

**The Town of Swampscott
And
AFSCME (Town Hall Admins)
July 1 2021 – June 30, 2024**

- **General**

- Change name from “Town Hall Clericals Unit” to “Town Administrative Professionals”

- **Article XI, Section 1 – Job Posting and Bidding**

- Amend the language as follows:

When a vacancy occurs in a bargaining unit position, the vacancy will be posted on a bulletin board in a conspicuous place in a notice containing the grade, pay rate, a brief description of the duties, and qualifications. The notice shall remain posted for a period of five (5) working days. The Union will be notified of the vacancy, in writing, prior to the posting. ***If all current members of the Union decline to apply for the vacant position in writing, the Town may post for outside candidates before the five (5) working day period has passed.***

- **Article XII, Section 2 – Job Classification and Pay Scales**

- Strike that all new employees must start at Step 1.
- ***Add the following language:***
 - *Positions posted requiring at least 4 years of previous municipal experience and/or a Bachelor’s degree will start at a minimum of Step 3 on the salary table.*
 - *Upon successful completion of the probationary period, employees hired at Step 1 will be promoted to Step 2.*

- **Article XII, Section 5 – Job Classification and Pay Scales**

- July 1, 2021 2%
- July 1, 2022 2%
- July 1, 2023 2%

All current employees will receive a one-time payment of \$1,500 upon ratification of this agreement. On July 1, 2022 all current employees will receive a one-time payment of \$1,000.

- **Article XII, Section 5 – Job Classification and Pay Scales**

- Increase each longevity award by \$50

Length of Service (as of July 1st)	Prior Amt Payment	Proposed Payment
5 Years of Service	\$300.00	→ \$350.00
6 Years of Service	\$350.00	→ \$400.00
7 Years of Service	\$400.00	→ \$450.00
8 Years of Service	\$450.00	→ \$500.00

9 Years of Service	\$500.00	→	\$550.00
10 Years of Service	\$550.00	→	\$600.00
11 Years of Service	\$625.00	→	\$675.00
12 Years of Service	\$675.00	→	\$725.00
13 Years of Service	\$725.00	→	\$775.00
14 Years of Service	\$775.00	→	\$825.00
15 Years of Service	\$825.00	→	\$875.00
16 Years of Service	\$875.00	→	\$925.00
17 Years of Service	\$925.00	→	\$975.00
18 Years of Service	\$975.00	→	\$1,025.00
19 Years of Service	\$1,025.00	→	\$1,075.00
20 Years of Service	\$1,075.00	→	\$1,125.00
25+ Years of Service	\$1,675.00	→	\$1,725.00

- **Article XIV, Section 1 – Overtime**

- Amend language as follows:

Employees shall be paid overtime at the rate of one and one half (1 ½) times their regular rate of pay for work performed in excess of their work schedules set forth in Section 1 of Article XIII. Employees shall be paid at the rate of double (2) times their regular rate of pay for all work performed on Sundays. ***Overtime must be approved by the Supervisor prior to being performed. Employees may elect to receive comp time in place of overtime at the rate of 1.5 hour of compensatory time off per hour work. Comp time must be reported to the Town Administrator, or their designee, each week and must be used within one month of being earned. An extension of an additional month can be approved by the Town Administrator or their designee.***

- **Article XV, Section 4 – Vacations**

- Amend language as follows:

Employees who have been regularly and continuously employed by Town shall accrue vacation leave monthly beginning with the first day of the calendar ***month***.

- ***After successful completion of probationary period, a vacation of one (1) week.***
- ***After 1 years of service, a vacation of two (2) weeks.***
- After 5 years of service, a vacation of three (3) weeks.
- After 10 years of service, a vacation of four (4) weeks.
- After 15 years of service, a vacation of five (5) weeks.

- No change to the following:

(NOTE: There shall be one (1) additional day of vacation given for each year of service between years six (6) through nine (9)).

- Amend language as follows:

Extra vacation weeks earned for 5, 10, or 15 years of service shall begin accruing at the new rate ***the 1st calendar day of the month after the anniversary date.***

- **Article XV, Section 8 – Vacations**
 - Amend language as follows:
All employees with ~~three (3)~~ **two (2)** weeks of more may carry one (1) week of vacation leave into the next calendar year for use therein. ~~Employees with four (4) weeks' vacation may buy back their fourth (4th) week at straight time. There shall be a maximum of two (2) weeks of buy back in any calendar year, i.e. the current year's fifth (5th) week and the fifth (5th) week carried over from last calendar year.~~

- **Article XV, Section 9 – Vacations**
 - Strike this section, they will follow the above proposed schedule.

- **Article XVI, Section 1 - Holidays**
 - Add Juneteenth to the holiday schedule
 - Remove the birthday off
 - Sunset to expire on June 30th 2023

- **Article XVI, Section 3 - Holidays**
 - Amend language as follows:
Holiday leave pay shall be ~~seven and one half (7.5)~~ **equal to the regularly scheduled *workday's*** pay at straight time rate for normal working day.
Note: this is to reflect the four (4) hour workday on Fridays.

- **Article XXI, Section 1 – Sick Incentive**
 - Strike this it its entirety.

- **Article XII, Section 6 – Notary Public**
 - Employees that have obtained an appointment as a Notary Public as defined by M.G.L Chapter 222 shall receive an allowance of \$400.00 (Four Hundred) annually on July 1st for all current commissions. All application fees and costs of maintaining the appointment shall be reimbursed by the Town.

- **Article XVII, Section 4 – Personal Leave**
 - Strike the following:
~~Any employee who uses no personal days during the fiscal (contract) year shall receive a lump sum payment of five hundred dollars (\$500) during the first pay period of July in the following fiscal year. An employee who uses one personal day shall receive three hundred and fifty dollars (\$350) and an employee who uses two personal days shall receive two hundred dollars (\$200) during the first pay period of July in the following fiscal year.~~
 - Amend language as follows:
For employees hired after 7/1/2018, personal leave shall not exceed 4 days in a calendar year. Effective 7/1/2020, all employees personal leave shall not exceed 4 days in a calendar year. ***Effective June 30, 2023, all employees' personal leave shall not exceed three (3) days in a calendar year, days are equivalent to 7.5 hours.***

- **Article XVIII, Section 1 – Health and Welfare**

- Amend language as follows:

The Town of Swampscott agrees to pay their percentage according to the current PEC agreement, sixty (60) percent of the cost of a ~~five thousand dollars (\$5,000)~~ **term life insurance policy offered to all other Town employees.**

Note: The Town is looking into the cost of increasing the life insurance policy amount, this language is consistent with the DPW language that was recently agreed upon.

- **Appendix A – Wage Table**

- The following reflects the 2% COLA in the proposal above, in addition to the leveling out of the steps at a 5.75% basis (not the 5.59% that is the current average)

Grade	Step	FY2021	COLA		Salary Step	
			FY2022	FY2023	FY2024	
Clerical	1	\$38,486	\$39,256.21	\$40,041.33	\$40,842.16	
	2	\$41,178	6.99%	\$41,513.44	\$42,343.71	\$43,190.58
	3	\$44,289	7.55%	\$43,900.46	\$44,778.47	\$45,674.04
	4	\$46,330	4.61%	\$46,424.74	\$47,353.23	\$48,300.30
	5	\$48,369	4.40%	\$49,094.16	\$50,076.04	\$51,077.56
	6	\$51,032	5.50%	\$51,917.07	\$52,955.42	\$54,014.52
	7	\$53,327	4.50%	\$54,902.31	\$56,000.35	\$57,120.36
		avg		5.59%		

Note: FY2021 is only here for reference