

**Collective Bargaining Agreement Between**  
**The City of Melrose**



**And the**  
**The Melrose Association of City Hall Employees**  
**MA Laborers District Council**  
**Laborers Local 272 Natick, MA**

**June 27, 2022 (FY 23)**

**Through**

**June 29, 2025 (FY25)**

*November, 2022*

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## City of Melrose

This Collective Bargaining Agreement (“Agreement”) is made and entered into as of the 27<sup>th</sup> day of June, 2022, by and between the City of Melrose (hereinafter sometimes referred to as the Employer”) and Local 272, the Melrose Association of City Hall Employees (hereinafter sometimes referred to as the “Association”).

This Agreement is designed to maintain and promote a harmonious relationship between the City and such of its employees who are within the provisions of this Agreement, in order that more effective and progressive public service may be rendered to the citizens of the City.

The base wage increases shall be as follows:

- Effective June 27, 2022 all base wages shall increase by 2%;
- Effective July 3, 2023 all base wages shall increase by 1.75%;
- Effective July 1, 2024 all base wages shall increase by 1.75%.

Effective July 3, 2023, the salary schedule shall be amended to create a new Step 15, which shall be 2% higher than the current Step 14.

Effective July 1, 2024, the parties’ salary schedule will be amended to create a new Step 16, which shall be 2% higher than Step 15.

Effective June 27, 2022 Elementary School Nurses will be moved from Group 13 to Group 14 at the step closest to but not lower than their current rate of pay.

Effective June 27, 2022 all jobs listed in Group 9 will be moved to Group 10 at the step closest to but not lower than their current rate of pay

Step increases will be effective as of the Employee’s anniversary date. Any review process will be conducted and completed by the Department Head 2 weeks prior to anniversary date. If the step raise is authorized it will be processed with payroll and paid during the week of the anniversary date.

## **ARTICLE 1. RECOGNITION AND BARGAINING UNIT**

This Employer recognizes the Association as the exclusive representative for the purposes of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment for all regular full-time and regular part-time employees employed by the City of Melrose at City Hall and those employees covered by this agreement whose offices are located outside of City Hall, including Secretaries, Head Clerks, Senior Clerks, Senior Account Clerks, Senior Account Clerks A, Senior Account Clerks B, Senior Account Clerks C, Senior Account Clerks D, Senior Account Clerks A/P, Senior Account Clerks P/R, Clerks, Machine Billing Operators, Principal Clerks, Senior Engineer Aids, Junior Civil Engineers, Code Enforcement Inspectors, Sanitary Inspectors, Public Health Nurses, Staff Engineer, Environmental and Outreach Coordinator, Construction Inspector, Administrative Clerk for Water Billing and Engineering, Social Services Coordinator, Senior Environmental Health Specialist, Assistant Assessor, Council On Aging Outreach Worker, and Accounting Manager/Analysts, excluding the Secretary to the Mayor, Secretary to the Police Chief, Clerk to the Fire Chief, Library Pages, Custodians, Clerk of Committees, Assistant Civil Engineer, Assistant Treasurer-Collector, Wire Inspector/Alarm Superintendent, Park Superintendent, Assessors, Director of Veteran Services, Director of Human Resources, Executive Director of Council On Aging, Director of Inspectional Services, Treasurer-Collector, City Auditor, City Clerk, Public Works Superintendent, City Planner, all employees represented in other bargaining units and all managerial, confidential, supervisory and casual employees and all other employees.

## **ARTICLE 2. ASSOCIATION REPRESENTATIVE TIME AWAY**

All A.C.H.E. bargaining committee members shall be granted reasonable time off during work hours to investigate and act on grievances, to attend negotiation sessions, and to correspond with the membership, without loss of pay. Permission for such time shall not be unreasonably withheld by the representative Department Head.

## **ARTICLE 3. MANAGEMENT RIGHTS**

Except as otherwise expressly and specifically provided in this Agreement, the supervision, management and control of the Employer's operations, working force and facilities are exclusively vested in the Employer. Without in any way limiting the generality of the foregoing, the Employer has the right to plan, direct and control the Employer's operations and working force, to hire, transfer, promote, assign and lay off employees, to demote, suspend, discharge, or take other disciplinary action against employees for just cause, to evaluate employees, to determine the hourly, daily and weekly schedule of employment, the work tasks and standards, to determine what work is to be performed, when it is to be performed, and by whom, and the extent to which it may have things done by its own equipment, facilities and employees or by others, to make, administer and enforce work rules and regulations, to take whatever action may be

necessary to carry out its work in situations of emergency, all such rights being vested exclusively in the Employer.

Any and all rights, powers and authorities which the Employer had prior to entering into this collective bargaining agreement are retained by the Employer, except as modified by this Agreement.

Nothing contained in this Agreement is to be construed as in any way granting or waiving rights or responsibilities of the Employer which may not be granted or waived by the Employer under the statutes of the Commonwealth of Massachusetts.

Without limiting the Management rights expressed herein, the City shall have the right but not the obligation, when hiring employees, to set their pay at step one through four in the level/group applicable to the position.

#### **ARTICLE 4. NON-DISCRIMINATION**

The City and the Association agree that they will not discriminate against any employee with respect to promotion, assignment or any other matter on the basis of race, color, religion, creed, age, sex (including pregnancy, sexual orientation, or gender identity), national origin, marital status, disability, age, genetic information, military status and any other characteristic protected by law. The provisions of this agreement shall apply equally to all employees.

All references to employees in this Agreement designate both sexes and whenever the male gender is used it shall be construed to include all employees.

#### **ARTICLE 5. UNION DUES**

During the life of this Agreement and in accordance with the terms of the form of authorization of check off of Union Dues hereinafter set forth in Appendix A, the Employer agrees to deduct Association membership dues levied in accordance with the Constitution and By-laws of the Association from the weekly pay of each employee who shall authorize it by the signing and furnishing to it of such check off dues form, and remit the aggregate amount to the Treasurer of the Association, together with a list of employees from whom said dues have been deducted. Such remittance shall be made on or about the 10<sup>th</sup> day of the month succeeding that in which the deductions were made. The Association will notify the Employer of the name and address of the Treasurer of the Association, (and such notification shall bear the signature of the President and Recording Secretary of the Association). The Employer shall be notified by the same method.

The Association shall indemnify and hold the Employer harmless against any and all claims, demands, suits or other forms of liability which may arise by reason of any action taken in making deductions and remitting the same to the Association pursuant to the provisions of this Article.

The parties agreed that this contract may be reopened for the sole purpose of allowing remission of union dues to laborers International Union of North America.

## **ARTICLE 6. AGENCY SERVICE FEE**

Subject to the terms and conditions of M.G.L. Chapter 150E, Section 12, and the rules and regulations of the State Labor Relations Commission in connection therewith, bargaining unit employees who do not choose to become members of the Association and to maintain their membership in good standing shall be required, as a condition of employment during the life of this Agreement, to pay to the Association on or after the thirtieth day following the beginning of their employment or the effective date of this Agreement, whichever is later, an Agency Service Fee as set forth in Appendix B in an amount equal to the amount required to become a member and remain a member in good standing of the Association and its affiliates to or from which membership dues or per capita fees are paid or received.

The Association shall indemnify and save harmless the City of Melrose against any and all claims, demands, suits or other forms of liability which may arise by reason of any action taken by the City in connection with or pursuant to this Article.

## **ARTICLE 7. GRIEVANCE PROCEDURE**

Any grievance, which may arise between the parties hereto, shall be presented in the following manner and order and within the time limits set forth herein. A grievance is defined as a claim concerning the meaning or application of any of the specific provisions of this Agreement.

**STEP 1:** The employee, or a representative of the Association, shall take up the grievance with the employee's Department Head within seven (7) working days of the date of the grievance or of the date the employee first knew or should have known of its occurrence. Such grievance shall be submitted in writing (A.C.H.E. Union Grievance Form, Appendix C) and shall set forth the facts relied upon, the section of the Agreement allegedly being violated, the remedy sought, and shall be signed by the grieving employee. The Department Head shall attempt to adjust the matter and shall respond to the employee with seven (7) working days after the submission of the grievance to him in Step 1.

**STEP 2:** If the grievance has not been settled in Step 1, it shall be taken up with the Mayor within seven (7) working days after the Department Head's response is due or received, whichever is earlier. Such grievance shall be submitted in writing (A.C.H.E. Union Grievance Form, Appendix C). The Mayor, or the Mayor's designated representative, shall meet with the Association within ten (10) days from the time the Grievance is presented, and the Mayor, or the Mayor's designated representative shall answer the grievance in writing within ten (10) days from the meeting.

**STEP 3:** If the grievance is unresolved, either party may, within fifteen (15) days after the reply of the Mayor is due or received, whichever is earlier, by written notice to the other, submit the grievance to arbitration.

The arbitrator shall be selected and the arbitration proceedings shall be conducted in accordance with the Voluntary Labor Arbitration Rules of the American Arbitration

Association. The arbitrator's authority shall be limited to matters involving the interpretation and application of the specific provisions of this Agreement. The arbitrator may not modify, amend, delete or add to the terms of this Agreement. Within the limits of the arbitrator's authority, the decision of the arbitrator, to the extent permitted by law, shall be final and binding. The Employer and the Association shall share the expenses of such arbitration equally.

If a grievance involving disciplinary action is arbitrated and the arbitrator finds that the imposition of the discipline was not for just cause, the arbitrator shall have the power to order reinstatement and back pay, appropriate fringe benefits and other privileges which would have inured to the employee had the employee not been so disciplined for such period as the arbitrator may deem equitable from the time of the award back to the time of the disciplinary action. Any award, which provides for a reinstatement with back pay, shall provide that to be deducted therefrom shall be all earnings of the employee from gainful employment and all payments of unemployment compensation during the period of the disciplinary action. Earnings from a job in existence and worked regularly by the employee prior to the imposition of discipline shall not be deducted provided the employee would have received such earnings even in the absence of such disciplinary action.

No employee shall have the right to require arbitration, the right being reserved to the Association and the Employer exclusively.

Failure to present a grievance within or advance it in accordance with any of the time limits specified shall be deemed waiver of the grievance. Failure of the Department Head or Mayor to reply to a grievance within the time limits specified shall constitute a denial of the grievance entitling the grievant to advance to the next step.

#### **ARTICLE 8. PROBATIONARY PERIOD**

Each new employee and each employee hired after a break in service shall be considered as a probationary employee until the employee shall have completed six (6) months of active employment. The summer months (July and August) do not count towards the probationary period for School Nurses. Probationary employees may be disciplined, discharged or otherwise terminated in the sole discretion of the Employer, and any such action shall not be subject to challenge.

#### **ARTICLE 9. JUST CAUSE**

##### **(A) Civil Service Employees**

The Employer agrees that it will not demote, suspend, discharge or take other disciplinary action against employees covered under M.G.L Chapter 31 Section 41 without just cause.

##### **(B) Non-Civil Service Employees**

The Employer agrees that it will not demote, suspend, discharge or take other



disciplinary action against permanent employees who have passed their probationary period without just cause.

(C) A civil service employee covered under M.G.L. Chapter 31, Section 41 (i.e., one who has passed his/her probationary period) who is suspended or discharged shall be entitled to pursue his/her civil service remedies or his/her grievance and arbitration remedies but not both. The election shall be made within seven (7) days of receipt of notice of hearing of suspension or suspension, as the case may be, or notice of hearing of dismissal.

(D) Association Employees have **Weingarten rights** only during investigatory interviews. An investigatory interview occurs when a supervisor questions an employee to obtain information which could be used as a basis for discipline or asks an employee to defend his or her conduct.

If an employee has a reasonable belief that discipline or other adverse consequences may result from what he or she says, the employee has the right to request union representation. Management is not required to inform the employee of his/her *Weingarten* rights; it is the employee's responsibility to know and request.

When the employee makes the request for a union representative to be present management has three options:

- (1) it can stop questioning until the representative arrives.
- (2) it can call off the interview or,
- (3) it can tell the employee that it will call off the interview unless the employee voluntarily gives up his/her rights to a union representative.

The representative has a right to assist and counsel workers during the interview.

The Supreme Court has also ruled that during an investigatory interview management must inform the union representative of the subject of the interrogation. The representative must also be allowed to speak privately with the employee before the interview. During the questioning, the representative can interrupt to clarify a question or to object to confusing or intimidating tactics.

While the interview is in progress the representative can not tell the employee what to say but he may advise them on how to answer a question. At the end of the interview the union representative can add information to support the employee's case.

#### **ARTICLE 10. HOURS OF WORK**

1. This Article defines the normal hours of work and shall not be construed as a guarantee of hours of work per day, per week or per year.
2. The regular scheduled work week for employees who fill full-time roles in City Hall Operations shall be thirty (30) hours per week. The regular scheduled work week for full-time School Nurse roles in in the Melrose Public Schools and Administrative and Engineering roles in the Department of Public Works, all roles in the City Clerk's Office within the bargaining unit, the Assistant Planner, Senior Environmental Health Specialist, Health Inspector, Public Health Nurse, Social

Services Coordinator and the Assistant Assessor shall be thirty-five (35) hours per week. The only exception is the Construction Inspector whose regular scheduled week is forty (40) hours per week. In the event of a lack of work, lack of money and or change of present working conditions, the Employers shall notify the Union thirty (30) days in advance so the parties may bargain the impacts of the changes.

3. The regular workday, for purposes of this Article, shall be the twenty-four (24) hour period beginning with the employees' regular starting time each day.
4. The Employer retains the right to establish and change for each employee the number of hours in the work day, the starting and quitting times, the number of hours in the work week, and the length of the work year provided, however, that no such change shall be made in an arbitrary or capricious manner.
5. Lunch shall be 60 minutes unless otherwise specified upon hire and shall be taken during the midpoint of the workday. The workweek shall remain at 30 hours per week, (unless changed in accordance with Article 10 (2). This provision is subject to appropriate changes to the Melrose Revised Ordinances.

## **ARTICLE 11. EXTRA TIME, OVERTIME & CALL IN PAY**

### **Section 1.**

Employees shall be paid overtime at the rate of one and one-half (1 ½) times their regular rate of pay for all work performed in excess of eight (8) hours in one (1) day or forty (40) hours in one (1) week, whichever is greater without duplication. Should an employee be required to attend a scheduled work event or meeting outside of regularly scheduled hours, they may upon mutual agreement between the employee and the Manager, shift their work schedule for the week in lieu of receiving overtime pay. This is only allowable when mutually agreed upon between the employee and the Manager.

### **Section 2.**

Whenever the words "extra time" are used in this Agreement, they shall mean the time during which the employee shall have been required to work in excess of their regularly scheduled hours but not more than eight (8) hours in one (1) day or forty (40) hours in one week.

### **Section 3.**

Extra time shall be paid at the employee's straight-time rate.

### **Section 4.**

It is recognized that the assignment of extra time and overtime work is the function of the Employer in keeping with its responsibility for meeting its obligations. Subject to the requirements of the Employer, such work will be assigned on an equitable basis to qualified, dependable employees who ordinarily perform such work in the normal course of their work week in accordance with their skills and familiarity with the work as

determined by the Employer or its designated representative. The time from which an employee has been excused from extra time or overtime work shall be considered in determining whether, as to him/her, there has been an equitable division of extra time or overtime. The Employer or its designated representative shall keep records of the extra time or overtime worked. In the case of a grievance involving such records, they shall be subject to examination by the Association with the appropriate Department Head. Assignment of overtime and/or extra time as provided above shall first be on a voluntary basis. In the event that the Employer or its representatives determine that there are not a sufficient number of qualified volunteers, overtime and/or extra time shall be mandatory in the inverse order of seniority among the qualified employees.

#### Section 5.

If an employee is called to work other than for the normal work schedule, they shall be paid for four (4) hours minimum at the rate of one and one-half (1 ½) times the regular rate of pay.

#### Section 6. Essential Employees, Department of Public Works

Given the responsibilities of the Department of Public Works, and the need to respond to emergencies in our community (weather or otherwise) certain positions in the department are considered Essential and are expected to be available for overtime assignments. They include but are not limited to:

- Construction Inspector
- Senior Account Clerks
- Administrative Clerk for Water Billing and Engineering
- Resident Services Representative
- Environmental and Outreach Coordinator

It is recognized that the assignment of overtime work is the function of the City in keeping with its responsibility for meeting its obligations to the citizens of the community. Employees covered by this agreement shall be expected to perform a reasonable amount of overtime work unless excused for good cause, to be determined by the Department Head.

When the Mayor declares a state of emergency overtime is mandatory. The City will give twenty-four hours' notice for planned overtime assignments when practically possible.

Essential Employees called into work during an emergency, or when other departments may be closed, will be paid over-time during their regularly scheduled work hours and for any additional hours in accordance with Section 1, Article 11. Members in

other City departments who are required to work during an emergency shall be paid their over-time rate for hours worked while the emergency is in effect.

#### **ARTICLE 12. ITEMIZED DEDUCTIONS**

Association members will be paid weekly and an itemized voucher showing deductions made from weekly wages will be listed on the direct deposit advice.

#### **ARTICLE 13. DIRECT DEPOSIT**

The City shall have employee's wages sent directly to the banking establishment of the employee's choice.

#### **ARTICLE 14. SCHEDULES AND TUITION REIMBURSEMENT**

Employees shall be compensated in accordance with the pay schedule, classification schedule, and placement schedule attached hereto as Schedule A, B, and C.

The City will reimburse all bargaining unit employees for the costs associated with obtaining and maintaining state mandated and/or job required licenses, including course attendance, registration, cost to take an examination and recertification. This shall include payment for any Continuing Education Units (CEUS), and Professional Development Points (PDP) necessary for state mandated and/or job required licenses, which have been approved in advance by the Department Head. All reimbursements made hereunder shall be submitted to the employee's manager for approval prior to reimbursement. In order to be reimbursed, any submission must contain a copy of the updated license, and proof of payment.

#### **ARTICLE 15. LONGEVITY**

Except as hereinafter provided, additional compensation for continuous service with the City of Melrose shall be paid to regular full-time employees in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Lump-Sum Payment</u>
Five (5) years, but less than ten (10) years	\$ 775.00
Ten (10) years, but less than fifteen (15) years	\$ 975.00
Fifteen (15) years, but less than twenty (20) years	\$1,175.00
Twenty (20) years, but less than twenty-five (25) years	\$1,530.00
Twenty-five (25) years but less than twenty-nine (29) years	\$1,950.00
Twenty-nine (29) years or more	\$2,500.00

Permanent part-time bargaining unit employees, who work a scheduled twenty (20) hours per week or more, shall be entitled to longevity payments listed herein on a pro rate basis.

The determination of an employee's length of service shall be based upon the number of full years of continuous service, to be computed as of December 31<sup>st</sup> of the allowance year. Payment may be made at any time during December of each year except that an eligible employee shall receive a pro-rated longevity allowance when an employee terminates his/her employment with the City. Said proration shall be based upon the time from the proceeding December 31<sup>st</sup> of the allowance year to the date of his/her termination.

## **ARTICLE 16. SICK LEAVE, MEDICAL DAY, SICK LEAVE BANK & PERSONAL DAY**

### **Section 1. Sick Leave**

Regular full-time employees shall accrue sick leave at the rate of 1 1/12 days per month of service, maximum of thirteen (13) per year, one (1) of which shall be donated to fund a sick leave bank. Sick Leave accruals shall be prorated based on the numbers of hours worked per week. Any days used prior to completing six (6) months of service shall be paid back by the employee (deduction from paycheck) in the event that the employee quits or is terminated prior to completing six (6) months of service.

Days of sick leave, which are unused in any particular year, may be accumulated for use in any subsequent year up to a maximum accumulation of two hundred and fifteen (215) days.

Upon receiving the maximum accumulation of sick leave all additional days shall be donated to the funding of the Sick Leave Bank, at which time any days of sick leave used during the subsequent year shall be subtracted from the maximum days. In no event will an employee be allowed to accumulate more than the maximum.

#### **Examples (Assumes 200 maximum)**

- a. Employee has 192 days accumulated at the end of 16 years of service. They go into the 17th year with 200 (8 new days). If during the 17th year the employee is out sick 5 days, they would end the year with 195 days accumulated.
- b. Employee has 200 days accumulated after 17 years of service. They go into the 18th year with 200. If during the 18th year the employee is out sick 15 days, they would end the year with 185 days accumulation.

Sick accruals are available to regular full-time employees to care for the employee's child (minor and adult), spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care.

Earned sick time can be used to care for the employee's own physical or mental illness, injury, or medical condition that requires home care, or professional medical diagnosis or care. Earned sick time can be used to address the psychological, physical or legal effects of domestic violence.

Employees may be required to obtain a doctor's certificate verifying illness or injury for themselves or immediate family member they are caring for, before the employee shall be entitled to sick leave as herein provided.

Whenever the employment of an employee covered by this Agreement is terminated by death or retirement, in accordance with M.G.L. Chapter 32, after twenty (20) or more years of continuous service in their Department such employee shall receive, subject to the conditions hereinafter provided, 25% of their unused accumulated sick leave days, up to a maximum of \$6,000. For the purpose of this section, a "day" shall mean 1/5<sup>th</sup> of the employee's regular weekly rate of pay at the time of said retirement or death.

## Section 2. Sick Leave Bank

(a) Effective January 1, 1994, a Sick Leave Bank (the "Bank") is hereby established for all permanent members of the Association's Bank, as defined below, whose accumulated sick leave has been exhausted due to a prolonged illness or injury.

(b) Once an employee accumulates a balance of twenty (20) days of sick leave as of December 31 of that calendar year, the employee shall, on January 1 of the next calendar year, be considered a "Permanent Member" of the Bank, and shall thereafter remain a member of the Bank and entitled to all benefits and subject to all the obligations thereof regardless of the number of sick days thereafter accumulated.

(c) Each permanent member of the Bank shall donate one (1) sick leave day each year to fund the Sick Bank, except in the case where an employee enters the new calendar year with the maximum accumulated sick days (215). In this case, the employee shall donate the entire thirteen (13) earned sick days for the subsequent year to the Sick Leave Bank for use by any permanent member of the bank. All part-time members of the Association working twenty (20) hours per week or more shall be included in this bank by means of relative percentage, which shall be computed by ratio comparison with the full time Association members.

(d) The sick leave bank shall be administered by a sick leave committee consisting of five (5) members. Two (2) members shall be designated by the Mayor and three (3) members shall be designated by the Association. The sick leave bank committee shall determine the eligibility for use of the bank and the amount of leave to be granted, if any. All decisions shall be by majority vote.

The following criteria shall be used by the sick leave committee in administering the bank and in determining eligibility and amounts of leave:

1. Adequate medical evidence of serious illness,
  2. Prior utilization of all eligible sick leave,
  3. Propriety in use of sick leave, (Persons who have a history of using more than half of their sick leave on average may be denied use of the bank by the Committee),
  4. Length of service.
- (e) The decision of the sick leave bank committee with respect to eligibility and entitlement shall be final and binding and not subject to appeal.
  - (f) No days may be withdrawn from the sick leave bank for use for any other illness other than a prolonged illness. Days may not be withdrawn to permit the individual to stay at home to care for other members of the family.
  - (g) The initial grant by the Sick Leave Bank Committee shall not exceed fifteen (15) days per employee for each request.
  - (h) Application for benefits shall be made in writing on the appropriate application form to the Sick Leave Bank Committee accompanied by a doctor's certificate as to the need for and anticipated extent of recovery time.

### Section 3. Sick Leave Incentive

Members of the Association shall be reimbursed for unused sick leave, regardless of whether they are Permanent Members of the Bank, providing they are actively employed on December 31, in accordance with the following schedule. The schedule is to be recorded using the current year's sick leave days. The employees "accumulated" days from previous years begin being used after the current sick leave days are exhausted, therefore, will not be reimbursed under this program. Payments shall be made no later than February 15 of each year, commencing in January of 2004. Payments are based on the December 31 balance of unused days, accumulated on January 1 of that year.

Employees receiving payment hereunder shall not have their sick leave charged.

In this section, "remaining unused days" refer to the "remaining unused days earned in that calendar year".

If employee uses:            No sick days (perfect attendance) = Employee receives \$75.00/day for remaining unused days.

Between 1% and 24.9% of available sick days = Receives \$50.00/day for remaining unused days.

Between 25% - 49.9% of available sick days =  
Receives \$40.00/day for remaining unused days.

Between 50% -74.9% of available sick days =  
Receives \$30.00/day for remaining unused days.

75% or more = zero reimbursement

In all instances, the applicable percentages shall be rounded down.

#### Section 4. Personal Leave

Members of the Association will be allowed to take three “personal days” per year. “Personal days” shall be calculated based on the numbers of hours worked per week. For the purposes of payroll administration personal days are converted into hours.

*Example:* An employee working 35 hours per week will get 21 hours personal time. An employee working 20 hours per week will get 12 hours of personal time, regardless of how their daily hours are scheduled.

Employees can only use the number of personal hours they have available in their accrual balance.

*Example:* A 35 hour employee (**A**) is scheduled to work three 9 hour days and one 8 hour day. Another 35 hour employee (**B**) is scheduled to work five 7 hour days. Both employees earn 21 hours of personal time on January 1 because both employees work 35 hours per week. The difference is that **employee A** will use 9 hours of personal time on their day off, and **employee B** will use 7 hours of personal time on their day off.

All requests for personal leave must be submitted to the Department Head for approval a minimum of twenty four (24) hours prior to the requested leave, except in unforeseen circumstances.

If an employee is hired January 1 – April 30, the employee receives 3 personal days in that calendar year.

If an employee is hired May 1 – August 31, the employee receives 2 personal days in that calendar year.

If an employee is hired September 1 – December 31, the employee receives 0 day in that calendar year.

In the next calendar year, after hire, the employee will receive three personal days per year. Personal days must be used in the year they are earned; they will not be transferred to the next calendar year.

### **ARTICLE 17. FAMILY AND MEDICAL LEAVE ACT**

This article will comply with the Federal Law, Family and Medical Leave Act. Employees are entitled to a leave of absence as provided by FMLA. Employees may



utilize sick leave benefits and are entitled to twelve (12) weeks of unpaid leave. Health Care benefits will be continued during the leave in accordance with Article 18. The employee is responsible for paying the employee portion of the benefits. The employee will be restored to their position upon their return to work from the leave of absence.

#### **ARTICLE 18. GROUP HEALTH AND LIFE INSURANCE**

The City of Melrose offers comprehensive Health Insurance plans to benefit eligible employees. Please visit the Human Resources Department for information about Plan Options, Rates, Eligibility Requirements, Co-Pays and Enrollment.

##### **Employer/Employee Contribution**

The City will pay a portion of the premium for an HMO/PSO plan on a monthly basis following the contribution schedule agreed upon in the PEC agreement while the employee will pay the employee portion of the total monthly premium as listed in the premium contribution schedule agreed upon in the PEC agreement. The City will pay 60% of the premium for the Indemnity Plan on a monthly basis, while the employee will pay 40% of the monthly premium.

The City requires 30 days advance payroll deductions for any new enrollment. New employees may enroll in health insurance on the 1<sup>st</sup> day of the month after 60 days of initial employment. If an employee does not select a plan during this time, s/he must wait until the Annual Open Enrollment Period to join. This Open Enrollment Period runs from mid-April through mid-May of each year, with an effective date of July 1.

New employees are entitled to contributions from the City of Melrose during the 60 day waiting period. Please visit the Human Resources Department for information about the Hiatus Period.

Employees are required to submit Health Insurance information, name changes, change of address or changes in dependent status to the Human Resources Department.

#### **ARTICLE 19. FUNERAL LEAVE**

In the event of death in the immediate family of an employee, they shall be granted leave with pay at the straight-time rate on the day of the funeral if the funeral occurs on a workday, and for a maximum of three scheduled workdays. The timing of such leave shall be coordinated with and approved by the Department Head. "Immediate family" of an employee is defined as spouse, mother, father, son, daughter, grandparents, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandchild or household member.

Further, an employee shall be granted leave with pay at the employee's straight hourly rate on the day of the funeral to attend the funeral of the following relatives: sister-in-law, brother-in-law, niece, nephew, aunts or uncles.

## **ARTICLE 20. VACATIONS**

### **Section 1. Eligibility**

All regular full-time employees shall be entitled to vacation pay, subject to the terms and conditions hereinafter provided, in accordance with the following schedule. Vacation accruals shall be prorated based on the numbers of hours worked per week.

Length of continuous service as of  
Anniversary date of employment:

Amount of  
Vacation

During the first year of continuous service  
(this vacation time does not accrue and cannot  
be used until the employee has completed six  
months of continuous employment)

One (1) week

New employees will receive additional vacation days in the month of their first year anniversary, with such vacation days to be used before the end of the calendar year, according to the following schedule:

<u>Anniversary Month</u>	<u># of days</u>
January	10
February	10
March	10
April	9
May	8
June	7
July	6
August	5
September	4
October	3
November	2
December	1

Thereafter the new employee shall receive his/her allotment of vacation days **on January 1** of each calendar year according to the following:

More than one (1) year or of continuous  
service but less than four (4) years

Two (2) weeks

More than four (4) year or of continuous  
service but less than eight (8) years

Three (3) weeks

More than eight (8) years or of continuous  
service but less than fifteen (15) years

Four (4) weeks

More than fifteen (15) years or of continuous  
Service

Five (5) weeks

Members of the Association will be allowed to carryover the equivalent of (7) days into the following calendar year, providing that the employee uses said time prior to August 31, with the approval of the respective Department Head.

#### Section 2. Scheduling

Vacations shall be scheduled by the heads of the respective departments and will be subject to the approval of your supervisor. Requests for three or more vacation days must be made in writing with seven (7) calendars day notice. The scheduling and approval of vacation will be in accordance with seniority amongst working units only when employees are requesting the same vacation time and submit them for review at the same time.

#### Section 3. Rate of Pay

Pay for vacation shall be at the regular straight-time base rate of the employee at the time of taking their vacation.

#### Section 4. Payment upon Termination

In accordance with Section 111E of Chapter 41 of the General Laws, whenever employment of an employee subject to this agreement is terminated during a year by dismissal through no fault or delinquency on the employee's part or by resignation, retirement or death, without the employee having been granted the vacation to which they are entitled under this article, they, or in the case of their death, their estate shall be paid, at the regular rate of compensation payable to them at the termination of their employment, an amount in lieu of such vacation; provided, that no monetary or other allowance has already been made therefore.

### **ARTICLE 21. HOLIDAYS**

#### Section 1. Eligibility

Every regular full-time employee in the employ of the City shall be paid one (1) day's pay at their regular straight-time hourly rate for each designated holiday, or for each day following a holiday when the holiday falls on a Sunday; such payment to be based on

the number of hours regularly worked by them, on the day on which the holiday or day following occurs; provided, that such employee shall have worked or have satisfactorily presented him/herself for work, on the scheduled hours on the regular scheduled workday next preceding, and shall have worked the scheduled hours or have satisfactorily presented themselves for work, on the day regularly scheduled workday next following the holiday, or the day following a holiday when the holiday falls on a Sunday.

In the event the employee did not work the “day before” and or the “day after” a holiday as herein before provided due to illness or injury, such requirements may be waived by the employee’s department head or designee.

The decision of the employee’s department head or designee whether or not to waive said requirement shall not be subject to challenge.

## Section 2. Designated Holidays

New Year’s Day	January 1
Martin Luther King, Jr.’s Birthday	3 <sup>rd</sup> Monday in January
President’s Day	3 <sup>rd</sup> Monday in February
Patriot’s Day	3 <sup>rd</sup> Monday in April
Memorial Day	Last Monday in May
Good Friday	
Juneteenth	June 19 <sup>th</sup>
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Indigenous Peoples’ Day	2 <sup>nd</sup> Monday in October
Veteran’s Day	
Wednesday before Thanksgiving	All offices close at 12:30 PM
Thanksgiving Day	
Friday immediately following Thanksgiving	
Christmas Day**	

\*\* Should Christmas Day fall on Thursday, all bargaining unit members will have Friday off with pay from work. Should Christmas Day Fall on a Tuesday, all bargaining unit members will have the Monday before off from work with pay.

Any days off in excess of the aforementioned fixed number of holidays, which days off may have been granted in the past, are the prerogative of the Mayor. In the event any such time off is not granted by the Mayor, such action is not challengeable.

If one of the designated holidays falls on a Saturday, it will be observed on a Friday. The employee will have Friday off. If the holiday falls on a Sunday, it will be observed on a Monday. The employee will have Monday off.

## **ARTICLE 22. LEAVES**

Any request for a leave of absence, whether paid or unpaid, shall be submitted in writing to the employee's Department Head. Any such request shall be subject to the approval of the employee's Department Head and the Director of Human Resources. Any denial thereof may be further reviewed by the Mayor, at the employee's request, and the Mayor's decision shall be final and not subject to further challenge.

## **ARTICLE 23. MILEAGE ALLOWANCE**

All City employees who are eligible for and entitled to Mileage Reimbursement must complete a log of all miles traveled including related expenses for tolls, parking, etc. The City will reimburse for these expenses at the current IRS standards.

## **ARTICLE 24. TEMPORARY ASSIGNMENT**

In the event that an employee is temporarily assigned by his/her department head to perform the duties of a person in a higher rated job and so performs such duties for a period of at least five (5) consecutive days, they shall receive commencing on the sixth (6<sup>th</sup>) day but retroactive from the first day, compensation for such service at the minimum of the job rate range of the higher rated job, or in the event such minimum is lower than the employee's then regular job rate, at the next step in the higher rated job as will be above the employee's then regular job rate.

Such compensation shall continue so long as the employee continues to perform the duties of the higher rated job. It is understood that upon return by the employee to their regular duties, the increase in compensation provided for in this Article shall terminate. It is further understood that the aforementioned five (5) consecutive days requirement for the entitlement to the increase in compensation must be satisfied each time the employee is temporarily assigned to perform the duties of the higher rated job.

## **ARTICLE 25. STRIKES**

It shall be unlawful for any employee to engage in, induce, or encourage any strike, work stoppage, slowdown, or withholding of services by such employee.

## **ARTICLE 26. HARASSMENT**

No Department Head or employee shall at any time publicly degrade or make negative statements pertaining to abilities or intelligence of the employee.

A mutual level of respect shall be maintained at all times in order to ensure a high level of professionalism at City Hall.

It is the policy of the City to comply with applicable state and federal laws regarding equal opportunity in employment, and, in particular, laws prohibiting sexual harassment in the workplace. The following statement of the City's sexual harassment policy applies to all city departments other than the school committee, which has its own statement of policy.

Verbal or physical behavior toward a fellow employee of the City is forbidden if it constitutes unsolicited or unwelcome sexual overtures or conduct. Examples are sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of such conduct or communication is either an implicit or explicit term or a condition of employment, or is used as the basis for making employment decisions.

Any unwelcome or sexual conduct or communications which has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive work environment is prohibited.

Sexual harassment can take the form of verbal abuse, such as sexual insults, sexually suggestive comments, demand for sexual relations, and sexual jokes. It may entail physical touching or horseplay. It may take the form of visual materials such as cartoons, pictures, or photographs. It can occur between men or women, men and men, or women and women. Any employee who believes that he or she is the subject of sexual harassment should immediately report the conduct to his or her supervisor, or the sexual harassment officer appointed by the Mayor. That person will investigate every complaint and attempt to facilitate a resolution. If the employee's supervisor or the sexual harassment officer is the source of the alleged harassment, the employee should report the problem directly to the Human Resources Director.

All reports of harassment will be investigated promptly and in an impartial and as confidential manner as possible. If an employee is found, after appropriate investigation, to have engaged in sexual harassment of another employee, he or she will be subject to disciplinary action, up to and including discharge, depending on the circumstances.

A written grievance should state the nature of the claim, the names of the employees involved, and the relief requested.

No employee will be subject to any form of coercion, intimidation, retaliation, interference, or discrimination for making a sexual harassment report.

City employees who are union members may also make their complaints directly to their union representative, who will then deal with the City.

City employees covered by the Civil Service Statute will be dealt with in accordance with the requirements of the statute.

## **ARTICLE 27. EFFECT OF AGREEMENT**

### **Section 1.**

This instrument constitutes the entire agreement of the Employer and the Union arrived at as a result of collective bargaining negotiations, except such amendments hereto as shall have been reduced to writing and signed by the Parties.

### **Section 2.**

The waiver of any breach of condition of this Agreement by any party shall not constitute

a precedent with respect to future enforcement of all terms and conditions of this Agreement.

### Section 3.

No provisions of this Agreement shall be retroactive prior to the effective day of this Agreement unless otherwise specifically stated herein.

## **ARTICLE 28. LEGISLATION**

Should any of the terms and conditions of this Agreement be superceded or nullified or otherwise affected by any legislation, federal or state, City Ordinance, or Civil Service regulation, or should any provision of this Agreement be found to be in violation of any federal or state law, City Ordinance or civil service regulation by a court of competent jurisdiction, such other provisions of this Agreement as may not be affected thereby shall remain in full force and effect for the duration of this Agreement.

## **ARTICLE 29. BREACHES AND DEFAULTS**

The failure of the Union or the City to insist upon a strict performance of any of the terms conditions and covenants herein shall not be deemed a waiver of any rights or remedies that the Union or the City may have and shall not be deemed a waiver of any subsequent breach of default in the terms, conditions, and covenants therein contained.

## **ARTICLE 30. DURATION AND RENEWAL**

This Agreement shall become effective June 27, 2022 and shall continue in full force and effect until the end of fiscal year 2025, subject to funding each year by the Melrose City Council. Negotiations for a successor Agreement shall begin no later than thirty (30) days, but in no event earlier than January 1, 2025, after written notice by either party of its desire to commence negotiations for a successor Agreement. The Employer and the Association, upon receipt of said notice, shall make mutually satisfactory arrangements to engage in negotiations for a successor Agreement.

## **ARTICLE 31. SENIORITY, REDUCTION-IN-FORCE, RECALL**

Basic Concepts.

### 1. Seniority

- a. Length of continuous service dating from the employee's most recent date of hire. An authorized leave of absence shall not destroy continuity of service, but shall not be counted in determining the employee's length of continuous service.
- b. Part-time continuous service shall be equated to its full-time equivalent.

## 2. Reduction in Force

Step 1. Review made of employees in the affected job classification in the department involved. Qualifications being equal, the least senior employee shall be declared excess.

Step 2. Employees declared excess in step 1 shall have the right to “bump” employees with less seniority in the same or lower job groups provided their qualifications equal or exceed such employees (no upward bumping).

Step 1 and 2 are subject to Civil Service Law.

## 3. Recall

- a. Employees who have passed their probationary period shall have recall rights to vacant position(s) in the bargaining unit in their same grade level or lower provided they are qualified to fully perform the duties and responsibilities of such position at the time of the recall (no training period other than reasonable familiarization training).
- b. The employees’ right of recall, unless sooner terminated as hereinafter provided, shall be for one year from the date of their termination.
- c. Recall notices shall be sent by certified or registered mail to the employee’s last known address as appearing on the records at City Hall (or hand delivered with receipt obtained at such address). The employees shall have ten (10) days from the date of such mailing (or delivery) to accept the recall. In the event the employee fails to accept the recall (except as hereinafter provided), all recall rights shall terminate.
- d. Seniority shall not accrue during the one year recall period.
- e. In the event they are recalled to a position in a lower grade or to a part-time position, or a temporary position, they shall have the right to refuse recall. They must still respond within the ten day period however, otherwise their recall rights shall terminate. After the third such refusal (lower grade and/or part-time or temporary position), their recall rights shall terminate.
- f. The right of recall, as herein provided, shall be subject to Civil Service Laws. For example, and without limitation, if another employee has the right to the position involved under Civil Service Laws, the right of recall provided hereunder is subject to such right.
- g. The decision as to whether the employee is “qualified” to perform the vacant job shall be the subject to challenge in arbitration.
- h. A copy of the notice of recall shall be sent to the Association.
- i. As between employees on recall the standard shall be “qualifications being equal”, seniority shall govern.



4. Qualifications

- a. Qualifications as used in this Article shall cover the following factors: experience, skill, training, performance (documented), and disciplinary record (documented) for the most recent three (3) year period.

**ARTICLE 32. SAVING CLAUSE**

If any article or section of this agreement, or any addendum thereto, should be held invalid by operation of law or by any court of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such court, the remainder of this agreement and addendum's shall not be affected thereby and shall remain in full force and effect.

**ARTICLE 33. FUNDING**

This Agreement is subject to its funding by Melrose City Council. The Mayor shall submit an appropriation to fund the cost items of the Agreement within thirty (30) days of the date of execution of this Agreement.

**ARTICLE 34. SCHOOL AND PUBLIC HEALTH NURSES**

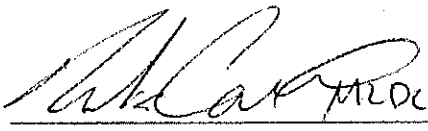
The parties agree that all attached addendums, side letters, and memorandums of agreement shall govern the Nurses.


**ARTICLE 35. PART-TIME EMPLOYEES**

In the case of a permanent, part-time employee, said member of the Association shall be paid on a pro-rated basis in accordance with the schedule in place for full-time members of the Association. In order to be eligible for Retirement and other benefits, part-time employees must work a minimum of twenty (20) hours per week for the City of Melrose. Employees working less than twenty (20) hours per week are not entitled to any of the benefits covered under this Agreement.



Signed this 2<sup>nd</sup> day of December, 2022

By:  12/2/22  
The Melrose Association of City Hall Employees  
MA Laborers District Council  
Laborers Local 272 Natick, MA

By:   
Paul Brodeur  
Mayor  
City of Melrose

**SCHEDULE A**  
**JOB CLASSIFICATION**

Revised September 13, 2022

**Group 15**

Public Health Nurse (Health and Human Services)  
Senior Environmental Health Specialist (Health and Human Services)

**Group 14**

Assistant Planner (Planning)  
Accounting Manager/GIS Analyst (Planning)  
Construction Inspector (DPW)  
Health Inspector (Health and Human Services)  
School Nurses, Middle School and High School (Health and Human Services)  
Elementary School Nurses (Health and Human Services)

**Group 13**

Social Services Coordinator (Health and COA)

**Group 12**

Assistant Assessor  
Election Administrator (Election/City Clerk)

**Group 11**

Head Clerk (Treasurer/Collector)  
Payroll Coordinator/Treasury Clerk (Treasurer/Collector)

**Group 10**

Head Clerk (Assessors)  
Executive Secretary (Parks/Mt. Hood)  
Administrative Assistant (Health and Human Services)  
Administrative Assistant/Program Coordinator (Council on Aging)  
Admin Clerk (Water/Sewer, DPW)  
Environmental and Outreach Coordinator (DPW)  
Resident Services Representative (DPW)  
Senior Account Clerk (Treasurer/Collector)  
Senior Account Clerk (City Clerk)  
Senior Account Clerk (Auditors)  
Senior Account Clerk (DPW)

**Group 9**

**Group 8**

**Group 7**

**ADDENDUMS, SIDE LETTERS, MEMORANDUMS OF AGREEMENTS**

## **Addendum Regarding School Nurses**

The City and the Melrose Association of City Hall Employees, recognizing that the School Nurses perform duties substantially different from the rest of the membership agree that the following provisions apply only to the school nurses and this addendum shall control in the event of any conflict between its terms and those set forth in the text of this agreement.

### **Hours of Work**

- (1) The full-time School Nurses shall work a thirty-five (35) hour work week during the academic year. They shall also work three days immediately preceding the opening of school, and two days immediately following the end of the academic year (said days shall not include Saturdays or Sundays). Work shall be performed onsite unless cleared with Supervisor in advance.
- (2) The regular work day for school nurses assigned to the high school, middle school, or Franklin Kindergarten shall be 8:00AM to 3:30PM during the academic year. This includes half hour unpaid lunch. The lunch period may be taken at the end of the day to leave early at 3:00PM.

The regular work-day for school nurses assigned to all other elementary schools, shall be 7:45AM to 3:15PM. This includes half hour unpaid lunch. The lunch period may be taken at the end of the day to leave early at 2:45PM.

The Employer retains the right to establish and change for each employee the starting and quitting times of each day, provided, however, that no such change shall be made in an arbitrary and capricious manner.

- (3) Mandatory staff meetings, which occur once a month during the academic year outside of regularly scheduled work hours, will be paid to each nurse at straight-time rate, in the week following the end of the academic year. One and a half days of time spent attending CEUs during the academic year, will be paid at straight-time rate to each nurse in the week following the end of the academic year.
- (4) The School Nurses shall work two flu clinics totaling not more than 6 hours during each academic year.
- (5) The School Nurses shall not work during the Melrose Public School vacations and holidays except as set forth herein.
- (6) This provision supersedes the provisions of Article 10 of the Collective Bargaining Agreement (hereinafter the agreement).

### **Overtime**

The School Nurses will not be paid overtime as specified in Article 11, Section 5 of the Agreement.

### Vacations

The School Nurses, in consideration of not being required to work during the Public School Vacation Period shall not receive any vacation as set forth in Article 20 of the agreement.

### Personal Days

Any unused personal days as of December 31 may be carried over through June 30th of the following year.

### Clothing Allowance:

Effective July 1, 2023 (FY24), every permanent full-time School Nurse shall receive an annual clothing allowance of \$400.00. Said allowance shall be paid in one (1) installment, on or about the first paycheck of the school year. Employees who are out of work on workers' compensation, medical leave and/or are in their initial new employee probationary period will not receive any clothing allowance benefits until they return to full-time work status, or are in a non-probationary status at the start of the school year.

### Mileage Allowance

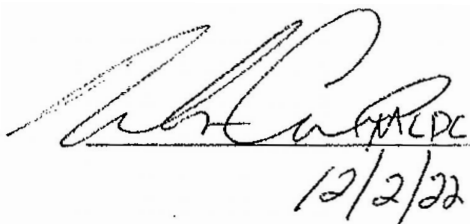
The School Nurses will receive a mileage reimbursement for any miles traveled during the workday at current City reimbursement rate; said allowance shall not apply to miles traveled for commuting between home and the workplace.

### Rates of Pay

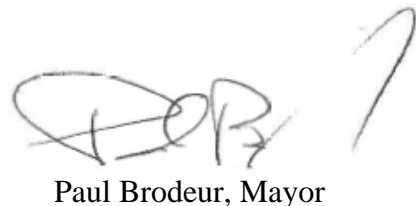
The School Nurses are paid according to the Association of City Hall Employee's Salary Schedule B.

In witness hereof, the City of Melrose and The Melrose Association of City Hall Employees MA Laborers District Council, Laborers Local 272 Natick MA have caused this Agreement to be signed, executed and delivered on the \_\_\_ day of December, 2022.

**Melrose Association  
of City Hall Employees  
MA Laborers District  
Council, Laborers Local  
272 Natick, MA**



**City of Melrose**



Paul Brodeur, Mayor

## Memorandum of Agreement

Between the City of Melrose and the Association of City Hall Employees on June 10, 2003 regarding Article 14, Tuition Reimbursement.

In Fiscal Year 2004, the Employer agrees to fund up to Three Thousand (\$3,000) for the Association, which funds shall cover all of the employees. The Employer agrees to consider additional funds up to Five Thousand (\$5,000) on a case by case basis.

Other than as stated in this agreement, Article 14's existing tuition practices shall remain the same.

Signed this tenth day of June, 2003

City of Melrose

By: Marianne Long

Marianne Long, Human Resources Director  
Hereunto Duly Authorized

Association of City Hall Employees

By: Rick Cantone

Rick Cantone, Union President  
Hereunto Duly Authorized

## Memorandum of Agreement

Between the City of Melrose and the Association of City Hall Employees on November 2, 2001, regarding Article 16, Section 4, Personal Days.

### New Employee Accrual Set-up/Personal Time

If an employee is hired January 1 – April 30, the employee receives 2 personal days in that calendar year.


If an employee is hired May 1 – August 31, the employee receives 1 personal day in that calendar year.

If an employee is hired September 1 – December 31, the employee receives 0 days in that calendar year.

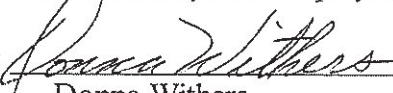
In the next calendar year, after hire, the employee will receive two personal days per year. Personal days must be used in the year they are earned, they will not be transferred to the next calendar year.

Signed this 6<sup>th</sup> day of November, 2001

City of Melrose

By:   
Richard D. Lyons, Mayor  
Hereunto Duly Authorized

Association of City Hall Employees

By:   
Donna Withers  
Hereunto Duly Authorized





A.C.H.E  
*Association of City Hall Employees*

MELROSE CITY HALL

**AUTHORIZATION FORM FOR UNION DUES**

BY: \_\_\_\_\_  
(Name of employee - Please Print)

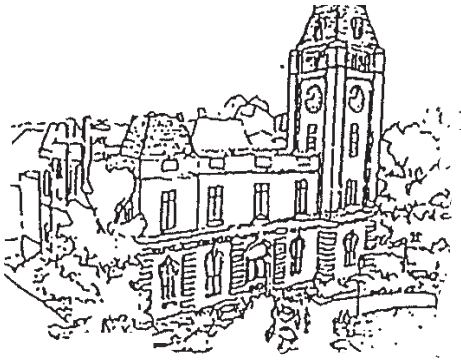
TO: \_\_\_\_\_ CITY OF MELROSE \_\_\_\_\_

Effective \_\_\_\_\_, I hereby request and authorize you to deduct from my earnings each week, the amount of \$ \_\_\_\_\_. This amount shall be paid to the treasurer of the Association of City Hall Employees and represents payment of my Union Dues. I further authorize any change in the amount to be deducted which is certified by the above named employee organization as a uniform change in its Union Dues structure.

This authorization shall remain in effect unless terminated by me upon sixty days advance written notice to the Union and the Employer [City of Melrose] or upon termination of my employment.

DATE: \_\_\_\_\_ Signature: \_\_\_\_\_

CITY OF MELROSE and  
MELROSE ASSOCIATION OF CITY HALL EMPLOYEES  
COLLECTIVE BARGAINING AGREEMENT 2000-2003



A.C.H.E  
*Association of City Hall Employees*

MELROSE CITY HALL

## AUTHORIZATION FORM FOR AGENCY SERVICE FEE

BY: \_\_\_\_\_  
(Name of Employee - Please Print)

TO: \_\_\_\_\_ CITY OF MELROSE \_\_\_\_\_

Effective \_\_\_\_\_, I hereby request and authorize you to deduct from my earnings each week, the amount of \$ \_\_\_\_\_. This amount shall be paid to the treasurer of the Association of City Hall Employees and represents payment of my Agency Service Fee. I further authorize any change in the amount to be deducted which is certified by the above named employee organization as a uniform change in its Agency Service Fee structure.

This authorization shall remain in effect unless terminated by me upon advance written notice to the Union and the Employer (City of Melrose) or upon termination of my employment.

DATE: \_\_\_\_\_ Signature: \_\_\_\_\_



A.C.H.E  
*Association of City Hall Employees*

MELROSE CITY HALL

## A.C.H.E GRIEVANCE FORM

DATE: \_\_\_\_\_

MEMBER FILING GRIEVANCE: \_\_\_\_\_

GRIEVANCE AGAINST:      CITY: \_\_\_\_\_      DEPARTMENT HEAD: \_\_\_\_\_

BRIEF DESCRIPTION OF GRIEVANCE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SECTION OF CONTRACT BEING ADHERED TO:

ARTICLE \_\_\_\_\_ PAGE \_\_\_\_\_

ACTION REQUESTED: \_\_\_\_\_  
\_\_\_\_\_

ACTIONS TAKEN: \_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED \_\_\_\_\_

## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
06/27/2022	LIUN LOCAL 272	10	LIUN-LEVEL10	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	25.8900	155.3400	776.70	40,388.40
02	0.0000	26.8017	160.8100	804.05	41,810.60
03	0.0000	27.7463	166.4780	832.39	43,284.28
04	0.0000	28.7129	172.2780	861.39	44,792.28
05	0.0000	29.7234	178.3400	891.70	46,368.40
06	0.0000	30.7671	184.6020	923.01	47,996.52
07	0.0000	31.8435	191.0620	955.31	49,676.12
08	0.0000	32.9529	197.7180	988.59	51,406.68
09	0.0000	34.1064	204.6380	1,023.19	53,205.88
10	0.0000	34.7872	208.7240	1,043.62	54,268.24
11	0.0000	35.4793	212.8760	1,064.38	55,347.76
12	0.0000	36.1933	217.1600	1,085.80	56,461.60
13	0.0000	36.9171	221.5020	1,107.51	57,590.52
14	0.0000	37.6554	225.9320	1,129.66	58,742.32

06/27/2022	LIUN LOCAL 272	11	LIUN-LEVEL11	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	27.4498	164.6980	823.49	42,821.48
02	0.0000	28.4164	170.4980	852.49	44,329.48
03	0.0000	29.4159	176.4960	882.48	45,888.96
04	0.0000	30.4265	182.5600	912.80	47,465.60
05	0.0000	31.4920	188.9520	944.76	49,127.52
06	0.0000	32.6014	195.6080	978.04	50,858.08
07	0.0000	33.7327	202.3960	1,011.98	52,622.96
08	0.0000	34.9191	209.5140	1,047.57	54,473.64
09	0.0000	36.1493	216.8960	1,084.48	56,392.96
10	0.0000	36.8633	221.1800	1,105.90	57,506.80
11	0.0000	37.6102	225.6620	1,128.31	58,672.12
12	0.0000	38.3571	230.1420	1,150.71	59,836.92
13	0.0000	39.1242	234.7460	1,173.73	61,033.96
14	0.0000	39.9068	239.4400	1,197.20	62,254.40

## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
06/27/2022	LIUN LOCAL 272	12	LIUN-LEVEL12	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	29.0974	174.5840	872.92	45,391.84
02	0.0000	30.1189	180.7140	903.57	46,985.64
03	0.0000	31.1733	187.0400	935.20	48,630.40
04	0.0000	32.2609	193.5660	967.83	50,327.16
05	0.0000	33.3923	200.3540	1,001.77	52,092.04
06	0.0000	34.5566	207.3400	1,036.70	53,908.40
07	0.0000	35.7649	214.5900	1,072.95	55,793.40
08	0.0000	37.0171	222.1020	1,110.51	57,746.52
09	0.0000	38.3243	229.9460	1,149.73	59,785.96
10	0.0000	39.0820	234.4920	1,172.46	60,967.92
11	0.0000	39.8620	239.1720	1,195.86	62,184.72
12	0.0000	40.6638	243.9820	1,219.91	63,435.32
13	0.0000	41.4771	248.8620	1,244.31	64,704.12
14	0.0000	42.3066	253.8400	1,269.20	65,998.40

06/27/2022	LIUN LOCAL 272	13	LIUN-LEVEL13	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	30.6461	183.8760	919.38	47,807.76
02	0.0000	31.7227	190.3360	951.68	49,487.36
03	0.0000	32.8321	196.9920	984.96	51,217.92
04	0.0000	33.9854	203.9120	1,019.56	53,017.12
05	0.0000	35.1716	211.0300	1,055.15	54,867.80
06	0.0000	36.4019	218.4120	1,092.06	56,787.12
07	0.0000	37.6760	226.0560	1,130.28	58,774.56
08	0.0000	38.9833	233.9000	1,169.50	60,814.00
09	0.0000	40.3453	242.0720	1,210.36	62,938.72
10	0.0000	41.1582	246.9500	1,234.75	64,207.00
11	0.0000	41.9820	251.8920	1,259.46	65,491.92
12	0.0000	42.8278	256.9660	1,284.83	66,811.16
13	0.0000	43.6843	262.1060	1,310.53	68,147.56
14	0.0000	44.5580	267.3480	1,336.74	69,510.48

## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
06/27/2022	LIUN LOCAL 272	14	LIUN-LEVEL14	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	32.7112	196.2680	981.34	51,029.68
02	0.0000	33.8646	203.1880	1,015.94	52,828.88
03	0.0000	35.0509	210.3060	1,051.53	54,679.56
04	0.0000	36.2812	217.6880	1,088.44	56,598.88
05	0.0000	37.5444	225.2660	1,126.33	58,569.16
06	0.0000	38.8515	233.1100	1,165.55	60,608.60
07	0.0000	40.2135	241.2820	1,206.41	62,733.32
08	0.0000	41.6305	249.7840	1,248.92	64,943.84
09	0.0000	43.0803	258.4820	1,292.41	67,205.32
10	0.0000	43.9482	263.6900	1,318.45	68,559.40
11	0.0000	44.8158	268.8940	1,344.47	69,912.44
12	0.0000	45.7166	274.3000	1,371.50	71,318.00
13	0.0000	46.6308	279.7840	1,398.92	72,743.84
14	0.0000	47.5634	285.3800	1,426.90	74,198.80

06/27/2022	LIUN LOCAL 272	15	LIUN-LEVEL15	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 2.0000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	35.6550	213.9300	1,069.65	55,621.80
02	0.0000	36.9072	221.4440	1,107.22	57,575.44
03	0.0000	38.1925	229.1560	1,145.78	59,580.56
04	0.0000	39.5435	237.2620	1,186.31	61,688.12
05	0.0000	40.9165	245.5000	1,227.50	63,830.00
06	0.0000	42.3444	254.0660	1,270.33	66,057.16
07	0.0000	43.8384	263.0300	1,315.15	68,387.80
08	0.0000	45.3651	272.1900	1,360.95	70,769.40
09	0.0000	46.9468	281.6800	1,408.40	73,236.80
10	0.0000	47.8916	287.3500	1,436.75	74,711.00
11	0.0000	48.8471	293.0820	1,465.41	76,201.32
12	0.0000	49.8358	299.0140	1,495.07	77,743.64
13	0.0000	50.8324	304.9940	1,524.97	79,298.44
14	0.0000	51.8490	311.0940	1,555.47	80,884.44

\*\* END OF REPORT - Generated by Polina Latta \*\*

## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/03/2023	LIUN LOCAL 272	10	LIUN-LEVEL10	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	26.3431	158.0580	790.29	41,095.08
02	0.0000	27.2707	163.6240	818.12	42,542.24
03	0.0000	28.2319	169.3920	846.96	44,041.92
04	0.0000	29.2154	175.2920	876.46	45,575.92
05	0.0000	30.2436	181.4620	907.31	47,180.12
06	0.0000	31.3055	187.8340	939.17	48,836.84
07	0.0000	32.4008	194.4040	972.02	50,545.04
08	0.0000	33.5296	201.1780	1,005.89	52,306.28
09	0.0000	34.7033	208.2200	1,041.10	54,137.20
10	0.0000	35.3960	212.3760	1,061.88	55,217.76
11	0.0000	36.1002	216.6020	1,083.01	56,316.52
12	0.0000	36.8267	220.9600	1,104.80	57,449.60
13	0.0000	37.5631	225.3780	1,126.89	58,598.28
14	0.0000	38.3144	229.8860	1,149.43	59,770.36
15	0.0000	39.0870	234.5220	1,172.61	60,975.72

07/03/2023	LIUN LOCAL 272	11	LIUN-LEVEL11	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	27.9302	167.5820	837.91	43,571.32
02	0.0000	28.9137	173.4820	867.41	45,105.32
03	0.0000	29.9307	179.5840	897.92	46,691.84
04	0.0000	30.9590	185.7540	928.77	48,296.04
05	0.0000	32.0431	192.2580	961.29	49,987.08
06	0.0000	33.1719	199.0320	995.16	51,748.32
07	0.0000	34.3230	205.9380	1,029.69	53,543.88
08	0.0000	35.5302	213.1820	1,065.91	55,427.32
09	0.0000	36.7819	220.6920	1,103.46	57,379.92
10	0.0000	37.5084	225.0500	1,125.25	58,513.00
11	0.0000	38.2684	229.6100	1,148.05	59,698.60
12	0.0000	39.0283	234.1700	1,170.85	60,884.20
13	0.0000	39.8089	238.8540	1,194.27	62,102.04
14	0.0000	40.6052	243.6320	1,218.16	63,344.32
15	0.0000	41.4173	248.5040	1,242.52	64,611.04

## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/03/2023	LIUN LOCAL 272	12	LIUN-LEVEL12	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	29.6066	177.6400	888.20	46,186.40
02	0.0000	30.6460	183.8760	919.38	47,807.76
03	0.0000	31.7188	190.3120	951.56	49,481.12
04	0.0000	32.8255	196.9540	984.77	51,208.04
05	0.0000	33.9767	203.8600	1,019.30	53,003.60
06	0.0000	35.1613	210.9680	1,054.84	54,851.68
07	0.0000	36.3908	218.3440	1,091.72	56,769.44
08	0.0000	37.6649	225.9900	1,129.95	58,757.40
09	0.0000	38.9950	233.9700	1,169.85	60,832.20
10	0.0000	39.7659	238.5960	1,192.98	62,034.96
11	0.0000	40.5596	243.3580	1,216.79	63,273.08
12	0.0000	41.3754	248.2520	1,241.26	64,545.52
13	0.0000	42.2029	253.2180	1,266.09	65,836.68
14	0.0000	43.0470	258.2820	1,291.41	67,153.32
15	0.0000	43.9079	263.4480	1,317.24	68,496.48

07/03/2023	LIUN LOCAL 272	13	LIUN-LEVEL13	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	31.1824	187.0940	935.47	48,644.44
02	0.0000	32.2778	193.6660	968.33	50,353.16
03	0.0000	33.4067	200.4400	1,002.20	52,114.40
04	0.0000	34.5801	207.4800	1,037.40	53,944.80
05	0.0000	35.7871	214.7220	1,073.61	55,827.72
06	0.0000	37.0389	222.2340	1,111.17	57,780.84
07	0.0000	38.3353	230.0120	1,150.06	59,803.12
08	0.0000	39.6655	237.9940	1,189.97	61,878.44
09	0.0000	41.0513	246.3080	1,231.54	64,040.08
10	0.0000	41.8785	251.2720	1,256.36	65,330.72
11	0.0000	42.7167	256.3000	1,281.50	66,638.00
12	0.0000	43.5773	261.4640	1,307.32	67,980.64
13	0.0000	44.4488	266.6920	1,333.46	69,339.92
14	0.0000	45.3378	272.0260	1,360.13	70,726.76
15	0.0000	46.2445	277.4680	1,387.34	72,141.68



## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/03/2023	LIUN LOCAL 272	14	LIUN-LEVEL14	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	33.2836	199.7020	998.51	51,922.52
02	0.0000	34.4572	206.7440	1,033.72	53,753.44
03	0.0000	35.6643	213.9860	1,069.93	55,636.36
04	0.0000	36.9161	221.4960	1,107.48	57,588.96
05	0.0000	38.2014	229.2080	1,146.04	59,594.08
06	0.0000	39.5314	237.1880	1,185.94	61,668.88
07	0.0000	40.9172	245.5040	1,227.52	63,831.04
08	0.0000	42.3590	254.1540	1,270.77	66,080.04
09	0.0000	43.8342	263.0060	1,315.03	68,381.56
10	0.0000	44.7173	268.3040	1,341.52	69,759.04
11	0.0000	45.6001	273.6000	1,368.00	71,136.00
12	0.0000	46.5166	279.1000	1,395.50	72,566.00
13	0.0000	47.4468	284.6800	1,423.40	74,016.80
14	0.0000	48.3958	290.3740	1,451.87	75,497.24
15	0.0000	49.3637	296.1820	1,480.91	77,007.32

07/03/2023	LIUN LOCAL 272	15	LIUN-LEVEL15	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	36.2790	217.6740	1,088.37	56,595.24
02	0.0000	37.5531	225.3180	1,126.59	58,582.68
03	0.0000	38.8609	233.1660	1,165.83	60,623.16
04	0.0000	40.2355	241.4140	1,207.07	62,767.64
05	0.0000	41.6325	249.7960	1,248.98	64,946.96
06	0.0000	43.0854	258.5120	1,292.56	67,213.12
07	0.0000	44.6056	267.6340	1,338.17	69,584.84
08	0.0000	46.1590	276.9540	1,384.77	72,008.04
09	0.0000	47.7684	286.6100	1,433.05	74,518.60
10	0.0000	48.7297	292.3780	1,461.89	76,018.28
11	0.0000	49.7019	298.2120	1,491.06	77,535.12
12	0.0000	50.7079	304.2480	1,521.24	79,104.48
13	0.0000	51.7220	310.3320	1,551.66	80,686.32
14	0.0000	52.7564	316.5380	1,582.69	82,299.88
15	0.0000	53.8115	322.8700	1,614.35	83,946.20

\*\* END OF REPORT - Generated by Polina Latta \*\*

## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2024	LIUN LOCAL 272	10	LIUN-LEVEL10	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	26.8041	160.8240	804.12	41,814.24
02	0.0000	27.7479	166.4880	832.44	43,286.88
03	0.0000	28.7260	172.3560	861.78	44,812.56
04	0.0000	29.7267	178.3600	891.80	46,373.60
05	0.0000	30.7729	184.6380	923.19	48,005.88
06	0.0000	31.8533	191.1200	955.60	49,691.20
07	0.0000	32.9678	197.8060	989.03	51,429.56
08	0.0000	34.1164	204.6980	1,023.49	53,221.48
09	0.0000	35.3106	211.8640	1,059.32	55,084.64
10	0.0000	36.0154	216.0920	1,080.46	56,183.92
11	0.0000	36.7320	220.3920	1,101.96	57,301.92
12	0.0000	37.4712	224.8280	1,124.14	58,455.28
13	0.0000	38.2205	229.3240	1,146.62	59,624.24
14	0.0000	38.9849	233.9100	1,169.55	60,816.60
15	0.0000	39.7710	238.6260	1,193.13	62,042.76
16	0.0000	40.5664	243.3980	1,216.99	63,283.48

07/01/2024	LIUN LOCAL 272	11	LIUN-LEVEL11	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	28.4190	170.5140	852.57	44,333.64
02	0.0000	29.4197	176.5180	882.59	45,894.68
03	0.0000	30.4545	182.7280	913.64	47,509.28
04	0.0000	31.5008	189.0040	945.02	49,141.04
05	0.0000	32.6039	195.6240	978.12	50,862.24
06	0.0000	33.7524	202.5140	1,012.57	52,653.64
07	0.0000	34.9237	209.5420	1,047.71	54,480.92
08	0.0000	36.1520	216.9120	1,084.56	56,397.12
09	0.0000	37.4256	224.5540	1,122.77	58,384.04
10	0.0000	38.1648	228.9880	1,144.94	59,536.88
11	0.0000	38.9381	233.6280	1,168.14	60,743.28
12	0.0000	39.7113	238.2680	1,191.34	61,949.68
13	0.0000	40.5056	243.0340	1,215.17	63,188.84
14	0.0000	41.3158	247.8940	1,239.47	64,452.44
15	0.0000	42.1421	252.8520	1,264.26	65,741.52
16	0.0000	42.9849	257.9100	1,289.55	67,056.60

## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2024	LIUN LOCAL 272	12	LIUN-LEVEL12	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	30.1247	180.7480	903.74	46,994.48
02	0.0000	31.1823	187.0940	935.47	48,644.44
03	0.0000	32.2739	193.6440	968.22	50,347.44
04	0.0000	33.3999	200.4000	1,002.00	52,104.00
05	0.0000	34.5713	207.4280	1,037.14	53,931.28
06	0.0000	35.7766	214.6600	1,073.30	55,811.60
07	0.0000	37.0276	222.1660	1,110.83	57,763.16
08	0.0000	38.3240	229.9440	1,149.72	59,785.44
09	0.0000	39.6774	238.0640	1,190.32	61,896.64
10	0.0000	40.4618	242.7700	1,213.85	63,120.20
11	0.0000	41.2694	247.6160	1,238.08	64,380.16
12	0.0000	42.0995	252.5980	1,262.99	65,675.48
13	0.0000	42.9415	257.6500	1,288.25	66,989.00
14	0.0000	43.8003	262.8020	1,314.01	68,328.52
15	0.0000	44.6763	268.0580	1,340.29	69,695.08
16	0.0000	45.5698	273.4180	1,367.09	71,088.68

07/01/2024	LIUN LOCAL 272	13	LIUN-LEVEL13	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	31.7281	190.3680	951.84	49,495.68
02	0.0000	32.8427	197.0560	985.28	51,234.56
03	0.0000	33.9913	203.9480	1,019.74	53,026.48
04	0.0000	35.1853	211.1120	1,055.56	54,889.12
05	0.0000	36.4134	218.4800	1,092.40	56,804.80
06	0.0000	37.6871	226.1220	1,130.61	58,791.72
07	0.0000	39.0062	234.0380	1,170.19	60,849.88
08	0.0000	40.3596	242.1580	1,210.79	62,961.08
09	0.0000	41.7697	250.6180	1,253.09	65,160.68
10	0.0000	42.6114	255.6680	1,278.34	66,473.68
11	0.0000	43.4642	260.7860	1,303.93	67,804.36
12	0.0000	44.3399	266.0400	1,330.20	69,170.40
13	0.0000	45.2267	271.3600	1,356.80	70,553.60
14	0.0000	46.1312	276.7880	1,383.94	71,964.88
15	0.0000	47.0538	282.3220	1,411.61	73,403.72
16	0.0000	47.9949	287.9700	1,439.85	74,872.20

## SALARY TABLES

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2024	LIUN LOCAL 272	14	LIUN-LEVEL14	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	33.8661	203.1960	1,015.98	52,830.96
02	0.0000	35.0602	210.3620	1,051.81	54,694.12
03	0.0000	36.2884	217.7300	1,088.65	56,609.80
04	0.0000	37.5621	225.3720	1,126.86	58,596.72
05	0.0000	38.8699	233.2200	1,166.10	60,637.20
06	0.0000	40.2232	241.3400	1,206.70	62,748.40
07	0.0000	41.6333	249.8000	1,249.00	64,948.00
08	0.0000	43.1003	258.6020	1,293.01	67,236.52
09	0.0000	44.6013	267.6080	1,338.04	69,578.08
10	0.0000	45.4999	273.0000	1,365.00	70,980.00
11	0.0000	46.3981	278.3880	1,391.94	72,380.88
12	0.0000	47.3306	283.9840	1,419.92	73,835.84
13	0.0000	48.2771	289.6620	1,448.31	75,312.12
14	0.0000	49.2427	295.4560	1,477.28	76,818.56
15	0.0000	50.2276	301.3660	1,506.83	78,355.16
16	0.0000	51.2321	307.3920	1,536.96	79,921.92

07/01/2024	LIUN LOCAL 272	15	LIUN-LEVEL15	H HOURLY	W WEEKLY	02	52.0000	6.00	30.00	5.00	1560.00	260.00	N
Change was made by 1.7500%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	36.9139	221.4840	1,107.42	57,585.84
02	0.0000	38.2103	229.2620	1,146.31	59,608.12
03	0.0000	39.5410	237.2460	1,186.23	61,683.96
04	0.0000	40.9396	245.6380	1,228.19	63,865.88
05	0.0000	42.3611	254.1660	1,270.83	66,083.16
06	0.0000	43.8394	263.0360	1,315.18	68,389.36
07	0.0000	45.3862	272.3180	1,361.59	70,802.68
08	0.0000	46.9668	281.8000	1,409.00	73,268.00
09	0.0000	48.6043	291.6260	1,458.13	75,822.76
10	0.0000	49.5825	297.4960	1,487.48	77,348.96
11	0.0000	50.5717	303.4300	1,517.15	78,891.80
12	0.0000	51.5953	309.5720	1,547.86	80,488.72
13	0.0000	52.6271	315.7620	1,578.81	82,098.12
14	0.0000	53.6796	322.0780	1,610.39	83,740.28
15	0.0000	54.7532	328.5200	1,642.60	85,415.20
16	0.0000	55.8483	335.0900	1,675.45	87,123.40

\*\* END OF REPORT - Generated by Polina Latta \*\*