

1 **COLLECTIVE BARGAINING AGREEMENT**

2 **BETWEEN**



4 **AND**



12 **October 1, 2023 to September 30, 2026**

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PREAMBLE

THIS AGREEMENT is entered into by the Town of Bay Harbor Islands, Florida, hereinafter referred to as the "Employer" or "Town", and AFSCME Florida Council 79, hereinafter referred to as the "AFSCME" or "Union", for the purpose of promoting harmonious relations between the Town and the Union, to establish an orderly and peaceful procedure to settle differences which might arise and to set forth the basic and full agreement between the parties concerning rates of pay, wages, hours of work and other conditions of employment.

**ARTICLE 1
RECOGNITION**

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Pursuant to and in accordance with all applicable provisions of Chapter 447, Florida Statutes, the Employer recognizes the Union as the exclusive collective bargaining representative for the purpose of bargaining collectively in the determination of the wages, hours, and terms and conditions of employment of the public employees within the bargaining unit covered by PERC certification number 2034 issued July 18th, 2022. "Employee" shall be defined to include all full-time classified employees who are employed by the Town of BAY HARBOR ISLANDS, whose classifications appear on the attached Appendix B or others that may be added as needed.

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ARTICLE 2
UNION SECURITY

2.1 Public employees have the right to form, join or assist labor unions or labor organizations or to refrain from such activity, to bargain collectively through representatives of their choosing, and to engage in concerted activities not during working hours for the purpose of collective bargaining or other mutual aid or protection.

2.2 The President of AFSCME, Florida Council 79, or an alternate officially designated in writing, will be the official spokesperson for the Union in any matter between the Union and the Employer.

2.3 The Employer will provide information to the Union and bargaining unit employees as follows:

A. If prepared and supplied by the Union, the Employer will give each newly hired bargaining unit employee an envelope, which will provide the employee with a greeting, the name, address, and phone number of the Union and notify the employee that he or she may call the Union for additional information. The Employer will provide the notification referred to in this paragraph during the new employee orientation period for new employees.

B. The Employer will notify the Union of all persons hired into job classifications represented by AFSCME via e-mail.

C. Where employees do not have portal access in their work area during working hours, the Employer will place one copy of this Agreement in each breakroom.

D. The Employer will post an electronic copy of this Agreement on the Towns Employee Portal and official Town website for reference by employees and supervisors.

E. On a quarterly basis the Employer will provide the Union with a list of all employees in positions within the assigned bargaining unit via electronic mail in a Microsoft Excel spreadsheet format, sorted alphabetically by employee last name, and shall include the employee's name, job title, department and division, dues deduction code (Y = dues deduction, N = no dues deduction), job code, employment date, pay grade, home address/phone (if not protected) and annual base salary. The list shall be provided at no cost.

F. The Union will be provided with a copy of departmental employee-related policies and work regulations, if any exist or are created. Copies of new or revised departmental employee-related policies or work regulations such as new shifts and work schedules, and other policies and procedures that affect employees' terms and conditions of employment, will be provided to the Union prior to implementation. Any policy that will affect the employees covered by this agreement, will be noticed to the Union as set forth in this provision.

G. The Employer will post all departmental employee-related policies and work regulations in appropriate areas.

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**ARTICLE 3
MANAGEMENT RIGHTS**

4.1 The Union agrees that the Town has and will continue to retain, whether exercised or not, the right to operate and manage its affairs in all respects; and the powers or authority which the Town has not officially abridged, delegated or modified by the provisions of this agreement are retained by the Town. The rights of the Town, through its management officials, shall include but shall not be limited:

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- to the right to determine the organization of Town government;
 - to determine the purpose of each of its constituent departments;
 - to exercise control and discretion over the organization and efficiency of operations of the Town;
 - to set standards for service to be offered to the public;
 - to direct the employees of the Town;
 - to schedule employees in positions with the Town in accordance with Article 8 of this Agreement;
 - to employ, transfer, promote, demote, layoff, discipline, terminate, or otherwise relieve employees from duty for lack of work or for any legitimate reason when it shall be in the best interest of the Town or the Departments;
 - to increase, reduce, change, modify or alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work or funds;
 - to determine the location, methods, means, and personnel by which operations are to be conducted including the right to contract and subcontract existing and future work;
 - to establish, modify, combine or abolish job pay positions;
 - to determine the method and means for selection for initial hire and for promotions;
 - to change or eliminate existing methods of operation, equipment or facilities;
 - to formulate, amend, or modify rules, regulations, and procedures.

29 However, the exercise of such rights shall not preclude employees or their representatives from raising grievances, should decisions on the above matter have the practical consequence of violating the terms and conditions of this Agreement.

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33 The Town has the sole authority to determine the purpose and mission of the Town, to prepare and submit budgets to be adopted by the Town Council. Those inherent managerial functions, prerogatives and policy-making rights which the Town has not expressly modified or restricted by a specific provision of this Agreement are not in any way, directly or indirectly, subject to the grievance procedure contained herein.

ARTICLE 4
SPECIAL MEETINGS

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The Town Manager or their designee and the Union agree to meet and confer on matters of interest upon the written request of either party. The written request shall state the nature of the matters to be discussed and the reason(s) for requesting the meeting. Discussion shall be limited to matters set forth in the request, or other subjects mutually agreed to, but it is understood that these special meetings shall not be used to renegotiate this Agreement. Such special meetings shall be held within twenty (20) calendar days of the receipt of the written request and at a time and place mutually agreeable to the parties. The Union shall have the right at these special meetings to recommend to the Town Manager or their designee corrections of any inequities known to the Union.

**ARTICLE 5
UNION ACTIVITY**

5.1 Stewards and Representation

A. The employees covered by this Agreement will be represented by stewards, one of which will be designated as the Chief Steward. A written list of stewards and alternates will be submitted to the Employer, together with the specific areas in which they will function, annually by October 1st of each year. The alternate steward will only become active in the event of the physical absence of the regular steward and upon prior notification by the Union. Alternate Stewards are subject to the same rules and regulations that govern the conduct of stewards. For the purpose of this agreement and unless otherwise addressed in this agreement, the use of the word steward shall also refer to the Chief Steward.

B. The Employer recognizes and shall work with the appropriate Union stewards and representative of AFSCME Florida Council 79 in matters relating to grievances and interpretation of this contract, including promoting harmonious working relationships. Manpower and workflow permitting, the Local Union President (or designee) or the Chief Steward may be permitted to assist other Stewards in matters of complexity or when a new steward is in the training process with the local Union.

C. Union stewards shall be active employees as designated by AFSCME Florida Council 79 and shall be members of the bargaining unit.

D. Union representatives and stewards are subject to the same rules of the Town of Bay Harbor Islands and its Independent Agencies as are all other public employees, except as specifically outlined in this Agreement.

E. While on leave of absence, no employee shall function as a Union steward without mutual consent of the Union and the Employer.

F. A written list of Union stewards and officers shall be furnished to the Employer prior to the effective date for their assuming duties of office. There shall be no more than three (3) stewards. AFSCME Florida Council 79 shall notify the Employer promptly of any changes of such Union stewards. No Union steward shall perform any Union work unless the Union has complied with this requirement.

G. One (1) union steward shall be granted time off during working hours without loss of pay to investigate and settle grievances on the job site which is within their jurisdiction. There shall only be one (1) steward addressing a particular investigation or grievance at a time. The steward must secure approval from their immediate supervisor prior to performing such duty and ensure such duty does not inhibit their work performance. The steward receiving time off under this provision shall record their time before leaving the job and upon returning. When entering the area of a supervisor other than their own, the steward shall notify that supervisor of their presence and purpose.

1 A steward will only be granted time off under this provision when requested by an employee in
2 the bargaining unit for assistance with a grievance, or when requested by the Union in writing.
3 Stewards may receive and discuss grievances of employees on the premises or in the field during
4 working hours, to the extent that such discussions do not interfere with the work of other
5 employees and the steward. Union stewards shall not conduct any grievance work on overtime or
6 holiday time except in emergency situations as approved by their supervisor. It is acknowledged
7 that only one (1) steward will work on grievances from any employee unless a variance to 5.1(G)
8 is approved. A Union officer may substitute for a Union steward for all purposes set forth in this
9 paragraph.

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11 5.2 Nothing in this Agreement shall prevent any employee from presenting, at any time, their own
12 grievances, in person or by legal counsel to the Employer, or from having such grievance adjusted
13 without the intervention of the bargaining agent, if the adjustment is not inconsistent with terms
14 of the collective bargaining agreement when in effect, and if the bargaining agent has been given
15 reasonable opportunity to be present at any meeting called for the resolution of such grievance.

16
17 5.3 Employees designated in the bargaining unit shall have the right to join, or to refrain from
18 joining, the Union, to engage in lawful concerted activities for the purpose of collective bargaining
19 or negotiation or any other mutual aid and protection, and to express opinions related to the
20 conditions of employment, all free from restraint, discrimination, intimidation, or reprisal because
21 of that employee's membership or lack of membership in the Union or by virtue of that employee's
22 holding office or not holding office in the Union. This provision shall be applied to all employees
23 in this bargaining unit.

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25 In employment, job assignment and employee/employer relations, no procedure shall discriminate
26 against any employee on the basis of age, gender identity, disability, sex, race, creed, national
27 origin, sexual orientation, religion, or familial status.

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29 5.4 The Union shall neither actively solicit grievances nor collect Union monies on Employer
30 property nor during working hours.

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32 5.5 Officials of the Union, with proper authorization, which will not be unreasonably withheld, be
33 admitted to the property of the Employer. Officials as designated above shall be able to talk with
34 employees before or after regular working hours or during lunch hours of said employees on
35 Employer property in areas mutually agreed on by the Union and the Employer.

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37 5.6 The Local Union President or one alternate officially designated by the Local Union President
38 shall be granted reasonable time off during working hours without loss of pay for the purpose of
39 attending to appropriate Union activities requiring their presence. This shall not be interpreted to
40 limit the Union to the resolution of only one issue at a time Town wide but is intended to limit the
41 number of Union representatives being granted time off to attend to a single specific issue. The
42 local Union President or alternate must secure approval from their immediate supervisor prior to
43 performing such duty. In situations where Union representatives are required simultaneously at
44 more than one meeting, the Union President may request the Town Manager to authorize release
45 of up to two additional Union representatives, subject to operational needs.

1 5.7 Arrangements will be made for officers or an accredited representative of the Union to be
2 admitted to the property of the Employer during working hours for the purpose of ascertaining
3 whether or not this Agreement is being observed by the parties, provided such visitation is not
4 disruptive to the work force. When an area or building belonging to the Employer is not normally
5 open for visitation, then the Employer shall provide a responsible escort to that Union Officer or
6 accredited representative; provided, this service must be arranged by the Union in advance of the
7 visitation.
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9 5.8 The Union will be permitted to have three (3) stewards to serve on the negotiating committee.
10 These employees will be authorized to take time off work with pay for to be present at all
11 bargaining sessions. In the event a steward is unavailable due to a previously approved scheduled
12 absence the union may have alternate stewards, with prior Town approval and notice.
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14 5.9 The Union and/or stewards shall request approval prior to utilizing any Town facility for union-
15 related meetings.
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**ARTICLE 6
BULLETIN BOARDS**

6.1

A. The Union shall be provided adequate space on bulletin boards, including at least one (1) at each location so designated by the Employer. Bulletin boards will be located in the Town’s officially designated employee break room(s) or other non-public areas. The Union may, if it so desires, provide a bulletin board of standard size for its exclusive use, in keeping with the decor of the above locations, and with the approval of the Employer.

6.2

A. The Union agrees that it shall use its space on bulletin boards provided for in Article 7.1 above, and the union electronic bulletin board section on the Labor Relations page of the Town portal may be used for the following purposes:

- Notices of Union Meetings
- Notices of Union Elections
- Reports of Union Committees
- Rulings and Policies of the Union
- Union Bulletins or other information conforming to Section 7.3

B. Any notice or other information that is date-specific shall include the date by which the notice or information will be removed from the electronic bulletin board.

C. Any conforming notices posted shall only be removed by a representative of the Union or as provided in Articles 7.3 and 7.4 of this Agreement.

6.3 No material, notices, or announcements shall be posted by the Union which contains anything adversely reflecting upon the Town of Bay Harbor Islands, its officials, managers, consultants or agents, its independent agencies, its employees, or any other labor organization. Any proven violation of this Article by the Union shall entitle the Employer to remove the posting in violation. If three or more violations occur, approval by the Human Resources Director shall be required prior to any posting.

6.4

A. Notices or other information intended for electronic posting shall be submitted on acceptable electronic medium to the Human Resources Director or their designee for approval as to compliance with Article 7.3 before being posted. Notices or other information intended for electronic posting shall include a specific date on which the notice or information is to be automatically deleted from the electronic bulletin board. Approved materials will be posted electronically as soon as practicable.

B. To access Town facilities to update information on regular bulletin boards, AFSCME shall contact the Human Resources Director or their designee to make arrangements to do so.

1 C. Where bulletin boards are locked, or otherwise inaccessible, the Employer shall notify the
2 assigned Union steward of the procedure for obtaining access. This procedure must provide the
3 steward or other representative access to the bulletin board within a reasonable time after the
4 request for access.

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6 6.5 Alleged abuse of the bulletin boards will be a matter for a special meeting or conference
7 between the proper official of the Union, the Town Manager or their designee, and the appropriate
8 member of the agency involved. Such meeting or conference shall be held within ten (10) business
9 days after receipt of a written complaint by either the Employer or
10 the Union that a violation exists.

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ARTICLE 7
HOURS OF WORK, OVERTIME, CALL-BACK and ON-CALL

7.1 Work Week. The regular workweek for employees covered by this agreement shall be established by the Employer based on operating needs and efficiency. All shifts shall include an unpaid one (1) hour lunch period. Employees on a twelve (12) hour shift may waive taking a lunch period.

7.2 Workday. A workday is defined as a regular recurring period of work with a fixed starting and ending time, exclusive of overtime. The normal workday for employees shall be determined by the Department Head, with approval from the Town Manager, based on operational needs. Department Heads may establish individual workdays to be seven (7), eight (8), ten (10), eleven (11), or twelve (12) hour shifts, based on operational needs.

7.3 Breaks. Employees will be allowed two (2) ten (10) minute paid break periods as long as operational needs are met. Employees who work a twelve (12) hour shift will be allowed three (3) ten (10) minute break periods as long as operational needs are met. All employees on break are to remain in the Town and may not utilize the break periods to extend the lunch period or end their work shift early. Paid break periods will be considered as hours worked for the purposes of calculating overtime.

7.4 Work Schedule. Any changes to work schedules thereto showing the shifts, days, and hours of all bargaining unit employees shall be prepared and delivered via employee email and Town portal with notification to the Union at least fourteen (14) calendar days in advance of their effective dates, unless waived by the affected employees. During a declared emergency or disaster, employees may be required to work flexible hours and assigned to a different location, as required by the Town.

7.5 The Town reserves the right to establish payroll periods and payroll calendars provided no employee will be negatively affected by a change in pay period cycle.

A. Employees performing the job of a Bridge Tender regularly assigned to the midnight shift and employees performing the job of a Police Dispatcher regularly assigned to the Bravo shift shall receive a three percent (3%) shift differential hourly.

7.6 Overtime Payment

A. All hours worked in excess of 40 hours in a work week will be paid in accordance with the Fair Labor Standards Act.

B. Overtime is based on “actual hours worked” in accordance with the Fair Labor Standards Act.

C. Employees who work on a Town recognized holiday, except Christmas Day and New Year’s Day shall receive time and one half (1.5) time their regular hourly rate of pay in addition to the holiday pay unless otherwise outlined in this Agreement. Employees who work on Christmas Day and New Year’s Day shall receive double (2) time their regular hourly rate of pay in addition to the holiday pay unless otherwise outlined in this Agreement.

1 D. All hours of Holidays shall count as hours worked when an employee is required to work
2 overtime.

3 There shall be no duplicating or pyramiding in the computation of overtime and nothing in this
4 Article shall be construed to require the payment of overtime more than once for the same hours
5 worked.

6 7.7 Scheduling of Overtime

7 A. Overtime must be approved by the Town Manager or designee prior to being offered to
8 employees. Work shall be offered to employees based on classification seniority and shall be
9 offered to employees who have the skill and ability to perform such work. Each employee shall be
10 selected, in turn, according to their place on the classification seniority list as defined in Article 16
11 by rotation. The list regarding seniority for the purpose of assigning overtime shall be posted for
12 employees to view.

13 B. An employee requesting to be skipped when it becomes their turn to work overtime shall not
14 be rescheduled for overtime work until their name is reached again in orderly sequence and an
15 appropriate notation shall be made in the overtime roster.

16 C. In the event no employee wishes to perform the required overtime work, the Employer shall
17 assign the necessary employees required to perform the work in question.

18 D. The Union recognizes that work in progress shall be completed by the employee performing
19 the work at the time the determination was made that overtime was necessary.

20 E. Each Supervisor shall maintain an overtime roster.

21 F. If an employee is skipped or denied an opportunity to work overtime in violation of this
22 Agreement, he/she shall be rescheduled for overtime work the next time overtime work is required,
23 in accordance with paragraph A above.

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25 7.8 Call Back Pay. An employee called for work, and actually report to work at the Town, when
26 not regularly scheduled shall be paid a minimum of four (4) hours or the amount of time worked
27 at time and one-half whichever is greater.

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29 7.9 On-Call Rotation. Based on operational needs, Department Heads may establish an on-call
30 rotation list, considering vacation and personal leave request. Employees who are placed on the
31 on-call rotation list are expected to report to work if called back.

32 7.10 On-Call Pay. Any bargaining unit employee placed on-call as assigned by the respective
33 Department Director or their designee, in writing, during a normal work week shall receive an on-
34 call differential pay of one hour pay per day at their regular hourly rate.

35 A. For the purpose of this section, on-call is defined as a status after an employee has completed
36 their regularly scheduled work shift, or on a regularly scheduled day off, vacation day, during
37 which the employee is required by his supervisor to;

- 1 1) remain at a certain location to enable arrival to Town limits within ninety minutes, and
- 2 2) ensure the ability for radio and/or telephone contact, and
- 3 3) refrain from any off-duty activities that would prohibit them from immediately responding to a
- 4 call.

5 B. The employee's failure to comply with these requirements or respond in a timely fashion may
6 lead to discipline. Employee's receiving On-Call Pay will not be eligible to receive Call Back Pay
7 but will be compensated for actual hours worked in the event service needs arise during the On-
8 Call period.

9 7.11 Compensatory Time. A bargaining unit employee may choose compensatory time, at time
10 and one-half instead of overtime. Compensatory time may be accumulated to a maximum of
11 twenty four (24) hours and must be utilized within thirty (30) day or it will be paid at the rate when
12 earned. Compensatory time shall not count as hours worked for the purposes of overtime
13 calculation. Request for compensatory time use must be approved by the immediate Supervisor
14 and/or the Department Head.

15 7.12 Pay During Declared Emergencies. All bargaining unit employees who work their regularly
16 scheduled work period during a declared emergency by the Town Mayor or Town Manager and
17 Town Administrative Offices are closed shall be paid their regular hourly wages at double time
18 for all hours worked during this period. Emergency on-call personnel who report to work during
19 an emergency situation (example: hurricane when Town Hall is closed) will also be paid double-
20 time for all hours worked.

21 7.13 Longevity. Upon completion of every five years of continuous full-time employment with
22 the Town, bargaining unit employees will receive a 5% longevity payment of their current earnings
23 for the year immediately preceding the anniversary of employment. This is a lump sum amount
24 not added to the employee's base rate of pay and is not pensionable. Upon a break in employment
25 (not including a leave of absence) prior service with the Town will not count towards continuous
26 years for purposes of longevity computation.

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ARTICLE 8
PAID TIME FOR CIVIC DUTY

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4 8.1 Jury Service
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6 A full-time bargaining unit employee who is summoned to Jury Duty by a court of competent
7 jurisdiction shall be granted time off with pay provided the employee provides a copy of the
8 summons to their supervisor at least five (5) work days prior to commencement of service as a
9 juror. Any employee who is released from Jury Duty and has a half a day or more of regularly
10 scheduled work time remaining, shall report to work as soon as possible. Proof of time served on
11 Jury Duty shall be required.
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13 8.2 Witness Service
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15 A. Testimony Related to Official Duties

16 If an employee is required to act as a witness or is deposed in a legal action at the request of the
17 Town or where the employee has been subpoenaed to testify on behalf of the Town or concerning
18 Town business, the employee will receive compensation at the applicable rate of pay (straight or
19 overtime). This shall include appearances that are contiguous to their regularly scheduled shift.
20 Employees who are called back to work after being relieved of duty or required to appear in court
21 in regard to official duties on their normal day off shall receive compensation in accordance with
22 the Call-Back policy of this Agreement.
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24 B. Testimony Unrelated to Official Duties

25 An employee may use their accrued vacation or personal leave in accordance with the Town's
26 policies, to act as a witness at trial or deposition or to attend proceedings in connection with a
27 personal or non-Town related legal action, or in connection with a personal matter of another
28 employee. If the employee has previously exhausted their accrued vacation or personal time, the
29 employee may apply for an unpaid leave of absence. The employee must submit documentation
30 of the proceedings, including any notice or subpoena compelling the employee's appearance at
31 deposition, hearing, or trial.
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ARTICLE 9
HEALTH AND SAFETY

9.1 The Employer will conform to and comply with safety, health, sanitation, and working conditions properly required by federal, state, and local law. The Employer and the Union will cooperate in the continuing objective of eliminating known safety and health hazards due to unsafe working conditions and inadequate restroom facilities where they are shown to exist.

9.2

A. All parties will cooperate to eliminate safety and health hazards.

B. The Employer will provide protective devices, wearing apparel, and other equipment necessary to protect employees from occupational injury or disease in accordance with established safety practices. Such practices may be improved from time to time by the Employer's in-house safety representatives. The Union may submit safety recommendations from time to time.

C. Employees are responsible for utilizing safety equipment, protective devices, apparel, and equipment when they are provided and required.

D. Employees must follow safety rules and practices as issued by the Employer. An employee's willful neglect and/or failure to obey safety regulations and to use safety devices and/or equipment shall be just cause for disciplinary action up to and including termination.

9.3

A. An employee, who believes an assignment is abnormally dangerous or hazardous, shall immediately notify their supervisor in writing. The supervisor will take such measures as are necessary to make the assignment consistent with health and safety.

B. The Town shall respond in writing to written employee reports of unsafe working conditions in a timely manner. This will include keeping the affected employee informed about the status of their report.

9.4 Department Workplace Safety Committee

A. The Town shall have a Safety Committee to discuss safety and health matters such as existing practices and rules relating to safety and health, workplace design, accident statistics and trends, personal protective equipment, safety training, potential toxic substances, first aid procedures and other safety matters. This committee will meet on a quarterly basis and allow input from a Union representative. AFSCME will provide the Employer with the name of the AFSCME bargaining unit participant.

1 9.5 Safe Driving

2 A. All employees who operate a Town vehicle shall provide consent for random driving record
3 checks of their Driver's License. Employees allowed to drive a Town vehicle shall be required to
4 maintain a valid driver's license and must provide the Human Resource Department with a copy
5 of the driver's license on October 1st of each year and as required upon random inspection. The
6 loss or failure to maintain a current Florida driver's license may result in disciplinary action up to
7 an including termination. Any change in status of the driver's license must be immediately reported
8 to the Human Resource Department no later than the next day after occurrence. No employee may
9 use a personal mobile phone, headphone, or earbuds while driving a Town vehicle.

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11 B. The Town reserves the right to randomly perform substance and alcohol testing on any
12 employee that operates a Town vehicle, when the Department Director reasonable suspects an
13 employee to be under the influence of an illicit narcotic substance or alcohol, and to test post-
14 accident or injury.

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**ARTICLE 10
HOLIDAYS**

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10.1 Days Observed

A. The following and any other days which the Employer may declare, are paid holidays.

- 1) New Year's Day January 1st
- 2) Martin Luther King Day Third Monday in January
- 3) President's Day Third Monday in February
- 4) Memorial Day Last Monday in May
- 5) Juneteenth June 19th
- 6) Independence Day July 4th
- 7) Labor Day First Monday in September
- 8) Veteran's Day November 11th
- 9) Thanksgiving Day Fourth Thursday in November
- 10) Friday after Thanksgiving Day after Thanksgiving
- 11) Christmas Eve December 24th
- 12) Christmas Day December 25th
- 13) Three (3) Floating Holidays

B. When a holiday falls on a Saturday, the preceding Friday shall be observed as the official holiday for that year. When a holiday falls on a Sunday, the following Monday shall be observed as the official holiday.

10.2 Holiday on Workday

A. Employees who work on a holiday shall receive double (2) time their regular hourly rate of pay for all hours worked on that holiday.

B. An employee who is scheduled to work on the day observed as a holiday and calls in sick will be charged with sick hours for that day and not receive holiday pay that day.

10.3 Holiday on Leave Day

A. Holidays which occur during Annual Leave shall be charged to Holiday Leave and not to Annual Leave.

B. When a holiday falls within a period of leave of absence without pay, the employee shall not be paid for the holiday.

C. If a holiday falls on the employee's normal day off, the employee will receive pay for the holiday.

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ARTICLE 11
REVIEW OF ASSIGNED DUTIES

11.1 Working out of classification

Assignment of employees to primary responsibility for work of a higher classification or position shall be limited to a period three (3) months and shall be to temporarily replace employees on leave or to perform work of a vacant position until it can be filled. Employees so assigned, for more than twenty (20) days shall receive a 5% pay additive to their base rate of pay starting on the 21st day and continuing for the duration of the time they are performing the duties of that classification. Employees participating in an in-service training program shall not be considered working out of classification.

11.2 Changes to position duties and responsibilities

In instances where the Union or the department head believe that the responsibilities of a position may have changed over time, the Town will review the duties assigned to that position, for the purpose of determining if the position is properly classified.

11.3 Classifications

A. When establishing a new classification within the bargaining unit, the Employer will notify the Union in writing.

B. The Employer shall notify the Union of any revisions to the class specifications or changes to the pay grade for any classification that is currently in the certified bargaining unit prior to the implementation of those revisions. The Union may submit comments about the revisions within ten (10) working days of the date of the Employer's notice.

C. The Employer will notify the Union of any job abolishment at least thirty calendar days (30), if possible, but at least prior to implementation.

D. If the Employer creates a new position that AFSCME believes should be in their bargaining unit, the parties agree that it may be submitted to the Florida Public Relations Commission (PERC) for resolution.

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ARTICLE 12
DISCIPLINE AND DISCHARGE

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12.1 Discipline

Disciplinary action may be imposed upon a non-probationary employee only for just cause. Any disciplinary action imposed upon a non-probationary employee may be processed as a grievance through the regular grievance procedure as detailed in Article 13. The non-probationary employee may only appeal disciplinary actions under Article 13. An employee may request to have a representative present if they believe an investigation may lead to disciplinary action. Initial minor infractions, irregularities, or deficiencies shall first be brought to the attention of the employee and verbal counselings may be documented. Each employee shall be furnished with a copy of all performance evaluation or disciplinary entries in his personnel record and shall be permitted to respond thereto. The contents of an employee's personnel records shall be disclosed to the employee upon their written request within fifteen (15) business days. The employee's Union Representative may request personnel records in accordance with the Public Records Act.

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A. Counseling – The employee is counseled by their supervisor regarding the inappropriate conduct and advised of the need for corrective action. A brief written record of the conversation should be prepared and signed by both the supervisor and employee and placed in the employee's personnel file.

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B. Written Reprimand – This is a written record of a Disciplinary Action, which may or may not follow previous Counseling efforts. This shall include the purpose of the reprimand, the expected action(s) to be taken, and a copy will be placed in the employee's personnel file. The record shall include a place for employee comment and should be signed by both the supervisor and employee. If employee refuses to sign the reprimand, supervisor will note such.

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C. Suspension Without Pay – This is an ordered absence from duty without pay for a prescribed period and may be used when evidence of violation of policy, rules, regulations, laws, and/or safety standards or inappropriate behavior or conduct is conclusive and substantiated. This Disciplinary Action, which may or may not follow previous Counseling or Written Reprimands, will be documented and a copy will be placed in the employee's personnel file.

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D. Involuntary Demotion – The movement of the employee from their present position to one with a lower salary due to misconduct and/or unsatisfactory performance. An employee involuntarily demoted will have their rate of pay reduced by 7% or to the maximum of the pay range for the lower classification, whichever is greater. An employee that does not satisfactorily complete their promotional probation shall be placed back in their prior position and rate of pay.

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E. Dismissal - Involuntary termination from employment.

1 F. When any disciplinary action more severe than counseling is intended, the Employer shall,
2 before or at the time such action is taken, notify the employee in writing of the specific reasons for
3 such actions.

4 12.2 Informal Hearing to be Given Prior to Suspension or Dismissal. Prior to effecting any
5 suspension or dismissal of any employee as provided in these rules, the employee is to be given a
6 pre-determination hearing by the Department Head or designee in which the employee shall be
7 allowed to respond to the charges made against them. Should the employee elect to have union
8 representation, the Union's representative shall be allowed to participate in the Informal Hearing.
9

10 Procedure: The pre-determination hearing is to be informal and conducted by the Department Head
11 or designee without extensive witnesses, court reporters. Notes on the hearing are to be made and
12 witnessed whenever possible. These notes will be submitted to the Human Resources Division and
13 will become part of the employee's file. Prior to the pre-determination hearing the employee shall
14 be given a statement of the specifications of charges. The employee shall be given at least five (5)
15 working days prior to the hearing to study the charges and prepare for the pre-hearing, at which
16 time the employee shall have the right to representation of his choice. The Department Head or
17 designee shall conduct the pre-hearing and shall give due consideration to the contents of the
18 employee's rebuttal before initiating the required personnel action papers. The Department shall
19 inform the employee of his right of appeal or grievance.
20

21 12.3 Right to Grieve. The Union or the non-probationary employee shall have the right to initiate
22 a grievance on a suspension or discharge, at the third step of the grievance procedure and the matter
23 shall be handled in accordance with this procedure through the arbitration step if deemed
24 necessary.
25

26 12.4 Reprimands.

27 Counseling and written reprimands will not be considered for purposes of progressive discipline
28 if more than two years have passed since the employee last received counseling or written
29 reprimand.
30

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1 **ARTICLE 13**
2 **GRIEVANCE PROCEDURE AND ARBITRATION**
3

4 13.1 A grievance is defined as a dispute involving the interpretation or application of the specific
5 provisions of this Agreement. All grievances must be reduced to writing.
6

7 Step 1. The Union Steward, with the employee, shall take up the grievance or dispute with the
8 employee's immediate Supervisor within ten (10) business days of the date of the incident or the
9 employee's knowledge of its occurrence. The immediate Supervisor shall attempt to adjust the
10 matter and shall respond in writing to the Steward within ten (10) business days after meeting with
11 the aggrieved employee.

12 Immediate Supervisor is defined as the individual responsible for work assignments, evaluations,
13 discipline, etc. of aggrieved employee.

14 The grievant must submit the grievance on the official grievance form, as provided by the Union,
15 to include each article and section of the contract that has been violated and the grievant's
16 statement of resolution.

17 If the Union decides not to represent the grievant at any step, the grievant will still follow the
18 grievance procedure as outlined in the Union Agreement.

19 Step 2. If the employee is not satisfied with the written decision of the immediate Supervisor in
20 Step 1, within ten (10) business days, the grievant or his Union Representative shall submit the
21 grievance in writing to the appropriate Department Head or his designee. The Department Head
22 or designee shall meet with the aggrieved employee and reply in writing within ten (10) business
23 days, after meeting with the aggrieved employee.

24 Step 3. If the grievance is still unsettled, the grievant or his Union Representative shall within ten
25 (10) business days after the reply of the Department Head, submit the grievance to the Town
26 Manager or designee.

27 The Town Manager or designee shall meet with the employee and the Union representative, or
28 with grievant if not being represented by the Union, to discuss a solution of the grievance and shall
29 communicate a decision in writing to the employee and the employee's representative fifteen (15)
30 business days following the meeting with the aggrieved employee at Step 3.

31 Step 4. If a grievance concerning a disciplinary termination, demotion, or suspension greater than
32 four (4) days, or a grievance concerning an issue of contract interpretation is still unsettled either
33 party may within ten (10) business days after the reply of the Employer, by written notice to the
34 other, request arbitration. Failure to communicate the decision within the specified time limit shall
35 permit the employee, or the Union, to proceed to the next step.

36 The arbitration proceeding shall be conducted by an arbitrator to be selected by the Employer and
37 the Union. If the parties fail to select an arbitrator, the Federal Mediation and Conciliation Service
38 shall be requested by either or both parties to provide a panel of seven (7) arbitrators. This action

1 shall be taken within thirty (30) business days by the party requesting arbitration. Both the
2 Employer and the Union shall have the right to strike three (3) names from the panel. The party
3 requesting arbitration shall strike the first name; the other party shall then strike one name. The
4 process will be repeated, and the remaining person shall be the arbitrator. The decision of the
5 arbitrator shall be final and binding on the parties to the extent provided by law, and the arbitrator
6 shall be requested to issue his decision within thirty (30) days after the conclusion of the testimony
7 and argument. The cost and expense incurred by the impartial arbitrator shall be shared equally by
8 the parties involved in the arbitration procedure. The cost for secretarial duties and a transcript, if
9 requested, shall be shared equally. The parties shall bear the cost of their own witnesses and legal
10 fees.
11

12 13.2 Rules for Processing Grievances

13 A. In the event a grievance arises, the employee must submit the grievance, in writing to their
14 immediate Supervisor within ten (10) business days after they have knowledge of the grievance.
15 However, if the incident occurred while the employee was on an excused absence and they had no
16 knowledge of it until their return to work, the ten (10) business day period shall begin on their first
17 scheduled workday following the return from the absence.

18 B. A grievance not appealed by the employee from one step to the next within the specified time
19 limits shall be considered settled based on the last answer unless such time limits are extended by
20 mutual agreement. Failure on the part of Management to answer within the time limit set forth in
21 any step shall entitle the employee to advance their grievance to the next step, provided the
22 grievance procedure of this Article was properly followed.

23 C. The Union, may file a “class action” grievance, provided such filing specifies class/members to
24 whom such grievance applies. This will be designated as a Union Grievance.

25 D. No matter shall be entertained as a grievance hereunder unless it is raised as such within ten
26 (10) business days after the occurrence of the event or after the employee becomes aware of the
27 event giving rise to the grievance.

28 E. An exception to above shall be made in the instance of an employee's suspension or dismissal
29 which shall be entered as a written grievance in Step 3 of the grievance procedure within fifteen
30 (15) business days of the employee receiving written notification of their suspension or dismissal.

31 F. All time limits set forth in this Article may be extended by mutual consent, in writing but if not
32 so extended the time limits will be strictly observed.

33 G. Union grievances filed on behalf of the Union, will be signed by the designated Steward or
34 appropriate Officer, or Council 79 representative and shall follow the procedure as set forth in this
35 Article except where the problem occurs at a specific level of supervision, in which case the
36 grievance will be submitted at the appropriate Step.
37

38 H. Nothing in this Article shall be construed to prevent any employee from presenting his own
39 grievance.

1 I. Any time spent by the grievant, stewards, or witnesses during a grievance hearing in attendance
2 with management up through and including Step 4, will be permitted at no loss of pay during
3 working hours.
4

5 J. The hearing on the grievance shall be informal and strict rules of evidence shall not apply. The
6 Arbitrator shall have the authority to issue subpoenas for appearance of witnesses. Such subpoenas
7 shall be enforceable through the processes set forth under Florida law.

8 The Union bargains for all positions covered by the certification but the Union does not have to
9 represent a non-dues-paying member. A Union member must pay dues for a minimum of sixty
10 (60) days prior to request for representation. The Union reserves the right to pursue issues
11 pertaining to the safety, health, and welfare of all classifications, whether the bargaining unit
12 employee is a due paying member or not. The Union also reserves the right not to represent a
13 bargaining unit employee that is suspended or terminated if the employee is not a due paying
14 member. All public employees shall have the right to a fair and equitable grievance procedure
15 administered without regard to membership or non-membership in any organization, except that
16 certified employee organizations shall not be required to process grievances for employees who
17 are not members of the organization. (Florida Statutes, Title XXXI, Labor, Chapter 447, Labor
18 Organizations, 447.401 – Grievance Procedures.)

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ARTICLE 14
SEVERABILITY

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Should any provisions of this Agreement, or any part thereof, be rendered or declared invalid by reason of any existing or subsequently enacted legislation, or by any decree of a court of competent jurisdiction, all other articles and sections of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon request of either party, the parties agree to meet for the purpose of negotiating a substitute for that specific article, section, or portion thereof.

ARTICLE 15
SENIORITY, DEMOTIONS, and LAYOFFS

15.1 Definitions:

A. Seniority: Is hereby defined as the employee's length of continuous service after initial date of employment by the Employer. An employee's continuous service record shall be broken by voluntary resignation, discharge for just cause, and retirement.

B. Classification Seniority: Classification Seniority is defined as the length of continuous service in a specific job classification within the bargaining unit.

C. Seniority Rosters: In the event a layoff in classifications represented by this agreement, the Employer shall prepare and post on all union bulletin boards seniority rosters for the bargaining unit. Two (2) copies of the roster shall be furnished to the Union. The rosters will list each employee in the order of seniority and reflect each employee's date of classification seniority. When two (2) or more employees have the same seniority or classification seniority date, their seniority position shall be determined by the date and time of original application for their respective job with the Employer.

15.2 Demotions

A. The term demotion, as used in this provision, means reassignment from a position in one job classification to a position in a lower paying job classification within the bargaining unit for which the employee is qualified.

B. Demotions may be made to avoid laying off employees. In cases involving demotions to avoid a layoff, the employee involved shall have the right to elect which alternative he or she will take, either the demotion or the layoff.

C. No demotion shall be for disciplinary reasons except that if any employee through his own fault fails to satisfactorily meet performance expectations or fails to continue to meet the job description qualifications of the position for which he was employed or to which he was promoted, then demotion for disciplinary reasons may be considered. Involuntary demotions resulting from disciplinary action under this Section will result in a seven percent (7%) pay decrease and are grievable under Article 14.

15.3 Layoff

A. In the event of a layoff affecting the bargaining unit, the Employer shall give notice to the Local Union President at least thirty (30) business days prior to the effective date of such action. The Employer will meet with the Union to discuss the effect of the layoff on the employee(s) involved.

B. No regular employee within a job classification shall be laid off until all probationary, temporary, provisional, or emergency employees, or trainees in the same classification are laid off first.

ARTICLE 17
PERFORMANCE EVALUATIONS

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Performance evaluations will be conducted annually by the employee’s immediate supervisor. Employees will be notified in writing, prior to the annual performance evaluation, of any deficiencies that could result in a below satisfactory rating with enough time to make the necessary improvements prior to the annual evaluation being conducted. Employees will receive coaching and meaningful feedback throughout the course of the evaluation cycle so that they have the necessary tools to improve, and that no poor performance evaluation is a surprise to the employee. Performance evaluations will not be done in an arbitrary or capricious manner. Results of performance evaluation shall be provided at the time of evaluation.

1 **ARTICLE 18**
2 **LEAVE TIME**

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4 18.1 Annual Vacation Leave

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6 Bargaining unit employees shall be provided vacation leave to be used throughout the year upon
7 approval of their immediate supervisor. Vacation leave must be requested at least twenty-one (21)
8 days in advance, unless for bereavement leave, and be approved by a Department Head. Initial hire
9 probationary employees shall not be eligible to utilize annual leave for the first six (6) months,
10 subject to the Town Manager’s discretion. Vacation leave will be accrued based on the following,
11

12 Years of Service	13 Vacation Leave Accrual
14 0 – 5 Years	15 15 days
16 6 – 11 Years	17 21 days
18 12+Years	19 24 days
20 16+ Years	21 30 days (240 hours)

22 Employees will be permitted to roll over five (5) days each year and are required to use all hours
23 in excess of twenty-nine (29) days before December 31st or those additional hours will be forfeited.
24

25 A. Employees will be allowed to cash out up to ten (10) days of unused vacation time each fiscal
26 year.
27

28 B. If terminated for cause the employee will not be paid out for any unused vacation time.
29

30 C. If resigning January – June of the calendar year, the employee will be paid out for fifty percent
31 (50%) of all unused vacation time at the employee’s regular rate of pay at the resignation date. If
32 resigning from July 1- December 31, the employee will be paid for seventy-five (75%) of all
33 unused vacation time at the employee’s regular rate of pay at the resignation date.
34

35 D. Employees retiring or laid off from employment will be paid out for one hundred percent
36 (100%) of all unused banked vacation time at the employee’s regular rate of pay at the retirement
37 date except vacation time issued for the calendar year of retirement will be paid at fifty percent
38 (50%) of the time for that calendar year.
39

40 18.2 Sick Leave

41
42 A. Bargaining unit employees shall be earned at a rate of 1 day per month based on a 35-hour or
43 40-hour work week and added to the employee’s sick leave bank. Unused sick leave shall roll over
44 to the following year. Employees shall be able to cash out up to 80 hours at the end of each year.
45

1 B. Sick leave may be used for personal illness, doctor appointments or personal injury, as well as
2 the personal illness, doctor appointments or personal injury of an immediate family member. A
3 doctor note can be requested by an employee's supervisor if that employee has been out for more
4 than three (3) consecutive sick days.

5
6 C. Upon voluntary separation in good standing of employment with the Town with two weeks
7 notice, the employee will be paid out fifty percent (50%) of their unused sick time up to a
8 maximum of ninety (90) days.

9
10 D. Chronic Sick

11 Three or more incidents in a six month period or five of more incidents in a twelve month period
12 will result in a bargaining unit member being designated *Chronic Sick*. Sick leave incidents shall
13 not include sick leave used in connection with FMLA. An incident is defined as one or more days
14 per sick occurrence.

15 Chronic Sick designation will cause the following regulation to be enforced:

- 16 • Review of the bargaining unit member's performance records
- 17 • Elimination of discretionary overtime and work assignments for 90 days upon the first
18 chronic sick designation. Additional 8 months curtailment of overtime upon
19 second/additional chronic sick designation.
- 20 • Record of Chronic Sick designation will be placed in member's permanent file.
- 21 • Chronic Sick designation will be considered when member is being considered for
22 promotions and positions.
- 23 • Member is subject to medical evaluation to determine fitness for duty by Town chosen
24 physician.

25
26 18.3 Bereavement Leave

27
28 Employees shall be granted time off with pay to arrange or attend the funeral of an immediate
29 family member. Employees will be provided three (3) days off with pay for bereavement or five
30 (5) days if attending a funeral over 300 miles in state or out of state travel is necessary. At the
31 Town Manager's discretion, vacation leave or unpaid leave may be approved for up to five (5)
32 days to attend international funeral services.

33
34 Immediate family is defined as, father, mother, father in-law, mother in-law, spouse, child,
35 grandchild, grandparents, sister, brother, brother in-law or sister in-law and domestic partner. At
36 the discretion of the Town Manager, bereavement leave may be granted for other individuals that
37 are not an employee's immediate family member.

ARTICLE 19
BENEFITS

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4 19.1 Insurance

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6 A. The Town will pay 100% of Employee only monthly premium for health HMO and dental
7 HMO coverage. The Town, if providing another PPO option for health and dental will require the
8 employee to pay the additional amount of the difference between the HMO monthly premium
9 coverage and the PPO coverage (an additional cost to the employee).

10 B. The Town will pay 65% of dependent monthly premium coverage for health and dental HMO
11 of PPO.

12 C. The Town will pay the full cost of employee-only short-term, long-term, life and accidental
13 death and dismemberment.

14 D. The Town will pay life insurance in the amount that equals the employee's base annual salary.

15 E. Employees who retire from the Town in accordance with the Town's pension requirements may
16 be eligible to continue their health, dental, and vision insurance coverage as prescribed in the
17 pension documents at the full monthly premium cost to the retiring employee. To be eligible to
18 continue insurance participation, the retiree must be covered by the Town's health insurance,
19 dental and vision insurance at the time of retirement and immediately apply for continuation of
20 coverage. This coverage applies to single coverage only. The retiree must renew their elections
21 during open enrollment each year. If the retiree chooses to drop any particular coverage at any
22 time, they are not eligible to re-enroll in that coverage at a later date. The retiree must make timely
23 premium payment in order to continue participation in their elected coverage.

24
25 19.2 Retirement

26
27 The Union shall be notified of any changes to Town retirement plans prior to the Town Council
28 approving such change.

29
30 19.3 Preservation

31 A. This Agreement constitutes the entire Agreement between the parties and no other written or
32 verbal statements shall supersede any of its provisions. Any amendment or agreement
33 supplemental hereto shall not be binding upon either party unless executed in writing by the parties
34 hereto.

35
36 B. The Employer and AFSCME, for the term of this Agreement, agree that AFSCME does not
37 waive its right to impact bargaining in accordance with the law. Waiver of any breach of this
38 Agreement by either party shall not constitute a waiver of any future breach of this Agreement.

39
40 C. Unless explicitly provided for in this Agreement, the Employer will not seek to diminish or
41 impair during the terms of this Agreement any benefit or privilege provided by law, rule or
42 regulation beneficial and past practices to employees without prior notice to the Union and without
43 negotiations with the Union.

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2 **ARTICLE 20**
3 **WAGES**
4

5 20.1 Wage Ranges

6 The wage ranges for this three (3) year Agreement are attached as Appendix A.
7

8 20.2 COLA
9

10 A. Bargaining unit employees employed on October 1, 2023, shall receive a seven percent
11 (7%) cost of living increase to their base wage.
12

13 B. Bargaining unit employees employed on October 1, 2024, shall receive a three percent
14 (3%) cost of living increase to their base wage.
15

16 C. Bargaining unit employee employed on October 1, 2025, shall receive a three percent
17 (3%) cost of living increase applied to their base wage.
18

19 D. Wage ranges will be adjusted based on the issued COLA increase in year two and three of
20 this Agreement.
21

22 20.3 Merit

23 Employees shall receive a two and one-half percent (2.5%) wage increase each year upon
24 achieving a satisfactory or above evaluation review.
25
26
27

ARTICLE 21
DURATION OF AGREEMENT

This Agreement shall be effective as of October 1, 2023 and shall remain in full force and effect until September 30, 2026. This agreement shall remain in full force and effect during the period of negotiations, or until notice of termination is provided to the other party.

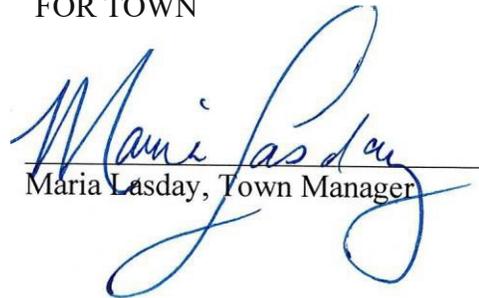
IN WITNESS WHEREOF, these parties hereto have set their hands this 17th day of October 2023.

FOR THE UNION



Madelin Gonzalez, Council 79 Representative

FOR TOWN



Maria Lasday, Town Manager

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APPENDIX A WAGE RANGES

A=40 FT
B=35 FT

Min / Mid / Max Range (ANNUAL)
29,960 / 33,170 / 38,520 (Year 1) 7% COLA
30,858 / 34,165 / 39,675 (Year 2) 3% COLA
31,783 / 35,189 / 40,865 (Year 3) 3% COLA
GRADE 1A (40hrs)
Maintenance Worker I
Park Attendant
Custodian
GRADE 1B (35hrs)

Min / Mid / Max Range (ANNUAL)
33,170 / 40,660 / 51,360 (Year 1) 7% COLA
34,165 / 41,879 / 52,900 (Year 2) 3% COLA
35,189 / 43,135 / 54,487 (Year 3) 3% COLA
GRADE 2A (40hrs)
Bridge Tender
Maintenance Worker II
Lead Park Attendant
GRADE 2B (35hrs)
Office Assistant / Pass Plan Clerk
Recreation Attendant

Min / Mid / Max Range (ANNUAL)
40,660 / 51,360 / 64,200 (Year 1) 7% COLA
41,879 / 52,900 / 66,126 (Year 2) 3% COLA
43,135 / 54,487 / 68,109 (Year 3) 3% COLA
GRADE 3A (40hrs)
Water & Sewer Specialist
Police Dispatcher
Recording Specialist
Administrative Assistant
Customer Service / Utilities Specialist
GRADE 3B (35hrs)

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Min / Mid / Max Range (ANNUAL)
44,940 / 55,640 / 69,550 (Year 1) 7% COLA
46,288 / 57,309 / 71,636 (Year 2) 3% COLA
47,676 / 59,028 / 73,785 (Year 3) 3% COLA
GRADE 4A (40hrs)
Water Systems Coordinator
Facilities Technician
GRADE 4B (35hrs)
Scanning Specialist
Building Permit Clerk
Code Compliance Officer

Min / Mid / Max Range (ANNUAL)
54,570 / 66,340 / 83,460 (Year 1) 7% COLA
56,207 / 68,330 / 85,963 (Year 2) 3% COLA
57,893 / 70,379 / 88,541 (Year 3) 3% COLA
GRADE 5A (40hrs)
Water & Sewer Foreman
Utilities Compliance Coordinator
Finance Analyst
Administrative AP / Utilities Coordinator
Administrative Coordinator Police
GRADE 5B (35hrs)
Payroll Coordinator
Athletic/Recreation Coordinator
CS Programs & Events Coordinator

Min / Mid / Max Range (ANNUAL)
63,130 / 78,110 / 97,370 (Year 1) 7% COLA
65,023 / 80,453 / 100,291 (Year 2) 3% COLA
66,973 / 82,866 / 103,299 (Year 3) 3% COLA
GRADE 6A (40hrs)
Crime Analyst / Evidence Administrator
Electrician
IT Specialist
IT Technician / Crime Analyst
GRADE 6B (35hrs)

4

APPENDIX B
AFSCME UNIT CLASSIFICATIONS

- 1
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- 4 Classification Title
- 5
- 6 Administrative AP/Utilities Coordinator
- 7 Administrative Assistant
- 8 Administrative Coordinator (Police)
- 9 Athletic/Recreation Coordinator
- 10 Bridge Tender
- 11 Building Permit Clerk
- 12 Code Compliance Officer**
- 13 Custodian
- 14 Community Service Program and Event Coordinator*
- 15 Crime Analyst/Evidence Administrator*
- 16 Customer Service/Utilities Specialist
- 17 Electrician
- 18 Facilities Technician*
- 19 Finance Analyst
- 20 Information Technology Specialist
- 21 Information Technology Technician/Crime Data Analyst*
- 22 Lead Park Attendant
- 23 Maintenance Worker I
- 24 Maintenance Worker II
- 25 Office Assistant/Pass Plan Clerk*
- 26 Park Attendant
- 27 Payroll Coordinator
- 28 Police Dispatcher
- 29 Recording Specialist**
- 30 Recreation Attendant
- 31 Scanning Specialist*
- 32 Utility Compliance Coordinator*
- 33 Water and Sewer Foreman
- 34 Water and Sewer Specialist
- 35 Water System Coordinator**
- 36
- 37 * Pending PERC Unit Clarification – new classification
- 38 ** Pending PERC Unit Clarification – title change