

AGREEMENT

TOWN OF WINCHENDON

AND

AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL EMPLOYEES

AFL-CIO, STATE COUNCIL 93, LOCAL 1717

(ADMINISTRATIVE AND CLERICAL)

July 1, 2025 through June 30, 2028

INDEX

<u>ARTICLE I</u>	<u>RECOGNITION</u>	1
<u>ARTICLE II</u>	<u>SEVERABILITY</u>	2
<u>ARTICLE III</u>	<u>NON-DISCRIMINATION</u>	2
<u>ARTICLE IV</u>	<u>STRIKES AND WORK STOPPAGES</u>	2
<u>ARTICLE V</u>	<u>UNION DUES</u>	2
<u>ARTICLE VI</u>	<u>UNION REPRESENTATIVES</u>	3
<u>ARTICLE VII</u>	<u>DISCIPLINE AND DISCHARGE</u>	3
<u>ARTICLE VIII</u>	<u>GRIEVANCE AND ARBITRATION PROCEDURE</u>	3
<u>ARTICLE IX</u>	<u>HOURS OF WORK</u>	4
<u>ARTICLE X</u>	<u>OVERTIME</u>	5
<u>ARTICLE XI</u>	<u>MEAL PERIOD</u>	6
<u>ARTICLE XII</u>	<u>COFFEE BREAKS</u>	6
<u>ARTICLE XIII</u>	<u>CLEAN UP TIME</u>	6
<u>ARTICLE XIV</u>	<u>HOLIDAYS</u>	6
<u>ARTICLE XV</u>	<u>VACATIONS</u>	7
<u>ARTICLE XVI</u>	<u>SICK LEAVE</u>	8
<u>ARTICLE XVII</u>	<u>BEREAVEMENT LEAVE</u>	9
<u>ARTICLE XVIII</u>	<u>PERSONAL LEAVE</u>	9
<u>ARTICLE XIX</u>	<u>LEAVE OF ABSENCE</u>	9
<u>ARTICLE XX</u>	<u>JURY DUTY</u>	10
<u>ARTICLE XXI</u>	<u>MILITARY TRAINING</u>	10
<u>ARTICLE XXII</u>	<u>HEALTH AND WELFARE</u>	10
<u>ARTICLE XXIII</u>	<u>PART TIME EMPLOYEES</u>	11
<u>ARTICLE XXIV</u>	<u>SENIORITY</u>	11
<u>ARTICLE XXV</u>	<u>TEMPERATURE</u>	12
<u>ARTICLE XXVI</u>	<u>SAFETY CODE COMMITTEE</u>	12
<u>ARTICLE XXVII</u>	<u>JOB POSTING</u>	13
<u>ARTICLE XXVIII</u>	<u>LABOR-MANAGEMENT MEETINGS</u>	13
<u>ARTICLE XXIX</u>	<u>MISCELLANEOUS PROVISIONS</u>	13
<u>ARTICLE XXX</u>	<u>CLASSIFICATION PLAN AND PAY RATES</u>	15
<u>ARTICLE XXXI</u>	<u>LONGEVITY</u>	16
<u>ARTICLE XXXII</u>	<u>DRUG AND ALCOHOL FREE WORKPLACE</u>	16
<u>ARTICLE XXXIII</u>	<u>PERFORMANCE EVALUATION SYSTEM</u>	17
<u>ARTICLE XXXIV</u>	<u>DURATION</u>	17

ARTICLE I RECOGNITION

Section 1: The Employer recognizes the Union as the sole and exclusive bargaining agent for all full time and regular part time administrative and clerical employees, exclusive of intermittent and/or seasonal employees, in the Town of Winchendon as defined in the Labor Relations Commission Case No. MCR-4233, dated September 22, 1993, for the purpose of negotiations with respect to hours, wages, and conditions of employment under the provisions of Chapter 150E of the General Laws of the Commonwealth of Massachusetts. An all-inclusive list of bargaining unit position is reflected below.

Health Inspector	COA Driver
Winchendon TV Coordinator	Asst. Library Tech
DPW Exec Asst.	Library Custodian
Asst. Town Clerk	COA Nutrition Coordinator
Library Tech	COA Meals on Wheels Driver
DPW Clerk	COA Custodian
Treas. /Coll. Clerk	Conservation Agent
Planning/Land Use Coordinator	Police Custodian
Land Use/Development Clerk	Bldg. Superintendent
Health Agent	
Part-time Conservation Agent	
Part-time Land Use and Development Clerk	
Recreation position (grant funded)	

If any new positions are created by the Employer, the new positions will be bargained with the Union to determine if they should be added/included to the bargaining unit. If the Employer and Union agree then the new position will be added to the bargaining unit and the wages will be negotiated by the parties.

Section 2: Neither the Employer nor the Union will aid, promote or finance any other labor group or organization which purports to engage in collective bargaining, or make any agreement with any other labor group for the purpose of undermining the Union.

Section 3: The Union recognizes the Employer as a public body established under and with powers provided by the statutes of the Commonwealth of Massachusetts, and nothing in this Agreement shall be deemed to derogate from or impair any power, right or duty conferred upon the Employer by statute or any rule or regulation of any agency of the Commonwealth.

MANAGEMENT RIGHTS

Except to the extent that there is contained in this agreement an express and specific provision to the contrary, the town retains, whether exercised or not, all of the authority, power, rights, jurisdiction, and responsibility provided by the laws of the Commonwealth of Massachusetts to such town for the control, direction and management of the town and its workforce, including, but not limited to: the right to manage the affairs of the town and of the department and maintain and improve the efficiency of its operations; to determine the methods, means, processes and personnel by which operations are to be conducted; to determine and schedule hours of duty consistent with the statutes, bylaws and collective bargaining agreement of the town and the assignment of the bargaining unit employees to realize the efficient utilization of his/her service; to hire, promote, assign, and retain bargaining unit employees; to contract and sub-contract for services; and to promulgate and support reasonable rules and regulations pertaining to the operations of the departments covered by this collective bargaining agreement and to the bargaining unit employees.

Nothing in this agreement shall limit the town in the exercise of its functions of management and in the direction and the supervision of the town business. This includes, but is not limited to the right to: add or eliminate departments; require and assign overtime; increase or decrease the number of jobs; change process; assign work and work to be performed; schedule shifts and hours to work and lunch or break periods; hire; suspend; demote, discipline or discharge for just cause; transfer or promote; layoff because of lack of work or other legitimate

reason; establish reasonable rules, regulations, job descriptions, policies and procedures, conduct orderly operations; establish new jobs; abolish and change existing jobs; determine where, when, how and by whom work will be done; determine standards of efficiency; except where any such rights are specifically modified or abridged by terms of this agreement. unless an express, specific provision to this agreement clearly provides otherwise, the town, acting through its Town Manager or other appropriate officials as may be authorized to act on their behalf, retains all the rights and prerogatives it had prior to the signing of this agreement either by law, custom, practice, usage or precedent to manage and control the offices of the town. Management rights shall be exercised without said actions being subject to the grievance and arbitration clause of this contract.

ARTICLE II

SEVERABILITY

Section 1: Should any of the terms and conditions of this Agreement be superseded or nullified or otherwise affected by any legislation, Federal or State, or should any provision of this Agreement be found to be in violation of any Federal or State law by a court of competent jurisdiction, such other provisions of this Agreement as may not be affected thereby shall remain in full force and effect for the duration of this Agreement.

Section 2: Should any Article, section, or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, section, or portion thereof directly specified in the decision; upon the issuance of such a decision, the parties agree immediately to negotiate a substitute for the invalidated Article, section or portion thereof.

ARTICLE III

NON-DISCRIMINATION

Section 1: The parties to this Agreement agree that they shall not discriminate against any person because of race, creed, color, sexual orientation, sex, age, or disability, and that such persons shall receive the full protection of this Agreement.

Section 2: The Employer agrees that it or its agents will not interfere with, restrain, discriminate against or coerce any employee of the Town of Winchendon for his participation in recognized union activity as defined under Chapter 150E of the General Laws of Massachusetts.

Section 3: The Union agrees that there will be no coercion or discrimination by its members against any employee because of their non-membership in the Union; however, non-union members will be unable to constitutionally participate in various union proceedings and union benefits afforded to union members who are in good standing with the Union. The Union further agrees that there will be no coercion or discrimination against any employee or supervisor for his adherence to any provision of this Agreement.

ARTICLE IV

STRIKES AND WORK STOPPAGES

Section 1: It shall be unlawful for any employee to engage in, induce or encourage any strike, work stoppage, slowdown, or withholding of services by such employee.

Section 2: Should an employee engage in, induce or encourage any strike, work stoppage, slowdown or withholding of services from the Town, such employee shall be subject to disciplinary action, including discharge.

Section 3: The Town agrees that it will not lock out unit employees.

ARTICLE V **UNION DUES**

Section 1: Employees may tender monthly membership dues by signing the Authorization for Payroll Deductions for Dues form. During the life of this Agreement and in accordance with the terms of the form of the Authorization of Check-Off of Dues hereinafter set forth as Appendix A-2, the Employer agrees to deduct union membership dues levied in accordance with the Constitution of the Union from the pay of each employee who voluntarily executes or has executed such form and remit the aggregate amount to the Treasurer of Local 1717, along with a list of employees who have said dues deducted. Such remittance shall be made by the 10th day of the succeeding month.

The Employer agrees to deduct from the wages of any bargaining unit employee a PEOPLE deduction as provided for in written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the Employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The Union agrees to indemnify and hold harmless the Employer for any matters related to this deduction.

ARTICLE VI **UNION** **REPRESENTATIVES**

Section 1: A written list of Union officers and their representatives shall be furnished to the Employer as soon as feasibly possible after their designation, and the Union shall notify the Employer of any changes.

Section 2: Upon notifying the Town Manager or his designee, and with the approval of the Town Manager which such approval shall not be unreasonably withheld, one Union representative shall be granted reasonable time off during normal working hours to investigate and settle grievances without loss of pay. Should the investigation of the grievance continue beyond his normal quitting time, there will be no pay and no consideration for pay while the grievance continues to be investigated after the quitting time.

Section 3: One member of the bargaining unit, provided they be duly authorized as a delegate, may be granted a leave of absence by the Town Manager, not to exceed three working days in any one fiscal year, for the purposes of attending seminars and meetings, including conventions of the Council, State, or National bodies of the Union. Such leave, if granted, shall be without loss of straight time pay not to exceed eight hours per day for each day of the three working day leave for the delegate.

Section 4: The employer shall allow up to (1) hour for the Union Steward/Representative to perform a new employee orientation to include reviewing the benefits of union membership and any related membership forms as well as reviewing the current contract and any applicable Union benefits therein.

Section 5: The employer agrees to notify the Union of any changes in membership status, which includes but is not limited to new hires, retirements, resignations, dues paying status or any other change in work status.

ARTICLE VII **DISCIPLINE AND DISCHARGE**

Disciplinary action or measures shall include the following progressively applied:

1. Verbal warning
2. Written warning
3. Suspension
4. Demotion
5. Discharge

Section 1: The Employer shall have the right to discipline or discharge any employee for just cause, it shall be done with reasonable discretion. Just cause shall not be required for the discipline or discharge of probationary employees. Said probationary employees may be discharged either with or without cause.

Section 2: Any grievance relating to the discharge or discipline of an employee may be taken up and determined under the grievance and arbitration provisions of this Agreement. Notwithstanding the grievance and arbitration provisions of this Agreement, a grievance involving discharge must be in writing and must be received by the Employer within five working days from the date of discharge (Saturday, Sunday and Holidays excluded). A grievance involving discharge shall start at Step 2 of the Grievance Procedure.

Section 3: Disciplinary warnings will be invalidated after twelve (12) calendar months. A written notice not resulting in a suspension shall be invalidated after a period of eighteen (18) calendar months from the date of said warning notice.

Section 4: If the employer has reason to reprimand or discipline an employee, it shall be done with reasonable discretion.

Section 5: All disciplinary action will be only for just cause.

ARTICLE VIII **GRIEVANCE AND ARBITRATION PROCEDURE**

Section 1: A grievance or dispute which may arise between the parties pertaining only to the application, meaning, or interpretation of this Agreement shall be settled in the following manner:

Step One: The Union Steward and/or his representative, with or without the aggrieved employee, shall take up the grievance or dispute in writing with the immediate supervisor within five working days of the date of the grievance or the employee's knowledge of its occurrence. The Department Head shall attempt to adjust the matter and shall respond to the Steward in writing within five working days, excluding Saturday, Sunday and Holidays.

Step Two: If the grievance remains unsettled, it shall be presented to the Town Manager in writing within five working days after the response of the immediate supervisor is due. The Town Manager shall respond in writing within five working days following presentation of the grievance to the Town Manager. Hearings shall be held at all steps outlined above.

Step Three: If the grievance is still unsettled, the Union may, within seven days after the reply of the Town Manager is due, by written notice to the Employer, request arbitration. Prior to the request for arbitration the parties may, by mutual agreement, use the Massachusetts Department of Labor Relations.

Section 2: The arbitration shall be conducted by the American Arbitration Association pursuant to its rules and regulations. Its decision will be final and binding upon the parties.

Section 3: Grievances involving disciplinary action shall be processed as follows:

A. An action involving disciplinary measures up to and including a suspension of three days or less will be processed from Step 1.

B. An action involving disciplinary measures in excess of a suspension of three days or more will be processed from Step 2.

Section 4: The expense for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the records and makes copies available without charge to the other party and to the arbitrator.

Section 5: If the case reaches arbitration, the arbitrator shall have the power to direct a resolution of the grievance up to and including restoration to the job with all loss of earnings and privileges that would have been due the

employee. The Arbitrator may rule only on the question or questions presented and may not add to, subtract from or modify the contract in any way. All grievances can proceed through the grievance process up to and including arbitration.

Section 6: Final Written Warning and all disciplinary action will be reduced to writing except for the initial verbal warning

ARTICLE IX

HOURS OF WORK

Section 1: The regular hours of work each day shall be consecutive, except for interruptions for meal periods.

Section 2: The work week for full time Town Hall employees shall consist of four consecutive days, Monday through Thursday.

The hours for the Town Hall shall be:

Monday:	8:00 a.m. - 6:00 p.m.
Tues-Thurs:	8:00 a.m. - 5:00 p.m.
Friday:	closed

The Town Hall Building Superintendent shall work a forty (40) hour week. In general, the work week will be Monday through Thursday, but this schedule may be altered to allow the undertaking of special projects.

The hours of operation for the Library shall consist of the following:

(From Labor Day to Memorial Day)	
Monday-Thurs:	1:00 p.m. - 8:00 p.m.
Friday:	9:00 a.m. - 5:00 p.m.
Saturday:	9:00 a.m. - 1:00 p.m.

(After Memorial Day to Labor Day)	
Monday-Thurs:	1:00 p.m. - 8:00 p.m.
Friday:	9:00 a.m. - 5:00 p.m.

Section 3: To the extent practicable, each employee shall be assigned a regular schedule, to work a shift on the same days of every week with regular starting and quitting times.

Section 4: Except for emergency and peak load situations, work schedules shall not be changed arbitrarily. The present shift schedules are regarded as satisfactory at the time of the execution. The Town Manager may, during emergency and peak load situations, reassign an employee from one department to another temporarily until said emergency/peak situation has abated.

Section 5: Except for emergency situations, or by the agreement of the employee and the Town Manager, the work schedule now in effect will be continued for the duration of this Agreement.

Section 6: If Town Meeting occurs on a Monday, unit members assigned to the Library who are Winchendon residents and scheduled to work after 7:00 p.m. on such days shall be permitted to leave one hour early in order to attend Town Meeting.

Section 7: When the Employer declares a half day, employees will work from 8:00a.m. - 12:30 p.m., unless noted otherwise.

ARTICLE X

OVERTIME

Section 1: During periods of emergency and peak loads, overtime will be expected to be worked except when the employee is excused as a result of illness or when otherwise excused by the Department Head.

Section 2: An employee covered by this Agreement shall be paid overtime at the rate of 1 1/2 times his/her regular straight time hourly rate of pay for authorized time worked in excess of 40 hours, with the following exception: (1) those positions designated as "salaried" in Section 8 of this Article shall not receive overtime pay.

Section 3: Should an employee be recalled to work after the regularly scheduled shift has ended or before the start of the next regular scheduled shift, or while on standby, and should there be insufficient work to retain the employee for four hours, he/she will be paid 1 1/2 times his straight time hourly rate and he/she shall be guaranteed a minimum of four hours.

Section 4: Overtime shall be distributed within departments on a rotating basis, subject to qualifications including the experience of the employees being assigned to the overtime, as determined by the supervisors. The Employer, Union, and Employees agree to cooperate in the matter of overtime. Overtime offered and/or assigned and not worked will be charged as worked to such employee in determining equality of overtime distribution by department which normally performs such related work.

Section 5: Should temporary employees be utilized on an emergency basis, the temporary employees will be relieved of work on a daily basis at the same time as or not later than the regular employees are relieved on a daily basis. (It is the mutual intent of the Employer and the Union that temporary help will not be used in overtime work in any way to take overtime away from regular employees, except in cases of extreme emergency or contract work that is for one or more reasons beyond the physical capabilities of the regular employees to execute. Decisions as to when a situation shall be termed an "extreme emergency" and "contract work" shall be made by the Employer.)

ARTICLE XI

MEAL PERIOD

Section 1: Employees working six (6) or more hours in any day shall be excused from duty for up to 30 minutes on such days to have a meal break. The department head should schedule the meal periods as near as possible to the middle of the shift, depending upon the needs of the department and the needs of the employee. Under normal circumstances, offices where more than one employee is assigned should remain open during the meal period.

Section 2: In cases of emergency, an Employee may be called back to work from a meal break; however, no employee shall lose time left on their break because of such emergency.

ARTICLE XII

COFFEE BREAKS

Section 1: All employees' work schedules shall provide for a fifteen minute coffee break during each one-half shift of a normal day.

Nothing in this contract shall prevent the combining of breaks and meal periods, as established by past practice or if there is none, only by express permission of the direct supervisor.

ARTICLE XIII

CLEAN UP TIME

Section 1: The Building Superintendent shall be granted a fifteen minute personal clean-up period prior to the end of the shift of a normal work day.

Section 2: Work schedules shall be arranged so that employees may take advantage of this provision with facilities presently available.

ARTICLE XIV **HOLIDAYS**

Section 1: All regular, full-time employees shall receive one day of regular straight time pay, in lieu of work for the day on which each of the following are observed.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans Day
Patriot's Day	Full Day off before Thanksgiving
Memorial Day	Day after Thanksgiving
Juneteenth	Thanksgiving Day
Independence Day	Christmas Day (see Section 2 below)
	New Year's Day (see Section 2 below)

Christmas and New Year's holiday schedule is for all bargaining unit members.

Section 2A: Town Hall Holiday Explanations:

If Juneteenth, Independence Day, or Veterans Day or any other holiday that is observed fall on a Friday or Saturday, employees will get a full day off on Thursday prior. If they fall on Sunday, employees will get full day off Monday.

If Christmas or New Year's fall on a:

- Friday or Saturday, employees will receive a half day off Wednesday prior and full day off Thursday prior.
- Sunday, employees will receive a half day off Thursday prior and full day off Monday following.
- Monday, employees will receive a half day Thursday prior and full day off Monday.
- Tuesday, employees will receive a full day off Monday prior and full day off Tuesday.
- Wednesday, employees will receive a full day off Wednesday and a full day off Thursday following.
- Thursday, employees will receive a half day off Wednesday prior, and a full day off Thursday.

Section 2B: Beal's Memorial Library Holiday Explanations:

If any observed summer holiday falls on a Friday, employees will get a full day off Friday. If they fall on Saturday, employees will receive a full day off on Friday. If they fall on Sunday, employees will get a full day off Monday.

If Christmas or New Year's fall on a:

- Friday, employees will receive a half day Thursday, full day off Friday.
- Saturday, employees will receive a half day Friday, full day off Saturday.
- Sunday, employees will receive a full day Saturday, full day on Monday.
- Monday, employees will receive a full day Saturday, full day Monday.
- Tuesday, employees will receive a full day off Monday and Tuesday.
- Wednesday, employees will receive a half day off Tuesday, full day Wednesday.
- Thursday, employees will receive a half day off Wednesday, full day Thursday.

Section 3: To be eligible for holiday pay, an employee shall have worked or have satisfactorily presented themselves for work on the day before the holiday and on his next regularly scheduled work day following the paid holiday, unless excused because said employee was on sick, bereavement, or family leave, or on previously approved vacation leave, or is otherwise excused by the Town Manager.

Section 4: If a holiday occurs within an employee's vacation period, he shall receive an additional day's vacation with pay.

Section 5: Part-time employees shall be granted holiday leave for those holidays which are observed on the employee's regularly scheduled work day. Holiday pay shall be granted for the number of hours the employee is regularly scheduled to work on that day and shall not be pro-rated based upon the percentage their hours bear upon full-time service.

ARTICLE XV **VACATIONS**

Section 1: For new full-time employees, vacation to accrue at one (1) day per month, not to exceed ten (10) days per year, for the first part of a fiscal year and shall be available to use on the employee's first July 1st. In each fiscal year thereafter on each July 1st the employee shall be credited vacation time earned in the prior year per the rest of this article.

Section 2: Employees who have been in the continuous full-time or part time employ of the Town for at least one year from date of employment shall be entitled to two (2) weeks of vacation at regular pay.

Section 3: Employees who have been in the continuous full time or part time employ of the Town for at least five (5) years from date of employment shall be entitled to three (3) weeks of regular pay.

Section 4: Employees who have been in the continuous full time or part time employ of the Town for at least ten (10) years from date of employment shall be entitled to four (4) weeks of regular pay.

Section 5: Employees who have been in the continuous full time or part time employ of the Town for at least twenty (20) years from date of employment shall be entitled to five (5) weeks of regular pay.

Section 6: The amount of an employee's vacation pay shall be equal to the number of hours worked in a regular work week multiplied by the employee's straight time hourly rate multiplied by the number of weeks to which he is entitled.

Section 7: If the employment of a person who has become entitled to an annual vacation but has not taken it is terminated, he shall be paid for his vacation period. Upon the death of an employee entitled to vacation allowance, the allowance shall be paid to his or her estate.

Section 8: In the event of the termination of his employment or by reason of retirement, the employee shall be paid or be entitled to time off with pay, the pro-rata share of his vacation entitlement for the fiscal year of separation.

Section 9: After consultation with the Department Head an employee may carry forward to the next vacation year up to one half of his annual vacation leave. Any vacation leave carried forward must be taken in the year to which it is carried. The Town Manager may approve the carryover of more than the allowable vacation allowance only in the case of extraordinary circumstances such as long-term illness.

Section 10: Employees shall give notice to the Department Head of their intention to take vacation time as early as possible. In any event, such notice shall be given two weeks prior to the first day of vacation. Notice may be waived by the Supervisor on unforeseen circumstances.

Section 11: Employees, on the fifth, tenth and twentieth anniversary date of the employee's hire, shall be entitled to one week's vacation as described above to be used prior to the next July 1.

Section 12: Any part time employee who works a set schedule on specific days of the week and who intends to be absent on his regular work days for vacation purposes shall take vacation leave for said days and not reschedule work hours to days of the week not normally worked.

ARTICLE XVI

SICK LEAVE

Section 1: Employees after three months of employment shall be credited with sick leave at the rate of one and one - quarter days per month for a total of fifteen (15) days per calendar year for FY20 and FY21, the same to be cumulative, provided however that the Department Head may require an employee to present a doctor's certificate if the employee is absent on sick leave for two days or more, or if, in the sole discretion of the supervisor, the employee's pattern of sick leave use warrants submission of a doctor's certificate. Effective July 1, 2021, employees will be credited with sick leave at the rate of one day per month for a total of twelve (12) days per calendar year. Notification of illness must be made as early as possible, but no later than the time of reporting to work on the first day of illness, whether to the Department Head or to the Town Manager.

Section 2: Sick leave shall be granted for sickness or injury and for absence because of quarantine in the immediate family and/or an employee's significant other¹ in the amount of twelve (12) days per year if a doctor's certificate is provided certifying to the illness. Such time will be deducted from sick leave.

Any employee hired after July 1, 2004 shall receive no sick leave buyback upon separation from employment unless said employee is transferring into this bargaining unit from another general government bargaining unit under which he/she enjoyed such a benefit. In no case, however, shall any such transferring employee receive a sick leave buyback benefit greater than the benefit realized by employees of this bargaining unit that have been hired before July 1, 2004.

An employee hired prior to July 1, 2004 who has at least five years of service in this bargaining unit, upon retirement, resignation, layoff, or death shall be entitled to a lump sum payment for unused sick leave. Payment for unused sick leave for an employee resigning or laid off shall be computed by multiplying 10% of the employee's unused accumulated sick leave times the daily rate of the employee's position to a maximum of sixty (60) days' pay. Payment for an employee who retires or dies while employed shall be computed by multiplying 40% of the employee's unused accumulated sick leave times the daily rate of the employee's position to a maximum of sixty (60) days' pay. In the event of retirement, notice shall be given ninety days prior to the effective date of retirement. If notice is not given prior to the end of one fiscal year that retirement shall occur in the next fiscal year, the Town may delay payment of the lump sum until the fiscal year following the fiscal year in which the employee retired.

Section 3: If an employee is directed to obtain a physical examination to return to work, the fee for such examination shall be paid by the Employer and conducted by a physician appointed by the Employer.

If an employee is injured at work for which compensation under M.G.L., C. 152, is granted, accumulated sick leave may be used to make up the difference between employee's full pay and the amount of worker's compensation. An employee shall make the Town whole for any sick leave in excess of this difference. Claims made under MGL are not subject to the grievance and arbitration clause of this contract.

¹ Significant other shall be defined as an employee's partner if the two have been in a committed relationship and have shared a residence together for a duration of more than one year. In order for the sick leave and bereavement benefits to be extended for a significant other, both the employee and the employee's significant other must file a signed and sworn affidavit (available from the Town Manager) with the Town Manager that states that they are in a committed relationship and that they are living in the same residence. Sick leave and bereavement benefits shall be extended for a significant other only after one year has elapsed from the date of the affidavit, if and only if, the facts contained therein are still accurate. Said benefits may be granted during the first year at the discretion of the Town Manager.

ARTICLE XVII

BEREAVEMENT LEAVE

Section 1: Bereavement leave up to three (3) consecutive working days (up to five (5) days at the discretion of the Town Manager) will be granted to an employee for which he will be compensated at his regular rate of pay in the event of a death in his immediate family. The term "immediate family" is defined as spouse, child, father, mother, step-sister, brother, mother-in-law or father-in-law, grandparent, grandchild, step-grandparents, step-parents,

children and significant other².

Section 2: Bereavement leave may be granted to an employee in the event of a death for members of his family, other than those specified above, at the discretion of the Town Manager.

Section 3: Bereavement leave, as indicated in Section 1 above, in excess of three (3) days may be granted at the discretion of the Town Manager.

ARTICLE XVIII

PERSONAL LEAVE

Employees in the service of the Town for six months or more shall be granted thirty (30) hours of personal business leave each year. This leave shall not be taken from sick leave and shall not accumulate as personal leave. Personal days must be used in the year in which they were granted.

An extra personal day will be given for FY28 only.

ARTICLE XIX

LEAVE OF ABSENCE

Section 1: Leaves of absence may be granted by the Town Manager, but shall be without compensation. Leaves of absence of over six (6) months' duration shall be considered a break in employment and upon return to work the employee shall have the status of a new employee, unless an extension of leave beyond six months has been authorized by the Town Manager in advance.

Section 2: Family and Medical Leave - up to twelve (12) weeks leave may be granted for family and medical purposes as defined in the federal Family and Medical Leave Act of 1993. Eligible employees on FMLA leave must concurrently use all available sick leave and all but one week of vacation leave as part of said family and medical leave. The remainder of said leave shall be granted as unpaid leave. Employees shall not be required to concurrently use personal leave while on FMLA leave.

ARTICLE XX

JURY DUTY

Section 1: If an employee is called to Jury Duty, he shall receive an amount equal to the difference between his normal daily compensation at straight time rates and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

Section 2: An employee required by the Town Manager to appear in behalf of the Town in court, before the ZBA or other boards, shall be compensated at the appropriate rate.

ARTICLE XXI

MILITARY TRAINING

Section 1: Full-time employees with continuous employment by the Town, who are required to report for temporary summer or like period of training in the military forces of the Nation or the Commonwealth (National Guard), shall be paid an amount equal to the difference between compensation for a normal working period of two (2) weeks and the amount paid for military leave with his regular vacation period.

ARTICLE XXII

HEALTH AND WELFARE

The Employer agrees to provide health insurance for employees working twenty hours per week or more.

Section 1: The Town will provide group health insurance coverage to eligible employees. The health insurance plans offered and the corresponding cost sharing is outlined below:

60%/40% Split

The Town will contribute sixty (60%) of the premium or cost for the following preferred provider (PPO), indemnity, and HMO plans and the subscriber shall contribute forty percent (40%):

65%/35% Split

The Town will contribute sixty-five (65%) of the premium or cost for the following health maintenance organization (HMO) plans and the subscriber shall contribute thirty-five percent (35%):

Retiree Coverage 50%/50% Split

Section 2: The Town shall establish a 32B insurance advisory committee and AFSCME Local 1887 shall have at least one representative for its bargaining town units.

The Town and the Union agree that if any portion of the parties' negotiated health insurance plan will not be in compliance with any provisions of the ACA, as it may be amended, during a current or the following plan year, parties shall also follow the procedure below:

- a. It is agreed that the Town or Union may immediately reopen this Agreement solely for the purpose of negotiating any changes in the health insurance plan that may be necessary to avoid the application of the Cadillac Tax and/or to stay below the cost thresholds detailed above to the Town or any plan administrator, insurer, risk pool or plan participant, or to assure that the plan is legally compliant. An initial bargaining session shall be held within ten (10) business days of a request to reopen, unless another schedule is agreed to by the parties. The Town shall assist the Union in obtaining plan design and pricing information from insurance providers.
- b. If within ninety (90) days of either party's request to reopen this Agreement, the parties are unable to agree on changes in the health insurance plan necessary to avoid the Cadillac Tax and/or achieve legal compliance, then the issue shall be submitted to expedite binding interest arbitration. The interest arbitration shall proceed as follows:

1. The parties agree that the special nature of this issue may require an arbitrator with specific knowledge of the ACA; therefore, the parties will make every effort to mutually agree on an arbitrator with such specialized knowledge. If the parties cannot agree upon an arbitrator, an arbitrator shall be selected using the procedures described by the American Arbitration Association.

2. The interest arbitration hearing shall be held no later than thirty (30) days after either party declares that the reopened negotiations on health insurance are at impasse, unless otherwise agreed to by the parties.

3. The Town and the Union shall each submit to the selected arbitrator a proposal for modifying the negotiated health insurance. The Town and the Union shall exchange their proposals not less than ten (10) days prior to the arbitration hearing.

4. The arbitrator shall be empowered to select either the Town's proposal or the Union's proposal ("final offer" arbitration) and is expressly not empowered to fashion his or her own modifications to the negotiated health insurance plan.

5. In selecting between the Town's and the City's proposals, the arbitrator shall consider only the following criteria:

- i. That the modification avoids the application of the Cadillac Tax and/or sufficiently reduces premium and HSA contribution to remain below stated thresholds to the Town or any plan administrator, insurer, risk pool or plan participant, that provides or participates in the health insurance benefits, and/or assures that the plan is legally compliant;
- ii. That the modification does not increase the employee percentage contribution to health insurance

premiums;

iii. That the modification does not make material alterations in the scope of coverage. "Material alterations" shall not include changes in office co-pays, deductibles or prescription drug plans.

1. Considering the factors described in paragraphs 5(i)-(iii), the arbitrator shall select, as between the Town and Union proposals, the alternative that achieves the necessary result while differing the least from the negotiated health insurance benefit.
2. Nothing herein shall be construed as requiring the Town or the Union to submit any other dispute that may arise between them to interest arbitration.
3. Notwithstanding the language of Article 29, Section 11, should this Agreement expire without a successor Agreement approved by the parties, this article and the process described herein, shall remain in effect until a successor Agreement is reached.

ARTICLE XXIII

PART-TIME EMPLOYEES

Employees scheduled for less than full-time hours shall have the following benefits pro-rated based upon the percentage their hours bear upon full time service: sick leave, vacation, personal time, and longevity bonuses.

ARTICLE XXIV

SENIORITY

Section 1: Seniority shall be defined as length of full-time or regular part-time service in the bargaining unit. Seniority shall be acquired by an employee upon completion of his probationary period, at which time seniority shall be retroactive to the first day of employment.

Section 2: Seniority shall accumulate during the first twelve (12) months of an absence due to illness, injury, layoff for lack of work or funds, or other authorized leave of absence.

Section 3: A. The Employer agrees to meet with the Union at least two (2) weeks in advance to discuss the application of this section prior to any layoff of an employee.

B. In the event it becomes necessary to lay off or reduce hours of employees, the principles of first, the Employer's exclusive judgment of the employee's skill, ability performance and experience, and second, the principle of seniority shall control within classification. When seniority is considered, the least senior employee in the job classification affected by the layoff shall be the first laid off. Such employee due to be laid off shall have the right to bump other employees in an equal or lower classification having less seniority, provided the employee retained has the ability to do the work as determined by the Employer's exclusive judgment of the employee's skill, ability, performance and experience. Said exclusive judgment of the Employer shall not be arbitrary or capricious.

Section 4: Seniority shall be broken when an employee (a) resigns, (b) retires, (c) is discharged, (d) is unable or otherwise fails to return to work at the expiration of an authorized leave of absence, (e) is laid off for a period of time in excess of the length of service held at time of layoff, (f) fails to return to work within a period of five (5) working days following receipt of notice of recall, or (g) is absent for more than three (3) days without notice to the Employer of the reason for absence. It is agreed that an employee may refuse recall to a temporary position which will not last for more than thirty (30) working days without loss of seniority or recall rights.

Section 5: An employee whose seniority is broken under provisions of Section 4(e) of this Article will be accorded preference for rehire in the event an opening occurs in the position from which the employee was laid off, or in any other position which such individual can perform, provided such opening occurs within three (3) years of the date the employee was terminated and further provided such opening is not filled by a bargaining unit employee in accordance with the Job Posting and Bidding provisions of this Agreement.

Section 6: A newly hired employee shall be considered a probationary employee for the first six months of his employment. A probationary employee may be discharged as exclusively determined by the Employer and no such discharge of a probationary employee may be made the subject matter of the grievance or arbitration provisions of this Agreement. A probationary employee who is continued in the employ of the Employer beyond the probationary period shall receive continuous service or employment credit from his most recent date of hire to the full-time or part-time position in the bargaining unit.

Section 7: The principles of, first, the Employer's exclusive judgment of the employee's skill, ability, performance and experience, and second, seniority, shall control in cases of promotion and transfer. The employee so promoted or transferred shall be on trial for the first ninety (90) days, but the Employer may, at any time within that period, if the Employer determines that the Employee is not suitable for the job, return him to his former job or a comparable position of like status and pay.

Section 8: Employees who are dependent on grant funds for all or a part of their salary and are reduced in hours or removed from employment due to a reduction in or loss of said grant funds shall not have the right to exercise bumping rights under this contract.

ARTICLE XXV

TEMPERATURE

Employees are generally expected to report to work unless otherwise instructed. Employees who make reasonable effort, to be determined by the Town Manager, but are unable to appear for work, shall not be penalized, nor have to use paid leave to cover any absence.

ARTICLE XXVI

SAFETY CODE COMMITTEE

Section 1: The Employer from time to time may make reasonable regulations for the safety and health of the employees in the performance of their duties.

Section 2: Before any new regulation pertaining to the safety and health of the employees is established, the Employer shall send a copy of the proposal to the Union representative for review. Either party may request a conference on a proposal. Standard safety practices and common sense shall prevail. The Town may implement a new regulation once notice and opportunity to bargain have been provided to the Union.

Section 3: A safety committee consisting of two (2) representatives of the Employer and two (2) representatives of the Union shall be appointed and shall meet from time to time to discuss such regulations or other matters relating to health and safety.

ARTICLE XXVII

JOB POSTING

Section 1: When a position or new position covered by this Agreement becomes vacant, which the Employer desires to fill, such vacancy shall be posted in a conspicuous place listing the pay, area, duties and qualifications. This notice of vacancy shall remain posted for seven (7) calendar days. Employees interested shall apply in writing within the seven calendar day period. If there is a suitable internal candidate, as determined by the Town Manager, within ten (10) working days after the second meeting of the Board of Selectmen, the Employer will award the position pursuant to the provisions of Article XXIV (Seniority) of this Agreement. The vacancy shall be awarded on the basis of qualifications, ability, and seniority, and where these factors are relatively equal, seniority shall govern the selection.

Section 2: The successful, internal applicant, if any, shall be given a ninety (90) day trial and training period in the new position at the applicable rate.

Section 3: An employee who fills the vacancy of a higher classification in excess of ten (10) continuous working days will thereafter be entitled to the pay scale of the higher classification for as long as the employee fills the

vacancy in the higher classification.

Section 4: Section 1 shall not be construed to prevent temporary appointments or the appointment of temporary positions where public need or good so requires, as determined by the Town Manager, generally not to exceed thirty (30) days.

ARTICLE XXVIII

LABOR-MANAGEMENT MEETINGS

Section 1: The Union shall designate a standing committee of two (2) employees of the bargaining unit whose rates and conditions of employment are covered by this Agreement. The Committee may, at the request of either party, meet with the Town Manager and/or Town Manager's designee from time to time for the purpose of discussing matters falling within or arising out of the scope of this Agreement. Such meetings shall be held at times and places convenient to both parties.

Section 2: The party requesting the meeting shall submit to the other party at the time of the request an agenda of matters to be discussed. The submitting party shall give to the other party a ten (10) day notice.

ARTICLE XXIX

MISCELLANEOUS PROVISIONS

Section 1: Should any provision of this Agreement be found to be in violation of any Federal or State law, by a court of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. The parties agree to bargain, to the extent required by law, on matters not expressly listed in this agreement.

Section 2: (Access to Premises) The Employer agrees to permit representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, and/or Council 93, to enter the premises at reasonable times to discuss working conditions with individual members of the bargaining unit, provided care is exercised by such representatives that they do not interfere with the performance of duties assigned to employees, and provided reasonable notice and prior permission has been granted; such permission shall not be unreasonably denied.

Section 3: (Employee Records) A copy of any written statement or report which is of critical or unsatisfactory nature concerning an employee made by a member of management or of a designated supervisor which is to be retained by the Employer in the employee's personnel file shall be shown to the employee who shall certify in writing that he has read it. If the employee refuses to sign such a statement, the supervisor or other person in whose presence the employee read the statement or report shall certify that the statement or report was read by the employee and that the employee refused to sign such a statement acknowledging this fact. If the employee is not available (due to illness or other absence) at the time the statement or report is prepared, the member of management or supervisor shall file with the statement or report the reason for not showing the statement or report to the employee at the time of filing, but the employee shall be given the opportunity to read the report as soon as he is available thereafter.

Section 4: (Announcements) Announcements shall be posted in conspicuous places where employees have access. Parties to this Agreement, both of whom may use the Bulletin Boards for notices of routine nature, agree that it would be improper to post denunciatory or inflammatory written material on such bulletin boards.

Section 5: (Pay Schedule) Employees shall be paid bi-weekly. Pay week shall be from Sunday to Saturday, inclusive. Payment of overtime in all instances shall be made on the paycheck on the week immediately following overtime worked. Sick leave, vacation time and compensatory time shall be posted on employee's check stub.

Section 6: (Reprimand) If a Department Head or Town Manager has reason to orally reprimand an employee, it shall be done in a manner that will not unduly embarrass the employee before the public and/or other employees.

Section 7: (Indemnification) To the extent required and permitted by Chapter 258 of the General Laws, the Employer agrees to provide insurance coverage for indemnification for employees liability. Actions taken under this section are not subject to the provisions of the grievance and arbitration clause of this contract.

Section 8: (In-Service Training) The Employer may assign employees to attend conferences, in-service training programs, practical skills courses, and similar programs. Assignment to such programs shall be at the Supervisor's discretion. Employees attending such programs shall be paid for such attendance at the regular rate of pay and shall be reimbursed for reasonable expenses. Employees may be excused from attendance at a particular program at the discretion of the Supervisor or Town Manager.

Mandatory meetings and/or mandated training shall be compensated for all time required.

An employee may request to attend, during working hours without loss of pay, courses or training sessions which relate directly to his office's activities or to related skills which would enhance or improve the operations of the office. Such attendance must be approved by the Town Manager and Department Head.

The Town Manager may request that compensatory time instead of pay be granted an employee who attends any afterhours training program or course. The employee and the Union must consent to the substitution of compensatory time.

The use of compensatory time must be with the prior approval of the Department Head.

Section 9: (Mileage) Employees required to use their personal vehicle for town business shall receive reimbursement at the IRS rate per mile. Reasonable effort shall be made to use the town's vehicle.

Section 10: (Harassment) The town and the employees have a right to expect a harassment-free workplace. The parties agree to cooperate in the achievement of this goal. Charges of harassment, if any, shall be made through the Town Manager through the town's harassment policies and procedures, and not through the contract grievance and arbitration procedure.

Section 11: (Waiver) The parties hereby affirm that the failure of the town or the union to exercise any of its rights shall not constitute a waiver of said rights.

Section 12: In cases where Library and Senior Center employees are excused without loss of pay or benefits for all or part of the work day, and Administrative and Clerical Unit employees in the Town Hall are not excused, they shall receive straight comp time off to be used at a mutually agreeable time so as to not unnecessarily disrupt their respective departments. Such time is to be used within two months and may not be cashed in for compensation.

Section 13: The Town agrees, if at any time during the term of this Agreement, the Town negotiates a higher total percentage base wage increase for the same period with any other Town bargaining unit (excluding public school bargaining units) at the request of the Union it will engage in good faith re-opened negotiations on the subject of wages only.

ARTICLE XXX

CLASSIFICATION PLAN AND PAY RATES

Section 1: The Classification and Pay Plan is attached to this Agreement as an Appendix.

In the event new duties, responsibilities, and/or qualifications are added to any job, the employee may also appeal to their Department Head. If the Department Head agrees with the appeal the appeal may be forwarded to the Town Manager for consideration. The Town Manager will use the same criteria in considering the appeal as were used initially.

Successful appeals based on new duties will be retroactive to the date of the new duties or for thirty (30) days, whichever is shorter. Employees wishing to appeal shall have access to the classification plan and the manual used in its creation.

Appeals shall not be subject to the grievance and arbitration clause of this contract.

Section 2. The minimum rates of pay, job classifications and respective grade for all employees shall be set forth in Appendix A. Employees shall advance one Step on July 1st for each year of service with the Town.

Section 3. The Employer may hire at any step on the on the compensation plan based on their work experience and qualifications. In such an event, present employees in the same job classification having relatively equal experience and qualifications as the new hire shall be paid a rate at least equal to that of the new hire.

Section 34: If the Town Manager, at his/her sole discretion, chooses to designate a member of the bargaining unit as Acting Department Head, to act in the absence of the Department Head, the employee designated as Acting Department Head shall be compensated during such time as the employee actually serves in that capacity at a rate of pay mutually agreed upon by the Union and the Town Manager.

Wage Adjustments

Effective on July 1, 2025, all members of the bargaining unit will receive an hourly base wage increase of 3.5%.

Effective on July 1, 2026, all members of the bargaining unit will receive an hourly base wage increase of 2.5%.

Effective on July 1, 2027, all members of the bargaining unit will receive an hourly base wage increase of 2.5%.

ARTICLE XXXI **LONGEVITY AND PERFORMANCE MERIT BONUS SYSTEM**

Employees shall receive annual longevity bonuses as follows:

5 yrs. - 9 yrs. of service	\$550
10 yrs. - 14 yrs. of service	\$850
15 yrs. - 19 yrs. of service	\$1,200
20 yrs -24 yrs of service	\$1,450
25 or more years of service	\$1,700

Longevity bonuses shall be paid within one month following the completion date of the service period.

ARTICLE XXXII **DRUG AND ALCOHOL FREE WORKPLACE**

Section 1. Purpose

This Policy outlines prohibited conduct with respect to controlled substances, marijuana, and alcohol. This Policy complies with the Town's obligations under the Federal Drug-Free Workplace Act, 41 U.S.C. § 8101, et seq.

Section 2. Application

This Policy applies to all employees of the Town]. Employees whose employment is governed by a collective bargaining agreement are subject only to those provisions of this Policy not specifically regulated by law or agreement.

Section 3. Policy

It is the Policy of the TOWN to provide employees with a working environment that is free of the problems associated with the use and abuse of alcohol, marijuana, and controlled substances. The use of alcohol, marijuana, or controlled substances is inconsistent with the behavior expected of employees and subjects the TOWN to unacceptable risk of workplace accidents or other failures that would undermine the [Town/City's] ability to operate effectively and efficiently. Although certain uses of marijuana have been legalized in the

Commonwealth of Massachusetts, this policy and the following procedures expressly apply to marijuana use.

Section 4. Procedures

A. The following is prohibited:

1. Off-Duty: Any use, sale, possession, distribution, dispensation, manufacture, or transfer of controlled substances or marijuana, except, in the case of marijuana, where authorized by Massachusetts law.
2. On Duty: Any consumption of controlled substances, marijuana (with or without prescription) or alcohol, whether on or off TOWN property, or at any other worksite where employees may be assigned, or elsewhere during work hours.
3. The use of controlled substances or marijuana (with or without a prescription), or any use of alcohol on non-working time, to the extent that such use: (i) impairs an employee's ability to perform the employee's job; (ii) adversely impacts the safety of the employee or others; (iii) or affects the reputation of the TOWN to the general public or otherwise threatens its integrity.

B. Employees who are convicted of substance-related violations under state or federal law in the workplace, including alcohol or marijuana related violations, or who plead guilty or *nolo contendere* to such charges, must inform their department head or appointing authority within five (5) days of such conviction or plea. Department heads or appointing authorities shall immediately notify the chief executive and administrative officer.

C. Employees who are convicted or who plead guilty or *nolo contendere* to such drug-related violations, or are found to have consumed or be impaired by controlled substances, marijuana or alcohol while on-duty, may be required to successfully complete a substance abuse or similar program as a condition of continued employment or re-employment with the TOWN.

D. All employees must sign a statement acknowledging that they have been informed of the rules and requirements of the Drug-Free Workplace Act.

Section 5. Employee Assistance Program

The TOWN recognizes drug and alcohol dependency as an illness and a major public health problem. To that end, the TOWN encourages affected individuals to voluntarily seek medical help. Employees who wish to obtain help in dealing with such problems may contact the contact the Town Manager's Office for a referral to the Town's Employee Assistance Program. The TOWN may independently refer an employee to the Employee Assistance Program or other substance use/abuse counseling agency or program for help, particularly where there is a pattern of deteriorating job performance or excessive absenteeism of the employee associated with substance use/abuse.

Substance use/abuse, however, does not relieve an employee of job performance standards and obligations. Violations of any and all provisions of this Policy may result in disciplinary action, up to and including termination from employment.

ARTICLE XXXIII

PERFORMANCE EVALUATION SYSTEM

The Town and the Union agree to adopt the employee evaluation form attached to this agreement as an Appendix. Annual performance evaluations will be completed in the month of June while probationary employee performance evaluations will be completed in the fifth month of service. Performance evaluations shall not be subject to the grievance and arbitration clause of this contract.

Article XXXIV

Agency Service

Section 1. Each employee who elects not to join or maintain membership in the Union may voluntarily pay a service fee to the Union in any amount that is equal to the amount required to become and remain a member in good standing of the exclusive bargaining agent and its affiliates to or from which membership dues or per capita fees are paid or received.

Section 2. The Employer agrees to provide the Union upon written request, the following information electronically:

- a. An up-to date- seniority list of all dues paying bargaining unit employees with the following information: Names, address, phone numbers, dates of hire, rate of pay, classification (full-time or part-time), and department or location of work.
- b. An up-to date- seniority list of all non-dues paying bargaining unit employees with the following information: Names, address, phone numbers, dates of hire, rate of pay, classification (full-time or part-time), and department or location of work.

ARTICLE XXXIV

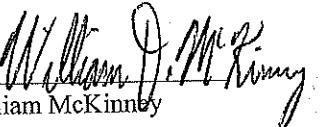
DURATION

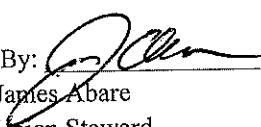
This contract shall be effective as of July 1, 2025 and shall remain in full force and effect until June 30, 2025, and from year to year thereafter unless either party notifies the other party prior to ninety (90) days prior to the termination date, of its desire to terminate or modify this contract. Such notification shall be by certified United States mail to the responsible signatories of this contract.

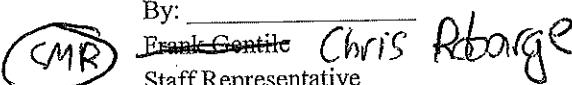
IN WITNESS THEREOF, the parties have executed this Agreement this 26th day of August, 2025.

TOWN OF WINCHENDON

AFSCME, COUNCIL #93 LOCAL #1717, AFL-CIO

By: 
William McKinney
Town Manager

By: 
James Abare
Union Steward

By: 
Frank Gentile Chris Robarge
Staff Representative

Town of Winchendon
Administrative and Clerical
CLASSIFICATION AND POSITION TITLES

Grade	Positions
12	Board of Health Recording Secretary Council on Aging Nutrition Coordinator Assistant Library Tech
11	Council on Aging Janitor Building Superintendent Police Department Custodian Library Custodian DPW Clerk Treasurer-Collector Clerk Council on Aging Van Driver COA Dispatch Assistant Library Technician
10	Assistant to the Fire Chief Part-time Land Use and Development Clerk
9	Assistant Town Clerk Veterans Agent Senior Library Technician Executive Assistant to the DPW Director Planning/Conservation Agent
8	Conservative Agent Part-time Conservation Agent Council on Aging Food Service Manager Electrical Inspector Plumbing/Gas Inspector Grant Administrator, Planner Land Use and Planning Coordinator
7	
6	Building Inspector Health Inspector

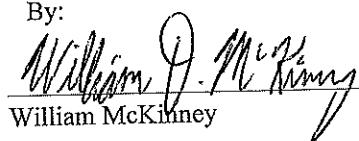
Side Letter of Agreement

RE: Alternative Services Arbitration

On a trial basis beginning on July 1, 2025, the parties agree to explore alternative services for arbitration not pending at the American Arbitration Association (AAA) or before any arbitrator mutually selected by the parties. AAA will continue to be the accepted contractual service utilized in the event the parties are unable to mutually agree an alternative service for arbitration for the duration of the collective bargaining agreement

This Side Letter will sunset with the expiration of the collective bargaining agreement.

By:



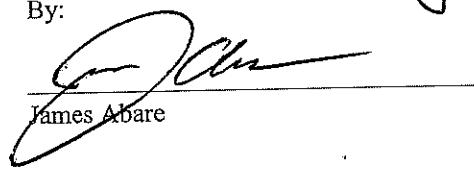
William McKinney
Town Manager

By:



Frank Gentile

By:



Chris Robarge

James Abare

Side Letter of Agreement

RE: Air Condition in the Library:

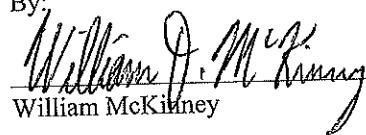
The Employer and the Union recognize that office temperature and humidity conditions are generally a matter of human comfort rather than these more serious hazards. No law or regulation requires employers to provide air conditioning for their employees if temperatures exceed that upper limit during the summer.

The Employer and the Union recognize the Town library is an older building with no air conditioning system, resulting in discomfort for some employees excessively outdoor temperatures.

The Employer will endeavor to explore the cost of a new air conditioning system. If the Employer cannot provide said system, a cost-effective alternative, e.g.; portable air conditioners or industrial fans will be explored.

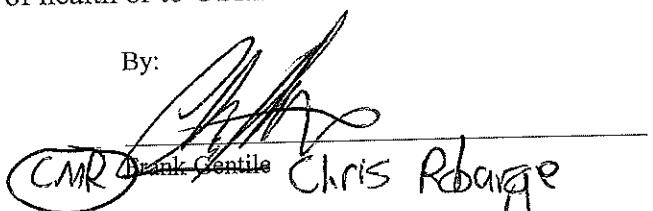
If temperatures in a workplace become unbearable, making the working conditions unhealthy or unsafe, employees can ask their supervisor to go home early (with the option of using their paid sick time) or file a complaint to the local board of health or to OSHA.

By:



William McKinney

By:



CMR Frank Gentile

By:



Chris Robarge

James Abare

Side Letter of Agreement

Re: New Pay Grid:

The Employer and the Union do hereby mutually acknowledge employees who have reached the highest Step in their respective pay grade within the compensation pay grid did receive an increase reflective of 2.5% for fiscal year 2025, and such practice will continue until the implementation of a negotiated update pay grid.

By:

William J. McKinley
William McKinley

William McKinley

By:

Frank Grubbs

By:

~~James Abare~~