

AGREEMENT
BETWEEN THE
TOWN OF BELLINGHAM

AND

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES
AFL-CIO, MASSACHUSETTS STATE COUNCIL 93, LOCAL 747

Municipal Center Employees

July 1, 2015 – June 30, 2018

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**AGREEMENT BETWEEN THE TOWN OF BELLINGHAM
AND THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES
AFL-CIO, STATE COUNCIL 93, LOCAL 747**

This Agreement entered into between the Town of Bellingham, hereinafter referred to as the "Employer", and Local 747, State Council 93, American Federation of State, County, and Municipal Employees, AFL-CIO, hereinafter referred to as the "Union", has as its purpose the maintenance and promotion of harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences and the continuation of an effective and progressive effort to serve the citizens of Bellingham, Massachusetts.

**ARTICLE I
RECOGNITION**

The Employer recognizes the Union as the sole and exclusive collective bargaining agent for the purpose of establishing wages, hours, standards of productivity and performance and other conditions of employment for all non-professional, full-time and part-time (twenty (20) or more hours per week, except Public Safety Dispatchers, for which the cut off shall be twenty-seven and one-half (27 ½) or more hours per week) employees of the Municipal Center Employees (formerly known as the Town Hall Clerical).

**ARTICLE II
PROBATIONARY PERIOD**

All employees hired by the Town of Bellingham, Municipal Center Employees, shall served a one hundred and eighty (180) calendar day probationary period and may be terminated at any time during such probationary period, for any cause, without recourse to the Union. Absences from work during such probationary period must be made up before such employee shall be considered as having completed his/her probationary period. The Employer agrees to conduct written performance evaluations, during the probationary period, on all employees hired after July 1, 2005. Performance evaluations shall be done on or before the employee's ninetieth (90th) calendar day, one hundred and fiftieth (150th) calendar day of employment. Cause the affected employee to complete his/her probationary period. The Employer will provide the employee with a copy of each performance evaluation.

ARTICLE III
DUES AND INITIATION FEES

An employee may authorize the deduction of union dues and an initiation fee by signing the membership and dues authorization form provided by the Union and submitted by the Union Steward to the Town Treasurer. The Employer agrees to deduct membership dues and an initiation fee, uniformly levied and authorized by the Union from the pay of each employee who has signed such membership form and to remit the dues and initiation fees so deducted to the Treasurer of the Union together with a list of the employees from whose pay such deductions have been made. Bargaining unit employees who do not choose to join the Union will be required, as a condition of employment, to pay an agency fee which will be deducted from their pay and remitted to the Treasurer of the Union in accordance with the provisions of Section 12, Chapter 150E, of the MA General Laws as amended by Chapter 903 of the Acts of 1977.

ARTICLE IV
NON-DISCRIMINATION

The Employer and the Union agree not to discriminate in any way against employees covered by this Agreement on account of membership or non-membership in the Union, or on account of race, religion, creed, color, national origin, sex, age, or physical handicap.

ARTICLE V
MANAGEMENT RIGHTS

Subject to the provisions of this Agreement, the Employer shall not be deemed to be limited in any way in the performance of the regular, statutory, and customary functions of Town management, and reserves and retains all powers, authority, and prerogatives including, without limitation, the right to issue rules and regulations not inconsistent with the provisions of this Agreement.

ARTICLE VI

NO STRIKE

SECTION 1

Neither the Union nor any employee shall engage in, induce, support, encourage or condone a strike, work stoppage, slowdown or withholding of services.

SECTION 2

The Union shall exert its best efforts to prevent any violation of SECTION 1 of this Article and, if such action does occur, to exert its best efforts to terminate it.

ARTICLE VII

STABILITY OF AGREEMENT

SECTION 1

No agreement, understanding, alteration or variation of the terms or provisions of this Agreement shall bind the parties hereto unless made and executed in writing by the parties hereto.

SECTION 2

The failure of the Employer or the Union to insist in any one (1) or more incidents, upon the adherence to the terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of the right of either party to future performance of any such condition or term, and the obligation of the Employer or the Union to such future performance shall continue in full force and effect.

ARTICLE VIII
GRIEVANCE AND ARBITRATION PROCEDURE

SECTION 1

The term "grievance" shall mean any dispute concerning the application or interpretation of the terms and provisions of this Agreement.

SECTION 2

The grievance procedure shall be as follows:

STEP 1

An employee or Union Steward may present a grievance in writing to the employee's immediate supervisor within ten (10) workdays after the date of the act or omission giving rise to the grievance, or after the date on which there was a reasonable basis for knowledge of the occurrence. The Union Steward or representative must be given the opportunity to be present at any discussion of the grievance between the employee and the employee's immediate supervisor. The supervisor shall answer the grievance, in writing, within ten (10) workdays after the date the grievance was submitted. A copy of the supervisor's reply shall be given to the Union Steward.

STEP 2

If the employee's supervisor has not satisfactorily adjusted the grievance in STEP 1, it shall be presented to the Town Administrator, in writing, within ten (10) workdays, following receipt by the employee of the supervisor's reply. The Town Administrator shall submit a written answer to the Union, within ten (10) workdays following the date of receipt of the grievance. Failure to answer the grievance within the time limit specified shall constitute denial to the grievance at STEP 2. The Town Administrator may request an extension of the time limit for answering the grievance and the Union will not unreasonably refuse to grant such extension.

STEP 3

If the grievance is not satisfactorily adjusted in STEP 2, it may be brought to arbitration solely by the Union. The Union shall notify the Town Administrator, in writing, within ten (10) workdays of the date of receipt of the Town Administrator's reply in STEP 2 of the Grievance Procedure outlined above, that it wishes to have the grievance submitted to binding arbitration. A copy of the written request for arbitration shall be submitted to the Town Administrator.

SECTION 3

The Arbitrator shall be selected in accordance with the rules and regulations of the American Arbitration Association. The Arbitrator's award shall be final and binding on the parties provided the award is within the jurisdiction and authority of the Arbitrator pursuant to this Agreement. The Arbitrator's award shall be confined to the specific issue submitted to him/her and the Arbitrator shall have no power to amend, alter, add to or detract from the terms of this Agreement.

SECTION 4

All fees and expenses of the Arbitrator shall be borne equally by the parties. Each party shall bear the expense of the preparation and presentation of its own case. If either party desires a stenographic record of the hearing it shall bear the cost for such record. The Arbitrator shall be requested to issue his/her award within thirty (30) calendar days of the close of the hearing or the date that post-hearing briefs are presented.

SECTION 5

In the event two (2) or more unrelated grievances should be referred to arbitration at the same time, either party shall have the right to demand that such unrelated grievances be submitted to a separate arbitrator.

SECTION 6

Grievances involving disciplinary action shall be processed starting with STEP 2 of the Grievance Procedure. If such grievance is not resolved by the parties and is submitted to arbitration, the Arbitrator may order the restoration of an employee who has been discharged with or without back pay for the time lost.

ARTICLE IX SENIORITY

SECTION 1

Seniority shall be defined as the length of service in the Municipal Center Employees Unit of the Town of Bellingham. Seniority shall be acquired by an employee upon completion of his/her probationary period, at which time seniority shall be retroactive to the first day of employment. The Seniority List for positions in the bargaining unit covered by this Agreement shall be set forth in "EXHIBIT A" attached hereto and made a part hereof.

SECTION 2

Seniority shall accumulate during the first twelve (12) months of absence due to illness, injury, lay-off for lack of work or funds, or other authorized leave of absence.

SECTION 3

When a position is eliminated in the Municipal Center Employees Unit, the rights of that person to bump one with less seniority and of the same grade level or lower will be considered provided that person meets the qualifications and testing by the Department Head whose office will be effected.

SECTION 4

Seniority shall be broken when an employee, (a) resigns, (b) retires, (c) is discharged for cause, (d) is unable or otherwise fails to return at the expiration of an authorized leave of absence, (e) is absent for more than two (2) days without notice to his/her Department Head or the Town Administrator, (f) is laid off for a period of more than twelve (12) months, except that an employee having five (5) or more years of seniority at time of layoff shall have twenty-four (24) months of recall rights before loss of seniority, (g) fails to return to work within five (5) workdays following receipt of notice to recall, except that an employee may refuse recall to a temporary job which is not expected to last more than thirty (30) workdays without loss of recall rights or seniority.

ARTICLE X
JOB POSTING AND BIDDING

SECTION 1

All available openings, which are not filled by the recall of an employee on lay-off, shall be posted in a conspicuous place for a period of seven (7) workdays. Such posting will list the classification, rate of pay, duties, hours of work, and the minimum educational and experience requirements of the open position. Employees who wish to be considered for such jobs shall submit a bid, in writing, to the Department Head for the open position and to the Town Administrator during the seven (7) day posting period.

SECTION 2

Within a period of fifteen (15) workdays following the last day of the seven (7) day posting period the Employer will award the position to the most senior qualified applicant. In the event there are no qualified applicants the Employer may seek qualified personnel from outside the bargaining unit. The Employer shall have the right to temporarily fill the open position, for a period of not more than sixty (60) calendar days pending award of the position as provided above. Should said temporary employee become permanent during such sixty (60) day period or at the end of such period, the probationary period for said employee shall run from the date he/she started work as a temporary employee.

SECTION 3

Copies of all postings and notice of the identity of the successful applicant shall be furnished to the Union Steward.

SECTION 4

The Appointing Authority shall be the sole judge of the qualifications and abilities of all applicants and such judgment shall not be exercised arbitrarily or unreasonably.

SECTION 5

Employees who bid and are selected for a position with a higher grade, on and after July 1, 1989 shall retain their original anniversary date for purposes of STEP advancement in the new grade.

ARTICLE XI RATES OF PAY

SECTION 1

The Classification and Labor Grade Schedule for positions in the bargaining unit covered by this Agreement shall be set forth in "EXHIBIT B" attached hereto and made a part hereof. Effective July 1, 2005, the parties have agreed to certain reclassification of pay grades, all as more fully set forth in EXHIBIT B.

SECTION 2

The Rate Range for each Labor Grade for positions in the bargaining unit covered by this Agreement shall be set forth in "EXHIBIT C" attached hereto and made a part hereof. Effective July 1, 2011 the steps within each Labor Grade found in "EXHIBIT C" shall be changed as follows:

START to STEP 1
STEP 1 to STEP 2
STEP 2 to STEP 3
STEP 3 to STEP 4
STEP 4 to STEP 5
STEP 5 to STEP 6

This change will bring language found in "EXHIBIT C" in line with the steps in Town's computerized payroll system, and it shall have no effect on the hourly rate of pay or the normal progression within the steps of the various Labor Grades for members of the bargaining unit.

As an example any employee with less than one (1) year of service who occupies the START rate on July 1, 2011 will assume the STEP 1 rate on that date, and shall proceed to STEP 2 on the anniversary of their date of hire. As a further example an employee hired on July 1, 2009 who has completed two (2) years of service as of July 1, 2011 shall proceed to STEP 3 on that date.

SECTION 3

Employees who are not at the last STEP (STEP 6) of their Rate Range will normally progress to the next higher STEP in the Rate Range on the anniversary date of their hire date provided they have exhibited acceptable ability and proficiency in the performance of their work. Failure of an employee to progress to the next higher STEP may be cause for a grievance to be filed if the employee and/or the Union believe such lack of progress is unwarranted.

- (a) All employees occupying a Grade 5 position as of July 1, 2002 shall advance to a Grade 6, FY03, however, the employees STEP shall not advance to the next level until FY04 on the anniversary date of hire. In the event the employee is at STEP 5 they shall revert back to STEP 4 effective July 1, 2002 and shall advance to STEP 5 July 1, 2003.

- (b) All employees occupying a Grade 6 position as of July 1, 2003 shall advance to a Grade 7, FY04, however, the employees STEP shall not advance to the next level until FY05 on the anniversary date of hire. In the event the employee is at STEP 5 they shall revert back to STEP 4 effective July 1, 2003 and shall advance to STEP 5 July 1, 2004.
- (c) All employees occupying a Grade 7 position as of July 1, 2004 shall advance to a Grade 8, FY05, however, the employees STEP shall not advance to the next level until FY06 on the anniversary date of hire. In the event the employee is at STEP 5 they shall revert back to STEP 4 effective July 1, 2004 and shall advance to STEP 5 July 1, 2005.

ARTICLE XII

HOURS OF WORK

SECTION 1

For employees who normally work forty (40) hours per week, the regular workday shall be eight (8) consecutive hours per day, and the regular workweek shall be five (5) days per week, Monday through Friday, exclusive of the normal lunch period, except for Public Safety Dispatchers and other employees who work continuous operations, and employees of the Bellingham Public Library as provided for in Section 2 of this Article.

For employees who normally work thirty (30) or more hours per week, but less than forty (40) hours per week, the regular workday shall be six (6) or more consecutive hours per day, but less than eight (8) consecutive hours per day, and the regular workweek shall be five (5) days per week, Monday through Friday, exclusive of the normal lunch period, except for Public Safety Dispatchers and other employees who work continuous operations, and employees of the Bellingham Public Library as provided for in Section 2 of this Article.

For employees who normally work less than thirty (30) hours per week, the regular workday shall be the average of the number of hours worked or scheduled to work per week by the employee during the preceding six (6) consecutive month period, divided by the number of days in the employee's regular workweek.

For employees who normally work less than thirty (30) hours per week, the regular workweek shall be the average of the number of days worked or scheduled to work per week by the employee during the preceding six (6) consecutive month period, Monday through Friday, except for Public Safety Dispatchers and employees who work continuous operations, and employees of the Bellingham Public Library as provided for in Section 2 of this Article.

The regular workday and the regular workweek for employees covered by this agreement who work an altered or varied work schedule for their own convenience and approved by the Employer, shall be based on the number of hours worked per week as provided above. As an example, the regular workday for an employee who works or is scheduled to work thirty-five (35) hours per week, five (5) days per week, Monday through Friday, shall be seven (7) hours. Similarly, the regular workday of an employee who works an altered or varied work schedule of thirty-five (35) hours per week, four (4) days per week, Monday through Friday, for their own convenience and approved by the Employer, shall be seven (7) hours. As a further example, the regular workday for an employee who works or is scheduled to work twenty-eight (28) hours per week, five (5) days per week, Monday through Friday, shall be five (5) and six-tenths (6/10) hours. Similarly, the regular workday of an employee who works an altered or varied work schedule of twenty-eight (28) hours per week, four (4) days per week, Monday through Friday, for their own convenience and approved by the Employer, shall be seven (7) hours.

Individual Department Heads may vary the working hours of the employees within that Department in order to meet the needs of the citizens of the Town of Bellingham. Before any such change can take place, the Department Head must give four weeks notice, said notice to include the change, the employees affected by the change, and the duration of the change.

SECTION 2

Parties agree that persons first employed at the Library after the signing of the 1989 - 1991 AFSCME clerical agreement may be required to work Saturdays and/or evening hours as part of their regularly scheduled workweek. Further, the parties agree that persons employed at the library on or before the 1989 - 1991 clerical agreement is signed, may be required to work Saturdays as part of their regular workweek, to an extent consistent with the practice prevailing when such agreement was signed.

SECTION 3

Full time employees shall be given a fifteen (15) minute rest period, with pay, during the first four (4) hours of the workday, and an additional fifteen (15) minute rest period during each subsequent four (4) hour period. Full time employees, other than Public Safety Dispatchers, shall take a one half (1/2) hour meal period, without pay. The meal period will commence between three (3) and five (5) hours from the beginning of the workday, unless otherwise agreed to by the employee, and approved by the employee's supervisor. Employees who have a workday of six (6) hours or less will not be entitled to a meal period.

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.

SECTION 5

All work performed by members of the bargaining unit during the course of an employee's workweek will be performed at the employee's regular place of work, and not some other location, i.e. their home.

ARTICLE XIII **OVERTIME**

SECTION 1

Employees covered by this Agreement shall be paid overtime at the rate of time and one-half of their straight time regular hourly rate of pay for all work performed in excess of eight (8) hours in any one day or forty (40) hours in any one week. Overtime shall be equally and impartially distributed among the personnel in each Department who ordinarily perform the work required in the normal course of their workweek. Overtime work offered and refused shall be charged as overtime worked in determining equal distribution. Employees whose regular workweek does not include Saturday will be paid at the rate of time plus one-half for all time worked on Saturday even if the number of hours does not exceed forty (40) hours in the week. This provision shall not apply to employees who ordinarily work on a Saturday schedule.

SECTION 2

Time paid for but not worked shall be considered as time worked for the purpose of computing overtime pay. Overtime work shall be voluntary except in emergency situations. There shall be no discrimination against any employee who declines to work overtime.

SECTION 3

Employees who perform work on a paid holiday shall receive time and one-half their regular straight time hourly rate of pay for all hours worked on the holiday. Such overtime pay shall be in addition to their holiday pay.

SECTION 4

There shall be no pyramiding or duplication of overtime pay for the same hours worked.

SECTION 5

Employees called back to work after finishing their day's work, or called in to work on a non-scheduled day shall receive a minimum of two (2) hours pay at their regular rate. This provision shall not apply to anyone called in to start their shift early or who continues to work beyond their regular quitting time.

SECTION 6

All work performed on Sunday shall be paid for at double the employee's regular straight time hourly rate of pay.

SECTION 7

An employee may perform work on overtime at some location other than their regular place of work, i.e. their home, provided the work has been approved by the Employer and agreed to by the employee.

ARTICLE XIV

HOLIDAYS

SECTION 1

The following days shall be paid holidays for employees covered by this Agreement:

New Year's Day
Martin Luther King Jr's Birthday
Presidents' Day
Good Friday afternoon
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
½ day before Thanksgiving
Thanksgiving Day
Day after Thanksgiving
½ day before Christmas
Christmas Day
½ day before New Year's

The Employer in accordance with statute or federal proclamation shall observe all of the above paid holidays. Holidays falling on Sunday shall be observed on Monday. Employees will receive a compensatory day with pay, in lieu of a holiday that falls on Saturday and is not observed on Friday.

SECTION 2

If a paid holiday falls during an employee's vacation period, the employee will be credited with an additional day of vacation leave. If a holiday falls during a period when an employee is absent on paid sick leave, the employee will be paid for the holiday and it shall not be charged against sick leave pay. Employees who are on a non-paid leave of absence during the period when the holiday is observed shall not be paid for the holiday. Employees who are absent on a paid leave of absence, other than vacation or sick leave, shall be paid for the holiday.

SECTION 3

In order to be paid for a holiday, an employee must work the last scheduled workday before and the first scheduled workday after the holiday. An employee excused from work on either or both days, by their supervisor, shall receive pay for the holiday. Any employee who starts work on the day after a paid holiday shall not be paid for the holiday. Compensatory days and additional vacation days provided for in SECTION 1 and 2 of this Article shall be taken at a time mutually agreed on between the employee and the employee's Department Head, except for Public Safety Dispatchers covered by the addendum.

SECTION 4

Compensation for a paid holiday or a compensatory day with pay shall be equal to the number of hours in an employee's regular workday multiplied by the employee's regular straight time hourly rate of pay as specified in Exhibit C. Shift differential will be included in this calculation.

ARTICLE XV **VACATIONS**

Vacations under the provisions of this agreement will be on a calendar year basis. All earned vacation must be taken within the calendar year.

SECTION 1

NEW EMPLOYEES

An employee with less than one (1) year of service will be entitled to one (1) week of vacation after completion of six (6) consecutive months of service. No further vacation shall be granted until the employee has completed one (1) full year of service, at which time they will be entitled to the full vacation allowance less any time taken within the calendar year.

SECTION 2

VACATION SCHEDULE

YEARS OF SERVICE	VACATION LEAVE
1-4	10 Days
5-9	15 Days
10 -19	20 Days
20 - Over	25 Days

Employees must complete the required number of years of eligible service prior to receiving vacation

SECTION 3

The vacation year shall be the calendar year. In no case shall an employee be permitted to carry unused vacation leave over into a subsequent vacation year, except that two (2) weeks of unused vacation leave may be carried over into the next vacation year with the approval of the employee's appointing authority or designee. In cases where an employee accrues his/her vacation benefit too late in the calendar year to use it (e.g. an employee hired in late June who gets one week credited in late December) shall be permitted to carry over the vacation to the next calendar year.

SECTION 4

Senior employees shall have preference in the scheduling of vacation. Vacation leave may be limited to a maximum of two (2) consecutive weeks of absence at anyone time depending on the workload in a given Department.

SECTION 5

Upon termination of employment, an employee shall receive payment equal to the amount of vacation pay they would have been entitled to if the termination had not occurred. If the termination is caused by death, such payment shall be paid to the employee's spouse, estate, or beneficiary as designated for life insurance purposes.

SECTION 6

Employees shall accrue vacation leave credits during any period of absence with pay (vacation leave, jury duty leave, paid sick leave, etc.) and during the first twelve (12) months of absence due to a work connected illness or injury.

SECTION 7

Subject to the provisions of SECTION 8 of this Article, any employee who has not worked a total of thirty (30) weeks in the aggregate during the fifty-two (52) week period prior to July 1 of the vacation year shall receive a pro-rated vacation allowance based on one-twelfth (1/12th) of the employees normal vacation allowance for each month worked during the twelve (12) month period prior to July 1 of the vacation year.

SECTION 8

If unforeseen conditions make it necessary to request an employee to change a previously approved vacation schedule and it can be shown that such change would result in a serious hardship or financial loss, such reschedule may not be required without the written authorization of the Town Administrator.

SECTION 9

An employee whose regular workweek is less than five (5) days per week shall be credited with vacation leave at a reduced rate equal to the average number of days worked per week, divided by five (5). As an example, employees who regularly work a four (4) day workweek shall be credited with vacation leave at four-fifths (4/5) the rate specified in Vacation Schedule found in Section 2 of this Article.

SECTION 10

Compensation for a day of vacation leave shall be equal to the number of hours in an employee's regular workday multiplied by the employee's regular straight time hourly rate of pay as specified in Exhibit C. Shift differential will be included in this calculation.

ARTICLE VI

LONGEVITY

Effective July 1, 1993, yearly longevity benefits shall be payable on the basis of one hundred and fifty dollars (\$150) for five (5) years of service and thirty five dollars (\$35) for each year of additional service. Such payment shall be made on or about July 1.

ARTICLE VII

SICK LEAVE

Sick leave with pay is the number of days which may be granted to employee without deduction from his/her regular pay for absence:

- (a) When incapacitated for the performance of his/her duties by sickness or injury; or
- (b) For medical, dental, or optical examination; or
- (c) When, through exposure to contagious disease, the presence of the employee at his/her regular place of work would jeopardize the health of others; or
- (d) By reason of the serious illness or injury of a member of an employee's immediate family, requiring the care and attendance by the employee and limited to eight (8) days in any calendar year. The certification procedure for an absence due to the serious illness or injury to a member of the employee's immediate family shall be in accordance with the provisions of Section 4 of this Article.

Abuse of sick leave may result in suspension without pay or discharge.

- (e) All employees shall be eligible to accrue up to 150 days of sick leave for purpose of utilization as allowed under this section. This shall not affect the provisions of the Sick Leave Buyback as identified in Section 2.

SECTION 2

Sick leave with pay shall be credited at the rate of one and one-half (1 1/2) days for each calendar month of employment for a total of eighteen (18) days of sick leave credit per year. Sick leave accumulation will begin at once for employees starting work prior to the sixteenth (16th) day of the calendar month; otherwise credit will begin on the first day of the calendar month following the month of hire and will accumulate to the extent it is not used, to a maximum of two hundred (200) days until June 30, 1994. However, no sick leave with pay will be granted to any employee until the employee has completed their probationary period. At the end of the probationary period, the employee will be credited with nine (9) days of sick leave. Sick leave buyback will cease on July 1, 1994.

Employees may bank for purposes of buyback up to one-hundred and twenty (120) days of sick leave on June 30, 1994. Any days above one-hundred and twenty (120) will start a new accumulation of one-hundred and fifty (150) days. Days accumulated after July 1, 1994 will not be eligible for sick leave buyback. Buyback will be based on one-third (1/3) of an employees unused sick leave to a maximum accumulation of one-hundred and twenty (120) days.

Employees hired after July 1, 1992 will not be eligible for sick leave buyback.

Employees who have not accumulated one-hundred and twenty (120) days as of June 30, 1994, shall be given until June 30, 1997 to accumulate one-hundred and twenty (120) days for the purpose of sick leave buyback. Employees may use half (½) days of sick leave for doctor appointments, dental visits, and optical examinations. Annually, as of January 1 of each year, the Employer will provide each employee with a statement of accumulated sick leave.

SECTION 3

The maximum of one-hundred and twenty (120) days sick leave accumulation under Article XVII, SECTION 2, shall be increased to one-hundred and fifty (150) days for purposes of sick leave use only, not sick leave buyback.

SECTION 4

For periods of absence of three (3) days or less, the certification of the employee as to the reason for the absence will be accepted and a medical doctor's note will not be requested except that where an employee's prior record of absenteeism has been unsatisfactory the Employer may require corroborating evidence. For absence due to illness or injury where the employee is out for more than three (3) days a medical doctor's note or other evidence satisfactory to the Department Head may be required. No employee shall be granted sick leave with pay for any period of absence unless the employee has notified his/her immediate supervisor or other designated person of the cause therefore before the expiration of the first hour of absence or as soon thereafter as practicable. An Employee who reports to work, but subsequently goes home sick before completing a full day's work shall not be charged sick leave for the number of full hours actually worked.

SECTION 5

An employee who suffers a work connected illness or injury of a disabling nature and entitled to compensation under the Workman's Compensation Act may receive, for the duration of such absence and while sick leave credits are available, that portion of accumulated sick leave which together with said Workman's Compensation benefits will equal their regular pay. At no time, however, may an employee receive more than their regular wages as a result of any combination of paid sick leave and Workman's Compensation benefits.

Any excess pay received must be paid over to the Employer who will use such payment to credit the employee with accumulated sick leave in an amount equivalent to the value of the repayment. If any employee fails to make such repayment after having been asked to do so the Employer shall deduct the amount of repayment due from the employee's pay.

SECTION 6

No employee, who is absent because of a non-work connected illness or injury in excess of the time for which accumulated holiday, personal leave, sick leave, or vacation leave credit may be paid, shall accrue sick or vacation leave or receive holiday pay. Employees who are absent because of a work connected illness or injury shall continue to accrue sick leave and vacation leave credit for the first twelve (12) months of disability. The accrual and payment of such benefits may not result in income to the employee, which would exceed the employee's regular rate of pay. Upon indication from the employee that he/she wishes to return to work the Employer may require the employee to submit medical evidence, i.e. a medical doctor's note, that the employee is able to perform the regular and customary duties of his/her position.

SECTION 7

Subject to the provision of Section 2.

An employee whose service is terminated because of death or retirement shall receive payment for one-third (1/3) of unused sick leave accumulation credited to the employee, which now has a maximum accumulation of one-hundred and twenty (120) days, as of the date of termination. In case of death, payment will be made to the employee's spouse, estate, or beneficiary as designated for life insurance purposes. Employees covered by this agreement who voluntarily terminate after giving two (2) weeks notice shall be entitled to buy back one-third (1/3) of their unused sick leave accumulation which now has a maximum accumulation of one hundred twenty (120) days, provided said employee has worked in the bargaining unit at least five (5) full years.

SECTION 8

If an employee does not take sick leave for three (3) consecutive calendar months, i.e. February, March, and April, he/she shall accrue one and one-half (1 ½) days of vacation leave above his/her regular vacation leave. The one and one-half (1 ½) days of vacation leave shall not be deducted from the employees sick leave balance. Utilization of Family Sick Time shall not be considered as sick leave utilization under the provisions of this section. Additionally, utilization of the three sick days allowed with management approval for Bereavement Leave will not be considered utilization under this provision.

SECTION 9

An employee whose regular workweek is less than five (5) days per week shall be credited with sick leave at a reduced rate equal to the average number of days worked per week, divided by five (5). As an example, employees who regularly work a four (4) day workweek shall be credited with sick leave at four-fifths (4/5) the rate specified in Section 2 of this Article. Sick Leave credited upon completion of the employee's probationary period shall also be credited at the reduced rate.

SECTION 10

Compensation for a day of sick leave shall be equal to the number of hours in an employee's regular workday multiplied by the employee's regular straight time hourly rate of pay as specified in Exhibit C. Shift differential will be included in this calculation.

ARTICLE XVIII **SICK LEAVE BANK**

It is the parties' intent to establish a jointly administered Sick Leave Bank, for the Municipal Center Employees, and the Department of Public Works bargaining units represented by AFSCME, and to pool a portion of the sick leave allowances granted under the contracts to provide for continued payment of employees with catastrophic or prolonged illnesses or injury.

SECTION 1

Effective January 1, 1997 a sick leave bank shall be established.

SECTION 2

Each employee shall contribute two (2) days per year to the sick leave bank.

SECTION 3

The Sick Leave Bank shall at all times maintain a minimum of eighty-four (84) days in reserve. If the number of days falls below the minimum then each employee will contribute one (1) additional day. However, the total number of sick leave days in reserve shall not exceed two hundred and

SECTION 3

The Sick Leave Bank shall at all times maintain a minimum of eighty-four (84) days in reserve. If the number of days falls below the minimum then each employee will contribute one (1) additional day. However, the total number of sick leave days in reserve shall not exceed two hundred and fifty (250) days. In the event the maximum would be exceeded then Section 2 of this Article would not be applied.

SECTION 4

A Sick Leave Bank Committee to consider eligibility for an employee to draw upon the Sick Leave Bank shall be established. This committee shall consist of two (2) members appointed by the Union and one (1) member appointed by the Town Administrator. All decisions of the Sick Leave Bank Committee are final and binding and not subject to the grievance procedure.

SECTION 5

The following criteria shall be used by the Sick Leave Bank Committee in determining the eligibility of an employee to draw from the Sick Leave Bank, and in determining the amount of leave:

- (a) An employee must have accrued sixteen (16) days in their employee benefits and must use all accumulated holiday, personal leave, sick leave and vacation leave credit prior to seeking assistance from the Sick Leave Bank.
- (b) An employee must submit written medical evidence, i.e. a medical doctor's note, indicating the inability of the employee to perform his/her duties. The medical evidence must include the specific nature of the illness or injury, and the date the employee may expect to return to work.
- (c) An employee's prior utilization of his/her sick leave.
- (d) An employee's prior requests for and use of sick leave drawn from the Sick Leave Bank.

SECTION 6

No days may be granted from the Sick Leave Bank for any reason other than that due to prolonged illness or injury. Days may not be granted for the normal or usual illness due to pregnancy, childbirth, or the recuperation there from, except when accompanied by a medical doctor's note that said employee could not perform the duties appropriate to his/her position because of unusual or abnormal complications occurred during such illness.

SECTION 7

Upon compliance with SECTION 5 by an employee, the Sick Leave Bank Committee shall issue a grant of days from the Sick Leave Bank reserves. The grant shall be no less than five (5) days and no more than fifteen (15) days.

SECTION 8

In the event an employee needs additional days then SECTIONS 5, 6, and 7 may be reapplied.

New Guidelines for Sick Leave Bank

1. Not eligible for 2 years
2. Section 5 (a) revise accrued 16 days to 16 days accumulated
3. Workman's Compensation may apply for sick leave up to 15 days for the sole purpose to keep Benefits; and at the end of that time will not accumulate sick days until repaid in the bank.
4. Section 4 addition-One of the members for the union-sick bank leave committee will make a written report of all applicants approved or not approved to the President; and the President will make a report to the Local (on Sick Bank Leave days in reserve?).
- 5.) Add-on: Any days after the first five (5) days will be subject to be reviewed to be paid back to the sick leave bank.

ARTICLE XIX **PERSONAL PAID LEAVE**

Employees shall be granted two (2) days off with pay during each calendar year for personal reasons. Such personal leave shall not be charged as paid vacation or sick leave. At least one such personal day shall be requested in writing in advance. Except in an emergency situation, the employee shall give his/her supervisor at least one (1) day of advance notice when written notice is not required. Compensation for a day of personal paid leave shall be equal to the number of hours in an employee's regular workday multiplied by the employee's regular straight time hourly rate of pay as specified in Exhibit C. Shift differential will be included in this calculation.

ARTICLE XX LEAVES OF ABSENCE

SECTION 1

BEREAVEMENT LEAVE

In the event of death of a member of an employee's immediate family, the employee will be granted five (5) days paid leave of absence for time lost from scheduled workdays between the date of death and the day of the funeral. Immediate family shall include a spouse, child, step-child, mother, step-mother, father, step-father, mother-in-law, father-in-law, sister, brother, or other relatives living in the employee's household. In the event of death of an employee's ex-spouse the employee will be granted three (3) days. In the event of death of an employee's grandchild, grandfather, grandmother, the employee will be granted a two (2) day paid leave of absence for time lost from a scheduled workday between the date of death and the day of the funeral. In the event of death of an employee's brother-in-law, sister-in-law, aunt or uncle, niece or nephew of either spouse, the employee will be granted a one (1) day paid leave of absence for time lost from a scheduled workday between the date of death and the day of the funeral. If necessary, up to an additional 3 days of sick leave maybe granted with the approval of management. In the event of unusual circumstances the employee will be permitted to take an additional day of paid leave which will be charged as sick or vacation leave at the option of the employee. Employees shall not be required to take Bereavement Leave, allowable under this section, immediately after the death of a relative, but may request such leave be granted commensurate with the funeral and related necessary procedures. Compensation for a day of bereavement leave shall be equal to the number of hours in an employee's regular workday multiplied by the employee's regular straight time hourly rate of pay as specified in Exhibit C. Shift differential will be included in this calculation.

SECTION 2

JURY DUTY

The Employer agrees to make up the difference between the employee's regular gross weekly wages and the compensation received for Jury Duty. Travel allowances received by an employee serving on a jury shall not be considered as part of the compensation received for Jury Duty.

SECTION 3

MATERNITY LEAVE

Maternity Leave shall be granted in accordance with the provisions of Massachusetts General Laws Chapter 149, Section 105D.

SECTION 4

MILITARY LEAVE

Leave of absence will be granted to employees for National Guard or Reserve encampments, not to exceed seventeen (17) days per calendar year. The Employer will make up the difference in pay between the employee's regular gross weekly wages and the allowance received by the employee for such military duty.

ARTICLE XXI

PUBLIC SAFETY DISPATCHER ADDENDUM

The parties have agreed to create a separate Addendum governing certain conditions of employment unique to Public Safety Dispatchers.

SECTION 1

HOURS OF WORK

Public Safety Dispatchers shall be given a fifteen (15) minute rest period, with pay, during the first four (4) hours of the workday, and an additional fifteen (15) minute rest period during each subsequent four (4) hour period. Public Safety Dispatchers shall take a one half (1/2) hour meal period, with pay. The meal period will commence between three (3) and five (5) hours from the beginning of the workday, unless otherwise agreed to by the employee, and approved by the employee's supervisor.

SECTION 2

SHIFT SWAPPING

Swapping or exchanging of work shifts between individual employees by their mutual agreement is allowed, provided there is no cost to the Employer. Public Safety Dispatchers are allowed to swap/exchange work shifts in either four (4) or eight (8) hour increments. It is understood that time off will be exchanged for time off; there will not be any monetary exchanges.

Public Safety Dispatchers requesting a shift swap must provide twenty four (24) hours notice to the Chief of Police or his/her designated representative. Swapping or exchanging of work shifts is only allowed between employees covered by this Agreement. Dispatchers shall be required to provide a minimum of 4 hour notice in order to utilize any time off with the exception of sick leave.

Shift bids shall no longer occur in April. Shift bids shall occur in December for January and in June for July.

Identification cards shall be issued to dispatchers which identify their title.

All calls for time off shall be made on a recorded line.

SECTION 3

OVERTIME

- (a) Public Safety Dispatchers shall receive time and one-half their regular straight time hourly rate of pay for all work performed on the sixth (6th) day of work within the payroll week and shall receive double their regular straight time hourly rate of pay for all work performed on the seventh (7th) consecutive day of work within the payroll week.
- (b) Public Safety Dispatchers shall have first refusal for overtime work. There shall be no discrimination against any employee who declines to work overtime.
- (c) Employees who work on continuous operations shall receive an additional day of pay for any week in which a paid holiday occurs, whether they do or do not work on the day the paid holiday is observed. Such holiday pay shall be prorated in the case of part-time employees to reflect the average number of hours they are normally scheduled to work during a workweek. Employees who work on continuous operations may elect to take a compensatory day off in lieu of holiday pay for any week in which a holiday is observed. Compensatory days off must be taken within one hundred and twenty (120) days of said holiday. Public Safety Dispatchers requesting a compensatory day off shall give at least twenty four (24) hours advance notice to the Chief of Police or his/her designated representative.
- (d) Public Safety Dispatchers covered by this agreement, who are called into work to assist with an emergency situation, shall be paid at time and one-half their regular straight time hourly rate of pay, for all hours worked, and for a minimum of four (4) hours.

SECTION 4

HOLIDAYS

- (a) Senior employees shall have preference in scheduling holidays. Shifts that require replacement will be filled on a seniority basis, with preference given to senior employees.
- (b) Public Safety Dispatchers may combine half (½) holidays in order to take a complete day off. All holidays in the month of December may be carried over to the month of January of the following calendar year. July 4th, Christmas Day, and New Years Day will be observed on the said date for Public Safety Dispatchers and not on any different date declared by state statute, or state or local authorities.
- (c) Public Safety Dispatchers requesting a holiday off shall give at least twenty four (24) hours advance notice to the Chief of Police or his/her designated representative.

SECTION 5

VACATION

Public Safety Dispatchers may take vacation leave one day at a time or on a weekly basis. Public Safety Dispatchers requesting vacation leave shall give at least twenty four (24) hours advance notice to the Chief of Police or his/her designated representative. Senior employees shall have preference in scheduling of vacation. Shifts that require replacement will be filled on a seniority basis, with preference given to senior employees.

SECTION 6

RATES OF PAY

A Public Safety Dispatcher who is regularly scheduled to perform his/her duties on either the second shift (3 PM to 11 PM) or third shift (11 PM to 7 AM) shall receive, in addition to his/her basic wage, a weekly shift differential equivalent to eight (8) percent of his/her basic wage. To the extent required by the FLSAA, shift differential shall be included in the base pay for purposes of calculating overtime rates.

SECTION 7

NEW CLASSIFICATION

Dispatchers shall receive the new title of "Senior Public Safety Dispatcher" or "Public Safety Dispatcher".

SECTION 8

CLOTHING ALLOWANCE

Effective July 1, 2006 Public Safety Dispatchers shall receive an annual clothing allowance of three hundred dollars (\$300). The Employer further agrees to increase the clothing allowance from three hundred dollars (\$300) to four hundred and fifty dollars (\$450). In order to receive payment in excess of three hundred dollars (\$300), the employee must present receipts to the Employer, which exceeds three hundred dollars (\$300), documenting the cleaning and maintenance or purchase of uniforms, or other work related clothing. Such payment shall be made on or about July 1.

SECTION 9

SENIORITY

- (a) Seniority shall govern in cases of transfers, re-assignments, and assignments of shift work provided the employee is qualified.
- (b) Public Safety Dispatchers shall have the option of bidding for shift assignments on the basis of seniority. Employees with more seniority shall have preference over employees with less seniority. If an employee's picked shift assignment is covered; he/she shall be awarded the shift if they are entitled to it by seniority.

On or before April 15th, a bid for shift assignments shall be posted in the Dispatch Area of the Police Station. All Public Safety Dispatchers shall submit a bid on one (1) of the available shifts. This bid shall be effective on/about April 30th and remain in force for a period of six (6) months. On or before October 15th, there shall be a new bid, and posting thereof. This bid shall be effective on/about October 31st. Within each six (6) month period thereafter, and as openings occur, and are filled in accordance with ARTICLE X of this Agreement, Public Safety Dispatchers shall make a seniority bid for shift assignment.

SECTION 10

CPR AND FIRST AID TRAINING

Effective July 1, 2005, Public Safety Dispatchers shall attend the First Aid with CPR, Adult Heartsaver AED, and any retraining course required to maintain certification under the Certification Programs offered by the Milford Regional Medical Center, Community Education Department. The Employer will pay the full cost of the Certification Program, including manuals. Employees will be allowed time off from their regularly scheduled workday, with pay, to attend. Employees who attend courses during their off-duty hours shall be paid their straight time hourly rate of pay for all hours in attendance at such training.

ARTICLE XXII

UNION REPRESENTATIVES

SECTION 1

A written list of Union Stewards and other representatives shall be furnished to the Employer immediately after their designation and the Union shall notify the Employer of any changes.

SECTION 2

Union Stewards and other designated Union representatives having the authorization of the Union to process grievances shall be granted reasonable time off during working hours to investigate and settle grievances, conduct business, and attend meetings. Such time shall be limited to three (3) hours of paid time in any workweek. In unusual circumstances, the employee's Department Head may authorize and approve additional time.

SECTION 3

The Employer agrees to permit representatives of the American Federation of State, County, and Municipal Employee, AFL-CIO, and/or Council 93, and/or Local 747, to enter the premises at any time for individual discussions of working conditions with employees. Upon entering any Department, the Union representatives will notify the Department Supervisor of their presence. The Union agrees that its representatives will not interfere with the performance of duties assigned to the employees.

ARTICLE XXIII **MISCELLANEOUS**

SECTION 1

BULLETIN BOARDS AND NOTICES

Bulletin board space where announcements can be posted shall be located in conspicuous places where employees enter or leave the premises. Parties to this Agreement affirm that no notice of a political, derogatory, inflammatory or denunciatory nature will be posted. The Union will submit all notices it wishes to have posted to the Town Administrator for posting in the Town Hall Complex and other locations where bargaining unit employees work. Any employee, whether or not a Union officer or representative, will be subject to a disciplinary penalty if found altering any posted notice. The Town agrees to maintain a working link to the AFSCME website on the Town's website.

SECTION 2

MANDATORY RE-OPENER

The parties agree that the settlement of the salary article of this Agreement is contingent upon the Town's representations concerning its ability to pay and its desire that all employee groups be treated equitably given the limits of the Town's resources. 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 year 2013-2015, then this Agreement shall be re-opened forthwith for the purpose of negotiating an adjustment in salary to provide, in addition to the increase already negotiated herein, the difference represented in such other voluntary agreement. And further, this Agreement shall be re-opened in the same manner and for the same purpose in the event another unit's agreement, covering a different period of fiscal years, provides a base salary adjustment for any year in excess of that already provided herein. Such re-opener shall relate to the year in which the excess applies. The above re-opener shall apply to agreements reached with any bargaining unit in Town. If for any reason the parties fail to reach agreement as to the appropriate adjustment in salary, then either party shall have the right to invoke arbitration to determine what the appropriate adjustment in salary should be in order to meet the Town's commitment of equitable treatment. The parties may select an arbitrator by mutual agreement or through the procedures otherwise in force under this Agreement.

SECTION 3

PERSONNEL REASSIGNMENTS - FINANCIAL OFFICES

The Chief Financial Officer shall have the ability to reassign personnel within the various financial offices (i.e. Accounting, Treasurer, Collector, Assessor). Reassignments shall be temporary to accommodate peak workflow periods. Reassignments shall be strictly limited to those employees wishing to volunteer for these temporary assignments. In the event no volunteers are available, reassignments will not be made.

SECTION 4

TUITION REIMBURSEMENT

Employees who successfully complete one (1) class per semester up to a maximum of two (2) classes per year with a Grade of "C" or higher directly related to their job, shall be reimbursed for the cost of the class. The employee's Department Head must have given prior approval as to the appropriateness of the class.

SECTION 5

CLOTHING ALLOWANCE - ASSISTANT BUILDING INSPECTOR

The Assistant Building Inspector shall receive an annual payment of one hundred and fifty dollars (\$150) for foul weather clothing. Such payment shall be made on or about July 1 .

SECTION 6

JOB DESCRIPTIONS

Effective July 1 , 2005 the parties have agreed on Job Descriptions for the Classifications in the bargaining unit covered by this Agreement. The Job Descriptions shall be set forth in "EXHIBIT D" attached hereto and made a part hereof.

SECTION 7

LIFE INSURANCE

Effective July 1, 2005, the Employer will increase the Life Insurance coverage for employees covered by this Agreement from two thousand dollars (\$2000) to ten thousand dollars (\$10000).

SECTION 8

HEALTH INSURANCE

The following Health Insurance co-payment adjustments (payable by the employees) will take effect July 1, 2009:

Office Visit (co-payment)	\$15
Emergency Room Visit (co-payment)	\$75
Prescription Medication (co-payments)	\$10, \$20, \$30
In-Patient Deductible	\$250 (Capped @ \$250/ individual and \$500/ Family)

Section 9

STIPEND PAYMENTS

Effective February 12, 2007 stipend payments to the Senior Clerk - Board of Health for work related to the Title V Septic Loan Program shall cease, and the job description for the Senior Clerk - Board of Health found in Exhibit D shall be amended to include the duties related to the Title V Septic Loan Program. The incumbent Senior Clerk - Board of Health, Laura Renaud, shall continue to receive a stipend payment for other clerical/secretarial work performed for the Zoning Board of Appeals. When Renaud leaves the position of Senior Clerk - Board of Health and the opening is posted in accordance with Article X, said stipend payments shall end, and the Senior Clerk - Board of Health will cease to perform clerical/secretarial work for the Zoning Board of Appeals. Effective February 12, 2007 the job description for the Assistant Town Accountant found in Exhibit D shall be amended to include the duties related to the Workmen's Compensation Program, and the incumbent Assistant Town Accountant, Nancy Bailey, shall continue to receive a stipend payment for work performed on the Workmen's Compensation Program. When Mrs. Bailey leaves the position of Assistant Town Accountant. And the opening is posted in accordance with Article X, said stipend payments shall end, and the Assistant Town Accountant shall be compensated in accordance with the provisions Article(s) XI, XII, and XIII of this Agreement, including all hours worked on the Workmen's Compensation Program. The parties Memorandum of Agreement dated February 12, 2007 shall be included in "EXHIBIT E", attached hereto and made a part hereof, and shall remain a part of this agreement for so long as the incumbent Senior Clerk - Board of Health, Laura Renaud, and the incumbent Assistant Town Accountant, Nancy Bailey are members of the bargaining unit.

SECTION 10

PART-TIME - SEASONAL - SUBSTITUTE - TEMPORARY EMPLOYEES

Effective September 15, 2010, and for so long as the bargaining unit positions of Assistant Building Inspector, Principal Clerk - Building Inspector, Principal Clerk - Fire Department, Senior Clerk - Board of Health, and Senior Clerk - Treasurer/Collector's Office remain vacant or on altered/reduced work schedule the Employer agrees not hire additional part-time, seasonal, substitute, or temporary

employees outside of the bargaining unit (including senior citizens working on tax abatement programs and students working as interns) to perform work normally performed by members of the bargaining unit. However, the parties further agree that in order to provide for the continued and uninterrupted service to the citizens of Bellingham, the Employer may employ senior citizens working on the tax abatement program on an intermittent basis, but only for the purpose of allowing members of the Municipal Center Employees bargaining unit to take days off using their accrued leave or compensatory time off as provided by this Agreement. The parties Memorandum of Agreement dated September 15, 2010 shall be included in "EXHIBIT E", attached hereto and made a part hereof, and shall remain a part of this agreement for so long as positions listed above remain vacant or on an altered/reduced work schedule.

SECTION 11

PERSONNEL CHANGES

Effective September 15, 2010 the Employer and the Union agree that certain duties shall no longer be performed by the bargaining unit position of Assistant Town Treasurer - Human Resources or other members of the bargaining unit. Beth Cornell-Smith, the incumbent Assistant Town Treasurer - Human Resources, shall continue to perform these duties, however Cornell-Smith shall cease to be a member of the Municipal Center Employees bargaining unit and the Union, and Cornell-Smith shall have no direct management or supervisory responsibility over members of the Municipal Center Employees bargaining unit. The duties of the bargaining unit position of Assistant Town Collector (vacant by mutual agreement of the parties) and the remaining duties of the bargaining unit position of Assistant Town Treasurer - Human Resources shall be combined into a single job description, and two (2) new positions to be known as Assistant Town Treasurer/Collector shall be created within the Municipal Center Employees bargaining unit. The pay grade for the new bargaining unit positions of Assistant Town Treasurer/Collector shall be a Grade 10 as provided in Article XI - Rates of Pay, and Exhibit C. The job description for the newly created positions of Assistant Town Treasurer/Collector shall be incorporated into Exhibit D.

The Employer shall provide the Union with written notice (via electronic e-mail) and in a timely manner (within the payroll period in which the action is effective) of all personnel actions, i.e. layoffs, new hires, promotions, reductions in the workforce, resignations, retirements, and transfers for members of all bargaining units represented by the Union, including employees of the Bellingham School Department. Said notices shall be sent to an e-mail address provided to the Employer by the Union, and currently local747@hotmail.com.

SECTION 12

REDUCTIONS IN THE WORKFORCE

Effective September 15, 2010, and in the future if financial conditions require a reduction in the workforce, said reduction shall be accomplished by first eliminating all part-time, seasonal, substitute, or temporary employees who are not members of Municipal Center Employees bargaining unit (including senior citizens working on tax abatement programs and students working as interns) who perform work normally done by members of the bargaining unit. This shall not apply to the seasonal employees of the Bellingham Parks Department, and employees of the Bellingham Parks Department shall not perform work normally done by members of the bargaining unit.

ARTICLE XXIV **DURATION**

SECTION 1

This agreement shall take effect on July 1, 2015 and shall remain in full force and effect until midnight June 30, 2018. No later than November 1 ^a prior to the expiration date, either party to the Agreement shall notify the other in writing by certified mail or by hand delivery of its desire to amend this Agreement. It is agreed that notice of the substance of the changes desired are to be mail or delivered with the notice of the desire to renegotiate the Agreement.

SECTION 2

Upon receipt of timely notice from either party to the Agreement of its desire to amend the Agreement the parties shall make prompt arrangements to meet and initiate negotiations. The first meeting shall be no later than December 15th. During any period of negotiations between the parties hereto, the terms and provisions of this Agreement shall remain in full force and effect until the terms and provisions of a new agreement become effective.

SECTION 3

Should any provision of this Agreement be in conflict with any Federal or State Law, except as provided in Chapter 150E, Section 7 of the General Laws, or found invalid by any court or administrative agency of competent jurisdiction, all other provisions of this Agreement shall remain in full force and effect for the duration of the Agreement.

**MEMORANDUM OF AGREEMENT
BETWEEN
TOWN OF BELLINGHAM
AND
AFSCME MUNICIPAL EMPLOYEES
AFL-CIO STATE COUNCIL 93, LOCAL 747
MUNICIPAL CENTER EMPLOYEES
JUNE 3, 2015**

This memorandum sets forth the material changes to the parties 2012-2015 Agreement. The parties further agree that all changes reflected herein, shall be incorporated into a new agreement upon acceptance of the Memorandum by the Town and ratification by vote of Union.

EXHIBIT C WAGE SCHEDULE

Effective January 1, 2016 the wage schedule shall be increased by 2%

Effective July 1, 2016 the wage schedule shall be increased by 2%

Effective July 1, 2017 the wage schedule shall be increased by 2%

ARTICLE II PROBATIONARY PERIOD

Remove the following sentence "Failure of the Employer to complete a performance evaluation prescribed in this section shall immediately cause the affected Employee to complete his/her probationary period".

ARTICLE XVII SICK LEAVE - SECTION 1

Add paragraph "e" to read: All employees shall be eligible to accrue up to 150 days of sick leave for purposes of utilization as allowed under this section. This shall not affect the provisions of the Sick Leave Buyback identified in Section 2.

ARTICLE XVII SECTION 7

Add the following to the first sentence: subject to the provisions of Section 2.

ARTICLE XVII SICK LEAVE - SECTION 8

Add the following sentence "Utilization of Family Sick Time shall not be considered as sick leave utilization under the provisions of this section. Additionally, utilization of the three sick days allowed with management approval for Bereavement Leave will not be considered utilization under this provision.

ARTICLE XX LEAVES OF ABSENCE, BEREAVEMENT LEAVE - SECTION 1

Add the following to the list of family members which qualify for Bereavement Leave: Step children, Step parents 5 days, ex-spouse 3 days. If necessary, up to an additional 3 days of sick leave may be granted with the approval of management.

ARTICLE XXI PUBLIC SAFETY DISPATCH ADDENDUM

Add Section II

- Dispatchers shall be required to provide a minimum of 4 hour notice in order to utilize any time off with the exception of sick leave.
- Shift bids shall no longer occur in April. Shift bids shall occur in December for January and in June for July.
- Identification cards shall be issued to dispatchers which identify their title.
- All calls for time off shall be made on a recorded line.

PRINCIPAL CLERK WATER & SEWER

#8 in the Job Description should read whoever is available to answering, handle complaints and questions from the Public received via phone and in person and #1 over the counter. To be changed from second person to whoever is the next available

PRINCIPAL CLERK HIGHWAY

#10 in the Job Description should read answering, handle complaints and questions from the Public received via phone and in person #1 over the counter. To be changed from second person to whoever is the next available. #2 should read radio communication and coordination with field crew to whoever is the next available person.

The parties agree to vacate the Grade 8 payroll clerk position within the Treasurer/Collector's office and allow the incumbent to fill the grade 10 Assistant Treasurer/Collector position and to waive the posting requirements.

EXHIBIT B CLASSIFICATION AND LABOR GRADES

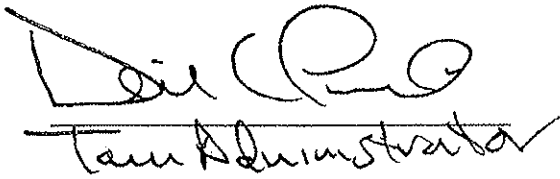
Increase the labor grade for Public Safety Dispatcher from Grade 8 to Grade 9. Increase the labor grade for Senior Public Safety Dispatcher from Grade 9 to Grade 10.

ARTICLE XXIV DURATION

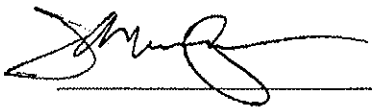
This agreement shall take effect on July 1, 2015 and shall remain in full force and effect until midnight June 30, 2018. No later than November 1 prior to the expiration date, either party to the Agreement shall notify the other in writing by certified mail or by hand delivery of its desire to amend this Agreement. It is agreed that notice of the substance of the changes desired are to be mailed or delivered with the notice of the desire to renegotiate the Agreement.

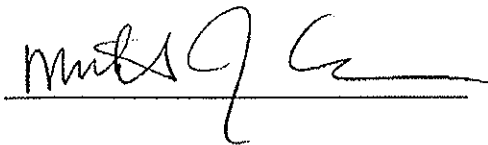
IN WITNESS WHERE OF, the duly authorized representative of the Parties of this of this Agreement have been sent forth their hand on this day of 2015.

TOWN OF BELLINGHAM
BOARD OF SELECTMEN



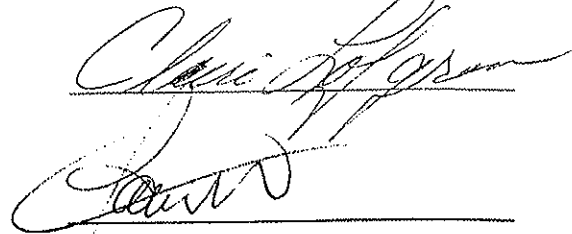
Town Administrator








AFSCME – AFCIO
COUNCIL 93 – LOCAL 747
MUNICIPAL CENTER EMPLOYEES







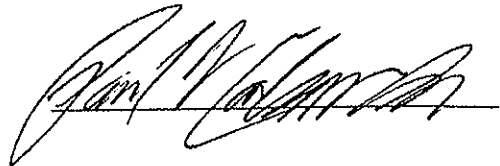


EXHIBIT A

**MUNICIPAL CENTER EMPLOYEES - SENIORITY LIST
July 1, 2015**

Employee		Title		Date of Hire
Florence MacLaughlin		Assistant Town Clerk		11/19/1981
Claire Lofgren		Administrative Assistant - Director DPW		8/31/1987
Pauline Krajcik		Library Technician		10/22/1992
Janet Beaudet		Principal Clerk - Police Department		2/17/1994
Anne Kuncewicz		Library Technician		7/1/1997
Marianne Mahar		Senior Clerk - Police Department		3/20/2000
Laura Renaud		Senior Clerk - Board of Health		5/23/2001
Bridgitte Dion		Senior Public Safety Dispatcher		7/26/2001
Jessica Thibault		Public Safety Dispatcher		8/4/2001
Michelle Brunelle		Principal Clerk - Building Inspector		10/15/2001
Deborah Delarda		Principal Clerk - Fire Department		6/13/2002
Joan Mallard		Senior Clerk - Council on Aging		8/22/2005
Elaine Szamreta		Senior Clerk - Treasurer/Collectors		8/22/2005
Barbara Pacek		Library Technician		9/19/2005
Roger Gaboury		Plumbing & Gas Inspector		12/14/2005
Carol Mandile		Assistant Town Accountant		5/7/2008
Cheryl Hanley		Assessment Technician		9/2/2008
Michelle Nowlan		Assistant Treasurer/Collector		11/23/2010
Paula Saliba		Principal Clerk - Highway		6/20/2011
Jason Acord		Public Safety Dispatcher		10/24/2011
Kerri Tousignant		Public Safety Dispatcher		2/13/2013
Lindsey Gentile		Assistant Treasurer/Collector		4/16/2013
Charles McLaughlin		Public Safety Dispatcher		4/18/2014
James Maher		Library Custodian		8/30/2014
Barbara Sooklal		Principal Clerk - Water		5/15/2015

EXHIBIT B

CLASSIFICATION AND LABOR GRADES

CLASSIFICATION	GRADE
Accounting Clerk - Office of the Chief Financial Officer	8
(FORMERLY KNOWN AS - Accounting Clerk)	
Administrative Assistant - Director Department of Public Works	10
(FORMERLY KNOWN AS - Administrative Assistant - Water/Sewer Superintendent)	
Assessment Technician	10
Assistant Building Inspector	11
Assistant Town Accountant	10
Assistant Town Clerk	10
(FORMERLY KNOWN AS - Assistant Town Clerk - Principal Clerk)	
Assistant Town Treasurer/Collector	10
(FORMERLY KNOWN AS - Assistant Town Collector)	
Assistant Town Treasurer/Collector	10
(FORMERLY KNOWN AS - Assistant Town Treasurer - Human Resources)	
Library Custodian	8
(FORMERLY KNOWN AS - Library Maintenance)	
Library Technician	8
(FORMERLY KNOWN AS - Assistant Librarian)	
Payroll Clerk - Office of the Chief Financial Officer	8
(FORMERLY KNOWN AS - Clerk - Town Treasurer's Office)	

EXHIBIT B

CLASSIFICATION AND LABOR GRADES

CLASSIFICATION	GRADE
Payroll Clerk - Treasurer/Collector's Office	8
(FORMERLY KNOWN AS - Principal Clerk - Town Treasurer's Office)	
Plumbing/Gas Inspector	11
Principal Clerk - Building Inspector	8
Principal Clerk - Fire Department	8
Principal Clerk - Highway Department	8
Principal Clerk - Police Department	8
Principal Clerk - Water/Sewer Department	8
Public Safety Dispatcher	9
Senior Clerk - Board of Health	8
Senior Clerk - Council on Aging	8
Senior Clerk - Police Department	8
Senior Clerk - Treasurer/Collector's Office	8
(FORMERLY KNOWN AS - Senior Clerk - Town Collector's Office)	
Senior Public Safety Dispatcher	10

EXHIBIT C

WAGE SCHEDULE BY LABOR GRADE

The wage schedule shall be increased as follows:

January 1, 2016 2.0%

July 1, 2016 2.0%

July 1, 2017 2.0%

Effective Jan 1, 2016						
<i>2.% increase</i>						
LABOR GRADE	STEP 1	STEP 2	STEP 3	STEP4	STEP 5	STEP 6
8	16.28	17.22	18.04	19.01	20.12	21.26
9	17.22	18.04	19.01	20.12	21.26	22.38
10	18.04	19.01	20.12	21.26	22.38	23.51
11	19.01	20.12	21.26	22.38	23.51	24.57
Effective July 1 , 2016						
<i>2.% increase</i>						
LABOR GRADE	STEP 1	STEP 2	STEP 3	STEP4	STEP 5	STEP 6
8	16.60	17.56	18.40	19.39	20.53	21.68
9	17.56	18.40	19.39	20.53	21.68	22.83
10	18.40	19.39	20.53	21.68	22.83	23.98
11	19.39	20.53	21.68	22.83	23.98	25.06
Effective July 1, 2017						
<i>2.% increase</i>						
LABOR GRADE	STEP 1	STEP 2	STEP 3	STEP4	STEP 5	STEP 6
8	16.94	17.91	18.77	19.78	20.94	22.12
9	17.91	18.77	19.78	20.94	22.12	23.28
10	18.77	19.78	20.94	22.12	23.28	24.46
11	19.78	20.94	22.12	23.28	24.46	25.56

EXHIBIT D

JOB DESCRIPTIONS BY CLASSIFICATION

Town of Bellingham
Accounting Clerk - Office of the Chief Financial Officer
Revised 7-1-2005

General Description: Under the general direction of the Chief Financial Officer (CFO) and/or Assistant Town Accountant prepares weekly warrants from invoices submitted by all Town Departments. Prepares computerized monthly and quarterly reports for all departments showing account, appropriation, expenditures, and remaining balance. Prepares routine correspondence, letters, and reports as directed by the CFO. Prepares payroll earnings and deductions. Maintains confidential personnel information for all employees.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.
(35 Hours/Week)

Illustrative Duties:

- (1) Prepares warrants by checking, and calculating charges on all invoices for accuracy. Immediately notifies departments of any discrepancies and/or errors.
- (2) Checks all vouchers submitted for appropriate account numbers, availability of appropriation, and proper signatures.
- (3) Inputs vouchers into the computer system.
- (4) Prepares warrants for approval by the Board of Selectmen.
- (5) Prints accounts payable checks and presents them to the Treasurer's Office.
- (6) Answers requests for information from various departments regarding the status of their accounts.
- (7) Provides information to State and Federal Auditors as requested.
- (8) Maintains grant accounts.
- (9) Enforces provisions of all contracts.
- (10) Answers and files correspondence.
- (11) Maintains active files, removing inactive material and labeling for storage.
- (12) Performs clerical duties using personal computers, calculators, and/or a typewriter. Performs other duties as required. (Other duties may include clerical functions in other Finance Office departments, including but not limited to the Treasurer/Collectors' Office or the Assessors' Office.

Town of Bellingham
Accounting Clerk - Office of the Chief Financial Officer
Revised 7-1-2005

Minimum Qualifications: High School diploma or equivalent, with courses in bookkeeping, data entry, typing and related subjects. Completion of a course of study at a Business School with accounting courses is desirable. Knowledge of Municipal Government and/or experience with Municipal Government accounting practices is preferred. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and be able to work with a minimum of supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Administrative Assistant - Director Department of Public Works

Revised 7-1-2005

**General
Description:**

Under the general supervision of the Director, Coordinator, and Foreman of the Department of Public Works (DPW), responsible for the daily office functions of the DPW. Receives complaints and questions from the public, via telephone and in-person (over-the-counter), including account billing related questions. Responsible for coordination with the Town Collector's Office to insure the timely and accurate preparation of Water, Sewer, and Trash bills. Coordinates with meter-readers to insure timely and accurate readings. Prepares, tracks, files and enters service charges for non-meter work orders. Prepares the DPW payroll for approval by the Director. Prepares abatement forms and memos for approval by the Board of Selectmen. Responsible for the purchase of office materials and supplies. Responsible for sorting and processing of departmental mail. Types and prepares correspondence and reports. Performs related duties including filing, and all data entry related to the Utility Billing System. Responsible as the first person for communication with the Town's trash/recyclables contractor for special pick-up and complaint resolution. Responsible as the second person for the preparation of accounts payable for approval by the Director, and submission to the Finance Office. Responsible as the second person for radio communications and coordination with the field crew.

Rate of Pay:

Per AFSCME Contract (Labor Grade 10)

**Hours of
Work:**

Monday thru Friday, as scheduled.
(40 Hours/Week)

**Illustrative
Duties:**

- (1) Answers departmental telephones, and first person to handle complaints and questions from the public received via telephone, and in-person (over-the-counter), including account billing related questions.
- (2) Responsible for the timely and accurate preparation of Water, Sewer, and Trash bills. Coordinates the mailing of bills with the Town Collector's Office.
- (3) Responsible for all data entry related to the Utility Billing System.
- (4) Responsible for coordination with the meter reader to insure timely and accurate readings, and re-reads.
- (5) Responsible for assisting the DPW Coordinator and Foreman with the preparation of work orders related to field staff re-reads.
- (6) Prepares, tracks, files, and enters service charges for non-meter reading related work orders.
- (7) Processes Chapter 90 forms for approval of DPW Director, and filing with the State.
- (8) Prepares DPW Payroll for approval by the DPW Director, Coordinator or Foreman.

Town of Bellingham
Administrative Assistant - Director Department of Public Works

Revised 7-1-2005

Illustrative Duties: (Continued)

- (9) Prepares abatement forms and memos for approval by the Board of Selectmen.
- (10) Performs data entry for items in the Equipment Management Program.
- (11) Performs office work on any special projects ordered by the DPW Director, Coordinator, or foreman.
- (12) Performs all clerical and typing work as assistant to the DPW Director.
- (13) Responsible for purchasing office supplies and materials with a value of less than \$300/purchase or \$2500/year.
- (14) Responsible for submitting requests to the DPW Director for purchases of office supplies, materials, and improvements over \$300/purchase or \$2500/year.
- (15) Responsible for sorting and processing of departmental mail.
- (16) Responsible as the second person for radio communications, and coordination with the field crew.
- (17) Responsible for determining the Senior Man and informing him/her of emergency work orders in the absence of the DPW Director, Coordinator, or foreman.
- (18) Responsible as the second person for preparation of weekly accounts payable, for approval by the DPW Director, in addition to submission to the finance Office.
- (19) Responsible for monitoring the DPW Director's out-basket to insure work is processed in a timely manner.
- (20) Responsible as the first person for coordination of curbside trash/recyclables pickup with the Town's trash/recyclables contractor. Receives and tracks complaints from residents and various Town Departments regarding trash/recyclables pickup, and forwards them to the contractor. Performs follow-up with the contractor as necessary, to insure completion of all trash/recyclables pickup in a timely manner. Responsible for coordinating activities at the Bellingham Recycling Center.
- (21) Assists in the training of other members of the office staff, to insure that at least one member of the office staff has a working knowledge of all the office tasks. Assists other members of the office staff with the completion of their assigned duties to insure that all work is completed in a timely manner.

Minimum Qualifications: High School diploma or equivalent. Prior clerical/customer service experience is desirable. Must have excellent computer skills, including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Assessment Technician

Revised 7-1-2005

General Description: Under the general direction of the Town Assessor, performs various clerical duties including preparing correspondence, reports, updating lists/logs, registers, and entry of payroll and expense data. Answers telephones, and assists taxpayers with questions regarding excise taxes and abatements, and parcel information. Responsible for posting all scheduled meetings of the Board of Assessors, and for recording meeting minutes.

Rate of Pay: Per AFSCME Contract (Labor Grade 10)

Hours of Work: Monday thru Friday, as scheduled.
(35 Hours/Week)

Illustrative Duties:

- (1) Processes RMV commitment tapes, including manual commitment of all recommitments and Section 5 license plates. Maintains a register of all Blind, Charity, Handicapped, Ex-Prisoner of War (POW), and Disabled Veteran license plates.
- (2) Processes Warrant and Notice of Commitment Forms.
- (3) Processes Motor Vehicle abatements via Access. Assists taxpayers with questions regarding excise taxes and valuation.
- (4) Prepares a report and maintains a permanent record of monthly motor vehicle excise tax abatements.
- (5) Maintains the real estate abatement log.
- (6) Maintains a permanent record of real estate abatements.
- (7) Answers requests for parcel information received via telephone, in-person (over the counter), or in writing through the mail.
- (8) Responsible for recording the minutes at the Assessor's meetings.
- (9) Responsible for posting all scheduled meetings.
- (10) Prepares and processes responses to correspondence for the Board of Assessors.
- (11) Responsible for entering payroll and expense data.
- (12) Responsible for preparing the Abutter's lists, as necessary.
- (13) Performs clerical duties using personal computers, calculators, and/or a typewriter. Performs other duties as required. (Other duties may include clerical functions in other Finance Office departments, including but not limited to the Treasurer/Collectors' Office.

Town of Bellingham
Assessment Technician

Revised 7-1-2005

Minimum Qualifications:High School diploma or equivalent, with courses in data entry, typing and related subjects. Prior experience working in Municipal Government in an Assessor's Office preferred. Completion of a Level 101 Course such as, Assessment Administration: Law, Procedures & Valuation, and a Classification Workshop desirable. Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Assistant Building Inspector

Revised 7-1-2005

General Description:

The Assistant Building Inspector under the direction of the Inspector of Buildings (herein after the Building Inspector) exercises all the powers of the Building Inspector during the temporary absence, disability, or conflict of interest of the Building Inspector. The Assistant Building Inspector shall be duly qualified pursuant to 780 Code of Massachusetts Regulations (CMR) 105.3. The Assistant Building Inspector administers and enforces 780 CMR and Massachusetts General Law (MGL) Chapter 22 ss 13A and the rules and regulations made under the authority thereof.

Rate of Pay:

Per AFSCME Contract (Labor Grade 11)

Hours of Work:

Monday thru Friday, as scheduled.
(37 Hours/Week)

Illustrative Duties:

- (1) The Assistant Building Inspector enforces all the provisions of 780 CMR, 521 CMR (Architectural Access Board) and any other state statutes, rules and regulations, ordinances, or bylaws, which empower the Building Inspector.
- (2) The Assistant Building Inspector assists the Building Inspector in determining what shall control the construction or alteration of buildings and structures in the Town of Bellingham when provisions for structural strength, adequate egress facilities, sanitary conditions, equipment, light and ventilation, energy conservation, or fire safety as provided in CMR 780 conflicts with local zoning bylaws, general bylaws, or ordinances.
- (3) The Assistant Building Inspector assists the Building Inspector to ensure existing buildings and structures in the Town of Bellingham, comply with the provisions of 780 CMR 102.5 and all other applicable provisions of 780 CMR.
- (4) The Assistant Building Inspector assists the Building Inspector to ensure that buildings and structures moved within the Town of Bellingham comply with the provisions of 780 CMR 34, and as far as practicable with the requirements for new structures and provided further that the siting and fire separation distance comply with the requirements for new structures.
- (5) The Assistant Building Inspector assists the Building Inspector to ensure that all buildings and structures in the Town of Bellingham and all parts thereof, both existing and new, and all systems and equipment therein which are regulated by 780 CMR are maintained in a safe, operable, and sanitary condition.
- (6) The Assistant Building Inspector assists the Building Inspector to ensure that all service equipment, means of egress, devices and safeguards, which are required by 780 CMR in a building or structure, or which were required by a previous statute in a building or structure, when erected, altered, or repaired, shall be maintained in good working order.

Town of Bellingham
Assistant Building Inspector

Revised 7-1-2005

Illustrative Duties: (Continued)

- (7) The Assistant Building Inspector assists the Building Inspector to ensure that the owner of a building or structure as defined in 780 CMR 2 is held responsible for compliance with the provisions of 780 CMR 103.0.
- (8) The Assistant Building Inspector assists the Building Inspector and shall act on any question relative to the mode or manner of construction and materials to be used in the construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures in the Town of Bellingham, except as otherwise specifically provided for by statutory requirements or as provided for in 780 CMR 109.0.
- (9) The Assistant Building Inspector assists the Building Inspector by receiving applications and issuing permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures in the Town of Bellingham.
- (10) The Assistant Building Inspector assists the Building Inspector by inspecting premises in the Town of Bellingham for which permits for the construction, reconstruction, alteration, repair, demolition, removal or change in use or occupancy of buildings and structures have been issued, and enforces compliance with the provisions of 780 CMR.
- (11) The Assistant Building Inspector assists the Building Inspector by keeping official records of all business and activities of the department as specified in the provisions of 780 CMR.

Minimum Qualifications: High School diploma or equivalent. The Assistant Building Inspector shall have at least five (5) years experience in the supervision of building construction or design or in the alternative a two year Associates Degree in a field related to building construction or design, or any combination of education and experience which would confer equivalent knowledge and ability, as determined by the State Board of Building Regulations and Standards (BBRS). The Assistant Building Inspector shall have general knowledge of the accepted requirements for building construction, fire prevention, light, ventilation and safe egress; as well as a general knowledge of other equipment and materials essential for safety, comfort and convenience of the occupants of a building or structure. The Assistant Building Inspector shall be certified by the BBRS in accordance with the provisions of 780 CMR R7, the Rules and Regulations for the Certification of Inspectors of Buildings, Building Commissioners and Local Inspectors.

Town of Bellingham
Assistant Town Accountant

Revised 2-12-2007

General Description: Under the general direction of the Chief Financial Officer (CFO) maintains a coded chart of accounts in compliance with UMAS and Department of Revenue (DOR) standards. Maintains computerized accounting records in accordance with rules and procedures proscribed by the DOR and the Internal Revenue *Service* (IRS).

Rate of Pay: Per AFSCME Contract (Labor Grade 10)

Hours of Work: Monday thru Friday, as scheduled.
(35 Hours/Week)

Illustrative Duties:

- (1) Oversees the entire warrant process through printing of checks.
- (2) Performs data entry and posting of all Town Meeting *votes*, cash receipts, expenditures, budgetary and journal entries.
- (3) Prepares Schedule A.
- (4) Assists in the preparation of trial balances, balance sheets, and all audit reports.
- (5) Reconciles accounts with appropriate departments.
- (6) Reconciles accounts receivable detail to the Town's General Ledger, Receivable, and deferred revenue accounts including but not limited to motor vehicle, real estate, personal property, tax title, ambulance receipts, and other receivables in the general ledger.
- (7) Assists in the preparation of worksheets containing data needed for~ budget development.
- (8) Generates and distributes all department appropriation and fund balance reports.
- (9) Maintains grant accounts.
- (10) Maintains pay plans for all Union and Non-Union employees.
- (11) Oversees all payrolls, payables, purchase orders, and fixed assets in accordance with established policies, budgetary restrictions and propriety of expenditures.
- (12) Performs various complex accounting functions including but not limited to monthly, quarterly, and year-end accounting entries.
- (13) Supervises and audits record keeping of all Town Departments. Monitors compliance of Chapter 30B purchasing policies, and provides guidance to Town Departments for purchasing, payables, payroll, and bookkeeping.

Town of Bellingham
Assistant Town Accountant

Revised 2-12-2007

Illustrative Duties: (Continued)

- (14) Develops an in-depth knowledge of all financial computer software applications, trains, and assists with the training of Accounting Department personnel and personnel in other departments. Serves as liaison to the various departments, and assists personnel in resolving problems and answering questions related to financial data processing operations or the Accounting Department.
- (15) Operates the financial computer system functioning independently, and under the direction of the CFO. Refers issues involving questionable vouchers and complex year-end journal entries to the CFO.
- (16) Provides supervision to the Accounting Clerk. Directs the activities of the Accounting Department in the absence of the CFO.
- (17) Performs other related duties as assigned.
- (18) Acts as the Workmen's Compensation Agent for the Town.
 - (a) Processes and files employee injury reports.
 - (b) Submits reports for lost time from work to Town's insurance company.
 - (c) Processes medical billing and pertinent injury information to the Town's insurance company.
 - (d) Provides Workmen's Compensation wage information to the Department Head and the Payroll Department.
 - (e) Maintains contact with the Department Head and the appropriate medical facility in order to gather required information regarding Workmen's Compensation claims.
 - (f). Maintains files and provides follow-up on medical invoice payments with insurance adjusters and the appropriate medical facility.
 - (g) Educates Department Heads and the School Department Business Office on the proper procedures, and provides the proper forms for filing a claim.
 - (h) Meets with the Town's Occupational Health Nurse to discuss the status of new and existing claims, and to request medical advice as necessary.

Minimum Qualifications: High School diploma or equivalent, with 3-6 years of UMAS Accounting School, and 3-5 years data processing experience. Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public. Must be able to maintain a good working relationship with other members of the department, and have the ability to monitor/supervise departmental procedures in the absence of the Chief Financial Officer (CFO).

Town of Bellingham
Assistant Town Clerk

Revised 7-1-2005

General Description:

Under the general direction of the Town Clerk performs routine and complex administrative, supervisory, and technical support functions in the combined office of the Town Clerk, and the Board of Registrars and Elections. The Assistant Town Clerk assists with the daily operation of the office, and oversees the office as required in the absence of the Town Clerk. Working in an interrupt driven office environment acts as the communications spokesperson for and to the local citizenry, and assists individuals seeking information, and resolutions to their problems. The Assistant Town Clerk operates standard office equipment including but not limited to computers, copiers, facsimile machines, telephones, and electronic voting equipment. Upon appointment by the Town Clerk in accordance with Massachusetts General Laws (MGL) Chapter 41, Section 19, the Assistant Town Clerk performs a variety of tasks using a working knowledge of applicable Federal, State, and Local laws; works independently from departmental and statutory policies and procedures, and maintains the confidentiality of, and restricts access to a variety of records.

Rate of Pay:

Per AFSCME Contract (Labor Grade 10)

Hours of Work:

Monday thru Friday, as scheduled.
(37 112 Hours/Week)

Illustrative Duties:

- (1) The Assistant Town Clerk assists with the day-to-day administration and operation of the combined office of the Town Clerk, and the Board of Registrars and Elections.
- (2) The Assistant Town Clerk is responsible for receiving, recording, maintaining, and filing all vital records. Prepares and issues certified copies of birth, marriage, and death records as requested. Prepares, records, in addition, files both foreign and domestic at-home births, and adoptions.
- (3) The Assistant Town Clerk is responsible for preparing, issuing, and receiving payment for licenses and permits (dog, business, gasoline storage, poles, and raffle).
- (4) The Assistant Town Clerk responds to all requests from the general public in-person, by telephone, via e-mail, and in writing as required by law.
- (5) The Assistant Town Clerk maintains a log of the daily financial transactions in the office.
- (6) The Assistant Town Clerk maintains and updates jury/census and voter data in the State Voter Registration Information System.
- (7) The Assistant Town Clerk maintains and updates a variety of computerized records including but not limited to dog license files, and other business records.

Town of Bellingham
Assistant Town Clerk

Revised 7-1-2005

Illustrative Duties: (Continued)

- (8) The Assistant Town Clerk is responsible for posting the weekly meetings for all boards, committees, and commissions on the Town's public bulletin board.
- (9) Responsible for the filing of applications, decisions, hearings, and legal matters with the Zoning Board of Appeals and the Planning Board.
- (10) Responsible for preparing a variety of correspondence, memoranda, and reports for the Town Clerk.
- (11) Responsible for the ordering and purchasing of office supplies and equipment as necessary.
- (12) Upon appointment by the Town Clerk in accordance with MGL C 41, S 19 may exercise wide authority, a high level of initiative, independent judgment, in performing a variety of duties as required by law including but not limited to pre-election responsibilities: absentee voting, preparation of nomination papers, issuing and receiving campaign and political finance information, and providing voter information to the public. Assists the Town Clerk in conducting all elections, including vote tabulation following the closing of the polls. May administer the oath of office to appointed and elected officials of the Town. Authorized to use the 'Town Seal' in the absence of the Town Clerk.

Minimum Qualifications: High School Diploma or equivalent, with three (3) to five (5) years of clerical experience in a municipal or public sector position required. Associates Degree in Business, Computer Science, or Secretarial Sciences preferred; five (5) or more years of related experience may be substituted for the degree requirement. Must have a good working knowledge of applicable Federal and, State laws, and Town By-Laws. Must possess a general knowledge of Federal, State, County, and Municipal government organization, and a thorough knowledge of records management procedures. Must have excellent computer skills, including prior experience with word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. Must be able to maintain a good working relationship with members of other departments, and have the ability to monitor/supervise departmental procedures in the absence of the Town Clerk. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public,

Town of Bellingham
Assistant Town Treasurer/Collector
9-15-2010

General Description:

Under the general directions of the Town Treasurer/Collector; responsible for the overall receipts of the department, and the supervision of all collection levies. Responsible for monitoring the duties and functions of the Principal Clerk and the Senior Clerk to insure that their work is being processed in a timely manner. The Assistant must have familiarity with all facets of collection including Personal Property, Motor Vehicle Excise, Parking Tickets, Real Estate, Water, Sewer and Trash. Duties include but are not limited to receiving Treasurer Department turnovers (payments), preparing bank deposits, and posting all deposits in the computer system. Maintains Tax Title records, and posts all payments/adjustments as necessary. Responsible for overseeing the input and processing of all payroll data using the in-house computerized payroll system, and responds to payroll questions not handled by the Principal Clerk or the Senior Clerk. Responsible for preparing 941 quarterly reports, W2s and other payroll reports, as required. Responsible for familiarity with and the timely on line filing of 941 Quarterly Reports, W2s, Child Support, and other reports as necessary. The Assistant must have a thorough understanding of departmental computer equipment, software and data entry functions. The Assistant must have the ability to assist other personnel in the successful performance of their duties. Performs other similar duties as required by the Town Treasurer/Collector or Chief Financial Officer.

Rate of Pay:

Per AFSCME Contract (Labor Grade 10)

Hours of Work:

Monday thru Friday, as scheduled.
(37 Hours/Week)

Illustrative Duties:

- (1) Supervises the daily input of data into the departmental computer system, and insures that all steps are completed.
- (2) Collector's Office Daily Cash Receipts:
 - (a) Receives and process payments over the counter, through the mail, via e-mail files and/or lockbox as necessary.
 - (b) Delivers the daily cash receipt deposits to the bank in the absence of Treasurer/Collector.
 - (c) Responsible for maintaining the Departmental Receipt Log in an excel spreadsheet and for balancing to the General Ledger.
 - (d) Responsible for generating the monthly departmental reports.
 - (e) Responsible for maintaining control on all levies in order to prove all accounts.
 - (f) Responsible for preparing the Deputy Collector's turnover for posting.
 - (g) Prepares Daily, Weekly, and Monthly cash reconciliations, including monthly reports.
 - (h) Responsible for maintaining control on all levies in order to prove all accounts, and have a proper audit trail.

Town of Bellingham
Assistant Town Treasurer/Collector
9-15-2010

(3) Collector's Office Tax Billing:

- (a) Receives appropriate commitments.
- (b) Assists in printing and dissemination of all tax bills.

(4) Performs/assists as necessary in all phases of Delinquent Notice processing.

(5) Performs/assists as necessary in all phases of Refund and Abatements.

(6) Performs/assists as necessary Town Treasurer/Collector in all phases of Municipal Lien Certificates.

(7) Receives and processes as necessary daily departmental receipts and tax title payments.

(8) Assists Treasurer/Collector with cash management and short term borrowing.

(9) Payroll:

- (a) Oversees the input and processing of all phases as necessary of payroll.
- (b) Responsible for balancing, mailing and electronic filing of W2s.
- (c) Responsible for all tax filings and reporting to both state and federal levels including but not limited to monthly, quarterly and annual reports.
- (d) Performs necessary duties, and ensures that established policies and procedures are followed in the absence of the Town Treasurer/Collector.

(10) Operates office equipment, including but not limited to computers, calculators, printers, folding and inserting machine, postage meter, etc.

(11) Responsible for keeping abreast of changes in statutory regulations, reporting requirements and other matters related to municipal financial management.

(12) Title V Septic Loan Program Betterments:

- (a) Receives the Notice of Betterment Agreement from the Board of Health.
- (b) Receives the letters from Town Council related to Notice of Betterment liens recorded.
- (c) Prepares and organizes an alphabetical folder of information related to pending Title V Betterments.
- (d) Responds to all questions in reference to the Title V Betterment balances.
- (e) Conducts an annual review of the Notice of Betterment Agreements, and confirms Finalization of Betterments with the Board of Health.
- (f) Processes the finalized Title V Betterments to become liens on real estate.
- (g) Prepares a Betterment or Special Assessment Commitment, and prepares an annual folder of the Special Assessment.
- (h) Maintains an accurate, up-to-date file of principal accounts due, and tracks when the Title V Betterment will be paid in full.
- (i) Prepares Betterment Releases (recorded at the registry) once Title V Betterments have been paid in full.

Town of Bellingham
Assistant Town Treasurer/Collector

(13) Performs other similar duties as required.

Minimum Qualifications: Prior experience in bookkeeping and accounting required, and an Associates Degree in Accounting is desirable. A High School Diploma or equivalent, with additional courses in business and accounting, and five (5) or more years of related experience may be substituted for the degree requirement. Must have excellent computer skills, including prior experience with municipal accounting software, word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. This position requires strong organizational, interpersonal, and communication skills, and the ability to deal tactfully with others, including the public. Must be able to handle all information confidentially, maintain a good working relationship with other members of the department, and have the ability to monitor/supervise departmental procedures in the absence of the Town Treasurer/Collector.

Town of Bellingham
Library Custodian

Revised 7-1-2005

General Description: Under the general direction of the Library Director, performs duties relating to the daily maintenance and mechanical operation of the Bellingham Public Library. The Library Custodian provides services that will afford a safe, attractive, comfortable, clean and efficient place to work, visit, and study. Following the library's rules, regulations, and policies; independently completes assigned tasks in the prescribed thirty (30) hours per week.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.

Illustrative Duties: (30 Hours/Week)

- (1) Responsible for the general cleaning and maintenance of his/her job station.
- (2) Requisitions, receives, and maintains necessary inventories of cleaning supplies and equipment.
- (3) Performs cleaning services as necessary.
- (4) Performs snow removal (walks and entries) as necessary.
- (5) Generally supervises and maintains the library grounds.
- (6) Cleans all tools and equipment.
- (7) Under the direction of the Library Director, assumes responsibility for the general security of the building.
- (8) Under the direction of the Library Director, assumes responsibility for the general fire safety of the building.
- (9) Follows the work scheduled as assigned by the Library Director.
- (10) Sweeps and vacuums all areas including staff offices, workrooms, program and community rooms on a daily basis.
- (11) Responsible for emptying all wastebaskets, dusting ledges, window sills, and bookcases, and cleaning glass partitions, sinks, and lavatories on a daily basis.
- (12) Washes, waxes, and seals floors according to prescribed procedures and schedules.
- (13) Performs other general related tasks as assigned.
- (14) Reports building operation and maintenance issues to the Library Director in a timely manner.

Town of Bellingham
Library Custodian
Revised 7-1-2005

Minimum Qualifications: High School diploma or equivalent. Ability to pass a criminal background investigation (CORT Certification). Must be able to read basic operation instructions, and write reports. Must demonstrate neatness in appearance and work. Must demonstrate an aptitude for the successful completion of assigned tasks. Must be physically able to perform tasks, which at times may require lifting and carrying of materials weighing as much as fifty (50) pounds or more. Must be able to work some evening hours, as required. Must have availability twenty-four (24) hours a day for facilities, security, and fire emergencies.

Town of Bellingham
Library Technician

Revised 7-1-2005

General Description:

Under the general direction of the Library Director, responsible for the area(s) of the Bellingham Public Library to which he/she assigned, including but not limited to the areas of Circulation and Technical Services. Following the library's rules, regulations, and policies; independently completes assigned tasks according to prescribed time schedules. The Library Technician performs customer service duties relating to the circulation library materials, and the daily operation of the library. Performs additional library tasks involving Library Technical Services, as well as routine clerical tasks, which support the effective and efficient operation of the library. Work is performed in normal office and library environment; employee operates office equipment, including computers and printers; employee has ongoing contact with the public both in-person and by telephone; employee has access to confidential patron records; errors could result in delay of service to patrons. The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Rate of Pay:

Per AFSCME Contract (Labor Grade 8)

Hours of Work:

Monday thru Saturday, as scheduled.
(30 Hours/Week)

Illustrative Duties:

- (1) Performs Circulation Desk duties; charges out and discharges materials; registers new borrowers and updates patron records; collects fines; sorts and re-shelves materials; maintains shelves and processes weeded or damaged materials.
- (2) Assists patrons in locating library materials and in the use of all library services, including computers, printers, and photocopiers. Adds paper and other supplies as necessary; responds to patron requests both in-person and by telephone, including reserving museum passes, Internet time, and the use of the library's various meeting rooms.
- (3) Assists patrons in the use of the automated card catalog; processes reserved materials and Inter-Library Loan requests; processes delivered materials, completes paperwork and notifies patrons.
- (4) Processes overdue notices and overdue bills from C/WMARS and sends to patrons; verifies patron data in computer to ensure accuracy of information.
- (5) Assists the Reference Librarian as necessary by providing reader's advisory and other information services on-site and by telephone, following standard principles, practices, and policies of the library.
- (6) Performs additional duties for Children's Services, including program registration, as assigned.
- (7) Uses established circulation procedures in order to provide courteous and efficient circulation services to all library users.

Town of Bellingham
Library Technician

Revised 7-1-2005

Illustrative Duties: (Continued)

- (8) Performs other clerical support tasks as assigned by the Library Director.
- (9) Selects and places orders for "best sellers", and other materials as assigned by the Library Director.
- (10) Unpacks and checks in new acquisitions. Maintains newspapers and circulating periodicals. Generates a list of additions for patrons on a regular basis.
- (11) Processes library materials, including searching for and entering in automated cataloging system. Maintains the library's database catalog (additions to, deletions from, and corrections). Types and attaches "spine labels". Attaches book covers and security tape. Mends and recovers books.
- (12) Performs other similar or related duties as required or assigned by the Library Director.

Minimum Qualifications: High School diploma or equivalent. Ability to pass a criminal background investigation (CORI Certification). Must possess a basic knowledge of books and literature, including basic reference resources as well as the Dewey Decimal System. Associate's Degree, or one or two years of post-High School coursework preferred. Experience with computer applications including word processing, ability to learn computer operations and related library databases, accurate keyboarding skills, and proficiency with the Internet preferred. Must have good interpersonal skills, strong organizational skills, a demonstrated ability to work effectively with both children and adults, and the ability to assist library patrons with library equipment such as copiers, printers, and basic computer software.

Town of Bellingham
Payroll Clerk - Office of the Chief Financial Officer
Revised 7-1-2005

General Description:

Under the general direction of the Chief Financial Officer performs diversified clerical, bookkeeping, and routine administrative duties in support of the Office of the Chief Financial Officer. Duties include but are not limited to payroll processing for all employees, receiving payments, preparing bank deposits, and posting all deposits into the computer system. Responsible for preparing 941 Quarterly Reports, W2's, and other payroll reports as required. Maintains the computerized personnel records on all employees of the Town of Bellingham, including confidential personnel information. Maintains Tax Title records, and posts payments and adjustments into the computer system as necessary.

Rate of Pay:

Per AFSCME Contract (Labor Grade 8)

Hours of Work:

Monday thru Friday, as scheduled.
(40 Hours/Week)

Illustrative Duties:

- (1) Provides customer service to employees of other departments and the public in-person (over-the-counter).
- (2) Prepares receipts and other documents for persons making payments.
- (3) Prepares daily bank deposits, posts and records all items into cash records as necessary, in the absence of the Assistant Treasurer.
- (4) Prepares reports for the Town Accountant and/ or the Town Treasurer.
- (5) Receives payments and provides receipts for Health and Life Insurance. Prepares daily deposits and insurance billings, records all transactions and forwards data to the A accounting Department.
- (6) Reconciles cash to the State, and monthly tax receipts.
- (7) Prepares and forwards a variety of reports to the Town Treasurer/Collector.
- (8) Prepares reports and other information deemed necessary by the Accounting Department.
- (9) Responsible for input and processing of all payroll data using the in-house computerized payroll system. Responds in inquiries regarding payroll processing.
- (10) Responds to various inquiries and questions from current and former employees regarding payroll, health and life insurance, retirement, and other related issues.
- (11) Receives and processes changes to beneficiaries and payroll deductions, and forwards these changes to the appropriate officials. Researches information related to health and life insurance coverage, benefits, and other claims.

Town of Bellingham
Payroll Clerk - Office of the Chief Financial Officer
Revised 7-1-2005

Illustrative Duties: (Continued)

- (12) Responsible for balancing and reconciling W2 Forms, and other tax reports.
- (13) Responsible for posting Absentee Reports to personnel records (manual and computerized).
- (14) Maintains an updated balance of available sick, vacation, and personal leave and other benefits for employees as allowed under the various Union Contracts.
- (15) Responsible for keeping abreast of changes in statutory regulations, reporting requirements, and other matters related to municipal financial management.
- (16) Performs clerical duties using personal computers, calculators, and/or a typewriter. Performs other duties as required. (Other duties may include clerical functions in other finance office departments, including but not limited to the Office of the Chief Financial Officer, the Treasurer/Collectors' Office, and the Assessors' Office).

Minimum Qualifications: High School diploma or equivalent, with courses in bookkeeping, data entry, typing and related subjects. Completion of a course of study at a Business School with accounting courses is desirable. Knowledge of Municipal Government and/or experience with Municipal Government accounting practices is preferred. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and be able to work with a minimum of supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Payroll Clerk - Treasurer/Collector's Office
Revised 7-1-2005

General Description: Under the general direction of the Town Treasurer/Collector performs diversified clerical, bookkeeping, and routine administrative duties in support of the Office of the Treasurer/Collector. Duties include but are not limited to payroll processing for all employees, receiving payments, preparing bank deposits, and posting all deposits into the computer system. Responsible for preparing 941 Quarterly Reports, W2's, and other payroll reports as required. Maintains the computerized personnel records on all employees of the Town of Bellingham, including confidential personnel information. Maintains Tax Title records, and posts payments and adjustments into the computer system as necessary.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.
(40 Hours/Week)

Illustrative Duties:

- (1) Provides customer service to employees of other departments and the public in-person (over-the-counter).
- (2) Prepares receipts and other documents for persons making payments.
- (3) Prepares daily bank deposits, posts and records all items into cash records as necessary, in the absence of the Assistant Treasurer.
- (4) Prepares reports for the Town Accountant and/or the Town Treasurer.
- (5) Receives payments and provides receipts for Health and Life Insurance. Prepares daily deposits and insurance billings, records all transactions and forwards data to the Accounting Department.
- (6) Reconciles cash to the State, and monthly tax receipts.
- (7) Prepares and forwards a variety of reports to the Town Treasurer/Collector.
- (8) Prepares reports and other information deemed necessary by the Accounting Department.
- (9) Responsible for input and processing of all payroll data using the in-house computerized payroll system. Responds in inquiries regarding payroll processing.
- (10) Responds to various inquiries and questions from current and former employees regarding payroll, health and life insurance, retirement, and other related issues.
- (11) Receives and processes changes to beneficiaries and payroll deductions, and forwards these changes to the appropriate officials. Researches information related to health and life insurance coverage, benefits, and other claims.

Town of Bellingham
Payroll Clerk - Treasurer/Collector's Office
Revised 7-1-2005

Illustrative Duties: (Continued)

- (12) Responsible for balancing and reconciling W2 Forms, and other tax reports.
- (13) Responsible for posting Absentee Reports to personnel records (manual and computerized).
- (14) Maintains an updated balance of available sick, vacation, and personal leave and other benefits for employees as allowed under the various Union Contracts.
- (15) Responsible for keeping abreast of changes in statutory regulations, reporting requirements, and other matters related to municipal financial management.
- (16) Performs clerical duties using personal computers, calculators, and/or a typewriter. Performs other duties as required. (Other duties may include clerical functions in other finance office departments, including but not limited to the Office of the Chief Financial Officer, the Treasurer/Collectors' Office, and the Assessors' Office).

Minimum Qualifications: High School diploma or equivalent, with courses in bookkeeping, data entry, typing and related subjects. Completion of a course of study at a Business School with accounting courses is desirable. Knowledge of Municipal Government and/or experience with Municipal Government accounting practices is preferred. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and be able to work with a minimum of supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Plumbing & Gas Inspector
Revised 7-1-2005

General Description:

The Plumbing & Gas Inspector is authorized by Massachusetts General Laws, Chapter 142, to enforce the provisions of the Fuel, Gas, and Plumbing Code as adopted and amended by the Board of State Examiners of Plumbers and Gas Fitters. The Plumbing & Gas Inspector issues plumbing & gas permits required for the installation, alteration, removal, replacement, or repair of any piping, including permits for water carrying pipe, sewage disposal pipe, domestic water carrying pipes for drinking, cooking, or human consumption. The Plumbing & Gas Inspector is responsible for issuing permits to a Plumber or Gas Fitter properly licensed in the State of Massachusetts, who registers with the Plumbing & Gas Inspector, and in addition, intends to do the plumbing or gas fitting work in the Town of Bellingham. The Plumbing & Gas Inspector is responsible for inspecting the installation, alteration, removal, replacement or repair of any piping job to insure that work performed complies with Massachusetts Fuel, Gas, and Plumbing Codes. The Plumbing & Gas Inspector collects a fee for each permit issued, maintains a record of fees collected, and remits all fees to the Town Treasurer.

Rate of Pay:

Per AFSCME Contract (Labor Grade 11)

Hours of Work:

Monday thru Friday, as scheduled.
(20 Hours/Week)

Illustrative Duties:

- (1) The Plumbing & Gas Inspector is responsible for local enforcement of the provisions of the Fuel, Gas, and Plumbing Code as adopted and amended, by the Board of State Examiners of Plumbers and Gas Fitters.
- (2) The Plumbing & Gas Inspector issues plumbing & gas permits required for the installation, alteration, removal, replacement or repair of any piping, including permits for water carrying pipe, sewage disposal pipe, domestic water carrying pipes for drinking, cooking, or human consumption. The Plumbing & Gas Inspector issues the permit, and records the permit number, the plumber's/gas fitter's name, the property owner's name, the address/location of the job, the type of inspection, and the date issued. The type of inspection can be underground, above ground, rough work, or finished inspection.
- (3) The Plumbing & Gas Inspector is responsible for issuing permits to person(s) properly licensed in the State of Massachusetts as a Plumber or Gas Fitter, who registers with the Plumbing & Gas Inspector, and in addition, intends to do work in the Town of Bellingham.
- (4) The Plumbing & Gas Inspector is responsible for inspecting the installation, alteration, removal, replacement, or repair of any piping job to insure that work performed complies with Fuel, Gas, and Plumbing Codes. The Plumbing & Gas Inspector is responsible for inspecting a job that is ready for inspection, within forty-eight (48) hours, after proper notification by a Plumber or Gas Fitter.

Town of Bellingham
Plumbing & Gas Inspector
Revised 7-1-2005

Illustrative Duties: (Continued)

- (5) The Plumbing & Gas Inspector is responsible for insuring that work done in the Town of Bellingham conforms to the Fuel, Gas, or Plumbing Code. The Plumbing & Gas Inspector takes measures to insure work not in compliance with code is corrected by a licensed Plumber or Gas Fitter. The Plumbing & Gas Inspector reports any violations found to the Board of State Examiners of Plumbers and Gas Fitters, and the Board of Health. The Plumbing & Gas Inspector reports any work not performed by a licensed Plumber or Gas Fitter, and any hazardous health conditions discovered during his/her inspection to the Board of Health.
- (6) The Plumbing & Gas Inspector is responsible for inspecting all hot water heater/hot water tank installations to ensure they are properly installed, tested, and conform to applicable safety codes.
- (7) The Plumbing & Gas Inspector is responsible for inspecting all gas piping installations to ensure they are properly installed, tested, and conform to applicable safety codes.
- (8) The Plumbing & Gas Inspector is responsible for confiscating any appliance suspected of causing a fire or gas explosion, and for turning over the appliance to the appropriate State Inspector. The Plumbing & Gas Inspector will respond, as requested, to the scene of a fire that appears to be gas-related, and will attempt to determine the cause. The Plumbing Inspector will file a written report on any fire that appears to be gas-related with the Board of State Examiners of Plumbers and Gas Fitters.
- (9) The Plumbing & Gas Inspector will inspect any building which, in his/her opinion, is in violation of the Fuel, Gas, or Plumbing Code, and will report his/her findings to the Board of Health. The Plumbing & Gas Inspector will order a building to be closed for safety or health reasons, only after reporting it to the Board of Health.
- (10) The Plumbing & Gas Inspector will collect fees for permits issued; maintain a record of fees collected, and remit all fees to the Town Treasurer. The Plumbing & Gas Inspector prepares a monthly report of all permits issued, and maintains an open file on each permit issued until all work is completed, inspected, and approved.

Minimum Qualifications: High School Diploma or equivalent. Must be properly licensed as a Master Plumber or Master Gas Fitter by the State of Massachusetts, for a minimum of five (5) years.

Town of Bellingham
Principal Clerk - Building Inspector's Office

Revised 7-1-2005

General Description:

Under the general supervision of the Building Inspector, responsible for the daily office functions of the Office of Inspectional Services. Receives permit applications for the Building Inspector, the Wiring Inspector, the Plumbing and Gas Inspector. Schedules inspections for the Building Inspector, the Wiring Inspector, the Plumbing and Gas Inspector, the Health Agent, and their assistants. Notifies inspectors of complaints received. Types and prepares correspondence, reports, and permits. Performs related duties including data entry, filing, and record maintenance including weekly updating of the Building System Records on the GEOTms Computer System. Prepares information for inclusion in the annual budget, and the Annual Town Report.

Rate of Pay:

Per AFSCME Contract (Labor Grade 8)

Hours of Work:

Monday thru Friday, as scheduled.
(29 Hours/Week)

Illustrative Duties:

- (1) Receive applications for Building Permits.
 - a. Notify the Building Inspector of the receipt of a permit application.
 - b. Send plans to Fire Chief as required.
 - c. Type permit after all approvals are received.
 - d. Schedule inspection of construction, as needed.
 - e. Maintain a record of all activity related to a permit.
- (2) Receive applications for Electrical Permits.
 - a. Notify the Wiring Inspector of the receipt of a permit application.
 - b. Schedule inspection of work, as needed.
- (3) Receive complaints directly, by telephone, or in writing.
 - a. Refer unresolved complaints to the responsible inspector.
 - b. Maintain record of all complaints, including any corrective action taken, and final resolution.
- (4) Process and prepare Occupancy Permits.
 - a. Ascertain that all required inspections have been completed for new construction.
 - b. Type permit after all approvals have been received.
 - c. Maintain record of all permits issued.
- (5) Receive applications for Inspection Certificates.
 - a. Notify the Building Inspector of the receipt of the application.
 - b. Schedule inspection of the premises.
 - c. Type permit after all approvals have been received.
 - d. Maintain a record of all certificates, including expiration dates for those requiring annual inspection.

Town of Bellingham
Principal Clerk - Building Inspector's Office

Illustrative Duties:(Continued)

- (6) Maintain statistical reports required by the US Census Bureau.
 - a. Prepare monthly and annual reports.
 - b. Prepare occasional reports requesting information that is more detailed.
 - c. Maintain a record of all reports.
- (7) Prepare and input vouchers for payment of bills, and keep inspectors informed of account balances. Submit all vouchers to Finance Office for payment. Prepare and input weekly payroll. Input and update personnel information for employees of Inspectional Services, maintained in the Town's management information system.
- (8) Assist applicants in completing forms for the Planning Board, and the Zoning Board of Appeals.
- (9) Issue receipts for all fees received, and remit fees to the Town Treasurer as required. Maintain a record of all fees received, and all permits issued on the computer generated turnovers spreadsheet.
- (10) Maintain and update the codes and regulations manuals for the Building Inspector, Wiring Inspector, and Plumbing and Gas Inspector.
- (11) Perform a variety of clerical duties and other such related duties as necessary.
- (12) Maintain all reports on the existing database.

Minimum Qualifications: High School diploma or equivalent. Prior clerical/customer service experience including data entry required. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Principal Clerk - Fire Department

Revised 7-1-2005

General Description:

Under the general supervision of the Fire Chief, responsible for daily office functions including but not limited to typing, filing, letter writing, payroll, and related record keeping to insure efficient and orderly operations. Maintains all files belonging to the Fire Chief, except those of a confidential nature. Prepares and records all permits. Assists the Fire Department Administration with the preparation of correspondence, answering telephones, and scheduling of appointments, meetings, and inspections. Responsible for entry, maintenance, and submission of payroll, weekly expenses, and for turning over payments received to the Treasurer's Office. Maintains and updates all department personnel records, including but not limited to absentee reports for all leave. Maintains the training records for all assigned personnel. Processes requests for fire/rescue reports from attorneys, insurance companies, and the public. Prepares and distributes a monthly report of Fire Department activity. Reconciles the accuracy of rescue run sheets with the logs, computes rescue fees, and produces a commitment sheet for the Ambulance Billing Company. Responds to inquiries from other town departments, and the public.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.
(35 Hours/Week)

Illustrative Duties:

- (1) Responsible for daily office functions including but not limited to filing, typing, preparation of correspondence, answering telephones, scheduling of appointments, meetings, and inspections.
- (2) Maintains all files belonging to the Fire Chief, except those of a confidential nature.
- (3) Prepares, types and records all permits in the appropriate journals and the Records Management System (RMS).
- (4) Processes requests for Fire/Rescue reports from attorneys, insurance companies, and the public. Responsible for obtaining authorization from the Fire Chief prior to release.
- (5) Prepares and distributes a monthly report of Fire Department activity to the Board of Selectmen, local newspapers and other agencies as determined by the Fire Chief.
- (6) Maintains and updates all department personnel records, including but not limited to absentee reports for all leave. Maintains the training records for all assigned personnel.

Town of Bellingham
Principal Clerk - Fire Department
Revised 7-1-2005

Illustrative Duties: (Continued)

(7) Responsible for entry, maintenance, and submission of payroll, weekly expenses, and for turning over all payments received to the Treasurer's Office. Maintains a record, and produces a report of all money received. Verifies the accuracy of Rescue Run Sheets by reconciling them with department logs. Calculates Rescue Fees and produces a commitment sheet for submission to the Ambulance Billing Company. Performs follow-up on inquiries related to Rescue Fees as required.

(8) Schedules appointments with builders and planners wishing to review plans.

(9) Responds to inquiries from other town departments, and the public.

(10) Assists all department employees, with clerical and administrative tasks to insure the smooth and efficient operation of the office on a day-to-day basis.

Minimum Qualifications: High School diploma or equivalent. Prior clerical/customer service experience including data entry required. Prior experience processing payroll and expenses preferred. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook); experience with a Fire Record Management System (RMS) desirable. Should be detail oriented, and possess the ability to work with minimum supervision. Should have strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Principal Clerk - Highway Department
Revised 7-1-2005

General Description: Under the general supervision of the Director, Coordinator, and Foreman of the Department of Public Works (DPW), responsible for the daily office functions of the DPW. Responsible as the first person for receiving complaints and questions from the public in-person (over-the-counter). Responsible as the first person for radio communications and coordination with the field crew. Responsible as the first person for the preparation of weekly accounts payable for approval by the DPW Director, and submission to the Finance Office. Responsible as the second person for receiving complaints and questions from the public via telephone. Responsible as the second person for communication with the Town's trash/recyclables contractor for special pick-up and complaint resolution. Types and prepares correspondence and reports. Performs related duties including filing, and all data entry.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.
(40 Hours/Week)

Illustrative Duties:

- (1) Responsible as the first person to handle complaints and questions from the public received in-person (over-the-counter).
- (2) Responsible as the first person for radio communications, and coordination with the field crew.
- (3) Responsible as the first person for preparation of weekly accounts payable, for approval by the DPW Director, in addition to submission to the Finance Office.
- (4) Prepares and reviews explanations and documentation for abatements requiring approval of the DPW Director.
- (5) Responsible as the second person, for the timely and accurate preparation of Water, Sewer, and Trash bills. coordinates the mailing of bills with the Town Collector's Office.
- (6) Processes and tracks permits for sewer and water connections/extensions, street openings, carwashes for issuance by the DPW Director.
- (7) Prepares transfers and account information changes.
- (8) Performs office work on any special projects ordered by the DPW Director, Coordinator, or Foreman.
- (9) Monitors and tracks the Meter Recycling Program.

Town of Bellingham
Principal Clerk - Highway Department
Revised 7-1-2005

Illustrative Duties: (Continued)

- (10) Answers departmental telephones, responsible as the second person to handle complaints and questions from the public received via telephone.
- (11) Responsible as the second person for coordination of curbside trash/recyclables pickup with the Town's trash/recyclables contractor. Receives and tracks complaints from residents and various Town Departments regarding trash/recyclables pickup, and forwards them to the contractor. Performs follow-up with the contractor as necessary, to insure completion of all trash/recyclables pickup in a timely manner.
- (12) Assists in the training of other members of the office staff, to insure that at least one member of the office staff has a working knowledge of all the office tasks. Assists other members of the office staff with the completion of their assigned duties to insure that all work is completed in a timely manner.

Minimum Qualifications:High School diploma or equivalent. Prior clerical/customer service experience including data entry required. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Principal Clerk - Police Department
Revised 7-1-2005

General Description:

Under the general supervision of the Chief of Police, responsible for the daily office functions of the Police Administration. Assists the Chief of Police with the preparation of the annual budget, and items to be included in the Annual Town Report. Responsible for reviewing citations entered into the Record Management System (RMS), and makes corrections to adjust mistakes made in data entry. Assists the Court Officer in retrieving citations for Court appearances. Checks motor vehicle citations for accuracy, and forwards them to the Registry of Motor Vehicles (RM V). Enters the monthly citation payment listings into RMS. Enters and updates personnel data on Police Department Employees in RMS, including data on educational, training, and specialized courses. Compiles and submits career incentive figures to the State. Compiles and maintains inventory of equipment maintained by the Police Department. Prepares correspondence for the Safety Officer, and forwards to the Board of Selectmen for review, as necessary. Responsible for the ordering and purchasing supplies needed by the Police Department. Responsible for entry, maintenance, and submission of payroll, weekly expenses, and for turning over payments received to the Treasurer's Office. Assists the Police Administration with the preparation of correspondence, answering telephones, and scheduling of appointments and meetings. Processes requests for accident/incident reports from attorneys, insurance companies, and the public.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.
(40 Hours/Week)

Illustrative Duties:

- (1) Assists the Chief of Police with the preparation of the annual budget, and items to be included in the Annual Town Report.
- (2) Assists the Court Officer in retrieving citations for Court appearances.
- (3) Responsible for reviewing citations entered into the Record Management System (RMS), and makes corrections to adjust mistakes made in data entry.
- (4) Checks motor vehicle citations for accuracy, and forwards them to the Registry of Motor Vehicles (RM V).
- (5) Enters the monthly citation payment listings into RMS.
- (6) Enters and updates personnel and training data on Police Department Employees into RMS.
- (7) Compiles and submits career incentive figures to the State.

Town of Bellingham
Principal Clerk - Police Department
Revised 7-1-2005

Illustrative Duties: (Continued)

- (8) Compiles and maintains inventory of equipment maintained by the Police Department.
- (9) Prepares correspondence for the Safety Officer, and forwards to the Board of Selectmen for review, as necessary.
- (10) Responsible for the ordering and purchasing supplies needed by the Police Department.
- (11) Responsible for entry, maintenance, and submission of payroll, weekly expenses, and for turning over payments received for details to the Treasurer's Office. Calculates, inputs, and submits annual longevity data for Police Department employees to the Treasurer's Office. Assists the Treasurer's Office in calculating rates-of-pay for Police Department Employee shift changes and increases, as they occur.
- (12) Assists the Police Administration with the preparation of correspondence, answering telephones, and scheduling of appointments and meetings.
- (13) Assists the Chief of Police with meetings, including Budget Committee Finance meetings, and attends meetings as necessary.
- (14) Processes requests for, and makes copies of Booking Room Tapes as requested by attorneys or the Court.
- (15) Responsible for collecting and maintaining Clothing Allowance Receipts from employees, and for the submission of the receipts to the Treasurer's Office.
- (16) Processes requests for accident/incident reports from attorneys, insurance companies, and the public.
- (17) Enters and updates personnel data on Police Department Employees in RMS, and the employee's personnel file, including data on educational, training, and specialized courses.
- (18) Assists all department employees, with clerical and administrative tasks, in the capacity of Administrative Assistant to insure the smooth and efficient operation of the office on a day-to-day basis.

Minimum Qualifications: High School diploma or equivalent. Prior clerical/customer service experience including data entry required. Prior experience processing payroll and expenses preferred. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook); experience with a Police Record Management System (RMS) desirable. Should be detail oriented, and possess the ability to work with minimum supervision. Should have strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Principal Clerk - Water & Sewer Department
Revised 7-1-2005

General Description: Under the general supervision of the Director, Coordinator, and Foreman of the Department of Public Works (DPW), responsible for the daily office functions of the DPW. Responsible as the first person for copying, filing, faxing, and mailing of correspondence and miscellaneous materials. Responsible as the third person for receiving complaints and questions from the public, via telephone and in-person (over-the-counter). Responsible as the third person for communication with the Town's trash/recyclables contractor for special pick-up and complaint resolution. Responsible as the third person for radio communications and coordination with the field crew.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.
(40 Hours/Week)

Illustrative Duties:

- (1) Responsible as the first person for copying, filing, faxing, and mailing of correspondence and miscellaneous materials.
- (2) Prepares, files, and updates Water & Sewer Service Card records.
- (3) Performs data entry for Water & Sewer Service Card records.
- (4) Maintains Plan and Record Files for the Department of Public Works (DPW).
- (5) Responsible for account monitoring and coordination of the Cross-Connection Control Program, including filing and preparation of related work orders.
- (6) Processes, files, and performs all other tasks related to DPW BIDS and RFPs.
- (7) Performs office work on any special projects ordered by the DPW Director, Coordinator, or Foreman.
- (8) Answers departmental telephones, responsible as the third person to handle complaints and questions from the public received via telephone, and in-person (over-the-counter).
- (9) Responsible as the third person for coordination of curbside trash/recyclables pickup with the Town's trash/recyclables contractor. Receives and tracks complaints from residents and various Town Departments regarding trash/recyclables pickup, and forwards them to the contractor. Performs follow-up with the contractor as necessary, to insure completion of all trash/recyclables pickup in a timely manner.
- (10) Responsible as the third person for radio communications, and coordination with the field crew.

Town of Bellingham
Principal Clerk - Water & Sewer Department
Revised 7-1-2005

Illustrative Duties (Continued):

- (11) Assists in the training of other members of the office staff, to insure that at least one member of the office staff has a working knowledge of all the office tasks. Assists other members of the office staff with the completion of their assigned duties to insure that all work is completed in a timely manner.

Minimum Qualifications: High School diploma or equivalent. Prior clerical/customer service experience including data entry required. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Public Safety Dispatcher
Revised 7-1-2005

General Description:

Under the general supervision of the Chief of Police or his/her designated representative, receives and processes oral and visual communications from the public, in-person, by telephone, or via the Enhanced 911 System. Following established policies and procedures transmits requests for service at a location to the appropriate agency via telephone, the Enhanced 911 System, and/or the Fire/Police radio systems. The primary responsibility of the Public Safety Dispatcher is to receive and process requests for Emergency Medical Services (EMS), Fire Department, and/or Law Enforcement personnel and equipment, and the initial deployment of resources in response to these requests. The Public Safety Dispatcher is responsible for informing Public Safety Personnel, deployed in response to a request for service, of changes in conditions that may affect their safety or the safety of the public. The Public Safety Dispatcher answers the Police Department business telephone lines, and directs/transfers non-emergency calls to the appropriate agency/person. Maintains a variety of computerized and non-computerized records related to requests for service. Inputs, maintains, and removes records entered into the Criminal Justice Information System (CJIS) and/or National Crime Information Center (NCIC). The Public Safety Dispatcher performs criminal background checks and inquiries required for Firearms Licensing and in support of Law Enforcement activities using the CJIS/NCIC, and maintain the confidentiality of all Criminal Offender Record Information (CORI).

Per AFSCME Contract (Labor Grade 9)

Rate of Pay: Continuous operations, as scheduled.

Hours of Work: (40 Hours/Week)

Illustrative Duties:

- (1) Acquire and maintain knowledge of the location and layout of buildings, housing projects, parks, streets, town-owned properties, and other areas of the community to minimize the delay in dispatching personnel and equipment in response to a request for service.
- (2) Acquire and maintain certification on Criminal Justice Information System (CJIS). Use knowledge of the CJIS/NCIC to enter, modify, verify, and cancel records, and to send Administrative Messages in support of Law Enforcement activity. Perform criminal background checks required for Firearms Licensing, and in support of Law Enforcement activity. Perform Registry of Motor Vehicle (RM V) inquiries in support of Law Enforcement activity. Perform Sex Offender Registry inquiries in response to requests from the public. Perform other inquiries using the CJIS/NCIC in support of Law Enforcement activity. Maintain the confidentiality of all Criminal Offender Record Information (CORI). Utilize CJIS equipment in accordance with established policies and procedures. Notifies the Criminal History Systems Board (CHSB) of problems with CJIS.
- (3) Acquire and maintain certification on the Enhanced 911 System from the Statewide Emergency Telecommunications Board (SETB), and utilize 911 System equipment in accordance with established policies and procedures. Notifies the Service Response Center (SRC) of problems with the 911 System.

Town of Bellingham
Public Safety Dispatcher
Revised 7-1-2005

Illustrative Duties: (Continued)

- (4) Acquire and maintain certification in Cardio-Pulmonary Resuscitation (CPR) and First Aid.
- (5) Informs the Officer-in-Charge and documents the deployment of Law Enforcement personnel beyond their regularly assigned sector/patrol area.
- (6) Informs the Officer-in-Charge and documents when Law Enforcement equipment is out-of-service.
- (7) Monitors equipment in the Dispatch Area to insure it is functioning, and in good working order.
Informs the Officer-in-Charge and documents when equipment in the Dispatch Area is not working properly, and keeps the Dispatch Area clean and orderly.
- (8) Informs the Officer-in-Charge and documents when, after a reasonable amount of time, contact with Law Enforcement personnel on patrol is lost and cannot be re-established.
- (9) Receives and processes request(s) for service involving Law Enforcement personnel in accordance with local policies and procedures. Documents request(s) for service for Law Enforcement personnel using Computer Aided Dispatch (CAD) Software.
- (10) Acquire and maintain knowledge of Fire Department procedures as they relate to the dispatch of personnel/equipment in response to a request for service. Receives and processes request(s) for service involving Fire Department personnel/equipment in accordance with local policies and procedures. Documents request(s) for service, including the equipment/personnel dispatched using Computer Aided Dispatch (CAD) Software.
- (12) Monitors the well-being of person(s) in custody in accordance with local policies and procedures. Notifies the Officer-in-Charge of any problems, and documents checks made of person(s) in custody using the Records Management System (RMS).
- (13) Notifies the Animal Control Officer (ACO) of reports received from public safety personnel, residents, and other sources. Dispatches the ACO in accordance with local policies and procedures, and documents request(s) for service using Computer Aided Dispatch (CAD) Software.
- (14) Notifies the Department of Public Works (DPW) of reports received from public safety personnel, residents, and other sources. Dispatches the DPW in accordance with local policies and procedures, and documents request(s) for service using Computer Aided Dispatch (CAD) Software.

Minimum Qualifications: High School diploma or equivalent. Must be able to pass a comprehensive background check, and obtain/maintain certification from CHSB on the CJIS. Prior experience as a Public Safety Dispatcher with the E911 System is preferred. Must have excellent computer skills including Microsoft Windows, word processing (Microsoft Word), spreadsheet (Microsoft Excel), e-mail (Microsoft Outlook); prior experience with Computer Aided Dispatch (CAD) Software, and Motorola Centracom Elite Software is desirable. Should be detail oriented, possess the ability to multi-task and work under pressure. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Senior Clerk - Board of Health
Revised 2-12-2007

General Description: Under the general supervision of the Building Inspector and the Health Agent, responsible for the daily office functions of the Office of the Board of Health. Notifies the Animal Control Officer of all "dog-bite" complaints. Receives septic system layouts for the Board of Health. Schedules "percolation tests" and various other inspections performed by the Health Agent. Issues permits required by the Board of Health. Notifies the Health Agent of any complaints received, and resolves complaints when possible without involving the Health Agent. Maintains a variety of computerized and non-computerized records. Prepares correspondence and reports for the Board of Health, the Building Inspector, the Plumbing and Gas Inspector, and the Wiring Inspector. Prepares the agenda for meetings of the Board of Health. Assists the Town Counsel in researching information. Gathers and prepares information for inclusion in the annual budget, and the Annual Town Report.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday as scheduled.
(35 Hours/Week)

Illustrative Duties:

- (1) Notifies the Animal Control Officer of "dog bite" and "squirrel bite" complaints.
 - a. Notifies the Animal Control Officer of reports received from hospitals, residents, and other sources.
 - b. Maintains a record of complaints received, including the disposition of each case.
- (2) Receives septic system layouts from builders and engineers.
 - a. Notifies the Health Agent of the receipt of septic system layouts, and schedules percolation tests.
 - b. Maintains a record of the results of percolation tests received from the Health Agent.
 - c. Forwards septic system layouts approved by the Board of Health to the Building Inspector.
 - d. Maintains a file of approved septic system layouts for final approval by the Health Agent after a system is installed.
 - e. Notifies the Health Agent when a septic system is ready for final approval. Maintains a record of the final inspection with any changes noted on the layout "as built" plan.
- (3) Receive complaints directly, by telephone, or in writing.
 - a. Resolves complaints when possible, and refers unresolved complaints to the Health Agent. Assists complainant with filling out of any required forms, using knowledge of Health Codes and By-Laws.
 - b. Maintains a record of the results of the Health Agent's findings and orders.
 - c. Issues orders, using knowledge of departmental regulations, as necessary to correct hazardous health conditions found by the Health Agent.
 - d. Maintains a confidential record of complaints received, actions taken, and corrections made. Reports this information weekly to the Board of Health.

Town of Bellingham
Senior Clerk - Board of Health
Revised 2-12-2007

Illustrative Duties: (Continued)

- (4) Prepares correspondence and obtains signatures of Board of Health members, as required. Prepares the agenda for meetings of the Board of Health.
- (5) Issues permits for Septic System Pumping, to vend Milk or Oleo, and to operate a Funeral Parlor as required by the Board of Health.
 - a. Assist with completion of the application forms as necessary.
 - b. Approves routine requests for permits.
 - c. Maintains a record of all permits issued, to include all pertinent information, as to applicants, premises, vehicles, etc.
 - d. Refer questionable requests to the Board of Health for their approval before issuing a permit.
 - e. Maintain a record, by type, of all permits, licenses, stickers, etc. Including date issued and date it will terminate.
 - f. Send out renewal letters as necessary. Notify the Health Agent when inspections are necessary.
 - g. Maintain a record of the results of inspections, and issue any orders for correction when violations are found.
- (6) Maintain statistical reports on venereal diseases reported to the Board of Health by Hospitals and Physicians. Maintain a record on all communicable diseases reported.
 - a. Notify the Visiting Nurse Association (VNA) when follow-up or house visits are required.
 - b. Maintain close contact with the VNA to discuss health related problems such as child abuse, neglect, etc.
 - c. Notify residents of clinics to be held using newspaper advertisements, and other media announcements.
 - d. Receive notifications from School Department Administrators, and Nurses of health problems they find.
- (7) Provide background material required by the Board of Health for preparation of the Annual Budget, and the Annual Town Report.
- (8) Prepare vouchers for payment of bills, and payroll. Submit all approved vouchers to Town Accountant for payment and keep Board of Health informed of account balances.
- (9) Maintain a record for all permits issued, including the fees received and the number of permits issued. Receive fees for permits issued, and remit all fees received to the Town Treasurer.
- (10) Issue permits for Plumbing, Gas, and Electrical installations. Maintain a record of approved electricians, plumbers and gas fitters. Maintain a register of all permits issued for the Electrical Inspector, and the Plumbing and Gas Inspector. Prepare a weekly report for the Building Inspector listing permits issued, and fees received. Maintain and update the codes and regulations manuals.
- (11) Perform a variety of clerical duties and other such related duties as necessary. Handle telephone calls for the Building Inspector when he/she is not present. Assist callers, and notifies the Building Inspector of calls received.

Town of Bellingham
Senior Clerk - Board of Health
Revised 2-12-2007

Illustrative Duties: (Continued)

(12) Community Septic Management (Title V Septic Loan) Program:

- (a) Maintains a confidential waiting list of interested homeowners, and notifies resident of changes in their grant status.
- (b) Contacts homeowners when funds are available.
- (c) Meets with homeowners to explain the program and sign contract.
- (d) Collects the necessary fees.
- (e) Obtains the necessary signatures. (Town Counsel, Board of Health, Town Collector)
- (f) Assists homeowners with loan paperwork to begin project.
- (g) Advise homeowners of the hiring process for engineer(s) and installer(s).
- (h) Work closely with the Health Agent regarding allotted fees per customer, inspection progress and general advise on septic work.
- (i) Prepares vouchers for payment of bills, and submits all approved vouchers to the Town Accountant for payment.
- (j) Prepares the documents necessary for approval by the Health Agent.
- (k) Answers questions, and resolves complaints from loan customers, and contractors.
- (m) Maintains a record of the available funds.
- (n) Prepares final documents for closure of the loan.
- (o) Obtains necessary signatures, processes final payments to contractors, and forwards final documents to the Town Accountant.
- (p) Notifies the Department of Environmental Protection (DEP) when all funds have been dispersed.

Minimum Qualifications: High School diploma or equivalent. Prior clerical/customer service experience including data entry required. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Senior Clerk - Council on Aging
Revised 7-1-2005

General Description: Under the general supervision of the Senior Center Director responsible for the daily office functions of the Council on Aging at the Bellingham Senior Center. Answers telephone calls, takes telephone messages, and directs calls to other staff members as necessary. Acts as receptionist for the Senior Center; greets visitors referring them to specific activities or to the Senior Center Director/Assistant Director. Coordinates and schedules appointments with the Senior Center Van drivers, and other staff members. Prepares a report of monthly van usage at the end of each month. Collects money for activities and trips sponsored by the Senior Center, maintains a record of all money collected, and remits all funds received to the Town Treasurer on a weekly basis. Maintains a variety of computerized and non-computerized records. Prepares correspondence and reports for the Senior Center Director/Assistant Director as necessary. Monitors the inventory of office and kitchen supplies, and re-orders supplies. Performs other related duties as necessary.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.
(28 Hours/Week)

Illustrative Duties:

- (1) Answers telephone calls, takes telephone messages, and directs calls to other staff members as necessary.
- (2) Acts as receptionist for the Senior Center; greets visitors referring them to specific activities or to the Senior Center Director/ Assistant Director.
- (3) Coordinates and schedules appointments with the Senior Center Van drivers, and other staff members. Prepares a report of monthly van usage at the end of each month.
- (4) Collects money for activities and trips sponsored by the Senior Center, maintains a record of all money collected, and remits all funds received to the Town Treasurer on a weekly basis.
- (5) Maintains a variety of computerized and non-computerized records. Prepares correspondence and reports for the Senior Center Director/Assistant Director as necessary.
- (6) Monitors the inventory of office and kitchen supplies, and re-orders supplies.
- (7) Performs other related duties as necessary.

Minimum Qualifications: High School diploma or equivalent, with prior clerical/customer service experience. Must have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Senior Clerk - Police Department
Revised 7-1-2005

General Description:

Under the general supervision of the Chief of Police, assists the Principal Clerk with the daily office functions of the Police Administration. Checks with each office in the Police Department on a daily basis to see that they are properly supplied. Responsible for collecting citations from the Citation Box each day, reviewing citations entered into the Record Management System (RMS), and making corrections to adjust for errors made in data entry. Forwards motor vehicle citations to the RM V. Produces RM V Reports thru RMS, and assists officers with retrieval of missing citations. Assists the Court Officer in retrieving citations for Court appearances. Enters the monthly citation payment listings from the RM V into RMS. Enters and updates personnel data on Police Department Employees in RMS, including data on education, training, and specialized courses. Responsible for placing certificates, forms, letters and other pertinent information into the employee's personnel file. Compiles and maintains inventory of equipment maintained by the Police Department. Prepares and types correspondence for the Safety Officer, and forwards to the Board of Selectmen for review, as necessary. Responsible for the monitoring, ordering, and purchasing of all supplies needed by the Police Department. Responsible for entry, maintenance, and submission of payroll, weekly expenses, and for turning over payments received to the Treasurer's Office. Tracks billing for past-due invoices. Assists the Police Administration with the preparation of correspondence, answering telephones, and scheduling of appointments and meetings. Processes requests for accident/incident reports from attorneys, insurance companies, and the public. Assists DARE Officers to insure they have an adequate supply of flyers, notices, and graduation certificates. Receives, processes, and distributes departmental mail.

Rate of Pay:

Per AFSCME Contract (Labor Grade 8)

Hours of Work:

Monday thru Friday, as scheduled.
(30 Hours/Week)

Illustrative Duties:

- (1) Checks with each office in the Police Department on a daily basis to see that they are properly supplied.
- (2) Responsible for collecting citations from the Citation Box each day, reviewing citations entered into the Record Management System (RMS), and making corrections to adjust for errors made in data entry. Forwards motor vehicle citations to the RMV. Produces RMV Reports thru RMS, and assists officers with retrieval of missing citations.
- (3) Assists the Court Officer in retrieving citations for Court appearances.

Town of Bellingham
Senior Clerk - Police Department
Revised 7-1-2005

Illustrative Duties: (Continued)

- (4) Enters the monthly citation payment listings from the RMV into RMS.
- (5) Enters and updates personnel data on Police Department Employees in RMS, including data on education, training, and specialized courses. Coordinates Breathalyzer (BT) Certifications with the Massachusetts Criminal Justice Training Council (MCJTC). Responsible for placing certificates, forms, letters and other pertinent information into the employee's personnel file.
- (6) Responsible for maintaining, and coordinating vehicle registration/permit information for Police Department Vehicles with the RMV. Provides the Town's insurance carrier annually with an updated list of Police Department Vehicles. Responsible for forwarding of accident/loss reports for Police Department Vehicles to the Town's insurance carrier for processing. Compiles and maintains computer inventory of all equipment maintained by the Police Department. Produces a report of the inventory, and submits a copy annually to the Town Administrator.
- (7) Prepares correspondence for the Safety Officer, and forwards to the Board of Selectmen for review, as necessary. Maintains a computerized file, and a hardcopy of all correspondence.
- (8) Responsible for the monitoring, ordering, and purchasing of all supplies needed by the Police Department. Works with vendors to insure the lowest possible price for supplies.
- (9) Responsible for assisting the Principal Clerk with the entry, maintenance, and submission for payment of weekly expenses, payroll, and police details. Responsible for turning over payments received to the Treasurer's Office on a daily/weekly basis. Processes and tracks all invoices for billing to vendors. Tracks past due invoices for payment. Maintains and monitors the Police Detail database for payments due, and proper crediting of payments received. Processes and prepares expense, and payroll reports for use by the Police Administration.
- (10) Assists the Police Administration with the preparation of correspondence, answering telephones, screening phone calls, and scheduling of appointments/meetings. Assists the public with requests for service received via telephone, or in-person (over-the-counter), and directs them to the appropriate department /person.
- (14) Maintains a log of Booking Room Tapes, and secures the tapes in a designated locked/secure room. Processes requests for, and makes copies of Booking Room Tapes as requested by attorneys or the Court.
- (15) Processes requests for accident/incident reports from attorneys, insurance companies, and the public. Maintains a file for all accident/incident report requests for a period of three (3) years, as required by law.
- (16) Responsible for coordinating all school, training, and specialized courses.
- (17) Assists DARE Officers to insure they have an adequate supply of flyers, notices, and graduation certificates. Orders books, materials, and supplies for DARE classes.

Town of Bellingham
Senior Clerk - Police Department
Revised 7-1-2005

Illustrative Duties: (Continued)

- (18) Assists all department employees, with clerical and administrative tasks, in the capacity of Administrative Assistant to insure the smooth and efficient operation of the office on a day-to-day basis.
- (19) Receives, processes, and distributes departmental mail.
- (20) Responsible for placing service calls for all departmental equipment, including but not limited to doors, locks, heating and air conditioning systems.

Minimum Qualifications: High School diploma or equivalent. Prior clerical/customer service experience including data entry required. Prior experience processing payroll and expenses preferred. **Must** have excellent computer skills including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook); experience with a Police Record Management System (RMS) desirable. Should be detail oriented, and possess the ability to work with minimum supervision. Should have strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Senior Clerk - Treasurer/Collector's Office
Revised 7-1-2005

General Description: Under the general direction of the Town Collector receives payments in person (over-the-counter) or through the US Mail on real estate, personal property, excise and utility taxes due. Responsible for making daily bank deposits. Prepares the schedule of collections for the Town Treasurer. Prepares all bills for mailing, as necessary. Prepares tax notices for delinquent taxpayers, warrants, and lien notices. Prepares sewer betterment releases, and trash inquiries for billing. Answers questions received from customers via telephone or in person (over-the-counter). Performs clerical duties.

Rate of Pay: Per AFSCME Contract (Labor Grade 8)

Hours of Work: Monday thru Friday, as scheduled.
(35 Hours/Week)

Illustrative Duties:

(1) Daily Cash Receipts:

- (a) Receives direct payments (cash or check) of tax bills in-person (over-the-counter) or by mail.
- (b) Makes daily bank deposits.
- (c) Prepares edit reports for the Assistant Town Collector and the Chief Financial Officer.
- (d) Performs weekly cash reconciliation.
- (e) Insures weekly cash receipts are turned over to the Town Treasurer's Office.

(2) Trash Processing:

- (a) Prepares accounts for billing including rate changes, start and stop dates, sign-up, cancellation, and verifies set-up format for appropriate message.
- (b) Prepares trash bills, and checks bills for accuracy. Processes trash bills through folding-inserting and postage machines. Creates manual billings for customers joining trash program mid-cycle.
- (c) Processes customer refunds, as necessary.
- (d) Updates files with change-of-address information, new customers, and cancellations.
- (e) Processes, tracks, and submits abatements to Town Administrator for approval.
- (f) Provides change-of-address, cancellation, and new customer information to Department of Public Works CDPW).

(3) Delinquent Notices:

- (a) Mails demand notices to delinquent taxpayers at established times of the year.
- (b) Communicates verbally or in writing with taxpayers regarding discrepancies.
- (c) Resolves complaints and problems, forwarding to the Assistant Town Collector or the Town Collector complaints and problems that he/she is unable to resolve.
- (d) Assists in the preparation of forms for tax taking including advertising, taking, and recording at the Registry of Deeds.

Town of Bellingham
Senior Clerk - Treasurer/Collector's Office
Revised 7-1-2005

Illustrative Duties: (Continued)

(4) Refunds:

- (a) Responsible for creating credit reports for all fields (real estate, personal property, excise, and utility).
- (b) Responsible for reviewing credits.
- (c) Responsible for processing paperwork for the Assistant Town Collector and the Chief Financial Officer.

(5) Tax Billing:

- (a) Receives appropriate commitments from the Assistant Town Collector.
- (b) Prints tax bills as instructed.
- (c) Prepares tax bills for mailing in accordance with departmental procedures.
- (e) Inserts tax bills into envelopes, and mails tax bills.

(6) Excise Billing:

- (a) Receives appropriate commitments from the Assistant Town Collector.
- (b) Prints tax bills as instructed.
- (c) Prepares tax bills for mailing in accordance with departmental procedures.
- (d) Inserts tax bills into envelopes, and mails tax bills.
- (e) Prepares Deputy warrant type at appropriate times.
- (f) Processes payments received from Deputy.

(7) Sewer Betterments:

- (a) Tracks Sewer Assessments and Loans.
- (b) Processes payments received, and records payments in commitment book.
- (c) Types Sewer Betterment Releases, and obtains required signatures.
- (d) Responsible for making a copy of the release, and mailing the original.

(8) New Commitments:

- (a) Responsible for reviewing commitments received.
- (b) Responsible for neatly binding commitments received for future reference.

- (9) Performs clerical functions including calculating, filing, mailing, posting, and typing. Performs other related duties as necessary. Assists other department personnel with completion of their assigned tasks, as necessary.

Minimum Qualifications: High School diploma or equivalent, with prior clerical/customer service experience. Must have excellent computer skills, including word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

Town of Bellingham
Senior Public Safety Dispatcher
Revised 7-1-2005

General Description: Under the general supervision of the Chief of Police or his/her designated representative, receives and processes oral and visual communications from the general public, in-person, by telephone, or via the Enhanced 911 System. Following established policies and procedures transmits requests for service at a location to the appropriate agency via telephone, the Enhanced 911 System, and/or the Fire/Police radio systems. The primary responsibility of the Senior Public Safety Dispatcher is to receive and process requests for Emergency Medical Services (EMS), Fire Department, and/or Law Enforcement personnel and equipment, and the initial deployment of resources in response to these requests. The Senior Public Safety Dispatcher is responsible for informing Public Safety Personnel, deployed in response to a request for service, of changes in conditions that may affect their safety or the safety of the public. The Senior Public Safety Dispatcher answers the Police Department business telephone lines, and directs/transfers non-emergency calls to the appropriate agency/person. Maintains a variety of computerized and non-computerized records related to requests for service. Inputs, maintains, and removes records entered into the Criminal Justice Information System (CJIS) and/or National Crime Information Center (NCIC). The Senior Public Safety Dispatcher performs criminal background checks and inquiries required for Firearms Licensing and in support of Law Enforcement activities using the CJIS/NCIC, and maintains the confidentiality of all Criminal Offender Record Information (CORI).

Rate of Pay: Per AFSCME Contract (Labor Grade 10)

Hours of Work: Continuous operations, as scheduled.
(40 Hours/Week)

Illustrative Duties:

- (1) Acquire and maintain knowledge of the location and layout of buildings, housing projects, parks, streets, town-owned properties, and other areas of the community to minimize the delay in dispatching personnel and equipment in response to a request for service.
- (2) Acquire and maintain certification on Criminal Justice Information System (CJIS). Use knowledge of the CJIS/NCIC to enter, modify, verify, and cancel records, and to send Administrative Messages in support of Law Enforcement activity. Perform criminal background checks required for Firearms licensing, and in support of Law Enforcement activity. Perform Registry of Motor Vehicle (RM V) inquiries in support of Law Enforcement activity. Perform Sex Offender Registry inquiries in response to requests from the general public. Perform other inquiries using the CJIS/NCIC in support of Law Enforcement activity. Maintain the confidentiality of all Criminal Offender Record Information (CORI). Utilize CJIS equipment in accordance with established policies and procedures. Notifies the Criminal History Systems Board (CHSB) of problems with CJIS.
- (3) Acquire and maintain certification on the Enhanced 911 System from the Statewide Emergency Telecommunications Board (SETB), and utilize 911 System equipment in accordance with established policies and procedures. Notifies the Service Response Center (SRC) of problems with the 911 System.

Town of Bellingham
Senior Public Safety Dispatcher
Revised 7-1-2005

Illustrative Duties: (Continued)

- (4) Acquire and maintain certification in Cardio-Pulmonary Resuscitation (CPR) and First Aid.
- (5) Informs the Officer-in-Charge and documents the deployment of Law Enforcement personnel beyond their regularly assigned sector/patrol area.
- (6) Informs the Officer-in-Charge and documents when Law Enforcement equipment is out-of-service.
- (7) Monitors equipment in the Dispatch Area to insure it is functioning, and in good working order.
Informs the Officer-in-Charge and documents when equipment in the Dispatch Area is not working properly, and keeps the Dispatch Area clean and orderly.
- (8) Informs the Officer-in-Charge and documents when, after a reasonable amount of time, contact with Law Enforcement personnel on patrol is lost and cannot be re-established.
- (9) Receives and processes request(s) for service involving Law Enforcement personnel in accordance with local policies and procedures. Documents request(s) for service for Law Enforcement personnel using Computer Aided Dispatch (CAD) Software.
- (10) Acquire and maintain knowledge of Fire Department procedures as they relate to the dispatch of personnel/equipment in response to a request for service. Receives and processes request(s) for service involving Fire Department personnel/equipment in accordance with local policies and procedures. Documents request(s) for service, including the equipment/personnel dispatched using Computer Aided Dispatch (CAD) Software.
- (12) Monitors the well-being of person(s) in custody in accordance with local policies and procedures. Notifies the Officer-in-Charge of any problems, and documents checks made of person(s) in custody using the Records Management System (RMS).
- (13) Notifies the Animal Control Officer (ACO) of reports received from public safety personnel, residents, and other sources. Dispatches the ACO in accordance with local policies and procedures, and documents request(s) for service using Computer Aided Dispatch (CAD) Software.
- (14) Notifies the Department of Public Works (DPW) of reports received from public safety personnel, residents, and other sources. Dispatches the DPW in accordance with local policies and procedures, and documents request(s) for service using Computer Aided Dispatch (CAD) Software.
- (15) Acts as the Municipal Database liaison with the Verizon E911 Data Management Center (DMC). Receives, verifies, and processes changes to the Master Street and Address Guide (MSAG) with the DMC. Receives, verifies, and submits Automatic Location Information (ALI) Discrepancy forms to the DMC to correct errors in ALI information. Receives, verifies, and submits 911 Disability Indicator forms to the DMC to add/remove disability indicators to a resident's ALI information, as necessary.

Town of Bellingham
Senior Public Safety Dispatcher
Revised 7-1-2005

Illustrative Duties: (Continued)

- (16) Corrects, verifies, and submits records for the National Incident Based Reporting System (NIBRS) to the Massachusetts State Police.
- (17) Under the general supervision of the Chief of Police or his/her designated representative trains, monitors, and schedules training of newly assigned personnel.
- (18) Responsible for filling shifts that require replacement.

Minimum Qualifications: High School diploma or equivalent. Must be able to pass a comprehensive background check, and obtain/maintain certification from CHSB on the CJIS. Minimum of five (5) years experience as a Public Safety Dispatcher with the E911 System preferred. Must have excellent computer skills including Microsoft Windows, word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook); prior experience with Computer Aided Dispatch (CAD) Software, and Motorola Centracom Elite Software is desirable. Should be detail oriented, possess the ability to multi-task and work under pressure. Should possess strong organizational, interpersonal, and communication skills, and have the ability to deal tactfully with others, including the public.

EXHIBIT E

OTHER AGREEMENTS

MEMORANDUM OF AGREEMENT
BETWEEN
TOWN OF BELLINGHAM
AFSCME COUNCIL 93 - LOCAL 747
MUNICIPAL CENTER EMPLOYEES

This agreement sets forth change(s) to the parties 2006-2008 Collective Bargaining Agreement, dated July 1, 2005 as stipulated in the parties Memorandum of Agreement dated October 5, 2007 in settlement of grievance 2006-054-West-RN filed by AFSCME Council 93, Local 747, American Arbitration Association Case No. 11390005306; and the withdrawal of a related prohibited practice complaint dated February 13, 2006, filed by Local 747 with the Labor Relations Commission. This agreement pertains to certain compensation (stipends) paid to bargaining unit members, and certain duties performed by bargaining unit members related to the Title V Septic Loan Program, the Workmen's Compensation Program, and other clerical/secretarial duties performed for the Zoning Board of Appeals.

The Assistant Town Collector shall be compensated in accordance with the provisions Article(s) XI, XII, and XIII of the collective bargaining agreement, including all hours worked on the Title V Septic Loan Program. The job description for the Assistant Town Collector found in Exhibit 0 of the collective bargaining agreement shall be amended to include the duties related to the Title V Septic Loan Program as specified in this agreement.

The Senior Clerk - Board of Health shall be compensated in accordance with the provisions Article(s) XI, XII, and XIII of the collective bargaining agreement, including all hours worked on the Title V Septic Loan Program. The job description for the Senior Clerk - Board of Health found in Exhibit 0 of the collective bargaining agreement shall be amended to include the duties related to the Title V Septic Loan Program as specified in this agreement. The stipend payments to the Senior Clerk - Board of Health for work related to the Title V Septic Loan Program shall cease with the signing of this agreement.

The incumbent Senior Clerk - Board of Health, Laura Renaud, shall continue to receive a stipend payment (\$231.25 per month) for other clerical/secretarial duties performed for the Zoning Board of Appeals. When Renaud leaves the position and the opening is posted in accordance with Article X of the collective bargaining agreement, said stipend payments shall end, and the Senior Clerk - Board of Health will cease to perform clerical/secretarial duties for the Zoning Board of Appeals.

The incumbent Assistant Town Accountant, Nancy Bailey, shall continue to receive a stipend payment (\$416.67 per month) for all hours worked on the Workmen's Compensation Program. The job description for the Assistant Town Accountant found in Exhibit 0 of the collective bargaining agreement shall be amended to include the duties related to the Workmen's Compensation

Program as specified in this agreement. When Bailey leaves the position, and the opening is posted in accordance with Article X of the collective bargaining agreement, said stipend payments shall end, and the Assistant Town Accountant shall then be compensated in accordance with the provisions Article(s) XI, XII, and XIII of the collective bargaining agreement, including all hours worked on the Workmen's Compensation Program.

Town of Bellingham
Assistant Town Collector
Revised 1-31-2007

Illustrative Duties:

(15) Title V Septic Loan Program Betterments.

- (a) Receives the Notice of Betterment Agreement from the Board of Health.
- (b) Receives the letters from Town Council related to Notice of Betterment Liens recorded.
- (c) Prepares and organizes an alphabetical folder of information related to pending Title V Betterments.
- (d) Responds to all questions in reference to the Title V Betterment balances.
- (e) Conducts an annual review of the Notice of Betterment Agreements, and confirms finalization of Betterments with the Board of Health.
- (f) Processes the finalized Title V Betterments to become liens on real estate.
- (g) Prepares a Betterment or Special Assessment Commitment, and prepares an annual folder of the Special Assessment.
- (h) Maintains an accurate, up-to-date file of principal accounts due, and tracks when the Title V Betterment will be paid in full.
- (i) Prepares Betterment Releases (recorded at the registry) once Title V Betterments have been paid in full.

Town of Bellingham
Senior Clerk - Board of Health
Revised 1-31-2007

Illustrative Duties:

(12) Community Septic Management (Title V Septic Loan) Program:

- (a) Maintains a confidential waiting list of interested homeowners, and notifies residents of changes in their grant status.
- (b) Contacts homeowners when funds are available.
- (c) Meets with homeowners to explain the program and sign contract.
- (d) Collects the necessary fees.
- (e) Obtains the necessary Signatures. (Town Counsel, Board of Health, Town Collector)
- (f) Assists homeowners with loan paperwork to begin project.
- (g) Advise homeowners of the hiring process for engineer(s) and installer(s).
- (h) Work closely with the Health Agent regarding allotted fees per customer, inspection progress, and general advise on septic work.
- (i) Prepares vouchers for payment of bills, and submits all approved vouchers to the Town Accountant for payment.
- (j) Prepares the documents necessary for approval by the Health Agent.
- (k) Answers questions, and resolves complaints from loan customers, and contractors.
- (m) Maintains a record of the available funds.
- (n) Prepares final documents for closure of the loan.
- (o) Obtains necessary signatures, processes final payments to contractors, and forwards final Documents to the Town Accountant.

- (p) Notifies the Department of Environmental Protection (DEP) when all funds have been dispersed.

Town of Bellingham

Assistant Town Accountant

Revised 1-31-2007

Illustrative Duties:

(18) Acts as the Workmen's Compensation Agent for the Town.

- (a) Processes and files employee injury reports.
- (b) Submits reports for lost time from work to Town's insurance company.
- (c) Processes medical billing and pertinent injury information to the Town's insurance company.
- (d) Provides Workmen's Compensation wage information to the Department Head and the Payroll Department.
- (e) Maintains contact with the Department Head and the appropriate medical facility in order to gather required information regarding Workmen's Compensation claims.
- (f) Maintains files and provides follow-up on medical invoice payments with insurance adjusters and the appropriate medical facility.
- (g) Educates Department Heads and the School Department Business Office on the proper procedures, and provides the proper forms for filing a claim.
- (h) Meets with the Town's Occupational Health Nurse to discuss the status of new and existing claims, and to request medical advice as necessary.

The parties agree that these change(s) are effective with the signing of this agreement, and shall be incorporated into any new or successor agreement, which is executed between the Town and the Union. IN WITNESS WHEREOF, the duly authorized representatives of the parties of this Agreement have set their hand on this 12th day of February 2007.

Denis Fraine
Town Administrator

Teresa Ambrosino
Assistant Town Collector

TOWN OF BELLINGHAM

Laura Renaud
Senior Clerk - Board of Health

Nancy Bailey
Assistant Town Accountant

Walter Armstrong
President, Local 747

AFL-CIO COUNCIL 93, LOCAL 747
MUNICIPAL CENTER EMPLOYEES

Memorandum of Agreement
Town of Bellingham
and
American Federation of State, County, and Municipal Employees
AFL-CIO, State Council 93, Local 747
9/15/2010

This memorandum of agreement sets forth the terms and conditions agreed to by the parties as they relate to a proposal made by the Town of Bellingham, hereinafter referred to as the Employer, to AFSCME Council 93 - Local 747, hereinafter referred to as the Union, to remove certain duties currently performed by the bargaining unit position of Assistant Town Treasurer - Human Resources from the Municipal Center Employees bargaining unit. The parties agree that:

- I. The duties listed in Attachment #1 to this agreement shall no longer be performed by the bargaining unit position of Assistant Town Treasurer - Human Resources or other members of the Municipal Center Employees bargaining unit.
- II. Beth Cornell-Smith, the incumbent Assistant Town Treasurer - Human Resources shall continue to perform the duties listed in Attachment #1 to this agreement, and with the signing of this agreement Cornell-Smith shall cease to be a member of the Municipal Center Employees bargaining unit and the Union. Cornell-Smith shall have no direct management or supervisory responsibility over members of the Municipal Center Employees bargaining unit.
- III. The duties of the bargaining unit position of Assistant Town Collector (currently vacant by mutual agreement of the parties) and the remaining duties of the bargaining unit position of Assistant Town Treasurer - Human Resources shall be combined into a single job description, and two new positions to be known as Assistant Town Treasurer/Collector shall be created within the Municipal Center Employees bargaining unit.
- IV. The pay grade for the two new bargaining unit positions of Assistant Town Treasurer/Collector shall be a Grade 10 as provided in Article XI- Rates of Pay and Exhibit C of the collective bargaining agreement (CBA).
- V. The job description for the two newly created positions of Assistant Town Treasurer/Collector shall be as provided in Attachment #2 to this agreement, and shall be incorporated into Exhibit D of the CBA.
- VI. Immediately upon signing of this agreement the two new bargaining unit positions of Assistant Town Treasurer/Collector shall be posted as available openings in accordance with Article X - Job Posting and Bidding of the CBA.
- VII. If Elaine Szamreta, the Incumbent Senior Clerk - Treasurer/Collector's Office (a bargaining unit position) submits a successful bid on either of the available openings listed in item VI of this agreement, and if she is awarded a position as Assistant Town Treasurer/Collector then the parties agree that the position of Senior Clerk - Treasurer/Collector's Office shall

remain vacant, and shall not be posted in accordance with Article X - Job Posting and Bidding of the CBA until July 1, 2011.

- VIII. If the Employer determines that due to financial constraints it is unable fill the position of Senior Clerk - Treasurer/Collector's Office it shall notify the Union in writing prior to June 15, 2011, and the Union shall not unreasonably refuse to extend the deadline to post this position.
- IX. For so long as the bargaining unit positions of Assistant Building Inspector, Principal Clerk - Building Inspector, Principal Clerk - Fire Department, Senior Clerk - Board of Health, and Senior Clerk - Treasurer/Collector's Office remain vacant or on altered/reduced work schedule the Employer agrees not hire additional part-time, seasonal, substitute, or temporary employees outside of the bargaining unit (including senior citizens working on tax abatement programs and students working as interns) to perform work normally performed by members of the bargaining unit. However, the parties further agree that in order to provide for the continued and uninterrupted service to the citizens of Bellingham, the Employer may employ senior citizens working on the tax abatement program on an intermittent basis, but only for the purpose of allowing members of the Municipal Center Employees bargaining unit to take days off using their accrued leave or compensatory time off as provided by the CBA.
- X. In the future if financial conditions require additional reductions in the workforce, said reductions shall be accomplished by first eliminating all part-time, seasonal, substitute, or temporary employees who are not members of Department of Public Works or Municipal Center Employees bargaining units (including senior citizens working on tax abatement programs and students working as interns) who perform work normally done by members of these bargaining units. This item shall not apply to the seasonal employees of the Bellingham Parks Department, and employees of the Bellingham Parks Department shall not perform work normally done by members of these bargaining units.
- XI. The Employer shall provide the Union with written notice (via electronic e-mail) and in a timely manner (within the payroll period in which the action is effective) of all personnel actions, i.e. layoffs, new hires, promotions, reductions in the workforce, resignations, retirements, and transfers for members of all bargaining units represented by the Union, including employees of the Bellingham School Department. Said notices shall be sent to an e-mail address provided to the Employer by the Union, and currently local747@Verizon.net.
- XII. The provisions of this agreement shall be incorporated into the next revision of the CBA.

IN WITNESS WHEREOF, the duly authorized representatives of the parties of this Agreement have set their hand on this 15th day of September 2010.

Marilyn Mathieu
Chief Financial Officer

Walter Armstrong
President, Local 747
AFSCME COUNCIL 93 - LOCAL 747

Denis Fraine
Town Administrator
TOWN OF BELLINGHAM

ATTACHMENT #1

- (11) Responds to various inquiries and questions from current and former employees regarding payroll, health and life insurance, retirement, and other related issues.
- (12) Receives and processes changes to beneficiaries and payroll deductions, and forwards these changes to the appropriate officials. Researches information related to health and life insurance coverage, benefits, and other claims. Maintains all changes in the personnel computer system.

ATTACHMENT #2

Town of Bellingham

Assistant Town Treasurer/Collector

9-15-2010

General Description:

Under the general directions of the Town Treasurer/Collector; responsible for the overall receipts of the department, and the supervision of all collection levies. Responsible for monitoring the duties and functions of the Principal Clerk and the Senior Clerk to insure that their work is being processed in a timely manner. The Assistant must have familiarity with all facets of collection including Personal Property, Motor Vehicle Excise, Parking Tickets, Real Estate, Water, Sewer and Trash. Duties include but are not limited to receiving Treasurer Department turnovers (payments), preparing bank deposits, and posting all deposits in the computer system. Maintains Tax Title records, and posts all payments/adjustments as necessary. Responsible for overseeing the input and processing of all payroll data using the in-house computerized payroll system, and responds to payroll questions not handled by the Principal Clerk or the Senior Clerk. Responsible for preparing 941 quarterly reports, W2s and other payroll reports, as required. Responsible for familiarity with and the timely on line filing of 941 Quarterly Reports, W2s, Child Support, and other reports as necessary. The Assistant must have a thorough understanding of departmental computer equipment, software and data entry functions. The Assistant must have the ability to assist other personnel in the successful performance of their duties. Performs other similar duties as required by the Town Treasurer/Collector or Chief Financial Officer.

Rate of Pay:

Per AFSCME Contract (Labor Grade 10)

Hours of Work:

Monday thru Friday, as scheduled.
(37 Hours/Week)

Illustrative Duties:

- (1) Supervises the daily input of data into the departmental computer system, and insures that all steps are completed.
- (2) Collector's Office Daily Cash Receipts:
 - (a) Receives and process payments over the counter, through the mail, via e-mail files and/or lockbox as necessary.
 - (b) Delivers the daily cash receipt deposits to the bank in the absence of Treasurer/Collector.
 - (c) Responsible for maintaining the Departmental Receipt Log in an excel spreadsheet and for balancing to the General Ledger.
 - (d) Responsible for generating the monthly departmental reports.
 - (e) Responsible for maintaining control on all levies in order to prove all accounts.
 - (f) Responsible for preparing the Deputy Collector's turnover for posting.
 - (g) Prepares Daily, Weekly, and Monthly cash reconciliations, including monthly reports.
 - (h) Responsible for maintaining control on all levies in order to prove all accounts, and have a proper audit trail.
- (3) Collector's Office Tax Billing:
 - (a) Receives appropriate commitments.
 - (b) Assists in printing and dissemination of all tax bills.
- (4) Performs/assists as necessary in all phases of Delinquent Notice processing.
- (5) Performs/assists as necessary in all phases of Refund and Abatements.

- (6) Performs/assists as necessary Town Treasurer/Collector in all phases of Municipal Lien Certificates.
- (7) Receives and processes as necessary daily departmental receipts and tax title payments.
- (8) Assists Treasurer/Collector with cash management and short term borrowing.
- (9) Payroll:
 - (a) Oversees the input and processing of all phases as necessary of payroll.
 - (b) Responsible for balancing, mailing and electronic filing of W2s.
 - (c) Responsible for all tax filings and reporting to both state and federal levels including but not limited to monthly, quarterly and annual reports.
 - (d) Performs necessary duties, and ensures that established policies and procedures are followed in the absence of the Town Treasurer/Collector.
- (10) Operates office equipment, including but not limited to computers, calculators, printers, folding and inserting machine, postage meter, etc.
- (11) Responsible for keeping abreast of changes in statutory regulations, reporting requirements and other matters related to municipal financial management.
- (12) Title V Septic Loan Program Betterments:
 - (a) Receives the Notice of Betterment Agreement from the Board of Health.
 - (b) Receives the letters from Town Council related to Notice of Betterment Liens recorded.
 - (c) Prepares and organizes an alphabetical folder of information related to pending Title V Betterments.
 - (d) Responds to all questions in reference to the Title V Betterment balances.
 - (e) Conducts an annual review of the Notice of Betterment Agreements, and confirms finalization of Betterments with the Board of Health.
 - (f) Processes the finalized Title V Betterments to become liens on real estate.
 - (g) Prepares a Betterment or Special Assessment Commitment, and prepares an annual folder of the Special Assessment.
 - (h) Maintains an accurate, up-to-date file of principal accounts due, and tracks when the Title V Betterment will be paid in full.
 - (i) Prepares Betterment Releases (recorded at the registry) once Title V Betterments have been paid in full.
- (13) Performs other similar duties as required.

Minimum Qualifications: Prior experience in bookkeeping and accounting required, and an Associates Degree in Accounting is desirable. A High School Diploma or equivalent, with additional courses in business and accounting, and five (5) or more years of related experience may be substituted for the degree requirement. Must have excellent computer skills, including prior experience with municipal accounting software, word processing (Microsoft Word), spreadsheet (Microsoft Excel), and e-mail (Microsoft Outlook). Should be detail oriented, and possess the ability to work with minimum supervision. This position requires strong organizational, interpersonal, and communication skills, and the ability to deal tactfully with others, including the public. Must be able to handle all information confidentially, maintain a good working relationship with other members of the department, and have the ability to monitor/supervise departmental procedures in the absence of the Town Treasurer/Collector.