

PERSONNEL, WAGE and SALARY  
ADMINISTRATION BY-LAW  
with AMENDMENTS

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CHAPTER 10  
Sections 1-15



JULY 31, 1951

The By-Laws of the  
Inhabitants of Watertown

349.9744  
WAT  
1951

- 42 -

# ADJOURNED ANNUAL MEETING

April 13, 1949

## Article 26

On motion duly made and seconded, it was

**VOTED:** Pursuant to the authority contained in Section 108A of Chapter 41 of the General Laws to amend the By-laws of the Town by adding thereto Chapter 10, Section 1-14 inclusive to be titled "Personnel, Wage and Salary Administration," as follows:

## CHAPTER 10

### Personnel, Wage and Salary Administration

A By-Law governing the adoption of the Classification and Compensation plans for positions in the Town service.

#### SECTION 1 — Compensation of Officers and Employees.

Subject to the provisions of this by-law the salary or compensation of employees of the Town shall be established.

#### SECTION 2 — Adoption of Classification Plan.

That the classification and standardization of all positions in the town service as contemplated and adopted by the Civil Service Commission, with such amendments or changes as may be made thereto, be and the same are hereby adopted as the classification plan for all positions in the town service. The titles of the classes of positions named shall forthwith become the official titles of every position allocated to the respective classes and shall be used on all payrolls, budget estimates and official records and reports relating to such positions.

#### SECTION 3 — Adoption of Compensation Plan.

That the salary and wage schedules for the respective classes of positions as arranged under appropriate services of the classification plan and set forth in the following sections, with such amendments as may be made thereto from time to time by the Town Meeting, be and the same are hereby adopted and shall constitute the "COMPENSATION PLAN." Said "COMPENSATION PLAN" establishing the standard salary schedules is, in words, letters and numerals, as hereafter follows.

#### SECTION 4 — Salary Schedules for Positions in the Administrative and Clerical Service:

"That the following salary schedules for positions in the Administrative and Clerical Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
GRADE 1—					
*Clerk .....	\$1,320	\$1,440	\$1,560	\$1,680	\$1,800
*Stores Clerk .....	1,320	1,440	1,560	1,680	1,800
*Typist .....	1,320	1,440	1,560	1,680	1,800

GRADE 2—

Junior Clerk .....	1,440	1,560	1,680	1,740	1,800
Junior Clerk-Typist .....	1,440	1,560	1,680	1,740	1,800
Junior Clerk-Stenographer ..	1,440	1,560	1,680	1,740	1,800
Clerk-Cashier .....	1,440	1,560	1,680	1,740	1,800

GRADE 3--

Senior Clerk .....	1,680	1,800	1,920	2,040	2,160
Senior Clerk-Typist .....	1,680	1,800	1,920	2,040	2,160
Senior Clerk-Stenographer ..	1,680	1,800	1,920	2,040	2,160
Telephone Operator .....	1,680	1,800	1,920	2,040	2,160
Permanent Assistant Registrar .....	1,680	1,800	1,920	2,040	2,160

GRADE 4--

Principal Clerk .....	2,040	2,160	2,280	2,400	2,520
Principal Clerk-Typist .....	2,040	2,160	2,280	2,400	2,520
Principal Clerk- Stenographer .....	2,040	2,160	2,280	2,400	2,520
Confidential Secretary to Selectmen .....	2,040	2,160	2,280	2,400	2,520

GRADE 9—

Purchasing Agent .....	3,300	3,600	3,900	4,200	4,500
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\* No present positions of this class have been found in the town service but the class is set up for possible future positions or because of cross references to it in definitions for other classes.

**SECTION 5— Salary Schedules for Positions in the Agriculture (Including Conservation) Service:**

"That the following salary schedules for positions in the Agriculture( including Conservation) Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

GRADE 4 —

Tree Climber .....	Hourly Rate \$1.75 per hour
Tree Surgeon .....	Hourly Rate \$1.35 per hour

	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
GRADE 7—					
Forestry Foreman .....	2,760	2,940	3,120	3,300	3,480

**SECTION 6—Salary Schedules for Positions in the Custodian (including Domestic) Service:**

That the following salary schedules for positions in the Custodian (including Domestic) Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
GRADE 2—					
Institution House Worker ..	\$1,440	\$1,560	\$1,680	\$1,740	\$1,800
Matron-Infirmary .....	1,440	1,560	1,680	1,740	1,800
Janitress .....	1,440	1,560	1,680	1,740	1,800
GRADE 4—					
Junior Building Custodian ..	2,040	2,160	2,280	2,400	2,520
GRADE 5—					
Senior Building Custodian ..	2,400	2,520	2,640	2,760	2,880

**SECTION 7—Salary Schedules for Positions in the Library Service:**

That the following salary schedules for positions in the Library Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
GRADE 3—					
Library Assistant .....	\$1,680	\$1,800	\$1,920	\$2,040	\$2,160
GRADE 4—					
Sub-Professional Library Technician .....	2,040	2,160	2,280	2,400	2,520
GRADE 5—					
1st Asst. Circulation Depart- ment—Main Library .....	2,400	2,520	2,640	2,760	2,880
1st Asst. Circulation Depart- ment—East Branch .....	2,400	2,520	2,640	2,760	2,880
1st Asst. Children's Department .....	2,400	2,520	2,640	2,760	2,880
North Branch Children's Librarian .....	2,400	2,520	2,640	2,760	2,880
East Branch Asst. (Work with Juniors) .....	2,400	2,520	2,640	2,760	2,880

**GRADE 6 —**

Junior Department Heads:

North Branch Librarian ..	2,640	2,760	2,880	3,000	3,120
West Branch Librarian ....	2,640	2,760	2,880	3,000	3,120
East Branch Asst. Librarian	2,640	2,760	2,880	3,000	3,120
East Branch Children's Librarian .....	2,640	2,760	2,880	3,000	3,120

**GRADE 7 —**

Senior Department Heads:

East Branch Librarian ....	2,760	2,940	3,120	3,300	3,480
Supervisor Work with Children .....	2,760	2,940	3,120	3,300	3,480
Catalog Librarian .....	2,760	2,940	3,120	3,300	3,480
Circulation Librarian .....	2,760	2,940	3,120	3,300	3,480
Reference Librarian .....	2,760	2,940	3,120	3,300	3,480

**GRADE 9 —**

Assistant Librarian .....	3,300	3,600	3,900	4,200	4,500
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**GRADE 11 —**

Librarian (Chief) .....	4,200	4,500	4,800	5,100	5,400
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**SECTION 8 — Salary Schedules for Positions in the Engineering Service:**

"That the following salary schedules for positions in the Engineering Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	Standard Basic Salary Intermediate Range			Maximum After 4th Year
		After 1st Year	After 2nd Year	After 3rd Year	
<b>GRADE 5 —</b>					
Engineering Aid —					
Grade 1 .....	\$2,400	\$2,520	\$2,640	\$2,760	\$2,880
<b>GRADE 6 —</b>					
Engineering Aid —					
Grade 2 .....	2,640	2,760	2,880	3,000	3,120
<b>GRADE 8 —</b>					
Junior Civil Engineer —					
Grade 3 .....	3,120	3,300	3,480	3,660	3,840
<b>GRADE 9 —</b>					
Civil Engineer — Grade 4 ..	3,300	3,600	3,900	4,200	4,500
<b>GRADE 11 —</b>					
Town Engineer — Grade 5 ..	4,200	4,500	4,800	5,100	5,400

**SECTION 9 — Salary Schedules for Positions in the Health and Welfare Services:**

"That the following salary schedules for positions in the Health and Welfare Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
GRADE 3 —					
Hygienist .....	1,680	1,800	1,920	2,040	2,160
Keeper — Infirmary .....	1,680	1,800	1,920	2,040	2,160
GRADE 5 —					
Public Health Nurse .....	2,400	2,520	2,640	2,760	2,880
GRADE 5A —					
Social Worker .....	2,580	2,760	2,940	3,120	3,300
GRADE 8 —					
Health Inspector .....	3,120	3,300	3,480	3,660	3,840
GRADE 8A —					
Principal Social Work Supervisor .....	3,420	3,600	3,780	3,960	4,140
GRADE 9 —					
Commissioner of Veteran's Service .....	3,300	3,600	3,900	4,200	4,500
GRADE 10 —					
Health Officer .....	3,750	4,050	4,350	4,650	4,950
GRADE 10A —					
Welfare Agent .....	4,260	4,440	4,620	4,800	4,980

#### SECTION 10 — Salary Schedules for Positions in the Mechanical and Construction Service

"That the following salary schedules for positions in the Mechanical and Construction Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
GRADE 4 —					
Chief Inspector — Water ....	2,040	2,160	2,280	2,400	2,520
Laborer (unskilled) .....		Hourly Rate \$1.25 per hour			
Motor Equipment Operator — Grade 1 .....		Hourly Rate \$1.30 per hour			
Motor Equipment Operator Grade 2 .....		Hourly Rate \$1.30 per hour			
Laborer (skilled) .....		Hourly Rate \$1.30 per hour			
Motor Equipment Operator — Grade 3 .....		Hourly Rate \$1.35 per hour			
GRADE 5 —					
Water Meter Inspector .....	2,400	2,520	2,640	2,760	2,880
Mason .....		Hourly Rate \$1.45 per hour			
Blacksmith .....		Hourly Rate \$1.45 per hour			
Carpenter .....		Hourly Rate \$1.45 per hour			
Cement Finisher .....		Hourly Rate \$1.50 per hour			

Foreman (Highway Department) .....	Hourly Rate \$1.45 per hour				
Foreman (Painter) .....	Hourly Rate \$1.45 per hour				
Foreman (Park) .....	Hourly Rate \$1.45 per hour				
Working Foreman (Cemetery) .....	Hourly Rate \$1.45 per hour				
Motor Equipment Repairman .....	Hourly Rate \$1.45 per hour				
Storekeeper .....	Hourly Rate \$1.45 per hour				
Timekeeper .....	Hourly Rate \$1.45 per hour				
Water Service Working Foreman .....	Hourly Rate \$1.45 per hour				
GRADE 6 —					
Water Meter Repair Foreman .....	Hourly Rate \$1.65 per hour				
GRADE 7 —					
Inspector of Wire Maintenance .....	2,760	2,940	3,120	3,300	3,480
GRADE 8 —					
Cemetery Superintendent ..	3,120	3,300	3,480	3,660	3,840
2nd Assistant Superintendent — Poles and Wires .....	3,120	3,300	3,480	3,660	3,840
Water Construction Foreman .....	3,120	3,300	3,480	3,660	3,840
Superintendent of Parks and Recreation .....	3,120	3,300	3,480	3,660	3,840
Sealer of Weights and Measures .....	3,120	3,300	3,480	3,660	3,840
Motor Equipment Maintenance Foreman .....	3,120	3,300	3,480	3,660	3,840
Water Registrar, Clerk to the Board of Water Commissioners .....	3,120	3,300	3,480	3,660	3,840
Foreman Working Carpenter .....	3,120	3,300	3,480	3,660	3,840
GRADE 9 —					
Inspector of Plumbing .....	3,300	3,600	3,900	4,200	4,500
1st Assistant Superintendent — Poles and Wires .....	3,300	3,600	3,900	4,200	4,500
Supervisor Foreman Highway Department .....	3,300	3,600	3,900	4,200	4,500
Assistant Superintendent Water Department .....	3,300	3,600	3,900	4,200	4,500
GRADE 10 —					
Assistant Superintendent of Highways .....	3,750	4,050	4,350	4,650	4,950
Inspector of Buildings .....	3,750	4,050	4,350	4,650	4,950
GRADE 11 —					
Superintendent of Highway Department .....	4,200	4,500	4,800	5,100	5,400
Superintendent of Wires .....	4,200	4,500	4,800	5,100	5,400
Superintendent of Water Department .....	4,200	4,500	4,800	5,100	5,400

**SECTION 11 — Salary Schedules for Positions in the Public Safety Service:**

That the following salary schedules for positions in the Public Safety Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	Standard Basic Salary Intermediate Range			Maximum After 4th Year
		After 1st Year	After 2nd Year	After 3rd Year	
<b>GRADE 6A —</b>					
Fireman (private) .....	2,800	2,925	3,050	3,175	3,300
Patrolman .....	2,800	2,925	3,050	3,175	3,300
Wagon-man Clerk .....	2,800	2,925	3,050	3,175	3,300
<b>Fire Alarm Signal</b>					
Operator .....	2,800	2,925	3,050	3,175	3,300
Chauffeur — Mechanician ..	2,800	2,925	3,050	3,175	3,300
Stenographer Clerk (Male) (Police) .....	2,800	2,925	3,050	3,175	3,300
<b>GRADE 7A —</b>					
Mechanician — Fire Dept. ..	2,880	3,060	3,240	3,420	3,600
<b>GRADE 8 —</b>					
Fire Lieutenant .....	3,120	3,300	3,480	3,660	3,840
Police Sergeant .....	3,120	3,300	3,480	3,660	3,840
<b>GRADE 9 —</b>					
Captain — Fire Dept. ....	3,300	3,600	3,900	4,200	4,500
Police Lieutenant .....	3,300	3,600	3,900	4,200	4,500
<b>GRADE 10 —</b>					
Police Captain .....	3,750	4,050	4,350	4,650	4,950
Deputy Chief (Fire Dept.) .....	3,750	4,050	4,350	4,650	4,950
<b>GRADE 11 —</b>					
Chief (Fire Department .....	4,200	4,500	4,800	5,100	5,400
Police Chief .....	4,200	4,500	4,800	5,100	5,400

**SECTION 12 — Initial Adjustments to the Compensation Plan.**

That in order to bring all salary rates into conformity with those provided in the compensation plan, the following rules of application and adjustment shall be effective in fixing the rates of pay of incumbents of positions at the time any salary range included in the compensation plan or any amendment thereto takes effect:

(a) The rate of pay of an employee receiving less than the minimum of the range prescribed for the class to which his position is allocated shall be increased to the minimum except when the amount under the minimum is less than one increment when paragraph C shall apply.

(b) If the present salary is above the maximum prescribed in the new schedule, the present incumbent shall continue at the present salary and the schedule shall not apply until the position is vacated.

(c) The rate of pay of an employee receiving compensation between any two rates between the minimum and maximum of the range prescribed for the class to which his position is allocated shall be ad-



justed to an equivalent of one full increment each year within the salary range until he reaches his maximum.

(d) Annual increment shall become effective on the anniversary day of each year following appointment, or following final adoption of this plan, unless there is filed written objection thereto by the appropriate appointing authority with the Town Auditor on or before the expiration of each said year.

SECTION 13. That if any section, subsection, sentence, clause, phrase, or figure of this by-law is for any reason held to be unconstitutional or invalid, such decision and invalidity or voidance shall not affect the validity of the remaining portions of this by-law.

SECTION 14. That this by-law shall take effect and be in force from and after the earliest period allowed by law.

ATTEST:

s/ George B. Wellman,  
Town Clerk

The foregoing Chapter 10, Sections 1-14 inclusive was adopted at Adjourned Annual Town Meeting, April 13, 1949.

SECTION 15. The Moderator shall annually appoint a Committee under this Chapter of the By-Laws to be known as the Advisory Board of Review, composed of nine members, two of whom shall be members of the Board of Selectmen, three of whom shall be members of the Finance Committee, one of whom shall be a Town employee and the other three residents of the Town, not Town office holders or Town employees, whose duty it shall be to hold hearings, make investigations and recommendations to the Town Meeting concerning all requested changes of classifications, grades and salary schedules included in Chapter 10 of the Town By-laws. The Moderator shall appoint members to fill vacancies in such Committee whenever vacancies occur. Said Advisory Board of Review shall file its annual report with the Board of Selectmen and the Finance Committee not later than the thirty-first day of December in each year. Upon receipt of such report, the Finance Committee shall, after consideration of the subject matter, make a report to the Town Meeting as a part of its estimates of Town expenditures, together with such recommendations as the Finance Committee deems expedient. (Voted: Art. 40, March 26, 1951)

ATTEST:

s/ George B. Wellman,  
Town Clerk

## AMENDMENTS TO PERSONNEL, WAGE AND

Article	Date of Meeting	Original Section and Grade Numbers
26	April 13, 1949	Chapter 10, Section 1-14
17	March 27, 1950	Section 11
23	March 27, 1950	
24	March 27, 1950	
26	March 27, 1950	
40	March 26, 1951	
14	December 4, 1950	Chapter 10, Section 9, Grade 4 Chapter 10, Section 9, Grade 5 Chapter 10, Section 9, Grade 10
15	December 4, 1950	Section 10, Grade 4 Section 10, Grade 6  Section 10, Grade 7 Section 10, Grade 10
16	December 4, 1950	Section 11, Grade 7-A Section 11, Grade 8 Section 11, —
21	March 26, 1951	Section 9, Grade 8-A Section 9, Grade 10-A
24	March 26, 1951	Section 10, Grade 6 Section 10, Grade 7  Section 10, Grade 8 Section 10, Grade 10
25	March 26, 1951	Section 7, Grade 4, 5, 6, 8

## SALARY ADMINISTRATION

Changed To	Subject
	Entire Plan
Section 11, Grade 6-A	Fireman-Private, Patrolman, Wagon- man Clerk, Fire Alarm Signal Operator, Chauffeur-Mechanician, Stenographer-Clerk (Male) Police
Grade 7-A	Police Sergeant, Mechanician, Fire Department
Grade 8	Health Inspector
Section 10	Working Foreman, (Cemetery)
Section 15	Advisory Board
Section 15	Advisory Board
Grade 5-A	Social Worker
Grade 8-A	Principal Social Work-Supervisor
Grade 10-A	Welfare Agent
Grade 5	Store Keeper
Grade 8	Motor Equipment, Maintenance Fore- man
Grade 9	Supervisor Foreman
Grade 11	Superintendent of Wires
Grade 8	Police Sergeant
Grade 9	Police Lieutenant
Grade 10	Police Captain, Deputy Fire Chief
Grade 8-A	Principal Social Work Supervisor
Grade 10-A	Welfare Agent
Grade 8	Foreman, Working Carpenter
Grade 8	Water Registrar, Clerk to Water Com- missioners
Grade 9	Assistant Superintendent, Water
Grade 11	Superintendent, Water Department
Grade 4, 5, 6, 8	Library Classifications