

***Agreement Between***  
***The City of Gloucester***  
***and***  
***The Gloucester Municipal***  
***Administrators Association***  
***SEIU Local 888***

***July 1, 2016 - June 30, 2019***

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## **ARTICLE 1**

### **RECOGNITION**

The City of Gloucester (herein referred to as "the City") recognizes the Gloucester Municipal Administrators Association/SEIU Local 888 (herein referred to as "GMAA") as the sole and exclusive bargaining agent for the purposes of establishing wages, hours, benefits, and other conditions of employment, for all municipal employees represented by the GMAA. Exclusion: all other bargaining unit employees, Police Chief, Assistant Police Chief, Fire Chief, Assistant Fire Chief, DPW Director, Assistant DPW Director, Confidential Secretary DPW, Environmental Engineer, Auditor, Chief Financial Officer, Community Development Director, City Engineer, Personnel/Human Resources Director, Assistant Personnel/Human Resources Director, Personnel Assistant, Purchasing Agent, Library Director, Principal Assessor, Director of Public Health, Director of Information Services, City Clerk, Clerk of Committees, Mayor, Chief Administrative Officer, Executive Assistant to the Mayor, Executive Secretary to the Mayor, General Counsel, Assistant General Counsel, Paralegal, Building Inspector, Director of Communications and Constituent Services, and Harbormaster.

## **ARTICLE 2**

### **NON-DISCRIMINATION**

It is agreed that neither the City nor the GMAA shall discriminate against any employee because of race, national origin, age, sex, Association membership or activity. It is further agreed that neither the City nor the GMAA shall discriminate against any employee because of religion, marital status, political affiliation, or a qualified physical or mental handicap.

## **ARTICLE 3**

### **PAYROLL DEDUCTIONS**

The City of Gloucester agrees to instruct the City Treasurer to deduct, on a weekly or a biweekly basis, as permitted by the Massachusetts General Laws, from the salary of each employee, as an employee individually and voluntarily authorizes the City to deduct, and to transmit the monies to the following organizations, and any additional organizations added by the City:

1. Credit Union
2. Insurance

3. Retirement
4. Deferred Compensation
5. Tax Sheltered Annuities
6. Direct Deposit - REQUIRED
7. Association Dues
8. YMCA

## **ARTICLE 4**

### ASSOCIATION MEMBERSHIP

The following positions and any future changes to those titles for the following positions shall be represented by the GMAA:

(See Attachment A)

All newly created management positions will be bargained between the parties for inclusion or exclusion in the GMAA.

In accordance with Chapter 1078 of the Acts of 1973, Sections 12 and 17G, each member of the Bargaining Unit, as defined in Article 1, shall be required to pay on or after the thirtieth (30) day of employment in the bargaining unit, regardless of whether said bargaining unit member chooses to become a member of the Union or not, a biweekly agency service fee, equal to the amount set from time to time by the Union and proportionately commensurate with the cost of the collective bargaining and contract administration.

## **ARTICLE 5**

### HOLIDAYS

The City recognizes the following as paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans' Day
Memorial Day	Thanksgiving
Patriot's Day	Christmas
Fourth of July	

The City recognizes all other legal holidays as declared by the City or the Commonwealth. Holiday pay shall be granted if a holiday falls on a Saturday or a Sunday. Employees shall be given the preceding Friday off with pay when the

holiday falls on a Saturday. If the holiday falls on a Sunday, employees shall receive the following Monday off with pay. An equivalent day off shall be granted for all holidays that occur during an employee's allotted vacation.

Time off on religious holidays shall be granted to employees at the discretion of the Mayor. Equivalent time shall be given in lieu of time worked when other employees in the department are granted time off for religious holidays.

## ARTICLE 6

### VACATION

A.) Each member of the bargaining unit shall accrue vacation on his or her anniversary date of employment as indicated on the schedule below. The anniversary date will be adjusted by the length of any unpaid absence from the payroll. Each member may use vacation time as it is accrued upon completion of the six-month probationary period. The following schedule shall take effect:

<i>Years of Completed Service</i>	<i>Vacation Days</i>
Six (6) Months to One (1) Year	Ten (10) Days
One (1) Year	Eleven (11) Days
Two (2) Years	Fourteen (14) Days
Three (3) to (5) Years	Fifteen (15) Days
Six (6) to Twenty (20) Years	Twenty (20) Days
Twenty-one (21) Years	Twenty-one (21) Days
Twenty-two (22) Years	Twenty-two (22) Days
Twenty-three (23) Years	Twenty-three (23) Days
Twenty-four (24) Years	Twenty-four (24) Days
Twenty-five (25)- Twenty-nine (29) Years	Twenty-five (25) Days

Thirty (30) Years	Thirty (30) Days
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B.) Members may carry forward any given year to the next an amount of vacation time not to exceed the amount earned in that given year and said carryover shall be automatic. Vacation shall be based upon the rate of pay at the time the vacation is taken. In the event of separation from City employment or upon retirement, vacation time shall be determined on a pro rata basis.

## ARTICLE 7

### LEAVE

#### 1. SICK LEAVE

- A.) See Attachment B for reference to historical language.
- B.) Effective 7/1/13 any GMAA employee leaving employment of the City due to retirement or layoff shall be entitled to buy back the sick leave at their current salary rate up to a maximum of 70 days. The amount of the buyback will be capped at \$15,000. Employees who are terminated or who reach a mutually agreed on separation in lieu of termination with the City shall not be eligible for buyout of sick time.
- C.) Effective 7/1/2016 the sick leave buy back cap for employees that retire or are laid off is raised to \$17,000.
- D.) Effective 7/1/2016 the estate of any employee who passes away while employed by the city shall be entitled to the employee's sick leave buy back payment with the same cap as Article 7.1.B.
- E.) Effective 7/1/2013, the annual sick leave buyback shall end. The City of Gloucester will compensate any employee covered by this agreement for any days above 70 days as of 6/30/13 at \$45 per day. This payment will be made in FY14 no later than 6/30/2014.
- F.) Effective 7/1/2016, the annual sick leave buyback shall be reinstated. All unused sick days in excess of 180 will be paid at \$45 per day.

- G.) Effective 01/01/2011, each bargaining unit member shall be allowed 5 days of personal leave per year, to be taken from accrued sick leave. Unused personal time in a given year shall remain in the sick leave balance.
- H.) Sick leave, vacation, and longevity shall not accrue during any period of unpaid leave which exceeds 15 days annually. Sick leave, vacation, and longevity shall not accrue during any period of worker's compensation leave exceeding 90 days during any twelve (12) month period.
- I.) A voluntary sick bank plan will be implemented. Through a special confidential account operated and maintained by the City's Personnel Department, employees may elect to make an anonymous and voluntary donation of 1-5 days of accrued sick leave benefits to assist any employee suffering from a chronic long- term or catastrophic illness. This donation shall be for any one employee in a given calendar year.
- J.) Effective 01/01/2013, any employee that uses 2 or less sick days (not including personal days) in a calendar year shall be paid on the 2nd payroll in January the sum of \$300.

2. MATERNITY, ADOPTION, PATERNITY, FOSTER CARE & FAMILY EMERGENCY LEAVE

The above shall be governed by the City's Policy concerning Family and Medical Leave and the City's Policy concerning Maternity and Child Care Leave. (See Policies - Attachment C)

3. ALCOHOL AND DRUG POLICY

The Association accepts the Alcohol and Drug Policy and is willing to review future personnel policies for inclusion in the City of Gloucester's Personnel Policies and Procedures Manual.

4. BEREAVEMENT LEAVE

Eight (8) days leave shall be granted to those employees who attend funeral services for the following: mother, father, spouse, child, grandchildren, and significant other. Three (3) days of leave shall be granted for those employees who attend funeral services for a brother, sister, mother-in-law, sister-in-law, (the sister of the employee's spouse or the wife of the employee's brother), brother-in-law, (the brother of the employee's spouse or the husband of the employee's sister), father-in-law, grandparents, grandparents of spouse, for a relative permanently residing in the employee's household, and relative of a significant other. One (1) day's leave shall be granted for a relative not specified above, providing the

employee can attend the funeral. In the event an employee by reason of special circumstances should require additional bereavement leave, the employee may request the same from the employee's immediate supervisor with the Mayor's approval.

## **ARTICLE 8**

### WAGES

Effective July 1, 2013, In the event any middle manager acts an interim department head which is temporary in nature, they shall still be considered a union member and protected by the Union but shall not participate in any union meetings, negotiations, or discussions until the temporary appointment has ended or the position filled.

Effective July 1, 2013, there will be a general wage increase of 2% applicable to all members.

Effective July 1, 2014, there will be a general wage increase of 2% applicable to all members.

Effective July 1, 2015, there will be a general wage increase of 2% applicable to all members.

Effective July 1, 2016, New wage scale attached which includes a 0% COLA and will be retroactive. See Attachment D.

Effective July 1, 2017, New wage scale attached which includes a 1% COLA. See Attachment D.

Effective July 1, 2018, New wage scale attached which includes a 1% COLA. See Attachment D.

Effective July 1, 2016, for all calculations converting annual salary into hourly rates, 52.178 shall be used in place of 52.2 for the number of weeks in a year.

GMAA members shall be placed on the salary range in accordance with the following classification plan referenced in Attachment A.

Step increases shall be governed by the attached wage scale (as included as Attachment D). An employee shall move from step to step annually on the employee's anniversary date.

The Administration may have employees move steps with permission from the Union Steward and approval by the Personnel Director and the Mayor's office. The request must be received by the Personnel Department by March 15th to be effective in the next fiscal year.

The Administration shall have the authority to recruit new employees at a step higher than step 1 with the approval of the Mayor's office. The union shall be informed of all intended hiring at a higher recruitment rate and shall have the prerogative to meet with the Mayor's office through a Union representative, if the committee deems it necessary.

#### Position Amendments/Reclassifications:

The parties recognize that job duties and requirements may change over time, requiring either amendments to an individual's job description, a position reclassification, or a new job description and title. The City recognizes its obligation to obtain the consent of the Union before proceeding to finalize such changes, or in the event of a Departments' reorganization.

In the event an employee seeks a position reclassification, he or she shall document any and all changes to his or her responsibilities or duties since the date of the last position classification, complete a standard position evaluation form, as approved by the Personnel Director and the Union, and attach any and all proposed amendments to the job description. The employee shall submit this package to his or her immediate supervisor for review and comments. The supervisor shall then submit the package to the Personnel Director, who shall forward a copy to the Union President. The Personnel Director shall convene a Personnel Advisory Committee, three independent citizens skilled in compensation administration and other human resources matters as appointed by the Mayor, to review all submitted request and provide their recommendations. Reclassification requests received prior to January 1 of each year may be considered for the upcoming fiscal year, starting July 1, if approved. The City may propose any resulting increase in salary to the Union for approval.

The date of an employee's promotion and/or classification shall become an employee's new anniversary date for future step movement. Employee's promoted or reclassified shall at least be placed at the next successive grade at a step resulting in an increase of, at a minimum, one step on current rate schedule attached (Attachment D).

If any other City union received a wage increase in excess of the percentage agreed to in this memorandum for July 1, 2016 through June 30, 2019, this agreement may be reopened for the purpose of negotiations, wages only.

The parties recognize that the current payroll cycle results in the end of the pay period being effectively the same day as the pay date. This can result in inaccurate information reflected on the City's payroll records and the pay stub as to the allocation of pay types (regular time, vacation time, sick time, personal time, etc.) that make up the earnings for the period. The parties agree that at a mutually acceptable pay date during Fiscal 2017, the payroll period end date will be adjusted to the Friday immediately preceding that pay date. This will not result in any loss of pay for any member employee as compared to what the member employee would have been paid without this cycle adjustment. The cycle adjustment will result in up to an additional week of pay when the member terminates employment with the City.

## **ARTICLE 9**

### **RETIREMENT**

Any Early Retirement Incentive offered to Group 1 employees through the Massachusetts Retirement System and accepted by the City Council, shall be extended to members of GMAA.

## **ARTICLE 10**

### **JURY DUTY**

Employees shall be permitted to serve on Jury Duty with no loss of pay.

Affected employees shall reimburse the City for any jury pay received exclusive of travel expense allowances.

## **ARTICLE 11**

### **ASSOCIATION BUSINESS LEAVE**

Upon approval of the department head, 1 GMAA steward and 1 officer may be granted leave from duty with no loss of pay or benefits for the purpose of investigating grievances and administering the contractual agreement. The steward and officer shall provide his/her supervisor with a minimum of 24 hours' notice. The department head's approval shall not be unreasonably withheld.

A total of up to five days of unpaid leave in a fiscal year, without loss of benefits, shall be granted to the group of GMAA officers and stewards for the purpose of attending SEIU Local 888 meetings and training's. Any GMAA officer wishing to attend shall submit a written request to the department head, who shall then forward to the Personnel Director for approval, processing, and filing.

## **ARTICLE 12**

### **BENEFITS**

As provided under the provisions of Massachusetts General Laws, Chapter 32, Section B, the City shall provide and pay the premiums for (as hereinafter set forth) insurance at the option of the employee as follows:

1. \$5,000.00 Death Benefit.
2. \$5,000.00 Accidental Death Benefit.
3. \$2,000.00 Death Benefit for Retirees.
4. Group Medical and Dental Insurance for those desiring the coverage.
5. Worker's Compensation Coverage.

The City shall and the employee shall pay the percentages negotiated by the Public Employee's Committee for selected coverage, except for Workers' Compensation. Employees have the option to continue to participate in the City's Health Insurance program provided they continue to pay their share of the monthly premium.

The Union acknowledges that it is represented on the Public Employee's Committee, established under the provisions of MGL Chapter 32B Section 19 which Committee is responsible for negotiating Health Insurance with the City.

Employee contributions to insurance coverage shall be deducted from each employee's check.

## **ARTICLE 13**

### **EDUCATIONAL REIMBURSEMENT**

Employees shall be allowed to take job-related courses, with prior approval from the employee's department head and the Personnel Director. The City recognizes that management employees shall be encouraged to complete college degrees. Therefore, any courses taken to complete a college degree, which are required for that degree, shall be considered job-related. The City shall fund educational reimbursement for seminars, symposium programs, certification programs, and tuition expenses which will enhance employee capabilities in the employee's present position.

Annual funding for GMAA educational reimbursement shall be \$10,000. Individual funding requests for pre-approved courses will be capped at \$1,000 per person. All

supplementary requests for additional reimbursement shall be submitted to the Personnel Director prior to May 1 of each year. Should funding remain in the account at the end of the fiscal year, such requests may then be considered for an equitable distribution of the fund balance.

If the requests in FY 2017 or FY 2018 exceed \$10,000 then the annual funding for GMAA educational reimbursement shall be increased to \$12,500 effective FY 2018 or FY 2019.

If the requests in FY 2018 exceed \$12,500 then the annual funding for GMAA educational reimbursement shall be increased to \$15,000 effective FY 2019.

## **ARTICLE 14**

### **APPEALS PROCEDURE**

All grievances to be handled by the GMAA Grievance Committee which was created at the annual membership meeting of October 12, 2012, The purpose of the committee is to ensure that the proper process is followed when a member of GMAA feels that a conflict arisen warranting the need to file a grievance as provided for under section 14 of the GMAA contract in a timely manner. The GMAA Grievance Committee is a two (2) to three (3) person board appointed by the Executive Board at the annual membership meeting, or as needed by vacancy, and consists of members from the union who may or may not also serve on the Executive Board. In addition, it is the responsibility of each committee member to maintain confidentiality when dealing with grievances and to notify the Union President of any and all grievances.

Upon request of an aggrieved employee, grievance committee member(s) shall be allowed reasonable time off during working hours, without loss of compensation, for representational purposes in accordance with this contract, provided the employee(s) represented is in the grievance committee's area of representation. Members shall be entitled to reasonable time off without loss of compensation to confer with the Grievance Committee or President on representational matters at the work site during work hours, subject to member's supervisor. Release time for these purposes is subject to prior notification and approval by the grievance committee's President and the Personnel Director.

The City shall be prohibited from imposing or threatening to impose reprisals, from discriminating or threatening to discriminate against grievance committee members, or otherwise interfering with, restraining, or coercing grievance committee members because of the exercise of any rights given by this contract.

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:

Waiver of Steps: The Parties may mutually agree to waive any step of the grievance procedure below.

Step 1: A GMAA representative shall submit the grievances or disputes in writing to the employee's immediate supervisor within ten (10) working days of the date of the grievance or his/her knowledge of its occurrence. The supervisor shall attempt to adjust the matter and shall respond to the GMAA representative, in writing, within ten (10) working days.

Step 2: If the grievance has not been settled, a GMAA representative shall submit the grievance to the department head in writing within ten (10) working days after the response from the supervisor is received. The department head shall respond in writing within ten (10) working days. If the department head is also the employee's immediate supervisor, proceed directly to 3.

Step 3: If the grievance has not been settled, a GMAA representative shall submit the grievance to the Mayor in writing within ten (10) days after the response from the department head is received. The Mayor (or his designee) shall respond within ten (10) working days.

Step 4: If the grievance is still unsettled, either party may within thirty (30) working days after the replay of the Mayor (or his/her designee) is due, by written notice to the other, submit the grievance to the American Arbitration Association for final binding arbitration pursuant to the rules and regulation of said organization. The parties shall share equally in the cost of the arbitration.

## **ARTICLE 15**

### **LONGEVITY**

Each employee shall be entitled to earn longevity benefits as follows:

Years of Service	Benefit
5 years	\$500
10years	\$1,000
15 years	\$1,250
20 years	\$1,500
25 years	\$1,800

Longevity shall not appear in the base pay of the employee, but shall be payable the first week of December of each year to all employees who have reached their required service by December 1st of each year. Years of service shall be correlated with years of service in the Retirement System.

Employees leaving employment prior to December 1 shall qualify for a pro-rata share of the longevity benefit due as of the date of termination.

## **ARTICLE 16**

### **PAST PRACTICES**

Any conditions, rights or privileges that are now being enjoyed by unit employees, and are not specifically addressed in this Agreement shall remain in full force.

## **ARTICLE 17**

### **PROMULGATION OF RULES AND REGULATIONS**

This Agreement has been designed to comply with all federal, state, county, and municipal ordinances. Nothing in this Agreement shall be interpreted as diminishing the rights of the City to determine and prescribe the methods and means by which operations of the City shall be conducted, except as specifically addressed in this Agreement.

## **ARTICLE 18**

### **SAVINGS CLAUSE**

If any resolution of the City incorporating any provisions of this Agreement or of such resolution of any kind, is at any time or in any way held to be contrary to any law by any court of proper jurisdiction, the remainder of this Agreement and the remainder of such resolution shall not be affected thereby and shall remain in full force and effect.

## **ARTICLE 19**

### **CITY RIGHTS**

It is understood and agreed that the City retains all of its powers and authority to direct, manage and control to the full extent of the law. Said powers and authority include, but are not limited to, exclusive rights to: determine its organization; direct the work of its employees, determine the times of operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its policies, goals and objectives; determine staffing patterns, determine the

number and kinds of personnel required, maintain the efficiency of City operations, build, move, modify or close facilities; establish budget procedures and determine budgetary allocations; determine the methods of raising revenue; contract out work; and take action on matters in the event of emergency. In addition, the City retains the right to hire, classify, assign, evaluate, transfer, promote, terminate and discipline employees.

In cases of emergency, the City retains its right to amend, modify or rescind provisions of the Agreement. Such amendment, modification or rescission shall remain in force only for the period of the emergency. The determination of whether or not an emergency exists is solely within the discretion of the City.

The altered work week schedule (summer hours) of Thursday late night and Friday half-day shall continue indefinitely; however, if departmental needs dictate (such as required attendance at an evening meeting), an employee may alter his/her schedule with the approval of the department head.

## **ARTICLE 20**

### **MISCELLANEOUS**

#### **BULLETIN BOARDS**

The City shall permit the use of employee bulletin boards for the posting of GMAA notices concerning GMAA business and activities. The GMAA shall be allowed to use the City web site and e-mail system for communication to its members in compliance with the provisions of the City's policies on Internet and e-mail use.

#### **USE OF CITY FACILITIES**

The GMAA will be allowed to use City facilities at no charge with the approval of the Mayor. The Mayor or his designee shall be notified in each instance when the GMAA requests to use the City's facilities.

#### **REDUCTION IN FORCE**

In the event of a reduction in force, the seniority principle shall apply when there is more than one (1) position in the same job title, subject to the provisions of MGL Ch. 31 if applicable. Employees may then be laid off or demoted in inverse order of seniority. Any employee laid off due to lack of funds or lack of work shall have recall rights within the last held position classification for a five (5) year period.

## PERFORMANCE REVIEW

Effective in March of each year, each GMAA member, as part of his or her annual performance review, will submit to the reviewing Supervisor suggestions for department efficiency, cost savings, and revenue enhancement.

## **ARTICLE 21**

### DURATION

This agreement shall be for the three-year period from July 1, 2016 to June 30, 2019 and terms contained herein shall become effective upon execution. This memorandum and underlying contract shall be effective from July 1, 2016 to June 30, 2019.

## **ARTICLE 22**

### COMMITTEE

The City and the Association agree to maintain and promote a harmonious relationship in order to promote efficient service delivery to the public and progressive, equitable management practices. To achieve these objectives, a Joint GMAA/Administration Committee shall be established. Such committee, comprised of up to three representatives from each side, may schedule monthly meetings to discuss topics of mutual interest.

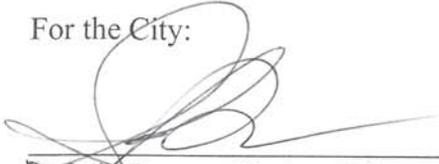
## **ARTICLE 23**

### SAFETY AND WELLBEING

In FY 2017, the City shall create and maintain a Workplace Health and Safety Advisory Committee to include a minimum of two GMAA representatives. These representatives shall be selected by the Union.

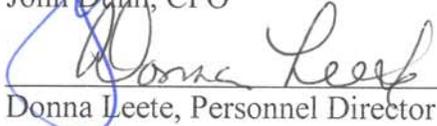
Signed this 10<sup>th</sup> day of November, 2016

For the City:



Sefatia Romeo-Theken, Mayor

John Dunn, CFO



Donna Leete, Personnel Director

For the Union:



Matthew Coogan, Acting President



Brian Hamilton, Treasurer



Madeline Garcia, SEIU888



Union President, SEIU888

Attachment A: Association Membership List

Attachment B: Sick Leave Historical Language

Attachment C: Link to City Personnel Policies

Attachment D: Wage Scale

**GMAA Positions 9/1/2016 - Attachment A**

<b>Title</b>	<b>Dept.</b>	<b>Grade</b>
1 Planning Director	Community Development	M9
<u>1 Economic Development Director</u>	<u>Community Development</u>	<u>M9</u>
1 Assistant Chief Financial Officer	Collectors/Treasurers	M8
1 Facilities Manager	DPW	M8
<u>1 Grants Development Manager</u>	<u>Community Development</u>	<u>M8</u>
1 Assistant Auditor	Auditors	M7
1 Assistant City Engineer	DPW	M7
1 Operations Manager Public Property	DPW	M7
1 Operations Manager Utilities	DPW	M7
1 Assistant Director BOH	BOH	M7
<u>1 Grants Administrator</u>	<u>Community Development</u>	<u>M7</u>
2 Assessors	Assessors	M6
1 General Ledger Accountant	Auditors	M6
1 Assistant City Clerk	City Clerks	M6
1 Fiscal Analyst	Collectors/Treasurers	M6
1 Payroll Supervisor	Collectors/Treasurers	M6
1 Council on Aging Director	Council on Aging	M6
1 Master Mechanic (40 hr./week)	Fire	M6
2 Information Tech Specialists	Information Services	M6
1 Public Health Nurse	BOH	M6
1 Deputy Harbormaster	Harbormaster	M6
1 Sr. Project Manager Mass in Motion	Community Development	M6
<i>1 Sanitarian Supervisor</i>	<i>BOH</i>	<i>M6</i>
<i>1 Civil Engineer</i>	<i>DPW</i>	<i>M6</i>

<i>1 Computer Technician</i>	<i>Information Services</i>	<i>M6</i>
<i>1 GIS Tech Support</i>	<i>Information Services</i>	<i>M6</i>
<u><i>1 CSO Financial Manager</i></u>	<u><i>DPW</i></u>	<u><i>M6</i></u>
1 Assistant Library Director	Library	M5
1 Assistant Purchasing Agent	Purchasing	M5
1 Financial Coordinator	Fire	M5
1 Police Financial Administrator	Police	M5
1 Senior Planner	Community Development	M5
1 Sr. Project Manager	Community Development	M5
1 Sr. Project Manager Housing	Community Development	M5
1 Sr. Project Manager Lead	Community Development	M5
<i>1 Sr. Project Manager Visitor Based Econ</i>	<i>Community Development</i>	<i>M5</i>
<i>1 Marketing &amp; Events Project Manager</i>	<i>Community Development</i>	<i>M5</i>
<i>1 Emergency Prep Coordinator</i>	<i>BOH</i>	<i>M5</i>
<i>1 Jr. Civil Engineer</i>	<i>DPW</i>	<i>M5</i>
<i>1 Pretreatment Coordinator</i>	<i>DPW</i>	<i>M5</i>
<u><i>1 Youth &amp; Rec Services Coordinator</i></u>	<u><i>DPW</i></u>	<u><i>M5</i></u>
1 Conservation Agent	Community Development	M4
1 Veterans Agent	Veterans Affairs	M4
1 Local Building Inspector	Building/ Inspect Services	M4
1 Electrical Inspector	Building/Insp Services	M4
1 Sanitarian	BOH	M4
<u><i>1 Recycling Coordinator</i></u>	<u><i>DPW</i></u>	<u><i>M4</i></u>
1 Assistant Assessor	Assessors	M3
1 Sealer of Weights & Measures	Building/Insp Services	M3
1 Dental Center Administrator	BOH	M3
1 Healthy Glouc Coll Coordinator	BOH	M3

1 Opiate Prevention Coordinator	BOH	M3
1 Grants Writer/Manager	BOH	M3
<i>1 Project Manager</i>	<i>Community Development</i>	<i>M3</i>
<i>1 Assistant City Planner</i>	<i>Community Development</i>	<i>M3</i>
<i>1 Tourism Coordinator</i>	<i>Community Development</i>	<i>M3</i>

*Positions in italics represent historical GMAA positions not funded in the FY17 budget.*

**Letter of Agreement**  
**Between Gloucester Municipal Administrators Association**  
**and City of Gloucester**

The following language memorializes a one-time agreement reached between the Gloucester Municipal Administrators Association (GMAA) and the City of Gloucester through the collective bargaining process. The members of GMAA and the City negotiated a transition from undefined sick leave benefits to a sick leave accrual system with specific provisions established for those GMAA members hired prior to January 1, 2006. The rules then implemented first appeared in the collective bargaining agreement of July 1, 2004 through June 30, 2007.

The terms of this historic agreement were as follows:

**1. SICK LEAVE**

- A.) GMAA employees actively employed as of January 1, 2006, shall begin accruing sick leave on a monthly basis at the rate of 1.5 days per month, or 126 hours annually, to a maximum amount of 180 sick days (1260 hours). Any GMAA employee hired as of January 1, 2006 or after shall begin accrual of these sick leave benefits as of the date of hire.
- B.) Each member of GMAA hired prior to January 1, 2006 shall be credited with a one-time balance of sick leave. Such balance shall be computed as follows for up to a maximum of 180 days. This balance shall be computed as if each member had accrued 10.5 sick hours per month since the date of hire into a GMAA position, minus all sick and personal days actually used prior to that date, provided: 1.) that the two (2) extra personal days granted in fiscal year 2004 shall not be subtracted from this balance, and 2.) From 1996 on, the City shall not subtract any unused personal days or more than two personal days in a year from this balance. Any sick leave accrued by a unit member prior to hire into this bargaining unit shall be added to this balance. For the purpose of this section, prior to September 1, 2000, and hereafter, each day shall be computed at 7 hours, unless specified otherwise.
- C.) Any employee having a starting balance of less than 60 days of accrued sick leave shall be granted a one-time bank of sick days needed to reach a starting balance of 60 days. As sick leave then accrues, the bank shall be reduced accordingly. An annual recalculation of the bank shall be conducted until the bank is reduced to zero days in subsequent years.

For the Union:

For the City:

Matthew Coyne

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Donna Leese 11/10/16

**ATTACHMENT D  
CURRENT GRID IN CONTRACT - FISCAL 2016**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%
M3	\$ 48,433.77	\$ 49,164.57	\$ 49,895.37	\$ 50,644.44	\$ 51,411.78	\$ 52,179.12	\$ 52,964.73	\$ 53,750.34	\$ 54,554.22	\$ 55,376.37	\$ 56,216.79	\$ 57,057.21
M4	\$ 51,320.43	\$ 52,087.77	\$ 52,873.38	\$ 53,658.99	\$ 54,462.87	\$ 55,285.02	\$ 56,125.44	\$ 56,965.86	\$ 57,806.28	\$ 58,683.24	\$ 59,560.20	\$ 60,455.43
M5	\$ 54,389.79	\$ 55,211.94	\$ 56,034.09	\$ 56,874.51	\$ 57,733.20	\$ 58,591.89	\$ 59,487.12	\$ 60,364.08	\$ 61,277.58	\$ 62,191.08	\$ 63,122.85	\$ 64,072.89
M6	\$ 58,756.32	\$ 59,633.28	\$ 60,528.51	\$ 61,442.01	\$ 62,355.51	\$ 63,305.55	\$ 64,255.59	\$ 65,205.63	\$ 66,192.21	\$ 67,178.79	\$ 68,183.64	\$ 69,206.76
M7	\$ 63,451.71	\$ 64,401.75	\$ 65,370.06	\$ 66,356.64	\$ 67,343.22	\$ 68,366.34	\$ 69,389.46	\$ 70,430.85	\$ 71,472.24	\$ 72,550.17	\$ 73,646.37	\$ 74,742.57
M8	\$ 70,449.12	\$ 71,490.51	\$ 72,568.44	\$ 73,664.64	\$ 74,760.84	\$ 75,893.58	\$ 77,026.32	\$ 78,177.33	\$ 79,346.61	\$ 80,534.16	\$ 81,758.25	\$ 82,982.34
M9	\$ 80,314.92	\$ 81,520.74	\$ 82,744.83	\$ 83,987.19	\$ 85,247.82	\$ 86,526.72	\$ 87,823.89	\$ 89,139.33	\$ 90,473.04	\$ 91,843.29	\$ 93,213.54	\$ 94,602.06
M10	\$ 89,961.48	\$ 91,295.19	\$ 92,665.44	\$ 94,053.96	\$ 95,479.02	\$ 96,904.08	\$ 98,365.68	\$ 99,827.28	\$ 101,325.42	\$ 102,860.10	\$ 104,394.78	\$ 105,966.00
M11	\$ 99,407.07	\$ 100,886.94	\$ 102,403.35	\$ 103,938.03	\$ 105,509.25	\$ 107,080.47	\$ 108,688.23	\$ 110,314.26	\$ 111,976.83	\$ 113,657.67	\$ 115,356.78	\$ 117,092.43
M12	\$ 108,578.61	\$ 110,204.64	\$ 111,848.94	\$ 113,529.78	\$ 115,228.89	\$ 116,964.54	\$ 118,718.46	\$ 120,490.65	\$ 122,299.38	\$ 124,144.65	\$ 126,008.19	\$ 127,890.00
	\$ 725,063.22	\$ 735,897.33	\$ 746,932.41	\$ 758,150.19	\$ 769,532.40	\$ 781,097.31	\$ 792,844.92	\$ 804,665.61	\$ 816,723.81	\$ 829,019.52	\$ 841,461.39	\$ 854,067.69

**FISCAL 2017 - DELETE OLD STEP 1, ADD NEW STEP 12 @ +2%, 0.0% COLA**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	2.00%
M3	\$ 49,164.57	\$ 49,895.37	\$ 50,644.44	\$ 51,411.78	\$ 52,179.12	\$ 52,964.73	\$ 53,750.34	\$ 54,554.22	\$ 55,376.37	\$ 56,216.79	\$ 57,057.21	\$ 58,198.35
M4	\$ 52,087.77	\$ 52,873.38	\$ 53,658.99	\$ 54,462.87	\$ 55,285.02	\$ 56,125.44	\$ 56,965.86	\$ 57,806.28	\$ 58,683.24	\$ 59,560.20	\$ 60,455.43	\$ 61,664.54
M5	\$ 55,211.94	\$ 56,034.09	\$ 56,874.51	\$ 57,733.20	\$ 58,591.89	\$ 59,487.12	\$ 60,364.08	\$ 61,277.58	\$ 62,191.08	\$ 63,122.85	\$ 64,072.89	\$ 65,354.35
M6	\$ 59,633.28	\$ 60,528.51	\$ 61,442.01	\$ 62,355.51	\$ 63,305.55	\$ 64,255.59	\$ 65,205.63	\$ 66,192.21	\$ 67,178.79	\$ 68,183.64	\$ 69,206.76	\$ 70,590.90
M7	\$ 64,401.75	\$ 65,370.06	\$ 66,356.64	\$ 67,343.22	\$ 68,366.34	\$ 69,389.46	\$ 70,430.85	\$ 71,472.24	\$ 72,550.17	\$ 73,646.37	\$ 74,742.57	\$ 76,237.42
M8	\$ 71,490.51	\$ 72,568.44	\$ 73,664.64	\$ 74,760.84	\$ 75,893.58	\$ 77,026.32	\$ 78,177.33	\$ 79,346.61	\$ 80,534.16	\$ 81,758.25	\$ 82,982.34	\$ 84,641.99
M9	\$ 81,520.74	\$ 82,744.83	\$ 83,987.19	\$ 85,247.82	\$ 86,526.72	\$ 87,823.89	\$ 89,139.33	\$ 90,473.04	\$ 91,843.29	\$ 93,213.54	\$ 94,602.06	\$ 96,494.10
M10	\$ 91,295.19	\$ 92,665.44	\$ 94,053.96	\$ 95,479.02	\$ 96,904.08	\$ 98,365.68	\$ 99,827.28	\$ 101,325.42	\$ 102,860.10	\$ 104,394.78	\$ 105,966.00	\$ 108,085.32
M11	\$ 100,886.94	\$ 102,403.35	\$ 103,938.03	\$ 105,509.25	\$ 107,080.47	\$ 108,688.23	\$ 110,314.26	\$ 111,976.83	\$ 113,657.67	\$ 115,356.78	\$ 117,092.43	\$ 119,434.28
M12	\$ 110,204.64	\$ 111,848.94	\$ 113,529.78	\$ 115,228.89	\$ 116,964.54	\$ 118,718.46	\$ 120,490.65	\$ 122,299.38	\$ 124,144.65	\$ 126,008.19	\$ 127,890.00	\$ 130,447.80
	\$ 735,897.33	\$ 746,932.41	\$ 758,150.19	\$ 769,532.40	\$ 781,097.31	\$ 792,844.92	\$ 804,665.61	\$ 816,723.81	\$ 829,019.52	\$ 841,461.39	\$ 854,067.69	\$ 871,149.04

**FISCAL 2018 - DELETE OLD STEP 1, ADD NEW STEP 12 @ +2%, ADJUST STEP 11 TO 1.50% OVER STEP 10, 1.0% COLA**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	2.00%
M3	\$ 50,394.32	\$ 51,150.88	\$ 51,925.90	\$ 52,700.91	\$ 53,494.38	\$ 54,287.84	\$ 55,099.76	\$ 55,930.13	\$ 56,778.96	\$ 57,627.78	\$ 58,492.20	\$ 59,955.94
M4	\$ 53,402.11	\$ 54,195.58	\$ 55,007.50	\$ 55,837.87	\$ 56,686.69	\$ 57,535.52	\$ 58,384.34	\$ 59,270.07	\$ 60,155.80	\$ 61,059.98	\$ 61,975.88	\$ 63,526.81
M5	\$ 56,594.43	\$ 57,443.26	\$ 58,310.53	\$ 59,177.81	\$ 60,081.99	\$ 60,967.72	\$ 61,890.36	\$ 62,812.99	\$ 63,754.08	\$ 64,713.62	\$ 65,684.32	\$ 67,328.05
M6	\$ 61,133.80	\$ 62,056.43	\$ 62,979.07	\$ 63,938.61	\$ 64,898.15	\$ 65,857.69	\$ 66,854.13	\$ 67,850.58	\$ 68,865.48	\$ 69,898.83	\$ 70,947.31	\$ 72,722.74
M7	\$ 66,023.76	\$ 67,020.21	\$ 68,016.65	\$ 69,050.00	\$ 70,083.35	\$ 71,135.16	\$ 72,186.96	\$ 73,275.67	\$ 74,382.83	\$ 75,490.00	\$ 76,622.35	\$ 78,539.79
M8	\$ 73,294.12	\$ 74,401.29	\$ 75,508.45	\$ 76,652.52	\$ 77,796.58	\$ 78,959.10	\$ 80,140.08	\$ 81,339.50	\$ 82,575.83	\$ 83,812.16	\$ 85,069.35	\$ 87,198.17
M9	\$ 83,572.28	\$ 84,827.06	\$ 86,100.30	\$ 87,391.99	\$ 88,702.13	\$ 90,030.72	\$ 91,377.77	\$ 92,761.72	\$ 94,145.68	\$ 95,548.08	\$ 96,981.30	\$ 99,408.22
M10	\$ 93,592.09	\$ 94,994.50	\$ 96,433.81	\$ 97,873.12	\$ 99,349.34	\$ 100,825.55	\$ 102,338.67	\$ 103,888.70	\$ 105,438.73	\$ 107,025.66	\$ 108,631.04	\$ 111,349.50
M11	\$ 103,427.38	\$ 104,977.41	\$ 106,564.34	\$ 108,151.27	\$ 109,775.11	\$ 111,417.40	\$ 113,096.60	\$ 114,794.25	\$ 116,510.35	\$ 118,263.35	\$ 120,037.30	\$ 123,041.19
M12	\$ 112,967.43	\$ 114,665.08	\$ 116,381.18	\$ 118,134.19	\$ 119,905.64	\$ 121,695.56	\$ 123,522.37	\$ 125,386.10	\$ 127,268.27	\$ 129,168.90	\$ 131,106.43	\$ 134,387.32
	\$ 754,401.73	\$ 765,731.69	\$ 777,227.72	\$ 788,908.28	\$ 800,773.37	\$ 812,712.27	\$ 824,891.05	\$ 837,309.72	\$ 849,876.00	\$ 862,608.37	\$ 875,547.49	\$ 897,457.74

**FISCAL 2019 - DELETE OLD STEP 1, ADD NEW STEP 12 @ +2%, ADJUST STEP 11 TO 1.50% OVER STEP 10, 1.0% COLA**

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	1.50%	2.00%
M3	\$ 51,662.39	\$ 52,445.16	\$ 53,227.92	\$ 54,029.32	\$ 54,830.72	\$ 55,650.76	\$ 56,489.44	\$ 57,346.75	\$ 58,204.06	\$ 59,077.12	\$ 59,963.28	\$ 61,766.61
M4	\$ 54,737.54	\$ 55,557.57	\$ 56,396.25	\$ 57,253.56	\$ 58,110.87	\$ 58,968.19	\$ 59,862.77	\$ 60,757.36	\$ 61,670.58	\$ 62,595.64	\$ 63,534.58	\$ 65,445.32
M5	\$ 58,017.69	\$ 58,893.64	\$ 59,769.59	\$ 60,682.81	\$ 61,577.40	\$ 62,509.26	\$ 63,441.12	\$ 64,391.62	\$ 65,360.76	\$ 66,341.17	\$ 67,336.28	\$ 69,361.36
M6	\$ 62,676.99	\$ 63,608.86	\$ 64,577.99	\$ 65,547.13	\$ 66,516.26	\$ 67,522.67	\$ 68,529.08	\$ 69,554.13	\$ 70,597.82	\$ 71,656.78	\$ 72,731.63	\$ 74,918.97
M7	\$ 67,690.41	\$ 68,696.82	\$ 69,740.50	\$ 70,784.19	\$ 71,846.51	\$ 72,908.83	\$ 74,008.43	\$ 75,126.66	\$ 76,244.90	\$ 77,388.57	\$ 78,549.40	\$ 80,911.69
M8	\$ 75,145.30	\$ 76,263.53	\$ 77,419.04	\$ 78,574.55	\$ 79,748.69	\$ 80,941.48	\$ 82,152.90	\$ 83,401.59	\$ 84,650.29	\$ 85,920.04	\$ 87,208.84	\$ 89,831.56
M9	\$ 85,675.33	\$ 86,961.30	\$ 88,265.91	\$ 89,589.15	\$ 90,931.03	\$ 92,291.55	\$ 93,689.34	\$ 95,087.13	\$ 96,503.56	\$ 97,951.11	\$ 99,420.38	\$ 102,410.35
M10	\$ 95,944.44	\$ 97,398.15	\$ 98,851.85	\$ 100,342.83	\$ 101,833.81	\$ 103,362.06	\$ 104,927.59	\$ 106,493.12	\$ 108,095.92	\$ 109,717.36	\$ 111,363.12	\$ 114,712.25
M11	\$ 106,027.18	\$ 107,629.99	\$ 109,232.79	\$ 110,872.86	\$ 112,531.58	\$ 114,227.56	\$ 115,942.19	\$ 117,675.45	\$ 119,445.99	\$ 121,237.68	\$ 123,056.24	\$ 126,757.04
M12	\$ 115,811.73	\$ 117,544.99	\$ 119,315.53	\$ 121,104.70	\$ 122,912.51	\$ 124,757.60	\$ 126,639.96	\$ 128,540.95	\$ 130,460.59	\$ 132,417.50	\$ 134,403.76	\$ 138,445.82
	\$ 773,389.01	\$ 785,000.00	\$ 796,797.37	\$ 808,781.10	\$ 820,839.39	\$ 833,139.96	\$ 845,682.81	\$ 858,374.76	\$ 871,234.45	\$ 884,302.97	\$ 897,567.51	\$ 924,560.97

**NOTE:** The differential between steps is maintained at 1.5% except between Step 11 and Step 12. In Fiscal 2017, the differential is 2.0%. In Fiscals 2018 and 2019 the Step 12 rate is calculated by multiplying the previous year's Step 12 rate by the 1.0% COLA and then by the 2.0% differential rate. This results in a Fiscal 2018 differential of 2.502% between Steps 11 and 12 and a 3.007% differential in 2019.