

AGREEMENT BETWEEN THE
TOWN OF PLYMOUTH, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
AND
COLLECTIVE BARGAINING RELIEF ASSOCIATION

FROM JULY 1, 2024 – JUNE 30, 2027

This Agreement entered into by the Town of Plymouth, hereinafter referred to as the Employer, and the Collective Bargaining Relief Association, hereinafter referred to as the Association, has its purpose the promotion of harmonious relations between the employer and the Association; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours, and other conditions of employment.

TABLE OF CONTENTS

<u>ARTICLE</u>	<u>CLAUSE</u>	<u>PAGE</u>
IV	Association Dues and Agency Service Fees	9
XXI	Association Representatives	39
XXXVI	Automatic Vehicle Locator (AVL)	64
XXIII	Classification Plan – Pay Rates	43
X	Clean Up Time	22
XXXV	Deferred Compensation	63
XIX	Discipline	35
XXXIX	Duration – Renewal – Changes	69
III	Fair Practices	8
XXXII	Family and Medical Leave	60
XXV	General	47
V	Grievance and Arbitration Procedure	11
XX	Health and Welfare	37
XIV	Holidays	28
VI	Hours of Work	13
IX	Job Posting and Bidding	21
XVI	Jury Duty and Special Leave	31
XXXIV	Leave of Absence	62
XXII	Longevity	41
II	Management Rights	6
XXXI	Military Leave	59
XXVIII	Miscellaneous Provisions	50
XXXVII	Modified Work Program	65
XXVI	No Strike Clause	48
VII	Overtime	14
XXX	Prorated Benefits	58
XV	Protective Clothing and Uniforms	30
I	Recognition	5

XI	Rest Periods	23
XIII	Safety Committee Code	27
VIII	Seniority	19
XXVII	Separability	49
XVII	Sick Leave	32
XXIX	Sick Leave Buy-Back Plans	57
XXXIII	Small Necessities Leave	61
XVIII	Special Leave	34
XXIV	Stability of Agreement	46
XII	Vacations	24
XL	Sick Leave Bank	67
Appendix A		
Appendix B		
Appendix C		
Appendix D		
Appendix E		

ARTICLE I

RECOGNITION

The Employer recognizes the Association as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for the permanent full-time employees, and those employees who have been in continuous employment for a nine-month period within a calendar year of the Department of Public Works or the Town of Plymouth Airport, excluding clerical employees and Superintendents and all other employees of the Town of Plymouth and including part-time employees per agreement reached between the parties (see Agreement). The number of such part-time employees shall not exceed 6 ½ % of the full-time workforce of the DPW bargaining unit without mutual consent of the Town and the Association.

The Association agrees that it will not file a grievance in any forum, regardless of the characterization of the dispute, concerning the full-time, part-time ratio in the future unless the number of part-time positions are increased relative to the number of full-time positions. The Association shall not file a grievance in the event that the number of full-time positions are reduced and the number of part-time positions remain the same. Furthermore, this shall not preclude the Town from hiring additional part-time employees so long as additional full-time employees are hired to maintain the appropriate ratio.

ARTICLE II

MANAGEMENT RIGHTS

Except where such rights, powers, and authority are specifically relinquished, abridged, or limited by the provisions of this contract, the Town has and will continue to retain, whether exercised or not, all of the rights, powers and authority heretofore had by it, and except where such rights, powers and authority are specifically relinquished abridged or limited by the provisions of this contract, it shall have the sole rights, responsibility and prerogative of management of the affairs of the Town and direction of the working forces, including but not limited to the following:

To determine the care, maintenance and operation of the equipment and property used for and on behalf of the purposes of the Town.

To establish or continue policies, practices and procedures for the conduct of the Town business, and from time to time to change or abolish such policies, practices or procedures, which shall not be inconsistent with the terms and conditions of the collective bargaining agreement. The Association is to receive notice of changes.

To select and to determine the number and types of employees required to perform the Town's operations.

To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirement of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.

To ensure that related duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.

To determine the schedule and hours of duty consistent with the statutes and the assignment of employees to work, which shall not be inconsistent with the terms and provisions of the collective bargaining agreement.

To require from each employee the efficient utilization of his services.

To determine assignments of work and work tasks, and to discontinue processes or operations or to discontinue their performance by employees.

To employ, transfer, promote or demote employees, or to lay-off, terminate or otherwise relieve employees from duty for lack of work or legitimate reasons when it shall be in the best interests of the Town or the department.

To determine and re-determine job content and to ensure that related duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.

To require reasonable overtime from employees. It is understood that during an emergency or urgent condition all employees shall be available for work and shall perform whatever tasks are necessary to carry out the work of the Town.

To determine the quality of job performance and the qualifications for positions of employees.

To establish, continue and/or change policies and/or regulations pertaining to standards for hiring of employees and the continuation and enforcement of such policies during the term of employment.

All employees shall be required to report to work at the direction of the Director for a weather related emergency as determined by the Town Manager/Chair of the Select Board in consultation with the Director of Emergency management, Police Chief, Fire Chief and, if school is in session, the School Superintendent. Any employee may opt out of a call-in under this provision for up to two (2) times in a fiscal year.

Management may assign employees anywhere in the DPW - moving amongst divisions - at any time during the work shift. Except for emergencies, employees will be given a five-day written notice of work schedule and assignment changes. The determination shall be made by the DPW Director or his/her designee. No changes shall be made to avoid payment of overtime.

On any shift, or any part of a shift, a Custodian can be sent to any other public taxpayer owned building for custodial work without prior notice. The Town will provide transportation or reimburse for mileage at the current IRS rate of per mile payment.

The exercise or failure to exercise the full rights of management listed herein shall not be binding course of action taken in compliance with the provisions of this Article.

ARTICLE III

FAIR PRACTICES

As sole collective bargaining agent the Association will continue its policy of accepting into voluntary membership all eligible persons in the Association without regard to race, color, creed, national origin, sex or marital status. The Association will represent equally all persons without regard to membership, participation in or activities in the Association.

The Town agrees to continue its policy of not discriminating against any person on the basis of race, creed, color, national origin, sex, marital status or participation in or association with the activities of the Association. The Employer will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or individual for the purpose of undermining the Association or changing any condition contained in this Agreement while the Agreement is in force and effect.

There shall be no discrimination by foremen, superintendents or other agents of the Employer, or by the Association against any employee because of his activity or membership or non-membership in the Association. In cases where there is a question as to whether a lawful order violates the Agreement, the employee shall carry out the order if it does not involve a danger to his safety or health, and then file a grievance concerning the order.

The parties agree that employment practices required by any state or federal agency will not be considered a violation of this Agreement.

ARTICLE IV

ASSOCIATION DUES AND AGENCY SERVICE FEES

A. Employees shall tender the 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 dues levied in accordance with the constitution of the Association, the Town shall deduct said amounts from the pay of each employee who executed or has executed such form, and shall remit the aggregate amount to the Treasurer of the Association along with a list of employees who have had said dues deducted. Such remittance shall be made by the 15th day of the succeeding month.

AUTHORIZATION FOR PAYROLL DEDUCTION

By: _____
Name Last Name Middle First

To: _____
Employer Department

Effective: _____
Date

I hereby request and authorize you to deduct from my earnings, (once) each (month) the amount established by the Association as dues.

This authorization shall be irrevocable for the period of one year from the date hereof or until the termination of this Agreement (whichever comes first) and shall be automatically renewed and irrevocable for successive similar periods of one year, unless a written order of revocation is given by me to you and to the Association ten (10) days prior to the expiration of the anniversary of signing of this card or the termination of this Agreement (whichever occurs first).

Signed _____

Address

In consideration of this Agreement the Association agrees to hold the Town harmless from any liability, civil or criminal, which may arise out of the implementation of this Article.

B. Any member of the bargaining unit who is not a member of COBRA shall, as a condition of employment during the life of this collective bargaining agreement, pay an agency service fee to COBRA in an amount that is equal to the amount that is required to become a member and remain a member in good standing in COBRA and its affiliates to which membership dues and per capita fees are paid. The agency service fee requirement for any member of the bargaining unit who is not a member of COBRA shall begin on and after the thirtieth (30th) day following the commencement of his employment or the effective date of this Agreement, whichever is later. The Town agrees to deduct Association dues, assessments and/or the agency service fee from the salary of each member of the bargaining unit who signs an authorization permitting the deductions to be made. The dues, assessments and/or agency service fees that are so deducted shall be forwarded by the Town to the Treasurer of COBRA at the beginning of the month following the month for which the deductions have been made. This section of the contract shall be applied in conformance with Chapter 150E, Section 12, and Chapter 180, Section 17A, of the General Laws of Massachusetts.

ARTICLE V

GRIEVANCE AND ARBITRATION PROCEDURE

Any grievance or dispute which may arise between the parties, including the application, meaning or interpretation of this Agreement, shall be settled in the following manner, but no grievance or dispute involving refusal to comply with orders of a foreman or superior, except in violation of the safety code, shall be initiated by an employee unless the orders in question shall have first been complied with by the employee.

The following procedure shall prevail in handling grievances. All grievances shall be submitted in writing to the Department Head and quote the specific articles that are being violated and how those articles are being violated, and what remedy is being sought. If a grievance is passed on from one step to another, then a letter from the unit indicating that the grievance is being passed on to the new step because a satisfactory resolution was not achieved at the previous step, must accompany the written grievance. The Association must also attach a copy of the written response they received at the previous step. All grievances must be filed within seven working days from the date of occurrence of the alleged violation, or within seven working days after knowledge or reason to know of the occurrence or failure of occurrence of the incident upon which the grievance is based or it shall be deemed waived. Any grievance in course shall also be deemed to have been waived if the action required by the Association or the employee to present it to the next level of the procedure shall not have been taken within the time specified therefore.

STEP 1. The Association steward and/or representative, with or without the aggrieved employee, shall take up the grievance or dispute in writing with the Department Head within twelve (12) working days of the date of the grievance. The Department Head shall respond in five (5) working days with a date for the hearing and the hearing must be held within ten (10) working days of the date when the grievance was filed. Following the hearing, the Department Head will render a decision within five (5) days.

STEP 2. If the grievance has not been settled, it shall be represented in writing to the Town Manager or his/her designee within three (3) working days after the Department Head's response is due. The Town Manager or his/her designee shall respond in writing to the Chairman of the Grievance Committee within five (5) working days with a proposed hearing date and time. Such hearing shall be held within ten (10) working days following receipt of the Department Head's response. Following the hearing, the Town Manager will render a decision within five (5) days.

STEP 3. If the grievance is still unsettled, either party may, within thirty (30) days after the reply is due, by written notice to the other, request arbitration by the American Arbitration Association in accordance with its labor arbitration rules then in effect.

The arbitrator shall have jurisdiction only over disputes arising out of grievances as defined in this Article. The function of the arbitrator is to determine the interpretation, meaning, or application of specific provisions of the Agreement not excluded from

arbitration. The arbitrator will be without power or authority to make a decision or an award which violates the statutory or common law of the Commonwealth, or an award which requires the commission of an act prohibited by law or an award which violates any of the specific terms and conditions of this Agreement, or an award which adds to, modifies, or subtracts from the provisions of this Agreement. The arbitrator will be without power or authority to hold hearings or render an award or a decision concerning any matter which has been specifically excluded from the grievance and arbitration procedure under this Agreement. The decision of the arbitrator shall be final and binding upon the parties, except that the arbitrator shall not recommend a right or relief for any period of time prior to the effective date of this Agreement. Nothing in this section shall limit COBRA's right to process grievances arising under an Agreement in effect immediately prior to the effective date of this Agreement so long as the time limit set out in that prior Agreement had been satisfied. The decision of the Arbitrator may be reviewed or confirmed as is provided by M.G.L. Chapter 150C.

The arbitrator shall not substitute his judgment for decisions of the Town or its agents when they are made pursuant to their reserved or management rights or their authority under the law. The arbitrator shall not consider any issue or claim for relief which was not submitted during the grievance procedure. The arbitrator shall not determine any violation which occurred prior to the effective date of this Agreement, or recommend or award any relief for any period of the time prior to the effective date of this Agreement.

The parties shall share equally in the cost of the arbitration proceeding.

Any of the time limits outlined in this Agreement may be changed at any time by mutual agreement of the parties.

Each party shall have the right to employ a public stenographer or use a mechanical recording device at Step 4 in the procedure. The party shall make a copy of the recording or transcript available to the other party.

The Arbitrator shall have jurisdiction only over disputes arising out of grievances as defined in this Article. The function of the Arbitrator is to determine whether or not there has been a violation of a specific provision of the Agreement not excluded from arbitration.

ARTICLE VI

HOURS OF WORK

With certain exceptions noted below, the regular hours of work each day shall be consecutive except for interruptions for lunch periods: and the normal workday shall consist of eight (8) consecutive hours within the twenty-four hour period. Hours of work for the Cemetery Division are 7:00 a.m. until 3:30 p.m. Cemetery employees shall report to work at the DPW Annex on Camelot Drive in time to pick up their assigned vehicles by 7:00 a.m. and drive to the cemetery office. Expected arrival at the cemetery office to be on or about 7:15 a.m. Cemetery employees may leave the cemetery no earlier than 2:55 p.m., leave their town vehicles at the DPW Annex by 3:15 p.m., have 15 minutes of clean up time, and leave the DPW Annex no earlier than 3:30 p.m. The Association and management acknowledge that there may be times when the cemetery workday will begin at 6:00 or 6:30 a.m. with the corresponding workday ending times being 2:30 or 3:00 p.m. These changes must be voluntary and not used to replace overtime opportunities for the cemetery unit members. Such changes in cemetery hours must be scheduled in advance by the Cemetery Superintendent. Exceptions to the above would be in emergency situations such as snow plowing and sanding, burials, in the operation of the street sweeper which the Department Head may vary except they shall not normally exceed eight (8) hours within a twenty-four hour period, and in the work schedule of those employees whose duties by necessity vary according to seasonal or other requirements and with whom appropriate arrangements may be made.

Regular recurring payments in the form of stipends will be considered regular compensation subject to retirement contributions.

The Association and the Town agree that in the event that the Town needs to assign a member of the Association to a split-site shift on a more permanent basis, the Town will notify the Association of its intended more permanent assignment and provide the Association with an opportunity to bargain over the impact of the decision if it so chooses.

All airport bargaining unit positions shall have 2 consecutive days off per week.

ARTICLE VII

OVERTIME

Overtime is made available at times when extra work needs to be done. At times that work may be essential work. Sometimes this work may result in excessive expenses to the Town or serious inconvenience to the residents of the Town.

Employees covered by this Agreement shall be paid overtime at the rate of one and one-half (1½) times their regular rate plus 10% of the employee's current rate of pay for work in excess of eight (8) hours in one day or forty (40) hours in one week. For purposes of overtime pay, vacation time, personal time, sick time and holidays shall constitute time worked.

Any employee called back to work on the same day after having completed his assigned work, and who has left his place of employment and before his next regular scheduled starting time, shall be paid at a rate of time and one-half (1 1/2) plus 10% of the employee's current rate of pay for all hours worked on recall. He will be guaranteed a minimum of four (4) hours pay at time and one-half (1½) plus 10% of the employee's current rate of pay.

There may be times when an employee is called into work prior to the start of his next regularly scheduled shift on an emergency basis. An employee notified in advance to report for work before his/her regular starting time, or to work beyond his/her regular stopping time has not been called in on an emergency basis. If, however, an employee is called in to work on an emergency basis and the emergency call-in work ends with the beginning of the employee's regularly scheduled work day, the employee shall receive overtime pay only for those hours actually worked prior to the normal starting time. There is no pyramiding of pay and no guarantee of a minimum amount of overtime compensation. An employee notified of overtime pursuant to this Article is not entitled to "call-in" pay pursuant to this Article.

Overtime shall be equally and impartially distributed among personnel within each division starting with employees that normally do that job first; and a list shall be established and a number assigned to each person, who shall be called for overtime in numerical order beginning with the number succeeding that of the last person who was called for overtime. It is the agreement of the Town to utilize Town employees to work overtime, to perform work normally performed by those employees, to the extent possible based upon the availability of Town owned equipment and other considerations, such as, for example, the existing work load of the department and time constraints, prior to utilizing contractors. If, due to the workload of the departments, or due to the need to use equipment not owned by the Town, or due to time constraints and outside contractors are used, no bargaining unit employee will be laid off as a result.

In the case of planned overtime for work normally performed by the bargaining unit, overtime will first be offered to members of the bargaining unit who normally perform such work. For positions with more than one daily work shift (for example: first shift, second shift, etc.) and/or positions with work schedules encompassing different days of the week (for example: Monday through Friday, Tuesday through Saturday, etc.) shift vacancies will be offered as overtime to the holders of those positions who are regularly scheduled to work a different shift and/or a different schedule from when the vacancy occurs, in order of seniority within the division. The intent of this language is to attempt to fill a planned vacant shift by offering overtime first to those employees who regularly perform that specific type of work and are not regularly scheduled to work during the time when the vacancy occurs. If there is insufficient response from those employees, it shall then be offered to those employees on the centralized list. If the overtime still remains unfilled, personnel from outside the bargaining unit, including private contractors may be called in to complete the work. When overtime is required for Transfer Station coverage, it will first be offered to the full-time Transfer Station workers, including the Special Heavy Equipment Operators. If none of these are available, it will be offered to a combined group of custodians and carpenters on a seniority basis. Each shift will be offered separately according to the system.

In the case that an unplanned custodial shift vacancy occurs at the Library, the vacant shift will first be offered to the custodian(s) regularly scheduled to work a different shift and/or a different schedule from when the vacancy occurs, in order of seniority within the division.

DPW Custodians permanently assigned to the Plymouth Police Department, Center for Active Living, and Plymouth Public Library-Main, shall be added to DPW Facilities Maintenance Division's overtime lists and ranked according to their seniority. The lists shall then be called out in accordance with the current Collective Bargaining Agreement (CBA) language. There will be a separate overtime list for the Police Department that will only include those custodians who agree to complete the pre-requisites for that building. The custodians on the Police Department list will also be included in the Facilities overtime lists as referenced above as to not lose overtime opportunities.

The Plymouth Police Department, Plymouth Public Library, and Center for Active Living agree to terms of reciprocity with the custodians assigned to the DPW Facilities Maintenance Division provided all pre-requisites are met in advance of requested coverage. For custodians to be eligible for overtime in a specific building, the pre-requisites for the specific building must be met. If the pre-requisites for the specific building are not met, then the custodian will forfeit overtime opportunities in that specific building. The information below describes the necessary pre-requisites for each location. Criminal Offender Record Information (CORI) background checks will be completed at a level commensurate with the building requirements.

- a. Plymouth Police Department: Background investigation including Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI), Division of Criminal Justice Information System (DCJIS) Board certification & biennial recertifications, First Aid/CPR/AED certification,

- Departmental Policy and Procedures familiarization, and Bloodborne Pathogens training annual recertification.
- b. Plymouth Public Library: Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI) background checks, and Bloodborne Pathogens training annual recertification.
 - c. Center of Active Living: Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI) background checks, and Bloodborne Pathogens training annual recertification.
 - d. Memorial Hall: Criminal Offender Record Information (CORI), Sex Offender Registry Information (SORI) background checks, and Bloodborne Pathogens training annual recertification.

Custodian positions covered under the Department of Public Works CBA will maintain their respective Building Rights to all available overtime opportunities in their primarily assigned workspace as detailed in Article VII Overtime. Where there is more than one custodian assigned to a workspace, even on different shifts, the overtime opportunity will rotate amongst those Custodians first. If Custodians with Building Rights refuse the offered overtime, then it will be offered to Custodians assigned elsewhere, by rotation starting with the most senior employee to the least senior employee. If those employees refuse the overtime offered, it will then be offered to DPW Facilities Maintenance Division employees, by rotation, starting with the most senior employee to the least senior employee. If there is insufficient response from those employees, it shall then be offered to those employees on the centralized list. Each shift will be offered separately according to the system.

Custodians working in buildings that are not their designated building will be under the direct supervision and management of the Department Head that supervises that building, or their designated supervisor.

In all emergency situations, such as major winter blizzards and/or snow removal, flooding, hurricanes, or any other serious act of nature, any public employee covered by this collective bargaining agreement that is qualified to perform the assignment may be approached by the Director or his/her designee to remain at work past their eight (8) hour shift. For emergency situations that occur on weekends, holidays, or require call-backs or additional employees, the Director or his designee will first call in all employees covered by this collective bargaining agreement qualified to perform the assignment. The Seniority list shall be used to offer this extra work on a rotating basis. If enough workers do not accept the work the assignment may be made through Inverse Seniority on a rotating basis.

During Emergency Overtime Operations, the time the first person is notified to report is when the time starts for all employees working the event. The time ends thirty (30) minutes after the employee completes the emergency duty.

At times during Town wide snow plowing and sanding events, outside contractors may also be utilized to augment the COBRA members' work. As the workload lessens, the outside contractors shall be released prior to members of the bargaining unit.

During snow operations, eligible COBRA public works employees who possess a valid CDL Class A or B or D license or those bargaining unit members that are not required to possess these licenses as a condition of their employment, but have them, will be utilized to operate snow removal equipment before outside contractors are brought in to perform said function. To be eligible for such work, the employee must sign up each year starting October 1st, in order to efficiently facilitate the manager's callout process. Once an employee has signed up, the employee will be contacted to perform snow removal duties during snow emergencies as assigned and as determined by the Director or his/her designee utilizing the contract language and long-standing past practices. The sign-up list will remain available for new employees or those recently licensed or out of work during the initial sign up period for the duration of the winter months.

It is agreed upon that when Public Works employees are engaged in any type of ice and snow related activities, they shall receive a fifteen (15%) percent stipend, above their regular overtime pay rate, for overtime hours worked, to include weekends and holidays. This is once on the overtime rate only. All snow and ice events and activities are determined by the DPW Director (or Airport manager in the case of Airport ice and snow events) and the duration of the event and activities are determined by the DPW Director (or Airport Manager in the case of airport ice and snow events). The employee shall stay on the overtime rate as outlined in the CBA until the activity is declared over as determined by the DPW Director or his/her designee or the Airport Manager in the case of Airport ice and snow events. In addition, the snow and ice overtime rate shall apply during any weather-related Local Declaration of Emergency.

Compensatory time off, in lieu of overtime compensation is generally regulated by the provisions of the Fair Labor Standards Act. Compensatory time must be scheduled in the same manner as vacations are scheduled so as to not interfere with the normal operations of the department.

The maximum compensatory time which may be accrued at any time is sixty (60) hours. Employees may use and replenish their compensatory time; however, they shall not have more than sixty (60) hours at any time.

The Employer shall keep records in each division time-book of the overtime work. In case of a grievance involving such records, they shall be subject to examination by the Association representative or the shop steward with the foreman of the division involved.

A record of the overtime hours worked by each employee shall be furnished upon request of the Association steward in the appropriate division.

Overtime offered and/or assigned and not worked will be charged as worked to such employee in determining equality of overtime distribution.

Employees shall be available for a reasonable amount of overtime work. Because of the nature of municipal employment, overtime work is generally directly related to the health and safety of the public and it is agreed that the performance of emergency overtime duty is a part of the job. Employees on Modified (Light) Duty are not eligible for overtime.

Such units of equipment and personnel in the various divisions that the Division Heads from time to time may declare to be available shall be used to assist the Highway Division in the removal of snow.

Pay shall continue during time off for meals and time taken shall be within reasonable limits.

On occasion, usually during emergencies, employees may work more than sixteen (16) consecutive hours. When employees work more than sixteen (16) consecutive hours they will be paid at twice their regular rate of pay for those consecutive hours worked beyond sixteen (16). If the continuous work carries on until the normal starting time of a regularly scheduled shift the employee will be compensated only at his regular rate of pay for hours worked during that shift.

During the day shift, including weekends, when an emergency call to an employee is made by the supervisor, a second employee may be assigned by the supervisor to respond after consultation with the first employee in instances where safety is concerned.

An employee who is out sick is not available for any overtime until he reports back to work on his next regular work shift, except under conditions of an extreme emergency and only when rotation has been exhausted. An employee who is out for one vacation day is available for any overtime after 3:30 p.m. of that day. This includes Personal Days and Compensatory Time days. An employee who takes one or more week vacation or a compensatory week is eligible for overtime during such week only after the Division Head has exhausted the entire rotation list of the division.

ARTICLE VIII

SENIORITY

Continuous length of service of the employee in the bargaining unit from his date of last hire shall determine the seniority of the employee. Association officers and stewards shall be considered senior in the event of a decrease in the work force. Seniority shall not be broken by vacation time, sick time, injury leave, temporary lay-off, or authorized leave of absence as defined in this Agreement. Seniority shall be broken by resignation or termination for just cause.

The principle of seniority within a job classification shall govern and control in all cases of transfer, decrease or increase of the working force, as well as a preference in assignments to shift work and choice of vacation period, except as outlined below.

In the event of a layoff, the least senior employee in the job title affected by the layoff shall be laid-off first. Probationary employees shall be laid-off first, unless there is no other employee having a seniority rating in such job title qualified to perform the requirements of the probationer's job. If there is no such employee available, the probationary employee shall continue to be employed on such job. Such laid-off employees having a seniority rating shall have the right to bump other employees in the same or lower classification having less seniority, provided they are qualified. Employees must exercise the first opportunity to bump and must be willing to work the hours and schedule of the employee bumped or laid-off. Employees may bump across division lines, using the procedures previously outlined herein, provided that the employee is qualified to perform the duties of the job.

Laid-off employees shall have recall rights for a maximum period of two years. Employees having less than two (2) years service but more than one (1) year of service prior to layoff shall have recall rights for a maximum period of one (1) year. With respect to employees having less than one (1) year of service prior to layoff, their recall periods shall be equal to the number of months of their service in excess of six (6) months.

In the event of an increase in the number of employees in an occupational title, employees in layoff status from the occupational title shall be given the first opportunity to return there in the inverse order of their layoff. Any person refusing or failing to exercise such recall opportunity within three (3) days following notice sent to him by the Employer, by certified mail at his last known place of residence appearing on the records of said department, shall have no further recall right.

The parties agree that the least senior employee will be laid-off in the event of a layoff unless the affected employee cannot be immediately replaced by a fully qualified and licensed employee within the bargaining unit.

In cases of layoff and recall following a layoff, seniority shall be the deciding factor among employees physically fit and competent through knowledge, skill and efficiency to perform the available work.

ARTICLE IX

JOB POSTING AND BIDDING

When a position covered by this Agreement becomes vacant, the status of such vacancy shall be posted in a conspicuous place available to all employees of the department within three (3) working days. If it is determined by the Town that the vacancy is to be filled, the notice of such vacancy shall list the pay, duties, and qualifications and a copy of the notice shall be sent to the local Association president. This notice of vacancy shall remain posted for seven (7) working days. Employees interested shall apply in writing within the seven (7) day period. Within ten (10) working days after the expiration of the posting period, the Town Manager will award the position to the senior qualified applicant (however, subject to provisions of the next paragraph). If there are no qualified applicants from within the division, then the Employer may accept applications from within the bargaining unit, so long as the employees are qualified. Where two (2) or more employees bid for transfer (or promotion) for a position in COBRA bargaining unit, the Town shall exhaust consideration of all full-time bargaining unit employees under the selection criteria set forth in this article (Job Posting and Bidding) before considering any part-time bargaining unit employees.

An applicant's qualifications for promotion to a position involving supervision of other employees and/or the operation of specialized equipment (OM4 or greater) shall be determined by an evaluation of several factors which shall include experience (both prior to and during employment with the Town), his demonstrated ability to carry out work of the type included in the job description for which the application has been submitted, his attendance record, skills, permits and licenses in his possession, ability to supervise (if applicable), ability to communicate with others, including the public, and the information which the applicant submits in conjunction with his application. This Article is subject to the grievance procedure as outlined in this Agreement.

This shall not preclude, however, the right of the Town to hire outside the department if there is no employee who is qualified to fill the position.

ARTICLE X

CLEAN UP TIME

Employees shall be granted a 15-minute personal cleanup period at the end of each work shift of eight (8) hours.

Work schedules shall be arranged so employees may take advantage of this provision wherever feasible.

ARTICLE XI

REST PERIODS

All employees' work schedules shall provide for a 15-minute rest period during the first one-half (1/2) shift. The rest period shall be scheduled at the middle of this one-half (1/2) shift. When conditions permit, employees may take a 15-minute rest period in the second half of their workday.

Lunch periods shall be one-half hour (30 minutes) in length and shall be taken at the jobsite. There will be no returning from ongoing jobsites back to the barn, shop, plant, garage, office, etc. for the lunch period. If the crew is on the jobsite and one or more of the crew members does not have a lunch with him, the crew leader may designate one individual to go for the other employees' lunches. Once he has returned, the crew may then stop for the specified amount of time for lunch.

ARTICLE XII

VACATIONS

The vacation year shall be the period July 1st to June 30th inclusive. Each employee shall be credited as of June 30th with vacation leave with pay as follows:

An employee in continuous service shall be granted two weeks vacation with pay provided he has completed thirty weeks of service prior to July 1st.

An employee with less than thirty weeks of continuous employment as of July first shall be granted one (1) day of vacation for each full month of continuous service completed prior to July first, but not to exceed one week of vacation.

An employee who has completed five (5) years of service shall, in the year during which this length of service has been completed, be granted three (3) weeks of vacation with pay.

An employee who has completed ten (10) years of service shall, in the year during which this length of service is completed and thereafter, be granted four (4) weeks of vacation with pay.

Employees will earn one (1) additional vacation day at the beginning of the sixteen (16) year step each year until they have reached a five (5) weeks vacation at the twenty (20) year step.

An employee with a twenty-five (25) year step will earn six (6) weeks of paid vacation with the following conditions: Employees benefiting from the 6th week of vacation must use a minimum of one (1) full week of vacation at one time with a minimum of forty (40) hours notice. Denial is not subject to the grievance and arbitration procedure.

An employee with thirty-five (35) year step will earn seven (7) weeks of paid vacation upon employee entering their 35th year of employment.

Employees requesting vacations longer than two consecutive weeks must have the approval of their Department Head, such approval will not be unreasonably denied.

Upon termination of employment the employee shall receive payment equal to the amount of vacation pay he would have received had the termination not occurred. If termination is caused by death, such payment shall be made to the employee's estate.

Employees may carry-over vacation rights, on a limited basis, from vacation year to the following vacation year. The limitations are:

No more than two (2) weeks of vacation entitlement may be so "carried-over."

All of the "carried-over" vacation must be fully used within the next vacation year, or it will be lost for use by the employee.

The employee desiring to carry-over any of his vacation entitlement must request the same of his Department Head in writing, prior to the expiration of the vacation year; failing same, he will not be entitled to such carry-over vacation entitlement. Upon the death of an employee who is eligible for vacation under these rules, payment shall be made to the estate of the deceased in an amount equal to the vacation allowance as accrued in the vacation year prior to the employee's death but which had not been granted. In addition, payment shall be made for that portion of the vacation allowance earned in the vacation year during which the employee died up to the time of his separation from the payroll.

Employees who are eligible for vacation under these rules and whose services are terminated by dismissal through no fault or delinquency of their own, or by retirement, or by entrance into the armed forces, including the time during which they are not working because of sick leave, shall be paid an amount equal to the vacation allowance as accrued, and not granted, in the vacation year prior to such dismissal, retirement, or entrance into the armed forces. In addition, payment shall be made for that portion of the vacation allowance accrued in the vacation year during which such dismissal, retirement, or entrance into the armed forces occurred up to the time of the employee's separation from the payroll.

An employee shall be granted an additional day of vacation if, while on vacation leave, a designated holiday occurs which falls on or is legally observed on Monday, Tuesday, Wednesday, Thursday or Friday.

Vacation allowances provided under the terms of this section will be calculated on a twelve-month period commencing on July first and ending on June thirtieth, and these allowances must be taken in the twelve-month period that immediately follows. In unusual circumstances, exceptions may be granted by the Department Head. Such vacation shall be granted by the Head of the Department at such time as, in his opinion, will cause the least interference with the performance of the regular work of the Town.

An employee shall not be allowed to work during his vacation leave and be compensated with extra pay without approval of the Department Head.

An employee who is out for one vacation day is available for any overtime after 3:30 p.m. of that day. This includes Personal Days and Compensatory Time days. An employee who takes one or more week vacation or a compensatory week is eligible for overtime during such week only after the Division Head has exhausted the entire rotation list of the division.

Notwithstanding any past practice to the contrary, employees must give at least 24 hour notice in advance of using vacation unless emergency circumstances exist to the satisfaction of the Superintendent, who shall not discriminate against any member of the bargaining unit as provided for in the Fair Practices Article of the collective bargaining agreement.

Vacation days will not be substituted for sick leave days unless the employee has no accrued sick leave and otherwise satisfies all other requirements provided in Article XVII-Sick Leave.

Effective July 1, 2022 upon request, eligible employees are entitled to payment from the Town of a full work day's wage at the rate in effect at the end of the fiscal year up to a maximum of five (5) days of accumulated unused vacation per fiscal year. In order to be eligible for this benefit said employee must have been employed as a member of this bargaining unit for ten (10) years or more and have 4 weeks of vacation on the books.

ARTICLE XIII

SAFETY COMMITTEE CODE

A safety committee composed of three (3) representatives of the Association and three (3) supervisory personnel shall be appointed. Said committee shall appoint its own chairman and meet regularly to review safety practices. It may draw up a safety code which both parties to this Agreement agree to enforce.

For all aerial work in which weather conditions demonstrate unusual safety concern(s), such work shall be suspended, postponed, and/or discontinued per approval of the Division Head, DPW Director or designee.

Members of the bargaining unit shall comply with all occupational safety and health standards communicated by the Town of Plymouth OSHA Compliance Safety Officer and/or the Director of Public Works or his/her designee.

ARTICLE XIV

HOLIDAYS

A. The following days shall be recognized as legal holidays:

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

on which days employees not required to maintain essential Town services shall be excused from all duty.

B. Every employee in full-time or continuous part-time employment shall be entitled to these designated holidays on the following terms:

(1) A person on an hourly basis shall receive one day's pay at his regular rate based on the number of hours regularly worked on the day on which the designated holiday occurs.

(2) If he is paid on a weekly, semi-monthly or annual basis, he shall be granted each designated holiday without loss of pay.

C. Payment under the provisions of this section shall be made provided the eligible employee shall have worked on his last two regularly scheduled working days prior to and next two regularly scheduled working days following each holiday, or was on full pay status on such preceding and following days in accordance with other provisions of this Agreement.

D. An employee in continuous employment occupying a position in other than the Public Safety or Supervisory groups who performs work on one of the days designated in section A shall be paid at one and one-half (1 1/2) times his regular rate for such day or fraction thereof in addition to the amount to which he is entitled under section B.

E. The Town will allow employees to leave four (4) hours early on Christmas Eve and New Years Eve and pay them for the full day if they are scheduled to work. This does not apply if the employee was already out or approved to be out on vacation time or out sick or any other paid or unpaid time off status. In those circumstances, the employee will be charged the full number of hours of the workday to their vacation/sick or other time.

Employees required to work on Thanksgiving Day, Christmas or New Year's Day will be paid at two (2) times their regular rate of pay for all hours worked on those days.

ARTICLE XV

PROTECTIVE CLOTHING AND UNIFORMS

- A. If an employee is required to wear protective clothing or any type of protective device as a condition of employment, such clothing or device will be furnished and maintained by the Employer to the extent of rubber boots, raincoats, safety helmets, and such other protective clothing or device as required by the majority vote of the safety committee. Replacement of such clothing shall require the turnover to the Town of the previous issue.
- B. All employees are permitted to wear plain shirts of any color to be provided by the employees. The only acceptable markings will be the Town seal and/or name of the department/division. Employees who are not wearing the proper clothing when they report to work, shall be sent home.

Mechanics shall be supplied coveralls through purchase or rental.

- C. Employees are authorized to wear shorts to work. However, please use common sense as to the environment that you are working in to best protect yourself from environmental harm. Shorts must be full length cargo, denim, or hiking in type. They must fit well as to not hinder or cause a safety concern.
- D. Long pants are considered Personal Protection Equipment (PPE) (*CFR 1910.132(a)*) and must be used where it is necessary by reason of hazards, chemical hazards, radiological hazards, or mechanical irritants that can cause injury or impairment to any part of the body through absorption, inhalation, or physical contact.

Examples of these hazards would include ticks, cleaning products, chemicals, mosquitos, blades, and hot asphalt. Employees must refer to safety documents (SDS sheets/equipment operating manuals) prior to use to ensure that the manufacturer does not require long pants for PPE. Employees should carefully balance the need for PPE, such as long pants during job activities against the need for clothing that is appropriate for severe environmental conditions, such as warm weather.

We advise all employees to have pants readily accessible in the cases a job presents leg hazards.

ARTICLE XVI

JURY DUTY AND SPECIAL LEAVE

- A. The Employer agrees to make up the difference in an employee's wages between a normal week's wage and compensation received for jury duty.
- B. Members of the military reserve on brief tours of military duty such as the annual two-week tour of duty may be compensated by the Town for the difference between the employee's regular pay and that received on military duty. Such tours shall not be counted against vacation.

ARTICLE XVII

SICK LEAVE

An employee in continuous employment shall be allowed ten (10) hours leave with pay for each month thereof provided such leave is caused by sickness, injury or disability which prevents the employee from performing his/her normal duties. Each employee shall be entitled to use forty (40) hours of accumulated sick leave per year due to the serious illness of the employee's spouse, children or parents.

An employee in continuous employment shall be credited with the unused portion of leave granted in the paragraph above up to a maximum of 1,600 hours (1,440 for those employees who elect the Long-Term Disability Insurance benefit.)

An employee occupying a temporary or seasonal position shall not be granted paid sick leave.

An employee who is out sick is not available for any overtime until he reports back to work on his next regular work shift, except under conditions of an extreme emergency and only when rotation has been exhausted.

The Town and the Association agree that the maintenance of good health and physical fitness are important to the successful performance of all duties and functions of the employees. Employees may be required to complete an annual physical examination. Employees are expected to be at work on a regular, continuing and consistent basis. An excessive or unusual amount of absence from work is contrary to the employer's attendance expectations and requirements. An employee who exceeds the average number of separate times out for personal illness from the department in a year, shall be considered to be excessively absent, and in addition, any employee who uses all of his annual sick leave in any year, except for major illness or surgery, shall also be considered to be excessively absent.

If the amount of leave credit has been or is about to be exhausted, an employee may make application for advanced sick leave. Such application shall be made through the Town Manager which is authorized to grant such advanced sick leave it may determine to be equitable after reviewing all circumstances including the employee's attendance and performance record prior to conditions supporting his request for advanced sick leave.

An employee, in order to be eligible to use sick leave, must notify the Division Head on or before the first day of any absence for which he intends to use sick leave, the nature of the illness, injury, or disability and medical diagnosis, if possible at that time, together with an estimate of the time the employee expects to return to work. The absent employee who is claiming sick leave is expected to keep the Division Head informed of the progress of the sickness, injury, or disability and may be required to provide additional doctor's certificates in the form set forth above from time to time at the discretion of the Division Head if such absence is prolonged on a daily basis unless other arrangements are made.

If deemed in the best interest of the Town, the Town Manager or his designee may require any employee receiving sick leave pay to be examined by a physician chosen by the Town, such examination shall be administered without charge to the employee. During such absence no salary or wage shall accrue to such employee except during periods of authorized sick leave in accordance with this Article.

In cases where the Department Head has reason to suspect that an employee is abusing the sick leave provided for in this Article, in cases of excessive absenteeism or an unusual pattern of absences (including unexcused absences prior to or following a holiday, vacation period, weekend, or leave), the Department Head or his designee shall issue a written warning to the employee with a copy to be forwarded to the President of the Association. Following such notice the Department Head may require medical examination of an employee who following receipt of such warning reports his inability to report for duty because of illness. This examination shall be at the expense of the Town by a physician appointed by the Town Manager or his designee. Such employee may be required to submit a medical certificate in substantiation of each absence due to claimed illness regardless of duration. If there is no improvement, the employee will be advised in writing that all future requests for sick leave must be supported by a medical certificate. The Town shall pay for such medical certificates.

Injury, illness or disability self-imposed or resulting from the abuse of alcohol or drugs that are classified under the Federal Narcotics Act or Drug Abuse Control Act shall not be construed a proper claim for leave under this section.

Payments made under the provisions of this section shall be limited to an employee who is receiving Workers' Compensation to the difference between the amount paid in Workers' Compensation and the employee's regular rate. These payments which are to be made by the Town shall continue for not more than six (6) months unless extended beyond that period by the Select Board.

In the amount of payments made to an employee under the preceding sub-section the Board may debit the employee's sick leave accrual of such amounts as it determines to be equitable in relation to such payments.

Notice of accumulated sick leave will be on each employee's paycheck.

ARTICLE XVIII

SPECIAL LEAVE

Bereavement Leave - Each employee in the bargaining unit shall be granted leave without loss of pay in the event of a death in his immediate family. Such leave shall be forty (40) scheduled hours of work, commencing upon the date of death of an immediate family member, unless other arrangements have been made with the Department Head. If an employee is at work on the date of death, said leave of forty (40) hours would commence the next scheduled work day. For the purposes of this Article, the term "immediate family" shall mean the employee's parent, spouse, child, mother-in-law, father-in-law, stepparent, stepchild, stepsibling, sister, brother, sister-in-law, brother-in-law, grandparents, grandchildren, and spouse's grandparents. An employee shall be granted leave for the day of the funeral services for uncle, aunt, cousin, niece, nephew, including the same for the spouse's side of the family.

Personal Leave - In any fiscal year, an employee shall be granted 24 hours of paid leave to conduct personal business under the following conditions:

It is recognized that the absence of the employee from work interrupts the continuous operations, upkeep and productivity of the highest quality which is expected of Town employees and must therefore be held to a minimum. It is understood that employees will make every effort to attend to their personal business on "non-working days" and that requests for personal leave will be submitted only when every effort has been made to schedule personal business so as not to interfere with the working commitment. Such leave will be for the purpose of conducting personal and/or legal business which requires the absence of the employee during work hours and which cannot otherwise be scheduled.

Personal leave may be taken in blocks of 4 hours or 8 hours.

Requests for personal leave (except in cases of emergency) will be made at least forty-eight (48) hours before taking such leave. Employees who fail to request approval in advance shall forfeit full pay for each day of unauthorized absence. If, because of lack of time in an emergency situation, permission is sought and granted orally, such permission must be confirmed. A day may be taken for the purpose of extending a vacation, weekend, or holiday.

ARTICLE XIX

DISCIPLINE

Disciplinary action or measures shall include only the following: ORAL, REPRIMAND-WRITTEN, REPRIMAND-SUSPENSION (Notice to be given in writing).

Disciplinary action may be imposed upon an employee only for failing to fulfill his responsibilities as an employee including use of insulting or derogatory language to his immediate or other supervisor.

Any disciplinary action or measure imposed upon an employee may be processed as a grievance through the regular grievance procedure.

If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

If the employer intends to discipline an employee, the employee may request to have his Association steward present at such time.

The Town shall have the right to discharge, suspend or discipline any employee for just cause. Without limitation and only for illustrative purposes just cause shall mean among other things: dishonesty (including dishonest falsifying of time records); insubordination; consumption or possession of alcoholic beverages and/or non-prescribed drugs on the employee's person or on Town property or in Town motor vehicles during working hours; giving false information in connection with time records; theft; willful and deliberate damage or destruction of materials or equipment; unauthorized absence from work, except in emergencies; gambling while on duty; persistent or serious infraction of reasonable rules or instructions promulgated by the Town; failure to report any accident of which the employee is aware or has knowledge of on the day on which it occurred; refusal to do reasonable work assigned; the use, receipt or obtaining of any benefit of this Agreement contrary to the provisions of this Agreement, or through any misrepresentation by the employee or any other person in connivance with the employee; a violation of any State or Federal Statute or Regulation.

DISCHARGE:

The Employer shall not discharge any employee without just cause. If, in any case, the Employer feels there is just cause for discharge, the employee involved will be suspended for forty (40) hours. The employee and his steward will be notified in writing that the employee has been suspended and is subject to discharge.

The Association shall have the right to take up the suspension and/or discharge as a grievance at the first, second or third step of the grievance procedure as it may deem appropriate with regard to specific circumstances. The matter shall be handled in

accordance with this procedure through the arbitration step if deemed necessary by either party.

Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights and conditions of employment.

If an employee's driver's license is restricted, suspended, or revoked and the employee has not notified Human Resources and the Department Head, this will be grounds for discipline. (The Union President agrees to contact Management in one year with both parties intention to discuss this language at a Labor Management Meeting.

ARTICLE XX

HEALTH AND WELFARE

It is agreed that should any changes occur in the statutes affecting health and welfare plans, this Agreement will be immediately reopened for negotiations on this subject.

The Town of Plymouth ('Town') shall contribute a percentage of insurance premium costs, and the subscriber shall contribute a percentage of insurance premium costs agreed to in the Public Employee Committee (PEC) agreement with the Town, as long as the PEC agreement is in place. If the PEC agreement were to be dissolved, the existing PEC rates and benefits would remain in effect until both parties agree to subsequent changes. The Town's insurance opt-out policy is attached as Appendix E and is incorporated by reference.

Eligible members of this group shall be covered under the "Home Rule Petition" as enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. Notwithstanding any general or special law to the contrary, any employee who retired or will retire from the service of the Town of Plymouth after February 26, 1998 and is enrolled in a health or dental plan offered by the Town as of July 1, 2003 or at least five (5) years before their retirement, their spouse and dependents shall be entitled to receive the same percentage of premium contribution provided by the town on the date of hire of the employee, but no greater than 90 percent, for so long as the retiree remains continuously enrolled in the benefit plan, notwithstanding any alteration in health plan premiums by the Town.

Section 2. This act shall apply to all non-association employees who are eligible for health insurance benefits and to employee groups who agree within 60 days of the effective date to this act, to increase in the percentage paid by active employees to 20 percent effective July 1, 2003. This act shall also apply to any employee who is enrolled in a health or dental plan offered by said Town and retired from the service of the Town after February 26, 1998 but before July 1, 2003.

Section 3. Employee groups that do not agree, within 60 days of the effective date of this act, to an increase in the percentage paid by active employees to 20 percent effective July 1, 2003 shall not be guaranteed the rate of hire percentage contribution upon retirement.

Section 4. If the commonwealth mandates an increase in the minimum percentage contribution active employees only shall pay toward their health insurance, the provisions of this act governing the percentages to be paid by retirees shall not be affected.

Section 5. This act shall take effect upon its passage

ARTICLE XXI

ASSOCIATION REPRESENTATIVES

1. Association Business/Association Representatives

The Association shall furnish the Town with a list of Association officials and the capacity in which they serve. The Association shall also furnish the Town with a list of the Association Stewards and alternates. Lists shall be furnished within one week after designation and the Association shall as soon as practicable notify the Town of any changes.

2. Access to Premises

The Employer agrees to permit representatives of the Collective Bargaining Relief Association to enter the premises at any time for individual discussion of working conditions with employees, provided care is exercised by such representative that they do not interfere with the performance of duties assigned to the employees.

3. Paid Leave of Absence for Association Business

One authorized Association representative as defined above or the President of COBRA shall be permitted reasonable time off without loss of pay to: represent employees upon their request at interviews which may lead to disciplinary action on the premises of the DPW or other mutually agreeable site; represent grievants at a hearing on the premises of the DPW or other mutually agreeable site; at arbitration, Massachusetts Department of Labor Relations or Massachusetts Commission Against Discrimination hearings.

Requests for such time off shall be made in writing at least twenty-four (24) hours in advance indicating the date, time and destination.

Time off without loss of pay shall be granted to up to five (5) Association members for the purpose of a negotiating committee attending negotiation sessions with the Town. The President of COBRA shall be permitted to attend all negotiation sessions pertaining to COBRA without loss of pay. Prior to the first collective bargaining session, the Association shall furnish the Town with a list of members of the negotiating committee. Requests for such leave shall be made in writing at least twenty-four (24) hours in advance to the DPW.

No overtime shall accrue for any of the above purposes.

Grievants called to testify during their regularly scheduled shift at a grievance hearing, arbitration, Massachusetts Department of Labor Relations hearing or Massachusetts Commission Against Discrimination hearing shall be granted time off without loss of pay

and without loss of benefits. Requests for such leave shall be in writing at least twenty-four (24) hours in advance to the DPW.

Unless expressly specified otherwise, all bargaining unit members are required to report back to their work site in a reasonable amount of time after the conclusion of said hearing(s).

4. The Town agrees to deduct from the wages of any employee who is a member of the Association a deduction as provided for 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 Town and the Association. The Town agrees to remit any deductions made pursuant to this provision promptly to the Association 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.

ARTICLE XXII

LONGEVITY

Completed Years	Amount Paid
5	\$137.50
6	\$192.50
7	\$247.50
8	\$302.50
9	\$357.50
10	\$412.50
11	\$467.50
12	\$522.50
13	\$577.50
14	\$632.50
15	\$715.00
16	\$797.50
17	\$880.00
18	\$962.50
19	\$1,045.00
20	\$1,347.50
21	\$1,430.00
22	\$1,512.50
23	\$1,595.00
24	\$1,677.50
25	\$1,760.00
26	\$1,760.00
27	\$1,760.00
28	\$1,787.50
29	\$1,870.00
30	\$1,952.50
31	\$2,035.00
32	\$2,117.50
33	\$2,200.00
34	\$2,282.50
35	\$2,365.00
36	\$2,447.50
37	\$2,530.00
38	\$2,612.50
39	\$2,695.00
40	\$2,777.50

Those employees eligible for longevity pay shall receive their longevity pay in prorated amounts included in the employees' paychecks every pay period. Those employees who complete five years of service will be eligible for the respective amount in the calendar year they complete said number of years of service and each year thereafter until reaching the next level or maximum benefit level.

ARTICLE XXIII

CLASSIFICATION PLAN - PAY RATES

- A. There shall be a classification and pay plan. It shall list all positions covered by this Agreement by title along with the wages for each position. The wage schedules are attached to this Agreement as Appendix A - C and the classification plan is attached as Appendix D. It is agreed that all employees must have the proper licenses for their classification, if they are required by either the Town or the State or Federal Government. Licenses must be in possession prior to an employee being promoted to a higher, or transferred to another classification. Employees who are in a classification, without being properly licensed, and/or any new hires will have no more than one year from that date to obtain said licensing. Failure to be properly licensed after that date will subject an employee to be transferred or demoted to a classification for which he is properly licensed and otherwise qualified to perform. To this end, the Town and Union agree to review all job descriptions within the next three (3) fiscal years (FY24-FY26) and no less than every six (6) years subsequently, unless otherwise mutually agreed upon by both the Town and Union.
- B. The first nine months of employment shall be considered a probationary period for the purpose of evaluation. However, employees will be eligible to use accrued time off after four (4) calendar months during the probationary period. In the event that an employee continues employment beyond the probationary period, he or she shall be entitled to all of the rights and benefits under this Agreement retroactive to the first day of employment.
- C. An employee in continuous full-time or part-time employment shall receive the increment between his present rate and the next higher step rate after recommendation by the Head of the Department according to the following schedule:
1. On January 1st, or July 1st provided he has completed thirty (30) weeks service at the minimum or other rate if a rate other than the minimum is authorized as the entrance rate.
 2. Thereafter one (1) year from the date of his previous increase until he attains the maximum rate of the range of the compensation grade to which his position class is assigned.
 3. Employees in continuous part-time employment eligible for increments under the provisions of this sub-section shall be those occupying positions in classes for which compensation is provided in the compensation schedule contained in this Article.

Increments and salary adjustments for all employees, including those on the maximum step are not to be considered automatic; they shall be reviewed annually and approved or disapproved by the Employer. The withholding of increments or salary adjustments will be for job related reasons. Employees shall be notified of the reasons in writing.

They may request a meeting with the Superintendent to discuss the reasons. The Superintendent will review the matter after six months. The provisions of this Agreement are subject to budgetary appropriation, approval and funding by the Town of Plymouth/Town Meeting.

- D. An employee receiving a promotion to a vacant position or to a new position as defined in Article IX shall, upon assignment resulting from such promotion, receive the salary in the compensation grade of the vacant or new position next above his existing salary. If the resulting adjustment does not equal \$300 annually, the adjustment shall be to the second rate above the existing rate but within the compensation grade of the vacant or new position.

Employees who are being transferred to a new position or who are being promoted shall be given a ninety (90) day trial period in the new position at the applicable rate of pay. If at any time during the trial period the Employer determines that the employee is not qualified to perform the work, he shall be returned to his old position and old rate of pay.

- E. The employee receiving a promotion and adjustment in rate pursuant to the provisions of the preceding sub-section shall receive the next increment of his compensation grade effective the next January or July first following completion of thirty (30) weeks at the rate resulting from the promotion subject to the recommendation of the Department Head.
- F. All of the financial provisions of this Agreement, including wages and other economic fringe benefits are subject to Town Meeting funding and appropriation on an annual basis. In the event that the Town Meeting shall reduce the budget which has been submitted by the Selectmen for their approval, or if it fails to approve requests for appropriations to fund provisions or amendments to the Agreement, then the parties agree to renegotiate the economic provisions of this Agreement.
- G. Wage re-opener: It is understood that if any other Town-side managed collective bargaining group or non-Association group reaches an agreement for a "more beneficial total economic package" during the lifetime of this contract, the contract may be reopened on the issue of economics only. A "more beneficial total economic package" shall be defined as a group receiving a greater percentage wage increase on the wage schedule than the amounts set forth above. Reclassifications shall not be a cause for reopening the contract.
- H. Effective July 1, 2024, all bargaining unit classification pay rates shall receive a one-time increase of one thousand one hundred dollars (\$1,100) as an equity adjustment in the first year of the FY25-27 Collective Bargaining Agreement.

I. The Union and the Town agree that the Town will hire employees for the DPW at a starting step that includes crediting time previously worked for Plymouth DPW in defining the starting step. All other benefits treated as a new hire.

J. The Union and the Town agree that the Town may hire DPW employees starting at up to step 3 based on prior relevant work experience, provided it first notifies the Union President of this by email and offers to discuss the Town's intentions within one week of the email, before implementing.

ARTICLE XXIV

STABILITY OF AGREEMENT

No amendment, alteration or variation of the terms or provisions of this Agreement shall bind the parties hereto unless made and executed in writing by the parties hereto.

The failure of the Town or the Association to insist, in any one or more situations, upon performance of any of the terms or provisions of this Agreement shall not be considered a waiver or relinquishment of the right of the Town or of the Association to future performance of any such term or provisions, and the obligations of the Association and the Town to such performance shall continue.

All written memoranda, oral or written agreements, policies, and employment and work practices, are existent, effective and enforceable as a grievance by the Association only to the extent they are expressly set forth in this Agreement. However, nothing in this Agreement shall preclude the Association from filing a charge of prohibited practice.

ARTICLE XXV

GENERAL

The parties acknowledge that during negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties, after the exercise of that right and opportunity, are set forth in this Agreement.

Therefore, the Town and the Association, for the duration of the term of this Agreement, or any extension thereof, each voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement.

ARTICLE XXVI

NO STRIKE CLAUSE

No employee covered by this agreement shall engage in, induce, or encourage any strike, work stoppage, slow down, or withholding of services as defined in Massachusetts General Laws, Chapter 150E. The Association agrees that neither it, nor any of its officers or agents will call, institute, authorize, participate in, sanction, or ratify any such strike, work stoppage, slow down or withholding of services.

Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, slow down, or withholding of services, the Association shall forthwith disavow any such strike, work stoppage, slow down, or withholding of services and shall refuse to recognize any picket line established in connection therewith. Furthermore, at the request of the Town, the Association shall take all reasonable means to induce such employee or group of employees to terminate the strike, work stoppage, slow down, or withholding of services and to return to work forthwith.

Any employee who breaches the Agreements contained in this Article shall be subject to disciplinary proceedings under Civil Service Law and Rules.

ARTICLE XXVII

SEPARABILITY

If any Article or Section of this Agreement or any amendments thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction; or are superseded, nullified or otherwise affected by any legislation (federal or state); or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity; the remainder of this Agreement and of any amendment thereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid, or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

ARTICLE XXVIII

MISCELLANEOUS PROVISIONS

1. Bulletin Boards - Announcements shall be posted in conspicuous places where employees enter or leave the premises. Parties to this Agreement, both of whom may use the bulletin boards for notices of routine nature, agree that it would be improper to post denunciatory or inflammatory written material on such bulletin boards. The Town agrees to post seminars relating to public works related issues.
2. No employee is to leave the job without permission of his Division Head except during the lunch hour.
3. The Town will attempt to fulfill work internally, however, the Town reserves the right to contract out work if it deems necessary based on work schedules, timelines of work, emergencies, equipment availability, public safety, or the like. The provisions of this paragraph are not intended to prevent the Superintendent, and/or Assistant Superintendent or Supervisors from operating pieces of equipment on occasions as the needs of the department require, for testing or moving the equipment.

In the future, all routine/non specialized drainage work in the DPW shall be done by bargaining unit members on regular time, or at the discretion of the Highway Superintendent, on an overtime basis. If for reasons of lack of appropriate equipment, technology, training, or due to members having been previously assigned to a high priority task(s) that would reasonably prevent their completion of the task, a 7-day notification shall be provided to the Association President (unless emergency in nature) in which the parties agree that the job may be assigned through the proper procurement function to an outside contractor.

All routine, non specialized maintenance work in the Water Division, shall be done by bargaining unit members on regular time, or, at the discretion of the Water Superintendent after 7 day notification to the Union President (unless it is an emergency) on an overtime basis, if for reasons of lack of appropriate equipment, technology, and/or training the unit members cannot complete the task, Management and Association agree the job may be assigned through the proper procurement function to an outside contractor.

4. No person shall be appointed, employed or paid as an employee in any position subject to the provisions of the classification plan under any title other than those appearing in Article XXIII of this Agreement.
5. A person who works in a higher classification in the bargaining unit shall be paid at the rate of pay in the higher classification for the hours so worked.
6. The Employer agrees to institute in-service training programs for employees covered by this bargaining unit. The number and extent of such programs will be determined

after agreement between the Department Head, the Association and the Town Manager as to:

The need for such programs and the identity of the participants in such programs.

All participants in in-service training programs will be voluntary except as determined by the Director of Public Works or his/her designee as required after a five (5) day notice to the Association.

So long as the number of hours of the training programs are divided in equal amounts of time between the employee's regular working hours and his non-working hours, then there shall be no additional compensation for attendance at the training program. Failure by designated employees to participate in in-service programs or withdrawal of such employees from any such program shall be noted in the employee's employment record.

The parties agree that the Town's mechanics will be sent to refresher courses on heavy equipment and new vehicles, subject to the availability of such courses and available funds.

7. The Employer agrees to reimburse employees for the renewal fee of Class A, Class B, and Hoisting Engineer's license, and the Employer agrees to pay for the DOT physical for the Hoisting Engineer's license, if the possession of the license in question is necessary for town work related purposes – as annually determined by the DPW Director and/or approved by the Town Manager. This determination may differ with the employee's job description.

In addition, the employees for whom the Town agrees to pay for the Hoisting Engineer's license DOT physical "HE-DOT" must meet the following conditions: a. Employees must give the Town four (4) weeks written notice prior to taking the HE-DOT; b. Employees may take the HE-DOT physical at a facility recommended by Human Resources for this purpose at a negotiated rate. The facility may change from time to time. Or, the employee may submit documentation to show they have taken the physical through their primary care physician, at or below the negotiated rate; c. Employees shall be reimbursed for the cost of obtaining certifications, including tuition and fees, for job related certifications and licenses. They must be approved, in advance by the Director of Public Works; d. Employees will be reimbursed for Continuing Education Units (CEUs) obtained by DPW employees to maintain the licenses required to do their jobs. The CEUs must be approved in advance by the DPW Director. The DPW Director will arrange for the instructors for the CEUs to be on-site annually 1-2 times per year (depending on the need). Overtime will not be granted if the employee does not attend one of the sessions provided; without prior written authorization from the DPW Director.

Effective July 1, 2022, the Employer shall pay a stipend every year to all employees who obtain, maintain, and renew operator's licenses that are necessary for work

related purposes and duties. In order for the listed license to be eligible for a stipend, the license must either be a requirement in the Job Description or the employee must receive approval by the DPW Director that the license is necessary for and used on the job, or the license is complimentary to current work tasks and benefits the department, or the license serves as an incentive for the employee to successfully apply for promotional opportunities with the Town where the employee will use that license.

All eligible employees shall receive from the Employer the specified amount for each of the corresponding licenses:

A. Commercial Driving License A	\$700.00
B. Commercial Driving License B	\$500.00
C. Hoisting Engineer's License	\$200.00 per category
D. Water/Wastewater	\$500.00 per category (License must be required by job description plus the next grade of higher license in sequence (OIT) \$250.00)
E. CSL	\$700.00
F. Mass Vehicle Inspector	\$700.00
G. Back Flow Tester Certification	\$350.00
H. Cross Connection Surveyors Certification	\$350.00
I. First Responder	\$700.00

No one employee can exceed \$4,000.00 maximum in license stipends annually.

Effective July 1, 2025:

All eligible employees shall receive from the Employer the specified amount for each of the corresponding licenses:

A. Commercial Driving License A	\$1,000.00
B. Commercial Driving License B	\$800.00
C. Hoisting Engineer's License	\$300.00 per category
D. Water/Wastewater	\$600.00 per category (License must be required by job description plus the next grade of higher license in sequence (OIT) \$250.00)
E. CSL	\$1,000.00
F. Mass Vehicle Inspector	\$1,000.00
G. Back Flow Tester Certification	\$600.00
H. Cross Connection Surveyors Certification	\$600.00
I. First Responder	\$800.00

No one employee can exceed \$5,000.00 maximum in license stipends annually.

8. The parties have agreed to a payment of \$325 for tools, to be paid to each building craftsman, building apprentice, mechanic, special repairman and service technician on a reimbursement basis with the submission of receipts. The Superintendent will

inventory said tools at the commencement of each fiscal year and will monitor and approve any claims submitted by mechanics or carpenters for replacement of broken tools.

9. The Town shall post in each department notices of seminars, classes, etc. which come to the attention of the Director.
10. Sanding and Plowing Policy. When it is necessary to operate Town owned vehicles for the purpose of sanding or plowing roads or other areas due to winter storms, the Town will use the department's equipment determined to be necessary to deal with the emergency or storm related conditions. (In addition to any privately owned equipment contracted for use by the Town.)
11. The COBRA vehicle (the bus) will be allowed to be parked on Town property within the gated lot of the Water Division on Long Pond Road. The bus shall be parked out of public view and have no political signs on it at any time. The Association agrees to indemnify the Town against any loss, damage or theft of the vehicle.
12. Department of Public Works employees depending on the skills required will perform the building and ground maintenance at Memorial Hall. The Association and Management recognize that the Town Recreation Department and the non-profit management group will be running events and performing office duties at times when there will not be a custodian present. In these circumstances, the recreation employees of the Town and delegate for the non-profit will assume the duties of opening and closing the building. This arrangement would be in place for up to 50 occupants of the building. When Memorial Hall is occupied by more than 50 occupants and less than 150, it is agreed that a custodian will be present to open and close the building. If these events occur outside the normal hours of the custodian's schedule, these hours will be paid for at one and one-half (1½) times their regular rate plus 10%. When Memorial Hall is occupied by more than 150 occupants, there will be two custodians present. The rate of pay for this work will be time and a half if these events occur outside of normal working hours. It is the goal to use public works employees to perform the majority of the maintenance of the building and grounds work at Memorial Hall. Both parties recognize that services now contracted out at other municipal buildings will follow suit at Memorial Hall. It is anticipated that depending on the type of events taking place at Memorial Hall, it may require support groups to set up, move, clean, and take down equipment and facilities. Town of Plymouth custodians set up, move, clean and take down equipment and facilities and setup/breakdown floor chair seating and tables and event setup (excluding privately owned vendor equipment).
13. The Town and Association have agreed to allow the snowplowing of Water Pump Stations to be offered to all employees in the Water Division. The Town agrees to maintain 2 employees whenever entry is required into treatment buildings.

14. In the event that the cemetery crew must be augmented during regularly scheduled hours, the Superintendent will first seek help within the cemetery bargaining unit employees. If there are no available workers, the Master Seniority List will be called. If there is an involuntary assignment, a \$30.00 stipend will be given to all employees involved in the burial. This stipend will be paid at the next payroll period. This is an experimental agreement.
15. The Town will compile a list (hereinafter "the List") of qualified employees from the Highway Department to perform sidewalk snowplowing. The List will be provided to the Association on an annual basis for review and in the event that an individual is added to the List, the Town will supply the Association with an updated list. Any DPW employee who is not presently qualified to operate the sidewalk snowplows is eligible to receive training to operate such equipment. Upon satisfactory training on the use and operation of sidewalk snowplows, said employee(s) will be added to the List. In the event of a snowstorm requiring sidewalk snowplowing, the Town will offer sidewalk snowplowing work to the Highway Department employees on the List based on seniority before it contracts out any such work. Employees will rotate through the List starting with the most senior employee to the least senior employee. If an eligible employee from the List is assigned to snowplowing in a truck and said employee agrees to perform sidewalk snowplowing and is removed from the truck, the parties agree that the Town shall be deemed to be in compliance with the parties collective bargaining agreement, including but not limited to Article XXIX.
16. On July 1, 2000, the Town ended the practice of allowing funeral directors to contract directly with private firms for the work necessary to prepare, open and close gravesites at the Manomet Cemetery.
17. The Town agrees to not schedule work at Forges Field but should a situation beyond the control of the Town require work outside the scope of this contract, such as a major storm or other Act of God, COBRA members and management employees may be assigned to perform maintenance as their priority workload allows. Both parties agree to review this issue sixty days prior to the expiration of the park and field maintenance contract. However, COBRA members shall be assigned to work at Forges Field to operate and maintain the public water supply well, appurtenances, and associated easements, activities related to potholes, signage, line striping, tree work, drainage repair as may be necessary, and building maintenance.
18. Surveillance cameras/devices will be used only as a deterrent to and evidence of theft and vandalism (or other crimes) and not for any other disciplinary purposes. These cameras will record video only with no audio recorded. The Association will have access to camera information if it is to be used for disciplinary purposes surrounding theft, vandalism or other crimes. The Town will notify the Association when/if they add more cameras at more locations and is willing to meet with the Association to discuss those additions if the Association so requests. There will be no interior monitoring of buildings or monitoring of employees to observe job performance. Only video recordings as outlined above will occur; no audio monitoring will be conducted.

19. When there is a vacancy in the roll off truck assignment, a qualified mechanic will be assigned to this vehicle during the hours of the normal work week. If, however, the mechanic staff working at that time is less than two (2), management will go to a list of other qualified drivers. This list shall be prepared by the Association and approved by management in advance. If all qualified drivers refuse work, the Town will use a private contractor.
20. The Town agrees to require 2 custodians to staff Memorial Hall on Thanksgiving Day when UAINE request the use of the facility for a meal or other gathering. In addition, the Town agrees to provide to each custodian who works that day four hours off with pay within 30 days after the event at a time mutually agreeable to the Department Head and the employee.
21. Employees will advise their supervisor in writing of any prescription medications they are taking that may reasonably be expected to have an impact on their performance.
22. Employees will notify Human Resources immediately upon any arraignment or conviction of a misdemeanor or felony.
23. During snow and/or ice events, all DPW Foreman if working, shall report to the Highway Manger for snow removal/road treatment coordination and/or assignment(s).
24. The assigning of a Foreman to, or if no Foreman exists then the selected individual shall, temporarily perform the duties of the Manager and/or Superintendent in the Manager and/or Superintendent's absence is part of the position description of the Foreman and is a past practice between the parties. This assignment is a management right, and COBRA is not a decision maker with respect to this temporary assignment.

For the entire duration of time (such as a weekend) that the Foreman, or the selected individual, is temporarily performing the duties of the Manager and/or Superintendent, he/she will be paid at the Step 1 rate of the higher position. No other additional compensation shall be paid. He/she will not be eligible for contractual overtime for completing the duties and tasks of the Manager and/or Superintendent during such temporary assignment. This is expressly limited to the Foremen temporarily performing the work of the Superintendent/Manager in the absence of the Superintendent/Manager.

25. The Town and Union recognize that there may be times at Town Hall when office duties are being undertaken when there will not be a Town Hall Custodian present. In these circumstances, authorized staff performing these duties will assume the responsibilities of opening and closing the building. This will be when the building is expected to be occupied at any time for up to ten (10) staff members, excluding Department Heads.

When Town Hall is occupied by more than ten (10) staff, excluding Department Heads, a DPW Custodian will be present to open and close the building. In addition to opening and closing the building, the custodian assigned this coverage may be assigned specific tasks by the Facilities Director.

Whenever a scheduled board or committee meeting is open to members of the public, a custodian will be present.

26. If directed by the Town, employees in the Building Maintenance Craftsperson title and holding a Construction Supervisor license shall apply for building permits for jobs on Town sites on behalf of the Town; provided, however, that the Town of Plymouth accepts any potential liability for work completed. The Town shall retain two (2) copies of the most recent Massachusetts State Building Code books at the DPW Administrative offices and at the Cedarville Carpentry Shop. Building Maintenance Craft persons will be permitted to bring the books to Town work sites.

27. The Town and Union agree that within the Building Maintenance Division of the Department of Public Works the position of Custodian Floater will be created.

The Town will post this position to the Bargaining Unit as it does with other positions and the successful candidate placed in this position may be assigned to work at different times and established shifts (including nights) and across different locations under the Building Maintenance Division where DPW custodians are currently situated and supervised by the DPW Director or his/her designee as determined necessary by the DPW Director or his/her designee.

A weekly stipend of eighty dollars (\$80.00) shall be paid to the employee in the floater position in order to compensate for the irregular and flexible nature of the work. This position is not intended to limit the overtime opportunities for any other Bargaining Unit member available to them by contract language.

ARTICLE XXIX

SICK LEAVE BUY-BACK PLANS

A. UPON RETIREMENT OR DEATH:

The Town agrees that it shall pay to the employee upon his voluntary retirement or upon the death of said employee to his named beneficiary fifty percent of an employees unused, accrued sick leave calculated at the rate of the employee's wages for a full workday of work up to a maximum payment of five thousand (\$5,000) Dollars. In order to be eligible for this benefit said employee must have been employed as a member of this bargaining unit for ten (10) years or more.

B. ANNUAL:

A maximum of five hundred dollars (\$500) can be earned in each fiscal year based upon the employee's use of allotted sick leave.

For each calendar quarter beginning July 1st during which no sick hours are used, an employee will earn a \$125.00 cash bonus. An employee who is not available for work during a quarter because of a work related injury or for any other reason is ineligible for that quarter's incentive. No cash bonus of any kind will be paid to any employee whose total annual use of sick leave exceeds fifty-six (56) hours during a fiscal year. Payments due hereunder will be made in July for the prior fiscal year.

Employees who accept the option of the Town's long term disability benefit will not be eligible for the Sick Leave Buyback Plans.

ARTICLE XXX

PRORATED BENEFITS

Employees who are absent from work for any reason other than sick leave shall be paid and/or earn the following fringe benefits based upon the amount of time they are absent from employment during a fiscal year in accordance with the formula below:

Clothing Allowance
Vacation Leave
Sick Leave

Formula:

1. The employees who do not perform any work for the Town for the entire fiscal year shall receive none of the listed benefits for that year.
2. Employees who are absent from work for any reason other than paid sick leave for more than nine consecutive months or more in a fiscal year shall earn or be paid 25% of the listed benefits.
3. Employees who are absent from work for any reason other than paid sick leave for more than six consecutive months but less than nine months in a fiscal year shall earn or be paid 50% of the listed benefits.
4. Employees who are absent from work for any reason other than paid sick leave for more than three consecutive months but less than six months in a fiscal year shall earn or be paid 75% of the listed benefits.
5. Employees who are absent from work for any reason other than paid sick leave for less than three consecutive months in a fiscal year shall earn or be paid 100% of the listed benefits.

Part-time employees:

All benefits to part-time employees shall be prorated based upon the hours normally worked. All part-time employees shall have overtime opportunities after the pool of full-time members has been exhausted. No part-time employees' hours of work or assignment of duties shall replace the overtime opportunities normally afforded full-time bargaining unit members.

ARTICLE XXXI

MILITARY LEAVE

Any employee other than an employee in a temporary position shall be entitled to a leave of absence to participate in military service in accordance with Federal and State laws and the Town of Plymouth Policy on Military Leave. Members of the military reserve, who are ordered into active duty, will be paid in accordance with the requirements of federal law for the time they are on active duty.

ARTICLE XXXII

FAMILY AND MEDICAL LEAVE

In compliance with the Family and Medical Leave Act of 1993, and all amendments thereto, the Town of Plymouth will provide FMLA leave for eligible employees.

1. The Town of Plymouth uses a rolling period measured backward from the date an employee uses any Family Medical Leave.
2. An employee is required to use appropriate accrued leave before going on unpaid status.
3. An employee who is absent due to work-related illness or injury which is considered a serious health condition will be designated by the Town onto Family and Medical Leave. The employee may elect to either receive only workers' compensation benefits at a rate of 60% of pay or to supplement the workers' compensation pay by an additional 40% of pay which must be drawn from the employee's appropriate accrued leave. Any time absent from work due to a work-related illness or injury which is considered a serious health condition will count against an employee's FMLA leave entitlement.

All other provisions of the Family and Medical Leave Act will apply. The Association acknowledges that the Association and the Town are subject to the provisions of the Family and Medical Leave Act (FMLA). The FMLA shall not increase or decrease the length of leave available to eligible employees under this Agreement. Where an employee takes leave under one of the aforementioned Articles for a reason which would entitle an employee to leave under the FMLA, such leave will also be considered FMLA leave and will be deducted from the employee's statutory FMLA leave entitlement.

FMLA leave is not cumulative and is not in addition to leaves currently available to the extent such leaves are for reasons covered by the FMLA. Alleged violations of the FMLA are not subject to Article V (grievance article) of this Agreement.

ARTICLE XXXIII

SMALL NECESSITIES LEAVE

In compliance with the Small Necessities Leave Act MGL Ch. 149, Sec. 52D, the Town of Plymouth will provide appropriate leave to eligible employees.

An employee is required to use appropriate accrued leave before going on unpaid status.

ARTICLE XXXIV

LEAVE OF ABSENCE

An employee may apply for a Leave of Absence without pay for up to six (6) months at the sole discretion of the Town Manager. Such a decision shall not be subject to the parties' grievance and arbitration procedure.

All employees must be on an approved employment status, either with or without pay. Any employee who is absent without being placed on approved status by the Town Manager, will be considered resigned.

ARTICLE XXXV

DEFERRED COMPENSATION

The Town of Plymouth will match 15% of a permanent employee's weekly contribution to an approved Town deferred compensation plan. This match is based on the maximum amount an employee can contribute over a 52-week period without exceeding the IRS maximum annual normal contribution limit.

ARTICLE XXXVI

AUTOMATIC VEHICLE LOCATOR (AVL)

1. The Association agrees to the installation and activation of AVL in DPW vehicles and equipment for the primary purpose of further enhancing operational efficiency, quality of delivery of services to residents, repudiation of fraudulent insurance claims, snow and ice operations, and ensuring the safety of employees.
2. It is understood that disciplinary action against and excessive monitoring of employees are neither a primary purpose nor an intended result of implementation of AVL systems. To that end, any disciplinary action which is based in any part upon an AVL system finding or report must also be based on independent facts and justification which comport with the "just cause" standard in the collective bargaining agreement. Furthermore, it is agreed that the immediate supervisor and/or Foreman shall have the sole responsibility to make the initial determination as to whether an COBRA Association employee's activity, which has been identified via AVL technology, is appropriate or not.
3. The parties agree that this technology may not be used for the purpose of timing employees' work tasks, harassing employees, or tracking an employee's whereabouts when they are not being paid by the Town of Plymouth.
4. The parties agree that in order to ensure the safety of COBRA employees the Town will notify the Association annually with a list of individuals who have access to the AVL system, which shall be password protected. The Town expressly agrees that at no time in the future will the AVL system be made available in a public forum. Should the Town desire to allow remote internet access written notice to the Association shall be provided at least seven (7) days prior to usage.
5. The COBRA President and/or COBRA Attorneys shall have access to any and all AVL system reports and/or data, upon request.
6. The parties agree that the tampering with or disabling of the AVL system may be grounds for discipline.
7. The parties agree that they will meet to discuss changes to the system when those changes have an impact on the bargaining unit or trigger an obligation by the Town to bargain under MGL Ch. 150E.

ARTICLE XXXVII

MODIFIED WORK PROGRAM

The Town of Plymouth is committed to ensuring the health and safety of its employees. To help ensure this goal is achieved and maintained, a Modified Work Program has been developed to assist health care professionals in providing a total care plan for an employee who is in the process of recovering from work-related illness/injury. Therefore, whenever deemed appropriate, as per this policy, temporary modified work assignments will be offered at the discretion of the Town.

Definition: Modified Work

1. Modified work is a temporary assignment by the employer of work-related tasks that can be performed by the recovering employee. These work-related tasks are ones that can be performed within the restrictions of the medical recommendations.
2. Modified work is based upon the written recommendation of a health care provider. This recommendation will provide a description of the specific, work-related physical activities which are to be restricted at the workplace for a temporary period of time.

Intent: Modified Work Program

1. To aid in the healing and rehabilitation process of an employee who is recovering from a work-related illness/injury.
2. To allow an employee with a temporary physical impairment to perform restricted work activities.
3. To allow an employee, following an absence from work due to an injury, to return to work in a manner that is deemed safe and appropriate.

Procedure: Modified Work Program

1. Written medical recommendations must be received and reviewed by the Employer prior to the restriction of any physical work-related activities. Each case will be handled independently and decisions to provide a modified work setting will be determined case-by-case.
 - A. Medical recommendations should come from either the treating physician involved with the case or the occupational health nurse working in conjunction with the treating physician and/or treating staff.
 - B. Medical recommendations should be based on a knowledge of the physical activities to be performed. As required, the Town will provide written job tasks and duties for the treating physician to review.

- C. Medical recommendations must specifically state the types of physical activities that are to be restricted. These restrictions should also be described, whenever applicable. (For example: # of pounds able to lift).
- D. The medical recommendations should also include diagnosis and/or symptoms which support the need for restriction of certain physical activities.
- E. The duration of these restrictions, in terms of working days, should be included as part of the recommendation. If the number of days cannot be provided initially from the physical examination, a date of re-evaluation should be given in its place.

Modified work will be granted for a time period not to exceed eight (8) weeks. If during this time, a position becomes available that the employee is interested in bidding on, the employee will be required to supply written approval from his physician prior to the appointment. If an extenuating circumstance arises, where an employee is informed by the physician that the recuperation period will exceed the 8 week period, the Town Manager will determine if the additional recuperation time is reasonable based on the information supplied by the Association and the Personnel Director. If a disagreement arises between Association and management the grievance procedure will be utilized to resolve the dispute.

If an employee is reinsured after being transferred/promoted to a new position, the 90-day trial period referred to in Article XXIV of the collective bargaining agreement will be imposed.

ARTICLE XL

SICK LEAVE BANK

- A. Effective July 1, 2025, a sick leave bank for use by eligible members of the Association covered by this Agreement who have exhausted their own sick leave and who have serious illness, shall be established. There shall be one (1) common sick leave bank for members of the DPW Unit.
- B. All unit employees shall contribute two (2) days of their accumulated sick leave to the joint sick leave bank. One (1) day will be contributed on July 1st, and the second (2nd) day will be contributed on January 1st. This requirement shall apply to current DPW employees upon joining the Sick Leave Bank for the first time upon implementation of this contract. Probationary employees, upon award of permanent status, shall donate two (2) days of their sick leave to the sick leave bank. One (1) shall be donated on January 1st and the second (2nd) shall be donated on July 1st, in order of whichever occurs first after completion of their probationary period.
- C. If the sick leave bank should become exhausted, it shall be renewed by the contribution of one (1) additional day per member of the Association covered by this Agreement. Such additional days will be deducted from each member's annual total of sick leave days. The Sick Leave Bank Committee shall decide at what point the bank needs to be replenished. Any grant of sick leave by the Sick Leave Bank Committee to an eligible employee shall not exceed thirty (30) days. Upon the exhaustion of any grant, the employee shall apply to the Sick Leave Bank Committee for further sick leave.
- D. The sick leave bank shall be administered by a Sick Bank Leave Committee consisting of five (5) members. The five (5) members shall be designated by the Association.
- E. Any employee granted days from the sick leave bank by the Sick Leave Bank Committee shall contribute a number of days of their accumulated sick leave to the sick leave bank, when they return to full duty, on the basis of the following grid:

Number of Sick Days Granted and Used from the Sick Leave Bank	Number of Days Contributed to the Sick Leave Bank
5	2
10	3
15	5
20	7
25	9
30	11

The members of the Sick Leave Bank Committee shall meet annually during the month of June to review, calculate, and compile a list of all the employees who

were granted days from the sick leave bank during the fiscal year, and the number of days the list of employees must contribute to the sick leave bank. The Sick Leave Bank Committee shall transmit this list to the employer.

Based on the list provided by the Sick Leave Bank Committee, the employer shall transfer the listed number of days from the listed employee's annual accumulated sick leave to the sick leave bank on July 1st., or when the employee receives their annual sick leave, following the employee's use of the granted days.

- F. The Sick Leave Bank Committee shall determine the eligibility for use of the bank and the amount of leave to be granted. The following criteria shall be used by the Committee in administering the bank and in determining eligibility and the amount of leave to grant.
 - 1. Adequate medical evidence of serious illness. The Sick Leave Bank Committee will provide to the Human Resources Department copies of any medical certification submitted by the applicant in its grant petition when notifications are issued. Sick Leave Bank grants will not be processed for payment absent such medical documents at the Human Resources Department.
 - 2. Prior utilization of all eligible sick leave, vacation, and personal days.
 - 3. Length of Service to the DPW.

Any days that are granted to an eligible member that are not used or needed shall be returned to the sick leave bank.

ARTICLE XXXIX

DURATION - RENEWAL - CHANGES

This agreement shall be in force and effect from July 1, 2024, through June 30, 2027 and shall remain in force and effect until June 30, 2027 or the date on which a successor Agreement is executed, whichever is later.

Either party may request revision of this Agreement by transmitting to the other party a termination notice no earlier than December 1, 2026. The parties shall forthwith seek establishment of a meeting for purposes of discussion of the proposed changes.

Nothing in this Article shall preclude the Association or the Employer from modifying any previous proposals during the course of the negotiations. (The provisions of this Article are subject to the terms of ARTICLE XXIV 9F).

FY25	2.0%	July 1, 2024	through	June 30, 2025
FY26	2.0%	July 1, 2025	through	June 30, 2026
FY27	2.0%	July 1, 2026	through	June 30, 2027

Commencing on July 1, 2024, a 4% "Tenth Year Senior Step" will be added to the existing wage scale. Employees are eligible for the senior step if they have completed year 10 of their DPW full time employment with the Town of Plymouth AND if they are maxed out in the existing wage scale.

This agreement entered as of ²⁹ day of SEPT
2025, COBRA,

Adam Simmons
Michelle Arnold
Mike Loh
Jason Owen
Dan A. Machado Jr.

Date 9/29/2025
Nate M. Wehler

TOWN OF PLYMOUTH
SELECT BOARD

David M. Foley
Benjamin J. Park
Deborah Aquino
William Risk

Date 10/7/25

APPENDIX A

TOWN OF PLYMOUTH DEPARTMENT OF PUBLIC WORKS CLASSIFICATION SCHEDULE

GRADE	POSITION TITLE
OM1	LABORER
	BUILDING CUSTODIAN
	TRANSFER STATION OPERATOR
	OPERATIONS WORKER-AIRPORT (part time)
OM2	MAINTENANCE WORKER
	MOTOR EQUIPMENT OPERATOR
	METER READER/REPAIRMAN
OM3	HEAVY MOTOR EQUIPMENT OPERATOR
	OPERATIONS WORKER-AIRPORT
	BUILDING MAINTENANCE APPRENTICE
OM4	SPECIAL HEAVY MOTOR EQUIPMENT OPERATOR (SHMEO)
	OPERATIONS-AIRPORT (CLASS B & HOISTING LICENSE)
	TREE CLIMBER/AERIAL LIFT OPERATOR
OM5	SPECIAL HEAVY MOTOR EQUIPMENT OPERATOR-TRAINER
	COMPLIANCE SAMPLER/MAINTENANCE WORKER
	CONSTRUCTION MAINTENANCE LEADMAN (HIGHWAY, WATER AND CEMETERY)
	FACILITIES MAINTENANCE/ASSISTANT OPERATIONS DIRECTOR (AIRPORT)
	TREE CLIMBER/AERIAL LIFT OPERATOR-LEADMAN
	MECHANIC/MAINTENANCE WORKER
	SERVICE TECHNICIAN
	CROSS CONNECTION INSPECTOR
OM6	SPECIAL REPAIRMAN (SMALL MOTOR EQUIPMENT REPAIRMAN)
	CEMETERY FOREMAN
	ASSISTANT PLANT OPERATOR-WASTEWATER
	ASSISTANT PUMPING STATION OPERATOR-WATER
	HIGHWAY FOREMAN
	MASTER MECHANIC (SPECIALIZED AUTO TECHNICIAN)
	PARKS FOREMAN
	TRAFFIC SAFETY LEADMAN
OM7	MAINTENANCE FOREMAN
	OPERATIONS SUPERVISOR-AIRPORT
	PLANT OPERATOR-WASTEWATER
	PUMPING STATION OPERATOR-WATER
	WASTEWATER FOREMAN
	WATER FOREMAN
	WORKING SHOP FOREMAN/MASTER MECHANIC
	CROSS CONNECTION CONTROL/METER READER FOREMAN
	BUILDING MAINTENANCE CRAFTSMAN

EFFECTIVE 1/1/2022

APPENDIX B

TOWN OF PLYMOUTH

SALARY TABLES

EFF. DATE		GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS		FREQUENCY	CALC	PERIODS	DAY	HRS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE
07/01/2024		DPW	DPW	COBRA	OM1	DPW OM1	H HOURLY	W WEEKLY	02	52.0000	.00	40.00	5.00	.00 261.00 N
Change was made by 2.0000%														
STEP/LEVEL		PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00		0.0000	0.0000	0.0000	0.00	0.00								
01		0.0000	24.7736	197.4287	990.94	51,528.88								
02		0.0000	25.2309	201.0746	1,009.24	52,480.48								
03		0.0000	25.7017	204.8262	1,028.07	53,459.64								
04		0.0000	26.1858	208.6834	1,047.43	54,466.36								
05		0.0000	26.6701	212.5425	1,066.80	55,473.60								
06		0.0000	27.1813	216.6169	1,087.25	56,537.00								
07		0.0000	27.6734	220.5398	1,106.94	57,560.88								
08		0.0000	28.7803	229.3598	1,151.21	59,862.92								
07/01/2024 DPW DPW COBRA OM2 Change was made by 2.0000%														
STEP/LEVEL		PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00		0.0000	0.0000	0.0000	0.00	0.00								
01		0.0000	25.6615	204.5054	1,026.46	53,375.92								
02		0.0000	26.1456	208.3626	1,045.82	54,382.64								
03		0.0000	26.6298	212.2218	1,065.19	55,389.88								
04		0.0000	27.1276	216.1885	1,085.10	56,425.20								
05		0.0000	27.6386	220.2608	1,105.54	57,488.08								
06		0.0000	28.1631	224.4408	1,126.52	58,579.04								
07		0.0000	28.6749	228.5211	1,147.00	59,644.00								
08		0.0000	29.8219	237.6619	1,192.88	62,029.76								
07/01/2024 DPW DPW COBRA OM3 Change was made by 2.0000%														
STEP/LEVEL		PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY								
00		0.0000	0.0000	0.0000	0.00	0.00								
01		0.0000	26.5896	211.9010	1,063.58	55,306.16								
02		0.0000	27.0870	215.8657	1,083.48	56,340.96								
03		0.0000	27.5984	219.9421	1,103.94	57,404.88								
04		0.0000	28.1096	224.0144	1,124.38	58,467.76								
05		0.0000	28.6474	228.3019	1,145.90	59,586.80								
06		0.0000	29.1856	232.5894	1,167.42	60,705.84								
07		0.0000	29.7176	236.8291	1,188.70	61,812.40								
08		0.0000	30.9063	246.3027	1,236.25	64,285.00								

Report generated: 12/02/2024 08:53
User: 1829walsh
Program ID: pmgrstep

TOWN OF PLYMOUTH

SALARY TABLES



EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	PERIOD YEAR	HRS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2024	DPW	COBRA	OM4	DPW OM4	W WEEKLY	02	52.0000	5.00	.00	40.00	5.00	.00 261.00 N
Change was made by 2.0000%												
New 4% Senior Step (Step 9) Added to Table												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	W WEEKLY	PERIOD SALARY	ANNUAL SALARY						
00	0.0000	27.4235	218.5474	1.096.94	1.096.94	57,040.88						
01	0.0000	27.9481	222.7274	1.117.92	1.117.92	58,131.84						
02	0.0000	28.4725	226.9073	1.138.90	1.138.90	59,222.80						
03	0.0000	29.0108	231.1968	1.160.43	1.160.43	60,342.36						
04	0.0000	29.5486	235.4823	1.181.94	1.181.94	61,460.88						
05	0.0000	30.1150	239.9969	1.204.60	1.204.60	62,639.20						
06	0.0000	30.6557	244.3861	1.226.63	1.226.63	63,784.76						
07	0.0000	31.1923	248.8861	1.248.63	1.248.63	64,952.88						
08	0.0000	31.7283	253.3861	1.270.63	1.270.63	66,135.88						
07/01/2024 DPW COBRA OM5 DPW OM5												
Change was made by 2.0000%												
New 4% Senior Step (Step 9) Added to Table												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	W WEEKLY	PERIOD SALARY	ANNUAL SALARY						
00	0.0000	29.0144	231.1144	1.176.58	1.176.58	61,182.16						
01	0.0000	29.5486	235.4823	1.199.15	1.199.15	62,355.80						
02	0.0000	30.0828	239.8500	1.221.77	1.221.77	63,523.04						
03	0.0000	30.6170	244.2178	1.244.40	1.244.40	64,734.80						
04	0.0000	31.1512	248.5856	1.267.03	1.267.03	65,986.16						
05	0.0000	31.7144	252.7439	1.289.78	1.289.78	67,224.56						
06	0.0000	32.3195	257.5654	1.292.78	1.292.78	68,462.16						
07	0.0000	32.9145	262.3071	1.316.58	1.316.58	71,200.48						
08	0.0000	34.2311	272.7988	1.369.24	1.369.24	71,200.48						
07/01/2024 DPW COBRA OM6 DPW OM6												
Change was made by 2.0000%												
New 4% Senior Step (Step 9) Added to Table												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	W WEEKLY	PERIOD SALARY	ANNUAL SALARY						
00	0.0000	31.5662	251.5625	1.262.65	1.262.65	65,657.80						
01	0.0000	32.1581	256.2783	1.286.32	1.286.32	66,888.64						
02	0.0000	32.7769	261.2113	1.311.08	1.311.08	68,176.16						
03	0.0000	33.4092	266.2500	1.336.37	1.336.37	69,491.24						
04	0.0000	34.0412	271.2866	1.361.65	1.361.65	70,805.80						
05	0.0000	34.7000	276.5364	1.388.00	1.388.00	72,176.00						
06	0.0000	35.3424	281.6567	1.413.70	1.413.70	73,512.40						
07	0.0000	35.9851	286.6567	1.439.24	1.439.24	74,848.80						
08	0.0000	36.7561	292.9214	1.470.24	1.470.24	76,452.48						



TOWN OF PLYMOUTH

SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	HRS/ PERIOD YEAR	DAYS/ YEAR	USE PCT
07/01/2024	DPW COBRA	OM7	DPW OM7	H HOURLY	W WEEKLY	02	52.0000	.00	40.00	5.00	.00
Change was made by 2.0000%											
New 4% Senior Step (Step 9) Added to Table											
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY					
00	0.0000	33.7319	268.8271	1,349.28	1,349.28	70,162.56					
01	0.0000	34.3775	273.9663	1,375.10	1,375.10	71,505.20					
02	0.0000	35.0367	279.2201	1,401.47	1,401.47	72,876.44					
03	0.0000	35.7225	284.6851	1,438.90	1,438.90	74,302.80					
04	0.0000	36.4085	290.1520	1,456.34	1,456.34	75,739.68					
05	0.0000	37.1081	295.7266	1,484.32	1,484.32	77,184.64					
06	0.0000	37.7984	301.2294	1,511.94	1,511.94	78,650.88					
07	0.0000	38.4887	306.7571	1,539.41	1,539.41	80,147.76					
08	0.0000	39.1803	313.2771	1,572.41	1,572.41	81,765.32					

** END OF REPORT - Generated by JOANNE WALSH **

APPENDIX C

TOWN OF PLYMOUTH

SALARY TABLES



07/01/2025 DPW DPW COBRA OM1 DPW OM1
Change was made by 2.0000%
No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	25.2691	201.3775	1,010.76	52,559.52
02	0.0000	25.7355	205.0952	1,029.42	53,529.84
03	0.0000	26.2157	208.9235	1,048.63	54,528.76
04	0.0000	26.7095	212.8573	1,068.38	55,555.76
05	0.0000	27.2035	216.7942	1,088.14	56,583.28
06	0.0000	27.7249	220.9502	1,109.00	57,668.00
07	0.0000	28.2769	224.9508	1,129.08	58,712.16
08	0.0000	29.3559	233.9482	1,174.24	61,060.48

07/01/2025 DPW DPW COBRA OM2 DPW OM2
Change was made by 2.0000%
No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	26.1747	208.5957	1,046.99	54,443.48
02	0.0000	26.6655	212.5306	1,066.74	55,470.48
03	0.0000	27.1624	216.4674	1,086.50	56,498.00
04	0.0000	27.6702	220.5139	1,106.81	57,534.12
05	0.0000	28.1914	224.6679	1,127.66	58,638.32
06	0.0000	28.7264	228.9315	1,149.06	59,751.12
07	0.0000	29.2484	233.0915	1,169.94	60,836.88
08	0.0000	30.4183	242.4136	1,216.73	63,269.96

07/01/2025 DPW DPW COBRA OM3 DPW OM3
Change was made by 2.0000%
No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	27.1214	216.1407	1,084.86	56,412.72
02	0.0000	27.6287	220.1831	1,105.15	57,467.80
03	0.0000	28.1504	224.3411	1,126.02	58,553.04
04	0.0000	28.6718	228.4952	1,146.87	59,637.24
05	0.0000	29.2203	232.8664	1,168.81	60,778.12
06	0.0000	29.7693	237.2415	1,190.77	61,920.04
07	0.0000	30.3120	241.5669	1,212.48	63,048.96
08	0.0000	31.5244	251.2297	1,260.98	65,570.96

TOWN OF PLYMOUTH

SALARY TABLES



GRADE/ GROUP/BU
 EFF. DATE 07/01/2025 DPW DPW COBRA
 RANK OM4
 Change was made by 2.00000%
 No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE
00	1.00000	27.9720	222.9186	W WEEKLY	02	52.0000	.00	40.00	5.00	PC1
01	0.00000	28.5071	227.1822				1.118.88	58,181.76		
02	0.00000	29.0420	231.4458				1.140.28	59,294.56		
03	0.00000	29.5769	235.7095				1.161.68	60,407.36		
04	0.00000	30.1118	240.9732				1.183.08	61,549.28		
05	0.00000	30.6467	246.2369				1.205.48	62,691.20		
06	0.00000	31.1816	251.5006				1.228.88	63,891.88		
07	0.00000	31.7165	256.7643				1.251.28	65,060.32		
08	0.00000	32.2514	262.0280				1.273.68	66,262.40		

07/01/2025 DPW DPW COBRA OM5
 Change was made by 2.00000%
 No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE
00	1.00000	30.0027	239.1024	W WEEKLY	02	52.0000	.00	40.00	5.00	N
01	0.00000	30.5376	243.3661				1.200.11	62,405.72		
02	0.00000	31.0725	247.6298				1.223.51	63,603.28		
03	0.00000	31.6074	251.8935				1.246.91	64,802.40		
04	0.00000	32.1423	256.1572				1.269.31	66,002.96		
05	0.00000	32.6772	260.4209				1.293.71	67,205.40		
06	0.00000	33.2121	264.6846				1.318.11	68,408.28		
07	0.00000	33.7470	268.9483				1.342.51	69,611.20		
08	0.00000	34.2819	273.2120				1.366.91	70,814.72		

07/01/2025 DPW DPW COBRA OM6
 Change was made by 2.00000%
 No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE
00	1.00000	32.1975	256.5931	W WEEKLY	02	52.0000	.00	40.00	5.00	N
01	0.00000	32.7324	260.8568				1.287.90	66,970.80		
02	0.00000	33.2673	265.1205				1.312.30	68,226.60		
03	0.00000	33.8022	269.3842				1.337.70	69,539.60		
04	0.00000	34.3371	273.6479				1.363.10	70,881.20		
05	0.00000	34.8720	277.9116				1.388.50	72,221.76		
06	0.00000	35.4069	282.1753				1.415.76	73,619.52		
07	0.00000	35.9418	286.4390				1.441.97	74,982.44		
08	0.00000	36.4767	290.7027				1.468.17	76,385.36		

TOWN OF PLYMOUTH

SALARY TABLES



EFF. DATE	GRADE/	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/	HRS/	DAYS/	PERIOD	YEAR	USE
07/01/2025	DPW	COBRA	DPW	OM7	W	WEEKLY	02	52.0000	.00	40.00	5.00	261.00
Change was made by 2.0000%												
No dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY							
00	1.0000	34.4065	274.1974	1,376.26	71,565.52							
01	0.0000	35.0651	279.4452	1,402.60	72,935.20							
02	0.0000	35.7374	284.8046	1,429.50	74,334.00							
03	0.0000	36.4370	290.3792	1,457.48	75,788.96							
04	0.0000	37.1367	295.9557	1,485.47	77,244.44							
05	0.0000	37.8503	301.6418	1,514.01	78,728.52							
06	0.0000	38.5544	307.2543	1,542.18	80,193.36							
07	0.0000	39.2544	312.8618	1,570.36	81,658.16							
08	0.0000	40.0965	319.5430	1,603.86	83,400.72							

** END OF REPORT - Generated by JOANNE WALSH **

Report generated: 12/02/2024 08:51
 User: 1859jwalsh
 Program ID: pmgrstep

APPENDIX D

TOWN OF PLYMOUTH

SALARY TABLES



EFF. DATE 07/01/2026
 GROUP/BU DPW COBRA
 RANK OM1
 DESCRIPTION DPW OM1
 PAY BASIS
 H HOURLY
 FREQUENCY W WEEKLY
 PERIOD 52.0000
 DAYS/ YEAR 5.00
 HRS/ PERIOD 40.00
 HRS/ YEAR 261.00
 USE PCT N
 Change was made by 2.0000%
 No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	W WEEKLY	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	25.7745	205.4060	1,030.98	53,610.96	53,610.96
02	0.0000	26.2502	209.1974	1,050.01	54,600.52	54,600.52
03	0.0000	26.7400	213.1004	1,069.60	55,619.20	55,619.20
04	0.0000	27.2437	217.1149	1,089.75	56,667.00	56,667.00
05	0.0000	27.7476	221.1295	1,109.90	57,714.80	57,714.80
06	0.0000	28.2794	225.3692	1,131.18	58,821.36	58,821.36
07	0.0000	28.7914	229.4495	1,151.66	59,886.32	59,886.32
08	0.0000	29.9430	238.6262	1,197.72	62,281.44	62,281.44

07/01/2026 DPW COBRA OM2
 Change was made by 2.0000%
 No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	W WEEKLY	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	26.5982	212.7977	1,067.93	55,532.36	55,532.36
02	0.0000	27.4019	216.7822	1,088.08	56,580.16	56,580.16
03	0.0000	27.7936	220.7348	1,108.22	57,627.44	57,627.44
04	0.0000	28.2236	224.9229	1,128.34	58,704.88	58,704.88
05	0.0000	28.7552	229.1606	1,150.21	59,810.92	59,810.92
06	0.0000	29.3009	233.5099	1,172.04	60,946.08	60,946.08
07	0.0000	29.8334	237.7536	1,193.34	62,053.68	62,053.68
08	0.0000	31.0267	247.2630	1,241.07	64,535.64	64,535.64

07/01/2026 DPW COBRA OM3
 Change was made by 2.0000%
 No dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	W WEEKLY	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	27.6638	220.4621	1,106.55	57,540.60	57,540.60
02	0.0000	28.1813	224.5862	1,127.25	58,617.00	58,617.00
03	0.0000	28.7134	228.8279	1,148.54	59,724.08	59,724.08
04	0.0000	29.2452	233.0656	1,169.81	60,830.12	60,830.12
05	0.0000	29.8047	237.5244	1,192.19	61,993.88	61,993.88
06	0.0000	30.3647	241.9873	1,214.59	63,158.68	63,158.68
07	0.0000	30.9182	246.3983	1,236.73	64,309.96	64,309.96
08	0.0000	32.1549	256.2544	1,286.20	66,882.40	66,882.40

TOWN OF PLYMOUTH

SALARY TABLES



07/01/2026 DPW DPW COBRA OM4
Change was made by 2.0000%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	FREQUENCY	CALC	PERIODS DAY	PERIOD YEAR	HRS/ DAY	HRS/ YEAR	USE
00	1.0000	28.5314	227.3775	0.0000	02	52.0000	5.00	.00	261.00	N
01	0.0000	29.0772	231.7267	0.0000	02	52.0000	5.00	.00	261.00	N
02	0.0000	29.6228	236.0740	0.0000	02	52.0000	5.00	.00	261.00	N
03	0.0000	30.1684	240.4212	0.0000	02	52.0000	5.00	.00	261.00	N
04	0.0000	30.7140	244.7684	0.0000	02	52.0000	5.00	.00	261.00	N
05	0.0000	31.2596	249.1156	0.0000	02	52.0000	5.00	.00	261.00	N
06	0.0000	31.8052	253.4628	0.0000	02	52.0000	5.00	.00	261.00	N
07	0.0000	32.3508	257.8100	0.0000	02	52.0000	5.00	.00	261.00	N
08	0.0000	32.8964	262.1572	0.0000	02	52.0000	5.00	.00	261.00	N

07/01/2026 DPW DPW COBRA OM5
Change was made by 2.0000%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	FREQUENCY	CALC	PERIODS DAY	PERIOD YEAR	HRS/ DAY	HRS/ YEAR	USE
00	1.0000	30.6028	243.8840	0.0000	02	52.0000	5.00	.00	261.00	N
01	0.0000	31.1484	248.2312	0.0000	02	52.0000	5.00	.00	261.00	N
02	0.0000	31.6940	252.5784	0.0000	02	52.0000	5.00	.00	261.00	N
03	0.0000	32.2396	256.9256	0.0000	02	52.0000	5.00	.00	261.00	N
04	0.0000	32.7852	261.2728	0.0000	02	52.0000	5.00	.00	261.00	N
05	0.0000	33.3308	265.6200	0.0000	02	52.0000	5.00	.00	261.00	N
06	0.0000	33.8764	269.9672	0.0000	02	52.0000	5.00	.00	261.00	N
07	0.0000	34.4220	274.3144	0.0000	02	52.0000	5.00	.00	261.00	N
08	0.0000	34.9676	278.6616	0.0000	02	52.0000	5.00	.00	261.00	N

07/01/2026 DPW DPW COBRA OM6
Change was made by 2.0000%
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	FREQUENCY	CALC	PERIODS DAY	PERIOD YEAR	HRS/ DAY	HRS/ YEAR	USE
00	1.0000	32.8415	261.7254	0.0000	02	52.0000	5.00	.00	261.00	N
01	0.0000	33.3871	266.0726	0.0000	02	52.0000	5.00	.00	261.00	N
02	0.0000	33.9327	270.4198	0.0000	02	52.0000	5.00	.00	261.00	N
03	0.0000	34.4783	274.7670	0.0000	02	52.0000	5.00	.00	261.00	N
04	0.0000	35.0239	279.1142	0.0000	02	52.0000	5.00	.00	261.00	N
05	0.0000	35.5695	283.4614	0.0000	02	52.0000	5.00	.00	261.00	N
06	0.0000	36.1151	287.8086	0.0000	02	52.0000	5.00	.00	261.00	N
07	0.0000	36.6607	292.1558	0.0000	02	52.0000	5.00	.00	261.00	N
08	0.0000	37.2063	296.5030	0.0000	02	52.0000	5.00	.00	261.00	N



TOWN OF PLYMOUTH

SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	PERIOD	HRS/ DAY	HRS/ PERIOD	DAYS/ YEAR	USE
07/01/2026	DPW	DPW COBRA	OM7	H HOURLY	W WEEKLY	02	52.0000	40.00	5.00	.00	261.00	N
Change was made by 2.0000%												
No dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY						
00	0.0000	35.0946	279.6803	1,403.78	0.00	0.00						
01	0.0000	35.7664	285.0357	1,430.56	72,996.56	72,996.56						
02	0.0000	36.4521	290.4987	1,458.08	74,394.32	74,394.32						
03	0.0000	37.1657	296.1868	1,486.53	75,820.16	75,820.16						
04	0.0000	37.8794	301.8749	1,515.18	77,304.76	77,304.76						
05	0.0000	38.6073	307.6746	1,544.29	78,789.36	78,789.36						
06	0.0000	39.3255	313.3986	1,573.02	80,303.08	80,303.08						
07	0.0000	40.0437	319.1474	1,602.00	81,797.04	81,797.04						
08	0.0000	40.7619	324.9111	1,631.24	83,291.04	83,291.04						

** END OF REPORT - Generated by JOANNE WALSH **

Report generated: 12/03/2024 08:51
User: 1829jwalsh
Program ID: pnrgrstep

APPENDIX E

**TOWN OF PLYMOUTH
HEALTH INSURANCE OPT-OUT PROGRAM
APPLICATION AND GUIDELINES FOR FY24-FY26**

Effective July 1, 2023, Town of Plymouth's employees may be eligible for a health insurance opt-out payment from the Town. Please read this form carefully, as it is important that you understand all the terms and conditions before applying.

Eligibility:

- 1) The program is available to active employees who are eligible for group health benefits through the Town of Plymouth.
- 2) You must currently be enrolled in the Town's health insurance program for a minimum of 2 consecutive years before requesting to opt out.
- 3) You must provide the Town with evidence that you and all your family members opting out of the Town's health insurance plan will have group creditable health coverage as required under the Affordable Care Act (ACA) and the Massachusetts Health Care Reform Law through a plan not offered by the Town of Plymouth. In other words, if both you and your spouse (or parent) are employed by the Town, you cannot drop your plan through the Town and enroll on your spouse's (or parent's) plan. To be eligible for the incentive payment you must be off the Town's health insurance plan completely and have credible coverage that complies with the ACA and Massachusetts Law.
- 4) The annual Opt-Out incentive payment will be:
 - o Individual Coverage - \$2,000
 - o Family Coverage - \$4,000
- 5) Opt-out incentive payments will be paid in July of the following fiscal year. {ex. If employee opted out for FY24 (July 1, 2023-June 30, 2024) payment will be made in July of 2024}
- 6) The incentive payment will not be considered part of, or included in, the employee's base pay, and will be subject to taxation.
- 7) If there is a qualifying event in which an employee who has opted-out needs to opt-back into the Town's insurance, the employee will not be eligible for the incentive.
- 8) Apart from a qualifying event, any employee who has opted-out can re-enroll in the Town's health insurance during any subsequent open enrollment period.
- 9) In order to participate in the opt-out program, employees will be required to fill out and submit this application yearly for the duration of this program. Applications must be submitted to the Human Resources Department by no later than June 1 at 4:00 PM and will serve as acknowledgement that employees have read and agree to comply with the terms and conditions of these guidelines. A copy of the application will be placed in the employee's personnel file.

This will be a pilot program from FY24-FY26 at which time will be reevaluated. The Town retains the right to continue to offer this program or not. If the Town decides not to offer the program, employees will be given an opportunity to get back onto the Town's health insurance plans if they choose.

Application - Plymouth Health Insurance Opt-out Program for FY24-FY26

Name: _____

Address: _____

Signature: _____ Date: _____

Approved:

Director of Human Resources - Town

Date