

**Memorandum of Agreement**  
**Between the**  
**Town of Bellingham and**  
**The American Federation of State, County and Municipal Employees**  
**AFL-CIO, State Council 93, Local 747**  
**For the period of July 1, 2018 – June 30, 2021**

1. Term: July 1, 2018 – June 30, 2021

2. Wages: March 1, 2019 - 2%

July 1, 2019 - 2%

July 1, 2020 - 2%

January 1, 2021 - 1%

3. Hours of Work – Article XII Section 4

Each employee shall be scheduled to work a shift with a regular starting and quitting time which shall not vary during the workweek. Except in emergency situations, work schedules shall not be changed without seven (7) calendar days of advance notice to the employees affected with a copy of the notice to the Union and the Town Administrator. No employee shall be required to take compensatory time off in lieu of pay for time worked in excess of his/her regular scheduled hours of work. Employees who elect to take compensatory time off in lieu of pay for time worked shall be credited at the applicable rate of pay and for all hours worked or any portion thereof. Compensatory time off in lieu of pay for time worked shall be taken at a time mutually agreed on between the employee and their Department Head.

***ADD: Compensatory time usage can be taken by the employee at any time of his/her choice, provided it does not interfere with the daily functions of the office and with approval from the supervisor. Compensatory time will automatically roll over into the new year if unused- the maximum amount of accumulated compensatory time will be fifty (50) hours at any given time. An employee will not be required to use his/her compensatory time prior to earned time, i.e. personal days, vacations etc.***

4. Longevity – Article XVI

**Remove:** existing language

**Replace with:** Effective July 1, 2018, yearly longevity benefits shall be payable on the basis of one hundred and seventy five dollars (\$175.00) for five (5) years of service and thirty five dollars (\$35.00) for each year of additional service. Such payment shall be made on or about July 1<sup>st</sup>.

5. Personal Paid Leave – Article XIX

**Remove:** “At least one such personal day shall be requested in writing in advance.”

**Add:** The Town offers one (1) additional paid personal day to be taken between July 1, 2019 and June 30, 2021 for personal reasons, provided the scheduling of the personal day does not result in an overtime expense to the department. The day will be mutually agreed upon with the department Supervisor. This additional day offer is for the contract ending June 30, 2021 only.

6. Leaves of Absence - Article XX Section 1

**Replace:** replace reference to “spouse” with “spouse/partner, living in the same household.”

7. Miscellaneous - Article XXIII – Section 8 Health Insurance

**Replace current wording with:** Benefit eligible employees will be entitled to available insurance benefits as an employee of the town.

8. Miscellaneous – Article XXIII Section 2

**Replace:** Accordingly, in the event the Town of Bellingham enters into, signs and funds an agreement which provides an across the board base salary adjustment in excess of six percent (6%) over the life of a three (3) year agreement covering the period fiscal years 2013-2015.....

**With:** Accordingly, in the event the Town of Bellingham enters into, signs and funds an agreement which provides an across the board base salary adjustment in excess of seven percent (7%) over the life of a three (3) year agreement covering the period fiscal years 2018-2021

## 9. Miscellaneous – Article XXIII Section 13 (New)

In the event that all bargaining units in Bellingham agree to electronic direct deposit and advices of payroll the Union agrees to the change with a sixty (60) day written notice

#### 10. Duration – Article XXIV Section 1

Replace: July 1, 2015 with July 1, 2018

**June 30, 2018 with June 30, 2021**

## 11. Exhibit B – Classification and Labor Grades

Reclassify: effective July 1, 2019

From: Principal Clerk – Fire Department Grade 8 (35 hours per week)

**To: Administrative Assistant – Fire Department Grade 10 (40 hours per week)**

## 12. Exhibit D – Job Descriptions by Classification

## Job Descriptions

The Town agrees to create a committee made up of both Union Members and Town Management for the purpose of ongoing job description review within AFSCME Clerical positions. Any wording updates must be mutually agreed upon by the Union and the Town.

**In Witness where of, the duly authorized representative of the parties of this Agreement have been sent forth their hand**



Denis C. Fraine, Town Administrator

  
AFSCME Local 747

Michelle Novak  
Paula D.  
Kerry Gladden

## Board of Selectmen

Michael J. Curran, Vice Chairman

THURSDAY  
CONT'D