



# COLLECTIVE BARGAINING AGREEMENT

*July 1, 2017 – June 30, 2020*

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*Between*

*The Town of Seekonk*

*And*

*AFSCME Council 93*

*Local 1701*

*Department of Public Works*

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April 18, 2018

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## ADMINISTRATION

### ARTICLE I, SECTION 1 – RECOGNITION

The Town of Seekonk recognized the American Federation of State, County and Municipal Employees, Local 1701, AFL-CIO (Public Works) as the sole and exclusive bargaining agent for all regular members of the Seekonk Public Works Department for the purpose of collective bargaining relative to Wages, Salaries, Hours, Working Conditions and Benefits. The rights of the Town of Seekonk and employees shall be respected and the provisions of this Agreement shall be observed for the orderly settlement of all questions.

### ARTICLE I, SECTION 2 – DURATION OF AGREEMENT

This Agreement shall be for a term of 36 months, commencing on July 1, 2017 and shall continue in effect to June 30, 2020, and shall thereafter automatically renew itself for successive terms of one (1) year each, unless by April 15, prior to the expiration of the agreement year involved, either party shall give the other party written notice of its desire to modify or terminate this Agreement. Notice of desire to modify shall not be considered notice of termination.

### ARTICLE I, SECTION 3 – SEVERABILITY

Should any provision of this Agreement be held unlawful by a court or administrative agency of competent jurisdiction, all other provision of this Agreement shall remain in force for the duration of the Agreement.

### ARTICLE I, SECTION 4 – DEADLINE TO SUBMIT PROPOSALS

In the event notice is given of a desire to modify this Agreement, said notice shall specify the particular provisions of the Agreement that a modification of which is desired. Thereafter, the Town and the Employee Union shall meet promptly to begin negotiations.



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## ARTICLE 1, SECTION 5 – DISCRIMINATION AND COERCION

**There shall be no discrimination by the Foreman, Superintendent or other agents of the employer against any employee because of his/her activities or membership in the Union. The employer further agrees that there will be no discrimination against any member for his/her adherence to any provision of this Agreement or his/her refusal to comply with any order which would violate this Agreement.**

## ARTICLE I, SECTION 6 – UNION DUES

**Union dues shall be deducted by the Town Treasurer weekly and sent to the Treasurer of Local Union #1701.**

## ARTICLE I, SECTION 7 – AGENCY SERVICE FEE

**The employer agrees to notify the Union whenever deductions are not made in accordance with an authorization of check-off due to the fact that an employee is not on the payroll during any payroll period. It shall be a condition of employment that on or after the thirtieth (30th) day following employment in the bargaining unit, or the effective date of this Agreement, whichever is later, each member of the bargaining unit shall pay to the Union an agency service fee which shall be proportionately commensurate with the cost of collective bargaining and contract administration. The agency service fee for the duration of the Agreement shall be paid weekly and equal to the Union dues. Any new employee shall be considered temporary for a period of ninety (90) days.**

**In consideration of the employer's entering into this collective bargaining agreement, which agreement includes an agency service fee provision, the Union hereby agrees to indemnify the said employer and hold it harmless from any and all claims, liabilities or costs of the employer which arise out of entering into or enforcement of said provisions of which arise out of the payroll deduction of agency service fees.**



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## COMPENSATION

### ARTICLE II, SECTION 1 – HOURS OF WORK

**The work week shall consist for forty (40) hours, five (5) consecutive eight (8) hour days, Monday through Friday, excluding lunch periods, with a regular starting and quitting time of 7:00 AM to 3:30 PM.**

**The only exceptions to the above will be work at the Transfer Station which will be any consecutive five (5) days, excluding Sunday.**

**The Secretary's work week shall consist of 37.5 hours, five consecutive 7.5 hour days, Monday through Friday, with a one (1) hour (30 minutes paid and 30 minutes unpaid) lunch period with a regular starting and quitting time of 8AM – 4PM.**

### ARTICLE II, SECTION 2 – LUNCH AND REST PERIODS

**Members of the Public Works Department covered by this Agreement shall be allowed thirty (30) minutes for lunch and a ten (10) minute rest period in the morning and afternoon, at approximately the middle of said half shift.**

### ARTICLE II, SECTION 3 – CLEANUP TIME

**A fifteen (15) minute period shall be allowed at the end of each shift for employee cleanup.**

### ARTICLE II, SECTION 4 – SALARIES

**As of July 1, 2017 (Fiscal Year 2018) a 2% base salary increase**

**As of July 1, 2018 (Fiscal Year 2019) a 2% base salary increase**

**As of July 1, 2019 (Fiscal Year 2020) a 2% base salary increase**



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<b>Years of Service</b>	<i>Fiscal Year 18 - 2% Increase</i>				
	<b>Step 1</b> <b>0-2 years</b>	<b>Step 2</b> <b>3-4 years</b>	<b>Step 3</b> <b>5-6 years</b>	<b>Step 4</b> <b>7-9 years</b>	<b>Step 5</b> <b>10+ years</b>
Foreman	\$ 24.03	\$ 24.51	\$ 25.00	\$ 25.50	\$ 26.01
Mechanic Forman	\$ 25.43	\$ 25.94	\$ 26.46	\$ 26.99	\$ 27.53
Mechanic	\$ 23.73	\$ 24.19	\$ 24.67	\$ 25.17	\$ 25.67
Laborer/Maintenance	\$ 22.28	\$ 22.73	\$ 23.18	\$ 23.64	\$ 24.11
Equipment Operator	\$ 22.04	\$ 22.49	\$ 22.94	\$ 23.40	\$ 23.87
Driver/Laborer	\$ 20.57	\$ 20.98	\$ 21.40	\$ 21.83	\$ 22.27
P/T Sec	\$ 15.31	\$ 15.62	\$ 15.93	\$ 16.25	\$ 16.58
Secretary	\$ 20.11	\$ 20.51	\$ 20.92	\$ 21.34	\$ 21.77

<b>Years of Service</b>	<i>Fiscal Year 19 - 2% Increase</i>				
	<b>Step 1</b> <b>0-2 years</b>	<b>Step 2</b> <b>3-4 years</b>	<b>Step 3</b> <b>5-6 years</b>	<b>Step 4</b> <b>7-9 years</b>	<b>Step 5</b> <b>10+ years</b>
Foreman	\$ 24.51	\$ 25.00	\$ 25.50	\$ 26.01	\$ 26.53
Mechanic Forman	\$ 25.69	\$ 26.46	\$ 26.99	\$ 27.53	\$ 28.08
Mechanic	\$ 24.20	\$ 24.68	\$ 25.16	\$ 25.67	\$ 26.18
Laborer/Maintenance	\$ 22.73	\$ 23.18	\$ 23.64	\$ 24.11	\$ 24.59
Equipment Operator	\$ 22.48	\$ 22.94	\$ 23.40	\$ 23.87	\$ 24.35
Driver/Laborer	\$ 20.98	\$ 21.40	\$ 21.83	\$ 22.27	\$ 22.72
P/T Sec	\$ 15.62	\$ 15.93	\$ 16.25	\$ 16.58	\$ 16.91
Secretary	\$ 20.51	\$ 20.92	\$ 21.34	\$ 21.77	\$ 22.21

<b>Years of Service</b>	<i>Fiscal Year 20 - Increase 2% Increase</i>				
	<b>Step 1</b> <b>0-2 years</b>	<b>Step 2</b> <b>3-4 years</b>	<b>Step 3</b> <b>5-6 years</b>	<b>Step 4</b> <b>7-9 years</b>	<b>Step 5</b> <b>10+ years</b>
Foreman	\$ 25.00	\$ 25.50	\$ 26.01	\$ 26.53	\$ 27.06
Mechanic Forman	\$ 26.46	\$ 26.99	\$ 27.53	\$ 28.08	\$ 28.64
Mechanic	\$ 24.68	\$ 25.17	\$ 25.66	\$ 26.18	\$ 26.70
Laborer/Maintenance	\$ 23.18	\$ 23.64	\$ 24.11	\$ 24.59	\$ 25.08
Equipment Operator	\$ 22.93	\$ 23.40	\$ 23.87	\$ 24.35	\$ 24.84
Driver/Laborer	\$ 21.40	\$ 21.83	\$ 22.27	\$ 22.72	\$ 23.17
P/T Sec	\$ 15.93	\$ 16.25	\$ 16.58	\$ 16.91	\$ 17.25
Secretary	\$ 20.92	\$ 21.34	\$ 21.77	\$ 22.21	\$ 22.65

There shall be a promotion factor. The promotion factor shall provide that an employee who is being promoted to a new job description will be placed in a step, regardless of years, that provides a minimum increased salary rate of 2%.



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**Laborer/Maintenance job classification shall be eliminated upon vacancy (Current incumbent is grandfathered into existing title/wage scale).**

## **ARTICLE II, SECTION 5 – OVERTIME**

**Members of the Public Works Department who are required to work beyond their regular hours of duty shall be paid at a rate of time and one half (1.5) for all hours worked over eight (8) hours in a day or over forty (40) hours per week. Any portion of the first hour worked shall result in a minimum of one (1) hour overtime paid to the employee.**

**Members of the Public Works Department who are required to work beyond their regular hours of duty on a holiday, as listed per ARTICLE III SECTIONS II, and III, shall be paid at a rate of double time (2) for all hours worked.**

**Overtime shall be divided as equally as possible amongst those employees within the particular classification. The Town will make every reasonable effort to equalize overtime opportunities for employees. Overtime selection shall be made from employees who are able to do the particular work. However, overtime may not be assigned, at the discretion of the Superintendent, to an employee while that employee is on probation resulting from disciplinary action. The town will attempt to offer overtime first to the qualified employee with the fewest overtime hours and as further described below:**

- 1. The Secretary and the Mechanics will have the opportunity for overtime solely in accordance with their job category.**
- 2. In lieu of overtime payment, an employee may elect to accumulate compensatory time at the rate of time and one-half, subject to the approval of the Superintendent of Public Works. An employee may accumulate a maximum of forty (40) replenishable hours that must be used by the end of the fiscal year in which it was earned. Unused compensatory time will be paid out, in accordance with the FLSA, at the employee's current time and one-half rate of pay. The payment shall be made to the eligible employee on or before July 15th.**
- 3. If more than one (1) employee is needed to perform an overtime job, the second employee to be called in shall be a Foremen (unless in the case where the first person called in was a Foreman).**
- 4. Every employee will start each new fiscal year with zero (0) hours of overtime.**



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5. An employee who is out sick or leaves work sick shall not be eligible for overtime until 12 AM the following day of sick time used. Exemptions to this rule will be if the sick time was for a pre-scheduled doctor's appointment or for a family sick leave.

## ARTICLE II, SECTION 6 – COMPUTATION OF OVERTIME

At times for which an employee is on full pay status such as sick leave, vacation, personal, compensatory, holidays, paid education leave, and paid Union leave it shall be considered time worked for the purposes of calculating overtime compensation.

## ARTICLE II, SECTION 7 – CALL BACK

Members of the Department called back during emergencies shall be paid at the rate of time and one half (1.5) or double (2) time as outlined in Article 2, Section 5 for all call back hours, with a minimum of three (3) hours pay. All time worked immediately following receipt of a call back notice shall be applied to the calculation of the minimum of three (3) hours pay. Any call back on Martin Luther King Day shall be computed at time and one half (1.5).

Call back shall not be interpreted as Stand-By in this Agreement.

Start time for all call backs shall start thirty (30) minutes prior to the arrival of employee.

## ARTICLE II, SECTION 8 – WINTER BONUS

Any and all members who maintain zero (0) refusals during snow and ice operations shall receive a winter bonus of two hundred and fifty dollars (\$250). All eligible members shall receive their winter bonus on May 1st of each fiscal year.



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## BENEFITS

### ARTICLE III, SECTION 1 – ABSENCES FROM WORK

Employees not expecting to work because of sickness, personal reasons or other causes must notify the Superintendent or his designee one (1) hour before scheduled to report to work. This provision shall not be interpreted as condoning repeated absences from work on the part of the employee.

Leave request forms will be submitted by the employee to the Superintendent or designee for all absences from work.

Approval of unscheduled vacation requests will be based on the staffing needs and seniority. The purpose of this priority determination is to reduce overlapping employee leaves.

For absences which are unforeseeable, a leave request form must be completed upon the employees' return to duty. Prior submittal and approval of a leave request will constitute notification of the absence(s).

Written approval is required prior to any vacation leave use.

Sick time is accrued at the end of the payroll period and is available to be taken at the start of the following payroll period.

### ARTICLE III, SECTION 2 – PAID HOLIDAYS

Members of the Department covered by this Agreement will receive pay for the twelve (12) holidays listed below, provided they work the working day before and after the holiday. If it is established by the Superintendent of Public Works that the sickness or absence was of a legitimate nature, this section will not apply.

New Year's Day	Martin Luther King Day
Washington's Birthday	Patriot's Day
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Day

Additionally, any State or Federal mandated holiday.



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### ARTICLE III, SECTION 3 – HALF HOLIDAYS

**Members of the Department covered by this Agreement will be guaranteed three (3) half holidays as follows:**

**Good Friday**  
**New Year's Eve**

**Christmas Eve**

### ARTICLE III, SECTION 4 – VACATIONS

**Each employee shall have a vacation during the year following completion of a term of service as follows:**

**During the year following completion of six months service - one week (5 days); After completion of the next six months, - one week (5 days);**

**After completion of one (1) year service in each successive year - Two weeks (10 days); After completion of five (5) year service in each successive year - Three weeks (15 days); After completion of ten (10) service in each successive year - Four weeks (20 days);**

**After completion of twenty (20) year service in each successive year - Five weeks (25 days); Service shall include all dates for which the Employee is compensated with salaries and wages, including all time during which the Employee receives compensation pursuant to M.G.L. c. 152.**

**One day is equal in length to the normal work day of an employee. Vacation may only be minimally used in hourly increments.**

**Any employee receiving a vacation period exceeding two (2) weeks shall take the added time due at a time of the year which, in the opinion of the Superintendent of Public Works shall cause the least interference with the duties and goals of the Public Works Department, and further, shall be scheduled so that there is minimal overlapping of vacations and an adequate working force is available at all times.**

### ARTICLE III, SECTION 5 – VACATION SCHEDULE

**A vacation schedule shall be posted by January 1st of each year and may not be changed or swaps made without the consent of both parties and only with the approval of the Superintendent of Public Works, or in his absence, the Town Administrator. If there is a conflict in the vacation schedule, seniority shall prevail.**



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### ARTICLE III, SECTION 6 – PERSONAL DAYS

**All members of the Public Works Department covered by this Agreement shall be granted four (4) personal days per year.**

### ARTICLE III, SECTION 7 – SICK LEAVE

**All members of the Public Works Department covered under this Agreement shall be granted one and one half (1.5) days per month or eighteen (18) days a year sick leave, inclusive of the first day. This time may be used for actual sickness. In the event there is doubt as to whether the sickness is sufficient to prevent attendance at work, the Town may require a doctor's certificate after three (3) consecutive days absent, or five (5) days absent within the prior twelve months for which a doctor's certificate or other form of verification acceptable to the Superintendent has not been provided. The Town reserves the right to name said physician should they so desire.**

Under the provisions of the Family and Medical Leave Act, and subject to approval of the Town Administrator, an employee may be allowed to use accumulated Sick Leave Benefits to care for an illness affecting an immediate family member. For purposes of this article, 'immediate family member' shall mean a spouse or child of the employee. If management has reasonable suspicion to believe an employee is feigning illness, management may require that employee to submit to a doctor examination to confirm or dispel suspicion. Management will name the doctor and time of appointment, said appointment to be during normal working hours. The Town shall be responsible for any doctor fee not covered by the employees' health insurance for said examination only. A total of one hundred thirty (130) days sick leave may be accumulated. Upon retirement, retirement due to a job related injury, death or reduction in work force, an employee shall be entitled to fifty percent (50%) conversion of accumulative sick leave days. Upon the death of an employee, this fifty percent (50%) conversion shall be paid to the beneficiary of the estate of said employee. Any employee resigning his/her position with the Town shall be so entitled to this benefit provided that said employee has a minimum of ten (10) year service with the Town.



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### **ARTICLE III, SECTION 8 – ABSENCES DUE TO INDUSTRIAL ACCIDENTS**

**The difference between the normal work week wage, forty (40) hours and the insurance allowance, may be made up by the employee by using his sick leave or vacation time allowance.**

**An employee eligible to receive Workmen's Compensation but who has not started receiving same may elect to be paid every week by using his accumulated sick leave until the employee is reimbursed by the insurance carrier at which time the employee shall reimburse the Town in the full amount of said Workmen's Compensation received.**

### **ARTICLE III, SECTION 9 – BEREAVEMENT PAY**

**In the event a death occurs in the immediate family of a member of the Public Works Department covered by this Agreement, the Town of Seekonk agrees to pay such a member for time necessarily lost in attending funeral services and making necessary arrangements not to exceed five (5) working days. The term "immediate family" shall be defined to include father, mother, spouse, children, brother and sister of a member, mother-in-law, father-in-law, grandfather, grandmother, sister-in-law, brother-in-law, son-in-law, daughter-in-law and grandchildren.**

### **ARTICLE III, SECTION 10 – JURY DUTY**

**In the event an employee is actually called and serves on jury duty during the term of this Agreement, then in such event the employee shall receive from the Town an amount equal to the difference between the normal work week wages and the compensation received from the County or the United States Government for such jury duty service.**

### **ARTICLE III, SECTION 11 – MILITARY LEAVE**

**Time off and pay will be governed by Massachusetts General Laws, Chapter 33 Section 59 as adopted by the Town on September 11, 2000 and show below and state and federal statute. Full veterans' re-employment rights as established by federal and state statute will be available to employees returning from military leave.**



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Any member of the department shall be entitled, during the time of his service in the armed forces of the Commonwealth, under section thirty-eight, forty, forty-one, forty-two, or sixty, or during his annual tour of duty of not exceeding seventeen days as a member of a reserve component of the armed forces of the United States, to receive pay therefore, without loss of his ordinary remuneration as an employee or official of the Commonwealth or of such county, "city or town, and shall also be entitled to the same leaves of absence or vacation with pay given to other like employees or officials.

### ARTICLE III, SECTION 12 – HEALTH AND WELFARE

Full time regular employees of the Public Works Department are entitled to receive health insurance as provided by the Town as follows:

1. Effective upon execution of the Collective Bargaining Agreement, Blue Cross master medical will only be available to the employees who are currently enrolled in the program. Employees who exercise their option to change from Blue Cross Master medical coverage during the open enrollment period will not be able to convert back to Master Medical coverage at a later date.
2. Effective upon execution of the Collective Bargaining Agreement, employees eligible to receive health insurance, will be offered Blue Cross or other coverage as determined by the Town.
3. The Health Insurance contribution rate will be 75% from the town and 25% from the employees covered by the Collective Bargaining Agreement who receive health insurance benefits from the Town. There shall be a two week open enrollment period to allow members to change plans should they so desire.

### ARTICLE III, SECTION 13 – MEAL EXPENSES

Effective on the signing date of this Agreement, members called out for hurricanes or snow removal before 7:30 AM or after 4:00 PM shall be reimbursed for actual breakfast expenses not to exceed \$7.50, lunch expenses not to exceed \$8.50 and dinner expenses not to exceed \$9.50. Members shall turn in receipts for reimbursement at the end of the work shift.



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## WORKING CONDITIONS

### ARTICLE IV, SECTION 1 – PROBATIONARY PERIOD

Each employee initially hired by the Town shall be hired as a probationary employee for the first six (6) months of their employment. During this period, the employee shall be evaluated as to their work performance, skills and abilities every two (2) months or more often as necessary by the department or his/her designee. At the end of this period, the department head shall recommend to the Board of Selectmen to either permanently hire or terminate the employee. Neither the employee nor the Union shall have the right to grieve the decision of the department head or Board of Selectmen.

### ARTICLE IV, SECTION 2 – PROMOTION AND JOB OPENINGS

For promotions, the most qualified person will be considered. If there is more than one (1) equally qualified person, seniority shall prevail. All job openings will be posted in the Public Works Department.

### ARTICLE IV, SECTION 3 – SENIORITY

The length of service of the employee in the bargaining unit shall determine the seniority of the employee. All other factors being equal, the principle of seniority shall govern and control in all cases of promotion within the bargaining unit, transfer, decrease or increase of the working force as well as preference in assignment to shift work and choice of vacation periods.

### ARTICLE IV, SECTION 4 – RECALL OF LAID OFF EMPLOYEES

Any employee laid off by the Employer due to reduction in force, financial cutbacks or department re-organization shall have first right to be recalled to fill a vacancy provided:

1. Employer seeks to fill a vacancy in the department with two (2) years of the date the employee was laid off from his/her employment with the Town
2. And said employee had the qualifications to perform the requirements of the job description.



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Recall rights shall be permanently terminated under the following circumstance: 1) if after thirty (30) day notice being sent to the last known address of the employee of their right to return to work, said employee fails to respond to the Town of their intent to return to work, or 2) the employee notifies the Town of their intent not to return to work.

#### ARTICLE IV, SECTION 5 – JUST CAUSE

**No employee shall be suspended, demoted, discharged or transferred without just cause**

#### ARTICLE IV, SECTION 6 – GRIEVANCE & ARBITRATION PROCEDURE

Any grievance or dispute which may arise between the parties, including the application, meaning or interpretation of this Agreement shall be settled in the following manner:

**Step 1:** The Union Steward and/or representative, with or without the aggrieved employee, shall take up the grievance or dispute in writing with the Superintendent within ten (10) working days of the date of the grievance or his/her knowledge of its occurrence. The Superintendent shall attempt to adjust the matter and shall respond to the Steward in writing within ten (10) working days.

**Step 2:** If the grievant is dissatisfied with the Superintendent's decision, the Union can appeal to the Town Administrator within ten (10) working days from receipt of the Superintendent's response to the grievance. Failure to appeal within ten (10) days will constitute a waiver to the grievance.

**Step 3:** If the grievance still remains unadjusted, it shall be presented to the Selectmen in writing within ten (10) workdays after the response of the Town Administrator is due. The Selectmen shall respond in writing within ten (10) working days. Failure by the Selectmen to reply within this period shall be construed as a decision favorable to the employee.

**Step 4:** If the grievance is still unsettled, either party may, within thirty (30) days after the reply is due, by written notice to the other, request arbitration through either the State Board of Mediation and Arbitration or the American Arbitration Association.

Final binding arbitration will prevail on grievances only.



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#### **ARTICLE IV, SECTION 7 – SHOP STEWARD**

**A reasonable amount of time off to investigate grievances, with the approval of the Superintendent of Public Works and without loss of pay shall be granted to the Shop Steward.**

#### **ARTICLE IV, SECTION 8 – SAFETY COMMITTEE**

**A Safety Committee consisting of three (3) members of the Union is established to discuss safety issues in the workplace.**

#### **ARTICLE IV, SECTION 9 – FEES**

**The Town shall provide all material, equipment, tools and special license fees required to perform duties assigned. This section shall include the furnishing and the cleaning of uniforms.**

**All employees classified other than office staff are required to use all department issued uniforms. Employees of the department shall comply with dress and safety directives as issued by the Superintendent and Safety Committee. Costs associated with particular equipment and supplies related to compliance with said directive will be the responsibility of the Town.**

#### **ARTICLE IV, SECTION 10 – EMPLOYEE EVALUATIONS**

**At year's end an evaluation of all members of the Public Works Department shall be conducted by an immediate supervisor with full knowledge of the employee's work duties and performance.**

#### **ARTICLE IV, SECTION 10 – DRUG TESTING**

**All members of the Public Works Department covered by this Agreement shall be subject to annual random drug testing. The Town shall select the vendor to conduct the random drug testing and shall bare responsibility for all costs associated with the testing. A failure of a drug test shall be subject to disciplinary actions that are deemed appropriate by the Town.**





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In WITNESS THEREOF, the Town of Seekonk, by its duly authorized Board of Selectmen and Local #1701, American Federation of State, County, and Municipal Employees AFL-CIO, by its duly authorized Officers, have caused this Agreement to be executed this Day of April 18, 2018 to be effective the first day of July 2017.

LOCAL #1701

Kimberly Day  
Jason Cote  
Scott A. Olabi

BOARD OF SELECTMEN

David J. Andrade  
Nelson Almeida  
David F. Viera  
Michelle A. Hines  
Christopher Zorra

