PERSONNEL, WAGE and SALARY ADMINISTRATION BY-LAWS with AMENDMENTS

CHAPTER 10
Sections 1-19



The By-Laws of the Inhabitants of Watertown With Amendments

PUBLISHED BY
THE ADVISORY BOARD OF REVIEW
AUGUST 1, 1958

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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 forth with 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:

Standard	Basic	Salary
Interme	diate	Range

	Intermedia	Intermediate Range		
	Minimum	After 1st Year	After 2nd Year	Maximum After 3rd Year
GRADE 3-A				
Junior Clerk	2,690	2,820	2,960	3.090
Junior Clerk-Typist	2,690	2.820	2,960	3,090
Junior Clerk-Stenographer	2,690	2,820	2,960	3.090
Oferk-Oashier	2,690	2,820	2,960	3,090
GRADE 4				
Senior Clerk	3,090	3,230	3,360	3,500
Senior /Clerk-Dypist	3,090	3,230	3,360	3.500
Senior Clerk Stenographer	9.000	3.230	3,360	3,500
Telephone Operator		3.230	3,360	3.500
Senior-Clerk-Typist-Billing		- ,	-,	0,000
Machine Operator	3,090	3.230	3.360	3.500
Transcribing Machine Operator	3,090	3,230	3,360	3,500
GRADE 5-A				
Permanent Assistant Registrar	3,500	3,630	3,770	3,900
GRADE 6	3775			
Principal Clerk	3,650	3,790	3,920	4,060
Principal Clerk-Typist	3,650	3,790	3,920	4,060
Principal Clerk-Stenographer Confidential Secretary to	3,650	3,790	3,920	4,060
Confidential Secretary to Selectmen	3,650	3,790	3,920	4,060
	After	Adam	0.00	Maximum
	After 1st	After 2nd	After 3rd	After 4th
Minin	um Year	Year	Year	Year
GRADE 11				
Purchasing Agent 5,30	0 5,660	6,020	6,370	6,730

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:

	Minimum	1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 8					
Forestry Foreman	4,060	4,260	4,460	4,660	4,880
W/W	[2]				

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	After 1st Year	Miter 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 2					
Institution House Worker Matron-Infirmary Janitress	2,350 2,350 2,350	2,470 2,470 2,470	2,580 2,580 2,580	2,690 2,690 2,690	2,800 2,800 2,800
	,	Minimum	After 1st Year	After 2nd Year	Maximum After 3rd Year
GRADE 5-B Junior Building Custodian	1	Minimum 3,520	1st	2nd	After 3rd

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:

for all such positions in the town service: After After					Maximum After
		Minimum	1st Year	2nd Year	3rd Year
GRADE 3-A					
Library Assistant	2,490	2,620	2,760	2,890	3,030
GRADE 4					
Sub-Professional Library					
Technician	2,960	3,090	3,230	3,360	3.500
GRADE 5-A					
General Assistants		3,500	3,630	3,770	3,900
GRADE 6-B			-		
Junior Department Heads	3,610	3,740	3,880	4,010	4,150
GRADE 7				-	
Senior Department Heads	3,680	3,880	4,080	4.280	4,480
GRADE 9					
Assistant Librarian	4,260	4.590	4,950	5,310	5,660
GRADE 11					
Librarian (Chief)	5,310	5,660	6,020	6.370	6,730

Initial employment in the library service in any of the professional positions or classifications included in this section may be at rates above the minimum rate shown, when, in the judgment of the Trustees of the Free Public Library prior experience and training justifies such rate. (Voted: Art. 65, April 11, 1955)

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:

GRADE 6	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
Engineering Aid— Grade 1	3,520	3,650	3,790	3,920	4,060
GRADE 7	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
Engineering Aid— Grade 2GRADE 9	3,680	3,880	4,080	4.280	4,480
Junior Civil Engineer— Grade 3	4,260	4,590	4,950	5,310	5,660
GRADE 10 Civil Engineer— Grade 4	4,950	5,310	5,660	6,020	6,200
GRADE 11-A					
Town Engineer— Grade 5	5,840	6,200	6,550	6.910	7.090

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	ist Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 3					
Keeper—Infirmary	2,440	2,580	2,710	2,850	2,980
GRADE 3-A					
Hygienist	2,560	2,690	2,820	2,960	3,090
	[4]				,

	Minimum	After lat Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 6-C					
Public Health Nurse	3,790	3.920	4.060	4,160	4,330
GRADE 7 Social Worker	3,680	3,880	4,080	4,280	4,480
GRADE 9					
Health Inspector Principal Social Work	4,260	4,590	4,950	5,310	5,660
Supervisor	4,260	4,590	4,950	5,310	5,660
GRADE 10					
Commissioner of Veteran's Service	4,950	5,310	5,660	6,020	6,200
GRADE 11 Health Micer	5,310	5.660	6,020	6.370	6.730
GRADE 11-A					
Welfare Agent	5.840	6.200	6.550	6.910	7.090

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:

GRADE 6-B					
Water Meter Inspector	3,610	3,740	3,880	4,010	4,150
GRADE 8					
Cemetery Superintendent Sealer of Weights and	4,060	4.260	4,460	4.660	4,880
Measures	4,060	4,260	4,460	4,660	4,880
Water Registrar—Clerk to the Board of Water					
Commissioners	4,060	4,260	4,460	4,660	4.880
GRADE 8-A					
Inspector of Wire					
Maintenance	4,080	4,280	4,480	4,680	4,910
GRADE 8-B					
Supt. of Parks	4.360	4,560	4,770	4.980	5,140
GRADE 8-C					
Foreman-	4				
Working Carpenter Asst. Supt. of Wires	4,530 4,530	4,740 4.740	4,950 4,950	5.160 5.160	5.370 5.370
·	T,000	1,10	7,500	0,100	0,0,0
GRADE 9					
Asst. Supt.— Water Department	4.260	4.590	4.950	5.310	5,660
The state of the s	A Jan Co	2,000	2,000	0.010	0,000

GRADE 10 Asst. Supt. of Highways Inspector of Buildings Inspector of Plumbing and Sanitation	4,950 4,950 4,950	5,310 5,310 5,310	5,660 5,660 5,660	6,020 6,020 6,020	6,200 6,200 6,200
GRADE 11					
Superintendent of Wires	5,310	5,660	6,020	6,370	6,730
Superintendent of Water Department	5,310	5,660	6,020	6,370	6,730
GRADE 11-B	/				
Superintendent of Highway Department	6,200	6,700	7,200	7,700	8,200

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	After 1st Year	After 2nd Year	Maximum After 3rd Year
GRADE 6-E					
Fireman (Private) Fire Alarm Signal Operator Patrolman Stenographer—Clerk (Male-Police)	r	4,290 4,290 4,290 4,290	4.430 4.430 4.430	4,570 4,570 4,570 4,570	4,710 4,710 4,710 4,710
Wagonman Clerk		4,290	4,430	4,570	4.710
Chauffeur-Mechanician		4,290	4,430	4,570	4.710
	Minimur	1st n Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 8-C					
Fire Lieutenant Police Sergeants Mechanician—Fire Dept.	4,520 4,520 4,520	4.730 4.730 4.730	4,940 4,940 4,940	5.150 5.150 5.150	5,310 5,310 5,310
GRADE 9-A					
Captain—Fire Dept. Police Lieutenant	4,680 4,680	5,040 5,040	5,400 5,400	5,750 5,750	5,830 5,830
GRADE 10					
Deputy Chief (Fire Dept.) Police Captain	4,950 4,950	5,310 5,310	5,660 5,660	6,020 6,020	6,200 6.200
GRADE 11-A					
Chief (Fire Dept.)	5,840 5,840	6,200 6,200	6,550 6,550	6.910 6.910	7,090 7.090
	[6]				

SECTION 11-A-Salary Schedules for Positions in the Mechanical and Construction Service:

HOURLY WAGE SCHEDULES

Group A-Laborer (unskilled)	Hourly Rate \$1.82 per hour
Group B-Laborer (skilled)	Hourly Rate \$1.88 per hour
Motor Equipment Operator	•
Grade 1	Hourly Rate \$1.88 per hour
Motor Equipment Operator	
	Hourly Rate \$1.88 per hour
Grade 2	
Painter	Hourly Rate \$1.88 per hour
Garage Man	Hourly Rate \$1.93 per hour
Group C—Construction Handyman	
(Park Dept.)	Hourly Rate \$1.93 per hour
Motor Equipment Operator	
Grade 3	Hourly Rate \$1.93 per hour
Tree Climber	Hourly Rate \$1.93 per hour
Tree Surgeon	Hourly Rate \$1.93 per hour
Group D—Blacksmith	Hourly Rate \$2.05 per hour
Carpenter	Hourly Rate \$2.05 per hour
Mason	Hourly Rate \$2.05 per hour
Motor Equipment	TT 1 D . 40 an
Repairman	Hourly Rate \$2.05 per hour
Sign Painter	Hourly Rate \$1.98 per hour
Storekeeper	Hourly Rate \$2.05 per hour
Timekeeper	Hourly Rate \$2.05 per hour
Water System Maintenance	
Craftsman (Water Dept.)	Hourly Rate \$2.05 per hour
Group E—Cement Finisher	Hourly Rate \$2.10 per hour
Shovel Operator	Hourly Rate \$2.10 per hour
Brover Operator	
Foreman—Highway Dept. Foreman—Park Dept	Hourly Rate \$2.10 per hour
Foreman—Park Dept	Hourly Rate \$2.10 per hour
Water Service—	
Working Foreman	Hourly Rate \$2.10 per hour
Working Foreman-	
Cemetery	Hourly Rate \$2.10 per hour
Working Foreman-	
Painter	Hourly Rate \$2.10 per hour
Working Foreman—	
Tree Dept.	Hourly Rate \$2.10 per hour
Working Foreman-	mounty state \$2.10 per mour
	Hannin Data 60 10 1
Highway	Hourly Rate \$2.10 per hour
Group F-Water Meter Repair	TT 1 Th do on 1
Foreman	Hourly Rate \$2.27 per hour
Supervisor Foreman—	
Highway Dept.	Hourly Rate \$2.27 per hour
Group G-Motor Equipment Main-	
tenance Foreman	Hourly Rate \$2.43 per hour
Water Construction	
Foreman	Hourly Rate \$2.43 per hour
2 Of Carrell	per nous

"An employee performing work of Classification or grade higher than his official title classification shall receive the hourly rate of pay provided for such higher classification or grade, while performing such work; provided that an employee performing work in one such classification or grade for an aggregate of 32 weeks during the calendar year shall be held

to have worked in such classification or grade during the entire calendar year, and shall receive not less than the hourly rate of pay provided for such classification or grade" - this amendment to take effect as of January 1, 1958, and for the year 1958 and subsequent years, said wages shall be based upon period of time worked by the employee during the previous calendar year in conformity with this amendment. (Voted Art. 6, Oct. 14, 1957.)

An employee shall not be reduced in official title classification or grade except after proper hearing duly had. (Voted: Art. 61, April 11, 1955.)

SECTION 11-B-Salary Schedules for Positions in the Recreation Service

GRADE 10 Recreation Director

4.950 5,310 5,660 6,020

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 adjusted 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 originally adopted at Adjourned Annual Town Meeting, April 13, 1949 and amended from time to time thereafter.

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 ten members, two of whom shall be members of the Board of Selectmen, three of whom shall be members of the Finance Committee, two of whom shall be Town employees, one of whom shall be of those employees classified under Chapter X, section 11-A, 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; amended Art. 62, April 11, 1955.)

Amendment to Section 15 (Art. 31, April 16, 1956): The Town Meeting shall not consider and vote any amendment to Chapter 10, unless the proposed amendment has first been considered by the Advisory Board of Review and the Finance Committee, and the Report of the Advisory Board of Review thereon is made to the Town Meeting.

Voted (Art. 16, August 6, 1956): To amend the present existing By-Laws of the Inhabitants of Watertown in Chapter 10 thereof by repealing and striking out section 16, 17, and 18, effective as of January 1, 1956, for the current year.

SECTION 19-Subsequent Adjustments to the Compensation Plan.

All employees of the Town who were receiving a salary above the maximum prescribed when Chapter 10 of these By-Laws was adopted and who under the provisions of said Chapter 10, Section 12, Clause (b) continued thereafter to receive a salary in excess of the salary schedules for their respective positions shall receive an increment in salary equal to the increment granted other employees in the same classification by subsequent changes of the salary schedules for such position and the said schedules shall not apply until the position is vacated.

This provision shall be retroactive to January 1, 1952. (Section 19, voted May 26, 1952 under Article 11.)

SECTION 20. Members of the maintenance personnel of the Wire Department who are required to work in excess of the regular working week of 40 hours shall be compensated for such overtime. (Voted: Art. 25, April 7, 1958.)

ATTEST:

s/ GEORGE B. WELLMAN,

Town Clerk

JOB CLASSIFICATIONS BY GRADE

			Sa	lary
Grade	Section	Title	Minimum	Maximun
2	6	Institution House Worker	\$2350	2800
	6	Janitress	2350	2800
	6	Matron-Infilmary	2350	2800
3	7	Library Assistant	2440	2980
	9	Keeper—Infirmary	2440	2980
3-A	4	Clerk-Cashier	2690	3090
	4	Junior Clerk	2690	3090
	4	Junior Clerk-Stenographer	2690	3090
	4	Junior Clerk-Typist	2690	3090
	9	Hygienist	2560	3090
4	4	Senior Clerk	3090	3500
	4	Senior Clerk-Stenographer	3090	3500
	4	Senior Clerk-Typist	3090	3500
	4	Telephone Operator	3090	3500
	4	Senior Clerk Typist—Billing		
		Machine Operator	3090	3500
	4	Transcribing Machine Operator	3090	3500
	7	Sub-Professional Library Technician	2960	3500
5-A	4	Permanent Assistant Registrar	3500	3900
0 11	7	General Assistants, Library	3500	3900
5- B	6	Junior Building Custodian	3520	3920
6	4	Principal Clerk	3650	4060
	4	Principal Clerk-Stenographer	3650	4060
	4	Principal Clerk-Typist	3650	4060
	4	Confidential Secretary to Selectmen	3650	4060
	8	Engineering Aid (Grade 1)	3520	4060
6-B	6	Senior Building Custodian	3790	4190
-	7	Junior Department Heads, Library	3610	4150
	10	Water Meter Inspector	3610	4150
6-C	9	Public Health Nurse	3790	4330
6-E	11	Chauffeur-Mechanician	4290	4710
		Patrolman	4290	4710
	11	Stenographer-Clerk (Male) (Police)	4290	4710
	11	Wagonman-Clerk (Police)	4290	4710
	11	Fire Alarm Signal Operator	4290	4710
	11	Firefighter (Private)	4290	4710
7	7	Senior Department Heads	:3680	4480
4	9	Social Worker	3680	4480
	8	Engineering Aid (Grade 2)	3680	4480
0	E		4000	4000
8	5	Forestry Foreman	4060	4880
	10	Cemetery Superintendent	4060	4880
	10	Sealer of Weights and Measures	4060	4880
	10	Water Registrar, Clerk to Board of		

GRADE	SECT	TITLE M	INIMUM	MAXIMUM
8-A	10	Inspector of Wire Maintenance	4080	4910
8-B	10	Superintendent of Parks	4260	5140
8-C	10	Foreman, Working Carpenter	4530	5370
	10	Asst. Superintendent Poles & Wires	4530	5370
	11	Police Sergeant	4520	5310
	11	Fire Lieutenant	4520	5310
	11	Mechanician (Fire Department)	4520	5310
9	7	Assistant Librarian	4260	5660
	8	Junior Civil Engineer (Grade 3)	4260	5660
	9	Health Inspector	4260	5660
	9	Principal Social Work Supervisor	4260	5660
	10	Asst. Superintendent Water Departmen		5660
	10	Supervisor Foreman (Highway Departme	nt) 4260	5660
9-A	11	Lieutenant (Police Department)	4680	5830
	11	Captain (Fire Department)	4680	5830
10	10	Assistant Superintendent of Highway	4950	6200
	8	Civil Engineer (Grade 4)	4950	6200
	9	Commissioner of Veterans' Service	4950	
	10	Inspector of Buildings	4950	
	10	Inspector of Plumbing and Sanitation	4950	
	11	Captain (Police Department	4950	
	ii	Deputy Chief (Fire Department)	4950	
	II-B	Recreation Director	4950	
11	4	Purchasing Agent	5300	6730
	7	Librarian (Chief)	5310	
11	9	Health Officer	5310	
-	10	Superintendent of Poles and Wires	5310	
	10	Superintendent of Water Department	5310	
11-A	8	Town Engineer	5840	7090
	9	Welfare Agent	5840	
	11	Chief, Fire Department	5840	
	11	Chief, Police Department	5840	
11-B	10	Superintendent of Highway Department	t 6200	8200
SECTI	ON 1	1-A		
Group	A	Laborer (Unskilled)	\$1.82	per hour
Group	В	Labor (Skilled)	1.88	per hour
		Motor Equipment Operator (Grade 1)	1.88	per hour
		Motor Equipment Operator (Grade 2)		per hour
		Painter		per hour
		Garageman		per hour
Group	С	Construction Handyman (Park Dept.)	1.93	per hour
		Motor Equipment Operator (Grade 3)		per hour
		Tree Climber		per hour
		Tree Surgeon		per hour
			1.00	ber noul.

C	C=		MINIMUM MAXIMUM	
GRADE	SECTI	ON TITLE	MINIMUM	MAXIMUM
Group	D	Blacksmith Carpenter Mason Motor Equipment Repariman Painter Skilled Storekeeper Timekeeper Water System Maintenance Craftsman	2.05 2.05 2.05 2.05 2.05 2.05 2.05	per hour per hour per hour per hour per hour per hour per hour
Group	E	Cement Finisher Shovel Operator Foreman (Highway) Foreman (Park) Working Foreman (Cemetery) Working Foreman (Painter) Working Foreman Tree Department Working Foreman (Highway) Working Foreman (Water Service	2.10 2.10 2.10 2.10 2.10 2.10 2.10	per hour per hour per hour per hour per hour per hour per hour per hour per hour
Group	F	Water Meter Repair Foreman	2.27	per hour
Grc up	G	Motor Equipment Maintenance Fore Water Construction Foreman		per hour

SALARY