



PERSONNEL BY-LAWS

&

CLASSIFICATION & COMPENSATION SCHEDULE

JULY 2023

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ARTICLE I AUTHORITY:

§ 101 – Authority:

- A. The Town Administrator, or designee, shall enforce and administer the Personnel Bylaw and establish procedures as deemed necessary and consistent with the Personnel Bylaw.
- B. The Office of Human Resources shall maintain written descriptions of the jobs or positions in the Personnel Plan (“PLAN”) describing the essential characteristics, requirements, and general duties. The descriptions shall not be interpreted as complete or limiting definitions and employees shall continue to perform any duties assigned by their superiors. Department Heads shall draft written job descriptions in collaboration with the Office of Human Resources and shall present final drafts to the Town Administrator for approval.
- C. Personnel records of all Town employees, including such information as may be deemed desirable, shall be maintained by the Office of Human Resources.
- D. The Select Board may add a new position to the PLAN or reclassify an existing position to a different schedule or grade, subject to the subsequent ratification of its actions by a formal amendment of the PLAN at the next Annual Town Meeting. All reclassifications of the schedule including grade, pay ranges, pay rates shall be effective on the dates recommended by the Select Board.
- E. The Select Board shall from time to time review the Classification and Compensation Schedules. The Town Administrator shall keep the Select Board informed as to pay rates and policies outside the services of the Town and the Select Board shall recommend to the Town any action deemed desirable to maintain a fair and equitable pay level.
- F. The Select Board, through the Town Administrator or designee, shall maintain up-to-date charts of the organizational structure of the Town.

ARTICLE II POLICIES:

§ 201 - EMPLOYMENT POLICY:

- A. The Town will comply with Title I of the Americans with Disabilities Act of 1990. The Town of Walpole will provide for, under Sec. 102 (b)(5) of the Americans with Disabilities Act (P.L. 101-366), reasonable accommodations as needed, to enable qualified handicapped persons to perform essential functions of the job unless It is show that the accommodations would impose an “undue hardship” on the operations of the Town.
- B. The Town of Walpole, Adheres to the principles and practices of Equal Employment Opportunity in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order No. 11246 as amended, Executive Order No. 74 as amended and revised be No. 116, Massachusetts General Laws, Chapter 151B and other applicable federal and state laws and regulations. The Town of Walpole is dedicated to Equal Employment Opportunity and shall continue to recruit, hire and promote all job classifications regardless of race, color national origin, religion, age, ancestry or sex. Also the Town of Walpole shall continue to ensure that all other personnel actions will be administered in accordance with the principles of Equal Employment Opportunity.
- C. All positions must be posted in Town Hall for ten (10) calendar days before being filled. Additional advertising or longer periods of posting may be utilized at the discretion of Town Administration. Acting appointments may be made without posting with the approval of the Town Administrator for positions that report to the Town Administrator, and of the Select Board for positions that report to the Select Board

§ 202 - SEXUAL HARASSMENT:

- A. The Town of Walpole is committed to the provision of a safe and non-discriminatory work place for all of its employees. Pursuant to this commitment the Select Board endorses and adopts the following policy and its adjunct procedures to educate employees, to comply with statutory mandates, to address real and potential incidents and to strive to secure a harassment-free work environment.
- B. It is illegal and against the policies of the Town of Walpole for any employee or Town Official, male or female, to sexually harass another employee by:
 - 1. Making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, a condition of the employee's continuing employment, or
 - 2. Making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or
 - 3. Creating and intimidating, hostile or offensive working environment by such conduct.
- C. Examples of conduct which may constitute sexual harassment includes but is not limited to:
 - a. using one's position or authority, either implicitly or explicitly, to coerce an employee into complying with sexual favor;
 - b. unwanted touching, fondling, patting, hugging, pinching, kissing, cornering or brushing;
 - c. questions and compliments about a person's sexual behavior, sexually oriented jokes, or comments about a person's body or conversations filled with sexual innuendo and double meanings, and
 - d. displaying sexually suggestive pictures or objects in the work place, leering or ogling in a sexually explicit manner, or gesturing and making lewd motions with one's body.
 - e. Viewing sexually explicit websites, sending sexually explicit emails or voicemails to or from the work place.
- D. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act(s) and/or behavior to his or her department head and/or the Town Administrator, Assistant Town Administrator or Human Resource Administrator at Walpole Town Hall, 135 School Street, Walpole, MA 02081, (508) 660-7289. Complaints should be made within a timely manner. Complaints may also be made through contacting either of the two government agencies below:

Massachusetts Commission Against Discrimination
One Ashburton Place, Room 601
Boston, MA 02108 (617) 994-6000
Web site: www.mass.gov/mcad/hours.html

Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203 (800) 669-4000 or (617) 565-3200
Web site: www.eeoc.gov/boston/index.html

- E. An investigation of all complaints will be undertaken immediately and in compliance with the Sexual Harassment Complaint Procedure. Any supervisor, agent or other employee who has been found by the administration after appropriate investigation to have sexually harassed another employee will be subject to appropriate sanctions, which range, depending upon the circumstances, from remedial training up to and including termination.
- F. Any retaliation for filing a complaint or cooperating in an investigation is unlawful and is prohibited by the Town. Retaliatory action shall be regarded as a separate and distinct cause for complaint under the Sexual Harassment Complaint Procedure, and as a basis for disciplinary action against the offending employee should investigation validate said complaint.
- G. The complaint procedure shall be implemented in instances of the alleged sexual harassment of employees by non-employees and on non-employees by employees occurring in the work place and within the jurisdiction of the complaint procedure of the Town of Walpole. Alleged occurrences which are not within the jurisdiction of the complaint procedure will be referred to an enforcement agency, if applicable. If there is no available enforcement agency, Administration will take reasonable steps to prevent such conduct.
- H. The Select Board affirms its responsibility to provide a work environment free of sexual harassment and recognizes that such an environment is the result of continued responsible action and behavior by all employees. Any employee is encouraged to raise questions regarding sexual harassment or other barriers to equal employment opportunity with the Assistant Town Administrator.
- I. Submitted for approval as part of the Town of Walpole Personnel By-Law and Adopted by Board of Select Board
- J. Sexual Harassment Complaint Procedure is on file in the Town Clerk's Office, Human Resources and Town Administration.

§ 203 - DRUG FREE WORKPLACE:

The Federal Drug Free Workplace Act of 1988 states that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances at the workplace is prohibited. All employees are required to conform to this act. An employee is also required to notify his/her supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such a conviction. Convicted employees will be subject to disciplinary action which may result in termination of employment or in mandatory participation in a drug rehabilitation program. Information concerning dangers of illegal drugs and confidential drug counseling is provided by the Massachusetts Substance Use Helpline and through individual health care providers. This section is not intended to allow the employer to subject employees to any type of drug testing mandatory or otherwise.

ARTICLE III
POSITION CLASSIFICATION AND COMPENSATION SCHEDULE (the PLAN)

§ 301 – Title & Authorization:

Pursuant to the authority contained in Sections 108A and 108C of Chapter 41 of the General Laws, this By-law

- a. Incorporates and includes the Position Classification and Compensation Schedule (herein referred to as the “PLAN”) for the payment of salaries and wages to the employees of the Town of Walpole covered by the PLAN;
- b. Specifies certain working conditions such as hours of employment and certain fringe benefits applicable to employees who occupy positions subject to the PLAN and who are not covered by a collective bargaining agreement with the Town in accordance with Chapter 150E of the General Laws; and
- c. Provides for the administration of this Personnel By-law.

§ 302 - Applicability:

The PLAN shall apply to all officers and employees in the services of the Town (whether Full Time, Part-Time, Seasonal, Casual, Special, Civil Service or other), other than those positions covered by a separate contract or collective bargaining agreement and under the direction and control of the School Committee. Nothing herein, however, shall bar using the PLAN or its provisions or facilities as a guide to authorized officials or committees in determining the compensation of such.

§ 303 – Installation of PLAN:

- A. All employees included in the PLAN shall be eligible to receive any pay based upon their job classification as provided by the schedules adopted herewith. All adjustments shall be subject to the approval of the Town Administrator and Select Board.
- B. No pay shall be reduced as a result of the installation of the PLAN. Any existing rates above the maximum shall become personal rates and apply only to the present incumbent. When employment ends, no successor shall advance beyond the maximum for the job.

§ 304 - Classification and Schedules:

The Classification and Schedule of pay under the PLAN shall be as shown in the appended "Classification of Positions and Pay Schedules" as from time to time amended.

§ 305- General:

If any provision of this By-Law shall conflict with any Civil Service law or regulation applicable to any position, or any other law, it shall be deemed modified by the law or regulation sufficiently only to end the conflict.

§ 306- Amendment:

- A. This By-Law may be amended by vote of the Town at any regular or special meeting. **ON MOTION MADE AND SECONDED IT WAS VOTED:** To adopt the proposed By-Law governing the classification of Personnel and the Administration of Standard Rates of salaries and wages as specified in Article 2 of the Special Town Meeting Warrant for action March 22, 1954, and Classification of Positions and Pay Schedules included in the report of the Wage and Salary Committee with amendments.
- B. To permit adequate study, proposed amendments other than those initiated by the Board shall first be presented to the Board in writing, but not less than forty-five days immediately before the date of the meeting in which it is intended to seek action on the said amendment.

§ 307 - Title of Positions:

No person shall be employed or paid as an employee in any position subject to the provisions of the PLAN under any title other than those in the schedules or under any title other than that of the job the duties of which are actually performed. The job title in the PLAN shall be the official title of the position and shall be used in all administration and employment records, and in every other connection involving personnel or fiscal processes.

All employees will be classified in one of the following categories:

- **Full Time** employees work a full workweek for a continuous and indefinite period. They receive all benefits where applicable and within established limits.
- **Part-Time** employees work less than a full workweek. Part-Time employees who **work a minimum of twenty hours a week** on a regular continuous basis for an indefinite period receive benefits as do Full Time employees but only in proportion to hours worked.
- **Part-Time** employees who **work less than twenty hours a week** will receive pay for the hours they actually work and are not entitled to any benefits other than holiday pay where applicable.
- **Temporary** employees work for a continuous period not to exceed six months. After ninety (90) days employment, they receive paid holidays provided they work the workday before and the workday after the holiday. They are entitled to no other benefits.

ARTICLE IV EMPLOYMENT

§ 401- New Personnel:

- A. The hiring rate shall be the minimum of the rate range for the job unless otherwise authorized by the Town Administrator.
- B. All new employees shall be hired on a probationary basis for one year. By the end of the one year probationary period, the employee's department head shall recommend to either permanently appoint or terminate the employee. Such recommendation to go into effect upon approval of the Town Administrator. Action by the Town Administrator will take place within a reasonable period following receipt of the Department Head's recommendation. The probationary period will continue until said recommendation is approved by the Town Administrator.

§ 402 - Increases:

- A. Progression through the PLAN is NOT automatic and shall be on the basis of merit on recommendation of the Department Head and the Town Administrator.
As to employees hired prior to July 1, 2017, eligibility for step increase will be on the anniversary date or promotion date. If an evaluation rating of "Meets Expectations" or better is received at the annual review, the employee will advance a step on the Plan.
- B. NEW HIRES: As to employees hired on or after July 1, 2017, the department head will complete a performance evaluation at the end of the one year probationary period to determine the status of probationary to permanent. If the employee is recommended for permanent status, the employee will receive a merit increase if a rating of "Meets Expectations" or better is received. Eligibility for merit increase will be on the anniversary date or promotion date.

§ 403 - Promotions and Transfers:

- A. When an employee is promoted to a higher rate job, the entry shall be at the minimum of the job rate range or at the employee's own rate, whichever is the higher. An employee may also receive a step increase at the time, subject to recommendation by the Department Head and approval by the Town Administrator.
- B. An employee who is promoted to a higher rated job shall be given a maximum of thirty (30) days trial period in the new position at the applicable rate of pay for the position. If at the end of thirty (30) days of such trial period it is determined by his/her supervisor that the employee's performance in such position is not satisfactory then he/she may be returned to his/her old position and rate of pay.

§ 404 - Rate Range Revisions:

When rate ranges are affected by a wage increase voted by the Town, either fixed percentage or a fixed amount, all employees covered by the PLAN shall benefit but no employee shall be increased to a higher step in the rate range unless such increase shall be on the basis of merit, subject to the recommendation by the Department Head and approval by the Town Administrator.

- A. No job, position, or employee, or any rate of pay, can be reclassified or reallocated, nor any step (progression increase) granted unless the Town Administrator shall have specifically approved the action before it is taken.
- B. The Town Administrator, or designee, shall inform the Select Board of each change in the content of a job or position.
- C. An employee reclassified as a result of rate range revision shall continue at the current rate until such time as the Department Head recommends that qualification and performance warrant a merit increase and the Town Administrator approves.
- D. No pay shall be reduced as a result of a rate range revision of the PLAN when an employee receives a pay rate above the maximum for the job. This rate becomes a personal rate and applies only to the present incumbent. When the incumbent's employment ends no successor shall advance beyond the maximum for the job.
- E. No increase shall exceed the maximum of the current salary schedule.

§ 405 - Salary Budgets:

Anticipated pay adjustments will be considered by the Select Board each year with enough notice to inform the annual budget development process.

§ 406 - Overtime and Compensatory Time:

- A. No overtime shall be paid to those positions listed on the Professional Salary Schedule, Administrative/Professional Schedule, Election Schedule and Inspection Schedule.
- B. For positions listed in the Hourly Schedule, Fire Schedule, Safety Schedule, and Recreation Schedule, overtime shall be paid at straight time rate for all hours worked in excess of the weekly authorized hours up to forty hours. Overtime shall be paid at the rate of time and one half for all hours worked in excess of forty hours in a scheduled work week.
- C. Compensatory Time may be granted to all employees listed in Section A except those listed as **Grade 4*** or higher on the Professional Salary Schedule according to the following conditions:

DEFINITIONS

Compensatory time - employees who in a given work week actually work (excluding vacation, sick, personal or compensatory time taken) a number of hours which exceed the employee's weekly authorized hours may request, subject to the provisions of this Article, that such excess hours

worked be converted to Compensatory Time. Employees shall be granted one (1) hour of compensatory time for each hour worked in excess of the regular work week until the employee has actually worked forty (40) hours in the work week. Approved Compensatory Time shall accrue at a rate of time and one-half for all hours actually worked in excess of forty (40) hours in a scheduled work week.

Employees in **Grades P5 – P12** who regularly attend scheduled board or commission meetings shall add 2.5 hours to their regular workweek hours for compensatory hour calculations only.

ACCRUAL - APPROVAL

All hours worked above the regular weekly authorized hour limit will be approved in advance by either the Town Administrator or his designee. In an emergency situation, the additional hours will be approved during the next working day. The request for additional hours will be made by the Department Head and submitted to the Town Administrator on a Time Card.

RECORDING OF COMPENSATORY TIME

After approvals by the Town Administrator, the Time Card will be returned to the Department Head for verification of hours worked. The Time Card will then be forwarded to the Personnel Department for recording.

COMPENSATORY TIME

Use of Compensatory Time shall be scheduled during the year as best serves the public interest subject to the Department Heads approval. Such approval shall generally be granted provided that the use of the Compensatory Time is not "Unduly Disruptive"

Minimum Compensatory Time taken will be half (1/2) of a work day.

Maximum accumulation of Compensatory Time will be 40 hours.

ALL COMPENSATORY TIME MUST BE USED BY THE END OF THE FISCAL YEAR IN WHICH IT WAS EARNED.

(See Article 3 – for proration of benefit on part-time employees who work 20+ hrs/wk)

ARTICLE V EMPLOYEE BENEFITS

§ 501 - Fringe Benefits:

Proposed changes in existing fringe benefits, such as vacations, holidays, premium pay, etc., and/or proposals for any additional fringe benefits shall be submitted by the Town Administrator to the Select Board for its recommendations prior to inclusion in proposed departmental budgets.

§ 502 - Holidays:

Regular employees shall be paid for each of the following holidays:

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

Employee shall be granted the above holidays provided the employee worked the regularly scheduled hours the day before and the day after the holiday. The employer reserves the right to waive the above requirement. All regular employees who are normally scheduled to work on the day in which a holiday falls shall be paid for twenty (20) percent of their weekly authorized hours. Any above holiday will be observed on the day established by the Comm. Of Mass. When any of the twelve (12) holidays fall within a sick leave period, it shall be granted as a holiday and no charge made to the employee's sick leave credits. When any of the twelve (12) holidays fall within a vacation period it shall be granted as a holiday and no charge made to the employee's vacation time credit. If an employee must work on the holiday due to an emergency situation, as determined by the Town Administrator, then the employee may take another day off within 30 days of that holiday.

Employees required to work on this day at management's discretion shall receive the holiday at a future time of their choice prior to the end of the fiscal year.

§ 503 - Longevity Pay:

Effective July 1, 2005, the following longevity policy shall be in effect:

after five (5) years service	\$350.00
after ten (10) years service	\$450.00
after fifteen (15) years service	\$550.00
after twenty (20) years service	\$650.00

Longevity payments are to be made annually the first pay period following an employee's anniversary date. *(See Article 307 – for benefit on part-time employees who work 20+ hrs/wk)*

For the purposes of longevity the "anniversary date" for employees whose status changes from ineligible to eligible for benefits shall be the date of the change in status, i.e. the date the employee's authorized hours change from less than twenty per week to more than twenty per week.

§ 504 - Personal Leave:

- a. All eligible employees shall be entitled to take personal leave each fiscal year equal to sixty (60) percent of the weekly authorized hours.
- b. No personal leave with pay shall be granted during the first three months of employment.
- c. Requests for personal leave shall be submitted twenty-four hours in advance and shall be subject to the approval of the employee's Department Head

§ 505 - Personal Illness - Sick Leave:

An employee who serves in a temporary capacity that converts to a permanent position without a break in service may request prior service credit for the purpose of sick time accrual only. Sick days:

- A. Employees who work 20 or more hours will accrue sick leave at the rate of twenty-five percent (25%) of the weekly authorized hours for each month of service.
- B. Sick leave not used in the year in which it accrues, together with any accumulated sick leave not used in the current year may accrue to a maximum of forty (40) times the weekly authorized hours (200 days). *(revised 10/02)*
- C. Absence from duty shall be charged against sick time accrued for the following reasons:
 1. When an employee is required to undergo medical, optical or dental treatment when such treatment cannot be accomplished on off-duty hours.
 2. When a serious illness of an employee's parent, spouse or child, who is a resident of the household, requires the employee's personal attention.

3. Personal illness.
4. An employee who is absent on sick leave for five or more scheduled work days is required to submit a written statement to Town Administration from his/her personal physician indicating the duration of illness and expected date of return.

§ 506 - Sick Leave Buy Back:

All employees with ten (10) years of service at the time of retirement or death will be entitled to compensation for 25% of their unused, accrued sick time. Payment under this provision is computed at the current rate of pay and shall not be included in or considered to be base pay for retirement or pension purposes. Said benefit shall not exceed three thousand five hundred dollars (\$3,500) and will be paid to the employee or the designated beneficiary. Employees covered by a collective bargaining agreement should refer to their agreement. *(See Article 3 – for benefit on part-time employees who work 20+ hrs/wk)*

§ 507- Sick Leave Bank

The purpose of the Town of Walpole (the “Town”) Employee Sick Leave Bank (the “Sick Leave Bank” or the “Bank”) is to make available additional sick leave to non-union, salaried and hourly Town employees who have suffered an unplanned personnel illness, injury, disability or quarantine and whose personal sick leave has been exhausted.

ADMINISTRATION:

The Sick Leave Bank shall be administered by the Sick Leave Bank Committee (the “Committee”), which shall consist of the Town Administrator, or designee, one member selected by the Town’s salaried employees, and one member selected by the Town’s hourly employees. Members of the committee shall serve for a term of three (3) years, but may serve more than one term in succession.

Employee Eligibility and Participation:

1. Any non-union, salaried and hourly Town employee may participate in the Sick Leave Bank if they have an accrual balance of at least 25 days sick leave as of August 1 of any year. Members enrolled in the sick bank shall be re-enrolled automatically each year (unless the member withdraws in writing) as long as they have maintained an accrual balance of at least 25 days. Only employees who elect to participate in the Bank prior to first suffering an unplanned personnel illness, injury, disability or quarantine for which he or she submits an application for Sick Leave Bank benefits, however, shall be eligible to receive such benefits.
2. An employee may elect to participate in the Sick Leave Bank by agreeing to donate to the Bank, during the thirty (30) day enrollment period ending on August 1 of each year, an amount of sick leave hours equal to twenty percent (20%) of such employee’s weekly-authorized sick leave hours. New Town employees shall be eligible to participate in the Sick Leave Bank during the open enrollment period after they have an accrual balance of at least 25 days sick leave. Sick Leave Bank committee have the ability to waive the 25 day clause. All donations of sick leave hours to the Bank are non-refundable.
3. The aggregate number of sick leave hours maintained in the Sick Leave Bank shall be limited to a maximum of five thousand (5,000) hours. If, in any year, the aggregate number of unused sick leave hours that have been contributed to the Sick Leave Bank equals or exceeds the permitted maximum limit as of August 1, then the number of accrued hours in Bank automatically shall be reduced to four thousand five hundred (4,500) on such date in order to accommodate new contributions by Town employees over the subsequent twelve month period. Absent unusual circumstances, a minimum of one thousand (1,000) sick leave hours shall remain in the Sick Leave Bank at all times.

4. No employee shall be eligible to receive benefits from the Sick Leave Bank until after he/she has exhausted all of his/her accumulated sick leave, personal leave and vacation leave.
5. No employee shall be eligible to receive benefits from the Sick Leave Bank on account of any elective surgery or an illness, injury, disability or quarantine of a family member.
6. An employee shall become ineligible to receive benefits from the Sick Leave Bank upon his/her:
 - a. Resignation or termination of employment with the Town;
 - b. Retirement;
 - c. Voluntary withdrawal from participation in the Bank; or
 - d. Going on an approved leave of absence for reasons other than an unplanned personal illness, injury, disability or quarantine.

An employee voluntarily may withdraw from participation in the Sick Leave Bank at any time by providing written notice of withdrawal to the Committee. An employee who withdraws from the Sick Leave Bank, or retires, resigns or otherwise terminates his or her employment with the Town, shall forfeit all days contributed by such employee to the Bank.

7. Criteria that may be considered by the Committee in evaluating an employee's request for benefits from the Sick Leave Bank shall include, but not be limited to:
 - a. The seriousness of the employee's illness, injury, disability or quarantine;
 - b. The anticipated duration of the employee's illness, injury, disability or quarantine;
 - c. The employee's length of service with the Town;
 - d. The number of hours typically worked each week by the employee in normal circumstances;
 - e. Other sources of income or benefits that the employee receives, or is eligible to receive, during the period of his/her illness, injury, disability or quarantine;
 - f. The propriety of the employee's prior use of sick leave; and
 - g. The aggregate number of hours currently available in the Sick Leave Bank.

Procedure for Seeking Benefits:

1. An eligible employee who has suffered an unplanned personnel illness, injury, disability or quarantine may request benefits from the Sick Leave Bank by completing and submitting an approved Sick Leave Bank Request Form to the Committee no later than thirty (30) calendar days prior to the first date for which additional sick leave benefits are requested. Exceptions to the foregoing thirty-day requirement may be granted by the Committee in unusual circumstances.
2. In the event an employee is physically or mentally unable to complete and submit a Sick Leave Bank Request Form, a spouse, family member or guardian may complete and submit a Request Form on the employee's behalf.
3. Each employee requesting benefits from the Sick Leave Bank shall be required to certify in writing his or her intention to return to work for the Town promptly following the cessation of the unplanned personnel illness, injury, disability or quarantine. Failure to do so for reasons other than the death or permanent disability of the employee shall constitute grounds for the Committee, at its sole discretion, to direct the employee to refund to the Town the reasonable monetary value of some or all of the benefits received by the employee from the Sick Leave Bank.
4. All requests for benefits from the Sick Leave Bank shall be accompanied by a written statement confirming the existence and cause of illness, injury, disability or quarantine signed by a qualified physician. An employee seeking benefits from the Sick Leave Bank

may be required by the Committee, at its sole discretion, to undergo an independent medical examination by a physician selected by the Committee.

5. All requests for benefits from the Sick Leave Bank shall state the specific number of additional sick leave days requested. No single request for benefits in excess of nine (9) weeks of the employee's weekly authorized hours shall be submitted to, or approved by, the Committee.
6. An eligible employee may submit more than one request for benefits from the Sick Leave Bank, although no more than one request may be pending from a single employee at any point in time. The maximum number of additional sick leave that an employee may receive from the Sick Leave Bank on account of any one episode of illness, injury, disability or quarantine is twenty-six (26) weeks of his/her weekly-authorized hours.
7. The Committee shall act on all completed Sick Leave Bank Request Forms within fourteen (14) days of submission to the Committee. Notification of the Committee's decision thereafter shall be provided promptly to the requesting party.
8. The decision to deny or grant, in whole or in part, an employee's request for benefits from the Sick Leave Bank shall be left to the sole discretion of the Committee, as determined by a majority vote of the Committee members. The decision of the Committee in each instance shall be final.
9. Questions regarding the interpretation or application of this by-law shall be resolved by the Committee, with the input and guidance of the Town Administrator.

§ 508- Vacation

- a. Vacations will be credited on the employee's service anniversary date.

On the 1st anniversary date	---	two (2) times weekly authorized hours.
On the 5th anniversary date	---	three (3) times weekly authorized hours;
On the 10th anniversary date	---	four (4) times weekly authorized hours.
On the 20th anniversary date	---	five (5) times weekly authorized hours.

The service anniversary date for employees whose status changes from ineligible to eligible for benefits shall be the date of the change in status, i.e. the date the employee's authorized hours change from less than twenty per week to more than twenty per week.

- b. Vacations should be used within twelve months of the date they are credited; however, subject to the Department Head's approval, two (2) times weekly authorized hours may be carried over into the new year.
- c. Any employee whose employment is terminated by dismissal with just cause, or by resignation, or in case of death, designated beneficiary shall be paid in lieu of such vacations an amount equal to one hour's pay at the employee's regular rate for each hour of unused vacation.
- d. Newly hired employees who have attained a minimum of two (2) years relevant experience may be granted credit for this service. Up to a maximum of five years toward the amount of vacation leave granted the employee at their time of hire. In no case shall any newly hired employee be initially granted more than three (3) times weekly authorized hours of vacation. And in all cases this bridging must receive prior approval of the Town Administrator. Any increases in vacation leave time granted above the amount of time initially credited shall be granted according to the schedule listed in the first paragraph of this article. No employee shall receive more than five (5) times weekly authorized hours of accrued vacation time.

- e. Newly hired employees may use one times weekly authorized hours of vacation time after six months of service. Any time used will be deducted from the vacation hours credited on the employee's first anniversary.
- f. Employees may request from the Town Administrator to take up to one (1) week of weekly authorized hours of their vacation allotment within 90 days of date credited. Said "negative" vacation time to be deducted from the employees allotment on date credited. If an employee resigns, retires or terminates employment prior to date credited, the employee must pay back the Town for negative vacation time.

§ 509 Prior Service Credit:

An employee who had attained a minimum of one (1) year of full-time service during a former work period is entitled to credit for their prior service when one year of new full time service is completed. At the one year anniversary of the new hire date, a "BRIDGED" service date is assigned which recognizes the addition of the prior service to the present service. This bridged service date then serves as the basis for benefit accruals. Until this bridged service date is put into effect, the employee is considered to have no prior service in areas governed by ERISA law, such law takes precedence.

§ 510 - Quinn Bill:

The Town will treat the non-union sworn personnel in parity to the union contract for purposes of MGL 41, section 108 L.

§ 511 - Education:

Any full time employee of the Town may participate in this program if the course(s) taken is job related and is approved by the Department Head and the Town Administrator, subject to sufficient funding. An employee should receive approval prior to registering for the course and after satisfactory completion, Grade C or better, will receive reimbursement from the Town upon receipt of course credit and submission of expense voucher for tuition, laboratory costs, and books. The maximum allowable education aid for each school year shall be \$600.00 per employee. There is no reimbursement for the time spent during the course, mileage, or any other expenses.

§ 512 - Jury Duty:

An employee called for jury duty shall be paid by the Town an amount equal to the difference between the compensation paid for a normal working period and the amount paid by the Court excluding allowance for travel.

§ 513 - Emergency Closing Policy:

The decision to close Town Hall offices due to emergency situations (storm, power failure, snow, etc.) is to be made by the Office of Town Administration. This decision will govern all offices within the Town Hall.

Should a shut down of Town Hall Offices be required the following pay policy will apply:

- When Town Hall Offices are shut down **for the entire day** before the start of the normal work day, non-union, non-salaried employees scheduled to work on the specific day will receive pay for the regularly scheduled hours of work between 8am and 4pm.
- When Town Hall Offices has a delay opening at the start of the normal work day, non-union, non-salaried employees scheduled to work on the specific day will receive pay for the regularly scheduled hours of work between 8am and 4pm only if they report to work at the designated opening time. However, if the employee does not report to work they can apply any unused personal days or vacation days for the entire scheduled work day.

- If the Town Hall Offices are shut down **during the work day** the following pay policy will apply:
- Those non-union, non-salaried employees at work at the time of the shut down will be paid for their entire scheduled day between 8am and 4pm.
- Those non-union, non-salaried employees not at work at the time of the shut down will be paid for actual hours worked that day.
- If Town Hall Offices are not closed by the Office of the Town Administrator, absent non-union, non-salaried employees will receive no pay. Employees may, however, apply any unused personal days or vacation days.
- Town Hall Offices include all functional offices within the Town Hall Facility.

ARTICLE VI LEAVE POLICIES

§ 601- Leave Verification:

All departmental payrolls submitted to the Treasurer's office must be verified and signed by Department Head. Each payroll shall be accompanied by a separate list of employees' use of accrued or other leave for each preceding payroll period. Accrued leave includes vacation, sick and personal leave. Other leave includes bereavement, military duty, jury duty, or special leave. Upon receipt, the list shall be forwarded by the Treasurer to the Town Administrator who shall be responsible for updating each employees' accrual records on a weekly basis.

§ 602 - Bereavement Leave:

Full time and part-time employees working more than twenty (20) hours per week shall, in the event of a death in the immediate family are entitled to bereavement leave without loss of straight time pay for normally scheduled work hours, as follows:

- Employees are entitled to five (5) consecutive calendar days of bereavement leave, per occurrence, for a death of the employee's spouse, child, parent, parent of spouse, sibling, step parent, step child, step sibling or legal dependent.
- Employees are entitled to three (3) consecutive calendar day of bereavement leave, per occurrence, for a death of employee's grandparent, grandchild, daughter-in-law, son-in-law, brother-in-law, sister-in-law,
- Employees are entitled to one (1) day of bereavement leave, per occurrence, for a death of employee's grandparent of spouse, aunt, uncle, niece, nephew.
- Such leave, if taken, either commencing with the death or notification of death and concludes no later than two calendar days after the funeral,
- memorial, or other such service, unless an alternate period is approved by the Town Administrator/designee.

The employee must notify his/her supervisor of the death and request bereavement leave, and provide the supervisor with a copy of the death notice if required to do so.

§ 603 - Leave of Absence:

Except for jury duty, military training, or other reasons to the extent hereinafter provided, all leaves of absences shall be without compensation.

§ 604 – Maternity/Adoption Leave:

A. Family, Medical & Small Necessities Leave:

The Town is subject to the provisions of the Family and Medical Leave Act of 1993 (FMLA) and Small Necessities Leave Act of 1998 (SNLA). The FMLA and the SNLA shall not increase or decrease the length of leave available to eligible employees under the leave provisions set forth under these by-laws. When an employee is eligible for leave under the Personnel By-Laws for a reason which would entitle the employee to leave under the FMLA or SNLA, such leave will also be considered FMLA and SNLA leave entitlement. FMLA and SNLA leave is not cumulative and is not in addition to leaves currently available to the extent such leaves are for reasons covered by the FMLA and SNLA. (Policy of file)

B. Maternity/Adoption Leave:

Maternity and qualified adoption (subject to state law) leave shall be granted for a period not to exceed twelve (12) weeks. Maternity/adoption leave shall be unpaid. However, employees may use accumulated sick leave during this period. Upon returning to work, the employee will be restored to the position held at the time of said leave.

§ 605 - Military Training:

Employees that have completed their probationary period with the Town next prior to the time of performing service herein referred to, who are required to report for temporary summer or like period of training in the military forces of the nation or the Commonwealth, shall be paid an amount equal to the difference between compensation for normal working period of two weeks and the amount paid for military training. An employee, on request, may combine a military leave with regular vacation period.

**ARTICLE VII
PERSONNEL ADMINISTRATION:**

§ 701 - Residency Requirement:

Any Public Safety department head(s) are required to reside with the Town of Walpole or a community contiguous to the Town within 12 months of the date of appointment.

§ 702- Employee Complaint Procedure:

It is the intent of the Town of Walpole to be equitable and fair in our relations with employees. Employees are encouraged to bring to the attention of appropriate management representatives any complaints regarding any phase of their employment. All such complaints will be promptly investigated and answered or adjusted in a manner consistent with established Town policy and sound employee relations principles.

Complaint Procedure:

Employees are encouraged to discuss all problems or differences of opinion with their supervisor. Usually difficulties can be resolved without going further. Occasionally, an unusual problem will arise that these discussions do not resolve. When this happens, supervisors should encourage employees to follow the steps of the complaint procedure which is available to employees to pursue at any time.

Step 1: The employee should discuss the complaint with his or her immediate supervisor within five (5) working days after the act or condition which is the basis of the complaint occurred. The supervisor should discuss the complaint normally within one week after notification by the employee.

Step 2: If within one week the employee is not satisfied with the result of the discussion with his/her supervisor, the employee will request, in writing, that a meeting be scheduled by the supervisor between the department manager and the employee within five (5) working days after he/she has received the step 1 decision. This meeting will be held normally within one week of notification by the employee.

Step 3: If within one week after the meeting with the department manager the employee is still not satisfied, the employee will prepare a written statement of the request or complaint and will forward it within one week to the next level to Town Management. The manager will review and answer in writing the complaint normally within five working days. At either the manager's or the employee's request, a conference between the employee and the manager will be held, normally during those five days.

Step 4: If the manager's answer to the employee's request or complaint is not satisfactory to the employee, the employee should notify the Town of Walpole Select Board within one week. The Select Board will review all pertinent documents, records, and management's written answer and answer the request or complaint within thirty (30) days after receiving it. The Select Board's decision will be final.

(Employees should consult with the Town Charter and/or their respective collective bargaining agreement prior to utilizing this by-law)

TOWN OF WALPOLE														
Professional Salary Schedule - FY 2024														
PROFESSIONAL COMPENSATION & CLASSIFICATION PLAN														
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Effective 7/1/2023 Step 15
P-1 Town Administrator														
	140,711	143,525	146,396	149,324	152,310	155,356	158,463	161,633	164,865	168,163	171,526	174,956	178,456	182,025
														185,665
P-2 DPW Director - Fire Chief - Police Chief														
	114,860	117,157	119,500	121,890	124,328	126,815	129,351	131,938	134,577	137,268	140,014	142,814	145,670	148,584
														151,555
P-3 Asst Town Administrator - Finance Director														
	106,351	108,478	110,648	112,861	115,118	117,421	119,769	122,164	124,608	127,100	129,642	132,235	134,879	137,577
														140,328
P-4 Deputy Fire Chief - Deputy Police Chief														
	98,471	100,441	102,450	104,499	106,589	108,720	110,895	113,113	115,375	117,683	120,036	122,437	124,886	127,383
														129,931
P-5 Building Inspector/Commissioner - Community Planning Director --Director of Assessing - Health Director - IT Director - Library Director - Police Lieutenant - Supt of Buildings -Supt of Highway - Supt of Parks, Forests & Cemeteries - Supt of Sewer & Water - Town Accountant - Town Engineer - Treasurer/Collector														
	91,196	93,020	94,880	96,778	98,713	100,687	102,701	104,755	106,850	108,987	111,167	113,390	115,658	117,971
														120,331
P-6														
	84,433	86,121	87,844	89,601	91,393	93,221	95,085	96,987	98,926	100,905	102,923	104,982	107,081	109,223
														111,407
P-7 Asst. Town Engineer - Asst.Supt of Hwy & Parks - Asst.Supt of S & W - Comm & Econ Devel Dir - Deputy Building Comm - Recreation Director - Supt of Vehicle Maint - Town Clerk - Town Planner														
	78,179	79,743	81,338	82,965	84,624	86,316	88,043	89,804	91,600	93,432	95,300	97,206	99,150	101,133
														103,156
P-8 Adult Service Librarian/Asst. Director - Conservation Agent - Council on Aging Director - Deputy Health Agent - Human Resource Administrator - Purchasing Agent														
	72,387	73,835	75,312	76,818	78,354	79,922	81,520	83,150	84,813	86,510	88,240	90,005	91,805	93,641
														95,514
P-9 Asst Recreation Director/Business Manager - Asst. Town Accountant - Asst.Treasurer/Collector - Executive Assistant - Veteran's Agent - Deputy Assessor														
	67,076	68,418	69,786	71,182	72,605	74,058	75,539	77,050	78,590	80,162	81,766	83,401	85,069	86,770
														88,506
P-10 Admin Asst - Asst. Council on Aging Director - Benefits Coordinator - Children's Librarian - PC Support Tech - Reference Services Librarian - Tech Services Libr														
	62,061	63,302	64,568	65,860	67,177	68,520	69,891	71,289	72,714	74,169	75,652	77,165	78,708	80,283
														81,888
P-11 Animal Control Officer - Plan Review/Central Permit Adm - Recreation Coord - Management Analyst - Communications Director														
	53,982	55,061	56,163	57,286	58,432	59,600	60,792	62,008	63,248	64,513	65,803	67,120	68,462	69,831
														71,228

TOWN OF WALPOLE		Hourly and Administrative/Professional Schedule - FY2024														
HOURLY SALARY SCHEDULE		Effective 7/1/2023														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
H-1	Deputy Building Inspector - Public Health Nurse															
		31.46	32.09	32.73	33.39	34.06	34.74	35.43	36.14	36.86	37.60	38.35	39.12	39.90	40.70	41.51
H-2	Local Inspector - Board of Health Technician - Engineering Inspector															
		28.89	29.47	30.06	30.66	31.28	31.90	32.54	33.19	33.85	34.53	35.22	35.93	36.64	37.38	38.12
H-3	Administrative Board Secretary - Asst. Children's Librarian - Engineering Aide - Outreach Worker															
		26.47	27.00	27.54	28.09	28.65	29.22	29.81	30.40	31.01	31.63	32.26	32.91	33.57	34.24	34.92
H-4	Board Secretary - Principal Clerk - Program Coordinator															
		24.54	25.03	25.53	26.04	26.56	27.09	27.63	28.18	28.75	29.32	29.91	30.51	31.12	31.74	32.38
H-4a	Dispatcher															
		24.05	24.53	25.03	25.53	26.04	26.56	27.09	27.63	28.18	28.75	29.32	29.91	30.51	31.12	31.74
H-5	Senior Clerk - Van Driver															
		21.01	21.43	21.86	22.30	22.74	23.20	23.66	24.14	24.62	25.11	25.61	26.13	26.65	27.18	27.73
H-6	Senior Library Page															
		15.47	15.78	16.10	16.42	16.75	17.08	17.43	17.77	18.13	18.49	18.86	19.24	19.62	20.02	20.42
H-7	Seasonal Laborer															
		14.34	14.63	14.92	15.22	15.53	15.84	16.15	16.48	16.81	17.14	17.49	17.83	18.19	18.56	18.93
H-8	Library Page - Office Assistant															
				11.86	12.09	12.34	12.58	12.83	13.09	13.35	13.62	13.89	14.17	14.45	14.74	15.04
H-9	Municipal Intern - Minimum Wage															
ADMINISTRATIVE/PROFESSIONAL SALARY SCHEDULE																
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15
A-1	Local Emergency Management Administrator															
		9,306	9,492	9,682	9,876	10,073	10,275	10,480	10,690	10,904	11,122	11,344	11,571	11,802	12,038	12,279
A-2	Hearing Officer - Stipend \$49.57 per month															

TOWN OF WALPOLE
ELECTION, FIRE, SAFETY, INSPECTION & GRANT HOURLY SCHEDULE
Effective July 1, 2023

GRADE	POSITION	Hourly rate	
ELECTION		Min	Max
E-1	Election Officer		11.15
E-2	Election Deputy Warden, Clerks, Deputy Clerks		13.76
E-3	Election Registrar, Election Warden		16.52
FIRE		Min	Max
F-1	Call Firefighter - Private	19.28	23.54
F-2	Call Firefighter - Lieutenant	21.32	26.03
SAFETY		Min	Max
S-1	School Traffic Officer		19.43
S-2	Police Matron	15.87	18.80
	Interpreter	"	"
S-3	Special Police (town paid)		27.25
S-4	Special Police (non-town paid)		54.50
INSPECTION		Min	Max
I-0	Deputy Local Inspector	28.33	29.29
I-1	Supt. Insect/Pest Control (stipend)		400/yr
I-2	Tree Warden (stipend)		700/yr
I-3	Animal Inspector (stipend)	3,850/yr	5,000/yr
I-4	Deputy Tree Warden (stipend)		500/yr
I-5	Inspector of Weights & Measures		12,000/yr
GRANT		Min	Max
G-1	Elder Service Advocate	\$16.78	\$21.76
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**TOWN OF WALPOLE
RECREATION SCHEDULE**

Effective July 1, 2023

Grade	Position	Min	Max
PROGRAMS			
RP-1	Program Director	\$17.25	\$22.25
RP-2	Program Supervisor	\$15.25	\$17.25
RP-3	Program Instructor/Counselor	State Minimum Wage	\$16.25
PR-4	Jr. Counselor	\$12.25	
AQUATIC'S PROGRAM			
RA-1	Aquatics Director	\$19.25	\$28.25
RA-2	Assistant Aquatics Director	\$17.25	\$21.25
RA-3	Head Lifeguard	\$16.25	\$19.25
RA-4	Water Safety Instructor	\$15.75	\$18.25
RA-5	Lifeguard	\$15.25	\$16.75
RA-6	Gate Attendant	\$12.25	
SPECIALIZED PROGRAMS			
RS-1	Day Camp Director	\$25.00	\$40.00
RS-2	Athletic Clinic Director	\$25.00	\$35.00
RS-3	Athletic Clinic Assistant Director	\$20.00	\$25.00
RS-4	Athletic Clinic Supervisor	\$17.50	\$20.00
RS-5	Athletic Clinic Instructor	\$15.00	\$17.50
RS-6	Specialized Instructor	State Minimum Wage	\$40.00
RS-7	Nurse	\$18.25	\$38.25