

**WAKEFIELD LIBRARY**

**AGREEMENT**

**between**

**TOWN OF WAKEFIELD**

**and**

**LUCIUS BEEBE MEMORIAL LIBRARY STAFF ASSOCIATION  
MASSACHUSETTS LIBRARY STAFF ASSOCIATION  
AMERICAN FEDERATION OF TEACHERS (MASSACHUSETTS)**

**July 1, 2015 -- June 30, 2018**

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**PREAMBLE**

WHEREAS, the LUCIUS BEEBE MEMORIAL LIBRARY STAFF ASSOCIATION, MASSACHUSETTS LIBRARY STAFF ASSOCIATION, hereinafter called the Union, was certified by the Labor Relations Commission of the Commonwealth of Massachusetts on February 15, 1979, as the exclusive representative of certain employees of the TOWN OF WAKEFIELD, hereinafter called the Town; and

WHEREAS, the parties desire to establish and maintain harmonious relations and a state of mutual understanding and cooperation between them;

NOW, THEREFORE, in consideration of their mutual promises and agreements herein contained, the parties mutually covenant and agree as follows:

**ARTICLE I**

**RECOGNITION**

1.1 The Town hereby recognizes the Union as the exclusive representative of all regular full-time and part-time library employees including custodians, matrons, librarians, library assistants, head of technical services, excluding director of library, assistant director, secretary to director, pages, confidential and managerial employees and all other Town employees.

1.2 It is understood that since the Union is the exclusive representative with respect to conditions of employment, the Union shall be given reasonable notice and an adequate opportunity to bargain over contemplated changes in working conditions. The Town will not be arbitrary in making any such changes.

## ARTICLE II

### NO DISCRIMINATION

2.1 The Town will not discriminate against any employee on the basis of race, religion, color, national origin, sex, age, disability or sexual orientation.

## ARTICLE III

### UNION SECURITY

3.1 The Town agrees to deduct one initiation fee and to deduct Union dues once each month from the pay of each employee who executes or has executed an appropriate form of authorization of check off and to remit monthly the aggregate amount to the Treasurer of the Union along with a list of employees who have had said dues deducted.

3.2 It is understood that it is the responsibility of the Union to provide the check off forms and to have them executed by an employee.

3.3 The Town agrees not to discharge or discriminate in any way against employees covered by this Agreement on account of Union membership or lawful union activities.

3.4 Upon compliance by the Union with the necessary statutory requirements, the Town will require as a condition of employment the payment of an agency service fee in the same amount as Union dues by an employee who is not a member of the Union on or after the thirtieth (30th) day following the beginning of such employment or the effective date of this Agreement, whichever is the later. The Town agrees that upon appropriate written authorization executed by such employee it will deduct the agency service fee once each month from the pay of the employee and will remit monthly the aggregate amount of such deductions to the same officer of the Union as is designated under section 3.1.

3.5 The Union agrees to hold the Town harmless for action taken by the Town pursuant to section 3.4.

3.6 The form attached hereto as Appendix A, shall be used for authorization of dues or agency fees.

## ARTICLE IV

### MANAGEMENT RIGHTS

4.1 The Town and the Trustees of the Library reserve and retain all rights and authority not expressly abridged by the specific provisions of this Agreement. Specifically these rights include but are not limited to the right to determine library hours, library branch locations, library technology, employee work schedules, use of pages and part-time employees, staffing, promotions and work assignments, to discipline, suspend or discharge employees for just cause, and to promulgate reasonable rules and regulations.

## ARTICLE V

### GRIEVANCE PROCEDURE

5.1 Only matters involving the discharge or discipline of employees or the application, meaning or interpretation of this Agreement shall constitute a grievance under this Article. Grievances shall be submitted in writing, signed by the aggrieved employee, and shall be processed in the following manner:

Step 1. Between the designated Union Representative, with or without the aggrieved employee, and the Director of the Library ("Director") or her designated representative within ten (10) days of the occurrence or failure of occurrence, whichever maybe the case, of the incident upon which the grievance is based. If the grievance is not settled within five (5) working days the Union may process the grievance at Step 2.

Step 2. Between the designated Union Representative, with or without the aggrieved employee, and the Town Administrator of the Board of Selectmen or his designated representative. Any grievance not settled within fourteen (14) working days at Step 2 may be referred to arbitration, as provided in Section 5.3, within thirty (30) calendar days of the expiration of the fourteen (14) working days.

5.2 The stated time limits may be extended in any particular case by the written agreement of the parties. The designated Union Representative may be accompanied at any step of the grievance procedure by a representative of the Union who is not an employee.

5.3 Grievances not settled in the steps of the grievance procedure may be referred to an arbitrator or an arbitration tribunal agreed upon by the parties. The word "arbitrator" as used in this Article shall be construed to include an arbitration tribunal. If the parties are unable to agree upon an arbitrator, the arbitrator shall be designated by the American Arbitration Association under its procedures (or the Massachusetts Board of Conciliation and Arbitration if the parties so agree). The fees and expenses of the arbitrator shall be shared equally by the parties and each party shall bear the expenses of its own representatives and witnesses.

5.4 The arbitrator shall be without power to alter, amend, add to or subtract from the language of this Agreement, or to hold ex parte hearings. The decision of the arbitrator shall be final and binding upon the parties to the extent permitted by law. The arbitrator shall submit his decision in writing.

5.5 There shall be one Union Representative and one alternate. The Representative or alternate will be given reasonable time off to investigate grievances, provided that such investigation does not interfere with the normal operation of the Library, and provided that permission in advance is obtained from the Director or Assistant Director.

5.6 The standard of discipline and discharge shall be just cause. To the extent permitted by law, the grievance and arbitration provisions of this Agreement shall be the exclusive method of resolution of disputes involving discipline and discharge.

5.7 The first six (6) months of employment shall be a probationary period during which there shall be no right to grieve concerning the discharge or discipline of an employee. For a part-time employee the probationary period will be one (1) year.

5.8 An employee who is being disciplined is entitled to have a Union Representative present, if one is available.

## ARTICLE VI

### NO STRIKES OR STOPPAGES

6.1 The Union agrees that neither it nor any of its officers or representatives will call, instigate, authorize, sanction or ratify any strike, slowdown or stoppage of work by the employees it represents.

6.2 The Town may terminate the employment of, or otherwise discipline, any employee who engages in any strike, slowdown or stoppage of work.

6.3 The Town agrees that the Union shall not be liable for any violation of Section 6.1 which the Union has not instigated, authorized, sanctioned or ratified and the Union agrees that in the event of any violation of Section 6.1 it will in good faith try to bring such violation to an end as soon as possible.

## ARTICLE VII

### STABILITY OF AGREEMENT

7.1 No agreement, understanding, alteration or variation of the agreements, terms or provisions herein contained shall bind parties unless made and executed in writing by them.

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

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

7.4 Should any provision of this Agreement contain a conflict with a municipal personnel ordinance, by-law, rule or regulation or any statute as defined in G.L. c.150E, s.7, the terms of this Agreement shall prevail.

## ARTICLE VIII

### JOB POSTING AND BIDDING

8.1 Before filling a position covered by this Agreement other than temporarily, the intention to fill the position shall be posted in a conspicuous place in the main library listing the pay, duties and qualification and shall remain posted for 14 days (7 days for part-time custodial jobs) during which time interested employees may apply in writing to the Director. The Union Representative shall be notified in writing at the time of the posting.

8.2 The Town agrees to give primary weight to the professional background, qualifications and attainments of all applicants, to the length of time each has served and to other relevant factors. Preferential consideration will be given to qualified current employees.

## ARTICLE IX

### HOURS OF WORK

9.1 The normal full-time work week shall consist of 35.5 hours. The employee currently serving as the Union President and the affected employees will normally be given at least two (2) weeks' notice of permanent changes in work schedules and given an opportunity to discuss them before the changes are made.

9.2 Meal schedules can be adjusted to reflect the requirements of scheduling for the 35.5 hour week.

9.3 Employees working a full day will be granted a 15 minute break in the morning and a 15 minute break in the afternoon. Employees working less than a full day, but four (4) hours or more, will be granted one 15 minute break.

9.4 A. The Library may open full or limited hours on Sundays from time to time. The Library Director or designee will determine the staffing needs for Sunday hours including staff roles to be covered.

B. The Library Director or designee will make reasonable efforts to distribute available Sunday work to employees on a voluntary and reasonably equitable basis. The Director reserves the right to assign Sunday hours to cover needed staff roles and further reserves the right to turn away volunteers, e.g., if the Sunday hours will increase a part-time employee's hours in that week to 20 hours or more.

C. The Library Director or designee will attempt to provide the opportunity for available Sunday work first to volunteers as referenced in the first sentence of Section 9.4.B. above. If there are insufficient volunteers, the Director reserves the right to hire additional staff, including non-bargaining unit and temporary workers. Those hired primarily to cover weekend work will not be considered as part of the bargaining unit. Nothing herein will prevent the Director or designee from assigning bargaining unit employees if she deems it necessary under the circumstances.

D. Sunday work will be paid at time and a half the employee's straight time rate of pay.

E. Bargaining unit members will not be required to work on legal holidays falling on a Sunday.

## ARTICLE X

### HOLIDAYS

10.1 The following days shall be recognized as paid legal holidays under this Agreement.

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Washington's Birthday	Veterans Day
Patriots Day	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

10.2 Each full time employee (excluding seasonal or temporary employees) shall be entitled to receive a day's pay (one-fifth of the weekly salary) for each of the above designated holidays without having worked on such holiday, provided the employee shall have worked on his last regularly scheduled working day prior to and his next regularly scheduled working day following such holiday, or was in full pay status on such preceding and following days.

Part-time employees (excluding seasonal or temporary employees) shall be entitled to receive pay equivalent to their regularly scheduled hours for each of the designated holidays they are scheduled to work without having worked on the holiday, provided the employee shall have worked on his last scheduled working day prior to and his next scheduled working day following such holiday, or was in full pay status on such preceding and following days,

10.3 An employee eligible for holiday pay who performs work on one of the designated holidays shall be paid at one and one-half (1 1/2) times his regular hourly rate for hours worked on such holiday in addition to his holiday pay. If a holiday falls on the normal day off of a full-time employee, the Town shall have the option of paying holiday pay to the employee for said day or granting another day off with pay during the holiday week.

10.4 Whenever one of the designated holidays set forth in Section 10.1 hereof falls on a Sunday, the following day shall be the legal holiday. Whenever the holiday falls on a Saturday, the Trustees shall have the option of paying holiday pay to the employee for said day or declaring the nearest work day as such holiday.

10.5 Informal holiday practices will continue to be at the discretion of the Library Trustees.

10.6 Employees required to work on the Friday or Saturday after Thanksgiving shall receive vacation time off (at time and a half) and this vacation time shall be used within the same calendar year.

10.7 Each employee in full time employment shall be eligible for 1/2 day off with pay per year for a religious observance. Requests for such time off shall be subject to approval by the Director based on the operating needs of the library and shall normally be made at least 72 hours in advance.

## ARTICLE XI

### VACATIONS

#### 11.1 Non-Professional Employees.

- A. A non-professional employee in full time employment who has completed fifteen (15) but less than thirty (30) weeks of service prior to June 1st shall be granted 1.5 weeks of vacation with pay.
- B. A non-professional employee in full time employment shall be granted three (3) weeks of vacation with pay provided he has completed thirty (30) weeks of service prior to June 1st.
- C. A non-professional employee in full time employment with ten (10) years of service as of June 1st, shall be granted four (4) weeks of vacation with pay.

#### 11.2 Professional Employees.

- A. A professional employee in full time employment who has completed fifteen (15) but less than thirty (30) weeks of service prior to June 1st shall be granted two (2) weeks vacation with pay.
- B. A professional employee in full time employment shall be granted four (4) weeks of vacation with pay provided he has completed thirty (30) weeks of service prior to June 1st.

11.3 An employee eligible for more than two (2) weeks of vacation shall take such additional vacation allowance consecutively with the first two (2) weeks of vacation allowance only if approval has been obtained from the Director for such consecutive vacation allowance.

11.4 Upon the death of an employee who is eligible for a vacation under the provisions hereof, payment shall be made to the estate of the deceased in an amount equal to the vacation allowance as earned in the vacation year prior to the employee's death but which had not been granted.

11.5 Employees who are eligible for vacation under the provisions hereof and whose services are terminated by dismissal, except for dishonesty, or by retirement, or by entrance into the armed forces or resignation, shall be paid an amount equal to the vacation allowance as earned, not as granted, in the vacation year prior to such dismissal, retirement, or entrance into the armed forces or resignation.

11.6 Absences on account of sickness in excess of that authorized under this Agreement or for personal reasons not provided for under sick leave may, at the discretion of the Director, be charged to vacation leave if requested by the employee.

11.7 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, Friday or Saturday.

11.8 An employee may carry over a maximum of two vacation weeks from one vacation year to another with approval of the Director. Any carryover of vacation time will normally be limited to one year to avoid pyramiding.

11.9 Part-time employees who otherwise meet the eligibility requirements of 11.1 or 11.2 shall be granted pro-rata vacation with pay as provided in Appendix D. For purposes of 11.7, a part-time employee shall be granted an additional day only if it would have been a regularly scheduled work day.

## ARTICLE XII

### SICK LEAVE

12.1 An employee in full time employment who has completed thirty (30) weeks of service following original employment shall be allowed ten (10) days leave with pay each calendar year, provided such leave is caused by sickness or injury or by exposure to contagious disease.

12.2 An employee in full-time employment shall be credited with the unused portion of sick leave granted pursuant to Section 12.1 up to a maximum of one hundred twenty (120) days.

12.3 If the amount of credit provided under Section 12.2 or 12.10 has been or is about to be exhausted, an employee may make application for additional allowance to that provided under Section 12.1 or 12.10. Such application shall be made to the Director who is authorized, with the concurrence of the Trustees, to grant additional allowance not to exceed twenty (20) additional sick leave days per annum. Requests for additional sick leave in excess of these twenty (20) days shall be made through the Director to the Personnel Administrator. The Personnel Administrator with the approval of the Executive Secretary is authorized to grant such additional allowance as he may determine to be equitable after reviewing the recommendation of the Director and all other circumstances, including the employee's attendance and performance records. Vacation and all other unused leave must be used up before justified extensions of sick leave are granted in the case of nonservice connected injury or illness. It is the intent of this provision to allow the employee the full benefit of the Sick Leave Provisions of the Town Personnel By-Laws.

12.4 Sick leave must be authorized by the Director and must be reported on forms provided for same in accordance with established regulations. A physician's certificate of illness may be required by the Director before sick leave is granted.

12.5 An employee suffering from a disability resulting from alcoholism or drug addiction shall be eligible for sick leave provided he is participating in an approved rehabilitation program complying with its requirements. This shall not affect the right to impose discipline for reporting for work under the influence of alcohol or drugs or otherwise violating Library rules.

12.6 In the event an employee who is eligible to receive compensation under the provisions of this Article is eligible to receive Worker's Compensation payments, compensation granted under the provisions of this Article shall be limited to the difference between the amount paid in Worker's Compensation and the employee's regular rate.

12.7 In case of pregnancy, a female employee shall be given the option of (a) taking sick leave up to a maximum of eight (8) weeks, or (b) taking an unpaid leave of absence for a period of up to eight (8) weeks. An employee with less than eight (8) weeks sick leave or who chooses to use less than eight (8) weeks sick leave may take an unpaid leave of absence for the remainder of the pregnancy leave up to eight (8) weeks. Such pregnancy leave shall relate to the expected date of delivery.

Upon the expiration of pregnancy leave, a female employee who gives written notice to the Director that she intends to return to her position shall, if she so desires, be granted an unpaid leave of absence for a period up to ninety (90) days.

12.8 In the event an employee is considered fit to go back to work by the employee's own doctor after a sick leave, no sick time shall be charged to the employee after such time as the employee presents such a certificate of the employee's doctor to the Director; provided, however, if a Town doctor later finds that said employee was not fit to return to work, then said days shall be charged to the employee's sick leave.

12.9 Upon death, retirement, loss of employment due to a reduction in force, or resignation after ten (10) years of service, an employee (or the employee's estate) will be paid for one-third (1/3) of all accumulated sick leave days. The maximum payment will be one-third (1/3) of one hundred twenty (120) days (= 40 days maximum). The rate of pay for each accumulated day of paid sick will be one-fifth (1/5) of the employee's weekly wage rate in effect on the employee's date of termination.

12.10 A part-time employee who has completed 30 weeks of service following original employment shall be allowed a pro rata amount of sick leave with pay each calendar year, subject to all applicable provisions of Article 12.

The allowance to be credited is shown in Appendix D, which becomes part of this Agreement. The annual sick leave allowance shall be determined by the ratio of the actual hours worked during the previous calendar year to that allowed as the equivalent of full-time employment, namely 25 or more hours per week average.

For the purpose of debiting sick leave where the employee's normal schedule is less than 7 hours, a day shall be equivalent to 7 hours of scheduled work.

The time to be debited shall be the actual hours absent, rounded-off to the nearest whole hour, up to a maximum of the employee's regular work schedule for the day or days on which the absence occurred. In the event an employee is unable because of injury or illness to work a schedule beyond the regular schedule, no compensation will be paid and no sick leave will be debited. The rate of pay used shall be the regular hourly rate.

A new employee, upon completion of 30 weeks service, shall be granted a full annual allowance based upon the number of hours represented by the regular work schedule on an annual basis.

Section 12.10 becomes effective July 1, 1980, at the rate of one-half the allowance in Appendix D for six months. The allowance shall be on an annual basis as of January 1, thereafter.

A part-time employee for the purposes of Section 12.10 is defined as one whose work periods follow a regular schedule throughout the year and averages less than 25 hours per week throughout the year.

### ARTICLE XIII

#### EMERGENCY CALL-IN PAY

13.1 A custodial employee who has left work after completing his work for the day and who is required to return to work due to an emergency and does so shall be guaranteed a minimum of four (4) hours work or four (4) hours pay.

### ARTICLE XIV

#### BEREAVEMENT LEAVE

14.1 Emergency leave of up to five (5) days with pay may be allowed for death in an employee's immediate family, consisting of parent, spouse, domestic partner, child and/or any other person residing in the employee's immediate household at the time of death. Emergency leave of up to four (4) days with pay maybe allowed for the death of an employee's grandparent, grandchild, brother, sister, mother-in-law or father-in-law, first cousin or stepchild.

14.2 Reasonable time off with pay up to a maximum of one (1) day shall be granted to an employee to attend the funeral of a nephew, niece, aunt, uncle, brother-in-law or sister-in-law.

14.3 Pay shall be for the employee's regular scheduled hours lost on the day of leave.

### ARTICLE XV

#### JURY DUTY

15.1 An employee required to serve on a jury shall be paid the difference between compensation received for jury duty and the employee's regular compensation, except as otherwise required by law. Employees shall receive the difference in pay only for hours when they are actually scheduled to work. An employee will report to work on any day when the start or finish of jury duty reasonably will permit the employee to work during his normal schedule.

### ARTICLE XVI

#### MILITARY

16.1 An employee who is in the military reserve shall be paid the difference between compensation received while on reserve duty and the employee's regular compensation. Employees shall receive the difference in pay only for hours when they are actually scheduled to work. This provision shall be limited to seventeen (17) days and shall be granted upon presentation by the employee of a copy of orders received to perform such Reserve Duty.

## ARTICLE XVII

### LEAVE TO ATTEND CONVENTION

17.1 A leave of absence without loss of pay shall be granted to two employees twice during the calendar year for a period not to exceed one day each to attend a Union convention if the employee is an officer, delegate or alternate delegate to the convention.

## ARTICLE XVIII

### COURT LEAVE

18.1 An employee shall be paid the difference between compensation received as a witness and regular compensation rates paid the employee by the Town for up to three (3) days attendance as a witness required by subpoena before a court or administrative tribunal. Employees shall receive the difference in pay only for hours when they are actually scheduled to work. This shall not apply where the employee is a party to the litigation except in a work related case where the employee and the Town have a community of interest.

## ARTICLE XIX

### WAGES

19.1 Weekly salary schedules shall be in accordance with the Salary Schedule attached and made a part of this Agreement:

Effective July 1, 2015 – 1.25% Cost of Living Adjustment

Effective January 1, 2016 – 1.50% Cost of Living Adjustment

Effective July 1, 2016 – 1.50% Cost of Living Adjustment

Effective January 1, 2017 – 1.50% Cost of Living Adjustment

Effective July 1, 2017 – 1.50% Cost of Living Adjustment

Effective January 1, 2018 – 1.50% Cost of Living Adjustment

New Step Added to the Schedule: Effective January 1, 2016, a new top step (VII) shall be added to the salary schedule at 1.5% higher than the existing top step (VI).

19.2 In the application of the Salary Schedule, an employee at minimum will be eligible on July 1 and January 1 (increment dates), to receive the increment between minimum and the next step, provided he has been at minimum for a period of not less than six (6) months. An employee above minimum will be eligible on July 1 and January 1 for the increment to the next step, provided he has been at his existing step for a period of not less than twelve (12) months.

19.3 All employees eligible for an increase under the Salary Schedule shall be reviewed for consideration of such increase on the basis of merit and if any employee is denied the increase, the reasons for such denial shall be made available to the employee and the Union and such denial shall be subject to the provisions of the grievance procedure. An employee denied an increase under this provision shall be reviewed again for such increase as of the next increment date.

19.4 Where it is anticipated that a position will be vacant due to illness, leave, or inability to hire qualified candidates, an employee may be required by his/her supervisor to perform the duties of a higher classification. An employee so assigned shall be paid the rate in the higher classification which provides at least a 3% increase. To qualify for said assignment, the employee must be assigned and perform all duties of the higher classified position. When the duties of the position are assigned to multiple employees, the compensation will be prorated to those employees performing said duties.

## **ARTICLE XX**

### **PERSONAL LEAVE**

20.1 An employee in full time employment shall be eligible for personal leave of two (2) paid days per year, noncumulative, for important personal affairs, such as, but not limited to, required court appearance, attending a marriage or other religious ceremony of a close relative, or being a party to a real estate transaction. Requests for such leave shall be subject to approval by the Director and shall be made not less than seventy-two (72) hours in advance, except in case of emergency.

Effective on January 1, 2011, part-time employees shall be eligible for the equivalent of two (2) paid days of personal leave per year, pro-rated based on the percentage their regular weekly hours bears to the 35.5 hour workweek.

## **ARTICLE XXI**

### **EMPLOYEE GROUP HEALTH INSURANCE**

21.1 The Town shall continue to provide health insurance in accordance with the provisions of Massachusetts General Laws, Chapter 32B. Changes in coverage shall be made in accordance with Chapter 32B.

Nothing herein shall be construed to prevent the Employer from adopting and implementing a Trust Fund system whereby premiums are received and paid from the Trust Fund and the health insurance program is administered by the Employer, with expenses paid in whole or in part by the Trust Fund provided, however, benefits due under the health insurance program shall not be affected thereby.

21.2 Health insurance payroll deductions properly authorized by the employee shall be deducted bi-weekly.

21.3 As soon as practicable after the execution of this Agreement, the Town will adopt a so-called "cafeteria plan" as provided for in Section 125 of the Internal Revenue Service Code providing for health insurance deductions to be made on a pre-tax basis.

21.4 Employees' health insurance benefits shall be in accordance with the Public Employee Committee Agreement as amended from time to time with changes to health insurance benefits, negotiated with the Public Employees Committee and the Town, in lieu of direct negotiations with the Union.

## ARTICLE XXII

### LONGEVITY

22.1 Full-time employees will be covered by the Town longevity program with eligibility for payment based on the following schedule of continuous years of service for full time employees:

<u>Years of Service</u>	<u>Annual Accrued Amount</u>
5	\$250.00
10	\$350.00
15	\$450.00
20	\$550.00

Payment will be made in a lump sum with one fifty-second (1/52nd) of the amount for which the employee is eligible accruing each weekly payroll period starting with the first weekly payroll period of eligibility. The lump sum accrual shall be payable in the last payroll period of the fiscal year. In the event an employee dies or retires, the entire amount then accrued shall become payable to the employee or his estate. An employee who quits the employment of the Town before the date on which the lump sum is payable shall be eligible only for the amount accrued to date.

22.2 Part-time employees will be covered by the Town longevity plan as provided in Section 22.1 except that the schedule for the annual accrued amount shall be as follows:

Employees with a regular work schedule of less than 25 but 15 hours or more per week will be granted 75% of the annual accrued amount as provided in Section 22.1.

Employees with a regular work schedule of up to 15 hours per week will be granted 50% of the annual accrual amount as provided in Section 22.1.

## ARTICLE XXIII

### EMPLOYEE FILES

23.1 No material relating to an employee's conduct, character or personality shall be placed in the personnel files unless the employee has had the opportunity to read the material and also to acknowledge in writing that he has read it.

23.2 The employee shall have the right to answer any material filed and to include the answer within the file.

23.3 The employee shall have the right upon request at reasonable times to examine his personnel file and to have a copy of any material in it (a reasonable copying charge may be required).

23.4 An employee may have information removed from his file by use of the grievance procedure, on the grounds that information in his file is improper, incorrect, or irrelevant to the employment relationship.

## ARTICLE XXIV

### BULLETIN BOARD

24.1 Bulletin board space shall be provided by the Town for Union notices concerning official Union business. Copies of notices will be given to the Director.

## ARTICLE XXV

### PROFESSIONAL DEVELOPMENT AND CONFERENCES

25.1 Consistent with the needs of the Library, the Director and/or the Trustees may authorize employees to attend professional conferences. When the conference is within Massachusetts, the Town will give the employee time off without loss of pay to attend and will pay the cost of registration and mileage in accordance with past practice.

25.2 The Town and the Union agree to establish a joint professional development committee of no more than two (2) members each to propose, discuss, and recommend to the Library Director in-house professional development for the year. The Town agrees to set aside one (1) work day per year for in-house professional development, which may be divided into two or more sessions for the year.

## ARTICLE XXVI

### TUITION ASSISTANCE

26.1 The Town will reimburse an employee's tuition for a course approved in advance by the Director. Reimbursement may be in full or in part as determined by the Director on an equitable basis.

## ARTICLE XXVII

### MISCELLANEOUS

27.1 Employees required to use personal vehicles for library business shall be reimbursed for mileage at the IRS rate.

27.2 Foul weather gear will be kept at the library for use of employees performing outside duties.

27.3 Past practice with regard to payment of employees in case of work cancellation due to severe weather conditions, subject to the discretion of the Trustees, will continue.

27.4 Employees may be granted leaves of absence subject to the discretion of the Trustees.

27.5 The Town shall provide one designated parking space in the Library's parking lot for any member of the Union's bargaining unit for whom parking close to the Library is a necessary accommodation as specified by his/her medical doctor. A qualifying employee shall submit such medical documentation to the Library Director. The Union shall be responsible for the timely resolution of any conflicts and shall notify the Library Director of their decision. This section shall not be subject to the provisions of **ARTICLE V: Grievance Procedure**.

**ARTICLE XXVIII**

**REDUCTION IN FORCE**

28.1 In case of a staff reduction, the Town will determine who will be laid off by giving consideration to the professional background, qualifications, specialization, and other relevant factors. When the results are reasonably equal, length of service with the Library will be given preferential consideration.

28.2 An employee laid off after September 1, 1981, will have recall rights for two (2) years or for the employee's length of service, if that is less than two (2) years. Consideration for recall shall be in accordance with the criteria in 28.1.

28.3 Employees whose hours were reduced in July, 2009 will have recall rights extended through June 30, 2012.

ARTICLE XXIX

DURATION OF AGREEMENT

29.1 This Agreement shall take effect on July 1, 2015 and shall remain in full force and effect until and including June 30, 2018 and shall then terminate unless extended by agreement of the parties. Should either party desire to negotiate a new collective bargaining agreement to succeed this Agreement, such party shall notify the other party by certified or registered mail not later than December 15, 2018. Upon receipt of such notice the parties shall make mutually satisfactory arrangements to begin negotiations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**TOWN OF WAKEFIELD  
BY THE BOARD OF SELECTMEN**

**LUCIUS BEEBE MEMORIAL  
LIBRARY STAFF ASSOCIATION,  
MASSACHUSETTS LIBRARY STAFF  
ASSOCIATION**

*Phyllis J. Hull*  
\_\_\_\_\_  
*Paul D. ...*  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_  
*Ann M. ...*  
\_\_\_\_\_  
\_\_\_\_\_

*Nancy ...*  
\_\_\_\_\_  
*Valerie ...*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: 10/26/15

DATE: 10/15/15

APPENDIX A

AUTHORIZATION FOR PAYROLL DEDUCTION FORM

BY:

TO: Town of Wakefield

Effective \_\_\_\_\_, I hereby request and authorize you to deduct from my earnings each month, the current amount of dues or agency service fee as established by the Union.

This amount shall be paid to the Treasurer of Massachusetts Library Staff Association, MLSA.

These deductions may be terminated by me by giving you a 60-day written notice in advance or upon termination of my employment.

Employee's Signature:

Employee's Address:

## APPENDIX B

### POSITIONS AS CLASSIFIED AND ALLOCATED TO COMPENSATION GRADES

(Replaces Library and Miscellaneous Section of Schedule A of the Personnel By-Law)

#### PROFESSIONAL GROUP - Salaried, Weekly

Head of Technical Services	L-10
Head of Children's Services	L-10
Head of Reference and Information Services	L-10
Circulation Librarian	L-9
Senior Librarian	L-9
Librarian	L-8

#### OTHER POSITIONS - Salaried, Weekly

Senior Library Assistant	L-5
Library Assistant (Full-time)	L-5
Library Assistant (part-time)	L-4

#### OTHER POSITIONS - Hourly

Library Maintenance Supervisor	L-7 (effective 1/11/05)
Library Custodian (Full-time)	L-6
Library Matron (Part-time)	M-3
Library Assistant Custodian (Part-time)	M-3

EFFECTIVE JULY 1, 2015 TO DEC 31, 2015

FY16 H1

1.25%

LIBRARY WEEKLY SALARY SCHEDULE

35.5 WORK WEEK

BI-WEEKLY SALARY SCHEDULES

GRADE		I	II	III	IV	V	VI
L-4	WEEKLY	593.45	612.92	635.17	657.41	673.94	684.05
	BI-WEEKLY	1,186.90	1,225.84	1,270.33	1,314.82	1,347.88	1,368.09
	HOURLY	16.7169	17.2654	17.8920	18.5186	18.9842	19.2689
L-5	WEEKLY	635.17	657.41	683.80	708.82	726.64	737.54
	BI-WEEKLY	1,270.33	1,314.82	1,367.59	1,417.64	1,453.27	1,475.07
	HOURLY	17.8920	18.5186	19.2618	19.9668	20.4686	20.7756
L-6	WEEKLY	683.80	708.82	738.07	765.82	785.10	796.87
	BI-WEEKLY	1,367.59	1,417.64	1,476.13	1,531.64	1,570.19	1,593.74
	HOURLY	19.2618	19.9668	20.7906	21.5724	22.1154	22.4470
L-7	WEEKLY	738.03	765.82	797.76	826.96	847.77	860.49
	BI-WEEKLY	1,476.06	1,531.64	1,595.52	1,653.91	1,695.54	1,720.98
	HOURLY	20.7896	21.5724	22.4721	23.2945	23.8808	24.2392
L-8	WEEKLY	797.76	826.96	864.47	899.22	921.84	935.66
	BI-WEEKLY	1,595.52	1,653.91	1,728.93	1,798.43	1,843.67	1,871.32
	HOURLY	22.4721	23.2945	24.3511	25.3300	25.9672	26.3566
L-9	WEEKLY	864.47	899.22	938.13	975.68	1,000.22	1,015.23
	BI-WEEKLY	1,728.93	1,798.43	1,876.26	1,951.36	2,000.44	2,030.45
	HOURLY	24.3511	25.3300	26.4262	27.4839	28.1752	28.5979
L-10	WEEKLY	938.13	975.68	1,018.75	1,060.46	1,087.13	1,103.44
	BI-WEEKLY	1,876.26	1,951.36	2,037.50	2,120.91	2,174.25	2,206.87
	HOURLY	26.4262	27.4839	28.6972	29.8720	30.6232	31.0827

EFFECTIVE JULY 1, 2015 TO DEC 31, 2015

1.25%

LIBRARY WEEKLY SALARY SCHEDULE

GRADE		I	II	III	IV	V	VI
M-3	HOURLY	14.0963	14.4996	15.0669	15.5490	15.9402	16.1793
L-4	HOURLY	16.7169	17.2654	17.8920	18.5186	18.9842	19.2689
L-5	HOURLY	17.8920	18.5186	19.2618	19.9668	20.4686	20.7756
L-6	HOURLY	19.2618	19.9668	20.7906	21.5724	22.1154	22.4470
L-7	HOURLY	20.7896	21.5724	22.4721	23.2945	23.8808	24.2392
L-8	HOURLY	22.4721	23.2945	24.3511	25.3300	25.9672	26.3566
L-9	HOURLY	24.3511	25.3300	26.4262	27.4839	28.1752	28.5979
L-10	HOURLY	26.4262	27.4839	28.6972	29.8720	30.6232	31.0827

EFFECTIVE JAN 1, 2016 TO JUNE 30, 2016

FY16 H2

1.50%

LIBRARY WEEKLY SALARY SCHEDULE

35.5 WORKWEEK

BI-WEEKLY SALARY SCHEDULES

NEW STEP@

1.50%

1.015

GRADE		I	II	III	IV	V	VI	VII
L-4	WEEKLY	602.35	622.12	644.69	667.27	684.05	694.31	704.72
	BI-WEEKLY	1,204.70	1,244.23	1,289.38	1,334.54	1,368.10	1,388.61	1409.44
	HOURLY	16.9676	17.5244	18.1603	18.7963	19.2690	19.5579	19.8513
L-5	WEEKLY	644.69	667.27	694.05	719.45	737.54	748.60	759.83
	BI-WEEKLY	1,289.38	1,334.54	1,388.10	1,438.90	1,475.07	1,497.20	1519.66
	HOURLY	18.1603	18.7963	19.5507	20.2662	20.7756	21.0873	21.4036
L-6	WEEKLY	694.05	719.45	749.14	777.31	796.87	808.83	820.96
	BI-WEEKLY	1,388.10	1,438.90	1,498.27	1,554.61	1,593.74	1,617.65	1641.91
	HOURLY	19.5507	20.2662	21.1024	21.8959	22.4470	22.7838	23.1256
L-7	WEEKLY	749.10	777.31	809.73	839.36	860.49	873.40	886.50
	BI-WEEKLY	1,498.20	1,554.61	1,619.45	1,678.72	1,720.97	1,746.79	1772.99
	HOURLY	21.1014	21.8959	22.8092	23.6439	24.2390	24.6027	24.9717
L-8	WEEKLY	809.73	839.36	877.43	912.71	935.67	949.70	963.94
	BI-WEEKLY	1,619.45	1,678.72	1,754.86	1,825.41	1,871.33	1,899.39	1927.88
	HOURLY	22.8092	23.6439	24.7163	25.7100	26.3568	26.7520	27.1533
L-9	WEEKLY	877.43	912.71	952.20	990.32	1,015.23	1,030.46	1,045.91
	BI-WEEKLY	1,754.86	1,825.41	1,904.40	1,980.63	2,030.45	2,060.91	2091.82
	HOURLY	24.7163	25.7100	26.8225	27.8962	28.5979	29.0269	29.4623
L-10	WEEKLY	952.20	990.32	1,034.03	1,076.36	1,103.43	1,119.99	1,136.78
	BI-WEEKLY	1,904.40	1,980.63	2,068.06	2,152.72	2,206.86	2,239.97	2273.57
	HOURLY	26.8225	27.8962	29.1276	30.3200	31.0825	31.5489	32.0221

EFFECTIVE JAN 1, 2016 TO JUNE 30, 2016

NEW STEP@

1.50%

1.50%

LIBRARY WEEKLY SALARY SCHEDULE

1.015

GRADE		I	II	III	IV	V	VI	VII
M-3	HOURLY	14.3078	14.7171	15.2930	15.7822	16.1793	16.4220	16.6683
L-4	HOURLY	16.9676	17.5244	18.1603	18.7963	19.2690	19.5579	19.8513
L-5	HOURLY	18.1603	18.7963	19.5507	20.2662	20.7756	21.0873	21.4036
L-6	HOURLY	19.5507	20.2662	21.1024	21.8959	22.4470	22.7838	23.1256
L-7	HOURLY	21.1014	21.8959	22.8092	23.6439	24.2390	24.6027	24.9717
L-8	HOURLY	22.8092	23.6439	24.7163	25.7100	26.3568	26.7520	27.1533
L-9	HOURLY	24.7163	25.7100	26.8225	27.8962	28.5979	29.0269	29.4623
L-10	HOURLY	26.8225	27.8962	29.1276	30.3200	31.0825	31.5489	32.0221

EFFECTIVE JULY 1, 2016 TO DEC 31, 2016

FY17 H1

1.50%

LIBRARY WEEKLY SALARY SCHEDULE

35.5 WORK WEEK

BI-WEEKLY SALARY SCHEDULES

GRADE		I	II	III	IV	V	VI	VII
L-4	WEEKLY	611.39	631.45	654.36	677.28	694.31	704.72	715.29
	BI-WEEKLY	1,222.77	1,262.89	1,308.72	1,354.56	1,388.62	1,409.44	1,430.58
	HOURLY	17.2221	17.7872	18.4327	19.0783	19.5580	19.8513	20.1490
L-5	WEEKLY	654.36	677.28	704.46	730.24	748.60	759.83	771.23
	BI-WEEKLY	1,308.72	1,354.56	1,408.92	1,460.48	1,497.20	1,519.66	1,542.45
	HOURLY	18.4327	19.0783	19.8439	20.5701	21.0873	21.4037	21.7246
L-6	WEEKLY	704.46	730.24	760.37	788.97	808.83	820.96	833.27
	BI-WEEKLY	1,408.92	1,460.48	1,520.74	1,577.93	1,617.65	1,641.91	1,666.54
	HOURLY	19.8439	20.5701	21.4189	22.2244	22.7838	23.1255	23.4724
L-7	WEEKLY	760.34	788.97	821.87	851.95	873.39	886.50	899.80
	BI-WEEKLY	1,520.67	1,577.93	1,643.74	1,703.90	1,746.78	1,772.99	1,799.59
	HOURLY	21.4179	22.2244	23.1513	23.9986	24.6025	24.9717	25.3463
L-8	WEEKLY	821.87	851.95	890.59	926.40	949.70	963.94	978.40
	BI-WEEKLY	1,643.74	1,703.90	1,781.18	1,852.79	1,899.40	1,927.88	1,956.80
	HOURLY	23.1513	23.9986	25.0870	26.0956	26.7521	27.1532	27.5606
L-9	WEEKLY	890.59	926.40	966.49	1,005.17	1,030.46	1,045.91	1,061.60
	BI-WEEKLY	1,781.18	1,852.79	1,932.97	2,010.34	2,060.91	2,091.82	2,123.20
	HOURLY	25.0870	26.0956	27.2249	28.3146	29.0269	29.4623	29.9042
L-10	WEEKLY	966.49	1,005.17	1,049.54	1,092.51	1,119.98	1,136.79	1,153.84
	BI-WEEKLY	1,932.97	2,010.34	2,099.08	2,185.01	2,239.96	2,273.57	2,307.67
	HOURLY	27.2249	28.3146	29.5645	30.7748	31.5487	32.0221	32.5024

EFFECTIVE JULY 1, 2016 TO DEC 31, 2016

1.50%

LIBRARY WEEKLY SALARY SCHEDULE

GRADE		I	II	III	IV	V	VI	VII
M-3	HOURLY	14.5224	14.9378	15.5223	16.0190	16.4220	16.6683	16.9183
L-4	HOURLY	17.2221	17.7872	18.4327	19.0783	19.5580	19.8513	20.1490
L-5	HOURLY	18.4327	19.0783	19.8439	20.5701	21.0873	21.4037	21.7246
L-6	HOURLY	19.8439	20.5701	21.4189	22.2244	22.7838	23.1255	23.4724
L-7	HOURLY	21.4179	22.2244	23.1513	23.9986	24.6025	24.9717	25.3463
L-8	HOURLY	23.1513	23.9986	25.0870	26.0956	26.7521	27.1532	27.5606
L-9	HOURLY	25.0870	26.0956	27.2249	28.3146	29.0269	29.4623	29.9042
L-10	HOURLY	27.2249	28.3146	29.5645	30.7748	31.5487	32.0221	32.5024

EFFECTIVE JAN 1, 2017 TO JUNE 30, 2017

FY17 H2

1.50%

LIBRARY WEEKLY SALARY SCHEDULE  
35.5 WORK WEEK  
BI-WEEKLY SALARY SCHEDULES

GRADE		I	II	III	IV	V	VI	VII
L-4	WEEKLY	620.56	640.92	664.18	687.44	704.73	715.29	726.02
	BI-WEEKLY	1,241.11	1,281.83	1,328.35	1,374.88	1,409.45	1,430.58	1,452.04
	HOURLY	17.4804	18.0539	18.7092	19.3645	19.8514	20.1490	20.4513
L-5	WEEKLY	664.18	687.44	715.03	741.20	759.83	771.23	782.80
	BI-WEEKLY	1,328.35	1,374.88	1,430.05	1,482.39	1,519.66	1,542.45	1,565.59
	HOURLY	18.7092	19.3645	20.1415	20.8787	21.4037	21.7246	22.0506
L-6	WEEKLY	715.03	741.20	771.78	800.80	820.96	833.27	845.77
	BI-WEEKLY	1,430.05	1,482.39	1,543.55	1,601.60	1,641.91	1,666.54	1,691.54
	HOURLY	20.1415	20.8787	21.7401	22.5577	23.1255	23.4724	23.8245
L-7	WEEKLY	771.74	800.80	834.20	864.73	886.49	899.79	913.29
	BI-WEEKLY	1,543.48	1,601.60	1,668.40	1,729.46	1,772.98	1,799.58	1,826.58
	HOURLY	21.7392	22.5577	23.4986	24.3586	24.9715	25.3462	25.7265
L-8	WEEKLY	834.20	864.73	903.95	940.29	963.95	978.40	993.08
	BI-WEEKLY	1,668.40	1,729.46	1,807.90	1,880.58	1,927.89	1,956.80	1,986.15
	HOURLY	23.4986	24.3586	25.4634	26.4870	27.1534	27.5606	27.9739
L-9	WEEKLY	903.95	940.29	980.98	1,020.25	1,045.91	1,061.60	1,077.53
	BI-WEEKLY	1,807.90	1,880.58	1,961.96	2,040.50	2,091.82	2,123.20	2,155.05
	HOURLY	25.4634	26.4870	27.6332	28.7394	29.4623	29.9042	30.3528
L-10	WEEKLY	980.98	1,020.25	1,065.29	1,108.90	1,136.78	1,153.84	1,171.15
	BI-WEEKLY	1,961.96	2,040.50	2,130.57	2,217.79	2,273.56	2,307.67	2,342.29
	HOURLY	27.6332	28.7394	30.0080	31.2365	32.0220	32.5024	32.9900

EFFECTIVE JAN 1, 2017 TO JUNE 30, 2017

1.50%

LIBRARY WEEKLY SALARY SCHEDULE

GRADE		I	II	III	IV	V	VI	VII
M-3	HOURLY	14.7402	15.1619	15.7552	16.2593	16.6683	16.9183	17.1721
L-4	HOURLY	17.4804	18.0539	18.7092	19.3645	19.8514	20.1490	20.4513
L-5	HOURLY	18.7092	19.3645	20.1415	20.8787	21.4037	21.7246	22.0506
L-6	HOURLY	20.1415	20.8787	21.7401	22.5577	23.1255	23.4724	23.8245
L-7	HOURLY	21.7392	22.5577	23.4986	24.3586	24.9715	25.3462	25.7265
L-8	HOURLY	23.4986	24.3586	25.4634	26.4870	27.1534	27.5606	27.9739
L-9	HOURLY	25.4634	26.4870	27.6332	28.7394	29.4623	29.9042	30.3528
L-10	HOURLY	27.6332	28.7394	30.0080	31.2365	32.0220	32.5024	32.9900

EFFECTIVE JULY 1, 2017 TO DEC 31, 2017

FY18 H1

1.50%

LIBRARY WEEKLY SALARY SCHEDULE

35.5 WORK WEEK

BI-WEEKLY SALARY SCHEDULES

GRADE		I	II	III	IV	V	VI	VII
L-4	WEEKLY	629.87	650.53	674.14	697.75	715.30	726.02	736.91
	BI-WEEKLY	1,259.73	1,301.06	1,348.28	1,395.50	1,430.59	1,452.04	1,473.82
	HOURLY	17.7427	18.3248	18.9899	19.6549	20.1492	20.4513	20.7580
L-5	WEEKLY	674.14	697.75	725.75	752.32	771.23	782.80	794.54
	BI-WEEKLY	1,348.28	1,395.50	1,451.50	1,504.63	1,542.45	1,565.59	1,589.07
	HOURLY	18.9899	19.6549	20.4437	21.1920	21.7246	22.0506	22.3813
L-6	WEEKLY	725.75	752.32	783.35	812.81	833.27	845.77	858.46
	BI-WEEKLY	1,451.50	1,504.63	1,566.70	1,625.62	1,666.54	1,691.54	1,716.91
	HOURLY	20.4437	21.1920	22.0662	22.8961	23.4724	23.8245	24.1818
L-7	WEEKLY	783.32	812.81	846.72	877.70	899.79	913.29	926.99
	BI-WEEKLY	1,566.63	1,625.62	1,693.43	1,755.40	1,799.57	1,826.57	1,853.98
	HOURLY	22.0652	22.8961	23.8511	24.7239	25.3461	25.7263	26.1124
L-8	WEEKLY	846.72	877.70	917.51	954.40	978.41	993.08	1,007.97
	BI-WEEKLY	1,693.43	1,755.40	1,835.02	1,908.79	1,956.81	1,986.15	2,015.94
	HOURLY	23.8511	24.7239	25.8454	26.8844	27.5607	27.9739	28.3935
L-9	WEEKLY	917.51	954.40	995.70	1,035.56	1,061.60	1,077.53	1,093.69
	BI-WEEKLY	1,835.02	1,908.79	1,991.39	2,071.11	2,123.20	2,155.05	2,187.38
	HOURLY	25.8454	26.8844	28.0477	29.1706	29.9042	30.3528	30.8082
L-10	WEEKLY	995.70	1,035.56	1,081.27	1,125.53	1,153.83	1,171.15	1,188.71
	BI-WEEKLY	1,991.39	2,071.11	2,162.53	2,251.06	2,307.66	2,342.29	2,377.42
	HOURLY	28.0477	29.1706	30.4582	31.7051	32.5023	32.9900	33.4848

EFFECTIVE JULY 1, 2017 TO DEC 31, 2017

1.50%

LIBRARY WEEKLY SALARY SCHEDULE

GRADE		I	II	III	IV	V	VI	VII
M-3	HOURLY	14.9613	15.3893	15.9915	16.5031	16.9183	17.1721	17.4297
L-4	HOURLY	17.7427	18.3248	18.9899	19.6549	20.1492	20.4513	20.7580
L-5	HOURLY	18.9899	19.6549	20.4437	21.1920	21.7246	22.0506	22.3813
L-6	HOURLY	20.4437	21.1920	22.0662	22.8961	23.4724	23.8245	24.1818
L-7	HOURLY	22.0652	22.8961	23.8511	24.7239	25.3461	25.7263	26.1124
L-8	HOURLY	23.8511	24.7239	25.8454	26.8844	27.5607	27.9739	28.3935
L-9	HOURLY	25.8454	26.8844	28.0477	29.1706	29.9042	30.3528	30.8082
L-10	HOURLY	28.0477	29.1706	30.4582	31.7051	32.5023	32.9900	33.4848

EFFECTIVE JAN 1, 2018

FY18 H2

1.50%

LIBRARY WEEKLY SALARY SCHEDULE  
35.5 WORK WEEK  
BI-WEEKLY SALARY SCHEDULES

GRADE		I	II	III	IV	V	VI	VII
L-4	WEEKLY	639.32	660.29	684.25	708.22	726.03	736.91	747.97
	BI-WEEKLY	1,278.63	1,320.58	1,368.50	1,416.43	1,452.05	1,473.82	1,495.93
	HOURLY	18.0089	18.5997	19.2746	19.9497	20.4514	20.7580	21.0694
L-5	WEEKLY	684.25	708.22	736.64	763.60	782.80	794.54	806.46
	BI-WEEKLY	1,368.50	1,416.43	1,473.27	1,527.20	1,565.59	1,589.07	1,612.91
	HOURLY	19.2746	19.9497	20.7503	21.5099	22.0506	22.3813	22.7170
L-6	WEEKLY	736.64	763.60	795.10	825.00	845.77	858.46	871.33
	BI-WEEKLY	1,473.27	1,527.20	1,590.20	1,650.00	1,691.54	1,716.91	1,742.66
	HOURLY	20.7503	21.5099	22.3972	23.2394	23.8245	24.1818	24.5445
L-7	WEEKLY	795.07	825.00	859.42	890.87	913.28	926.99	940.90
	BI-WEEKLY	1,590.13	1,650.00	1,718.83	1,781.73	1,826.56	1,853.97	1,881.79
	HOURLY	22.3962	23.2394	24.2089	25.0948	25.7262	26.1123	26.5041
L-8	WEEKLY	859.42	890.87	931.28	968.71	993.08	1,007.97	1,023.09
	BI-WEEKLY	1,718.83	1,781.73	1,862.55	1,937.42	1,986.16	2,015.94	2,046.18
	HOURLY	24.2089	25.0948	26.2331	27.2876	27.9741	28.3935	28.8194
L-9	WEEKLY	931.28	968.71	1,010.63	1,051.09	1,077.53	1,093.69	1,110.10
	BI-WEEKLY	1,862.55	1,937.42	2,021.26	2,102.18	2,155.05	2,187.38	2,220.19
	HOURLY	26.2331	27.2876	28.4685	29.6082	30.3528	30.8082	31.2703
L-10	WEEKLY	1,010.63	1,051.09	1,097.49	1,142.42	1,171.14	1,188.71	1,206.54
	BI-WEEKLY	2,021.26	2,102.18	2,194.97	2,284.83	2,342.27	2,377.42	2,413.08
	HOURLY	28.4685	29.6082	30.9151	32.1807	32.9897	33.4848	33.9870

EFFECTIVE JAN 1, 2018

1.50%

LIBRARY WEEKLY SALARY SCHEDULE

GRADE		I	II	III	IV	V	VI	VII
M-3	HOURLY	15.1857	15.6202	16.2314	16.7507	17.1721	17.4297	17.6911
L-4	HOURLY	18.0089	18.5997	19.2746	19.9497	20.4514	20.7580	21.0694
L-5	HOURLY	19.2746	19.9497	20.7503	21.5099	22.0506	22.3813	22.7170
L-6	HOURLY	20.7503	21.5099	22.3972	23.2394	23.8245	24.1818	24.5445
L-7	HOURLY	22.3962	23.2394	24.2089	25.0948	25.7262	26.1123	26.5041
L-8	HOURLY	24.2089	25.0948	26.2331	27.2876	27.9741	28.3935	28.8194
L-9	HOURLY	26.2331	27.2876	28.4685	29.6082	30.3528	30.8082	31.2703
L-10	HOURLY	28.4685	29.6082	30.9151	32.1807	32.9897	33.4848	33.9870

**APPENDIX D**

**BENEFITS AND ADMINISTRATIVE TABLES**

**VACATION CREDIT, ARTICLE 11**

		Continuous Length of Service					
		15 to 30 Weeks as of June 1		30 Weeks to 10 Years as of June 1 & Annually		Over 10 Years as of June 1	
Position & Compensation Grade	Regularly Scheduled Hours/Week	Days	Work Weeks	Days	Work Weeks	Days	Work Weeks
Librarians L10, L9, L8	30 or more	10	2	20	4	20	4
	25-30 hours	8.75	1.75	17.5	3.5	17.5	3.5
	20-25 hours	7.5	1.5	15	3	15	3
	15-20 hours	6.25	1.25	12.5	2.5	12.5	2.5
	10-15 hours	5	1	10	2	10	2
	5-10 hours	3.75	.75	7.5	1.5	7.5	1.5
	Under 5 hrs	2.5	.5	5	1	5	1
Support Positions L7, L6, L5, L4, M3	30 or more	7.5	1.5	15	3	20	4
	25-30 hours*	7.5	1.5	15	3	17.5*	3.5*
	20-25 hours	6.25	1.25	12.5	2.5	15	3
	15-20 hours	5	1	10	2	12.5	2.5
	10-15 hours	3.75	.75	7.5	1.5	10	2
	5-10 hours	2.5	.5	5	1	7.5	1.5
	Under 5 hrs	1.25	.25	2.5	0.5	5	1

\*Employees granted the following vacation benefit in 2004 will continue to be granted the benefit while they remain in the corresponding category:

Support Positions 25-30 hours 20      4

SICK LEAVE CREDIT, ARTICLE 12

Awarded 30 weeks from start date

Position & Compensation Grade	Regularly Scheduled Hours/Week	Annual Days	Annual Work Weeks	Maximum Days
Librarians L10, L9, L8	30 or more	10	2	120
	25-30 hours	10	2	120
	20-25 hours	9	1.8	108
	15-20 hours	8	1.6	96
	10-15 hours	6	1.2	72
	5-10 hours	4	0.8	48
	Under 5 hrs	2	0.4	24
Support Positions L7, L6, L5, L4, M3	30 or more	10	2	120
	25-30 hours	10	2	120
	20-25 hours	9	1.8	108
	15-20 hours	8	1.6	96
	10-15 hours	6	1.2	72
	5-10 hours	4	0.8	48
	Under 5 hrs	2	0.4	24

LONGEVITY, ARTICLE 22

Awarded in FY of anniversary date  
Annual payment in \$

Position & Compensation Grade	Regularly Scheduled Hours/Week	Continuous Length of Service			
		5 Years	10 Years	15 Years	20 Years
Librarians L10, L9, L8	30 or more	250	350	450	550
	25-30 hours	250	350	450	550
	20-25 hours	187.5	262.5	337.5	412
	15-20 hours	187.5	262.5	337.5	412
	10-15 hours	125	175	225	275
	5-10 hours	125	175	225	275
	Under 5 hrs	125	175	225	275
Support Positions L7, L6, L5, L4, M3	30 or more	250	350	450	550
	25-30 hours	250	350	450	550
	20-25 hours	187.5	262.5	337.5	412
	15-20 hours	187.5	262.5	337.5	412
	10-15 hours	125	175	225	275
	5-10 hours	125	175	225	275
	Under 5 hrs	125	175	225	275

**PROBATIONARY PERIOD, ARTICLE 5.7**

Full Time Part Time	6 months 1 year

**STEP RAISE ELIGIBILITY, ARTICLE 19**

**Awarded July 1 or January 1**

Starting Pay	Required Length of Service
Employee at Minimum	6 months
Employee above Minimum	12 months

**PERSONAL LEAVE, ARTICLE 20**

**Awarded annually**

	Allowance
Full Time Part Time	2 days 2 prorated days (1=average weekly hours/5 days)