ARTICLE 2 - 12

CLASSIFICATION AND COMPENSATION

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PERSONNEL CLASSIFICATION AND COMPENSATION BY-LAW

SECTION 1. DEFINITIONS:

SECTION 1A. **THE CLASSIFICATION PLAN**. The official classification plan for positions in the service of the Town shall consist of classes listed by titles in Section 11. (05/2017)

SECTION 1B. **THE COMPENSATION PLAN**. The official compensation plan when established by vote of the Town, shall consist of minimum and maximum salaries, or single rate salaries, to be paid to all employees in any position included in the classification plan, and such salaries shall be established as specified by statute. No person employed by the Town will have his rate of pay reduced due to the adoption of the plan.

SECTION 1C. **EXCLUSIONS**. The following positions are excluded from the Classification and Compensation Plan:

a. Held by elected officials.

b. Under the jurisdiction of the School Committee.

c. Covered by collective bargaining negotiated contracts between the Board of Selectmen and Hanson Police Club/I.B.P.O. #467; Local 2713 International Association of Firefighters, AFL-CIO; and AFMSCE, AFL-CIO State Council 93, Local 1700 Administrative Professional, Dispatchers and Highway. (10/2019)

d. Covered by negotiated contracts between the Board of Selectmen, the Chief of Police Department, the Chief of the Fire Department, the Highway Director, and Treasurer/Collector. (10/2019) (07/2020)

e. Covered by negotiated contract between the Water Commissioners and the Water Superintendent.

f. Any and all contracts negotiated by an elected Board as allowed by Massachusetts General Laws. (Assessor/ Appraiser) (10/2019)

SECTION 1D. **AMENDMENTS OF THE PLANS**. The Classification Plan and the Compensation Plan, and the provisions for the administration of said plans may be amended by a majority vote at any Town Meeting.

07/2020

SECTION 1E. **AUTHORITY.** Establishment and administration of a compensation plan by a Personnel Board is authorized by General Law, Chapter 41, Sections 108A and 108C. Date of inception of the Town of Hanson Classification and Compensation By-Law, April 3, 1972.

SECTION 2. **THE PERSONNEL BOARD:**

SECTION 2A. There shall be a Personnel Board to administer and maintain said Plans and to insure that there is uniform interpretation and application throughout the entire Town.

SECTION 2B. The Board of Selectmen shall serve as the Personnel Board. The Town Administrator shall serve as the Personnel Director of the Town responsible for the administration of all personnel matters, including personnel by-laws and all personnel policies and regulations that the Board of Selectmen may adopt. This shall include the enforcement of personnel policies, rules and regulations and managing personnel costs, including salaries, benefits, overtime, and use of town-owned vehicles for employees under the jurisdiction of the Board of Selectmen. (10/2007)

SECTION 3. **THE DUTIES OF THE PERSONNEL BOARD:**

SECTION 3A. The Board shall establish such policies, procedures and regulations as it deems necessary for the administration of the Classification and Compensation Plans and may employ assistance and incur expenses as it deems necessary, subject to the appropriation of funds for this purpose.

SECTION 3 B. The Board shall, immediately following the annual election, meet and organize by electing a chairman and clerk whose appointment will run concurrent as that of the Board of Selectmen. (10/2007)

SECTION 3C. The Board shall maintain written descriptions of the jobs or positions in the Plan describing the essential characteristics and related requirements and general duties. The descriptions shall not be interpreted as complete or limiting definitions and employees shall continue to perform like duties within their classification as assigned by their supervisors.

SECTION 3D The Board, by its own authority, may establish the classification for a new position. No position may be so classified until the Board shall have determined that such action is consistent with the provisions of the Classification and Compensation Plan. The Board may also authorize the upgrading or transfer of an employee from one classification to another upon receipt of sufficient justification by the Department Head. Any such action shall be subject to the Department Head's written verification that sufficient

funds are available to provide compensation for the new position or job change.

SECTION 3E. The Board annually shall review all positions covered by the Plan, such reviews to be scheduled so as to cover all such positions annually. The Board shall annually review the salary schedules and job classifications. It shall keep informed as to pay rates and policies outside the service of the Town and shall recommend to the Town any action deemed desirable to maintain a fair and equitable pay level.

SECTION 3F. Upon recommendation of a Department Head, supported by written or oral evidence of special reasons and exceptional circumstances satisfactory to the Board, the Board may authorize an entrance to a higher rate than the minimum rate for a position, and such other variance in the Plan as it may deem necessary for the proper functioning of the Town. No variance shall become effective unless, or until, the necessary funds have been appropriated therefore.

SECTION 3G. The Board shall make a general report for inclusion in the Annual Town Report. (10/2007)

SECTION 3H. The Personnel Director shall maintain personnel records of all employees occupying positions subject to the Classification and Compensation Plans. Said records to be kept in its custody. Department Heads shall provide such information as the Board may require.(10/2007)

SECTION 4. AMENDMENT OF THE CLASSIFICATION AND COMPENSATION BY-LAW.

SECTION 4A. The Classification and Compensation plan and any other provision of the by-law for the administration of personnel may be amended by a majority vote at Town Meeting.

SECTION 4B. Upon written request for amendment, the Board shall, within three weeks, hold a hearing thereon at which all interested persons shall be entitled to be present and be heard. Written notice of such hearings shall be given not less than three days preceding the date thereof, to the petitioner or petitioners and to head of departments and employees affected.

SECTION 4C. The Board shall, one week after such hearing, report recommendations for consideration at the next Town Meeting. The petitioner or petitioners and involved department heads shall be given a copy of said report and recommendations.

SECTION 4D. The Wage and Personnel Board shall call a hearing for the consideration of any proposed Town Meeting Article that is intended to amend the Classification and Compensation By-Law and such hearings shall be held no later than two weeks preceding the closing of the Town Warrant. Written notification to all Departments, Boards, Committees and Employees shall be given not less than three days preceding the date of the hearing.

SECTION 5. CIVIL SERVICE LAWS.

Nothing in the By-Law shall be construed to conflict with Chapter 31 of the General Laws of the Commonwealth of Massachusetts.

SECTION 6. SALARY OR WAGE RATES ABOVE MAXIMUM.

Any salary or wage rate which was in effect on or before acceptance of the By-Law and which is above the maximum for which the class to which the position has been allocated, shall be deemed a personal rate and shall apply only to the incumbent. When such incumbent leaves the employ of the Town, or is transferred to another position or a new maximum rate higher than the personal rate that was established, the rate shall be canceled. No other employee assigned to or hired for such position shall advance beyond the maximum rate of the compensation grade to which the class has been assigned.

SECTION 7. COMPENSATION ADJUSTMENTS

SECTION 7A. Every employee in a position covered by this by-law must be considered for an increase in compensation within their classification annually. Annual increases are not automatic but based on evaluation of the employees ability and work performance. Employees in Section 11A and Section 11B shall be evaluated by the Town Administrator. Employees in Section 11C, 11D and 11E shall be evaluated by the relevant Department Head and reviewed by the Town Administrator. 05/2016

SECTION 7B. Upon effective date of amended Plan salary schedules, Department Heads are required to adjust their employees pay rate to the appropriate pay of the amended Plan salary schedule.

SECTION 7C. Any pay adjustment, greater than specified herein, requires advance Wage and Personnel Board approval.

SECTION 7D. Department Heads are required to provide sufficient funds in their budgets for all rate adjustments.

SECTION 7E. Employees denied a compensation increase, under the foregoing provisions, have the right of appeal to the Wage and Personnel Board. The Board shall hear the employees' complaints, examine the employees' records, discuss work performance with the Department Head, and render a decision which shall be binding.

SECTION 8. NEW PERSONNEL AND/OR JOB CLASSIFICATION.

SECTION 8A. **HIRING.** The Town Administrator will recommend appointments and hires to the relevant appointing authority. (10/2007)

SECTION 8B. **PERSONNEL REQUISITIONS.** The Wage and Personnel Board during its review of personnel requisitions shall assign the applicable job classification and salary and/or wage schedule and return the approved requisition to the Department Head. If the Wage and Personnel Board does not approve the requisition, it shall arrange a meeting with the Department Head involved, establish a mutually accepted agreement with the Department Head and subsequently approve the requisition.

SECTION 8C. **HIRING POLICY.** Whenever possible, promotion or hiring shall be from within the Town departments. When a job opening exists, the Town Administrator shall post a notice of the job opening on the Town Hall bulletin board for a period of two weeks. If there are no qualified applicants, the Town Administrator shall advertise for the job in a newspaper having circulation within the Town. The advertisement shall describe the job, duties and minimum qualifications and where and when application may be made.(10/2007)

SECTION 8D. **PROBATIONARY PERIOD.** The first six months of employment shall be a probationary period. During the probationary period, the Department Head shall notify the Town Administrator if the employee's performance and ability warrants continued employment. The Town Administrator shall recommend the appointment or removal to the appointing authority. (10/2011)

SECTION 8E. **HIRING RATE.** The hiring rate shall be the minimum rate for the job unless otherwise authorized by the Personnel Board. (Refer to Section 3F)

SECTION 8F. **EMERGENCY LABOR.** The Town department heads may hire emergency labor as they may require. Such action shall be exempt from the provisions of paragraphs 8A through 8D of this section of the By-law.

SECTION 8G. **TERMINATION.** An employee may be terminated from employment by the Town Administrator for just cause after the employee has been given a written warning by the Department Head; fails to show adequate improvement in work performance during the warning period; and the relevant appointing body votes affirmatively for termination.(10/07)

SECTION 9. **PAYROLL ACCOUNTING.**

SECTION 9A. Department Heads are required to notify the Town Treasurer, Town Accountant and Town Administrator of all pay rates and pay rate changes so that the appropriate payroll and accounting records may be made.

SECTION 9B. The Wage and Personnel Board is required to notify the Town Treasurer and the Town Accountant of all pay rate changes and their effective dates authorized by the Board in accordance with the provisions of the By-Law.

SECTION 10. **WAGE CLASSIFICATION.**

Employees will be classified in the following groups:

a. Full time employees - works a normal schedule of 35 or more hours per week.

b. Part time employees - works a normal schedule of less than 35 hours per week, a seasonal schedule, or a temporary work schedule.

c. Emergency Labor - works a temporary schedule of a defined period of time for a specific assignment.

SECTION 10A. The Board of Selectmen may at its discretion secure contractual services for any employee position as outlined in the Wage and Personal By-laws. The contractual service utilized must be within the Town's annual budget appropriation for the outlined position. (05/2015) 05/2015

SECTION 11 A: PROFESSIONAL POSITIONS (05/2021)

	7/1/20	7/1/21
A. Director of Elder Affairs	35,000 to 65,000	35,000 to 65,000
B. Town Accountant Town Accountant – Part-Time hourly rate	45,000 to 75,000 $24.00 to $41.00	45,000 to 75,000 $24.00 to $41.00
C. Inspector of Buildings –Full-time Salary Inspector of Buildings – Part-time hourly rate	20,000 to 60,000 $35.00 to $45.00	20,000 to 60,000 $35.00 to $45.00
D. Health Agent	40,000 to 70,000	40,000 to 70,000
E. Conservation Agent Conservation Agent – Part-time hourly rate	35,000 to 70,000 28.00 to 45.00	35,000 to 70,000 28.00 to 45.00
F. Library Director	45,000 to 70,000	45,000 to 70,000
G. Town Planner	45,000 to 80,000	45,000 to 80,000
H. Town Planner/Conservation Agent	45,000 to 75,000	45,000 to 75,000
I Informational Technology Director	50,000 to 90,000	50,000 to 90,000
J. Recreation Director **	30,000 to 50,000	30,000 to 50,000

SECTION 11 B: ADMINSTRATIVE AND/OR FULL TIME

	7/1/20	7/1/21
A. Executive Assistant	17.00 to 32.00	17.00 to 32.00
B. Assistant to Police Chief	17.00 to 32.00	17.00 to 32.00
C. Veterans Agent ~ Annual salary	7,000 to 25,000	7,000 to 25,000
D. Reference Librarian	17.00 to 28.00	22.00 to 31.00
E. Youth Service Librarian	17.00 to 28.00	22.00 to 31.00
F. Animal Control Officer ~ Annual Salary	17,000 to 28,000	17,000 to 28,000
G. Van Drivers/Aide*	12.75 to 17.00	13.50 to 17.00
H. Social Day Care Coordinator*	14.00 to 21.00	14.00 to 21.00
I. Camp Kiwanee Caretaker**	13.00 to 20.00	13.50 to 20.00
J. Youth Services Associate	17.00 to 28.00	18.00 to 24.00

SECTION 11 C: PART TIME POSITIONS

	7/1/20	7/1/21
A. Assistant Inspector of Building	22.00 to 30.00	22.00 to 30.00
B. Gas Inspector	22.00 to 30.00	22.00 to 30.00
C. Plumbing Inspector	22.00 to 30.00	22.00 to 30.00
D. Wiring Inspector	22.00 to 30.00	22.00 to 30.00
E. Civil Defense Director ~ Annual Salary	900 to 1,300 yr	900 to 1,300 yr
F. Police Matron	12.75 to 22.00	13.50 to 22.00
G. Outreach/Seniors*	12.75 to 22.00	13.50 to 22.00
H. Assistant Coordinator*	12.75 to 17.00	13.50 to 17.00
I. Volunteer Services Intergenerational Coordinator*	12.75 to 19.00	13.50 to 19.00
J. Senior Center Support Staff *	12.75 to 17.00	13.50 to 17.00
K. Back-up Van Driver*	12.75 to 17.00	13.50 to 15.00
L. Animal Inspector	1,000 to 1,600	1,000 to 1,600

M. Election Clerk	12.75 to 16.75	13.50 to 16.75
N. Election Officer	12.75 to 16.75	13.50 to 16.75
O. Election Warden	12.75 to 16.75	13.50 to 16.75
P. Registrar of Voters	12.75 to 17.00	13.50 to 17.00
Q. Assistant Caretaker**	12.75 to 25.00	13.50 to 25.00
R. Sealer of Weights & Measurers ~ Annual Salary	2500 to 3500 yr	2500 to 3500 yr
S. Milk Inspector	150 to 300 yr	150 to 300 yr
T. Assistant Veterans Agent	12.75 to 15.00	13.50 to 15.00
U. Committee Clerical/Administrative Support Staff	12.75 to 15.00	13.50 to 15.00
V. Emergency Clerical Labor	12.75 to 15.00	13.50 to 15.00
W. Transfer Station Attendant	15.00 to 21.00	15.00 to 21.00
X. Camp Kiwanee Event Planner **	12.75 to 17.00	13.50 to 17.00
Y. Facilities Manager	20,000 to 45,000	20,000 to 45,000
Z. Public Buildings Custodian	18.00 to 24.00	18.00 to 24.00
AA. Assistant Health Agent	13.00 to 22.00	13.50 to 22.00
BB. Student Police Officer	20.00 to 35.00	20.00 to 35.00
CC. Informational Technology Director	$50,000 - $90,000	$50,000 - $90,000
DD. Part-time Police Officers/Special Police Officers	$25.00 to $55.00	$25.00 to $55.00

SECTION 11D: SEASONAL POSITIONS **

	7/1/20	**7/1/21**
A. Beach Director	12.75 to 20.00	13.50 to 20.00
B. Water Safety Instructor	12.75 to 16.00	13.50 to 16.00
C. Lifeguards	12.75 to 16.00	13.50 to 16.00
D. Boat Coordinator	12.75 to 16.00	13.50 to 16.00
E. Boating Instructor	12.75 to 20.00	13.50 to 20.00
F. Concession Worker	12.75 to 16.00	13.50 to 16.00
G. Recreation Assistant	12.75 to 16.00	13.50 to 16.00
H. Security/Gate Attendants	12.75 to 16.00	13.50 to 16.00

*Positions are funded through the Multi-Service Senior Center's revolving account or grants
** Positions are funded through the Recreation Commission's Enterprise Fund.

SECTION 11E: CALL FIREFIGHTERS/OFFICERS

	7/1/20	**7/1/21**
Call Firefighters	16.00 to 18.00	16.00 to 18.00
Call Firefighters after Three Years	17.00 to 19.00	17.00 to 19.00
Call Lieutenants	17.00 to 20.00	17.00 to 20.00

$500.00 stipend will be paid in June of each fiscal year to those call firefighters who successfully complete and maintain the certification of an EMT recognized by the State and approved by the Fire Chief. Paramedics will receive a $1,000.00 stipend.

SECTION 11G. All members of the Call Fire Department will be subject to all Rules and Regulations; Standard Operation Procedures; Department Policies as amended for Fire Department Operations and formulated under M.G.L. Chapter 48, Section 42.

SECTION 12. FRINGE BENEFITS

SECTION12A. Certain fringe benefits are hereby set forth according to interpretation of Section 108G of Chapter 41 and Section 21A of Chapter 40 of the General Laws. Fringe benefits are considered as part of compensation earned in addition to regular salary received.

SECTION 12B. ELIGIBILITY FOR BENEFITS

a. Employees who are classified as full time employees are eligible for fringe benefits provided in this section of the By-Law.

b. Employees classified as permanent part-time and working a regular schedule of 20 hours or more per week are eligible to participate in the Town's health insurance and life insurance programs on the same terms as full time employees and, on a pro-rata basis, benefits provided in this section of the By-Law. (05/2017)

c. Employees hired after June 30, 2018 eligible for health insurance, as identified above, will contribute 35% toward family coverage and 25% for individual coverage. (5/2018)

SECTION 12C. HOLIDAY SCHEDULE

a. The recognized holidays under this Bylaw are:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Patriots Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Independence Day	Day Half day on Christmas Eve
Christmas Day	(05/2017)

b. All time worked within the Holiday schedule shall be classed as overtime. Employees not required to work to maintain essential Town services shall be excused without loss of pay. Pay for holiday allowance shall be determined to be 1/5 of a regular weeks pay exclusive of overtime, except in those instances where that determination shall cause an employee to receive less or more than a regular weeks pay – exclusive of overtime. 05/2018

c. Wage payment under the provisions of this section of the By-law shall be made provided the employee has worked a regular scheduled work day preceding or following said holiday or is on a regular scheduled day off, or is absent on those stated day by reason of illness.

d. Observance of holidays in the holiday schedule shall be in accordance with locally designated days.

e. Whenever an employee whose regular scheduled day off falls on any of the holiday schedule days, an additional day off with regular pay shall be permitted. Part-time employees will receive holiday pay only if scheduled for work that day of the week and on a pro-rata basis.(5/2003)

f. Whenever an employee works on a scheduled holiday, compensation shall include holiday pay plus straight time pay for time worked, within the normal work schedule.

SECTION 12D VACATION LEAVE

a. Schedule. Vacation leave shall be granted during the fiscal year in which eligibility occurs.

1. With the exception of employees listed in Section 11A: Professional Positions who upon completion of six month of continued service shall be granted 15 days vacation with regular pay, all other employee who has completed six (6) months of continuous service shall be granted five (5) days vacation leave with regular pay. An employee who has completed one (1) continuous year of service shall be granted ten (10) days vacation leave with regular pay. All vacation time shall be calculated based on the employee's regular weekly scheduled hours. (10/2017)

2. An employee who has completed five (5) continuous years of service shall be granted fifteen (15) days vacation leave with regular pay.

3. An employee who has completed ten (10) continuous years of service shall be granted twenty (20) days vacation leave with regular pay.

4. An employee who has completed fifteen (15) continuous years of service shall be granted twenty-five (25) days vacation leave with regular pay. (5/2002)

5. An employee who has completed twenty (20) continuous years of service shall be granted twenty-seven (27) days of vacation leave. (10/2007)

6. An employee who has completed twenty-five (25) continuous years of service shall be granted thirty (30) days of vacation leave with regular pay. (10/2007)

7. The Board of Selectmen (or Town Administrator) shall be permitted to authorize granting a newly hired employee up to fifteen (15) days of vacation leave based on prior experience in a similar position. Employees granted additional vacation leave based on prior experience shall not have their vacation leave increased until they have five (5) years of continuous service for the Town of Hanson, at which time they may be granted additional days of vacation leave. (10/2019)

b. Employees are encouraged to schedule vacation leave in full week increments; however, a single day or several days may be granted as vacation leave with approval by the department supervisor.

c. Department supervisors are responsible to grant vacation leave to employees on a schedule basis that will cause the least interference with the performance of the regular work of the Town.

d. If a holiday occurs during an employee's vacation period, the holiday will be charged to holiday time and not as a vacation day.

e. Employees eligible for vacation leave who are terminated retire, or enter into the Armed Services, shall be paid for unused vacation leave balance at regular pay.

f. Upon the death of an employee eligible for vacation leave, payment at regular pay of unused vacation leave balance shall be made to the employees' estate.

g. Employees will be allowed to carry over not more than one week of unused vacation time. (05/2015)

h. Any department vacation leave schedule or plan which is in effect on or before acceptance of this plan and which is greater than that provided for in this section of the plan shall remain in effect for those employees involved for the duration of their employment in that department. No other employee assigned to or hired for that department shall be eligible for vacation leave other than that provided for in Section 12D.a. of this plan.

SECTION 12E: SICK LEAVE (7/2020)

A. Unlimited sick leave shall be granted for sickness or injury to all employees hired before or on July 28, 2020. All employees with a start date on or after July 29, 2020 shall be granted for sickness or injury the

total of one and one quarter (1.25) days of sick leave for each month worked. The maximum amount of sick leave that can be accrued by any employee is 165 days. If a portion of a month is worked, sick leave shall be pro-rated to determine the amount of sick leave accrued for that month. If the employee works less than full-time, the employee's sick leave shall be pro-rated to determine the amount of sick leave accrued. The Town Accountant shall determine the amount of sick leave due to each employee and transmit the information to the Department Head as soon as practicable. Unused sick leave will be forfeited by the employee when the employee leaves Town employment. At no time will unused sick leave ever become payable by the Town to the employee (07/2020)

B. Sick leave shall be considered to be absence from duty without loss of pay for the following reasons:

1. Employee's illness or injury except where directly traceable to an employer other than the Town or to a work-related injury or illness covered by Massachusetts General Laws or an intentionally self-inflicted injury.
2. Medical, optical or dental treatment required for an employee when such treatment cannot be accomplished on off-duty hours.
3. When serious illness of any employee's immediate family requires his/her personal attendance

C. No sick leave shall be refused for an obvious personal injury or a situation requiring non-elective surgery. If a dispute arises concerning a return date for employment, procedures set forth under C2, item b of this Article shall be followed.

1. Abuse or falsification of any of the sick leave provisions shall be cause for disciplinary action.
2. Notification of absence shall be given to the Selectmen's Office as early as possible on the first day of absence.
3. Payments under the provisions of this Article shall be limited, in the case of an employee who is receiving Workmen's Compensation payments, to the difference between the amount paid in Workmen's Compensation and the employee's regular rate. This co-payment shall not go or be extended beyond a period of six (6) months duration.

D. Sick leave shall be granted in accordance with the following provisions:

1. Sick days granted numbering one (1) through ten (10) in a given absence shall be under the direct supervision of the Town Administrator and all such leave shall be subject to his approval, and such approval shall not unreasonable be withheld.
2. On or before the completion of the tenth consecutive sick day, the Town Administrator shall convene the Board of Review, said Board of Review to consist of a member of the Board of Selectmen, the Town

Administrator and the Department Head. The Board of Review shall conduct a hearing and by majority vote, take action on any of the following recommendations:

a. Extend the sick leave for a specified amount of time, with full pay or proportion thereof, and conduct another hearing upon expiration of the time specified.
b. Require the individual to produce a medical certificate and/or their own examination of the individual by a recognized medical authority.
c. Terminate the sick leave. If the individual remains absent from employment, it will be without pay, and the Review Board may recommend disciplinary action to follow.
d. Make a recommendation that steps be taken to terminate the individual's employment.
e. Any employee who retires prior to June 30, 2009 shall be entitled to buy back their accumulated sick time at a rate of one day's pay for each three(3) days of the unused portion of the employee's accumulated sick leave. Said employees will continue to accumulate their sick leave at a rate of one and one quarter (1 ¼) days per month until retirement. In the event of death of an employee, the employees estate, shall be given one days pay for each three days of the unused portion of the employee's accumulated sick leave. However, in no event shall the total accumulated sick leave exceed 165 days.
f. The Department Head is required to accurately record each employees attendance; noting tardiness, vacation, holiday pay, illness and other absences. This shall be submitted to the Town Administrator on forms designated by him/her.
g. The Town Administrator and/or Department Head may require a physicians examination and statement of an employees fitness to return to work following an employee's absence due to injury or sickness. Such examination and statement to be at the expense of the Town.
h. Injury, illness, or disability self-imposed, or resulting from the use of drugs shall not be considered a proper claim for leave under this section.
i. Payments made under the provisions of this section shall be limited in the case of an employee who is receiving Workman's Compensation payments to the difference between the amount paid in Workman's Compensation and the employees regular rate. But in no case shall such sick leave increments extend beyond a period of six (6) months.
j. Sick leave payment shall be granted at the employee's regular rate of pay unless otherwise specified as in Section 12E.c. Sick leave may be granted by the Department Head for a single day absence due to illness, injury, or regular medical, optical or dental treatment.
k. Nothing in this section shall be construed to conflict with Section 100 of Chapter 41 of the General Laws.

SECTION 12F. JURY DUTY

An employee required to serve on jury duty and thus absent from regular work duty may upon application be paid the difference between regular compensation from the Town and compensation received for jury duty upon presentation of certification of compensation paid by the Court. Travel allowance is not included in compensation paid by the Court.

SECTION 12G. BEREAVEMENT LEAVE

Employees shall be granted five (5) consecutive working days off without loss of pay in the event of a death in the immediate family of the employee. Immediate family shall refer to a spouse, domestic partner, child, step-child, parent of either spouse, or step-parent of either spouse. Employees shall be granted three (3) consecutive working days off without loss of pay in the event of a death of a grandparent of either spouse, brother, step-brother, sister, step-sister or grandchild. Additional paid time off may be charged to personal time or vacation time, or additional time off without pay may be granted by the Town Administrator for justifiable reason. Such paid days off shall be on pro-rata basis in accordance with the regular schedule of daily hours worked by the employee.

In the event that the interment of, or memorial service for, any of the above-named relatives occurs at a time beyond the bereavement leave allowed, the employee may request to defer one (1) of the days to the later date. Such request shall be made at the time the employee notifies his/her supervisor of the need for bereavement leave and may be granted at the discretion of their supervisor.

In the event of a death which occurs during an employee's scheduled time off, the Town Administrator shall make adjustment for bereavement leave. (05/2015)

SECTION 12H. MILITARY LEAVE

An employee on military reserve duty thus absent from regular work duty shall be paid the difference between compensation received for reserve duty and regular compensation paid by the Town upon application and presentation of certification of reserve duty pay. Such payment shall be limited to a period of thirty four days in a twelve month period and shall not include payment for reserve duty

caused by call to be mobilized during an emergency in the Commonwealth. (5/2004)

SECTION 12I. OTHER LEAVE

a. Absence from regular work for personal reasons may be charged to vacation leave upon application by the employee and approval by the Department Head. Such absence may not be charged to vacation leave beyond what the employee is entitled to in the calendar year. (5/2002)

b. Section 11A Professionals and Section 11B Administrative and/or Full Time employees shall be granted three (3) days per year and all other Wage & Personnel positions shall be granted one (1) day for personal business for which he or she will be paid their normal rate with the prior approval of the employee's Department Head or Governing Board.

SECTION 12J. PAY FOR OVERTIME WORK

a. Work performed by an employee beyond the normal work schedule shall be compensated at the rate of one and one-half times the normal hourly pay rate.

b. Whenever any employee works overtime on a regular scheduled holiday, compensation shall include holiday pay, straight time pay, and time and one-half pay for overtime worked beyond the normal shift time.

c. Overtime provisions shall not apply to Town Department Heads under this By-law.

SECTION 12K. PHYSICAL EXAMINATION

a. Every new employee hired by the Town shall be examined by a physician acceptable to the Town and certified as to his physical fitness to perform the duties of the position for which he has applied, and as to any physical conditions of the applicant that might adversely effect his job performance.

b. The cost of any physical examination required by this section shall be paid by the Town and shall be charged to the appropriations of the Department which doing the hiring or charged to such special appropriation made by the Town for the purpose of thus section.

c. The Town Administrator shall ensure that applicants have successfully passed a physical examination prior to job acceptance. (10/2007)

SECTION 12L. CALL BACK

All full time Town employees under this By-law called back and required to work beyond their normal work schedule or shift will be compensated at one-and-one-half times their normal rate of pay and will be guaranteed two hours minimum pay.

SECTION 13. POLICE CONTRACT

All conditions of employment not specifically legislated by Chapter 31 of the Massachusetts General Laws, including classification, compensation and fringe benefits shall be defined in the terms of the contract between the Hanson Police Club and Hanson Board of Selectmen in accordance with the authority of Chapter 150E of the General Laws.

SECTION 14. FIRE DEPARTMENT CONTRACT

All conditions of employment, classification, compensation and fringe' benefits for full-time uniformed members of the Fire Department shall be defined in the terms of the contract negotiated by Local 2713 International Association of Firefighters AFL-CIO and the Hanson Board of Selectmen.

SECTION 15. HIGHWAY CONTRACT (5/2003)

All conditions of employment including classification, compensation and fringe benefits for the Highway and Water department employees, and Disposal Area Attendants and the Town Buildings Custodian shall be defined in the contract negotiated by AFMSCE, AFL-CIO State Council 93, Local 1700 and the Hanson Board of Selectmen.

SECTION 16. ADMINISTRATIVE PROFESSIONALS CONTRACT (5/2008)

All conditions of employment including classification, compensation and fringe benefits for the Clerical-Administration staffs at the Town Hall, Fire Dept., Library, Senior Center and the Recreation Department shall be defined in the contract negotiated by AFMSCE, AFL-CIO State Council 93, Local 1700 and the Hanson Board of Selectmen.

05/2008