

J. Galleghe

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, 1960

349 9744
WAT
1960

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:

**Standard Basic Salary
Intermediate Range**

	Minimum	After 1st Year	After 2nd Year	Maximum After 3rd Year
GRADE 3-A				
Junior Clerk	2,815	2,945	3,085	3,215
Junior Clerk-Typist	2,815	2,945	3,085	3,215
Junior Clerk-Stenographer	2,815	2,945	3,085	3,215
Clerk-Cashier	2,815	2,945	3,085	3,215

GRADE 4

Senior Clerk	3,215	3,355	3,485	3,625
Senior Clerk-Typist	3,215	3,355	3,485	3,625
Senior Clerk-Stenographer	3,215	3,355	3,485	3,625
Telephone Operator	3,215	3,355	3,485	3,625
Transcribing Machine Operator	3,215	3,355	3,485	3,625

GRADE 5-A

Permanent Assistant Registrar	3,625	3,755	3,895	4,025
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GRADE 6

Principal Clerk	3,775	3,915	4,045	4,185
Principal Clerk-Typist	3,775	3,915	4,045	4,185
Principal Clerk-Stenographer	3,775	3,915	4,045	4,185
Confidential Secretary to Selectman	3,775	3,915	4,045	4,185
Senior Clerk Typist, Billing Machine Operator	3,775	3,915	4,045	4,185

	Minimum	1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 11-A					
Purchasing Agent.....	5,430	5,800	6,170	6,540	6,960

**SECTION 5—Salary Schedules for Positions in the Agriculture (In-
cluding 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 8

Forestry Foreman	4,185	4,385	4,585	4,785	5,005
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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:

	Standard Basic Salary Intermediate Range			
	Minimum	After 1st Year	After 2nd Year	Maximum After 3rd Year
GRADE 5-B				
Jr. Building Custodian	3,645	3,775	3,915	4,045
GRADE 6-B				
Senior Building Custodian	3,915	4,045	4,185	4,315

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:

	Standard Basic Salary Intermediate Range				
	Minimum	1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 3-A					
Library Assistant	2,615	2,745	2,885	3,015	3,155
GRADE 4					
Sub-professional Library Technician.....	3,085	3,215	3,355	3,485	3,625
GRADE 6-B					
General Assistants	3,710	3,840	3,980	4,110	4,250
GRADE 7					
Junior Dept. Heads	3,680	3,880	4,080	4,280	4,480
GRADE 8					
Senior Dept. Heads	4,060	4,260	4,460	4,660	4,880
GRADE 9-A					
Assistant Librarian	4,680	5,040	5,400	5,750	5,830
GRADE 11-A					
Librarian (Chief)	5,840	6,200	6,550	6,910	7,090

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:

	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 6					
Engineering Aid Grade I	3,645	3,775	3,915	4,045	4,185
GRADE 7					
Engineering Aid Grade II	3,805	4,005	4,205	4,405	4,605
GRADE 9					
Junior Civil Engineer	4,385	4,715	5,075	5,435	5,785
GRADE 10					
Civil Engineer Grade 4	5,075	5,435	5,785	6,145	6,325
GRADE 11-A-1					
Town Engineer— Grade 5	6,095	6,455	6,805	7,165	7,345

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	After 1st Year	After 2nd Year	Maximum After 3rd Year
GRADE 3				
Keeper—Infirmary	2,440	2,580	2,710	2,850
GRADE 3-A				
Hygienist	2,685	2,815	2,945	3,085

	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 6-C					
Public Health Nurse	3,915	4,045	4,185	4,315	4,455
GRADE 7					
Social Worker	3,805	4,005	4,205	4,405	4,605
GRADE 9					
Principal Social Work Supervisor	4,385	4,715	5,075	5,435	5,785
GRADE 10					
Health Inspector	4,385	4,715	5,075	5,442.75	5,801.50
Commissioner of Veteran's Service	5,075	5,435	5,785	6,145	6,325
GRADE 11					
Health Officer	5,435	5,785	6,145	6,495	6,855
GRADE 11-A-1					
Welfare Agent	6,095	6,455	6,805	7,165	7,345

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 ..	3,735	3,865	4,005	4,135	4,275
GRADE 8					
Cemetery Superintendent	4,185	4,385	4,585	4,785	5,005
Sealer of Weights and Measures	4,185	4,385	4,585	4,785	5,005
Water Registrar, Clerk to the Board of Water Commissioners	4,185	4,385	4,585	4,785	5,005
GRADE 8-A					
Inspector of Wire Maintenance	4,205	4,405	4,605	4,805	5,035
GRADE 8-B					
Supervising Inspector Wire Dept.	4,485	4,685	4,895	5,105	5,265
GRADE 8-C					
Foreman- Working Carpenter	4,655	4,865	5,075	5,285	5,495
Asst. Supt. of Wires	4,655	4,865	5,075	5,285	5,504.25
GRADE 9					
Asst. Supt. Water Department	4,385	4,715	5,075	5,435	5,785
Supervisor Foreman Highway Department ..	4,260	4,590	4,950	5,310	5,660
Supt. of Parks	4,385	4,715	5,075	5,435	5,785

	Minimum	1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 10					
Asst. Supt. of Highways ..	5,075	5,435	5,785	6,145	6,325
Inspector of Buildings	5,075	5,435	5,785	6,145	6,325
Inspector of Plumbing and Sanitation	5,075	5,435	5,785	6,145	6,325
GRADE 11					
Superintendent of Wires ..	5,435	5,785	6,145	6,495	6,855
Superintendent of Water Department	5,435	5,785	6,145	6,495	6,855
GRADE 11B					
Superintendent of Highway Department ..	6,325	6,825	7,325	7,825	8,325

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	After 3rd Year	Maximum After 4th Year
GRADE 6-E					
Firefighter (Private)	4,415	4,555	4,695	4,835	4,835
Fire Alarm Signal Operator	4,415	4,555	4,695	4,835	4,835
Patrolman	4,415	4,555	4,695	4,835	4,835
Stenographer—Clerk (Male-Police)	4,415	4,555	4,695	4,835	4,835
Wagonman Clerk	4,415	4,555	4,695	4,835	4,835
Chauffeur-Mechanician	4,290	4,430	4,570	4,710	4,710
	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 8-C					
Fire Lieutenant	4,645	4,855	5,065	5,275	5,435
Police Sergeants	4,645	4,855	5,065	5,275	5,435
Mechanician—Fire Dept.	4,645	4,855	5,065	5,275	5,435
GRADE 9-A					
Captain—Fire Dept.	4,805	5,165	5,525	5,875	5,955
Police Lieutenant	4,805	5,165	5,525	5,875	5,955
GRADE 10					
Deputy Chief (Fire Dept.)	5,075	5,435	5,785	6,145	6,325
Police Captain	5,075	5,435	5,785	6,145	6,325
GRADE 11-A-1					
Chief (Fire Dept.)	6,095	6,455	6,805	7,165	7,345
Police Chief	6,095	6,455	6,805	7,165	7,345

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

Group A—Laborer (unskilled)	Hourly Rate \$1.97 per hour
Group B—Laborer (skilled)	Hourly Rate \$2.03 per hour
Motor Equipment Operator Grade 1	Hourly Rate \$2.03 per hour
Motor Equipment Operator Grade 2	Hourly Rate \$2.03 per hour
Painter	Hourly Rate \$2.03 per hour
Garage Man	Hourly Rate \$2.08 per hour
Group C—Construction Handyman (Park Dept.)	Hourly Rate \$2.08 per hour
Motor Equipment Operator Grade 3	Hourly Rate \$2.08 per hour
Tree Climber	Hourly Rate \$2.08 per hour
Tree Surgeon	Hourly Rate \$2.08 per hour
Parking Meter Collector & Maintenance Man	Hourly Rate \$2.08 per hour
Group D—Blacksmith	Hourly Rate \$2.20 per hour
Carpenter	Hourly Rate \$2.20 per hour
Mason	Hourly Rate \$2.20 per hour
Motor Equipment Repairman	Hourly Rate \$2.20 per hour
Sign Painter	Hourly Rate \$2.13 per hour
Storekeeper	Hourly Rate \$2.20 per hour
Timekeeper	Hourly Rate \$2.20 per hour
Water System Maintenance Craftsman (Water Dept.)	Hourly Rate \$2.25 per hour
Group E—Cement Finisher	Hourly Rate \$2.25 per hour
Shovel Operator	Hourly Rate \$2.25 per hour
Foreman—Highway Dept.	Hourly Rate \$2.25 per hour
Foreman—Park Dept.	Hourly Rate \$2.25 per hour
Water Service— Working Foreman	Hourly Rate \$2.25 per hour
Working Foreman— Cemetery	Hourly Rate \$2.25 per hour
Working Foreman— Painter	Hourly Rate \$2.25 per hour
Working Foreman Tree Deut.	Hourly Rate \$2.25 per hour
Working Foreman— Highway	Hourly Rate \$2.25 per hour
Group F—Water Meter Repair Foreman	Hourly Rate \$2.42 per hour
Working Foreman— Carpenter(Park Dept.)	Hourly Rate \$2.37 per hour
Group G—Motor Equipment Maintenance Foreman ...	Hourly Rate \$2.58 per hour
Water Construction Foreman	Hourly Rate \$2.58 per hour

"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	5,075	5,435	5,785	6,145	6,325
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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 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; amended Art. 29, March 28, 1960).

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:

✓ GEORGE B. WELLMAN,

Town Clerk

JOB CLASSIFICATIONS BY GRADE

Grade	Section	Title	Salary	
			Minimum	Maximum
3	9	Keeper of Infirmary	2440	2980
3-A	4	Clerk-Cashier	2815	3215
	4	Junior Clerk	2815	3215
	4	Junior Clerk-Stenographer	2815	3215
	4	Junior Clerk-Typist	2815	3215
	7	Library Assistant	2615	3155
	9	Hygienist	2685	3215
4	4	Senior Clerk	3215	3625
	4	Senior Clerk-Stenographer	3215	3625
	4	Senior Clerk-Typist	3215	3625
	4	Telephone Operator	3215	3625
	4	Transcribing Machine Operator	3215	3625
	7	Sub-Professional Library Technician	3085	3625
5-A	4	Permanent Assistant Registrar	3625	4025
5-B	6	Junior Building Custodian	3645	4045
6	4	Principal Clerk	3775	4185
	4	Principal Clerk-Stenographer	3775	4185
	4	Principal Clerk-Typist	3775	4185
	4	Confidential Secretary to Selectmen	3775	4185
	4	Senior Clerk Typist—Billing Machine Operator	3775	4185
	8	Engineering Aid (Grade 1)	3645	4185
6-B	6	Senior Building Custodian	3915	4315
	7	General Assistants, Library	3710	4250
	10	Water Meter Inspector	3735	4275
6-C	9	Public Health Nurse	3915	4455
6-E	11	Chauffeur-Mechanician	4290	4710
	11	Patrolman	4415	4835
	11	Stenographer-Clerk (Male) (Police)	4415	4835
	11	Wagonman-Clerk (Police)	4415	4835
	11	Fire Alarm Signal Operator	4415	4835
	11	Firefighter (Private)	4415	4835
7	7	Junior Department Heads, Library	3680	4480
	8	Engineering Aid (Grade 2)	3805	4605
	9	Social Worker	3805	4605
8	5	Forestry Foreman	4185	5005
	7	Senior Department Heads	4060	4880
	10	Cemetery Superintendent	4185	5005
	10	Sealer of Weights and Measures	4185	5005
	10	Water Registrar, Clerk to Board of Water Commissioners	4185	5005
	8-A	10	Inspector of Wire Maintenance	4205

GRADE	SECTION	TITLE	SALARY	
			MINIMUM	MAXIMUM
Group	D	Blacksmith	2.20	per hour
		Carpenter	2.20	per hour
		Mason	2.20	per hour
		Motor Equipment Repairman	2.20	per hour
		Sign Painter	2.13	per hour
		Storekeeper	2.20	per hour
		Timekeeper	2.20	per hour
		Water System Maintenance Craftsman	2.20	per hour
Group	E	Cement Finisher	2.25	per hour
		Shovel Operator	2.25	per hour
		Foreman (Highway)	2.25	per hour
		Foreman (Park)	2.25	per hour
		Working Foreman (Cemetery)	2.25	per hour
		Working Foreman (Painter)	2.25	per hour
		Working Foreman Tree Department	2.25	per hour
		Working Foreman (Highway)	2.25	per hour
Working Foreman (Water Service)	2.25	per hour		
Group	F	Water Meter Repair Foreman	2.42	per hour
		Working Foreman Carpenter (Parks)	\$2.37	per hour
Group	G	Motor Equipment Maintenance Foreman	2.58	per hour
		Water Construction Foreman	2.58	per hour

LIBRARY DEPARTMENT

RECOMMENDATIONS OF ADVISORY BOARD OF REVIEW

FOR 1961

	Minimum	After 1st year	After 2nd year	After 3rd year	Maximum after 4th year
Grade 3-A Library Assistant	2,840	2,975	3,105	3,245	3,375
Grade 4 Sub-professional Library Technician	3,265	3,395	3,535	3,665	3,805
Grade 6-B General Assistants	3,925	4,055	4,195	4,325	4,465
Grade 7 Junior Department Heads	4,035	4,235	4,435	4,635	4,835
Grade 8 Senior Department Heads	4,435	4,635	4,835	5,035	5,255
Grade 9-A Assistant Librarian	4,970	5,330	5,690	6,040	6,120
Grade 11-A Librarian (Chief)	6,195	6,555	6,905	7,265	7,445
Grade 6 Principal Clerk-Stenographer	3,985	4,125	4,255	4,395	