

# Town of Bridgewater

Bridgewater Administrative Association



**July 1, 2024 - June 30, 2027**

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## **PREAMBLE**

This Agreement, entered into by and between the Town of Bridgewater, Massachusetts, hereinafter referred to as the "Town" and the Bridgewater Administrative Association, hereinafter referred to as "BAA" or the "UNION", is designed to maintain and promote a harmonious relationship between the Town and such of its employees who are covered by the provisions of the Agreement, in order that a more efficient and progressive public service may be rendered.

WHEREAS, the Town and the Union have negotiated pursuant to Chapter 150E of the Massachusetts General Laws and have agreed upon the terms and conditions of an Agreement.

Now, THEREFORE, in consideration of mutual promises and covenants, the Town and Union agree as follows:

### **Article I - RECOGNITION AND BARGAINING UNIT**

The Town hereby recognizes the Bridgewater Administrative Association (BAA) as the sole and exclusive bargaining agent for the purposes of collective bargaining with respect to wages, hours and other conditions of employment for all the Office Administrators and Administrative Assistants of the Town. Administrative support staff in the Administrative Assistant category may also have the functional title of Registrar and/or Finance Assistant.

### **Article II - MANAGEMENT RIGHTS**

The Town shall not be deemed to be limited in any way by this Agreement in the performance of regular and customary functions, of municipal management, and reserves and maintains all powers, authority and prerogatives including, without limitation, the exclusive right to issue reasonable departmental rules and regulations governing conduct of the various departmental operations, provided said rules and regulations are not inconsistent with the express provisions of this Agreement. Among the management rights vested in the Town are the rights in accordance with applicable law to determine the number of employees, hire, promote, demote, transfer, assign, and to discipline, suspend, or discharge.

The Employer shall not discipline employees without just cause.

The Town will comply with the requirements of MGL Ch. 150E regarding changes to wages, hours, working conditions.

### **Article III - GRIEVANCE PROCEDURE**

The purpose of this grievance procedure is to establish effective machinery for the fair, expeditious, and orderly adjustment of grievances. A grievance is defined as a dispute, involving the interpretation, application or alleged violation of any provision of this Agreement.

- Step 1: Any member of the bargaining unit who is aggrieved shall file with his/her immediate supervisor a written report setting forth the nature and detail of the incident which led to his/her grievance. The report must be submitted within ten (10) calendar days of the date upon which the member knew or should have known of the occurrence giving rise to the grievance. If the problem is not resolved to the satisfaction of the employee within seven (7) business days of its submission to the immediate supervisor, the grievance may be taken to Step 2.
- Step 2: If the employee is not satisfied with the answer, he/she may then have his/her grievance presented in writing in the same manner and form as in Step 1 to the Town Manager by submitting through Human Resources, within seven (7) business days of the answer in Step 1.
- Step 3: The Human Resources Director shall make a written recommendation to the Town Manager within three (3) business days of receipt of the grievance.
- Step 4: The Town Manager shall submit his/her answer in writing within fifteen (15) business days after receipt of the recommendation of the Human Resource Director.
- Step 5: If the employee is not satisfied with the written decision of the Town Manager, he/she may then request Arbitration. The arbitrator shall be selected by mutual agreement of the parties hereto. If the parties fail to agree on selection in the first instance, the American Arbitration Association or the State Board of Conciliation and Arbitration will be requested to provide a list of arbitrators from which a selection shall be made in accordance with the applicable rules of the American Arbitration Association or the State Board of Conciliation and Arbitration. Expense for the arbitrator's services shall be shared equally by the parties. The decision of the arbitrator shall be legal and binding upon the parties.

## **Article IV - HOURS OF WORK**

The basic work requirement for full-time employees covered under this agreement is thirty-five (35) or forty (40) hours per weekly pay period. Regular part-time employees under this agreement work a minimum of twenty (20) hours per week. Employees covered by this Agreement are considered non-exempt employees pursuant to the provisions of the Fair Labor Standards Act. The regular work week for employees shall be Monday through Friday, with regular starting and quitting times as determined by the Town Manager.

**Grandfather Clause:** Current members of the bargaining unit who do not elect to assume the forty (40) hour work week as of the signing of this agreement will be grandfathered from this work week requirement. Employees who do not elect forty (40) hours as of the signing of this agreement may subsequently request such change. Approval of such request will be dependent upon varied conditions including the Town's needs and budgetary conditions. Approval is subject to the Town Manager's approval.

All employees shall be provided with a thirty (30) minute unpaid meal break on workdays longer than 6 hours. Meal periods are not considered hours worked and therefore are not compensated. Meal periods will be scheduled by the employee's department head (or his/her designee). Meal periods must be coordinated within the department so that there is adequate coverage at all times during operational hours.

Two paid fifteen (15) minute breaks are provided, during a 7.5 or 8 hour workday. Part-time employees shall receive one paid fifteen (15) minute break during shifts longer than 4 hours. To the extent possible, break periods will be provided in the middle of work periods. The purpose of break periods is to provide employees with a short respite from normal work activities. Break periods are considered time worked. Department heads may, however, schedule break periods at any time to reflect departmental operating needs.

Break periods should not be combined with the meal period to extend the total length of the meal period, without prior approval of the department head or designee.

Under no circumstance shall the break period be accumulated to be taken together later in the day in order to shorten or truncate the normal workday. Employees that leave work early must be charged from their accrued vacation or comp time allotment and receive prior approval of the department head or designee.

## **Article V - SALARIES AND OVERTIME COMPENSATION**

**Section 1.** Salaries for all employees covered by this Agreement are set forth in Appendix A of this Agreement. Pro-rated employees shall be paid a pro-rated salary according to the ratio their total workweek bears to the thirty-five (35) hour workweek listed for the respective classification.

**Section 2.** All work performed in excess of the regular workday, and/or the regular workweek, shall be compensated at time and one-half (1 ½) the employee's regular hourly rate for actual time worked.

**Section 3.** At the discretion of the Department Head, overtime within any department shall be

given to qualified employees within that department, and only after all qualified employees within that department decline the opportunity to work overtime, will the overtime be given to qualified employees from any other department.

Section 4. Compensatory time in lieu of pay for overtime work may be taken consistent with requirements of the Fair Labor Standards Act, for the Agreements in effect from July 1, 2018, through June 30, 2021. All previously accumulated compensatory time shall remain in the employee's account.

Section 5. Employees shall be compensated in full when offices are closed by order of the Town Manager.

## **Article VI - POSITION LISTINGS AND CRITERIA**

A. The positions found under this Agreement are:

- a. **Administrative Assistant (Grade 8)** *Administrative support staff in the Administrative assistant category may also have the functional title of Registrar and/or Finance Assistant.*
- b. **Office Administrator (Grade 10)**

In the event a vacancy occurs due to resignation, termination or retirement, the Town will review its needs and determine the most effective way to support the Town's mission. Factors to be considered when evaluating a vacant position will include current business needs, program requirements, budget implications and sustainability; as well as changes in the position's reporting relationship, duties and responsibilities, employment qualifications and staffing levels. The Town will notify the BAA thirty (30) days prior to the vacancy when posting of said position will be made. In instances where 30 days is not provided due to extenuating circumstances (resignation or termination) the Town will notify the BAA immediately upon notification.

## **Article VII -VACATIONS**

Every employee occupying a permanent full-time position, or part-time position in which he/she has been in continuous service to the Town shall be granted paid vacation leave at the following rates:

Complete Years of Service	Vacation Time
1 - 2	2 weeks
3 - 9	3 weeks
10 – 14	4 weeks
15 – 19	5 weeks
20	5 weeks + 1 day
21	5 weeks + 2 days
22	5 weeks + 3 days
23	5 weeks + 4 days
24 and above	6 weeks

Such vacation shall be granted by the head of the department of the Town at such time as in his/her opinion will cause the least interference with the performance of the regular work of the Town.

Employees shall not be eligible to accrue or use vacation leave during their probationary period. On the first pay period after the expiration/conclusion of an employee's probationary period, the employee shall be credited with the one (1) year employee vacation time pro-rated from the hire date through December 31 of the current year.

Employees reaching a new vacation accrual milestone based on their years of service shall receive a prorated amount of the new vacation accrual rate for the period from their anniversary date through December 31 of the current year.

Vacation leave shall be issued on January 1 of each year and shall expire upon the following December 31, except for the following provisions:

Any employee who has accrued vacation time on December 31, 2025, shall be permitted to carryover up to two (2) weeks of vacation time; one (1) to be used prior to April 30, 2026 and the second week to be used by June 30, 2026 with prior written approval of the Department Head, provided that sufficient notice (before December 31, 2025) is submitted to Human Resources.

Effective December 31, 2026, and each year thereafter: Employees will be permitted to carry over one (1) week of vacation into the following year, which must be used prior to April 30th with written approval by the Department Head provided that sufficient notice (before December 31st) is submitted to Human Resources.

Part-time employees shall be entitled to an amount of vacation in the ratio that their part-time employment bears to full-time employment.

Vacation with pay shall not be granted to temporary employees.

An additional day off shall be allowed if a holiday occurs during a vacation period. The scheduling of this additional day shall be at the discretion of the Department Heads.

Employees who separate from employment for any reason shall be issued compensation for any unused accrued vacation time at a pro-rated rate based upon the number of weeks worked in the year. Upon the death of an employee eligible for vacation leave, payment shall be made to the estate or heirs of the deceased employee.

### **Article VIII - HOLIDAYS**

Days designated as holidays under the laws of the Commonwealth of Massachusetts shall be:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Day
Independence Day	Administrative Professional Day*



Part-time employees shall be paid holiday pay only if the holiday, or the day the holiday is observed, falls within the employee's regular weekly work schedule and he/she would have been required to work that day had the day not been a holiday. When eligible, employees shall be paid holiday pay in an amount equal to the hours that employee would have been scheduled to work on the day in which the designated Holiday fell.

Said holidays must be taken within sixty (60) days of said holiday at the discretion of the Department Head. In accordance with Massachusetts General Laws, Chapter 4, Section 7, if the holiday falls on Saturday, employees will be allowed the Friday before the holiday. If the holiday falls on a Sunday, the following Monday will be the holiday day.

\* The Town agrees to an additional holiday in recognition of *Administrative Professional Day*. This day must be used during the period of April through December of each year. The day must be approved in advance by the department head and be taken in a time that will have little impact on the department's operations. *In no case, may the day be carried over from one year to another.*

### **Article IX - SICK LEAVE**

Section 1. Sick leave with pay shall be granted to employees under this contract under their regular salary basis. Employees shall be credited with fifteen (15) sick days on January 1<sup>st</sup> of every year. An employee on leave with pay shall accumulate sick leave credit. New employees shall accrue one and one-quarter ( $1\frac{1}{4}$ ) days per month, for all full months served prior to the employee's first January 1<sup>st</sup>. On the new employee's first January 1<sup>st</sup> he/she shall then be credited with the fifteen (15) sick days for the upcoming calendar year. Part-time employees shall be entitled to an amount of sick leave in the ratio that their part-time employment bears to full-time employment.

Sick leave may be accumulated from year to year. By February 15<sup>th</sup> of each year, the Town through the Town Accountant shall give to each employee under this contract a report showing the balance in the employee's accumulated sick time account as of December 31<sup>st</sup> of the prior calendar year. If the employee feels there is a discrepancy, he/she should report it immediately to his/her supervisor for further review.

Section 2. Notification of absence under the provisions of this article must be given to the Department Head in no event later than the start of a scheduled shift, if possible, and as soon as possible on the first day of absence and each subsequent day of absence.

Section 2A. Any employee may utilize his/her sick time in caring for immediate family members who are ill.

Section 2B. If an employee or member of his/her immediate family is under medical care and the employee has exhausted all his/her allotted sick leave for the calendar year, the employee may draw upon any accumulated sick time remaining to cover such needs. This may be done in lieu of using remaining vacation days or personal days for this purpose. If the time to be drawn from the employee's accumulated sick leave account involves more than five (5) consecutive days or intermittent days over a prolonged time period, a doctor's note specifying the recommended sick leave must accompany the employee's request. A doctor's note for any extended leave must be granted.

Section 3. Upon return to work an absence in excess of three (3) consecutive workdays, an employee may be required to undergo a medical examination to determine his/her fitness work. In case of illness, such above mentioned physical examination shall be conducted by the employee's own physician, at the Employer's expense. In case of injury related to the actual performance of duty, the parties shall follow the processes set forth in the Town's Workplace Injuries & Accidents and Worker's Compensation Insurance Policies, as well as applicable laws.

Section 4. No employee shall be entitled to paid sick leave under the provisions of this article in excess of the accumulated sick leave credits due.

Section 5. Upon termination of employment by resignation, retirement, or layoff, each BAA employee shall receive a cash payment of thirty percent (30%) of the BAA employee's unused accumulated sick leave, based on employee's current rate of pay at time of departure. In the event of the death of an BAA employee, the employee's designated beneficiary shall receive, within reasonable time of his/her death, a cash payment for thirty percent (30%) of the employee's unused accumulated sick leave, and the rate per day being based on the employee's regular week's pay in effect on the day of his/her death. It is understood that any such payment will not change the employee's pension benefits.

Section 5A. Employees may be able to exchange five (5) accrued sick days for one (1) compensation day subject to Department Head approval. A maximum of three (3) compensation days may be taken, subject to the above provision, in anyone (1) fiscal year.

For new employees within the Union, hired after July 1, 1998, sick leave accrual for the purposes of sick time buyback or for use in acquiring compensation days under Section 6 shall be capped at a maximum of one hundred (100) days, in accordance with the schedule identified under Section 6. As an incentive to amortize the cost of unused sick leave reimbursement within the final three (3) years of employment before retirement, the following ratio of compensation will be made available to eligible employees under this contract:

- |                                      |     |
|--------------------------------------|-----|
| (a) Third year prior to retirement:  | 35% |
| (b) Second year prior to retirement: | 35% |
| (c) Final year prior to retirement:  | 35% |

If the employee elects to exchange accumulated sick leave according to the provisions of this section, a maximum of seventy-five (75) accumulated days may be compensated for in one (1) fiscal year. Further, in the event that compensation is received pursuant to this section and a decision is made to continue employment beyond the eligible three (3) year period, employees shall be required to reimburse the Town in an amount equal to the differential between the payment received and the thirty percent (30%) cash payment eligible under Section 6 of this article.

Section 6. Grandfathered is any employee (Leslie Dorr) who has already exceeded the maximum of the ten thousand-dollar (\$10,000.00) cap; all others will be capped at ten thousand dollars (\$10,000.00).

No sick leave buyback at all for new employees after July 1, 2009.

## **Article X - BEREAVEMENT LEAVE**

Employees under this contract shall be granted five (5) days' leave without loss of pay in the event of death of a member of his/her immediate family. The immediate family shall mean and include the following: wife or husband, father, mother, sister, brother, child, mother-in-law, brother-in-law, father-in-law, sister-in-law, son- or daughter-in-law, grandchildren, grandparents, both maternal and paternal. For the purpose of this section, mother, father, sister, brother and child shall include stepmother, stepfather, stepsister, stepbrother, stepchildren, stepchild and step-grandchildren.

Employees under this contract shall be granted two (2) workdays of leave without loss of pay to attend the funeral in the event of the death of the employee's aunt, uncle, first cousin, nieces and nephews, or grandparents-in-law. An employee may request the Town Manager to give consideration to special circumstances

## **Article XI - FMLA AND PARENTAL LEAVE**

Parental Leave will be granted in accordance with the provisions of M.G.L. c. 149, sec.105-D and the FLMA Law.

## **Article XII - LONGEVITY**

Section 1. As a reward for continuous service in the employment of the Town, a full-time employee shall receive the following permanent increments for the years of service listed:

Effective July 1, 2015, the longevity schedule shall be:

10 years: +1% of salary

15 years: + 1%

20 years: + 1%

25 years: + 1%

Effective July 1, 2025, employees shall receive longevity payments in the increments above at the beginning of the employee's tenth (10) year of service or equivalent numbers of hours and shall be added to the employee's base pay.

Personnel employed on a temporary, or seasonal, basis shall not qualify for longevity increments. (Part-time employees see Section 2.)

Section 2. Part-time employees shall receive these increments when their total pro-rated hours accumulated under the BAA contract are equal to the above years of full-time service. (For example, 12 years= 12 years x 35 hours per week x 52 weeks per year= 21,840 hours.)

### **Article XIII - MISCELLANEOUS**

**Section 1.** The Town shall allow the employees the use of any municipal building for two (2) hours per month for the purpose of conducting Union meetings. The Union meetings are to be determined by the availability of such buildings.

**Section 2.** Bulletin Board space shall be made available to employees.

**Section 3.** Employees shall be granted three (3) personal days with pay per year, which shall be requested twenty-four (24) hours in advance and must be approved by Department Head. Said personal days shall be for the purpose of conducting personal business that cannot be conducted outside of normal working hours.

**Section 4.** New employees of the Town shall serve a probationary period up to, but not to exceed, ninety (90) days, during which they shall be paid at the hire rate only. The employee's anniversary dates shall be the dates of hire.

### **Article XIV - UNION DUES**

The Town agrees to deduct Union dues from the employees who have signed a membership form and who have authorized such deductions in writing and mail said dues with a list of employees from whom dues have been deducted to BAA.

### **Article XV - PROFESSIONAL DEVELOPMENT**

The Town endeavors its employees to have opportunities to participate in professional development programs that provide the knowledge and skills to its employees in order that they be successful at work and to deliver results and support evolving business needs. Professional development opportunities may include such things as continuing education, participation in professional organizations, enrollment in training programs, research, improved job performance, and increased duties and responsibilities. To support its employees' professional growth and development the Town will provide two (2) days of Town approved and paid professional development/ training each calendar year of this agreement. Such trainings are subject to the approval of the Town Manager (or his designee)

## **Article XVI- EVALUATION**

1. All employees covered by this Agreement will be evaluated annually on their anniversary date of employment by their Department Head on the form attached and listed in Appendix "B."
2. Six (6) months prior to the date of their scheduled annual evaluation, the Department Head shall conduct an informal evaluation in the areas listed in the attached form.
3. All such completed evaluations shall be forwarded to Human Resources or his/her designee who will place all such evaluations in the employee's personnel file.
4. The employee's personnel file shall be covered by the provisions of the Fair Information Practice Act, Chapter 776 of the Massachusetts General Laws. Access to such evaluations shall be limited to the employee, his or her supervisor, Human Resources or his/her designee. All other access to such files must be governed by the provisions of Chapter 776.
5. Human Resources or his/her designee will be responsible for ensuring that this provision of the Agreement is implanted as required.
6. Employees shall advance to the next step on July 1. However, if an employee receives an unsatisfactory formal performance evaluation they may be denied a step increase for that year.

## **Article XVII - EFFECT OF AGREEMENT**

This instrument constitutes the entire agreement of the Town and Union arrived at as a result of collective bargaining negotiations.

The parties acknowledge that during the negotiations which result in this Agreement each had the unlimited right and opportunity to make demands with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Town and the Union for the life of this Agreement each voluntarily waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement, or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

The waiver or any breach or condition of this Agreement by either party shall not constitute a precedent with respect to future enforcement of all the terms and conditions of this Agreement.

No provisions of this Agreement shall be retroactive prior to the effective date of this Agreement unless otherwise specifically stated herein.

## **Article XVIII - NO STRIKE**

There shall be no strikes, walkouts, stoppages or suspensions of work, boycotts, sit downs or slowdowns, picketing or any other interference with the Town's operations, whether direct or sympathetic. No officer, agent or representative of the Union shall authorize, approve, ratify or condone any of the activities herein prohibited and no member of the unit will instigate, promote, sponsor, engage in or condone any of the activities herein prohibited.

The Union, its officers, agent and representatives shall make every reasonable effort in good faith to prevent or terminate any action in violation of paragraph 1 of this Article, including, but not limited to, publicity declaring that such action is in violation of the Agreement and by instructing and directing the members of the unit to cease such improper conduct and that work be fully resumed.

The Town may impose any disciplinary action, including discharge, upon any or all the members of the unit involved in violation of paragraph 1. Such action by the Town shall not be subject to the grievance and arbitration provisions of this Agreement except as to the questions of whether the members of the unit who were disciplined in fact instigated, sponsored, engaged in or condoned any of the activities therein prohibited.

## **Article XIX -TRAINING COMMITTEE**

Section 1. General. The Town and the Union recognize the importance of training programs, the development of career ladders and of equitable employment opportunity structures and seek here to establish a process for generating such program recommendations and their implementation.

### Section 2. Committee.

- A. Toward these ends, the Employer and the Union agree to establish a Training and Career Ladders Committee consisting of two (2) persons appointed by the Union and two (2) persons appointed by the Employer. Such Committee shall function continuously throughout the life of this Agreement.
- B. The Training and Career Ladders Committee shall meet at regular intervals, but in no event less than twice per year, at times and places to be agreed upon by the Union and the Employer. The Committee shall be charged with the formulation of training and educational program proposals focusing on the development or improvement of programs.

One (1) hour, once a month, during work time, all Union members meet for educational purposes, exchange of ideas, occasional guest speakers and training, to be decided by the Training Committee.

## **Article XX - UNION BUSINESS**

Union Officers will be permitted handling of grievances in the workplace of the Employer for the performance of official Union business, if there is no disruption of operations. Also, leave of absence without loss of benefits or wages or their privileges to attend meetings, conventions and executive board meetings of the local, city, state, regional, and parent organizations. However, not more than (2) two Union Officers will attend no more than four (4) working days per year, each year. It is the intent of this clause to limit attendance at these meetings to not more than two (2) per year by no more than two (2) local representatives per meeting or convention per approval of the Department Head and Town Manager. The Town will not bear any financial responsibility for attendance at said meetings.

## **Article XXI - SENIORITY**

The length of service of the employee in the bargaining unit shall determine the seniority of the employee.

The principle of seniority of qualified employees, as determined by Town Manager, shall govern and control in all cases, as defined above, preference in assignment to work, assignment to overtime, layoff and choice of vacation.

The selection of a new employee to fill a vacancy, or the selection of a current employee to fill a vacancy by promotion or lateral transfer, shall be made based on seniority, qualifications, professional development, and ability as determined by the Department Head.

There shall be a ninety (90) day trial period at the end of which time an evaluation by the Department Head will be performed. In the event of an unsatisfactory evaluation by the Department Head, the employee has an appeal right with the Town Manager.

Laid off employees shall have recall rights for two (2) years. No vacancy in a position that can be filled by an employee on a recall list shall be filled in any manner, except through the recall list if there is an employee with recall rights willing to except the position. Employees shall have recall rights to the position from which they were laid off and to any position that, if vacant at the time of layoff, they would have had bumping rights under the procedure herein above. Any new position opened, is open to laid off members also.

## **Article XXII - REDUCTION IN FORCE**

Reductions in force shall be based on seniority. In the event it becomes necessary for the Town to reduce the number of employees, layoffs and bumping will be based on seniority.

The employee must meet the qualifications of the position that they are bumping into. The intent is that the employee bumps the least senior employee holding a position for which they meet the qualifications.

A laid off employee may bump an employee in a lower classification if there is no one to bump within their own classification. If an employee accepts a bump into a lower classification the employee will be placed on a step that is closest to, but not higher than, their current level of pay.

If a group of employees has identical length of service, then lots will be drawn to determine seniority.

The Town Administrator, at least 30 days in advance, will provide written notice to each employee who is to be laid off.

Laid off employees shall have recall rights for two (2) years from the effective date of their respective layoff. Employees severed due to reduction in force shall be recalled for any vacancies that occurred on the same principle of seniority as the reduction of force occurred.

Written notice of recall will be sent to the employee by return receipt registered mail.

The employee shall exercise the recall right within ten (10) business days of receipt of the notification.

During the recall period, employees must notify the Town of any change of address and telephone number.

### **Article XXIII - HEALTH INSURANCE**

The percentage of the health insurance premium paid by the employee shall remain a mandatory subject of bargaining. Effective July 1, 2012, the Town shall pay 80% of the cost of the premium and the Employee shall pay 20%. The parties agree that the plans available will be limited to benchmark plans as offered by Mayflower Municipal Health Group,

Effective July 1, 2012, and each year thereafter, there shall be an annual \$4,000.00 stipend\_ for all BAA members who do not take part in the health insurance This stipend shall be paid on an annual basis the second pay period in July.

Employees hired after the effective date shall be eligible for a onetime payment of \$4,000 to switch from a Town offered health plan to a plan for which the Town pays no premium or assessment charge. The payment shall be made after one year has elapsed since the Town paid a premium on behalf of the employee.

New Employees hired after May 6, 2025, will share the cost of health insurance premiums; with the Town contributing 75% of the cost and new employees contributing 25%. Employees hired before May 6, 2025, will share the cost of health insurance premiums with the Town contributing 80% and employee contributing 20%.



#### **Article XXIV-WAGES**

- July 1, 2024 – 2.5% increase to all base wages in Step 12
- July 1, 2025 – 2% increase to all base wages
- August 1, 2025 – 1% decrease to all base wages
- July 1, 2026 – 1% increase to all base wages
- January 1, 2027 – 1% increase to all base wages

**Article XXV - DURATION**

This AGREEMENT shall be in full force and effect from July 1, 2024 through June 30, 2027 and shall continue from year to year thereafter, unless either party submits a written notice to the other party indicating a desire to negotiate changes or provisions.

This Agreement shall remain in effect until said changes or revisions have been agreed upon.

WHEREFORE, the Town and the BAA have caused this Agreement to be executed by their respective duly authorized representatives this 30<sup>th</sup> day of October, 2025.

FOR BAA:

Jane K. Brown  
Kelly Kunkel

FOR THE TOWN OF BRIDGEWATER:

[Signature]

## Appendix A- WAGES

**The hourly rates listed below are the agreed upon wage rates for the positions covered by this agreement.  
The estimated annual salaries below are for illustrative purposes only.**

FY 25			7/1/2024											
Administrative Assistant														
Grade 8	Hrs. Per Year	Hourly Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
25	1300		\$25.4263	\$26.0619	\$26.7135	\$27.3813	\$28.0659	\$28.7675	\$29.4867	\$30.2238	\$30.9794	\$31.7539	\$32.5478	\$34.1752
35	1820		\$33,054.32	\$33,880.60	\$34,727.68	\$35,595.56	\$36,485.80	\$37,397.88	\$38,332.84	\$39,291.20	\$40,273.48	\$41,280.20	\$42,312.40	\$44,427.76
40	2080		\$46,275.84	\$47,432.84	\$48,618.44	\$49,834.20	\$51,080.12	\$52,356.72	\$53,665.56	\$55,007.16	\$56,382.56	\$57,792.28	\$59,236.84	\$62,198.76
			\$52,886.60	\$54,208.96	\$55,564.08	\$56,953.00	\$58,377.28	\$59,836.40	\$61,332.44	\$62,865.40	\$64,437.36	\$66,048.32	\$67,699.32	\$71,084.52
Office Administrator														
Grade 10	Hrs. Per Year	Hourly Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
25	1300		\$31.3219	\$32.1048	\$32.9074	\$33.7302	\$34.5735	\$35.4378	\$36.3237	\$37.2318	\$38.1626	\$39.1167	\$40.0946	\$42.0993
35	1820		\$40,718.60	\$41,736.24	\$42,779.88	\$43,849.52	\$44,945.68	\$46,069.40	\$47,220.68	\$48,401.60	\$49,611.64	\$50,851.84	\$52,123.24	\$54,728.96
40	2080		\$57,006.04	\$58,430.84	\$59,891.52	\$61,389.12	\$62,923.64	\$64,496.64	\$66,109.16	\$67,761.72	\$69,455.88	\$71,192.16	\$72,972.12	\$76,620.96
			\$65,149.76	\$66,777.88	\$68,447.60	\$70,158.92	\$71,912.88	\$73,710.52	\$75,553.40	\$77,442.04	\$79,378.00	\$81,362.84	\$83,396.56	\$87,566.44

FY 26			8/1/2025											
Administrative Assistant / Finance Assistant			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Grade 8	Hrs. Per Year	Hourly Rate												
			\$25.6806	\$26.3225	\$26.9806	\$27.6551	\$28.3466	\$29.0552	\$29.7816	\$30.5260	\$31.2892	\$32.0714	\$32.8733	\$34.5170
			\$33,385.04	\$34,219.12	\$35,075.04	\$35,951.76	\$36,850.84	\$37,771.76	\$38,716.08	\$39,683.80	\$40,675.96	\$41,693.08	\$42,735.16	\$44,872.36
			\$40,061.84	\$41,063.36	\$42,089.84	\$43,141.80	\$44,220.80	\$45,326.32	\$46,459.40	\$47,620.56	\$48,811.36	\$50,031.28	\$51,282.40	\$53,846.52
			\$46,738.64	\$47,907.08	\$49,104.64	\$50,332.36	\$51,590.76	\$52,880.36	\$54,202.72	\$55,557.32	\$56,946.24	\$58,370.00	\$59,829.64	\$62,821.20
			\$53,415.44	\$54,750.80	\$56,119.44	\$57,522.40	\$58,960.72	\$60,434.92	\$61,945.52	\$63,494.08	\$65,081.64	\$66,708.72	\$68,376.36	\$71,795.36
Office Administrator			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Grade 10	Hrs. Per Year	Hourly Rate												
			\$31.6351	\$32.4258	\$33.2365	\$34.0675	\$34.9194	\$35.7922	\$36.6869	\$37.6041	\$38.5442	\$39.5076	\$40.4955	\$42.5203
			\$41,125.76	\$42,153.80	\$43,207.32	\$44,287.88	\$45,394.96	\$46,530.12	\$47,692.84	\$48,885.20	\$50,107.72	\$51,360.40	\$52,644.28	\$55,276.52
			\$57,575.96	\$59,014.80	\$60,490.56	\$62,002.72	\$63,552.84	\$65,141.96	\$66,770.08	\$68,439.28	\$70,150.60	\$71,904.56	\$73,701.68	\$77,386.92
			\$65,800.80	\$67,445.56	\$69,131.92	\$70,860.40	\$72,631.52	\$74,447.88	\$76,308.96	\$78,216.32	\$80,172.04	\$82,176.64	\$84,230.64	\$88,442.12

FY 27		7/1/2026												
Administrative Assistant / Finance Assistant														
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
Grade 8	Hrs. Per Year													
	Hourly Rate	\$25.9374	\$26.5857	\$27.2504	\$27.9317	\$28.6301	\$29.3458	\$30.0794	\$30.8313	\$31.6021	\$32.3921	\$33.2020	\$34.8622	
		\$33,718.88	\$34,561.28	\$35,425.52	\$36,311.08	\$37,219.00	\$38,149.80	\$39,103.48	\$40,080.56	\$41,082.60	\$42,109.60	\$43,162.60	\$45,321.12	
25	1300	\$40,462.24	\$41,473.64	\$42,510.52	\$43,573.40	\$44,662.80	\$45,779.24	\$46,923.76	\$48,096.88	\$49,299.12	\$50,531.52	\$51,795.12	\$54,385.24	
30	1560	\$47,206.12	\$48,386.00	\$49,595.52	\$50,835.72	\$52,106.60	\$53,409.20	\$54,744.56	\$56,113.20	\$57,515.64	\$58,953.44	\$60,427.64	\$63,449.36	
35	1820	\$53,950.00	\$55,298.36	\$56,681.04	\$58,098.04	\$59,550.40	\$61,039.16	\$62,565.36	\$64,129.00	\$65,732.16	\$67,375.36	\$69,060.16	\$72,513.48	
40	2080													
Office Administrator		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	
Grade 10	Hrs. Per Year													
	Hourly Rate	\$31.9515	\$32.7501	\$33.5689	\$34.4082	\$35.2683	\$36.1501	\$37.0538	\$37.9801	\$38.9296	\$39.9030	\$40.9005	\$42.9455	
25	1300	\$41,537.08	\$42,575.00	\$43,639.44	\$44,730.92	\$45,848.92	\$46,995.00	\$48,170.20	\$49,374.00	\$50,608.48	\$51,874.16	\$53,170.52	\$55,829.28	
35	1820	\$58,151.60	\$59,605.00	\$61,095.32	\$62,623.08	\$64,188.28	\$65,793.00	\$67,437.76	\$69,123.60	\$70,852.08	\$72,623.72	\$74,439.04	\$78,160.68	
40	2080	\$66,459.12	\$68,120.00	\$69,823.52	\$71,569.16	\$73,357.96	\$75,192.00	\$77,071.80	\$78,998.40	\$80,973.36	\$82,998.24	\$85,073.04	\$89,326.64	

FY 27		1/1/2027												
Administrative Assistant														
Grade 8	Hrs. Per Year	Hourly Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
			\$26.1968	\$26.8516	\$27.5229	\$28.2110	\$28.9164	\$29.6393	\$30.3802	\$31.1396	\$31.9181	\$32.7160	\$33.5340	\$35.2108
25	1300		\$34,055.84	\$34,907.08	\$35,779.64	\$36,674.56	\$37,591.32	\$38,530.96	\$39,494.52	\$40,481.48	\$41,493.40	\$42,530.80	\$43,594.20	\$45,774.04
30	1560		\$40,866.80	\$41,888.60	\$42,935.88	\$44,009.16	\$45,109.48	\$46,237.36	\$47,393.32	\$48,577.88	\$49,792.08	\$51,036.96	\$52,313.04	\$54,928.64
35	1820		\$47,678.28	\$48,870.12	\$50,091.60	\$51,344.28	\$52,627.64	\$53,943.76	\$55,292.12	\$56,674.28	\$58,090.76	\$59,543.12	\$61,031.88	\$64,083.76
40	2080		\$54,489.24	\$55,851.12	\$57,247.84	\$58,678.88	\$60,146.32	\$61,649.64	\$63,190.92	\$64,770.16	\$66,389.44	\$68,049.28	\$69,750.72	\$73,238.36
Office Administrator														
			Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
Grade 10	Hrs. Per Year	Hourly Rate												
			\$32.2710	\$33.0776	\$33.9046	\$34.7523	\$35.6210	\$36.5116	\$37.4243	\$38.3599	\$39.3189	\$40.3020	\$41.3095	\$43.3750
25	1300		\$41,952.56	\$43,000.88	\$44,076.24	\$45,178.12	\$46,307.56	\$47,465.08	\$48,651.72	\$49,868.00	\$51,114.44	\$52,392.60	\$53,702.48	\$56,387.76
35	1820		\$58,733.48	\$60,201.44	\$61,706.32	\$63,249.16	\$64,830.48	\$66,451.32	\$68,112.20	\$69,815.20	\$71,560.32	\$73,349.64	\$75,183.16	\$78,942.76
40	2080		\$67,123.68	\$68,801.20	\$70,521.36	\$72,284.68	\$74,091.68	\$75,943.92	\$77,842.44	\$79,788.80	\$81,783.52	\$83,828.16	\$85,923.76	\$90,220.00

## **Appendix B- EVALUATION FORM**

Name Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Position Title: \_\_\_\_\_

Definition for rating to be applied:				
Excellent -Accomplished all goals or performed all tasks and excelled in a substantial number				
Good ( <u>standard</u> ) - Accomplished substantially all goals or performed substantially all tasks assigned.				
<u>Unsatisfactory</u> - Many goals unrealized or many tasks not performed.				
No basis for Evaluation - Insufficient information to evaluate candidate.				
Quality of Work:				
a) Demonstrates knowledge of the job.				
b) Performs work with accuracy.				
c) Work is neat and presentable.				
d) Work is thorough.				
Quantity of Work:				
a) Work on time.				
b) Does extra work when asked.				
Work Habits:				
a) Is regular in attendance at work.				
b) Observes established working hours.				
c) Carries out tasks in an orderly and diligent manner.				
d) Demonstrates the ability to work without immediate supervision.				
e) Complies with instructions, rules and regulations, including health and safety precautions.				
Work Attitudes:				
a) Endeavors to improve work techniques.				
b) Accepts new ideas and procedures.				
c) Accepts constructive criticism and suggestions.				
d) Accepts responsibility willingly.				
e) Demonstrates interest in work.				
f) Acts with good judgment.				
g) Demonstrates initiative and drive.				
h) Is adaptable to emergencies and new situations.				

Relationship with Others:				
a) Works well with co-workers.				
<b>PLEASE COMPLETE ONLY FOR THOSE EMPLOYEES WITH SUPERVISORY RESPONSIBILITY</b>				
Supervisor Ability:				
a) Demonstrates leadership ability.				
b) Is fair and impartial in relationship with subordinates.				
c) Makes timely decisions.				
d) Trains and instructs subordinates.				
e) Evaluates performance of subordinates effectively				
f) Maintains a high degree of discipline among employees.				

Education and/or training undertaken during this evaluation period: \_\_\_\_\_

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Comments and Recommendations: .....

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All employees are entitled to meet with their Supervisor to discuss the evaluation and recommendation. A written request for such meeting must be submitted to the Supervisor within seven (7) days from the receipt of copy of this Performance Evaluation Form.

I have received a copy of this evaluation report:

_____ Employee Signature	_____ Date
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Recommendation:

For Retention	For Termination	Supervisor Signature	Date	Supportive Documents
_____	_____	_____	_____	Yes    No