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Collective Bargaining Agreement Between

The Town of Norton and

American Federation of
State, County, and Municipal Employees,
AFL-CIO, Council 93, Local 1702,
Highway Employees

July 1, 2017 - June 30, 2020

HIGHWAY EMPLOYEES
COLLECTIVE BARGAINING AGREEMENT

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AGREEMENT BETWEEN
AMERICAN FEDERATION OF
STATE, COUNTY, AND MUNICIPAL EMPLOYEES,
AFL-CIO, COUNCIL 93, LOCAL 1702,
HIGHWAY AND WATER/SEWER EMPLOYEES

THIS AGREEMENT entered into by the Town of Norton (hereinafter referred to as the "Employer") and Local 1702, State Council 93, American Federation of State, County, and Municipal Employees, AFL-CIO (hereinafter referred to as the "Union"), has as its purpose the promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the establishment of conditions of employment.

ARTICLE 1
RECOGNITION

During the period of this Agreement, the Town agrees to recognize the Union as the exclusive bargaining agency for all full time Norton Highway Department employees, excluding the Superintendent and ~~all employees of the Water and Sewer Department excluding Superintendent, Assistant Superintendent,~~ and the employees represented by other bargaining units.

ARTICLE 2
UNION DUES

Employees shall tender the initiation fee (if any) and monthly membership dues by signing the authorization of dues form. During the life of this Agreement and in accordance with the terms of this form, the Employer agrees to deduct each pay period Union membership dues levied in accordance with the Constitution of the Union from the pay of each employee in the unit who executes or has executed such form and remit the aggregate amount to the Treasurer of the Union along with a list of employees who have said dues deducted. Such remittance shall be made by the tenth (10th) of each month.

ARTICLE 3
AGENCY SERVICE FEE

Any person who is hired is not required to join the bargaining unit. However, if this person is hired, he/she enjoying the benefits of the bargaining unit, must be assessed an agency service fee which will be equal to the Union dues paid by the members of the bargaining unit.

This amount of the agency service fee shall be deducted from the employee's gross pay every week and shall be transmitted to the bargaining unit. Every new employee shall be advised of this before he/she is hired so that he/she has knowledge of same.

In consideration of the Employer's entering into this collective bargaining Agreement, which Agreement includes an agency service fee provision, the Union hereby agrees to indemnify the said Employer and hold it harmless from any and all claims, liabilities or costs of the Employer which arise out of entering into or enforcement of said provision or which arise out of payroll deduction of agency service fees, including any and all legal fees and costs incurred by the Town.

ARTICLE 4
DISCRIMINATION AND COERCION

There shall be no discrimination by foremen, superintendents, or other agents of the Employer against any employee because of his activity or membership in the Union. The Employer further agrees that there will be no discrimination against any member for his adherence to any provision of this Agreement or his refusal to comply with any order which would violate this Agreement. The Employer and the Union also agree not to discriminate in any way against employees on account of race, religion, creed, national origin, sexual orientation, gender, or age.

ARTICLE 5
GRIEVANCE AND ARBITRATION PROCEDURE

Any grievance or dispute which may arise between the parties, except as provided for in Massachusetts General Laws Chapter 150C, as to the application, meaning or interpretation of this Agreement the disposition of which is not provided for any law, rule, or regulation shall be settled in the following manner:

Step 1

Any aggrieved employee and/or the Union may submit a written account of the grievance to the employee's Superintendent within three (3) working days of its occurrence or alleged occurrence. The Superintendent shall render a written decision within three (3) working days.

Step 2

If the Union is not satisfied at Step 1, the grievance may be submitted in writing to the Town Manager within ten (10) working days. The Town Manager shall render a written decision within ten (10) working days.

Step 3

If the Union is not satisfied at Step 2, the grievance may be submitted in writing to the ~~Board of Conciliation and Arbitration~~ ("BCA") Labor Relations Connection ("LRC") for binding arbitration within twenty (20) working days in accordance with the procedures of the BCA LRC.

The decision of the arbitrator shall be final and binding on the parties and the arbitrator shall be requested to issue his decision within thirty (30) days after the conclusion of testimony and argument.

The expense for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. If either party desires a verbatim record of proceedings, it may cause such a record to be made, providing it pays for the records.

Grievances involving disciplinary action shall be processed beginning at the second (2nd) step. 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 compensation, and privileges that would have been due to the employee. The arbitrator shall have the authority to settle only a grievance which concerns the interpretation and application of this Agreement. Any grievance appealed to an arbitrator over which he shall have no power to rule shall be referred back to the parties without decision. The arbitrator shall have no power to add to, subtract from, or modify this Agreement.

ARTICLE 6 SENIORITY

Preference shall be given to employees older in service and in the order of their seniority to work available, providing that such employees are available at such times that the work is assigned and are qualified to perform the work required, subject to the approval of the Superintendent.

Employees in order of their seniority shall have preference:

1. In filling vacancies and job opportunities;
2. To work opportunities in the event of layoff or lack of work;
3. In recall to work after layoff; and,
4. In selections of vacations from the regular vacation schedule.

If an employee resigns voluntarily and is rehired by the Town within two (2) years of his resignation, he will be entitled to retroactive seniority time after two (2) years continuous service from the date of rehiring. If an employee is discharged for cause by the Town, he shall lose all seniority. Seniority for purposes of this Agreement shall be defined as continuous service in the bargaining unit, unless otherwise specified or limited by the terms of this Agreement.

ARTICLE 7 JOB SECURITY

No employee in the unit shall have any disciplinary action taken against them except for just cause. Said employee then will have the opportunity to avail himself of the grievance procedure outlines in ARTICLE 5 of this Agreement.

ARTICLE 8 JOB POSTING AND BIDDING

When a position covered by this Agreement becomes vacant, such vacancy shall be posted in a conspicuous place in a work-related area listing the pay, duties, and qualifications, area, shift, and days off. This notice of vacancy shall remain posted for seven (7) days. Employees interested shall apply in writing within the seven (7) day period. Within five (5) days of expiration of the posting period, the Employer will award the position to the most qualified senior applicant.

The successful applicant shall be given a thirty (30) day trial and training period in the new position at the applicable rate of pay. If at the end of the trial and training period it is determined that the employee is not qualified to perform the work he shall be returned to his old position and rate. Said determination of qualification shall be in the sole judgement of the Superintendent.

If no applicant is qualified, the Employer may fill the position from outside the bargaining unit. It is further agreed mutually between the parties that if no individual in the bargaining unit applies for a posted vacancy within the above-described period of time, the Employer shall fill the position from outside the bargaining unit.

ARTICLE 9
HOURS AND OVERTIME

Eight (8) hours a day (Monday through Friday) shall constitute a normal day's work. The regular time to commence work shall be seven o'clock A.M. and the regular quitting time shall be three-thirty o'clock P.M. unless otherwise directed by the Superintendent or in the event of an emergency when employees may be required to work over the regular quitting time, or begin work before the regular starting time. There shall be a thirty (30) minute lunch break and two (2) ten (10) minute coffee breaks (one in the morning and one in the afternoon) each working day. Forty (40) hours shall constitute a normal week's work, eight (8) hours each day, Monday through Friday.

Time and one-half shall be paid for all time worked in excess of eight (8) hours per day or forty (40) hours per week, whichever is greater. All time worked on Sundays shall be paid at the rate of one and one-half (1-1/2) times the rate of the employees normal rate of pay. All time worked on any holiday recognized in this Agreement shall be paid at a rate of one and one-half times the rate of the employees normal rate of pay plus eight (8) hours pay for the holiday at the employees normal rate of pay, except that time worked on New Year's Day, Thanksgiving, Christmas, and Easter and July Fourth (4th) shall be paid at a rate of two times the rate of the employees normal rate of pay plus eight (8) hours pay for the holiday at the employees normal rate of pay. If called to return to work after normal working hours, members will receive a minimum of four (4) hours pay or whichever is the greater. ~~If called to make diagnostic or repair work from a remote terminal, members will receive a minimum of two (2) hours pay or whichever is the greater.~~ Overtime work or holiday work must be scheduled or authorized by the Superintendent. When employees work ~~six (6)~~ four (4) consecutive hours before the start of their next regular shift without being dismissed prior to the start of their shift, they will remain at the overtime rate until dismissed for the day.

Effective January 26, 2012, Employees will be paid double time (instead of time and one half) for the continuous hours they work after working sixteen (16) consecutive hours.

Overtime shall be equally and impartially distributed among personnel in each department by seniority, as that term is defined in Article 6, who ordinarily perform such related work in the normal course of their work week. Employees who are offered work and refuse will be credited with having had their turn. When in case of extreme emergencies it is necessary to call in personnel from other departments to aid and assist, the personnel from other departments other than the department which normally performs such related work shall be released from their duties first when the work load lessens.

All employees shall be given a copy of their overtime slips. Overtime accepted will be posted monthly on the Union bulletin board.

Employees will have the option of getting paid at time and one half or to take compensatory time off at time and one half. If said employees choose compensatory time off, it must be taken within twenty (20) workdays.

For the purpose of computing overtime, all paid leaves (holidays, vacation, sick leave, funeral leave, personal leave, and any other paid leaves) shall be considered time worked.

Notwithstanding the other provisions of this article, the Highway Superintendent can unilaterally assign overtime work to employees who normally perform during their workday the type of work for which the overtime is needed. The overtime list will continue to be used on a rotating basis for all other overtime work.

When a State of Emergency is declared by the Governor and also the Town of Norton, employees required to work will receive one (1) personal day to be used in the quarter it is earned.

ARTICLE 10 CLEAN-UP TIME

Employees shall be granted a ten (10) minute clean-up period prior to the end of each work shift.

Work schedules shall be arranged so employees may take advantage of this provision: the Employer shall make the required facilities available.

ARTICLE 11 JURY PAY

The Employer agrees to make up the difference in an employee's wages between a normal week's wages and compensation received for jury duty.

ARTICLE 12 HOLIDAYS

The following days shall be considered to be paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Washington's Birthday	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	1/2 Day before Christmas Day
Christmas Day	

and any other day declared by the Governor of the Commonwealth of Massachusetts and/or the General Court.

ARTICLE 13
VACATIONS

The parties have agreed that vacation time shall be awarded on the following basis:

One week of vacation after one (1) year of continuous service with the Town; two weeks of vacation after two (2) years of continuous service with the Town; three weeks of vacation time after three (3) years of continuous service with the Town; four weeks of vacation after eight (8) years of continuous service with the Town; five weeks vacation after ten (10) years of continuous service with the Town; six weeks of vacation after twenty (20) years of continuous service with the Town. The Town may account for or record the accrual of vacation on a per hour, per day, per week, or per payroll period basis. An employee must notify the Superintendent in writing five (5) working days prior to his intended vacation.

Effective July 1, 2014, Employees will be allowed to carry over a maximum of five (5) vacation days from one (1) fiscal year into the next fiscal year.

Employees hired after July 1, 2017 will not be entitled to six (6) weeks of vacation.

ARTICLE 14
SICK LEAVE

All employees shall be allowed eighteen (18) paid sick leave days per year. Unused sick days shall be allowed to accumulate up to a maximum of three hundred and sixty (360) days. Sick days shall be accumulated at the rate of one and one-half (1 ½) days per month. The Town may account for or record the accrual of sick leave on a per hour, per day, per week or per payroll period basis.

Upon retirement, ~~employees hired prior to January 1, 2006~~ employees who have accumulated sick leave will receive fifty percent (50%) of their hourly wage for up to a maximum of one hundred and eighty (180) unused days. Should an employee ~~hired prior to January 1, 2006~~ die from a work related injury during the period of his active employment with the Town and prior to retirement, his widow, his estate, or whatever person he designates shall be awarded one hundred percent (100%) of the employee's hourly wage for up to a maximum of one hundred and eighty (180) unused days. For an employee who has more than one hundred and eighty (180) unused sick days as of March 1, 2009, the sick leave buyback cap under this paragraph for that employee will be set at the amount of unused sick days that the employee had on March 1, 2009.

~~Upon retirement, or if the employee dies during the period of his active employment with the Town and prior to retirement, employees hired between January 1, 2006 and June 30, 2008, inclusive, who have accumulated sick leave will receive fifty percent (50%) of their hourly wage for all unused sick days, up to a maximum of one hundred and eighty (180) days. In the event of the employee's death, said amount shall be paid to his widow, his estate or whatever person he designates. For employees hired on or after July 1, 2008, the applicable percentage under this paragraph shall be twenty percent (20%).~~

Effective July 1, 2012, the sick leave buyback is to be paid out in two installments. The first installment is to be made after the first Town Meeting funding opportunity that follows the date of retirement. The second installment will be made after the next Town Meeting funding opportunity that follows the first or within twelve (12) months of the date of the first installment, whichever occurs sooner.

Employees shall be permitted to utilize ten (10) of his/her accumulated sick leave days each year to care for a sick or injured member of his immediate family. For purposes of this provision, immediate family shall be defined as spouse, child, mother, father, brother, sister, mother-in-law, father-in-law or step child. Any personal or family sick leave of duration of three (3) consecutive days shall be substantiated by a doctor's certificate at the Employee's expense prior to the payment of the personal or family sick leave. The Department Head may require substantiation of personal or family sick time use of more than seven (7) days in a given year. Further, the use of family sick leave may be considered an abuse of the Sick Leave Program.

Employees who have one hundred and eighty (180) days or more of unused sick days as of July 1st of each year shall be granted one (1) additional personal day each year which must be used by the end of the fiscal year in which it was granted.

ARTICLE 15 INSURANCE

The Union acknowledges its obligation under G.L. c. 32B, §3 to appoint or elect a bargaining unit member to serve on the Town's Insurance Advisory Committee ("IAC") and shall appoint/elect such member upon notice from the Town that it intends to convene the IAC.

In the event the Town desires to modify, amend or alter the benefits of the Town's existing health insurance plans or wishes to add or delete particular health plans during the life of this Agreement, the Town shall submit such desired changes to the IAC prior to implementing any changes. If the changes

proposed by the Town are subsequently approved by the IAC within the meaning of c. 32B, §3, the Town shall be free to implement those changes forthwith.

In the event that the IAC fails to approve the changes proposed by the Town within the meaning of c. 32B, §3, the Town shall meet with the Union to discuss the impact of the proposed changes prior to implementing same.

The percentage rate the Town contributes toward health insurance shall be 89%, effective July 1, 2005, 88%, effective July 1, 2006, and 87%, effective July 1, 2007. Thereafter, the percentage rate Employees contribute toward health insurance shall be increased as follows:

	Town Contribution Rate	Employee Contribution Rate
Effective July 1, 2008	85 Percent	15 Percent
Effective July 1, 2009	80 Percent	20 Percent
Effective July 1, 2010	75 Percent	25 Percent

However, the percentage rate Employees contribute toward the Town's PPO Health insurance plan shall be increased to 70 Percent Town /30 Percent Employee.

ARTICLE 16
FUNERAL LEAVE

In the event of a death of a Spouse/significant other, children, step children, Father, Mother, Step Mother, Step Father, the employee will be granted an excused leave of absence up to five (5) days duration without loss of pay. In the event of a death of a ~~mother, father, sister, brother, husband, wife, significant other person, son, daughter, grandparent, father-in-law, mother-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, stepchild, step-parent,~~ or legal guardian of any employee, the employee will be granted an excused leave of absence up to three (3) days duration without loss of pay. Two (2) additional days may be granted by the Superintendent when a funeral is held out of State and the employee actually attends the funeral. One (1) day of leave shall be granted to attend the funeral of a grandparent, aunt, or uncle of an employee's spouse or significant other.

ARTICLE 17
UNIFORMS AND PROTECTIVE CLOTHING ALLOWANCE

Effective July 1, 2008, each Highway Department employee covered by this Agreement shall receive an annual uniform and protective clothing allowance for the purpose of purchasing clothing necessary for the performance of his duties in the amount of \$900.00. Said payment shall be made simultaneously with the first pay period in the month of November of each year. Effective July 1, 2009, the said annual uniform and protective clothing allowance shall increase to \$950.00.

~~In lieu of a uniform allowance, the Town shall provide to Water and Sewer Department employees uniform rental and cleaning services at the Town's expense. In addition, the Town shall also provide said Water and Sewer Department employees the sum of \$250.00, on an annual basis, for the purchase of safety work shoes or other protective clothing. Said reimbursement shall be made simultaneously with the first pay period in the month of November of each year.~~

The Employer agrees to provide all material, equipment, tools, and license fees required to perform the duties assigned to the employees covered by this Agreement. The Employer also agrees to pay for seminars and schooling required to maintain required licenses, and to post all school and seminar notices on a bulletin board accessible to the Union. ~~In addition, the Employer agrees to pay annually at the first pay period in the month of November the following amounts to holders of the following licenses:~~

		Effective <u>07/01/14</u>
Water Distribution Grade I	\$150.00	\$250.00
Water Distribution Grade II	\$250.00	\$350.00
Water Distribution Grade III	\$400.00	\$500.00
Water Distribution Grade IV	\$500.00	\$600.00

ARTICLE 18
PERSONAL DAYS

Three (3) personal days per year shall be granted to employees, at the discretion of the Superintendent, for personal business that could not be conducted at other times (i.e. doctors, lawyers, dentists, etc.) Personal days must be requested twenty-four (24) hours in advance except such twenty-four (24) hours notice shall be waived in cases of emergency. Personal days cannot be carried over from year to year.

ARTICLE 19
PERSONAL EFFECTS REIMBURSEMENT

The Town shall reimburse any employee for the cost of repairing or replacing prescription eyeglasses or hearing aids lost or damaged while in the performance of duties.

ARTICLE 20
LONGEVITY

The Town shall pay to the Union members Longevity pay on or before July 30th of each year for the following years of service for the Town:

	<u>Effective</u> <u>July 1, 2009</u>	<u>Effective</u> <u>July 1, 2012</u>	<u>Effective</u> <u>July 1, 2014</u>
After five (5) years	\$ 300.00	\$ 550.00	\$ 600.00
After ten (10) years	\$ 400.00	\$ 650.00	\$ 700.00
After fifteen (15) years	\$ 500.00	\$ 750.00	\$ 800.00
After twenty (20) years	\$ 650.00	\$ 900.00	\$ 950.00
After twenty-five (25) years	N/A	N/A	\$ 1,050.00

ARTICLE 21
WAGES

Employees shall be compensated as in Appendix A.

Whenever an employee performs all the duties and responsibility of a job classified at a higher grade than his/her existing pay grade for at least eight (8) continuous hours, the employee shall receive the rate of pay for all hours worked in excess of eight (8) continuous hours, that is the lowest rate on the scale that is higher than the employee's existing rate of pay for his/her permanent job.

When employees fill in for the position of Foreman, they will receive an additional \$1.00 per hour. Said employees will be required to perform the duties of Foreman for sixteen hours in order to receive the extra \$1.00 per hour compensation retroactive to the first day. When it is anticipated that the employee will fill the position for greater than two (2) weeks they shall receive Step 1 Foreman pay while serving as foreman.

Effective July 1, 2009, the Highway Foreman's pay rate shall be increased to \$25.80 per hour. Effective July 1, 2010, said employee's rate shall be increased to \$28.40 per hour.

All employees hired ~~on or after July 1, 2005,~~ shall have their wages paid via direct deposit in the Employee's banks of choice. ~~Employees hired prior to July 1, 2005 may choose to have their wages paid via direct deposit in the Employee's bank of choice, however, once the Employee opts to do so, the Employee shall thereafter be required to receive all future wages via direct deposit.~~

When absence of the Superintendent is anticipated to last longer than 2 weeks and the Foreman is assigned to serve in the capacity of Superintendent an additional \$8.00/hour will be added to the Foreman's salary.

ARTICLE 22 MANAGEMENT RIGHTS

The Town shall retain all rights and authority the Town had prior to the signing of any collective bargaining contract with the Norton Highway and ~~Water/Sewer~~ Union, Council 93, AFSCME, except those rights which are explicitly and specifically modified by the express terms of this Agreement. Notwithstanding the provisions of this contract, the Board of Selectmen of the Town shall retain and exercise through its Superintendents all rights to manage and control the Norton Highway and ~~Water/Sewer Departments and their~~ its employees that are given to them by applicable statutes of the Commonwealth of Massachusetts, and this is expressly understood by the parties to this Agreement. The Superintendents shall be in immediate charge of all Town property used by the Department and of the employees of whom he shall assign to their respective duties and who shall obey his order. Nothing in this Agreement shall be construed to abridge or modify these powers of the Superintendents and the Board of Selectmen and ~~the Water and Sewer Commissioners.~~

ARTICLE 23 SUFFICIENCY OF FUNDS

This Agreement shall be subject to the provisions in Chapter 150E, Section 7, of the Massachusetts General Laws.

ARTICLE 24 EFFECTIVE DATE

This Agreement shall be in full force and effect for the term beginning July 1, 2017, and ending on June 30, 2020.

ARTICLE 25
TERMINATION

This Agreement will remain in effect for three (3) years. At the end of this time, either party may terminate this Agreement provided such termination is transmitted through the Certified Mails to the responsible signatories to the Agreement. In no case may a termination notice be sent less than thirty (30) days prior to the termination date herein agreed.

ARTICLE 26
RENEWAL

Should neither party to this Agreement wish to inaugurate collective bargaining discussions over changes they may wish to introduce into this Agreement, it is agreed that notice of the substance of the changes and the language with which such desired changes are to be expressed, shall be mailed to the authorized parties signatory to the Agreement.

Nothing in this article shall preclude the Union or the Employer from modifying any previous proposals during the course of negotiations.

ARTICLE 27
ON CALL

~~Employees assigned to be responsible for SCADA monitoring and response will be paid fourteen (14) hours straight time per week. Assignments will be weekly and pay will be based on one (1) hour per day, Monday through Friday, and four and a half (4 ½) hours for Saturday and Sunday. (Holidays will be paid at the weekend rate.) Employees will also be paid for callouts anytime they have to physically go to the site, but must punch in and out. Employees assigned SCADA will also be provided with a cell phone and pager for the week. The Superintendent will determine and post requirements for eligibility for participation.~~

ARTICLE 28
MILITARY LEAVE

The Town voted at the May 10, 2004, Annual Town Meeting (Article 18) to accept the provisions of §1 of c. 137 of the Acts of 2003, thereby allowing the Town to pay to an employee granted a military leave of absence, as defined in the statute, the employee's regular base salary, reduced by any amount received from the United States as pay or allowance for military service (National Guard or Reserves), during the same pay period, and further to authorize any such employee to remain on the Town's contributory group health insurance plan on the same contributory share basis as other active employees of the Town.

ARTICLE 298
MISCELLANEOUS PROVISIONS

- A. No agreement, understanding, alteration or variation of the agreements, terms or provisions herein contained shall bind the parties hereto unless made and executed in writing by the parties hereto.
- B. The failure of the Town or the Union to insist, in any one or more incidents, upon performance of any of the terms, or conditions of this Agreement shall not be considered as a waiver or relinquishment of the rights of the Town or of the Union to future performance of any such term or condition, and the obligations of the Union and the Town to such future performance shall continue in full force and effect.

ARTICLE 3029
COMMERCIAL DRIVER'S LICENSE

All bargaining unit members hired on or after July 1, 2000, shall be required to obtain and maintain a Commercial Driver's License ("CDL") with the necessary endorsements as a condition of their continued employment with the Town. Any such employee who is not currently in possession of a valid CDL with the necessary endorsements shall be given until July 1, 2010, to obtain one. New employees who are hired after July 1, 2009, by the Town without a CDL shall be required to obtain a valid CDL within one (1) year of their date of hire. The Town agrees to pay the licensing fee associated with obtaining a CDL. A failure on the part of any employee to comply with the provisions of this section shall be considered just cause for termination of employment.

ARTICLE 31
WATER TREATMENT LICENSE

- ~~A. All Water Department employees shall be required to obtain by December 31, 2010, a valid Water Treatment License and shall be required to maintain such license as a condition of continued employment from that date forward.~~
- ~~B. Effective upon a Water Department employee's initial receipt of said Water Treatment License, the employee shall receive a stipend in the following amount based on the level of the license obtained:~~

~~Effective
July 1, 2014~~

~~Water Treatment Grade 1 \$ 150.00 \$ 250.00~~

Water Treatment Grade 2	\$ 250.00	\$ 350.00
Water Treatment Grade 3	\$ 400.00	\$ 500.00
Water Treatment Grade 4	\$ 500.00	\$ 600.00

~~C. In addition, effective July 1, 2011, each Water Department employee shall receive an annual stipend in the foregoing amount for such license.~~

ARTICLE 340
SPECIALTY LICENSES

Effective July 1, 2017, an employee who is requested to operate the Specialty Mower and Bucket Truck by the Superintendent and who obtains and maintains all required licenses will receive the following stipends on an annual basis:

Specialty Mower	\$600.00
Bucket Truck	\$500.00

ARTICLE 321
CLASS A AND EXCAVATOR LICENSES

Effective January 1, 2013, the Town, through its respective Superintendents, may designate from among those employees who signify a willingness to do so up to four (4) employees in the Highway Department and up to two (2) employees in the Water/Sewer Department who will be required to possess a Class A license and/or an excavator's license as a requirement for the employee's position with the Town. The Superintendents shall have the sole discretion to determine the number of employees needed to hold such licenses in their respective his departments, up to the maximums identified above, as well as to determine from among the volunteers the individuals that are best suited for such designation. It is not required that the person designated to hold one license also be designated to hold the other. The costs incurred by the designated employees for any preparatory classes and any exam, licensing or renewal fees will be paid for by the Town. Employees who are designated by the Town as being required to hold a Class A license and/or an excavator's license will be paid an annual stipend in the following amounts:

LICENSE	EFFECTIVE		EFFECTIVE
	01/01/13	07/01/13	07/01/14
Class A License	\$ 300.00	\$ 400.00	\$ 500.00
Excavator's License	\$ 200.00	\$ 300.00	\$ 400.00

In subsequent fiscal years, said stipends will be paid to the designated employees in July for each year that the Town designates them as being required to hold a Class A and/or excavator's license.

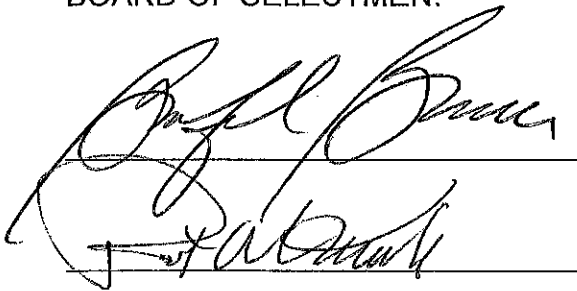
ARTICLE 32

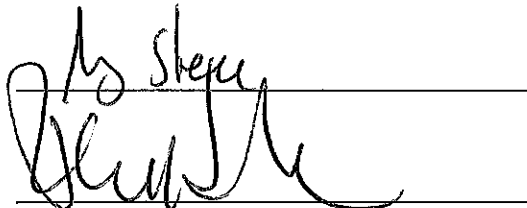
PEOPLE CONTRIBUTION

The Town agrees to deduct from the wages of any employee who is a member of the Union a People Deduction as provided in a 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 both 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.

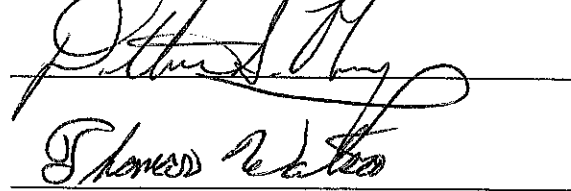
THIS AGREEMENT is entered into this 8th day of August, 2018.

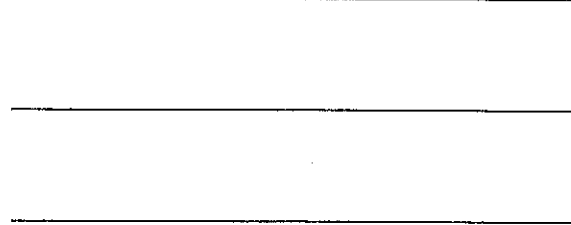
FOR THE TOWN OF NORTON,
BOARD OF SELECTMEN:





FOR THE AMERICAN FEDERATION
OF STATE, COUNTY, AND
MUNICIPAL EMPLOYEES,
COUNCIL 93, AFL-CIO:





APPENDIX A

Effective July 1, 2017	Step 1	Step II	Step III	Step IV	Step V	Step VI	Step VII
2%	Start	2 Mos.					
Driver/Laborer	17.84	18.38	18.91	19.48	20.07	20.47	20.88
Driver/Laborer/CDL I	18.41	18.95	19.53	20.11	20.76	21.18	21.60
Driver/Laborer/CDL II	19.80	20.39	21.01	21.64	22.30	22.75	23.21
Equipment Operator I	20.31	20.88	21.53	22.23	22.84	23.30	23.77
Equipment Operator II	20.96	21.55	22.26	22.92	23.57	24.04	24.52
Equipment Operator III	22.82	23.50	24.23	24.95	26.04	26.56	27.09
Mechanic	23.02	23.76	24.48	25.25	26.04	26.56	27.09
	Step 1	Step II	Step III	Step IV	Step V	Step VI	Step VII
Foreman	29.23	30.13	31.06	31.68	32.31	32.96	33.62
Effective July 1, 2018	Step 1	Step II	Step III	Step IV	Step V	Step VI	Step VII
2%	Start	2 Mos.					
Driver/Laborer	18.20	18.75	19.29	19.87	20.47	20.88	21.30
Driver/Laborer/CDL I	18.78	19.33	19.92	20.51	21.18	21.60	22.03
Driver/Laborer/CDL II	20.20	20.80	21.43	22.07	22.75	23.21	23.67
Equipment Operator I	20.72	21.30	21.96	22.67	23.30	23.77	24.25
Equipment Operator II	21.38	21.98	22.71	23.38	24.04	24.52	25.01
Equipment Operator III	23.28	23.97	24.71	25.45	26.56	27.09	27.63
Mechanic	23.48	24.24	24.97	25.76	26.56	27.09	27.63
	Step 1	Step II	Step III	Step IV	Step V	Step VI	Step VII
Foreman	29.81	30.73	31.68	32.31	32.96	33.62	34.29
Effective July 1, 2019	Step 1	Step II	Step III	Step IV	Step V	Step VI	Step VII
2%	Start	2 Mos.					
Driver/Laborer	18.56	19.13	19.68	20.27	20.88	21.30	21.73
Driver/Laborer/CDL I	19.16	19.72	20.32	20.92	21.60	22.03	22.47
Driver/Laborer/CDL II	20.60	21.22	21.86	22.51	23.21	23.67	24.14
Equipment Operator I	21.13	21.73	22.40	23.12	23.77	24.25	24.74
Equipment Operator II	21.81	22.42	23.16	23.85	24.52	25.01	25.51
Equipment Operator III	23.75	24.45	25.20	25.96	27.09	27.63	28.18
Mechanic	23.95	24.72	25.47	26.28	27.09	27.63	28.18
	Step 1	Step II	Step III	Step IV	Step V	Step VI	Step VII
Foreman	30.41	31.34	32.31	32.96	33.62	34.29	34.98

DISCIPLINARY POLICIES AND PROCEDURES
NORTON HIGHWAY DEPARTMENT

JULY 1, 2000

REVISED AUGUST 1, 2006 – EFFECTIVE JANUARY 24, 2007

THE FOLLOWING GUIDELINES WILL BE USED IN DISCIPLINARY ACTIONS:

- 1.) VERBAL WARNING
- 2.) WRITTEN WARNING
- 3.) SUSPENSION WITHOUT PAY AND PROBATION
- 4.) TERMINATION

NOTE: IN CERTAIN CIRCUMSTANCES (LOSS OF LICENSE, ACTIONABLE MISCONDUCT, INSUBORDINATION), MANAGEMENT MAY BYPASS ONE OR MORE OF THE ABOVE STEPS.

IN ADDITION, AN EMPLOYEE MAY SUBMIT A WRITTEN REQUEST TO THE SUPERINTENDENT FOR REMOVAL OF WRITTEN WARNINGS FROM THEIR PERSONNEL FILES AFTER A PERIOD OF TWO (2) YEARS. THE UNION EXPRESSLY AGREES THAT THE DECISION OF THE SUPERINTENDENT REGARDING SUCH REQUESTS SHALL BE FINAL AND SHALL NOT BE SUBJECT TO THE PARTIES' GRIEVANCE/ARBITRATION PROCEDURE.