

**Agreement**

**Between Town of Brunswick**

**and**

**Teamsters Local Union #340**

**for the**

**Brunswick Public Works Department**

**July 1, 2013 to June 30, 2016**

**2013 to 2016 Agreement**  
Town of Brunswick  
and  
Teamsters Local Union #340

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**2013 - 2016 Agreement**  
**Town of Brunswick**  
**and**  
**Teamsters Union Local #340**

**AGREEMENT** made upon ratification by and between the **TOWN OF BRUNSWICK**, a municipal corporation situated at Brunswick, in the County of Cumberland and State of Maine (hereinafter referred to as the Town) and the **Teamsters Union Local #340**.

Pursuant to Title 26, Maine Revised Statutes Annotated, Section 961, et seq., entitled "Municipal Public Employees Labor Relations Law" and in consideration of the mutual promises of the parties herein contained, the parties agree as follows:

**ARTICLE I**                      **RECOGNITION**

- A. The Town hereby recognizes Teamsters Union Local #340 as the sole and exclusive collective bargaining agent for the members of the Brunswick Public Works Department, with the exception of the Public Works Director, Assistant Town Engineer, Operations Manager, the Engineering Aide, Custodian, Timekeeper, Secretary, or other office personnel, for the purpose of bargaining with respect to wages, hours of work and working conditions.

**ARTICLE II**                      **UNION SECURITY**

- A. All employees shall have the right to join the union or refrain from doing so except as otherwise provided herein. No employees shall be favored or discriminated against either by the Town or by the Union because of membership or non-membership in the Union. The Union recognizes its responsibilities as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.
- B. All employees who are currently in the bargaining unit or who enter into the bargaining unit subsequent to the effective date of this agreement, shall during the term of this agreement be required to pay the Union amounts equal to eighty (80%) percent of the Union's regular periodic dues. The obligation to pay such amounts shall begin on the first day of the month next following the thirteenth calendar day after achieving bargaining unit status, or the first day of the month next following the thirteenth calendar day after the effective day of this agreement, whichever is later.
- C. All employees in titles covered by this agreement shall be informed by the Town at the time of hire of the existence of this agreement and the obligation of employees after entering the bargaining unit to either join the Union and pay the initiation fees and regular periodic dues or pay to the Union amounts equal to the Union's periodic dues. The Town shall promptly notify the Union of the name and address of each employee who enters the bargaining unit. Upon signed authorization from the employee, the Town agrees to make weekly deductions of the monthly total and submit the amount once per month to the office of Teamsters Union Local #340.

- D. In the event this provision for Union security shall be declared invalid by any tribunal of competent jurisdiction, the Union shall indemnify and hold harmless the Town for any and all damages restitution of amounts paid hereunder or other monetary liability which may accrue against the Town by virtue of this provision.

### **ARTICLE III STRIKES PROHIBITED**

- A. Employees of the Public Works Department who are subject to the terms of this Agreement shall not have the right to strike or engage in any work stoppage or slow-down.

### **ARTICLE IV MANAGEMENT RIGHTS AND DEPARTMENT RULES**

- A. The Town retains all rights and authority to manage and direct its employees, except as otherwise specifically provided in this Agreement.
- B. The Teamsters Union Local #340 acknowledges the right of the Town to make such rules and regulations governing the conduct of its employees as are not specifically inconsistent with the provisions of this Agreement.

### **ARTICLE V DUES DEDUCTION**

- A. The Town shall deduct Teamsters Union Local #340 dues biweekly upon receipt of signed authorization from both members and those non-members who opt for payroll deduction. The Town shall monthly forward all dues so collected to the Treasurer of the Teamsters Union Local #340.

### **ARTICLE VI OVERTIME**

- A. Employees may be assigned to overtime work at the discretion of the employer. Employees shall be expected to work overtime, unless excused by the employer, from November 15th to April 15th of each year; see Appendix A of the contract. No employee shall be required to work, and shall be sent home if, during extended overtime situations, an employee informs his supervisor that he/she is too tired to work and said supervisor concurs. No request shall be unreasonably denied.
- B. In the event an employee is requested to and does work for more than 3 hours beyond his/her regular quitting time, or before his/her regular starting time, the employee shall be granted a twenty (20) minute paid meal period. The employee shall be furnished an additional twenty (20) minute paid meal period every 5 (five) hours thereafter while he continues to work outside his/her regular work day.
- C. The work week shall be defined as a 168 hour period, beginning at 12 midnight on Sunday and ending at 11:59 p.m. on the following Saturday. Should the Town determine to schedule the workweek as four, ten-hour days, overtime would become effective after ten hours in one day, or forty in one week. If the work week is determined to consist of five, eight-hour days, overtime would be computed after eight hours in one day or forty hours in one week.

- D. Employees will be allowed to choose Compensatory Time instead of overtime pay up to a maximum annual total one-time accumulation of eighty (80) hours. Employees opting for such Compensatory Time shall notify the Public Works Director by the end of the pay week where such time has been earned. Compensatory Time will be earned on a time and one half basis (1 ½). Compensatory Leave Time will be requested and approved in the same manner as vacation leave. An employee may carry up to forty (40) hours Compensatory Time during the summer period, with usage allowed subject to management approval. Any accumulated Compensatory Time in excess of forty (40) hours as of June 30th will be paid at that time to the employee by the Town at their current pay rate.
- E. Should Town Hall be closed due to weather conditions, employees of the Public Works Department shall receive one hour of compensatory time for every business hour the office is closed. The compensatory time hours shall not be counted towards regular comp time.

**ARTICLE VII                      CALL-BACK PAY**

- A. Employees covered by this Agreement when called back to work or when scheduled to work outside of regular working hours or on holidays, less than sixteen (16) hours in advance, will be paid at the time and one-half rate for actual hours worked plus two hours.
- B. If an employee is called in for five (5) hours before or after the regular shift, the employee is to receive a \$9.00 meal allowance, upon presentation of a receipt to the Town.
- C. The call-back pay set forth in this section shall not apply to either hours worked by an employee who starts within two hours ahead of his/her regularly scheduled shift or to holdover periods annexed to the end of the work shift or workday.

**ARTICLE VIII                      HOLIDAYS**

- A. The following holidays shall be paid holidays for employees covered by this Agreement:
 

1) New Year's Day	8) Columbus Day
2) Martin Luther King Day	9) Veteran's Day
3) Washington's Birthday	10) Thanksgiving Day
4) Patriot's Day	11) Day after Thanksgiving
5) Memorial Day	12) Christmas Day
6) Independence Day	13) Two Personal Days
7) Labor Day	14) ½ day off when Christmas Eve falls on a Monday, Tuesday, Wednesday or Thursday. Should this be given to additional Town Staff, 4 hours of comp time will be awarded to the time off.
- B. Probationary employees (excluding seasonal employees) shall be entitled to paid holidays immediately after their date of hire.

- C. Personal Days may be selected by the employee when reasonable notice is given to the Public Works Director. Probationary employees are not eligible for Personal Days unless they have been eligible in the period previous to their probation.
- D. An employee called to work on a holiday shall be paid time and one half in addition to regular holiday pay.
- E. An employee who works on Christmas Day or Thanksgiving day is to be paid two times the base hourly rate.

**ARTICLE IX                      VACATION**

- A. Each member shall be entitled to annual vacation time with pay at a time approved by the Director of Public Works in accordance with his/her term of continuous employment as follows:

*TABLE 1*

<b>Average Hours worked per week:</b>	<b>20</b>	<b>40</b>
For years 1-5, Accrue at this rate: (2 wks/yr) Weekly Accumulation (in hours)	0.769	1.538
For years 6-12, Accrue at this rate: (3 wks/yr) Weekly Accumulation (in hours)	1.154	2.308
For years 13-19, Accrue at this rate: (4 wks/yr) Weekly Accumulation (in hours)	1.538	3.077
For years 20+, Accrue at this rate: (5 wks/yr) Weekly Accumulation (in hours)	1.923	3.846

- B. No employee shall be entitled to work his vacation with pay, except in case of emergency conditions.
- C. Vacation leave shall be accounted for on an anniversary date basis. Employees will accrue vacation on a weekly basis and may use such time when earned. New employees may not use vacation during their first six (6) months of service but will earn vacation during this period and such time will be posted and available for use on their six (6) month anniversary date.
- D. Any employee, regardless of length of service, may accrue up to thirty (30) days of vacation leave. If an employee accumulates more than thirty (30) days of vacation, such time in excess of thirty (30) days will be lost. This same process will be followed when further vacation leave per year advancement occurs.
- E. Accrued vacation leave shall be paid to an employee upon his separation from the service, or to his/her beneficiary or estate upon his death.
- F. When an employee covered by this Agreement has worked a minimum of eight (8) hours prior to the start of his/her regular workday, the employee may, at his/her option, request to be excused for up to eight (8) hours from his/her regular shift, utilizing compensatory time in place of the overtime pay he/she would otherwise have earned from the hours worked that day prior to his/her shift. Each hour of overtime shall be equivalent to 1.5 hours of compensatory time. This absence must be approved by the Public Works

Director and will only be granted if, in the Director's opinion, a sufficient work force is available to complete the work scheduled.

- G. Should an employee be more than 15 minutes late in reporting to work, he/she may elect to use vacation time or suffer a loss of pay.

**ARTICLE X HEALTH INSURANCE**

- A. The Town shall pay 85% of the premiums with respect to the coverage chosen by the employee in the Town Health Benefit Plans. Effective upon signing, the health insurance plan shall be switched to Maine Municipal Employees Health Trust, Point of Service, Plan C. The Town will offer a "premium only cafeteria plan" for employees to pay their share of the health insurance premium, although the employee share of 15% may be paid on a pre or post tax dollar basis in accordance with cafeteria plan enrollment requirements.
- B. The Town shall offer a pre-tax medical reimbursement program for employees who request such a benefit, in accordance with the Town of Brunswick Flexible Benefit Plan. The Town shall outsource this program.
- C. The Town shall administer pre-tax dependent care assistance for employees who request such a benefit in accordance with the Town of Brunswick Flexible Benefit Plan.
- D. Should the Town offer a Health Savings Account in the future the Public Works Department will receive the Health Savings Account option.
- E. The Town will undertake a health insurance buyback program. The employees will be entitled to 40% of the Town's savings if they drop or decrease their eligible health insurance. Employees who are not participating in the Town's health insurance program on July 1, 2005 will only receive the savings based on the single employee savings.
  - a. The following amounts will be paid on a biweekly basis, two weeks per month, for employees who are eligible for the program by showing proof of insurance elsewhere for themselves and/or their dependents. The amount will be adjusted January 1st of each year based on the effective rates for the year. Employees who are married to or covered in any other way by another Town employee covered by the Health Insurance Plan shall not be eligible for the buyback program.

**Dropping Health Insurance**

Employee and Family:	\$305.00 per month
Employee and Spouse:	\$76.25 per week (4 weeks per month)
Employee and Child:	\$222.00 per month \$55.50 per week
Employee:	\$136.00 per month

### **Reducing Coverage**

Employee Family/Employee	\$169.00 per month
Spouse to Employee	\$42.25 per week
Employee Family/Employee	\$83.00 per month
Spouse to Employee/Child	\$20.75 per week
Employee/Child to	\$85.00 per month
Employee	\$21.26 per week

## **ARTICLE XI                      TEMPORARY ASSIGNMENT**

- A. In any case where a member is temporarily assigned to work at a higher classification for at least one hour, the member shall receive the entrance rate of that higher work classification or the next step that is at least \$1.00 per hour above his/her current rate, whichever is higher but in no case higher than the top step for the position. Computation of pay at the higher rate shall commence with the first hour of work at the higher classification. When an employee's temporary assignment to a higher classification is made permanent, his period of probation shall be retroactive to the date of temporary assignment, or for a period of four months, whichever period of time is less. When a position at a higher classification is open, a qualified employee on temporary assignment shall be made permanent within a reasonable period of time.
- B. The supervisory position of Garage Foreman will be subject to automatic temporary assignment pay if a Mechanic is assigned by Management to serve as acting Garage Foreman for a period of two or more consecutive days. He/she shall be eligible for temporary assignment pay from the second day forward.
- C. An employee assigned to operate a vehicle requiring a Class "A" Commercial Driver's License will be paid at the rate of Heavy Equipment Operator, if such classification is higher than his/her current classification and at a step in accordance with Section A above. He/she will receive such wage for a minimum of 4 hours or, if he/she operates such a vehicle in excess of four hours, for his/her actual time.
- D. The Working Foreman agrees to wear and respond to the department's 24 hour on-call pager when so requested by the Operations Manager. For annually assuming this responsibility, the Working Foreman position shall receive a \$0.30/hour wage adjustment for the year.

## **ARTICLE XII                      SICK LEAVE**

- A. Sick leave shall accrue at the rate of one day per calendar month of service and shall be accumulative to a maximum of one hundred thirty (130) days.
- B. Sick leave may be used for personal illness or physical incapacity of such degree as to render the employee unable to perform the duties of his/her position, or for a personal medical/dental appointment. Family sick leave of up to seven (7) days may, at the discretion of the Public Works Director, be granted to an employee because of the illness of the employee's immediate family. For the purposes of this Article, "immediate family"

shall mean:

Spouse

Child

Significant Other, defined in Article XIII, living in the same household as the employee

Father

Mother

Stepchild

Other family member living in the same household as the employee

- C. The Director of Public Works may request a statement from an employee's physician after five (5) consecutive days of sick leave, or more than seven days unverified by a physician's statement within a contract year, have been taken by the employee. Pay shall not be withheld pending receipt of said statement if statement is submitted within one week of employee's initial return to work.
- D. A newly hired probationary employee shall be entitled to paid sick leave from the original date of employment.
- E. An employee covered by this Agreement, upon retirement or separation in good standing upon reaching age sixty (60) or after twenty (20) years of full-time employment with the Town of Brunswick, will be paid an amount equal to wages for one-third of the number of days accrued sick leave upon the date of separation.
- F. In the event of death before retirement or separation, unused accrued sick leave shall be paid to the widow or widower, if any; or if none, then to the guardian of minor children, if any, on the same basis as established in the preceding paragraph.

### **ARTICLE XIII                      BEREAVEMENT LEAVE**

- A. A member shall be granted five (5) working days off with pay in the event of death of a spouse, significant other, child or stepchild, or parent or step-parent. and three (3) working days off with pay in case of death in his/her immediate family. Immediate family shall mean:

Brother

Sister

Mother-in-Law

Father-in-Law

Grandmother

Grandfather

Grandchild

Definition of Significant Other shall be: Significant Other will be a person who is involved in a continual relationship for six or more months, with a statement from the employee of the intent to continue the relationship. The statement is to be filed with the Personnel Office prior to the request for bereavement leave.

For regular part-time employees, the bereavement leave granted shall be based on calendar days, excluding Sunday, except for the Sunday during annual clean-up week.

- B. Up to one day may be used for attendance at funeral of an aunt, uncle, grandchild, sister-in-law, brother-in-law, grandparent-in-law, step-brother, step-sister, or of a relative living in the same household as the employee.
- C. Any employee taking less than one day's leave under the bereavement section shall not lose pay for hours actually worked on that day.

- D. In the event the funeral or service is held after the third or fifth day following the death of a person for whom bereavement leave is granted, one day of bereavement leave may be reserved for attendance at the funeral or service.

#### **ARTICLE XIV CLOTHING AND SAFETY EQUIPMENT**

- A. The Town shall provide the following clothing or safety equipment:
1. Rain gear for members working in inclement weather.
  2. High visibility outerwear for members directing traffic or equipment, or working in a public way.
  3. Safety helmets.
  4. Protective gloves.
  5. Safety glasses without prescription lenses.
  6. Payment of a sum not to exceed \$150 per year as reimbursement for the purchase, replacement or repair of safety prescription glasses (lenses and/or frames) for all garage mechanics and those employees whose motor vehicle operator's license contain a requirement that prescription lenses be worn while operating a vehicle. The Town will also reimburse employees for up to \$150 per year for the repair or replacement of prescription eye glasses broken during the line of duty.

- B. The Town shall provide a boot and clothing allowance for each non-probationary member in the amount of \$425.00 per year. The member may during the first 30 days after July 1 elect to purchase a maximum of two pair of steel-toed boots or to purchase coveralls and the town will reimburse the employee for these direct costs. After the 30 day period each employee will receive the balance remaining in the clothing allowance in a lump sum payment (subject to applicable Federal and State income tax withholding taxes as well as Social Security and Medicare taxes) on August 1 except probationary employees not eligible on July 1 will receive a prorated allowance at the completion of their probationary period. It is intended that the member shall purchase appropriate clothing so that clothing will be suitable to the employee's work site and should be neat, clean, in good repair and good taste and not constitute a safety hazard.

The Town will provide each employee with an additional \$100.00 account that will be used to purchase additional PWD work clothing: T-shirts, polo shirts, sweatshirts, and outer wear. This account will be managed by the PWD administration; if an employee does not utilize the account or leaves a balance in the account which was not used during the fiscal year, the account will zero out.

- C. Uniform shirts will be provided to all permanent employees by the Town of Brunswick. Ten shirts will be leased per employee and the shirts will have a departmental emblem. Cleaning of the leased shirts will be the responsibility of the employee. Replacement or repair of worn, stained or torn shirts will be done when needed by the uniform service contractor. Uniform shirts must be worn during all work hours. Employees may annually elect not to receive the uniformed leased shirts. An employee so choosing will wear at all times a tee-shirt, button-front collared shirt, or other equal type top that has been clearly labeled "Brunswick Public Works Department" on the front in a manner acceptable to the Director or his/her designee. All such garments shall be maintained clean and neat by the employee and shall be retired from service by the employee when

torn, stained, faded or damaged, and no longer fit to wear at work, as determined by the Director or his/her designee. If an employee elects, within the first 30 days after July 1, not to receive leased uniform shirts, he/she will receive a total additional allowance, under Section B, of \$150.00 per year for PWD work clothing.

- D. Members shall wear helmets when directed by their supervisors, and safety steel-toed shoes shall be worn while on duty.
- E. If any employee is required to wear a uniform, it shall be furnished by the Town.
- F. The Garage Foreman and Mechanic positions will be given a tool allowance of \$0.1442/hour to be added to their regular wage for their purchase and/or replacement of personal mechanic tools that they are required to provide and use.

## **ARTICLE XV                  WAGES**

- A. For July 1, 2013 thru June 30, 2014 both parties agree to a 2% COLA (Cost of Living Adjustment) effective January 1, 2014.

Effective July 1, 2014 personnel shall receive a wage increase of 2% as detailed on the attached pay scale plan.

Effective July 1, 2015 personnel shall receive a wage increase of 2% as detailed on the attached pay scale plan.

- B. All employees hired after July 1, 1995 will receive their first step increase after six months of satisfactory performance, and then will receive each additional step on an annual basis thereafter from the six month anniversary date. Employees hired prior to July 1, 1995 will continue to move across the wage schedule at 6 months per step to maximum.
- C. A mechanic who obtains an ASE Certification from the National Institute for Automotive Service Excellence for Medium/Heavy Truck Series shall receive a salary bonus of \$0.10/hr for each certification. In addition, each mechanic who receives his/her Master Technician Certification for Medium/Heavy Truck Series shall receive an additional bonus of \$0.10/hr. The Town agrees to reimburse each Mechanic for the registration and test fees and ASE study/review books upon the employee successfully obtaining each certification. The employee will not be compensated for travel expenses and time needed to study and take the certification tests outside of normal work hours.
- D. Each employee who successfully completes the MDOT Maine Local Roads "Roads Scholar" Program shall receive a one-time lump sum bonus of \$250.

## **ARTICLE XVI                  RETIREMENT**

- A. The Town offers two options for employee retirement. The first is the Maine State Retirement System plan which is a defined benefit plan, and the other option is a deferred compensation plan such as a 457 plan. An employee may belong to both types of plans, however the Town will not be responsible for contributing to the deferred compensation plan if the employee participates in the Maine State Retirement Plan.
- B. When an employee chooses the alternative retirement plan instead of MSRS, the Town

shall contribute two times the employee contribution to a maximum of 6.0% of the individual's gross weekly salary into any 457 plan currently offered by the Town of Brunswick.

## ARTICLE XVII                    GRIEVANCE PROCEDURE

- A. Any grievance, defined as a dispute which may arise concerning the meaning or application of the specific terms of this Agreement, shall be adjusted in accordance with this Article.
- B. An employee subject to the terms of this Agreement may be represented in the grievance procedure by the Teamsters Union Local #340 or any person whom he may select.
1. Level I. The employee aggrieved, or the employee with his representative, shall discuss the grievance through oral communication with the employee's immediate supervisor within seven (7) days of the time when the employee is aware of the grievable incident. The immediate supervisor shall then be required to render an oral decision to the employee within three (3) days. The immediate supervisor's decision shall be put in writing within five (5) days if the original employee communication was also submitted in writing. The term "immediate supervisor" is defined as a management level supervisor within the department who is not included under the terms of this Agreement.
  2. Level II. If the employee is dissatisfied with the oral decision of this immediate supervisor under Level I, or if the employee's immediate supervisor is the Public Works Director, or if the grievance is being prosecuted by the Teamsters Union Local 340 and not as representative of an employee, the grievance shall be presented in writing to the Public Works Director within fifteen (15) days of the time when the grievant became aware of the grievable incident. The Public Works Director shall respond in writing, setting forth the basis for his/her decision, within five (5) days.
  3. Level III. If the employee is dissatisfied with the written decision of the Public Works Director, the grievant or his/her representative, then may, *within* thirty (30) days of the time when the grievant is aware of the grievable incident, present the grievance, in writing, to the Town Manager. The Town Manager shall respond in writing, setting forth the basis for his/her decision, and present it to the grievant within ten (10) days.
  4. Level IV. In the event that the decision of the Town Manager rendered pursuant to (3) above is not acceptable to the Teamsters Union Local #340 and/or member, it may within ten (10) calendar days thereafter request that the matter be submitted to a single arbitrator. The single arbitrator shall be selected in the following manner:
    - a. Within ten (10) calendar days after the request from the Teamsters Union Local #340 and/or member, the Town shall provide the Teamsters Union Local #340 and/or member with a list of five (5) names of persons whom it considers acceptable to serve as arbitrator and the Teamsters Union Local #340 and/or
    - b. member shall provide the Town with a like list of five (5) names. Within

ten (10) calendar days after the latter list is received, the Town and the Teamsters Union Local #340 and/or member shall give notice to each other whether any person named by the other party is acceptable as arbitrator. Any person deemed acceptable by both parties shall serve as arbitrator. If within said ten day period the parties are unable to agree upon an arbitrator, they shall make a second attempt to select an arbitrator in any manner within five (5) calendar days. If ten (10) calendar days after expiration of the five (5) day period the parties are still unable to select an arbitrator, either may request the assignment of an arbitrator by the Maine Labor Relations Board.

- C. In all cases involving a grievance which is submitted to an arbitrator, the individual or individuals having the grievance shall be required to attend.
- D. The arbitrator shall have no authority to add to, subtract from, or modify the collective bargaining agreement.
- E. The arbitrator's decision shall be binding on all parties.
- F. The expenses of the arbitrator and the other expenses of the arbitration shall be shared equally by the parties.
- G. The time limits of processing grievances may be extended by written consent of the parties.
- H. Nothing in this article shall diminish the right to any employee covered hereunder to present this own grievance as set forth in Title 26, M.R.S.A. Chapter 9-A.

#### **ARTICLE XVIII            JOB OPENINGS**

- A. The Town agrees to post job openings in position classes covered by this Agreement for a period of seven (7) days prior to filling the position to give employees covered by this Agreement an opportunity to apply. The posting notice shall state the position open, salary range, a description of the duties of the position, and the qualifications for the position. Employees interested in the position must apply by the date required on the posting. Existing Public Works employees shall receive preference in filling vacancies by seniority provided such employees are the most qualified.
- B. All vacancies shall be filled on a review of the applicant's qualifications, ability and past performance. Selections shall not be made in an arbitrary or discriminating manner.

#### **ARTICLE XIX            TRAINING**

- A. The Town shall institute training programs on a time available basis to qualify the trained employees for higher classification. The Town reserves the right to formulate its own training programs but will listen to suggestions from local Teamsters Union Local #340. The training to be offered shall be based on (1) interest, (2) qualifications, (3) seniority. Training and educational assistance shall be in accordance with the Town of Brunswick Training, Development and Educational Assistance Plan dated 5/31/95.

**ARTICLE XX                    ON THE JOB INJURIES**

- A. Any employee who sustains compensable illness or injury which arises out of and in the course of this employment shall be paid during each week of total incapacity, resulting from the injury or illness, an amount sufficient, when added to the weekly payment of Workmen's Compensation paid under the laws of the State, to equal 100% of his/her regular weekly salary or normal wage.
- B. Any injured employee may request on forms provided by the Town that the Town begin full payment of salary immediately to insure there will be no delay in Workmen's Compensation benefits. The employee, however, must stipulate to reimbursement of such payments to the Town upon receipt of Workmen's Compensation payments.
- C. Such additional payments shall not be continued beyond twenty (20) weeks for any employee whose injury or illness occurs after July 1, 1999 and for any employee whose injury or illness occurred prior to July 1, 1999 providing such injury or illness has not already resulted in over 16 weeks of loss time. No additional payments shall be made in any instance when, in the opinion of the department head and the Town Manager, the accident occurred as a result of intoxication, willful intent, violation of rules and regulations on the part of the employee, or while the employee is in the employ of any other person, firm or corporation.
- D. When an on the job injured employee is out of work beyond 20 weeks the employee may elect to continue health insurance coverage or seniority for retirement purposes beyond 20 weeks if the employee agrees to continue to pay his/her share of the benefit premium to the Finance Department in a payment schedule as determined by the Finance Director.

**ARTICLE XXI                    DISCIPLINE AND DISCHARGE**

- A. Disciplinary action shall include only the following but not necessarily in order:
  - Oral reprimand (Follow-up notice to be given in writing)
  - Written reprimand (Notice to be given in writing)
  - Suspension (Notice to be given in writing)
  - Discharge (Notice to be given in writing)
- B. Disciplinary action may be imposed upon an employee only for failing to fulfill his/her responsibilities as an employee.
- C. Before any disciplinary action (other than oral reprimand) is imposed, the employee's immediate supervisor will discuss the matter with the employee. Should the employee be unavailable for discussion within a reasonable period of time, the matter may be discussed with the Teamsters Union Local #340.
- D. If the employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.
- E. The employer will not reprimand an employee over the radio.
- F. Any written reprimand will not be considered for promotional purposes after one year if there is no further disciplinary action taken with respect to that conduct. An employee's suspension will not be considered for promotional purposes after two years if there is no further disciplinary action taken with respect to that conduct.

**ARTICLE XXII                    LONGEVITY PAY**

A. Employees shall receive hourly wage adjustments based on completed years of continuous service with the Town as shown in the table below.

<b>Years of Continuous Service</b>	<b>Longevity Pay Rate Effective July 1, 2012</b>	<b>Longevity Pay Rate Effective January 1, 2014</b>	<b>Longevity Pay Rate Effective July 1, 2014</b>	<b>Longevity Pay Rate Effective July 1, 2015</b>
5 or more years	\$ 1.10 / hour	\$ 1.10 / hour	\$ 1.10 / hour	\$ 1.10 /hour
10 or more years	\$ 1.30 / hour	\$ 1.40 / hour	\$ 1.45 / hour	\$ 1.50 / hour
15 or more years	\$ 1.40 / hour	\$ 1.55 / hour	\$ 1.60 / hour	\$ 1.70 / hour
20 or more years	\$ 1.50 / hour	\$ 1.70 / hour	\$ 1.75 / hour	\$ 1.90 / hour

**ARTICLE XXIII                    WORK RULES**

- A. The Town may issue and enforce reasonable work rules and safety regulations necessary for the safe, orderly and efficient operation of the department. Except in case of an emergency, copies of all changes in work rules promulgated after the approval of this Agreement shall be provided to the Teamsters Union Local #340 and posted on the departmental Bulletin Board five (5) working days before they take effect.
- B. The Town of Brunswick and Teamsters Local #340 agree to comply with Department of Transportation rules for the implementation of the Omnibus Transportation Employee Testing Act of 1991, which requires alcohol and drug testing programs for safety-sensitive employees who drive commercial motor vehicles requiring a Commercial Drivers License (CDL).

**ARTICLE XXIV                    JOINT STANDING COMMITTEE**

A. The parties agree to form a Joint Standing Committee to deal with unforeseen problems, events and opportunities which are in the best interest of the Town, the employees, the Union and its members.

This Committee agrees to review any pilot programs and ideas which might insure the retention of existing jobs, increase in the work available at the Town and other ideas concerning the ability to meet customer demand.

The Committee will consist of three Union representatives and three members of management. A quorum of five will be necessary to convene a meeting. Either party may designate an alternate if a regular representative is not available. Other individuals may be asked to attend a portion of the meeting to provide input or information on an issue under consideration. The Committee will endeavor to meet a minimum of once per quarter.

**ARTICLE XXV SAFETY COMMITTEE**

- A. A Safety Committee consisting of one person from each division of Public Works shall meet for one-half hour each month during normal working hours to review any accidents or on-the-job injuries and make recommendations on safety issues to the Director.

**ARTICLE XXVI EQUAL EMPLOYMENT OPPORTUNITY**

- A. The Town in cooperation with the Teamsters Union Local #340 will encourage equal opportunity and prohibit discrimination in all phases of employment including recruitment, recruitment advertising, hiring, rates of pay, job classification, fringe benefits, training opportunities, promotions, transfers, disciplinary actions and terminations.

**ARTICLE XXVII SENIORITY**

- A. Layoffs resulting from reductions in force shall be made on the basis of seniority within each classification. (Seniority here refers to time since date of hire and not time within the specific job classification.) Where a position is proposed for elimination by the Town the employee in the position may bump the least senior employee within the position classification or may bump the least senior employee in another position classification that the employee is qualified to hold as determined by the Public Works Director. Any employee intending to exercise this bumping right shall give notice of intent to do so to the Town.
- B. Should a member of the Department apply for a job within the Department, and should his or her qualifications be equal to applicants from outside the Department, the member of the Department shall be selected for the position.
- C. Employees may be required to work outside of their classification when no one is available in that classification or if the needs of the department demand. No one will be required to work outside their classification at the beginning of the workday unless the needs of the department demand.
- D. A single seniority list naming all the employees covered by this Agreement will be brought up to date as of January 1st of each year and a copy will be posted on the union bulletin board for a period of not less than thirty (30) days. A copy of same shall be mailed to the Secretary-Treasurer of the Union and a copy given to the Stewards. Any objections to the seniority list as posted shall be reported in writing to the Town within thirty (30) days or it shall stand as approved. Seniority refers to the continuous time of service since date of hire with the Public Works Department for the Town.

**ARTICLE XXVIII BULLETIN BOARD**

- A. The Town agrees to provide a glass covered bulletin board with a lock and key at the Public Works Facility for official Union business in a location agreeable with the Union.

**ARTICLE XXIX LEAVE OF ABSENCE**

- A. If an employee requests a leave he/she will fill out a "Request for Leave form. All "Request for Leave" forms must be signed by the department head and returned to the employee requesting such leave with two (2) working days of the date the department head receives the request informing he/she of approval or denial.
- B. The Town acknowledges the rights of employees under Title 26, MRSA, Chapter 7, subsection C-VI-A section 843 at seq., and the Family Medical Leave Act, which took effect August 5, 1993. It is the Town's policy that the employee may retain one week of vacation and one week of sick time when returning from Family Medical Leave.

**ARTICLE XXX PERFORMANCE EVALUATIONS**

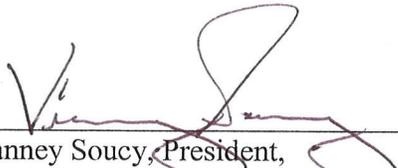
- A. The Town agrees to conduct Annual Performance Evaluations of all Public Works employees in accordance with the provisions of the Town Performance Evaluation Manual.

**ARTICLE XXXI PROBATIONARY PERIOD FOR NEW HIRES**

- A. The probationary period for a new hire will remain at twelve (12) months commencing with the latest date of hire.

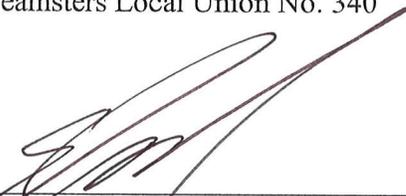
ARTICLE XXXII      TERM OF AGREEMENT

A. This Agreement shall be effective for a three year term retroactive July 1, 2013 to June 30, 2016.

  
\_\_\_\_\_  
Vianney Soucy, President,  
Teamsters Local Union No. 340      1/9/14      Date

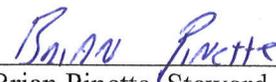
  
\_\_\_\_\_  
Gary Brown, Town Manager,  
Town of Brunswick      01/17/2014      Date

  
\_\_\_\_\_  
Brett Miller, Secretary/Treasurer,  
Teamsters Local Union No. 340      1/9/14      Date

  
\_\_\_\_\_  
Ed Marzano, Business Agent  
Teamsters Local Union No. 340      1/9/14      Date

  
\_\_\_\_\_  
Michael Walsh, Steward  
Brunswick Public Works Dept.      1/14/14      Date

  
\_\_\_\_\_  
Clyde Warman, Steward  
Brunswick Public Works Dept.      1/14/14      Date

  
\_\_\_\_\_  
Brian Pinette, Steward  
Brunswick Public Works Dept.      1/14/14      Date

Appendix A  
**Call in Procedure for Winter Operations**  
**November 15 to April 15**

1. It is recognized that employees need to be available for emergency overtime work in the winter months for snow plowing, snow removal, sanding, etc. Employees, covered by this collective bargaining agreement, agree that they shall report for work when called unless they have previously informed the employer of their unavailability for work and have been *excused* by the employer or if the employee has become ill. Failure to be available, or not answering the provided call-in number, or not reporting after being called-in during winter operations will result in the following discipline:

1st offense	Oral Reprimand (Follow-up notice to be given in writing)
2nd offense	Written reprimand (Notice to be given in writing)
3rd offense	1 Day Suspension (Notice to be given in writing)
4th offense	3 Day Suspension (Notice to be given in writing)
5th offense	Discharge (Notice to be given in writing)

This discipline applies to both volunteer and non-volunteer lists.

2. All employees covered by this collective bargaining agreement are required to supply the Director of Public Works a working contact phone number for the purpose of call in. Thirty (30) days prior to the start of winter operations a volunteer call-in list shall be posted. Those employees who wish to volunteer for winter operations call-in shall sign their name, their classification and their phone number to the list.
3. Ten (10) days prior to the start Winter Operations, November 15, the volunteer list shall be posted in appropriate areas. The list shall include all employees who signed for call in, by classification, by seniority, highest to lowest. Those employees who do not volunteer for winter operations call-in shall be placed on the non-volunteer call in list by classification by seniority lowest to highest.
4. When the need for call-in arises those employees on the volunteer list shall be called first. The list shall be used in a rotating manner example: there is a need for three employees for plowing, the calls would begin with the first person on the list in that classification and would continue until enough employees for plowing are called. With the next storm requiring more call-in for plowing, the calls would begin where the last series of calls ended. The non-volunteer list shall be used in the same rotating manner.
5. Should the need for call-in exceed the number of employees on the volunteer list for that classification then the employees on the non-volunteer list for the required classification shall be called.
6. The volunteer posting process shall be repeated for January 15th of each year. Employees who have family emergencies shall be allowed to withdraw from the volunteer list, and reapply for the next posting period.
7. Employees who are approved for time off, personal or vacation time, will be exempt from the call-in process. This includes any week-end time approved.

**TOWN OF BRUNSWICK**  
Public Works Department

**Effective 1/1/2014 - 2013-2014 Pay Scale**

Print Date: 08-Jan-2014

Class Title	Work Week	STEP B		STEP C		STEP D		STEP E		STEP F		STEP G	
		hourly	bi-weekly	hourly	bi-weekly								
Garage Foreman	40.0 hrs	\$19,083	\$1,586.30	\$19,826	\$1,648.12	\$20,598	\$1,712.39	\$21,402	\$1,779.19	\$22,237	\$1,848.69	\$23,105	
Heavy Equip Op	40.0 hrs	\$16,722	\$1,387.96	\$17,350	\$1,440.15	\$18,002	\$1,494.46	\$18,681	\$1,550.87	\$19,386	\$1,609.57	\$20,120	
Laborer	40.0 hrs	\$13,274	\$1,101.06	\$13,763	\$1,141.85	\$14,273	\$1,184.17	\$14,802	\$1,228.25	\$15,353	\$1,274.03	\$15,925	
Landfill Eq Op	40.0 hrs	\$17,808	\$1,478.20	\$18,478	\$1,533.98	\$19,175	\$1,592.09	\$19,901	\$1,652.47	\$20,656	\$1,715.18	\$21,440	
Landfill Gate Att	40.0 hrs	\$14,797	\$1,227.74	\$15,347	\$1,273.55	\$15,919	\$1,321.18	\$16,515	\$1,370.74	\$17,134	\$1,422.25	\$17,778	
Light Equip Op	40.0 hrs	\$15,389	\$1,276.98	\$15,962	\$1,324.78	\$16,560	\$1,374.42	\$17,180	\$1,426.09	\$17,826	\$1,479.78	\$18,497	
Mechanic	40.0 hrs	\$18,115	\$1,500.50	\$18,756	\$1,553.84	\$19,423	\$1,609.38	\$20,117	\$1,667.11	\$20,839	\$1,727.11	\$21,589	
Truck Driver	40.0 hrs	\$14,797	\$1,227.74	\$15,347	\$1,273.55	\$15,919	\$1,321.18	\$16,515	\$1,370.74	\$17,134	\$1,422.22	\$17,778	
Working Foreman	40.0 hrs	\$18,845	\$1,561.23	\$19,515	\$1,617.03	\$20,213	\$1,675.11	\$20,939	\$1,735.47	\$21,693	\$1,798.20	\$22,478	

Step	4.00%	1/1/2014	7/1/2014	7/1/2015
1994-95 COLA	3.50%			
1995-96 COLA	3.00%			
1996-97 COLA	0.00%			
1997-98 COLA	3.00%			
1998-99 COLA	3.00%			
1999-00 COLA	3.00%			
2000-01 COLA	2.50%			
2001-02 COLA	3.00%			
2002-03 COLA	4.00%			
2003-04 COLA	2.00%			
2004-05 COLA	2.00%			
2005-06 COLA	2.00%			
2006-07 COLA	3.00%			
2007-08 COLA	0.00%			
2008-09 COLA	0.00%			
2009-10 COLA	2.00%			
2010-11 COLA	0.00%			
2011-12 COLA	2.00%			
2012-13 COLA	3.50%			
2013-14 COLA	2.00%			

Longevity Rate:

Years of Service

5 yrs - \$ 1.10

10 yrs - \$ 1.40

15 yrs - \$ 1.55

20 yrs - \$ 1.70

Working Foreman Pager Stipend:

\$0.30/hr/year (as of 7/1/2009)

- General Foreman moved to Management Pay Plan, 3/30/2003. Garage Foreman 1993/94 base pay adjusted up by \$0.30/hr, effective 7/1/2005
- Garage Foreman & Mechanic 1993/94 base pay adjusted up by \$0.30/hr, effective 7/1/2005
- On 7/1/2007 new Step G added, Step A dropped, Step F remains per previous FY wage scale and all other steps adjusted to be 4% above or below Step F.

1. General Foreman moved to Management Pay Plan, 3/30/2003. Garage Foreman 1993/94 base pay adjusted up by \$0.30/hr, effective 7/1/2005

2. Garage Foreman & Mechanic 1993/94 base pay adjusted up by \$0.30/hr, effective 7/1/2005

3. On 7/1/2007 new Step G added, Step A dropped, Step F remains per previous FY wage scale and all other steps adjusted to be 4% above or below Step F.

**TOWN OF BRUNSWICK**  
Public Works Department

**Effective 7/1/2014 - 2014-2015 Pay Scale**

Print Date: 08-Jan-2014

Class Title	Work Week	STEP B		STEP C		STEP D		STEP E		STEP F		STEP G	
		bi-weekly	hourly										
Garage Foreman	40.0 hrs	\$1,557.21	\$19,465	\$1,617.77	\$20,222	\$1,680.82	\$21,010	\$1,746.38	\$21,830	\$1,814.51	\$22,681	\$1,885.40	\$23,568
Heavy Equip Op	40.0 hrs	\$1,364.55	\$17,057	\$1,415.72	\$17,697	\$1,468.95	\$18,362	\$1,524.35	\$19,054	\$1,581.89	\$19,774	\$1,641.76	\$20,522
Laborer	40.0 hrs	\$1,083.20	\$13,540	\$1,123.08	\$14,039	\$1,164.69	\$14,559	\$1,207.85	\$15,098	\$1,252.82	\$15,660	\$1,299.51	\$16,244
Landfill Eq Op	40.0 hrs	\$1,453.10	\$18,164	\$1,507.76	\$18,847	\$1,564.68	\$19,559	\$1,623.93	\$20,299	\$1,685.52	\$21,069	\$1,749.48	\$21,869
Landfill Gate Att	40.0 hrs	\$1,207.42	\$15,093	\$1,252.30	\$15,654	\$1,299.02	\$16,238	\$1,347.58	\$16,845	\$1,398.14	\$17,477	\$1,450.67	\$18,133
Light Equip Op	40.0 hrs	\$1,255.75	\$15,697	\$1,302.52	\$16,282	\$1,351.28	\$16,891	\$1,401.93	\$17,524	\$1,454.65	\$18,183	\$1,509.37	\$18,867
Mechanic	40.0 hrs	\$1,478.18	\$18,477	\$1,530.51	\$19,131	\$1,584.92	\$19,812	\$1,641.60	\$20,520	\$1,700.46	\$21,256	\$1,761.68	\$22,021
Truck Driver	40.0 hrs	\$1,207.42	\$15,093	\$1,252.30	\$15,654	\$1,299.02	\$16,238	\$1,347.58	\$16,845	\$1,398.14	\$17,477	\$1,450.67	\$18,133
Working Foreman	40.0 hrs	\$1,537.79	\$19,222	\$1,592.49	\$19,906	\$1,649.37	\$20,617	\$1,708.62	\$21,358	\$1,770.18	\$22,127	\$1,834.17	\$22,927

Step	Longevity Rate:	1/1/2014	7/1/2014	7/1/2015
1994-95 COLA	4.00%			
1995-96 COLA	3.50%			
1996-97 COLA	3.00%			
1997-98 COLA	0.00%			
1998-99 COLA	3.00%			
1999-00 COLA	3.00%			
2000-01 COLA	2.50%			
2001-02 COLA	3.00%			
2002-03 COLA	4.00%			
2003-04 COLA	2.00%			
2004-05 COLA	2.00%			
2005-06 COLA	2.00%			
2006-07 COLA	3.00%			
2007-08 COLA	0.00%			
2008-09 COLA	0.00%			
2009-10 COLA	2.00%			
2010-11 COLA	0.00%			
2011-12 COLA	2.00%			
2012-13 COLA	3.50%			
2013-14 COLA	2.00%			
2014-15 COLA	2.00%			

Years of Service	Amt to Add/Hr	Amt to Add/Hr	Amt to Add/Hr
5 yrs	\$ 1.10	\$ 1.10	\$ 1.10
10 yrs	\$ 1.40	\$ 1.45	\$ 1.50
15 yrs	\$ 1.55	\$ 1.60	\$ 1.70
20 yrs	\$ 1.70	\$ 1.75	\$ 1.90

Working Foreman Pager Stipend:  
\$0.30/hr/year (as of 7/1/2009)

1. General Foreman moved to Management Pay Plan, 3/30/2003. Garage Foreman 1993/94 base pay adjusted up by \$0.60/hr, effective 7/1/2003
2. Garage Foreman & Mechanic 1993/94 base pay adjusted up by \$0.30/hr, effective 7/1/2005
3. On 7/1/2007 new Step G added, Step A dropped, Step F remains per previous FY wage scale and all other steps adjusted to be 4% above or below Step F.

No COLA, step plan adjusted to 4% per step, Step F rate held, 1 top step added, lowest step deleted

(Based on CPI plus 1% not to exceed 4%. CPI is 2.5% per GB thru April 2012)

Effective January 1, 2014, Garage For.Mech. Receive \$0.1442/hr Tool Allowance Stipend

Effective July 1, 2014

# TOWN OF BRUNSWICK

## Public Works Department

# Effective 7/1/2015 - 2015-2016 Pay Scale

Print Date: 08-Jan-2014

Class Title	Work Week	STEP B		STEP C		STEP D		STEP E		STEP F		STEP G	
		bi-weekly	hourly										
Garage Foreman	40.0 hrs	\$1,588.35	\$19,854	\$1,650.12	\$20,627	\$1,714.40	\$21,430	\$1,781.32	\$22,267	\$1,850.81	\$23,135	\$1,923.11	\$24,039
Heavy Equip Op	40.0 hrs	\$1,391.84	\$17,398	\$1,444.03	\$18,050	\$1,498.33	\$18,729	\$1,554.83	\$19,435	\$1,613.53	\$20,169	\$1,674.60	\$20,932
Laborer	40.0 hrs	\$1,104.86	\$13,811	\$1,145.54	\$14,319	\$1,187.98	\$14,850	\$1,232.01	\$15,400	\$1,277.87	\$15,973	\$1,325.50	\$16,569
Landfill Eq Op	40.0 hrs	\$1,482.17	\$18,527	\$1,537.92	\$19,224	\$1,595.98	\$19,950	\$1,656.41	\$20,705	\$1,719.23	\$21,490	\$1,784.47	\$22,306
Landfill Gate Att	40.0 hrs	\$1,231.57	\$15,395	\$1,277.35	\$15,967	\$1,325.01	\$16,563	\$1,374.53	\$17,182	\$1,426.11	\$17,826	\$1,479.71	\$18,496
Light Equip Op	40.0 hrs	\$1,280.86	\$16,011	\$1,328.57	\$16,607	\$1,378.31	\$17,229	\$1,429.95	\$17,874	\$1,483.70	\$18,546	\$1,539.56	\$19,244
Mechanic	40.0 hrs	\$1,507.74	\$18,847	\$1,561.12	\$19,514	\$1,616.61	\$20,208	\$1,674.43	\$20,930	\$1,734.44	\$21,681	\$1,796.92	\$22,461
Truck Driver	40.0 hrs	\$1,231.57	\$15,395	\$1,277.35	\$15,967	\$1,325.01	\$16,563	\$1,374.53	\$17,182	\$1,426.11	\$17,826	\$1,479.71	\$18,496
Working Foreman	40.0 hrs	\$1,568.55	\$19,607	\$1,624.34	\$20,304	\$1,682.35	\$21,029	\$1,742.79	\$21,785	\$1,805.62	\$22,570	\$1,870.85	\$23,386

Step	Longevity Rate:	1/1/2014		7/1/2014		7/1/2015	
		Amt to Add/Hr	Years of Service	Amt to Add/Hr	Years of Service	Amt to Add/Hr	Years of Service
1994-95 COLA	4.00%						
1995-96 COLA	3.50%						
1996-97 COLA	3.00%						
1997-98 COLA	0.00%		5 yrs -	\$ 1.10	\$ 1.10	\$ 1.10	\$ 1.10
1997-98 COLA	3.00%		10 yrs -	\$ 1.40	\$ 1.45	\$ 1.50	\$ 1.50
1998-99 COLA	3.00%		15 yrs -	\$ 1.55	\$ 1.60	\$ 1.70	\$ 1.70
1999-00 COLA	3.00%		20 yrs -	\$ 1.70	\$ 1.75	\$ 1.90	\$ 1.90
2000-01 COLA	2.50%						
2001-02 COLA	3.00%						
2002-03 COLA	4.00%						
2003-04 COLA	2.00%						
2004-05 COLA	2.00%						
2005-06 COLA	2.00%						
2006-07 COLA	3.00%						
2007-08 COLA	0.00%						
2008-09 COLA	0.00%						
2009-10 COLA	2.00%						
2010-11 COLA	0.00%						
2011-12 COLA	2.00%						
2012-13 COLA	3.50%						
2013-14 COLA	2.00%						
2014-15 COLA	2.00%						
2015-16 COLA	2.00%						

Working Foreman Pager Stipend:

\$0.30/hr/year (as of 7/1/2009)

No COLA, step plan adjusted to 4% per step. Step F rate held, 1 top step added, lowest step deleted

(Based on CPI plus 1% not to exceed 4%. CPI is 2.5% per GB thru April 2012)  
 Effective January 1, 2014, Garage For./Mech. Receive \$0.1442/hr Tool Allowance Stipend  
 Effective July 1, 2014  
 Effective July 1, 2015

1. General Foreman moved to Management Pay Plan, 3/30/2003. Garage Foreman 1993/94 base pay adjusted up by \$.60/hr, effective 7/1/2003

2. Garage Foreman & Mechanic 1993/94 base pay adjusted up by \$0.30/hr, effective 7/1/2005

3. On 7/1/2007 new Step G added, Step A dropped, Step F remains per previous FY wage scale and all other steps adjusted to be 4% above or below Step F.