

SETTLEMENT AGREEMENT BY AND BETWEEN
THE TOWN OF DUXBURY AND THE
TOWN OF DUXBURY DPW EMPLOYEES, AFSCME COUNCIL 93, LOCAL 1700

The Town of Duxbury and the Town of Duxbury DPW Employees, AFSCME, COUNCIL 93, Local 1700 hereby agree to the following terms, conditions, and understandings to be incorporated into a successor labor agreement, and subject to ratification by the parties.

Wages:

Effective July 1, 2022, wage increases vary by position as per attached spreadsheet.
Effective July 1, 2023, 1% wage increase.
Effective July 1, 2024, 1% wage increase.

on All employees who were employed by the Town as of June 30, 2022 shall be placed on the appropriate step of the new salary schedule on July 1, 2022. Employees shall no longer receive steps their anniversary dates. In regards to employees hired on or after July 1, 2022, said employees will receive a step on July 1, 2023 and thereafter in accordance with the salary scale provided said employees are hired on or before December 31 of each year.

1. Add to Article 8.0 Holidays, as per MOA dated June 9, 2021 between the Town and Union, the collective bargaining agreement will be amended by inserting Juneteenth into the list of paid holidays. Furthermore, the first sentence of section 7.0 in the contract will be amended by deleting “eleven (11) paid holiday each year” and replacing such with “twelve (12) paid holiday each year”.
2. Change Article 9.0 Vacation to front load vacation hours for employees hired on or after July 1, 2022, with proration language, eliminating payout of accrued vacation upon separation or retirement.
3. Add to Article 11 Miscellaneous, usage of “Multi-factor Authentication System” (also known as MAS) providing additional layers of security for job related user accounts, verifying identity using additional factors (e.g. pin via text message or smart phone app via personal or town cell phone whichever is applicable) see link for more information https://townduxburymaus1-my.sharepoint.com/:b:/g/personal/horne_duxbury-ma_gov/EVMwKj90PkdDsW83Sr45J9gBZnt5vcG1ERh1FvIR_RGflg
4. Add to Article 12 Job Classifications, Wage Rates, Longevity Payments & Stipends, transition to electronic time and attendance such as Harpers Payroll System’s web-based Employee Forward App via personal or town cell phone whichever is applicable, as per September 2021 impact bargaining sessions and the following link <https://www.harperspayroll.com/Harpers%20WebTime%20TLM%20Overview.pdf>
5. Change Article 12 Job Classifications, Wage Rates, Longevity Payments & Stipends so employees remain in grade when additional licenses are obtained and instead receive stipends to their base wages as follows:
 - 12.10.1 Any Water Division employee who receives as a minimum, an Operator in Training license from The Commonwealth of Massachusetts for the following licenses, not already required for their job title, will receive a \$1,000 annualized stipend commencing with the first payroll after submission of satisfactory evidence of obtainment of the license: Grade 1D, 1T Drinking Water Supply Facilities.
 - 12.10.2 Any Water Division employee who receives as a minimum an Operator in Training license from The Commonwealth of Massachusetts for the following licenses, not already required for their job title, will receive a \$4,4400 annualized stipend commencing with the first payroll after submission of satisfactory evidence of obtainment of the license: Grade 2D, 1T Drinking Water Supply Facilities, Cross Connection Surveyor/Tester. Any employee who held this license prior to July 1,

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2022, shall not be entitled to this stipend as said amount was already factored in to the employee's placement on the July 1, 2022 salary schedule.

12.10.3 Any Water Division employee who receives as a minimum an Operator in Training license from The Commonwealth of Massachusetts for the following licenses, not already required for their job title, will receive a \$3,200 annualized stipend commencing with the first payroll after submission of satisfactory evidence of obtainment of the license: Grade T2, D2 Drinking Water Supply Facilities, Cross Connection Surveyor/Tester, Wastewater M3. Any employee who held this license prior to July 1, 2022, shall not be entitled to this stipend as said amount was already factored in to the employee's placement on the July 1, 2022 salary schedule.

12.10.4 Any Water Division employee who receives as a minimum an Operator in Training license from The Commonwealth of Massachusetts for the following licenses, not already required for their job title, will receive a \$3,200 annualized stipend commencing with the first payroll after submission of satisfactory evidence of obtainment of the license: Grade D3-Distribution Drinking Water Supply Operator, Grade T2 Drinking Water Supply Facilities, Cross Connection Surveyor/Tester, and Wastewater M4.

12.2 Although a Water department employee may obtain licenses and stipends (per 12.10.1 through 12.10.4) the employee must maintain their position within the Water Department until such time they are promoted into a job title that requires said licenses or transfer to another department. Rate ranges – Progression through the rate ranges from the minimum shall be in eight (8) steps. This progression through the rate ranges are not automatic but on the basis of merit and ability as recommended and approved by the appropriate management and will be effective annually on July 1. However, should the probation period of a newly hired employee be extended, then the period of time before the progression increase shall be increased for an equal amount of time. Any employee denied a step increase shall have the right of appeal to the Town Manager through the grievance procedure.

12.3 Promotion – an employee reclassified to a job (classification) title listed in Appendix A with a higher maximum rate of pay and grade than the current job classification must have all licenses, course accreditation, certifications and other special requirements before being promoted. Upon promotion an employee must perform the full complement of the job and shall be given an increase in rate equal to the rate range increment of the higher grade. If such increase results in a rate between the steps shown in Appendix A then the rate shall be increased to the higher of the two steps. Consideration for the next progression increase shall be on July 1 following the promotion.

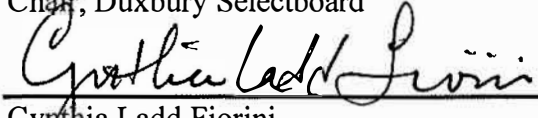
6. Update Appendix F Classification and Pay Plan to reflect, updated job titles, grades and steps
7. Update Appendix J, Job Descriptions as needed to reflect updated job titles, grades and requirements such as: current job title, **Specialist Operator Cemetery/Crematory** to change CDL from required to preferred as these licenses are not necessary to do the job and dropping the requirements will attract candidates in the industry.
8. Add Appendix K, Performance Evaluation Tool (attached) following review by the parties and transition to electronic format and platform.



For The TOWN OF DUXBURY



Fernando Guitart
Chair, Duxbury Selectboard



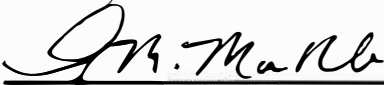
Cynthia Ladd Fiorini
Vice Chair, Duxbury Selectboard



Michael McGee
Clerk, Duxbury Selectboard



Theodore Flynn
Duxbury Selectboard



Amy MacNab
Duxbury Selectboard



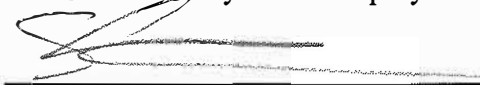
Rene' Read
Duxbury Town Manager

Dated: 10/17/22

For The TOWN OF DUXBURY
DPW EMPLOYEES, AFSCME
COUNCIL 93, LOCAL 1700



Mark Lindgren
Town of Duxbury DPW Employees



Steven Navarro
Town of Duxbury DPW Employees



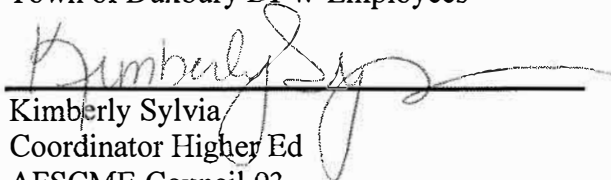
Gordon Smith
Town of Duxbury DPW Employees



David Verity
Town of Duxbury DPW Employees



Mark Williamson
Town of Duxbury DPW Employees



Kimberly Sylvia
Coordinator Higher Ed
AFSCME Council 93

Dated: 10.12.22