood closer than would bar marriage in the Commonwealth of Massachusetts.

* Basic Living Expenses shall mean the cost of food, shelter, utilities and essential household goods. The individuals need not contribute equally to the cost of these expenses. Labor or services in kind shall be recognized as contributions to basic living expenses.

Employee - An employee of the Town occupying a position in the Classification;

Entrance Rate - The rate applicable to the first twelve months of a new employee's employment;

Full-time Employee - An employee retained in full-time employment;

Full-time Employment - Employment for not less than seven hours per day for five days per week fifty-two weeks per annum, minus legal holidays, authorized vacation leave, sick leave and other leave of absence;

Group or Occupation Group - A group of classes designated by occupation as appearing in Schedules appended;

Hourly Employee - Employee paid by the number of hours actually worked in a week including overtime at 1½ times the applicable rate for hours worked in excess of the normal work week as defined;

Maximum Rate - The rate given to a position;

Minimum Rate - The entry rate as authorized by the Board;

Part-time Employee - An employee retained in part-time employment;

Part-time Employment - Employment for less than full-time weekly employment but for fifty-two weeks per year;

Permanent Position - A full-time or part-time position in the Town service which has required or is likely to require the services of an incumbent in continuous employment for a period of fifty-two calendar weeks per annum;

Position - An office or post of employment in the Town service with duties and responsibilities calling for the full-time, part-time or seasonal employment of one person in the performance and exercise thereof;

Probationary Status - Status held by an employee in the first six months of employment;

Promotion - A change from a position of lower class and compensation grade to a position with greater responsibilities in a higher class and compensation grade;

Rate - A sum of money designated in the Schedules appended as compensation for personal services on an annual, monthly, weekly, hourly, daily or other basis;

Regular Employee - An employee retained in a permanent position which required the services of an incumbent in continuous employment for a period of fifty-two calendar weeks for a minimum of twenty (20) hours per week;

Salary Employee - Full time regular employees exempt from the state's 40-hour work week by statute, paid annual sum authorized by Town Meeting without regard to the number of hours worked;

Seasonal Employee - An employee retained for anticipated and scheduled seasonal employment;

Seasonal Employment – Employment, which is anticipated and scheduled for a period of less than fifty-two weeks per year;

Sick Leave - Leave granted with no loss of pay for the illness of or injury to regular employee;

Temporary Employee - An employee retained in a temporary, other than seasonal, position or in a permanent position in probationary or acting status;

Temporary Position - A position in the Town service, which requires or is likely to require, the services of an incumbent for a period of less than fifty-two calendar weeks;

Town - The Town of Westport, Massachusetts;

C. **PERSONNEL POLICY**

It is the declared personnel policy of the Town of Westport that:

1. Employment in the town government shall be based on merit and fitness, free of personal and political considerations, and free of discrimination against the physically handicapped;
2. Just and equitable incentive and conditions of employment shall be established and maintained to promote efficiency and economy in the operation of town government;
3. Positions having similar duties and responsibilities shall be classified and compensated on a uniform basis;
4. Appointments, promotions, and other actions requiring the application of merit shall be based on qualifications, performance and evaluation;
5. High standards of morale shall be maintained by the fair and equitable administration of this policy and by every consideration of the rights and interests of all employees consistent with the best interests of the public and of the Town;
6. Continuity of employment with the Town shall be subject to good behavior, the satisfactory performance of work, the necessity for the performance of work and the availability of appropriated funds;

D. PERSONNEL BOARD

1. There shall be a Personnel Board consisting of five unpaid members who shall be residents of the Town and who shall be responsible for the administration of the classification and compensation plans. The Board, except as otherwise provided, shall be appointed by the Board of Selectmen and shall not include an employee or elected official of the Town. One member of the Board shall be a member of the Finance Committee who shall be designated by the Finance Committee.
2. All future appointments to the Board, except the member appointed by the Finance Committee, will be for three years. The member from the Finance Committee shall be appointed annually.
3. If a member, other than the member appointed by the Finance Committee resigns or his office becomes vacant by his removal from the Town, or other cause, the Board of Selectmen shall appoint his successor for the balance of the unexpired term of such member.
4. The Board may employ assistance and incur expenses as it deems necessary subject to the appropriation of funds therefore.
5. Forthwith after its appointment and annually, the Board shall meet and organize by electing a chairman and appointing a secretary. A majority of the Board shall constitute a quorum for the transaction of business. A majority vote of the Board shall determine

the action the Board must take in all matters upon which it is authorized or required to pass under this by-law. In the event that a bare quorum of the Board only is present, there must be a unanimous vote.

6. The Personnel Board shall recommend revisions to the Personnel By-Laws, as well as any new non-union positions including related job descriptions and any changes made to existing job descriptions; provided, however that this authority shall not extend to positions that the Board of Selectmen is authorized by law to enter into contracts with whether pursuant to the provisions of M.G.L. Chapter 41, Section 108N, or otherwise.

Once, the Personnel Board has approved the revisions or additions, authorized hereunder, the Personnel Board shall forward a copy of its vote thereon to the Secretary to the Board of Selectmen, or other person designated by said board. If such recommendation is in the form of a petition article in accordance with the provisions of M.G.L. Chapter 39, Section 10, such article(s) shall be included on the warrant; otherwise, whether to so include the article(s) is at the discretion of the Board of Selectmen.

Prior to taking effect, all Personnel By-Law revisions, new non-union positions and revisions to job descriptions of non-union positions addressed by this By-Law shall be approved by Town Meeting. The Personnel Board shall be considered the sponsor for any article(s) submitted under this section of the By-Laws, unless such article(s) shall be submitted by the Board of Selectmen or by petition. If a specific board has requested the new non-union position, that board shall be considered the co-sponsor of the article. The Personnel Board shall be prepared to either make a motion to approve the article or to answer questions, as such may be allowed by the Town Moderator.

SECTION 2. ADMINISTRATION AND AMENDMENT

A. ADMINISTRATION

1. The Personnel Board, referred to herein as the Board, shall be responsible for the administration of the classification and compensation plans in these by-laws. The Board shall establish such procedures as it deems necessary for the proper administration of said plans and by-laws. The Board may employ assistance and incur expenses as deemed necessary subject to the appropriation of funds therefore.
2. Complete and comprehensive personnel records of all employees occupying positions subject to the classification and compensation plans shall be maintained by and held in the custody of the Board.
3. The Board, from time to time of its own motion, shall investigate the work features and rates of salaries or wages of any and/or all positions subject to the provisions of these by-laws. Such reviews shall be made at such intervals as determined to be necessary and to the extent to which the Board considers practicable.
4. The Board shall maintain written job descriptions of positions in the classification plan,

each consisting of a statement describing the essential nature of the work and the characteristics thereof solely as a means of identification and not as prescribing what the duties or responsibilities of any position shall be, or as modifying or in any other way affecting the power of any administrative body as otherwise existing to appoint, to assign duties to, to direct and control the work of any employees under the jurisdiction of such authority.

5. Upon the recommendation of a department head, supported by evidence in writing of special reasons and/or exceptional circumstances satisfactory to the Board, the Board may authorize an entrance rate higher than the minimum rate for such a position, except where controlled by a collective bargaining agreement.

B. AMENDMENT OF THE PLANS

1. The classification Plan and/or other provisions of this by-law may be amended by vote of the Town at an Annual Town Meeting in the same manner as other by-laws of the Town may be amended. However, no amendment shall be considered or voted on by the Town Meeting unless the proposed amendment has first been considered by the Board and the Finance Committee.
2. The Board shall report its recommendations on any proposed amendments to the Finance Committee and shall make its recommendations with regard to any amendment at the Town Meeting at which such amendment is considered.
3. The Board by its own motion may propose an amendment to the plans or other provisions of this by-law based on its findings resulting from its investigations.

SECTION 3. CLASSIFICATION PLAN

- A. All positions in the Town service, except those excluded in Section 1, Paragraph A, are hereby classified by titles appearing in Schedule A.
- B. Whenever the duties of an existing position are so changed that, in effect, a new position is created, and upon presentation of substantiating data satisfactory to the Board, the Board shall allocate such changed position to its appropriate class.
- C. No position may be reclassified until the Board shall have determined that such reclassification is consistent with the classification plan.
- D. All department heads shall prior to hiring any new employees ascertain that there are existing classified position openings. If there are no classified position openings the department heads shall notify the Board and the procedures to establish a new position(s) shall be followed.
- E. No new permanent position shall be created until the Board, upon presentation of substantiating data satisfactory to the Board, shall have classified such position and assigned such new position

of its title, employee status, entrance rate of pay and assignment of benefits if applicable, etc. No such new position shall be filled until funded by a Town Meeting.

- F. The Board may authorize the establishment of temporary, interim positions which will be valid only until the next Town Meeting is qualified to act on the necessary by-law amendments and/or funding. The establishment of all such interim positions shall be contingent upon the Town Accountant or the Finance Committee having certified that the required funds are available. All such temporary or interim positions should be created on the basis of unforeseen or emergency conditions.

SECTION 4. PERSONNEL BOARD PROCEDURES

A. RULES, REGULATIONS, AND PROCEDURES

- 1. The Personnel Board shall prescribe rules and regulations and establish procedures for the standardization of employee conditions of employment and benefits. In addition, the Personnel Board shall set, no later than January 31 of each year, a schedule of pay rates for all employees covered by this by-law, said rates to be compiled from the annual appropriations by Town Meeting, the records of the Finance Committee, and consultation with all departments heads, requesting rate changes from the prior fiscal year. The Personnel Board shall adopt rules and regulations pertaining to employees' condition of employment and benefits in the following manner:

The proposed rule, regulation, procedure, benefits, or changes in any of the foregoing or any other similar matter to be considered shall be posted on the Town Hall Bulletin Board for not less than three working days prior to its formal consideration by the Personnel Board.

If the Personnel Board deems it advisable, a copy of the foregoing shall be given to any interested Department Head, Employee, or Board.

The Personnel Board shall, at the meeting that such matter is considered, allow any person the opportunity of commenting, questioning, or voicing an opinion upon such matter under consideration.

The decision of the Personnel Board shall be by a majority vote of such Personnel Board.

Any matter, rule, regulation, or procedure that is adopted by the Personnel Board shall be posted on the Town Hall Bulletin Board for one week and shall be given in writing to any employee deemed affected thereby. All rules, regulations, and procedures adopted by the Personnel Board and all decisions interpreting such rules, regulations, and procedures as well as all minutes of any meetings, shall be construed as public records and maintained in the Selectmen's office in a book kept for such purpose.

B. EMPLOYEE RIGHTS

1. Any employee not covered by a collective bargaining agreement may submit any proposal, rule, regulation of matter involving employee benefits, working conditions, or conditions of employment, in writing, to the Personnel Board whereupon the Personnel Board shall take all necessary steps to formally consider the matter within thirty (30) days of such submission. The employee may appeal any decision of the Personnel Board by filing a Notice of Appeal with the said Personnel Board within five (5) working days of the posting of such decision or the receipt of notification of such decision in those cases where the decision is not posted.
2. Whenever the Personnel Board receives a Notice of Appeal, it shall schedule a hearing upon such matter. Notice of Hearing shall be posted upon the Town Hall Bulletin Board a minimum of three (3) working days prior to the hearing and a copy of such notice shall be given to the complainant, the department head(s), and any other person deemed affected thereby. The Personnel Board shall issue a written decision within fifteen (15) days of the hearing.
3. Any department head may file a Notice of Appeal in accordance with this section.

C. GRIEVANCES

Whenever an employee covered by this By-Law has a grievance, the employee shall take up the grievances or dispute in writing with the employee's immediate department head within three (3) working days of the date of the grievance or his/her knowledge of its occurrence. The department head shall attempt to adjust the matter and shall respond to the employee within three (3) working days.

If the grievance still is not adjusted, it shall be presented to the Personnel Board in writing within five (5) working days after the response of the department head is due. The Personnel Board shall then schedule a hearing in accordance with the provisions of Section 4b (2) of this Article.

The employee shall have the right to appeal the decision of the Personnel Board within five (5) days to the Board of Selectmen in writing. The decision of the Board of Selectmen shall be final.

D. POWERS OF INVESTIGATION

The Personnel Board shall have the power to inquire into the working conditions, benefits, or conditions of employment of any employee and in furtherance thereof may obtain any Town or public records of information pertaining to any employees employed by the Town.

E. CONFLICTS CLAUSE

No rule, regulation, or provision of the Personnel Board or this By-Law, shall be construed to conflict with the provisions of any Labor Contract, and if a conflict arises the provisions of the labor contract shall prevail.

SECTION 5. COMPENSATION PLAN

A. GENERAL PROVISIONS

1. The compensation plan shall consist of the schedule as set annually by the Board, which provides salaries or wages for individual positions as shown. No employee shall be paid a greater rate than that shown in the schedules.
2. No administrative authority shall fix the compensation of any employee in a position in the classification plan except in accordance with the compensation plan.
3. No person shall be paid as an employee in any position subject to the provisions of the classification plan under any title other than those appearing in the classification and compensation plans.

B. ABBREVIATIONS AND TERMS

1. Hours

- a. # = hours as specified
- b. N = as needed
- c. R = as required, no overtime

2. Pay Basis

- a. **Hourly** = entitled to overtime at time and a half for hours worked over the normal workweek, employee paid by the number of hours worked.
- b. **Annual** = for part-time or full-time employees, a set rate payable without regard to the number of hours worked, but still potentially subject to the state 40-hour workweek unless otherwise indicated.
- c. **Salary** = for full-time regular employees exempt from the state's 40-hour work by statute, paid annual sum authorized by Town Meeting without regard to the number of hours worked, but with a minimum 40-hour workweek unless otherwise indicated.

3. Type

- a. **FT** = Full time
- b. **PT** = Part time
- c. **S** = Seasonal

C. GROUP ENUMERATION

| <u>Title</u> | <u>Work Week</u> |
|---|--|
| 1. Administrative and Supervisory Group | As Required, No Overtime |
| 2. Clerical Group | 35 - 40 Hours |
| 3. Custodial Group | 40 Hours |
| 4. Labor Group | 40 Hours |
| 5. Library Group | 35 Hours |
| 6. Public Health Group | 35 Hours |
| 7. Public Safety Group | |
| 7a. Police Department | 37.2 Hours |
| 7b. Fire Department | 42 Hours |
| 7c. Other Public Safety Employees | As Required (not to exceed 40 hours except for salaried employees) |
| 8. Recreation Group | As required |

D. OVERTIME COMPENSATION

Employees shall be paid 1½ times their hourly rate for hours worked in excess of their normal workweek as indicated in Section 5C.

E. SCHEDULE A

| <u>Department/Position</u> | <u>Group</u> | <u>Hours</u> | <u>Pay Basis</u> | <u>Type</u> |
|---|--------------|--------------|------------------|-------------|
| BOARD OF APPEALS | | | | |
| Principal Clerk | 2 | -20 | Hourly | PT |
| BOARD OF ASSESSORS | | | | |
| Assistant Assessor/Appraiser | 1 | R | Salary | FT |
| BOARD OF HEALTH | | | | |
| Director of Public Health | 1 | R | Salary | FT |
| Public Health-Nurse | 6 | 30 | Hourly | PT |
| Animal Control Officer | 7c | 30 | Hourly | PT |
| Assistant Animal Control Officer | 7c | N | Hourly | PT |
| Recording Clerk | 2 | -20 | Hourly | PT |
| BOARD OF SELECTMEN | | | | |
| Town Administrator | 1 | R | Salary | FT |
| Secretary | 2 | 40 | Hourly | FT |
| Administrative Assistant/Confidential Clerk | 2 | 40 | Hourly | FT |
| Director of Information Technology | 1 | R | Annual | PT |
| Grant Program Manager/Writer | 2 | 40 | Hourly | FT |

| | | | | |
|--------------------------|---|-----|--------|----|
| Grant Clerk | 2 | -20 | Hourly | PT |
| Housing Rehab Specialist | 2 | N | Hourly | PT |

BUILDING

| | | | | |
|---|----|----|----------------|----|
| Commissioner/Zoning Enforcement Officer | 7c | 40 | Salary | FT |
| Gas/Plumbing Inspector | 7c | R | Per Inspection | PT |
| Assistant Gas/Plumbing Inspector | 7c | R | Per Inspection | PT |
| Wire Inspector | 7c | R | Per Inspection | PT |
| Assistant Wire Inspector | 7c | N | Per Inspection | PT |

CABLE ADVISORY

| | | | | |
|----------------------------------|---|-----|--------|----|
| Public Access Director | 1 | R | Salary | FT |
| Public Access Coordinator | 2 | 35 | Hourly | FT |
| Public Access Coordinator | 2 | -20 | Hourly | PT |
| Public Access Equipment Operator | 2 | -20 | Hourly | PT |
| Recording Clerk | 2 | -20 | Hourly | PT |

CEMETERY

| | | | | |
|---------|---|---|--------|---|
| Laborer | 4 | N | Hourly | S |
|---------|---|---|--------|---|

COMMISSION ON DISABILITY

| | | | | |
|-----------------|---|-----|--------|----|
| Recording Clerk | 2 | -20 | Hourly | PT |
|-----------------|---|-----|--------|----|

COMMUNITY PRESERVATION COMMITTEE

| | | | | |
|-----------------|---|-----|--------|----|
| Recording Clerk | 2 | -20 | Hourly | PT |
|-----------------|---|-----|--------|----|

CONSERVATION COMMISSION/SOIL CONSERVATION BOARD

| | | | | |
|-----------------|---|-----|--------|----|
| Assistant Agent | 2 | -20 | Hourly | PT |
|-----------------|---|-----|--------|----|

COUNCIL ON AGING

| | | | | |
|---|---|-----|--------|----|
| Director of Senior Services | 1 | 40 | Salary | FT |
| Outreach Coordinator | 2 | 35 | Hourly | FT |
| Outreach Worker | 2 | -20 | Hourly | PT |
| Supportive Day Program Director | 2 | 35 | Hourly | FT |
| Supportive Day Program Assistant Director | 2 | -20 | Hourly | PT |
| Nutrition Program Meal Site Manager | 2 | -20 | Hourly | PT |
| Elder Visitor | 2 | -20 | Hourly | PT |
| Volunteer Coordinator | 4 | -20 | Hourly | PT |
| Supportive Day Program Aide Level I | 2 | -20 | Hourly | PT |
| Supportive Day Program Aide Level II | 2 | -20 | Hourly | PT |
| Van Driver | 2 | -20 | Hourly | PT |
| Transportation Clerk | 2 | -20 | Hourly | PT |

FINANCE COMMITTEE

| | | | | |
|-----------------|---|-----|--------|----|
| Recording Clerk | 2 | -20 | Hourly | PT |
|-----------------|---|-----|--------|----|

FIRE DEPARTMENT

| | | | | |
|----------------------------|----|----|--------|----|
| Chief | 1 | R | Salary | FT |
| Deputy Chief | 1 | R | Salary | FT |
| Administrative Assistant | 2 | 35 | Hourly | FT |
| Dispatcher | 7b | N | Hourly | PT |
| Call Firefighter | 7b | N | Hourly | PT |
| Call Firefighter/EMT | 7b | N | Hourly | PT |
| Call Firefighter/Paramedic | 7b | N | Hourly | PT |

HARBORMASTER

| | | | | |
|------------------------|----|---|--------|----|
| Assistant Harbormaster | 7c | N | Hourly | PT |
|------------------------|----|---|--------|----|

HIGHWAY DEPARTMENT

| | | | | |
|--------------------------------|---|---|--------|----|
| Highway Surveyor | 1 | R | Salary | FT |
| Temporary Laborer/Truck Driver | 4 | N | Hourly | S |

HOUSING PARTNERSHIP COMMITTEE

| | | | | |
|-----------------|---|-----|--------|----|
| Recording Clerk | 2 | -20 | Hourly | PT |
|-----------------|---|-----|--------|----|

INFORMATION TECHNOLOGY

| | | | | |
|----------|----|---|--------|----|
| Director | 1c | R | Annual | PT |
|----------|----|---|--------|----|

LANDING COMMISSION

| | | | | |
|-----------------|---|-----|--------|----|
| Recording Clerk | 2 | -20 | Hourly | PT |
|-----------------|---|-----|--------|----|

LIBRARY

| | | | | |
|------------------------|---|-----|--------|----|
| Director | 1 | R | Salary | FT |
| Library Aide II | 5 | -20 | Hourly | PT |
| Library Aide I | 5 | -20 | Hourly | PT |
| After School Assistant | 5 | -20 | Hourly | PT |

MARINE SERVICES

| | | | | |
|-----------------|----|---|--------|----|
| Director | 1 | R | Salary | FT |
| Deputy Director | 7c | R | Annual | FT |

PERSONNEL BOARD

| | | | | |
|-----------------|---|---|--------|----|
| Recording Clerk | 2 | N | Hourly | PT |
|-----------------|---|---|--------|----|

PLANNING BOARD

| | | | | |
|------------------------|---|-----|--------|----|
| Town Planner | 1 | R | Salary | FT |
| Assistant Town Planner | 2 | 40 | Salary | FT |
| Recording Clerk | 2 | -20 | Hourly | PT |

POLICE DEPARTMENT

| | | | | |
|--------------------------|---|----|--------|----|
| Chief | 1 | R | Salary | FT |
| Deputy Chief | 1 | R | Salary | FT |
| Administrative Assistant | 2 | 35 | Hourly | FT |

| | | | | |
|---|----|-----|--------|------|
| Reserve Officer | 7a | N | Hourly | PT |
| E-911 Dispatcher | 2 | -20 | Hourly | PT |
| RECREATION | | | | |
| Director | 8 | -20 | Salary | PT |
| REGISTRAR OF VOTERS | | | | |
| Registrar Clerk | 2 | N | Hourly | PT-S |
| Precinct Worker | 2 | N | Hourly | PT |
| SEALER OF WEIGHTS & MEASURES | | | | |
| | 7c | R | Salary | PT |
| SHELLFISH | | | | |
| Constable | 1 | R | Salary | FT |
| Deputy Constable | 7c | R | Annual | FT |
| Deputy Constable | 7c | N | Hourly | PT |
| TAX COLLECTOR | | | | |
| Clerk | 2 | N | Hourly | PT-S |
| TOWN ACCOUNTANT | | | | |
| Accountant | 1 | R | Salary | FT |
| TOWN BEACH | | | | |
| Head Lifeguard | 8 | 40 | Hourly | S |
| Lifeguard | 8 | 40 | Hourly | S |
| Lifeguard | 8 | -20 | Hourly | S |
| VETERANS SERVICES | | | | |
| Agent | 1 | R | Salary | FT |
| Graves Registration Officer | 1 | R | Salary | PT |

SECTION 6. FRINGE BENEFITS AND WORKING CONDITIONS

Pursuant to the authority contained in Section 108C of Chapter 41 of the General Laws, certain fringe benefits as set forth in subsequent sections of this by-law are hereby granted to regular employees occupying positions in the Classification Plan. The fringe benefits are considered to be part of the compensation plan and the monetary value thereof shall be extended to eligible employees in addition to rates set forth in the appropriate salary or wage schedule.

A. LEAVE

Full time and/or regular employees shall receive and/or be paid for authorized leave as follows:

1. Agency Fee Employee

Non-union employees working in positions covered by a Union contract shall receive the benefits provided by such contract.

2. Union Contract Employees

Union employees shall receive the benefits as provided in the contract covering their position.

3. Holidays

Full time or regular non-exempt employees covered by this By-Law shall receive the following paid holidays:

| | |
|-------------------------------|-----------------------------------|
| New Year's Day | Independence Day |
| Martin Luther King Day | Labor Day |
| President's Day | Columbus Day |
| Good Friday | Veteran's Day |
| Patriot's Day | Thanksgiving Day |
| Memorial Day | The day after Thanksgiving |
| Juneteenth | Christmas Day |

In addition, said employees shall also receive one half-day before Thanksgiving, one-half day before Christmas Day, and one-half day before New Year's Day. **All employees must have been paid for at least twenty (20) working days of employment prior to being eligible for holiday benefits.**

If the Deputy Fire Chief and the Deputy Police Chief are called into work for a material reason on holidays listed under the Personnel By-Law, they shall be compensated an additional day's pay, for each holiday worked, at the discretion of the Fire Chief and Police Chief. Not qualifying as a material reason would be any work done that does not mandate their presence.

4. Vacations

Vacations shall be calculated and available on July 1st, based on the prior years' employment.

All salary, full time annual and regular employees shall earn vacation time as follows:

| | | |
|-----------|-------------------|--------|
| If hired: | July or August | 6 days |
| | September/October | 5 days |
| | November/December | 4 days |
| | January/February | 3 days |
| | March/April | 2 days |
| | May/June | 1 day |

Employees with 1 year but not more than 2 years shall be granted 12 days annually;

Employees with 2 years but not more than 5 years shall be granted 18 days annually;

Employees with 5 years but not more than 18 years shall be granted 21 days annually;

Employees with more than 18 years shall be granted 27 days annually.

Vacations must be used annually unless approved by the Department Supervisor to carry over. The Department Supervisor may approve up to two (2) weeks of vacation carryover. Any unused vacation must be accrued or forfeited. Under no circumstances shall vacation time be carried more than one (1) fiscal year.

Whenever the employment of any person covered by this by-law is terminated during a year by dismissal through no fault or delinquency on his or her part or by resignation, retirement or death, without his having been granted the vacation to which he/she was entitled, he/she, or in case of death, his estate shall be paid, at the regular rate of compensation payable to him at the termination of his employment, an amount in lieu of such vacation; provided that no monetary or other allowance has already been made, therefore. The official head of the department in which the person was last employed shall enter on the departmental payroll all amounts payable under this section.

Under special circumstances, as they determine, the Board of Selectmen may offer to grant annual vacation time to newly hired employees in excess of that provided in this section.

5. Sick Leave

All salary, annual, full time and regular employees shall accumulate sick leave at the rate of one and one half (1 ½) days per month credited on the first day of each month. Sick leave may be accumulated to a maximum of one hundred and eighty (180) days.

The Town agrees to pay the employee or beneficiaries up to fifty (50%) percent of such accumulated sick leave upon death, retirement, or upon resignation or dismissal through no fault or delinquency on the employee's part of an employee who has at least ten (10) years continuous service with the Town as follows:

| | |
|----------|-----|
| 10 years | 25% |
| 11 years | 30% |
| 12 years | 35% |
| 13 years | 40% |
| 14 years | 45% |
| 15 years | 50% |

In the case of job-related death, the beneficiaries shall receive one hundred (100%) percent of such accumulated leave.

Sick leave shall be granted for sickness or injury of the employee and for absence because of sickness or injury of the employee's parents, spouse, children, step-children, domestic partner, mother-in-law, father-in-law, which necessitates the employee's absence, regardless of residence.

Any employee suffering any injury while on duty or any injury which the employee considers job-related shall immediately report such injury and shall file a written report of such injury to the immediate supervisor, department head, or Board of Selectmen's office within 48 hours on forms to be supplied.

Any employee upon completion of three (3) years of employment who maintains a minimum of 30 days of sick leave, may have the option to receive a dollar amount equal to 50% of unused sick days up to a maximum of nine (9) days, based upon the table below:

| Sick Leave Used | Leave Cashed In | Cash-In Value |
|-----------------|-----------------|---------------|
| 0 days | 9 days | 4½ days |
| 1 day | 8½ days | 4¼ days |
| 2 days | 8 days | 4 days |
| 3 days | 7½ days | 3¾ days |
| 4 days | 7 days | 3½ days |
| 5 days | 6½ days | 3¼ days |
| 6 days | 6 days | 3 days |
| 7 days | 5½ days | 2¾ days |
| 8 days | 5 days | 2½ days |
| 9 days | 4½ days | 2¼ days |
| 10 days | 4 days | 2 days |
| 11 days | 3½ days | 1¾ days |
| 12 days | 3 days | 1½ days |
| 13 days | 2½ days | 1¼ days |
| 14 days | 2 days | 1 day |
| 15 days | 1½ days | ¾ day |
| 16 days | 1 day | ½ day |
| 17 days | ½ day | ¼ day |
| 18 days | 0 days | 0 days |

The decision to cash in sick time must be made by the employee by November 1st, for the prior fiscal year and payment shall be made during the last pay period of November. The employee shall also notify the department head of the anticipated cash-in days they will be utilizing from the current year to assist in budgeting.

6. Personal Days

All full-time or regular hourly employees, except those in probationary status, shall receive two personal days per year, which days shall not be charged to sick leave or vacation. The employee desiring to use such personal leave shall give a minimum of two

(2) days notice, except in the case of emergency, and such use shall require the approval of the relevant department head as to the day on which it is taken.

7. Bereavement Leave

In the event of death in the immediate family of an employee, the employee will be granted leave with pay in the amount of five (5) working days but not to extend beyond five (5) calendar days after the date of the funeral, provided the employee actually attends the funeral of the deceased. Based on extraordinary or extenuating circumstances, the department head may extend an employee's bereavement leave. The decision by the department head to deny a request to extend bereavement leave shall not be subject to grievance/arbitration. Examples of such extraordinary or extenuating circumstances would include, but not be limited to, a family death requiring out-of-state travel or interment or memorial scheduled after the date of the funeral. Such shall not be charged to sick leave or vacation leave. Employee's immediate family shall be father, mother, step-father, step-mother, spouse/domestic partner, child, and stepchild.

The employee will be granted leave with pay in the amount of three (3) working days in the event of the death of the employee's brother, sister, mother-in-law, father-in-law, grandmother, grandfather, and grandchild. One (1) day leave shall be granted to attend the funeral in the event of the death of the employee's aunt, uncle, sister-in-law, brother-in-law, niece, or nephew. Bereavement leave will be granted only for those days the employee was scheduled to work.

8. Jury Leave

A full-time or regular employee may request unlimited days of jury duty leave during the year. Seasonal, part-time and temporary employees will only be paid for jury duty for a maximum of three days. Jury duty includes serving as a jury member or serving as a witness in response to a court subpoena.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

Employees must show the jury duty summons or subpoena to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Employees are expected to report for work when the court schedule permits.

9. Military Reserve Leave

For National Guard duty or for Naval Reserve duty for periods up to two weeks, the Town will make up the difference between the compensation received from "Reserve" (annual) duty and the compensation for this two weeks period of an employee in continuous employment from the Town, upon presentation of proper proof of such service and pay granted.

10. Other Leave

Absences for personal reasons may be charged to vacation leave upon application by the employee and approval by his department head. Such absences, however, may not be charged to vacation leave beyond that which the employee has earned at the time of such application.

11. Leave Without Pay

The Board of Selectmen may authorize in its discretion a leave of absence without pay for good cause shown up to a maximum of six months, upon condition that such leave is recommended by the head of the department concerned.

12. Longevity Pay

Longevity bonus payments shall be made to all regular and salary employees on a pro-rata basis, each year on the anniversary date of their commencement of consecutive employment, in a lump sum payment, according to the following schedule.

| | |
|----------------|------------|
| After 10 years | \$ 900.00 |
| After 15 years | \$1,000.00 |
| After 20 years | \$1,150.00 |
| After 25 years | \$1,300.00 |
| After 30 years | \$1,650.00 |

B. GENERAL

1. Pro-Rated Benefits

All regular employees entitled to the above benefits, who work a minimum of twenty (20) hours per week but less than full time, shall receive benefits based upon the ratio of the actual number of hours worked by the employee per week divided by the hours which would be required were the position to be full time.

2. Physical Examination

Before appointment to a position in the Classification Plan requiring continuous employment, a candidate shall have passed a physical examination satisfactory to the Board and the Town's Risk Manager. The examining physician shall be appointed by the Board and the examination shall be at the expense of the Town. The examining physician shall advise the Board as to whether, in his opinion, the applicant is physically qualified to perform the duties of the position for which application has been made.

3. Civil Service Law

Nothing in this By-Law shall be construed to conflict with Chapter 31 of the General Laws.

4. Invalidity

The invalidity of any section of this by-law shall not invalidate any other section or provision thereof.

5. Chief and Deputy Chief of Police and Fire Departments

The Chief and Deputy Chief of Police and Fire may receive at least the same number of sick days, vacation days, personal days, bereavement days, holiday pay, longevity pay, educational pay (c41, s108L), uniform and cleaning allowance, health and life insurance and other benefits as do any of the regular employees of their department.

6. Non-Union Personnel

All full-time non-union personnel, without exception, may receive at least the same number of sick days, vacation days, personal days, bereavement days, holidays, longevity pay, educational pay, clothing allowance, health, and life insurance, and other benefits as do any of the full-time employees covered under the Agreement between the Town of Westport and Town Hall Departments, Library, Cemetery, and Dispatchers.

C. RELATED PERSONNEL PROVISIONS

1. Eligibility of Appointment

No member of a municipal commission or board shall be eligible for appointment or election by the members of such commission or board to any office or position under the supervision of such commission or board unless such appointment or election has first been approved at an annual town meeting. No former member of any such commission or board shall be eligible for appointment to any paid office or position by such commission or board, until the expiration of 6 months from the termination of his service as a member of such commission or board.

2. Indemnification

The Town shall indemnify any municipal officer for expenses or damages incurred by him in the defense or settlement of a claim against him in an amount not to exceed one hundred thousand dollars which claim arose out of activity performed by such officer while acting within the scope of his official duties or employment, provided that the defense or settlement of such claim shall have been made by the city solicitor or town council, or by an attorney legally employed for the purpose by a city or town, or by an attorney furnished by an insurer obligated under the terms of policy insurance to defend the city or town against such claim, retroactive to January 1, 1973.

***Note:** Refer also to MGL C. 258 S. 13-Tort Claims Act. (See Article 1. STM 3/27/73-Voted as Town By-Law).

3. Firefighter and Police Officer Funeral Expenses

The Town of Westport shall pay the reasonable expenses, not exceeding \$2,000.00, of the funeral and burial of any firefighter, who while in the performance of his duties or as a result of an accident while responding to or returning from an alarm or fire, or while at the scene of the fire is killed or sustains injuries which result in his death, or of any police officer who while in the performance of his duties or as a result of a duty-related assault on his person, is killed or sustains injuries which result in his death.

4. Clothing Allowance

The Town of Westport may appropriate money for the purpose of uniforms for members of its police and fire departments, and its shellfish constabulary which may include the purchase of rubber boots, shoes, and other outer clothing necessary for the use of members of the police and fire departments and shellfish constabulary when traveling to or from or during the course of their employment. The Town may pay as a clothing allowance to an officer serving as a detective or required to work without a uniform; provided, that the sum so paid as a clothing allowance to a member, serving as a detective or required to work without a uniform shall not, in any event, exceed any maximum amount established by the Town during a given year, for uniform clothing, for a uniformed member of said force under the provisions of this section.

5. Additional Clothing Allowance

The Town may appropriate money for the purchase of stormy weather work clothes, including rubber boots and other work-related clothes or uniforms for its employees.

6. Call Firefighter Disability

Whenever a call firefighter is disabled because of injury or incapacity sustained in the performance of his duty and is thereby unable to perform the usual duties of his regular occupation at the time such injury or incapacity was incurred, he shall receive from the Town for the period of such injury or incapacity a sum equal to a permanent firefighter during his first year of service.

The Town reserves the right to determine eligibility for disability and retains any other rights granted under the provisions of Chapter 41, section 111F of the General Laws.

The period for which such compensation is authorized under this section shall not exceed a total of one hundred four (104) weeks; provided, however, that no payments shall be made under this section after said call firefighter has been retired or pensioned in accordance with M.G.L. Chapter 32, Section 85H, or after a physician designated for such purpose by the Fire Chief has determined that such incapacity no longer exists.

All amounts payable under this section shall be paid at the same time and in the same manner as if he were a permanent firefighter and for all purposes shall be deemed to be the regular compensation of such firefighter.

7. Fire Chief Career Incentive Pay Program

The Fire Chief shall receive five career incentive base salary increases for higher education Fire Science college degrees administered in the same manner under the provisions of M.G.L. Chapter 41, Section 108L.

8. Deputy Fire Chief Career Incentive Pay Program

In addition to his/her regular pay, the Deputy Fire Chief shall receive incentive pay predicated on the accumulation of credits earned in the following manner:

- a. Credits will be granted and recognized for college credits in Fire Science and Public Administration-related subjects only, as approved by the Fire Chief.
- b. Payment will be made at the rate of \$.010 per credit hour up to a maximum of one hundred and seventy (170) hours.
- c. Payments will commence only after the Deputy Fire Chief has accumulated fifteen (15) credits and will increase thereafter upon the accumulation of thirty (30) credits, forty-five (45) credits, the award of an Associate Degree seventy-five (75) credits, ninety (90) credits, one hundred and five (105) credits, the award of a Baccalaureate Degree, one hundred and thirty-five (135) credits, one hundred and fifty (150) credits and the award of a Master's Degree.

9. Education Reimbursement

The Town agrees to reimburse to employees fifty percent (50%) of the tuition costs, up to \$350.00 per year, for job-related courses. Courses must be through an accredited institution, must be completed with at least a B grade, and must be pre-approved by the Town in writing to be eligible for reimbursement. Such pre-approval shall not be withheld unreasonably, but may be withheld for valid reasons including, without limitation, that the course is not so job-related as to be of benefit to the Town.

Employees with five (5) years of continuous service with the Town shall be paid a career incentive on the 1st pay period in December each year as follows:

Level I – (**\$500.00**) – Upon completion of a certified course (not seminar) in a specific municipal field, or completion of a related “certificate” course (not seminar) at an accredited college with at least 9 credits.

Level II – (**\$625.00**) – Associate's Degree.

Level III – (**\$1,125.00**) – Bachelor's Degree.

Level IV – (**\$1,625.00**) – Master's Degree.

Any employee can only receive payment from one level. Such levels can be achieved prior to or during employment with the Town. An employee may move from one level to the next but can only receive an incentive at that level and not a combination of levels.

Appendix A

**TOWN OF WESTPORT
PERSONNEL BYLAWS AMENDMENT
TO "SCHEDULE A" FISCAL YEAR 2022**

| <u>DEPARTMENT/POSITION</u> | <u>GROUP</u> | <u>HOURS</u> | <u>PAY BASIS</u> | <u>TYPE</u> | <u>FY2020</u> | <u>FY2021</u> | <u>FY2022</u> |
|---|--------------|--------------|-------------------------|-------------|---------------|---------------|---------------|
| BOARD OF APPEALS | | | | | | | |
| Principal Clerk | 2 | -20 | Hourly | PT | 21.22 | 21.64 | 22.07 |
| BOARD OF ASSESSORS | | | | | | | |
| Assistant Assessor/Appraiser | 1 | R | Salary | FT/PT | ----- | 95,000.00 | 97,500.00 |
| BOARD OF HEALTH | | | | | | | |
| Director of Public Health | 1 | R | Salary | FT | 86,700.00 | 93,634.00 | 100,576.00 |
| Public Health Nurse | 6 | 30 | Hourly | PT | 29.01 | 29.59 | 30.18 |
| Recording Clerk | 2 | -20 | Hourly | PT | 18.16 | 18.52 | 18.89 |
| Animal Control Officer | 7c | 30 | Hourly | PT | 20.67 | 21.08 | 21.50 |
| Assistant Animal Control Officer | 7c | | Hourly or On-Call | PT | 15.92 | 18.97 | 19.35 |
| BOARD OF SELECTMEN | | | | | | | |
| Town Administrator | 1 | R | Salary | FT | 131,812.00 | 134,449.00 | 96,625.00 |
| Secretary | 2 | 40 | Hourly | FT | 27.85 | 28.40 | 28.97 |
| Administrative Assistant/ Confidential Clerk | 2 | 40 | Hourly | FT | 27.85 | 28.40 | 27.14 |
| Grant Program Manager | 2 | 40 | Hourly | FT | 25.89 | 26.41 | 26.94 |
| Grant Clerk | 2 | -20 | Hourly | PT | 18.52 | 18.89 | 19.27 |
| Housing Rehab Specialist | 2 | N | Hourly | PT | 29.60 | 30.19 | 30.79 |
| BUILDING | | | | | | | |
| Commissioner/Zoning Enforcement Officer | 7c | 40 | Salary | FT | 73,535.00 | 75,006.00 | 76,507.00 |
| Gas/Plumbing Inspector | 7c | R | Per Inspection | PT | 30.00 | 35.00 | 35.00 |
| Assistant Gas/Plumbing Inspector | 7c | R | Per Inspection | PT | 30.00 | 35.00 | 35.00 |
| Wire Inspector | 7c | R | Per Inspection | PT | 30.00 | 35.00 | 35.00 |
| Assistant Wire Inspector | 7c | N | Per Inspection | PT | 30.00 | 35.00 | 35.00 |
| CABLE ADVISORY | | | | | | | |
| Public Access Director | 1 | R | Salary | FT | 49,240.00 | 50,225.00 | 51,230.00 |
| Public Access Coordinator | 2 | 35 | Hourly | FT | 20.07 | 20.48 | 20.89 |
| Public Access Coordinator | 2 | -20 | Hourly | PT | 20.07 | 20.48 | 20.89 |
| Public Access Equipment Operator | 2 | -20 | Hourly | PT | 12.24 | 13.77 | 14.25 |
| Recording Clerk | 2 | -20 | Hourly | PT | 18.16 | 18.52 | 18.89 |

| <u>DEPARTMENT/POSITION</u> | <u>GROUP</u> | <u>HOURS</u> | <u>PAY BASIS</u> | <u>TYPE</u> | <u>FY2020</u> | <u>FY2021</u> | <u>FY2022</u> |
|---|--------------|--------------|------------------|-------------|---------------|---------------|---------------|
| CEMETERY | | | | | | | |
| Laborer | 4 | N | Hourly | S | 17.75 | 18.10 | 18.46 |
| COMMISSION ON DISABILITY | | | | | | | |
| Recording Clerk | 2 | -20 | Hourly | PT | 18.16 | 18.52 | 18.89 |
| COMMUNITY PRESERVATION COMMITTEE | | | | | | | |
| Recording Clerk | 2 | -20 | Hourly | PT | 18.16 | 18.52 | 18.89 |
| CONSERVATION | | | | | | | |
| Assistant Agent | 2 | -20 | Hourly | PT | 25.23 | 25.73 | 26.24 |
| COUNCIL ON AGING | | | | | | | |
| Director of Senior Services | 1 | 40 | Salary | FT | 61,334.00 | 70,703.00 | 72,117.00 |
| Outreach Coordinator | 2 | 35 | Hourly | FT | 18.21 | 18.57 | 18.94 |
| Outreach Worker | 2 | -20 | Hourly | PT | 17.62 | 17.97 | 18.33 |
| Supportive Day Program Director | 2 | 35 | Hourly | FT | 19.25 | 19.63 | 20.02 |
| Supportive Day Program Assistant Director | 2 | -20 | Hourly | PT | 14.86 | 15.16 | 15.46 |
| Nutrition Program Meal Site Manager | 2 | -20 | Hourly | PT | 14.86 | 15.16 | 15.46 |
| Elder Visitor | 2 | -20 | Hourly | PT | 12.77 | 13.03 | 13.77 |
| Volunteer Coordinator | 2* | -20 | Hourly | PT | 15.24 | 15.54 | 15.85 |
| Supportive Day Program Aide Level II | 2 | -20 | Hourly | PT | 12.77 | 14.30 | 14.59 |
| Supportive Day Program Aide Level I | 2 | -20 | Hourly | PT | 12.77 | 13.03 | 13.77 |
| Van Driver | 2 | -20 | Hourly | PT | 15.17 | 15.47 | 15.78 |
| Transportation Clerk | 2* | -20 | Hourly | PT | 12.77 | 14.30 | 14.59 |
| INFORMATION TECHNOLOGY | | | | | | | |
| Director | 1c | R | Annual | PT | 31,697.00 | 32,330.00 | 32,977.00 |
| FINANCE COMMITTEE | | | | | | | |
| Recording Clerk | 2 | N | Hourly | PT | 18.16 | 18.52 | 18.89 |
| FIRE DEPARTMENT | | | | | | | |
| Chief | 1 | R | Salary | FT | 106,452.00 | 108,581.00 | 113,522.00 |
| Deputy Chief | 1 | R | Salary | FT | 85,811.00 | 87,527.00 | 91,510.00 |
| Administrative Assistant | 2 | 35 | Hourly | FT | 27.85 | 28.40 | 28.98 |
| Call Firefighter | 7b | N | Hourly | PT | 19.69 | 20.08 | 20.48 |
| Call Firefighter/EMT | 7b | N | Hourly | PT | 20.66 | 21.07 | 21.49 |
| Call Firefighter/Paramedic | 7b | N | Hourly | Pt | 23.98 | 24.46 | 24.95 |

| <u>DEPARTMENT/POSITION</u> | <u>GROUP</u> | <u>HOURS</u> | <u>PAY BASIS</u> | <u>TYPE</u> | <u>FY2020</u> | <u>FY2021</u> | <u>FY2022</u> |
|---|--------------|--------------|------------------|-------------|---------------|---------------|---------------|
| HARBOR MASTER | | | | | | | |
| Assistant Harbormaster | 7c | N | Hourly | PT | 18.71 | 19.08 | 19.47 |
| HIGHWAY DEPARTMENT | | | | | | | |
| Highway Surveyor | 1 | R | Salary | FT | 78,030.00 | 79,591.00 | 81,182.00 |
| Temp. Laborer/Truck Driver | 4 | N | Hourly | S | 19.44 | 19.83 | 20.23 |
| HOUSING PARTNERSHIP COMMITTEE | | | | | | | |
| Recording Clerk | 2 | -20 | Hourly | PT | 18.16 | 18.52 | 18.89 |
| LANDING COMMISSION | | | | | | | |
| Recording Clerk | 2 | N | Hourly | PT | 18.16 | 18.52 | 18.89 |
| LIBRARY | | | | | | | |
| Director | 1 | R | Salary | FT | 68,979.00 | 70,359.00 | 71,767.00 |
| Library Aide II | 5 | -20 | Hourly | PT | 15.09 | 15.39 | 15.70 |
| Library Aide I | 5 | -20 | Hourly | PT | 12.77 | 13.03 | 13.77 |
| After School Assistant | 5 | -20 | Hourly | PT | 17.06 | 17.40 | 17.75 |
| MARINE SERVICES | | | | | | | |
| Director | 1 | R | Salary | FT | 53,580.00 | 54,621.00 | 42,232.00 |
| Deputy Director | 7c | R | Annual | FT | 27,558.00 | 28,109.00 | 21,398.00 |
| PLANNING BOARD | | | | | | | |
| Assistant Town Administrator for Planning | | | | | 92,909.00 | 94,767.18 | |
| Town Planner | 1 | R | Salary | FT | 76,557.00 | 78,088.14 | 79,649.90 |
| Assistant Town Planner | 2 | 40 | Salary | FT | ----- | ----- | 63,099.22 |
| Recording Clerk | 2 | -20 | Hourly | PT | 18.16 | 18.52 | 18.89 |
| PERSONNEL BOARD | | | | | | | |
| Recording Clerk | 2 | -20 | Hourly | PT | 18.16 | 18.52 | 18.89 |
| POLICE DEPARTMENT | | | | | | | |
| Chief | 1 | R | Salary | FT | 111,049.00 | 113,270.00 | 118,149.00 |
| Deputy Chief | 1 | R | Salary | FT | ----- | ----- | 99,734.00 |
| Administrative Assistant | 2 | 35 | Hourly | FT | 30.07 | 30.67 | 31.28 |
| Reserve Officers | 7a | N | Hourly | PT | 19.69 | 20.08 | 20.48 |
| E-911 Dispatcher | 7b | N | Hourly | FT | 20.55 | 20.98 | 21.40 |
| E-911 Dispatcher | 7b | -20 | Hourly | PT | 16.45 | 16.78 | 20.98 |
| RECREATION | | | | | | | |
| Director | 8 | -20 | Salary | PT | 38,760.00 | 59,923.00 | 61,121.00 |
| REGISTRAR OF VOTERS | | | | | | | |
| Registrar Clerk | 2 | N | Hourly | PT-S | 22.78 | 23.24 | 23.70 |
| Precinct Worker | 2 | N | Hourly | PT | 12.24 | 13.01 | 13.77 |

| | | | | | | | |
|---------------------------------------|----|---|--------|----|----------|----------|----------|
| SEALER OF WEIGHTS AND MEASURES | 7c | N | Annual | PT | 4,000.00 | 4,080.00 | 4,162.00 |
|---------------------------------------|----|---|--------|----|----------|----------|----------|

| <u>DEPARTMENT/POSITION</u> | <u>GROUP</u> | <u>HOURS</u> | <u>PAY BASIS</u> | <u>TYPE</u> | <u>FY2020</u> | <u>FY2021</u> | <u>FY2022</u> |
|-----------------------------|--------------|--------------|------------------|-------------|---------------|---------------|---------------|
| SHELLFISH | | | | | | | |
| Constable | 1 | R | Salary | FT | 27,602.00 | 28,155.00 | 42,231.00 |
| Deputy Constable | 7c | R | Annual | FT | 13,574.00 | 13,846.00 | 21,397.00 |
| Deputy Constable | 7c | N | Hourly | PT | 18.71 | 19.08 | 19.47 |
| TAX COLLECTOR | | | | | | | |
| Clerk | 2 | N | Hourly | PT-S | 18.16 | 18.52 | 18.89 |
| TOWN ACCOUNTANT | | | | | | | |
| | 1 | R | Salary | FT | 68,979.00 | 70,359.00 | 71,767.00 |
| TOWN BEACH | | | | | | | |
| Head Lifeguard | 8 | 40 | Hourly | S | 17.81 | 18.17 | 18.53 |
| Lifeguard | 8 | 40 | Hourly | S | 13.42 | 13.69 | 16.00 |
| Lifeguard | 8 | -20 | Hourly | S | 13.42 | 13.69 | 16.00 |
| TREASURER | | | | | | | |
| | 1 | R | Salary | | 30,000.00 | 20,000.00 | 25,000.00 |
| VETERANS SERVICES | | | | | | | |
| Agent | 1 | R | Salary | FT | 50,360.00 | 50,360.00 | 55,000.00 |
| Graves Registration Officer | 1 | R | Salary | PT | | | |

TOWN OF WESTPORT PERSONNEL BY-LAWS
HISTORICAL NOTES THROUGH 3/22/22

In Reference To:

See the Following:

Old Reference

| | | |
|-------------|------------|-------------|
| 2101 | Article 69 | 1968 ATM |
| 2101 | Article 9 | 1969 ATM |
| 2101 | Article 46 | 1975 ATM |
| 2101 - 2111 | Article 19 | 1979 ATM |
| 2101.1 | Article 11 | 1976 ATM |
| 2111 | Article 14 | 3/13/77 STM |
| 2112 - 2123 | Article 37 | 1980 ATM |
| 2118 | Article 31 | 1973 ATM |

Revised Reference

| | | |
|-----------------------|---------------------------|------------|
| Sections 1-6 | Article 19 | 1979 ATM |
| Section 1.B | Article 63 | 1984 ATM |
| Section 1.D.6 | Article 28 | 2016 ATM |
| Section 4.A.1 | Article 5 | 9/79 STM |
| Section 5.B.3 | Article 10 | 5/3/14 STM |
| Section 5, Schedule A | Article 3 | 11/79 STM |
| Section 5, Schedule A | Article 22 | 1980 ATM |
| Section 5, Schedule A | Article 36 | 1980 ATM |
| Section 5, Schedule A | Article 53 | 1981 ATM |
| Section 5, Schedule A | Article 7 | 9/81 STM |
| Section 5, Schedule A | Article 22 | 1982 ATM |
| Section 5, Schedule A | Article 17 | 8/82 STM |
| Section 5, Schedule A | Articles 29, 30, 31 | 1983 ATM |
| Section 5, Schedule A | Articles 15, 16, 17 | 9/83 STM |
| Section 5, Schedule A | Article 43 | 1985 ATM |
| Section 5, Schedule A | Articles 41, 42, 43, 44 | 1986 ATM |
| Section 5, Schedule A | Article 53 | 1987 ATM |
| Section 5, Schedule A | Article 60 | 1987 ATM |
| Section 5, Schedule A | Article 62 | 1987 ATM |
| Section 5, Schedule A | Articles 44 - 53 | 1988 ATM |
| Section 5, Schedule A | Article 56 | 1988 ATM |
| Section 5, Schedule A | Articles 37 - 42 | 1989 ATM |
| Section 5, Schedule A | Article 27 | 1990 ATM |
| Section 5, Schedule A | Articles 12, 14 - 19 | 1993 ATM |
| Section 5, Schedule A | Articles 30 - 36 | 1994 ATM |
| Section 5, Schedule A | Articles 35, 36, 37 | 1995 ATM |
| Section 5, Schedule A | Articles 33, 34 | 1996 ATM |
| Section 5, Schedule A | Articles 47, 48, 51, 52 | 1997 ATM |
| Section 5, Schedule A | Articles 46 - 61 | 1998 ATM |
| Section 5, Schedule A | Articles 44 - 48 | 1999 ATM |
| Section 5, Schedule A | Articles 37 - 40, 42 - 44 | 2000 ATM |
| Section 5, Schedule A | Articles 30 - 47 | 2001 ATM |

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|-----------------------|-------------------------|-------------|
| Section 5, Schedule A | Articles 25, 26 | 2002 ATM |
| Section 5, Schedule A | Articles 31, 33 | 2003 ATM |
| Section 5, Schedule A | Articles 50, 51, 52, 53 | 2004 ATM |
| Section 5, Schedule A | Articles 50, 51, 52, 53 | 2005 ATM |
| Section 5, Schedule A | Articles 52 - 60 | 2006 ATM |
| Section 5, Schedule A | Articles 45 - 50 | 2007 ATM |
| Section 5, Schedule A | Articles 37, 38 | 2008 ATM |
| Section 5, Schedule A | Articles 34, 35, 36, 37 | 2009 ATM |
| Section 5, Schedule A | Articles 42, 43 | 2010 ATM |
| Section 5, Schedule A | Article 42 | 2011 ATM |
| Section 5, Schedule A | Article 46, 47 | 2012 ATM |
| Section 5, Schedule A | Articles 20, 21 | 2013 ATM |
| Section 5, Schedule A | Article 18 | 5/7/13 STM |
| Section 5, Schedule A | Articles 8, 9 | 11/5/13 STM |
| Section 5, Schedule A | Article 33 | 2014 ATM |
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| Section 5, Schedule A | Articles 45, 46 & 48 | 2015 ATM |
| Section 5, Schedule A | Articles 29 - 35 | 2016 ATM |
| Section 5, Schedule A | Articles 27 - 30 | 2017 ATM |
| Section 5, Schedule A | Article 25 | 2019 ATM |
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| Section 6 | Article 37 | 1980 ATM |
| Section 6, A.3 | Article 35 | 1996 ATM |
| Section 6, A.3 | Articles 35, 36 | 2003 ATM |
| Section 6, A.3 | Article 45 | 2012 ATM |
| Section 6, A.4 | Article 33 | 1981 ATM |
| Section 6, A.4 | Articles 38, 39 | 2003 ATM |
| Section 6, A.4 | Article 54 | 2004 ATM |
| Section 6, A.4 | Article 29 | 2018 ATM |
| Section 6, A.5 | Article 35 | 1996 ATM |
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| Section 6, A.5 | Article 54 | 2005 ATM |
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| Section 6, A.7 | Article 35 | 1996 ATM |
| Section 6, A.7 | Article 56 | 2005 ATM |
| Section 6, A.8 | Article 35 | 2003 ATM |
| Section 6, A.12 | Article 28 | 1980 ATM |
| Section 6, A.12 | Article 35 | 1996 ATM |
| Section 6, A.12 | Article 55 | 2005 ATM |
| Section 6, B.5 | Article 55 | 2004 ATM |
| Section 6, B.6 | Article 48 | 2012 ATM |
| Section 6, C.6 | Article 42 | 1985 ATM |
| Section 6, C.6 | Article 37 | 1994 ATM |
| Section 6, C.7 | Article 32 | 1997 ATM |
| Section 6, C.8 | Article 37 | 2003 ATM |
| Section 6, C.9 | Article 53 | 2007 ATM |

Appendix A - Classification and Compensation Plan (Adopted 4/5/01 ATM – Article 47); 5/15/02 ATM - Article 24; 5/14/03 ATM – Article 41; 6/22/04 ATM – Article 56; 5/8/13 STM - Articles 15 & 16; 5/2/17 ATM – Article 26.