

**COLLECTIVE BARGAINING
AGREEMENT**

Between

CITY OF NEWBURYPORT

And

**TEAMSTERS UNION LOCAL 170
PROFESSIONAL/ADMINISTRATIVE/TECHNICAL**

JULY 1, 2022 - JUNE 30, 2025

TABLE OF CONTENTS

PREAMBLE.....	3
ARTICLE 1: Recognition and the Bargaining Unit.....	3
ARTICLE 2: Management Rights.....	4
ARTICLE 3: Union Dues and Agency Fee	5
ARTICLE 4: Employees Rights and Representation	5
ARTICLE 5: Non-Discrimination.....	6
ARTICLE 6: Grievance and Arbitration Procedure.....	6
ARTICLE 7: Non-Reappointment and Discipline	7
ARTICLE 8: Compensation.....	9
ARTICLE 9: Hours of Work.....	10
ARTICLE 10: Court Appearances	11
ARTICLE 11: Health and Welfare Insurance Benefits.....	11
ARTICLE 12: Leaves	11
ARTICLE 13: Holidays.....	16
ARTICLE 14: Longevity.....	17
ARTICLE 15: Professional Development.....	17
ARTICLE 16: Wages	18
ARTICLE 17: Funding	19
ARTICLE 18: Past Practices	20
ARTICLE 19: Administrative Protection.....	20
ARTICLE 20: No Strikes or Lockouts	20
ARTICLE 21: Stability of Agreement.....	21
ARTICLE 22: Understanding of Agreement.....	21
ARTICLE 23: Supersedence.....	21
ARTICLE 24: Seniority	21
ARTICLE 25: Entire Agreement.....	22
ARTICLE 26: Duration	22
Appendix A: Positions, Grades and Wage Chart.....	23

PREAMBLE

This Agreement, entered into by the Mayor of the City of Newburyport hereinafter referred to as the "CITY" and the Teamsters Union Local 170, affiliated with the International Brotherhood of Teamsters, hereinafter referred to as the "UNION", its purpose being the promotion of harmonious relations between the City and the Union; the establishment of an equitable and professional procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of or related to employment in order that a more efficient and progressive public service may be rendered.

ARTICLE 1: RECOGNITION AND THE BARGAINING UNIT

The City hereby recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining with respect to wages, hours, and other conditions of employment for all members of the bargaining unit represented by the Union as stated below and certified in Case No. MCR-4411:

Department	Title
Assessor	Administrative Assistant II Assistant Assessor
Building	Office Manager
City Clerk/ Parking Clerk	Parking Enforcement Office Manager Passport Agent/Administrative Assistant I Administrative Assistant II Office Manager Assistant City Clerk
Council on Aging (COA)	Office Manager
Public Services (DPS)	Administrative Assistant II (Water/Sewer) Office Manager (Water/Sewer) Facilities Maintenance Supervisor General Foreman, Highway Assistant Superintendent, Water Treatment Assistant Superintendent, Wastewater Treatment
Finance/Auditor	Administrative Assistant II
Health	Animal Control Officer Office Manager
Planning	Conservation Administrator Office Manager Planner Senior Project Manager, Planning
Treasurer	Assistant Treasurer/Collector

The Union recognizes that the Mayor is the sole and exclusive bargaining agent for the City and agrees not to by-pass the Mayor on matters properly within the scope of bargaining. The Mayor reserves the right to designate agents to represent the City or assist the City in negotiations.

The City will not aid, promote, coerce, make agreements with, or finance any labor group or organization which purports to engage in collective bargaining or make agreement with any group or individual for the purpose of undermining the Union or changing any provisions expressly set forth in this agreement.

ARTICLE 2: MANAGEMENT RIGHTS

Unless an express, specific provision of this Agreement clearly provides otherwise, the City of Newburyport through the Mayor and such other officials as may be authorized to act on the City's behalf, retain all rights and prerogatives to manage and control the departments or functions in which bargaining unit personnel are employed.

By way of example but not limitations, management retains the following rights: to determine the organization of such departments or functions, the number of employees assigned to an organizational unit, work project, or task; to determine the policies and practices involving or affecting the hiring, promotion, assignment, direction, and transfer of personnel; to determine the equipment to be used and the uniforms to be worn in the performance of duty; to establish qualifications for ability to perform work in classes and/or ratings, including physical, intellectual, and mental health qualifications; to lay off employees in the event of lack of work or funds or under conditions where management believes that continuation of such work would be less efficient, less productive, or less economical; to establish or modify work schedules and shift schedules, and the number of selection of employees to be assigned to take whatever actions may be necessary to carry out its responsibilities in situations of emergency; to enforce existing rules and regulations for the governance of the various departments or functions and to add to or modify such regulations as it deems appropriate; to discharge, suspend, demote, or take other disciplinary action for cause and shall not be arbitrary or capricious.

Management also reserves the right to decide whether, when, and how to exercise its prerogatives, whether or not enumerated in this Agreement. Accordingly, the failure to exercise any right shall not be deemed a waiver.

Except as expressly provided by a specific provision of this Agreement, the exercise of the aforementioned rights as well as any matter dealing with the administration of various departments or functions shall be final and binding and shall not be subject to the grievance provisions of this Agreement.

Discipline: Management reserves and retains its right to discharge, suspend, or otherwise discipline employees covered by this Agreement for just cause. The Mayor shall provide an informal hearing to the employee prior to taking such action. The Mayor has the right to

include additional appropriate personnel to such hearing. The Union may arbitrate disciplinary action taken during the term of an appointment or employment on the grounds that it was clearly without just cause.

ARTICLE 3: UNION DUES AND AGENCY FEE

Employees shall tender the initiation fee and monthly membership dues by signing the authorization of dues form. During the life of this Agreement and in accordance with the terms of the form of authorization of check-off of dues set forth, the City agrees to deduct Union membership dues, initiation fee, and agency fee, levied in accordance with the Constitution of the Union from the pay of each employee who executes or has executed such form. The City Treasurer shall remit the aggregate amount to the Treasurer of the Union along with a list of employees who have had said dues deducted. Such remittance shall be made monthly.

The City shall require as a condition of employment the payment of an agency fee in the same amount as Union dues by an employee who is not a member of the Union on or after the thirtieth (30th) day following the beginning of such employment or the effective date of this agreement, whichever is later.

The City agrees that upon appropriate written authorization executed by such employee and will remit the monthly aggregate amount of such deductions to the Treasurer of the Union as part of this Agreement. Employees covered by this Agreement shall be furnished bi-weekly deduction slips showing the gross and net monies. The Union agrees to hold the City harmless for any action it takes in enforcing the agency fee and agrees to indemnify the City for any and all costs associated with such enforcement.

ARTICLE 4: EMPLOYEES RIGHTS AND REPRESENTATION

Section 1. Employees have and shall be protected in the exercise of their right to join and assist the Union or to refrain from such activity.

Section 2. Negotiations for a successor agreement and all meetings to discuss grievances which have been filed shall be conducted at such time as the parties agree. If such meetings for negotiations occur during normal work hours, a reasonable number of designated negotiation team members or employees involved in grievances may attend without loss of pay or benefits.

All other Union business, regular time spent in preparation for negotiations or investigation/ preparation of grievances shall be conducted on non-work time. The Union Steward may have reasonable access to bargaining unit members during the workday for the purpose of investigating grievances, provided that such investigation shall take place during non-work time whenever possible unless authorized by the Mayor or the Mayor's designee.

ARTICLE 5: NON-DISCRIMINATION

The City and the Union agree not to discriminate in any way against employees covered by this Agreement on account of membership or non-membership in the Union, or on account of anything which may violate Chapter 151B of the Massachusetts General Laws or any and all Federal Laws.

ARTICLE 6: GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. Definition: A grievance is defined as a dispute concerning the interpretation or application of an express, specific provision of this Agreement.

Section 2. Grievance Procedure: Grievances shall be settled in the following manner:

Step 1: The grievance shall be discussed informally with the Department Head/Supervisor. Any resolution shall be reduced to writing, but shall not constitute a precedent in which such resolution may not vary or waive the terms of this Agreement.

Step 2: An employee not finding resolution in Step 1 shall file any grievance in writing with the Mayor and the Union Steward within ten (10) working days of the act or occurrence giving rise to the grievance. The Mayor shall review the matter in a timely manner and has the right to consult with personnel within the administration. Within ten (10) working days of the Mayor receiving the grievance the Mayor shall hold a hearing at which the grievance is considered. Within ten (10) working days of the hearing the Mayor shall forward a written decision to the grievant and the Union.

Step 3: If the decision at Step 2 does not resolve the grievance, then the Union, but no individual employee, may invoke arbitration by filing with the Massachusetts Board of Conciliation and Arbitration (M.B.C.A.) a Demand for Arbitration within fourteen (14) days of the date of the Union receipt of the Mayor's decision. A copy of the Demand for Arbitration shall be simultaneously forwarded by the Union to the Mayor.

It is understood that the M.B.C.A. is chosen as the arbitrator tribunal under their contract only if and when it maintains a procedure for selecting arbitration.

Section 3. Contents of Grievances: All grievances filed at Step 2 and Step 3 of the grievance arbitration procedure shall specify:

- (a) the particular contract article and section alleged to have been violated;
- (b) in reasonable detail the facts supporting each alleged violation;
- (c) the date each act or omission violating the Agreement is alleged to have occurred; and
- (d) the remedy sought for each alleged contract violation.

Section 4. Time Limits: The failure of an employee or the Union to file or process a grievance in accordance with the time limits specified in this Agreement shall constitute a waiver of the grievance. Failure of the Mayor to respond will result in the grievance going to the next step.

Section 5. All grievances settled at Step 2 shall not constitute a precedent for future dealings between the parties. All grievances settled at Step 3 shall ordinarily constitute a precedent, unless otherwise stated.

Section 6. Limits on Grievance-Arbitration: The following matters shall not be subject to grievance-arbitration under this Agreement or other recourse:

- (a) any matter involving the exercise of discretion or management rights by an agent of the City;
- (b) the failure or refusal by the City to renew the contract of or reappoint a member of the bargaining unit;
- (c) the granting of a promotion, reclassification, level change, or merit pay increase;
- (d) the dismissal or discipline of a probationary employee;
- (e) the substance of an evaluation except where it forms the basis in whole or in part of an otherwise arbitrable disciplinary action;
- (f) any incident which occurred or failed to occur prior to the effective date of this Agreement.

Section 7. Arbitration Procedures:

- (a) 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 the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available to the party at cost and to the Arbitrator.
- (b) any decision which requires the payment of monies which are not available without proper budgetary action shall not be acted upon until the necessary budgetary action is taken by the City Council.
- (c) the decisions of the arbitrator shall not violate any Ordinances in effect at the signing of this Agreement or the City Charter, Statutes of the Commonwealth, or regulations pursuant to such Statutes.
- (d) the Arbitrator's decision shall be final and binding and may be reviewed under G.L. c. 150C, or on the grounds that the award: (1) is arbitrary or capricious, or (2) misinterprets or misapplies any provision of law. The dispute as stated in the request for arbitration shall constitute the sole and entire subject matter to be heard by the Arbitrator unless the parties agree in writing to modify the scope of the hearing.

ARTICLE 7: NON-REAPPOINTMENT AND DISCIPLINE

Section A. Non-Reappointment

The Assistant Treasurer-Collector, who is appointed for a period of three (3) years, and the Animal Control Officer, who is appointed for one (1) year, therefore, serves at the discretion of the Mayor. Accordingly, for the Assistant Treasurer-Collector and the Animal Control Officer, the appointing authority shall have the right to determine whether to renew the appointment. Upon request, the reasons for not renewing the appointment shall be given by the appointing authority to the Assistant Treasurer-Collector and Animal Control Officer whose employment is subject to appointment for a term is not to be reappointed, the City shall ordinarily notify him/her in writing ninety (90) days in advance. Such notice shall be hand delivered to the employee with signed confirmation by the employee. In the event the ninety (90) day notice is not given, the City shall provide the time not noticed as severance pay. For example, if an employee is granted only thirty (30) days' notice of non-reappointment, or of termination if in a holdover status (expired appointment without a new appointment) the balance of ninety (90) days salary shall be paid upon leaving the employ of the City. Under no circumstances shall an employee who leaves the employ of the City during the notice period, e.g. to accept another job, be entitled to compensation after such departure. Lack of notice prior to the expiration of an appointment shall not be deemed to constitute an appointment.

Section B. Discipline

Employees who do not receive an appointment for a period of years may be removed for cause by the City provided that said removal is neither arbitrary nor capricious. Employees who receive an appointment for a period of year(s) may be removed (i.e. suspension, demotion and/or terminated) from the employee's position during the period of appointment provided that the removal is for cause is neither arbitrary nor capricious.

All employees shall be given a six (6) month probationary period. After completion of the probationary period, no employee shall be disciplined or discharged except for just cause. The Union shall be notified of all disciplinary actions, including discharge, within 24 hours.

In administrating the requirement of just cause, the Mayor or his/her designee shall observe the following procedures for warnings, suspensions, and discharges:

Step 1: An employee shall be given a verbal warning. The verbal warning, which has been reduced in writing, shall be removed from the employee's file six (6) months after it is given if there are no infractions of any kind in that period.

Step 2: A written warning shall be given to the employee with a general description of the reason for the discipline. Written warnings shall remain in an employee's file for twelve (12) months except in situations where egregious behavior of the same nature continues then the Mayor will have the option to extend a written warning for an extended period of time mutually agreed to by the Union and the City.

Step 3: The employee shall be suspended for three days without pay. All suspensions shall remain in the employee's file. Suspensions issued more than five (5) years before a disciplinary action shall be given less weight in determining the degree of discipline.

Step 4: The employee shall be discharged and given the reason for said discharge in writing.

The City shall have the right to bypass any of the first three steps for serious misconduct or serious violations of work rules or safety practices.

For the purposes of this progressive discipline policy, the City shall refer to the Standards of Conduct as found in the Employee Handbook when determining when "serious misconduct" and/or "serious violations of work rules or safety practices" have occurred.

The City shall have the right to counsel employees who have had repetitive disciplinary problems regardless of whether or not the disciplinary notice for each such occasion remains on file.

ARTICLE 8: COMPENSATION

The salaries provided herein shall constitute the entire compensation attributable to the performance of the duties and responsibilities of the position. Certain unit positions are expected to be on call and available to direct and assist in the City's response to weather related and other conditions which require service outside of the normal workday.

Any employee who performs work outlined in his or her job description that includes attending meetings of boards, committees, and commissions shall be compensated for such meetings if the time spent at these meetings equals more than 8% of their scheduled work hours. This amount shall be calculated on a calendar month basis and must be approved by the Department Head. Compensation is contingent upon funding. This compensation is not applicable if the employee is already being compensated for attending these meetings.

Employees seeking an adjustment to the grade at which their position is listed must provide written notification to their Department Head and Union Office of such intent by December 1. The Department Head will undertake an evaluation process of the changes/additions to the essential job functions/duties as outlined in the existing job description for the position.

The Department Head will then submit the completed position evaluation form to the Human Resources Department and Mayor's Office for their review and approval. All grade adjustments will be made effective on July 1 of the following fiscal year, pending appropriation through the annual budget process.

It is recognized that members of the Professional/Administrative Assistant union may occasionally be required to devote significant time outside of the normal work schedule to the business of the City, and to that end, they shall be allowed to take reasonable compensatory

time off upon notification and approval of their Department Head. However, no compensatory time off shall be taken until such time as the Department Head has created a record keeping system to accurately track the use of such compensatory time or if otherwise stated in the employee's letter of employment.

A member's step shall be determined based on their consecutive full-time service with the City. All new hires shall start at the entry level step appearing in Appendix A. The City, in consultation with the Union, may make adjustments to the grade for a position when hiring a new employee, not to exceed one grade above or below the existing grade. This allows all members to follow the same step progression as they earn years of service.

The employee's supervisor will submit an Employee Action Transmittal (Appendix C) a minimum of two weeks prior to the employee's change in step, grade, and/or COLA.

All employees are required to participate in a mandatory paperless direct deposit program.

ARTICLE 9: HOURS OF WORK

Section 1. Members of the Bargaining Unit agree to continue to work their current schedule. City Hall employees shall work 8:00 AM to 4:00 PM Monday - Wednesday; Thursday 8:00 AM to 7:00 PM; Friday 8:00 AM to Noon. Employees who normally work less than a forty (40) hour work week and are approved to work additional hours will be paid at their regular hourly rate of pay for all hours up to forty (40) hours per week. Time and one half shall be paid for all hours worked over forty (40) hours. For the purpose of overtime calculations Holidays, Personal Days, Vacation and Sick Days shall be considered time worked.

- a. The Parking Enforcement Office Manager's work week shall be full time (35 hours).
- b. The workweek of the following positions shall consist of five (5), eight (8) hour days, and shall comprise of a forty (40) hour work week: Facilities Maintenance Supervisor; General Foreman Highway; Assistant Superintendent Water Treatment; Assistant Superintendent Wastewater Treatment; Senior Project Manager.
- c. For members of the Water Sewer Business Office at Perry Way, these employees shall work 8:00 AM to 4:00 PM Monday- Friday, and will be available for Thursday evening appointments as needed, in exchange for compensatory time on Friday or at supervisor discretion.

Section 2. The City and Union recognize the nature of the positions covered by this Agreement. Moreover, the total hours worked will be based on the fulfillment of the duties and responsibilities of each position with full understanding that the total number of hours of work will vary from season to season and/or week to week.

Section 3. Upon ratification of the contract, if the circumstances arise that any employee is required to report to work after normal working hours, these employees shall receive a minimum of three (3) hours overtime pay at one and a half (1½) hourly rate for each instance they report.

ARTICLE 10: COURT APPEARANCES

An employee subpoenaed to appear in court for jury duty, or as a witness in a case which involves the City and arises out of the performance of work for the City, shall be granted leave without loss of pay or benefits for the time spent in court.

ARTICLE 11: HEALTH AND WELFARE INSURANCE BENEFITS

All health insurance benefits are as negotiated with the City's public employee committee (PEC) in the PEC agreement. In the event that the PEC and the City negotiate any changes to this agreement, such changes will be automatically incorporated into the contract.

ARTICLE 12: LEAVES

A. VACATIONS

Section 1. Vacation leave in an amount of up to ten (10) consecutive business days may be authorized by department heads in accordance with the basis of the work requirements of the departments, and whenever possible, the personal wishes of the employee. In order to assure the orderly performance and continuity of those municipal services provided by the employees and their respective departments, each employee wishing to schedule a vacation should request such leave as far in advance as reasonably possible. Employees requesting vacation leave in excess of more than ten (10) consecutive business days must seek authorization from the Mayor's office.

Section 2. Any employee who is eligible for vacation under the provisions hereof and whose services are ended by -resignation, or retirement under M.G.L. c.32, shall be paid that portion of the vacation allowance earned but not used in the vacation year up to the time of the employee's separation from the payroll.

Section 3. Upon the death of an employee who is eligible for a vacation under the provisions hereof, payment shall be made to the beneficiary designated by the employee for City's insurance purposes in an amount equal to the vacation allowance earned but not used in the vacation year during which the employee died up to the time of his/her separation from the payroll.

Section 4. Any new full-time employee hired after July 1, 2016 will accrue vacation leave monthly according to the following schedule:

Years of Service	Annual Accrual	Monthly Accrual
<1 year to 5 years	10 days	0.833 days
5 years but fewer than 10 years	15 days	1.25 days
10 years but fewer than 15 years	20 days	1.667 days
15 or more years	25 days	2.083 days

The premise of this vacation accrual schedule is a monthly accrual. Employees accrue vacation leave on the first day of each month for the previous month's work. For months where an anniversary date of 5, 10, or 15 years is reached, the monthly accrual shall increase on the first day of the anniversary month. Upon termination of employment, an employee subject to this monthly accrual method shall be paid any accrued, unused vacation leave up to the date of termination.

Any current employee hired after July 1, 2013 and before July 1, 2016 with at least one (1) year continuous service shall be entitled to paid vacation during each fiscal year of employment in accordance with the following schedule:

Years of Service	Vacation Amount
1.0 – 4.99	10 Days
5.0 – 9.99	15 Days
10.0 – 14.99	20 Days
15 +	25 Days

Any current employee hired prior to July 1, 2013 shall be entitled to paid vacation during each fiscal year of employment in accordance with the following schedule:

Years of Service	Vacation Amount
1.0 – 4.99	15 Days
5.0 – 9.99	20 Days
10.0 – 14.99	25 Days
15 +	30 Days

Vacation time will be prorated from the anniversary date of hire to the end of the fiscal year (June 30) for all anniversary years, whether it is the 1, 5, 10, or 15-year anniversary dates. Vacation time for the entire year is allocated on July 1 of that fiscal year.

The premise of this vacation accrual schedule is an annual accrual. Vacation leave which is being accrued during the year is not available to be used until it is allocated on July 1. Upon termination of employment, an employee subject to this annual accrual method shall be paid any unused vacation leave up to the date of termination, including any new vacation leave which has been accrued and not used and which would otherwise have been allocated for use as of the coming July 1.

For all employees, credit for previous service in other Massachusetts municipalities or Massachusetts state government will be considered when determining years of employment for vacation leave purposes only. Previous service refers to service that would be eligible for retirement.

Vacation entitlement may be carried from one year to the next with the approval of the Mayor, but in no event can more than two (2) weeks be carried over. The vacation period shall be the fiscal year July 1 through June 30.

B. PERSONAL LEAVE

Up to four (4) personal leave days each year may be used to conduct personal business. Prior written notice of such time shall be provided to the Department Head/Supervisor, but such requirement shall be waived in urgent circumstances.

C. CHILDBIRTH AND CHILDREARING LEAVE

Parental leave shall be granted in accordance with Mass. G.L.C. 149, Section 105D and pertinent provisions of federal law. Employees are eligible to use their sick leave if medical complications disabled - by the condition of pregnancy or complications related thereto or for the purposes of childrearing not to exceed six (6) months from the birth or adoption of the child. At the discretion of the Mayor, an employee may be granted an unpaid leave of absence for the purpose of childrearing, not to exceed six (6) months from birth or adoption of the child. Seniority - shall not accrue during this or other unpaid leaves, but prior accumulated seniority shall not be forfeited if an employee returns to work at the expiration of the six (6) months.

D. SICK LEAVE

Section 1. Sick leave is a benefit limited to absences caused by illness, injury, exposure to contagious disease, serious illness of a member of an employee's immediate family, or illness or disability arising out of or caused by pregnancy or childbirth.

All permanent full-time employees will accrue one (1) sick day per month with a maximum accumulation of two hundred (200) days. Sick leave may be carried forward into a new fiscal year (beginning July 1).

Any existing employee who has earned sick time above the two hundred (200) days at ratification of this contract will keep their time. Once extra days above the two hundred (200) are used those members will then accrue at the two hundred (200) day maximum.

Sick leave shall be used in no less than one-hour increments. Under no circumstances is an employee entitled to pay out of unused sick leave upon termination, except as outlined below. Use of sick leave requires notification to the Supervisor or Department Head by an employee. Notification may be provided by text, e-mail or phone call.

Section 2. Any employee hired after July 1, 2013 shall not be eligible for sick leave buyback. Any current employee as of July 1, 2013 shall be eligible to receive payment for 50% buyback of

unused accrued sick days, not to exceed seventy-five (75) days maximum, at his/her then current rate of pay upon retirement or death. Any member of the collective bargaining unit who was eligible for retirement as of June 30, 2013 shall be eligible to receive payment for 50% buyback of unused accrued sick days, not to exceed eighty-five (85) days maximum, at his/her then current rate of pay upon retirement or death.

Further, an employee who is eligible for sick leave buyback and wishes to

retire in the next fiscal year shall provide written notice to the Mayor and Department Head by December 1 of the fiscal year prior to the fiscal year that he/she intends to retire, and shall specify a tentative date. An employee who gives the required notice in a timely fashion shall receive the sick leave buyback on or about the date of retirement. If the employee fails to give requisite notice by December 1, the City will have no obligation to make the buyback payment until the first full payroll period of the fiscal year for which the City has had the requisite notice and opportunity to budget for the necessary funds.

Section 3. For the purpose of this contract all Union employees shall be considered as having a beginning balance of sick leave accrued as indicated in by their Sick Benefits Accrued.

Section 4. After the use of three (3) consecutive sick days, a supervisor may request appropriate documentation from a physician. Failure to provide satisfactory documentation may result in disciplinary action.

Employees shall be entitled to sick leave without loss of pay if the employee has notified his/her supervisor, or designee, of the absence and cause thereof within one (1) hour of the start of the workday, or as soon thereafter as practicable.

If an employee has been warned of sick leave abuse, the City, in its exclusive discretion, may require medical documentation from an employee's physician or a written certificate from a City selected physician establishing incapacity, illness, or injury as a condition of payment of sick leave benefits. The City shall initiate disciplinary action for employees engaged in sick leave abuse. If an employee uses sick leave for purposes other than legitimate illness or non-work incurred injury, the employee may, at the City's discretion, be subject to discipline up to and including discharge.

The City may require an employee who seeks to return to work after an absence, whether paid or unpaid, of ten (10) consecutive workdays or more, to be examined by a City selected physician to determine the employee's fitness for work.

The City may require employees absent from work due to illness or injury for extended periods to provide medical documentation concerning the nature, severity, and duration of the illness or injury, and may require an employee to be examined by a City physician for such purposes. Three (3) consecutive working days of absence, or ten (10) working days of absence throughout the fiscal year, would constitute an extended period of absence. If the City requires a medical

certificate from a City selected physician, the City will pay the cost of the physician's services in examining the employee.

Section 5. Any employee may transfer sick time to another employee providing that the recipient has used the balance of their sick time. All transfer requests must be approved by the Mayor.

Section 6. Any employee hired prior to July 1, 2016 shall be eligible for sick leave payout as described below:

Employees with ten (10) or more years of service shall be eligible to be paid out fifty percent (50%) of their sick leave accrual, up to a maximum of twenty-five (25) days per year, with each such day valued at ninety percent (90%) of their current daily rate, provided however, that employees who exercise this option must retain at least fifty (50) sick leave days of their accrued credit. Any sick days paid out pursuant to this section shall be deducted from the sick leave balance available for payout upon retirement or death as outlined in Sections 2 and 3 above. The maximum leave payout for each employee's entire career working for the employer is capped at fifty (50) days. This payout plan is voluntary.

The first payout will be for FY18. All requests for sick leave payout must be made by December 1 for the fiscal year prior to the payout, and the City will have no obligation to make the payout until the first full payroll period of the fiscal year for which the City has had the requisite notice and opportunity to budget for the necessary funds. The City devised a form for sick leave payout requests which is attached to this contract as Appendix D.

E. BEREAVEMENT LEAVE

In the event of a death in the immediate family, employees will be entitled to three (3) days paid leave. Immediate family includes only spouse, children, step-children, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, great grandparents, partner, foster child, aunt or uncle, and any other relative domiciled in the employee's household. In addition to the death of an immediate family member, a member of the Bargaining Unit may request the use of Bereavement time for a non-family member by submitting a written request to the Mayor for his/her approval.

If the funeral of a member of the immediate family takes place further than 150 miles from the employee's residence, s/he shall be granted two (2) additional consecutive workdays off with pay. In the event of a death of an aunt or uncle, employees will be entitled to one (1) day paid leave.

F. WORKERS COMPENSATION

An employee who suffers a work connected illness or injury of a disabling nature and is entitled to compensation under the Worker's Compensation Act may receive, for the duration of such absence and while sick leave credits are available, that portion of sick leave and/or vacation

leave accumulated as of the date of the illness or injury which together with said Workman's Compensation Benefits will equal their regular pay. AT NO TIME, however, may an employee receive more than their regular wages as a result of any combination of paid sick leave (or vacation leave) and Workman's Compensation Benefits. Any excess pay received must be paid over to the employer who will use such payment to credit the employee with accumulated sick leave in an amount equivalent to the value of the repayment after having been asked to do so the employer shall deduct the amount of repayment due from the employees pay.

G. DISABILITY LEAVE

An employee who is absent because of non-work connected illness or injury in excess of the time for which accumulated sick leave and vacation credit shall not be paid, nor shall such employee accrue sick leave, vacation credit or receive holiday pay. Employees who are absent because of a work connected illness or injury shall continue to accrue sick leave and vacation leave credit for the first six (6) months of disability. The accrual and payment of such benefits may result in income to the employee which may not exceed the employee's regular rate of pay. The six (6) month accrual of sick leave or vacation time shall be credited only if the employee returns to work, but not if the employee retires or resigns. Upon indication from the employee that he/she wishes to return to work, the employer may require the employee to submit specific medical evidence that the employee is able to perform the regular and customary duties of his/her position.

H. FAMILY AND MEDICAL LEAVE

Notwithstanding anything in this agreement to the contrary, any unit member may exercise his or her rights to take Family and Medical Leave pursuant to the Family and Medical Leave Act of 1993 ("FMLA"). The FMLA is a federal law that provides for up to twelve (12) weeks of unpaid leave each year for the birth, adoption or placement of a child, or the serious health condition of the employee or an immediate family member. Paid leave may be substituted for unpaid leave under certain circumstances. If an employee takes leave for FMLA reasons, the employee must request leave and comply with the procedures set forth in the City's Family and Medical Leave, the City shall act in accordance with the Family and Medical Leave Policy.

ARTICLE 13: HOLIDAYS

Section 1. The following thirteen (13) days shall be recognized as paid holidays for the Union:

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

If a holiday occurs within an employee's vacation period, that employee shall receive an additional day of vacation with pay.

If a holiday is on a Friday or Saturday, the work week will end at 4:00 PM on Thursday and include Friday for City Hall employees covered by this Agreement. If a holiday is on a Sunday, it shall be observed on the Monday following the holiday.

ARTICLE 14: LONGEVITY

The existing Assistant Superintendent, Water Treatment shall continue to receive an annual longevity payment in the first payroll of December with COLA increases applied. No new hires into this position nor any other members shall be eligible to receive longevity.

ARTICLE 15: PROFESSIONAL DEVELOPMENT

A. Consistent with existing practice the City shall grant reasonable time off without loss of pay and without charge to any other leave to attend conferences, seminars, or professional meetings, which are directly related to improving an employee's knowledge and skills in his or her particular position. A request for such time off shall be made to the Department Head or her/his designee as soon as practicable and shall outline the nature

and extent of the proposed leave. Attendance at such conferences etc. on a non-scheduled work day shall not entitle the employee to any additional compensation or additional time off. The City may appropriate funds for tuition and related expenses for attending conferences.

ARTICLE 16: WAGES

Step/grade adjustments effective July 1, 2022:

Position	From	To
Animal Control Officer	A-3	A-3
Passport Agent/Administrative Assistant I	A-2	C-2
Parking Enforcement Officer Manager	B-4	C-4
Administrative Assistant II, Water/Sewer	D-4	E-3
Administrative Assistant II, Assessor	D-4	E-4
Administrative Assistant II (PT), City Clerk	D-5	E-5
Administrative Assistant II (PT), Auditor	D-4	F-2
Office Manager, COA	F-4	F-4
Office Manager, Health	F-1	G-1
Office Manager, DPS	F-4	G-4
Office Manager, Building	F-4	H-2
Conservation Administrator (PT)	G-6	H-6
Office Manager, Planning	N/A	H-7
General Foreman, Highway	I-4	I-4
Facilities Maintenance Supervisor	H-7	I-7
Office Manager, City Clerk	See side letter	J-4
Assistant Treasurer/Collector	J-4	K-4
Assistant Superintendent, Wastewater Treatment	I-7	K-7
Assistant Superintendent, Water Treatment	I-7	K-7
Assistant Assessor	K-4	L-4
Planner	N-4	N-4
Senior Project Manager	N-4	N-4
Assistant City Clerk	See side letter	N-7

July 1, 2022: See Appendix A

July 1, 2023: 2.50%

July 1, 2024: 2.75%

Out of Grade

If the department head position is vacant or in the event that a department head is on leave for a period in excess of two (2) weeks, and in his/her absence a member of this Bargaining Unit is appointed in the interim, they shall receive 50% of the difference of his/her base pay and the department head's current pay while assuming those duties.

Stipends

Stipends are not included in the base pay and therefore wage increases do not apply to stipends. Stipends are associated with assigned responsibility, not the position.

ARTICLE 17: FUNDING

All cost items contained in this Agreement are subject to the annual appropriations process. In each year, the Employer shall determine whether sufficient funds have been appropriated to implement the cost items contained in this Agreement. If not, the cost items will be subject to further bargaining between the parties.

Section 1, Vehicle Stipend:

The following positions shall receive a \$450.00 per month vehicle stipend: Facilities Maintenance Supervisor, Assistant Assessor.

Section 2, Clothing Allowance:

The following positions shall receive a clothing allowance each year of the contract: Facilities Maintenance Supervisor, General Foreman, Assistant Superintendent (Water Treatment), Assistant Superintendent (Wastewater Treatment), Animal Control Officer and Parking Enforcement Office Manager.

FY 2023	\$775.00
FY 2024	\$800.00
FY 2025	\$825.00

Section 3, Credit Union Language:

The city agrees to deduct certain amounts each week from the wages of those employees who shall have given the city written authorization to make such deductions. The amounts so deducted shall be remitted to the New England Teamsters Federal Credit Union or personal bank of the employee Bi-weekly. The city shall not make deductions and shall not be responsible for remittance to the New England Teamsters Federal Credit Union or personal bank for any deductions for those weeks in which the employee’s earnings shall be less than the amount authorizes for deduction.

Section 4, Personal Protective Equipment (PPE):

As a result of the COVID-19 pandemic, The City of Newburyport agrees to continue to provide, at no cost to all bargaining unit employees, all personal protective equipment (PPE), personal sanitizing agents, and any other materials to safeguard the health and well-being of the bargaining unit members, as directed by or set forth in safety guidelines by the Center for Disease Control (CDC), the Massachusetts Department of Public Health (DPH) and/or any other state or federal regulating agency.

ARTICLE 18: PAST PRACTICES

This contract incorporates the complete and entire agreement between the parties. As to any subjects for bargaining not expressly and specifically set forth in this Agreement, the City reserves the right to make changes, and otherwise establish policies and procedures for orderly and efficient operations. No prior agreements, practices, benefits, privileges or understandings, oral or written, shall be controlling on management unless and until such agreements or understandings have been reduced to writing and duly executed by both parties subsequent to the date of this Agreement. Management's failure, in one or more instances, to exercise its authority or rights or to insist upon performance of any terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of that authority or those rights.

ARTICLE 19: ADMINISTRATIVE PROTECTION

Section 1. The parties acknowledge that indemnification and defense of public employees is governed by G.L. Chapter 258.

Section 2. All City of Newburyport employees have the right to work in an environment free from harassment and violence. If an employee feels that they have been sexually harassed, harassed on the basis of national origin, race, color, sex, gender identity/expression, age, military service, religion, sexual orientation, disability or that an act of violence towards the employee has occurred, the employee shall immediately contact their supervisor. If someone in the employee's immediate chain of command is the alleged harasser, the employee shall immediately contact the Mayor's Office. All complaints of harassment will be taken seriously and promptly investigated. The City will preserve the confidentiality of harassment complainants and witnesses as much as possible consistent with a thorough investigation. When necessary, the City may opt to hire an attorney to conduct a legal finding of fact. If a finding of fact has found an employee to be guilty of harassment, said employee shall be disciplined including demotion, transfer, suspension without pay, or termination.

ARTICLE 20: NO STRIKES OR LOCKOUTS

Section 1. Neither the Union nor any employee shall engage in, induce, support, encourage, or condone a strike, work stoppage, slowdown, or withholding of services by employees.

Section 2. Should any of its members engage in any of the practices set forth above, the Union shall immediately in writing order such members to return to work and immediately cease such practices. The City shall receive a copy of this written notice.

Section 3. Employees who engage in activity prohibited by this Article shall not be paid for the time involved, nor for any make-up time which results from such activity, nor will they be permitted to use vacation, sick or personal time during such participation. Such employees will be subject to discharge.

ARTICLE 21: STABILITY OF AGREEMENT

Section 1. No amendment of this Agreement shall bind the parties hereto unless executed in writing, by both parties.

Section 2. The failure of the City or the Union to insist, in any one or more incidents, upon performance of any terms or conditions of this Agreement, shall not be considered as a waiver or relinquishment of the rights of the City or of the Union to future performance of any such term of condition, and the obligations of the Union or of the City to such future performance shall continue in full force and effect.

Section 3. Should any part hereof, or any provision herein contained, be rendered or declared invalid by reason of existing or subsequently enacted legislation, or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this Agreement shall not invalidate the remaining portions hereof, provided, however, upon such invalidation, the parties agree immediately to meet and negotiate such parts of provisions affected. The remaining parts, or provision, shall remain in full force and effect.

ARTICLE 22: UNDERSTANDING OF AGREEMENT

In order to provide a clear understanding of its contents, the City agrees to provide each member of the bargaining unit with a copy of this Agreement.

ARTICLE 23: SUPERSEDEENCE

The express provisions of this Agreement supersede any conflicting provisions of (1) collective bargaining agreements from which unit members rights or benefits have previously been derived, and (2) any prior practice, written or unwritten, governing the conditions of employment of one or more bargaining unit members. This agreement SHALL NOT be construed in any manner, which allows it to supersede the City Charter, the City Ordinances as written and in effect at the time of executing of this contract.

ARTICLE 24: SENIORITY

Seniority shall be defined by length of continuous service with the City.

In the case of layoffs, an employee may exercise his/her seniority rights by bumping a less senior full-time employee if able to do the job with only minor orientation needed.

Any position that becomes vacant in this group or is newly created for this group and which the City decides to fill, shall be posted for ten (10) business days and filled within the unit unless there is no qualified candidate.

ARTICLE 25: ENTIRE AGREEMENT

This is the complete and entire Agreement between the parties, along with any written amendments and concludes collective bargaining by the Union to improve or alter the wages, hours, terms and conditions of employment, whether or not set forth in this Agreement, for the term of this Agreement. The City shall give the Union reasonable notice of its intent to change any condition of employment not covered by this Agreement and shall upon request negotiate for a reasonable period of time.


ARTICLE 26: DURATION

The language of the agreement shall cover a three-year period, from July 1, 2022 to June 30, 2025.



JAMES D. MARKS
UNION BUSINESS AGENT

DATE: 11/16/22



MAYOR SEAN R. REARDON
CITY OF NEWBURYPORT

DATE: 12/7/2022.

APPENDIX A: POSITIONS, GRADES AND WAGE CHART

Position	Hours	Grade
Animal Control Officer	35	A
Passport Agent/Administrative Assistant I	35	C
Parking Enforcement Office Manager	35	C
Administrative Assistant II, Water/Sewer	35	E
Administrative Assistant II, Assessor	35	E
Administrative Assistant II (PT), City Clerk	20	E
Administrative Assistant II (PT), Auditor	25	F
Office Manager, COA	35	F
Office Manager, Health	35	G
Office Manager, DPS	35	G
Office Manager, Building	35	H
Conservation Administrator (PT)	25	H
Office Manager, Planning	35	H
General Foreman, Highway	40	I
Facilities Maintenance Supervisor	40	I
Office Manager, City Clerk	35	J
Assistant Treasurer/Collector	35	K
Assistant Superintendent, Wastewater Treatment	40	K
Assistant Superintendent, Water Treatment	40	K
Assistant Assessor	35	L
Planner	35	N
Senior Project Manager	40	N
Assistant City Clerk	35	N

FY2023		Starting Salary		Difference Between Steps 2-4: 2.0%; Steps 5-7: 5.0%			
		\$46,320.32		Difference Between All Grades: 4.0%			
(7/1/2022-6/30/2023)		Wages Shown: Hourly, 35hr/wk Annual Salary , 40hr/wk Annual Salary					
Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Grade	Entry	1 yr	2 yr	3 yr	7 yr	10 yr	15 yr
	\$25.45	\$25.96	\$26.48	\$27.01	\$28.36	\$29.78	\$31.27
A	\$46,320.32	\$47,246.73	\$48,191.67	\$49,155.50	\$51,613.27	\$54,193.94	\$56,903.63
	<u>\$52,937.51</u>	<u>\$53,996.26</u>	<u>\$55,076.19</u>	<u>\$56,177.71</u>	<u>\$58,986.60</u>	<u>\$61,935.93</u>	<u>\$65,032.73</u>
	\$26.47	\$27.00	\$27.54	\$28.09	\$29.49	\$30.97	\$32.52
B	\$48,173.14	\$49,136.60	\$50,119.33	\$51,121.72	\$53,677.81	\$56,361.70	\$59,179.78
	<u>\$55,055.01</u>	<u>\$56,156.11</u>	<u>\$57,279.24</u>	<u>\$58,424.82</u>	<u>\$61,346.06</u>	<u>\$64,413.37</u>	<u>\$67,634.03</u>
	\$27.53	\$28.08	\$28.64	\$29.21	\$30.67	\$32.21	\$33.82
C	\$50,100.06	\$51,102.06	\$52,124.11	\$53,166.59	\$55,824.92	\$58,616.16	\$61,546.97
	<u>\$57,257.22</u>	<u>\$58,402.36</u>	<u>\$59,570.41</u>	<u>\$60,761.81</u>	<u>\$63,799.91</u>	<u>\$66,989.90</u>	<u>\$70,339.40</u>
	\$28.63	\$29.20	\$29.79	\$30.38	\$31.90	\$33.49	\$35.17
D	\$52,104.07	\$53,146.15	\$54,209.07	\$55,293.25	\$58,057.91	\$60,960.81	\$64,008.85
	<u>\$59,547.50</u>	<u>\$60,738.45</u>	<u>\$61,953.22</u>	<u>\$63,192.29</u>	<u>\$66,351.90</u>	<u>\$69,669.50</u>	<u>\$73,152.97</u>
	\$29.77	\$30.37	\$30.98	\$31.60	\$33.18	\$34.83	\$36.58
E	\$54,188.23	\$55,271.99	\$56,377.43	\$57,504.98	\$60,380.23	\$63,399.24	\$66,569.20
	<u>\$61,929.40</u>	<u>\$63,167.99</u>	<u>\$64,431.35</u>	<u>\$65,719.98</u>	<u>\$69,005.98</u>	<u>\$72,456.28</u>	<u>\$76,079.09</u>
	\$30.96	\$31.58	\$32.22	\$32.86	\$34.50	\$36.23	\$38.04
F	\$56,355.76	\$57,482.87	\$58,632.53	\$59,805.18	\$62,795.44	\$65,935.21	\$69,231.97
	<u>\$64,406.58</u>	<u>\$65,694.71</u>	<u>\$67,008.61</u>	<u>\$68,348.78</u>	<u>\$71,766.22</u>	<u>\$75,354.53</u>	<u>\$79,122.25</u>
	\$32.20	\$32.85	\$33.50	\$34.17	\$35.88	\$37.68	\$39.56
G	\$58,609.99	\$59,782.19	\$60,977.83	\$62,197.39	\$65,307.26	\$68,572.62	\$72,001.25
	<u>\$66,982.84</u>	<u>\$68,322.50</u>	<u>\$69,688.95</u>	<u>\$71,082.73</u>	<u>\$74,636.87</u>	<u>\$78,368.71</u>	<u>\$82,287.14</u>
	\$33.49	\$34.16	\$34.84	\$35.54	\$37.32	\$39.18	\$41.14
H	\$60,954.39	\$62,173.48	\$63,416.94	\$64,685.28	\$67,919.55	\$71,315.53	\$74,881.30
	<u>\$69,662.16</u>	<u>\$71,055.40</u>	<u>\$72,476.51</u>	<u>\$73,926.04</u>	<u>\$77,622.34</u>	<u>\$81,503.46</u>	<u>\$85,578.63</u>
	\$34.83	\$35.53	\$36.24	\$36.96	\$38.81	\$40.75	\$42.79
I	\$63,392.56	\$64,660.41	\$65,953.62	\$67,272.69	\$70,636.33	\$74,168.15	\$77,876.55
	<u>\$72,448.64</u>	<u>\$73,897.62</u>	<u>\$75,375.57</u>	<u>\$76,883.08</u>	<u>\$80,727.23</u>	<u>\$84,763.60</u>	<u>\$89,001.78</u>
	\$36.22	\$36.95	\$37.69	\$38.44	\$40.36	\$42.38	\$44.50
J	\$65,928.27	\$67,246.83	\$68,591.77	\$69,963.60	\$73,461.78	\$77,134.87	\$80,991.62
	<u>\$75,346.59</u>	<u>\$76,853.52</u>	<u>\$78,390.59</u>	<u>\$79,958.40</u>	<u>\$83,956.32</u>	<u>\$88,154.14</u>	<u>\$92,561.85</u>
	\$37.67	\$38.43	\$39.20	\$39.98	\$41.98	\$44.08	\$46.28
K	\$68,565.40	\$69,936.70	\$71,335.44	\$72,762.15	\$76,400.25	\$80,220.27	\$84,231.28
	<u>\$78,360.45</u>	<u>\$79,927.66</u>	<u>\$81,526.21</u>	<u>\$83,156.74</u>	<u>\$87,314.58</u>	<u>\$91,680.30</u>	<u>\$96,264.32</u>
	\$39.18	\$39.96	\$40.76	\$41.58	\$43.66	\$45.84	\$48.13
L	\$71,308.01	\$72,734.17	\$74,188.86	\$75,672.63	\$79,456.26	\$83,429.08	\$87,600.53
	<u>\$81,494.87</u>	<u>\$83,124.77</u>	<u>\$84,787.26</u>	<u>\$86,483.01</u>	<u>\$90,807.16</u>	<u>\$95,347.52</u>	<u>\$100,114.89</u>
	\$40.75	\$41.56	\$42.39	\$43.24	\$45.40	\$47.67	\$50.06
M	\$74,160.33	\$75,643.54	\$77,156.41	\$78,699.54	\$82,634.51	\$86,766.24	\$91,104.55
	<u>\$84,754.67</u>	<u>\$86,449.76</u>	<u>\$88,178.75</u>	<u>\$89,942.33</u>	<u>\$94,439.45</u>	<u>\$99,161.42</u>	<u>\$104,119.49</u>
	\$42.38	\$43.22	\$44.09	\$44.97	\$47.22	\$49.58	\$52.06
N	\$77,126.75	\$78,669.28	\$80,242.67	\$81,847.52	\$85,939.90	\$90,236.89	\$94,748.73
	<u>\$88,144.85</u>	<u>\$89,907.75</u>	<u>\$91,705.90</u>	<u>\$93,540.02</u>	<u>\$98,217.02</u>	<u>\$103,127.87</u>	<u>\$108,284.27</u>

FY2024		Increase 2.50%	Starting Salary \$47,478.33	Difference Between Steps 2-4: 2.0%; Steps 5-7: 5.0%			
(7/1/2023-6/30/2024)		Wages Shown: Hourly, 35hr/wk Annual Salary , 40hr/wk Annual Salary					
Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Grade	Entry	1 yr	2 yr	3 yr	7 yr	10 yr	15 yr
	\$26.09	\$26.61	\$27.14	\$27.68	\$29.07	\$30.52	\$32.05
A	\$47,478.33	\$48,427.90	\$49,396.46	\$50,384.39	\$52,903.61	\$55,548.79	\$58,326.23
	\$54,260.95	\$55,346.17	\$56,453.09	\$57,582.16	\$60,461.26	\$63,484.33	\$66,658.54
	\$27.13	\$27.67	\$28.23	\$28.79	\$30.23	\$31.74	\$33.33
B	\$49,377.47	\$50,365.02	\$51,372.32	\$52,399.76	\$55,019.75	\$57,770.74	\$60,659.27
	\$56,431.39	\$57,560.02	\$58,711.22	\$59,885.44	\$62,879.71	\$66,023.70	\$69,324.89
	\$28.22	\$28.78	\$29.36	\$29.94	\$31.44	\$33.01	\$34.66
C	\$51,352.56	\$52,379.62	\$53,427.21	\$54,495.75	\$57,220.54	\$60,081.57	\$63,085.65
	\$58,688.65	\$59,862.42	\$61,059.67	\$62,280.86	\$65,394.90	\$68,664.65	\$72,097.88
	\$29.34	\$29.93	\$30.53	\$31.14	\$32.70	\$34.33	\$36.05
D	\$53,406.67	\$54,474.80	\$55,564.30	\$56,675.58	\$59,509.36	\$62,484.83	\$65,609.07
	\$61,036.19	\$62,256.92	\$63,502.05	\$64,772.09	\$68,010.70	\$71,411.23	\$74,981.80
	\$30.52	\$31.13	\$31.75	\$32.39	\$34.01	\$35.71	\$37.49
E	\$55,542.93	\$56,653.79	\$57,786.87	\$58,942.61	\$61,889.74	\$64,984.22	\$68,233.43
	\$63,477.64	\$64,747.19	\$66,042.14	\$67,362.98	\$70,731.13	\$74,267.68	\$77,981.07
	\$31.74	\$32.37	\$33.02	\$33.68	\$35.37	\$37.13	\$38.99
F	\$57,764.65	\$58,919.94	\$60,098.34	\$61,300.31	\$64,365.33	\$67,583.59	\$70,962.77
	\$66,016.74	\$67,337.08	\$68,683.82	\$70,057.50	\$73,560.37	\$77,238.39	\$81,100.31
	\$33.01	\$33.67	\$34.34	\$35.03	\$36.78	\$38.62	\$40.55
G	\$60,075.24	\$61,276.74	\$62,502.28	\$63,752.32	\$66,939.94	\$70,286.94	\$73,801.28
	\$68,657.41	\$70,030.56	\$71,431.17	\$72,859.80	\$76,502.79	\$80,327.93	\$84,344.32
	\$34.33	\$35.02	\$35.72	\$36.43	\$38.25	\$40.16	\$42.17
H	\$62,478.25	\$63,727.81	\$65,002.37	\$66,302.42	\$69,617.54	\$73,098.41	\$76,753.33
	\$71,403.71	\$72,831.79	\$74,288.42	\$75,774.19	\$79,562.90	\$83,541.04	\$87,718.10
	\$35.70	\$36.42	\$37.14	\$37.89	\$39.78	\$41.77	\$43.86
I	\$64,977.38	\$66,276.92	\$67,602.46	\$68,954.51	\$72,402.24	\$76,022.35	\$79,823.47
	\$74,259.86	\$75,745.06	\$77,259.96	\$78,805.16	\$82,745.41	\$86,882.69	\$91,226.82
	\$37.13	\$37.87	\$38.63	\$39.40	\$41.37	\$43.44	\$45.61
J	\$67,576.47	\$68,928.00	\$70,306.56	\$71,712.69	\$75,298.33	\$79,063.24	\$83,016.41
	\$77,230.25	\$78,774.86	\$80,350.36	\$81,957.36	\$86,055.23	\$90,357.99	\$94,875.89
	\$38.62	\$39.39	\$40.18	\$40.98	\$43.03	\$45.18	\$47.44
K	\$70,279.53	\$71,685.12	\$73,118.82	\$74,581.20	\$78,310.26	\$82,225.77	\$86,337.06
	\$80,319.46	\$81,925.85	\$83,564.37	\$85,235.66	\$89,497.44	\$93,972.31	\$98,670.93
	\$40.16	\$40.96	\$41.78	\$42.62	\$44.75	\$46.99	\$49.34
L	\$73,090.71	\$74,552.53	\$76,043.58	\$77,564.45	\$81,442.67	\$85,514.80	\$89,790.54
	\$83,532.24	\$85,202.89	\$86,906.95	\$88,645.08	\$93,077.34	\$97,731.21	\$102,617.77
	\$41.77	\$42.60	\$43.45	\$44.32	\$46.54	\$48.87	\$51.31
M	\$76,014.34	\$77,534.63	\$79,085.32	\$80,667.03	\$84,700.38	\$88,935.40	\$93,382.17
	\$86,873.53	\$88,611.00	\$90,383.22	\$92,190.89	\$96,800.43	\$101,640.45	\$106,722.48
	\$43.44	\$44.31	\$45.19	\$46.10	\$48.40	\$50.82	\$53.36
N	\$79,054.91	\$80,636.01	\$82,248.73	\$83,893.71	\$88,088.39	\$92,492.81	\$97,117.45
	\$90,348.47	\$92,155.44	\$93,998.55	\$95,878.52	\$100,672.45	\$105,706.07	\$110,991.37

FY2025		Increase 2.75%	Starting Salary \$48,783.99	Difference Between Steps 2-4: 2.0%; Steps 5-7: 5.0%			
(7/1/2024-6/30/2025)		Wages Shown: Hourly, 35hr/wk Annual Salary , 40hr/wk Annual Salary					
Step	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Grade	Entry	1 yr	2 yr	3 yr	7 yr	10 yr	15 yr
	\$26.80	\$27.34	\$27.89	\$28.45	\$29.87	\$31.36	\$32.93
A	\$48,783.99	\$49,759.67	\$50,754.86	\$51,769.96	\$54,358.46	\$57,076.38	\$59,930.20
	\$55,753.13	\$56,868.19	\$58,005.55	\$59,165.67	\$62,123.95	\$65,230.15	\$68,491.65
	\$27.88	\$28.43	\$29.00	\$29.58	\$31.06	\$32.62	\$34.25
B	\$50,735.35	\$51,750.05	\$52,785.05	\$53,840.76	\$56,532.79	\$59,359.43	\$62,327.40
	\$57,983.25	\$59,142.92	\$60,325.78	\$61,532.29	\$64,608.91	\$67,839.35	\$71,231.32
	\$28.99	\$29.57	\$30.16	\$30.77	\$32.30	\$33.92	\$35.62
C	\$52,764.76	\$53,820.06	\$54,896.46	\$55,994.39	\$58,794.11	\$61,733.81	\$64,820.50
	\$60,302.58	\$61,508.63	\$62,738.81	\$63,993.58	\$67,193.26	\$70,552.93	\$74,080.57
	\$30.15	\$30.75	\$31.37	\$32.00	\$33.60	\$35.28	\$37.04
D	\$54,875.35	\$55,972.86	\$57,092.31	\$58,234.16	\$61,145.87	\$64,203.16	\$67,413.32
	\$62,714.69	\$63,968.98	\$65,248.36	\$66,553.33	\$69,880.99	\$73,375.04	\$77,043.80
	\$31.36	\$31.98	\$32.62	\$33.28	\$34.94	\$36.69	\$38.52
E	\$57,070.36	\$58,211.77	\$59,376.01	\$60,563.53	\$63,591.70	\$66,771.29	\$70,109.85
	\$65,223.27	\$66,527.74	\$67,858.29	\$69,215.46	\$72,676.23	\$76,310.04	\$80,125.55
	\$32.61	\$33.26	\$33.93	\$34.61	\$36.34	\$38.16	\$40.06
F	\$59,353.18	\$60,540.24	\$61,751.05	\$62,986.07	\$66,135.37	\$69,442.14	\$72,914.25
	\$67,832.21	\$69,188.85	\$70,572.63	\$71,984.08	\$75,583.28	\$79,362.45	\$83,330.57
	\$33.92	\$34.59	\$35.29	\$35.99	\$37.79	\$39.68	\$41.67
G	\$61,727.31	\$62,961.85	\$64,221.09	\$65,505.51	\$68,780.79	\$72,219.83	\$75,830.82
	\$70,545.49	\$71,956.40	\$73,395.53	\$74,863.44	\$78,606.61	\$82,536.94	\$86,663.79
	\$35.27	\$35.98	\$36.70	\$37.43	\$39.30	\$41.27	\$43.33
H	\$64,196.40	\$65,480.33	\$66,789.93	\$68,125.73	\$71,532.02	\$75,108.62	\$78,864.05
	\$73,367.31	\$74,834.66	\$76,331.35	\$77,857.98	\$81,750.88	\$85,838.42	\$90,130.34
	\$36.68	\$37.42	\$38.17	\$38.93	\$40.88	\$42.92	\$45.07
I	\$66,764.25	\$68,099.54	\$69,461.53	\$70,850.76	\$74,393.30	\$78,112.96	\$82,018.61
	\$76,302.01	\$77,828.05	\$79,384.61	\$80,972.30	\$85,020.91	\$89,271.96	\$93,735.56
	\$38.15	\$38.91	\$39.69	\$40.49	\$42.51	\$44.64	\$46.87
J	\$69,434.82	\$70,823.52	\$72,239.99	\$73,684.79	\$77,369.03	\$81,237.48	\$85,299.36
	\$79,354.09	\$80,941.17	\$82,559.99	\$84,211.19	\$88,421.75	\$92,842.84	\$97,484.98
	\$39.68	\$40.47	\$41.28	\$42.11	\$44.21	\$46.42	\$48.74
K	\$72,212.22	\$73,656.46	\$75,129.59	\$76,632.18	\$80,463.79	\$84,486.98	\$88,711.33
	\$82,528.25	\$84,178.81	\$85,862.39	\$87,579.64	\$91,958.62	\$96,556.55	\$101,384.38
	\$41.26	\$42.09	\$42.93	\$43.79	\$45.98	\$48.28	\$50.69
L	\$75,100.71	\$76,602.72	\$78,134.78	\$79,697.47	\$83,682.34	\$87,866.46	\$92,259.78
	\$85,829.38	\$87,545.97	\$89,296.89	\$91,082.82	\$95,636.96	\$100,418.81	\$105,439.75
	\$42.91	\$43.77	\$44.65	\$45.54	\$47.82	\$50.21	\$52.72
M	\$78,104.73	\$79,666.83	\$81,260.17	\$82,885.37	\$87,029.64	\$91,381.12	\$95,950.18
	\$89,262.55	\$91,047.81	\$92,868.76	\$94,726.14	\$99,462.44	\$104,435.57	\$109,657.34
	\$44.63	\$45.52	\$46.43	\$47.36	\$49.73	\$52.22	\$54.83
N	\$81,228.92	\$82,853.50	\$84,510.57	\$86,200.78	\$90,510.82	\$95,036.36	\$99,788.18
	\$92,833.06	\$94,689.72	\$96,583.51	\$98,515.18	\$103,440.94	\$108,612.99	\$114,043.64