



**Agreement Between**

**The City of Northampton, MA**

**and**

**The Northampton Administrative and**

**Professional Employees Association (NAPEA)**

**July 1, 2022 – June 30, 2025**

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*NAPEA Officers  
As of Nov. 28, 2022*

*Ann-Marie Moggio  
President*

*Rich Parasiliti  
Vice President*

*Shelby Michna  
Secretary*

*Treasurer  
Open*

Article 1

RECOGNITION

1.01. This Agreement is made between the City of Northampton, hereinafter referred to as the City, and the Northampton Administrators and Professional Employees' Association, hereinafter referred to as the Association. The purpose of this agreement is to promote harmonious relations between the City and the Association, establish equitable procedures for the resolution of differences, and establish the rates of pay, hours of work and other conditions of employment.

1.02. A. The City recognizes the Association as the sole and exclusive representative of all the employees comprising the Administrator and Professional employee class, exclusive of all elected officials, in all matters relating to rates of pay and other conditions and benefits of employment. Appendix A is a listing of all positions by title and department covered by this Agreement.

B. The City and the Union agree that the Association shall consist of two (2) separate bargaining units. Unit "A" shall be titled "Administrators Unit" and will be composed of all City department heads not excluded from coverage and any NAPEA supervisors who supervise employees who are represented by NAPEA. Unit "B" shall be titled "Professionals Unit" and shall be composed of all other employees not currently excluded from representation.

1.03. The City will not aid, promote or finance any group or organization which purports to engage in, or make, any agreement with such group or individual for the purpose of undermining the Association or changing any condition in this agreement.

1.04. Where used in this Agreement, the words he or his shall refer to both female and male employees.

1.05 In the event that the City desires to implement a change to a job description for an existing bargaining unit position or upgrade an existing bargaining unit position, the City agrees to provide 30 calendar days written notice of the contemplated change and an opportunity to bargain to the Union. Should the Union desire to bargain regarding such requested change, it shall do so by notifying the City's HR Director or his/her designee by hard copy and email within seven (7) calendar days of receipt of the notice of the contemplated change. Notice shall be provided to the Union President and Vice President by hard copy and email. Nothing in this paragraph shall require the City to review a job description or re-grade positions at the request of the Union during the life of this contract.

Article 2

DISCRIMINATION AND PAST PRACTICE

2.01. The City shall not discriminate against any person on any matter because of race, creed, color, sex, age, handicap or political affiliation. All persons covered by this Agreement shall receive equal and full protection thereunder.

2.02. All other benefits which are enjoyed by the employees covered by this contract are hereby protected by this Agreement. All benefits and/or rights enjoyed by the employees covered by this contract which are now governed by Municipal Ordinance and State Law and which are not in conflict with this Agreement shall remain in full force and effect.

Article 3

ASSOCIATION DUES/AGENCY FEES

3.01. Each member of the Association, as a condition of employment, is required to pay either Association dues or an agency service fee, to defray the costs of collective bargaining and contract administration.

3.02. The City agrees to deduct monthly from the pay of each nonunion employee in the Association all union dues or agency fees which are owed to the Association.

3.03. The Association agrees to indemnify and defend the City for any financial liability which the City may incur in complying with this Article.

Article 4

MANAGEMENT RIGHTS CLAUSE

4.01. The City of Northampton reserves and retains the sole and exclusive right to manage, operate and conduct all of its Department's operations and activities, except as otherwise specifically and expressly provided in this Agreement. The enumeration of management rights in this article is not to be construed as a limitation of management's rights, but rather as illustration of the nature of the rights inherent in management.

4.02. The City of Northampton, subject to applicable law and the express and specific provisions of this Agreement reserves and retains the exclusive right to hire, promote, assign, transfer, suspend, discipline, discharge, lay off and recall personnel; to establish, create revise and implement reasonable work rules and regulations including performance evaluations as described in Article 33 the criterion upon which the bargaining unit members shall be evaluated which shall be used to discipline and discharge; to require bargaining unit members to assist the Appointing Authority/designee in the conduct of performance evaluations of those employees

supervised by members of this or any other bargaining unit; to establish positions and job descriptions and the classifications therefore; to reclassify existing positions based on assigned duties and responsibilities, or make changes in assigned duties and responsibilities; to schedule work as required; to study and use, introduce, install new or improved methods, systems, facilities and/or equipment; to determine methods, processes and procedures by which work is to be performed; to subcontract out work where the purpose is not to undermine the bargaining unit; to schedule and assign work; and in all respects to carry out the ordinary and customary functions of municipal management.

## Article 5

### GRIEVANCE AND ARBITRATION PROCEDURES

5.01. A "grievance" or "dispute" is hereby defined as a dispute arising from a complaint by an Employee or Employees of the Association covered by this Agreement, relating to the meaning, interpretation or application of any of the express terms and provisions of this Agreement.

5.02. Any grievance or dispute which may arise between the parties concerning the application or interpretation of the express terms of this Agreement shall be settled in the following manner:

Step 1. Any aggrieved employee shall present his grievance orally to his immediate supervisor or Appointing Authority who shall attempt to adjust the grievance informally. An employee may be accompanied by an Association Representative if desired. The grievance must be presented within ten (10) calendar days of or knowledge of the occurrence of the event giving rise to the grievance.

Step 2. If the grievance is not settled at Step 1, it shall be presented in writing to the representative which may consist of, but not limited to, the following officials: Appointing Authority of the employee, member of the Law Department, Human Resources Director, and the Mayor, within ten (10) calendar days from the date of presentation at the Step 1 level. The written grievance will state clearly the act or acts complained of, the provisions of the Agreement that are allegedly violated, when the problem occurred and the remedy sought.

Step 3. If the grievance is not resolved at the Step 2 level within ten (10) calendar days from the date of presentation at the Step 2 level, the Association may submit the grievance to arbitration. Such submission to arbitration must be made within thirty (30) calendar days after the expiration of the ten (10) calendar days. Prior to going to formal Arbitration, the parties shall seek grievance mediation through the Massachusetts Board of Conciliation and Arbitration.

5.03. The arbitrator shall be selected by mutual agreement of the parties hereto. If the parties fail to agree on a selection in the first instance, the American Arbitration Association (AAA) shall be requested to provide a panel of arbitrators from which a selection shall be made in accordance with the applicable rules of the AAA. Expenses for the arbitrator's services shall be shared equally by the parties.

5.04. Written submission of grievances at Step 2 shall be in not less than triplicate, on forms provided by the Association, and shall be signed by the Employee or his Association representative filing the grievance. If a grievance is adjusted at any step of the grievance procedure, the adjustment shall be noted on the grievance form. At any step of the grievance procedure where no adjustment is reached, the grievance shall bear a notation that the grievance is unsettled, shall be signed by the Employer's representative and the Association representative then handling the grievance, and shall be referred to the next step in the grievance procedure as provided herein.

5.05. A grievance not filed or processed within any of the time limits or in accordance with any of the conditions prescribed at steps one through three, inclusive shall be deemed waived for all purposes. Grievances not answered by the City within the limits prescribed shall automatically proceed to the next step of the procedure. Time limits as specified, may be changed by mutual agreements of the parties, in writing.

5.06. Any incident which occurred or failed to occur prior to the effective date of this Agreement shall not be subject of any grievance hereunder. This section shall have no impact on grievances that are currently pending.

5.07. The arbitrator hereunder shall be without power to alter, amend, add to or detract from the language of this Agreement. The arbitrator's award shall be in writing within thirty (30) days of the hearing and shall set forth his findings of fact, reasoning and conclusion. The arbitrator shall be without power or authority to make any award which requires the commission of an act prohibited by law. It is clearly understood that the arbitrator may not contradict or modify the terms of this Agreement in conflict with the express provisions of this Agreement or of any law. The Arbitrator's jurisdiction is expressly limited to the express terms of this Agreement which are applicable to the particular issue at hand, and to the rendition of an award which in no way adds to, subtracts from, changes or amends or conflicts with any term provision or condition of this Agreement.

## Article 6

### ON CALL PROGRAM

#### 6.01. Building Department On-Call

The parties recognize that the Building Department has a need for personnel to be in an "on-call" status for periods of time after they leave the workplace in order to respond to emergent situations that occur outside normal business hours. This article sets forth the performance standards and pay associated with being "on-call".

One person will be designated on-call for the Building Department based on the needs of the department as follows:

A: Employees shall be assigned to "on-call" status in one week periods.

B: The period is defined as Monday at 8:00 am to Monday at 8:00 am, with the understanding that employees are on-call after they have worked their normal work hours.

C: The on-call employee will be required to accept and respond to in-coming calls related to work. They must respond to a call within thirty (30) minutes and if it is necessary to return to the City, they must do so within one (1) hour.

D: While an employee is “on-call” they cannot engage in activities that would make them unfit to respond as outlined in C. Failure to fulfill on-call duties appropriately can be subject to discipline.

E: Compensation:

For being on-call and responding remotely via phone, email text: \$325 per week.

For responding in-person (returning to the City on non-work hours): time and one half of base rate of pay, one hour minimum.

On-call employees who are required to respond in-person shall be paid for actual hours worked, not commute travel time to and from the worksite.

F: The employee assigned to on-call duties is responsible for getting the on-call cell phone at the beginning of the on-call week assignment and returning it to the next scheduled employee at the end of the on-call week assignment.

#### 6.02 DPW Water and Waste Water Supervisor On-Call

The parties recognize that because of the unique needs of the DPW’s Water and Wastewater Treatment Plants and Flood Control Pump Station, there is a need for personnel with required state licensure and/or professional experience and expertise to carry a mobile device for periods of time after they leave the workplace in order to respond to emergent situations that occur outside normal business hours. This article sets forth the performance standards and pay associated with carrying the mobile device.

One person will be designated for each of the above facilities to carry the mobile device based on the needs of the department as follows:

A: Employees with proper licensure and expertise shall be assigned to carry the mobile device in one week (7 day) periods at the discretion of the DPW director. NAPEA understands and agrees that this responsibility may be and is shared with NAME employees who also carry appropriate licensure.

B: The employee will be required to accept and respond to in-coming calls/pages related to work. They must respond to a call/page immediately.

C: While an employee is assigned to carry a mobile device they cannot engage in activities that would make them unfit to respond as outlined in B. Failure to fulfill on-call duties appropriately can be subject to discipline.

D: A City vehicle will be available at the employee's normal work site. If it makes sense, the employee can respond to the worksite and take the City vehicle to the scene of the event. Whether or not the employee chooses to use the City vehicle, the response time should still comply with this policy.

E: *Compensation:*

For carrying the mobile device and being responsible for responding to emergencies: \$325 per week.

For returning to the City outside of normal working hours for emergency situations: On call employees shall be paid for actual hours worked at a rate of time and one half of their base rate. Employees are not paid for commute travel time to and from the worksite.

F: The employee assigned the mobile device is responsible for getting the mobile device at the beginning of the assignment and returning it to the next scheduled employee at the end of the assignment.

## Article 7

### COMPENSATORY TIME

7.01. Employees may receive compensatory time for hours worked in excess of their normal work week. The accumulation, use and administration shall be under the following guidelines.

A. Hours of Work: Administrative and Professional employees that are scheduled for a 35, 37.5 or 40 hour work week shall accumulate compensatory time at the rate of time and a half (1 1/2) for all hours worked beyond their regularly scheduled work week.

B. Employees on a thirty five (35) hour work week will accumulate compensatory time after seven (7) hours in any given day.

C. Employees on a thirty seven and one half (37.5) hour work week will accumulate compensatory time after seven and a half (7.5) hours in any given day.

D. Employees on a forty (40) hour work week will accumulate compensatory time after eight (8) hours in any given day.

7.02. No more than forty (40) hours may be accumulated for compensatory time, except that the Recreation Department if, in the judgment of the Director of Recreation additional compensatory time beyond forty (40) hours is required by an unite member working in the Recreation Department during the months of July and August then the Director of Recreation submit a request to the Director of Human Resources for approval of such additional compensatory time, such approval not to be unreasonably withheld. In the case of the Director of Recreation believes he/she needs to work additional compensatory time beyond forty (40) hours in the months of July or August he/she should submit his/her request directly to the Mayor.

7.03. The department head will keep a record of all compensatory time. These records will be made available upon request to the Human Resources Department.

Employees who work beyond their regular scheduled work day and have reached their maximum compensatory time accrual shall be paid at time and ½ for all hours worked in excess of their regularly scheduled work day.

7.04. Record keeping procedures for department heads' use shall be established by the Human Resources Director. Record keeping for employees of this Association shall be accomplished by recording compensatory time on the payroll sheets submitted to the Auditor.

7.05. Employees who are regularly scheduled between 20-34 hours per week are eligible for straight time for all hours worked beyond their regularly scheduled hours and are eligible for comp time for any non-regular hours worked over 35 hours in a work week.

7.06. In the event the Mayor declares an emergency and closes City offices and determines that such emergency will require a member or members of NAPEA to work during the closing, then the NAPEA employee or employees who is/are required to work such hours shall, in addition to being paid for their normal scheduled hours, also be paid straight time for all such hours worked till the end of their normal schedule and time and ½ for all hours after that during the period of the emergency.

In lieu of compensation under this paragraph, the mayor shall have the option of compensation the employee at the equivalent amount of compensatory time, and such compensatory time need not be subject to the limit on accumulation set forth in section 7.02. Compensatory time accrued beyond the cap under this paragraph must be used in the fiscal year it is earned or it will be paid out.

7.07. DPW Plowing: NAPEA employees that participate in snow removal operations (ie. Plowing and moving snow outside their normal job duties) will be compensated at a pay rate of time and ½ for all hours worked outside their normal work schedule.

## Article 8

### FLEXIBLE TIME AND REMOTE WORK

8.01. Department Heads have the authority to allow their employees as well as themselves to work a flexible schedule to meet individual concerns not inconsistent with the requirements of the department and within the following constraints.

A. Offices are to remain open according to their usual schedule (from 8:30 a.m. to 4:30 p.m. for most offices).

B. Flexibility in employees' schedules is allowed at the department head or supervisor's discretion. Department Heads and supervisors are not required to allow such flexibility.

C: Employees may have the option of remote work as outlined in the attached policy, appendix C.

Article 9

LEAVE OF ABSENCE

9.01. Unpaid leaves of absence may be recommended by the employee's immediate supervisor and approved by the Appointing Authority.

9.02. All approvals and/or extensions of leaves of absence shall be in writing by the employee's immediate supervisor.

9.03. An employee in an unpaid status while on leave of absence other than one attributable to FMLA or Worker's Compensation will be responsible for paying both the employee and the employer portion of the health insurance premium. Employees who are in an unpaid status on any type of leave exclusive of FMLA or Worker's Compensation will not accrue benefits during the unpaid portion of the leave.

Article 10

HOLIDAYS

10.01. The following days shall be considered to be paid holidays:

Half-day before New Year's Day	Labor Day
As long as it is a regular	Columbus Day
Work day	Veteran's Day
New Year's Day	Half-day before Thanksgiving
Martin Luther King Day	Thanksgiving Day
President's Birthday	Day after Thanksgiving
Patriots' Day	Last scheduled workday before
Memorial Day	Christmas
Independence Day	Christmas Day
Juneteenth	

10.02. Should the City declare any other day a holiday or skeleton force day, the employees not required to work shall receive a regular day's pay. Employees required to work that day shall be granted a corresponding amount of time off with pay.

10.03. Should any holiday fall on an employee's normal day off, the nearest scheduled working day will be considered to be the holiday.

10.04. All employees on a forty-hour week shall receive eight (8) hours pay at straight time rate for holiday pay; those on a thirty-five hour week shall receive seven (7) hours pay.

10.05. If a holiday occurs within an employee's vacation period, he shall receive an additional day's vacation with pay.

10.06. An employee who is on an unpaid leave of absence will not be eligible for holiday pay.

## Article 11

### SICK LEAVE

11.01 Sick leave shall be granted to employees who are incapacitated for duty as a result of sickness or off-the-job injury which is not job related. Appointments for medical or dental visits may be charged to sick leave. Sick leave may not be charged, however, for periods during which the employee was not scheduled to work, such as during a leave of absence, vacation, and so forth.

11.02. Sick leave is earned/accrued every week an employee is in a paid status. The accrual rate for full-time employees is based upon 2.6 weeks a year (13 days). The formula for determining the proper accrual rate is (2.6 weeks X scheduled hours per week) / 52 (rounded to two decimal positions). For full-time employees the accrual rates are stated below.

35 hour a week employee....accrual rate = 1.75 hours per week

40 hour a week employee....accrual rate = 2.0 hours per week

11.03. Part-time employees (those that work at least twenty hours per week on a regularly scheduled basis) will have their sick leave accrued on a pro rata basis determined by the formula stated in 11.02.

11.04. Sick leave shall be accumulated without limit. Present employees shall retain any sick leave earned prior to the effective date of this Agreement.

11.05. An employee absent on sick leave must notify an appropriate individual within his department as soon as possible but no later than one hour before the start of the shift on each day of illness, unless prior arrangements have been made for a prolonged absence such as hospitalization and so forth.

11.06. Upon retirement of an employee, sick leave buy back shall be paid to the employee at his/her current rate of pay, multiplied by 33 1/3% of the employee's accumulated sick leave, up to \$5,500, paid in a lump sum or, by employee option, paid as follows:

1/3 Upon Retirement

1/3 after six months (from retirement)

1/3 after one year (from retirement)

Employees hired on or before December 31, 1986 will be paid out sick time but are not subject to the \$5,500 cap.

An employee may delay payment into the following calendar year.

Upon the death of an employee, accumulated sick leave shall be paid in a lump sum to his/her spouse or beneficiary; such sick leave shall be computed at the employee's hourly rate in effect at the time of death, multiplied by 33 1/3% of the employee's accumulated sick leave up to \$5,500.

See Appendix D for exceptions to the \$5,500 cap.

11.07. An employee who provides at least one (1) year advanced notice of retirement and retired (application with the Retirement Board must be submitted), shall receive upon retirement, a lump sum payment of \$750.00. If the notice is given at least six (6) months in advance, the employee shall receive \$500.00. No payment shall be made for any notification less than six months prior to retirement.

11.08. Upon honorable separation of service, which may include resignation and non-reappointment but excluding retirement, and/or death, a settlement with the City in which the employee agreed to resign in lieu of disciplinary action being proffered, an employee shall receive after five (5) years of continuous service, but less than ten (10) years, 16.76% of the value of accumulated sick leave up to \$5,500; after ten (10) years but less than fifteen (15) years, 20% up to \$5,500; and more than 15 years, 25% up to \$5,500. The employee may defer some or all of this payment into the next tax year but may not be required to do so. Employees hired on or before December 31, 1986 will be paid out sick time but are not subject to the \$5,500 cap.

11.09. While the City will not make a general practice of requesting medical evidence of illness, the City, in their discretion, may request a medical certificate on an individual basis as circumstances warrant.

11.10. When sick leave is applied for in advance, the employee must present a complete statement of the facts from his own physician.

11.11. If desired and requested by the City's contributory Sick Leave Committee, an employee may contribute sick time to another employee.

11.12. Employees may use up to five (5) days of sick leave each calendar year to care for ill or incapacitated members of the immediate family as defined as spouse, child, father, mother, parents of spouse, sister, brother, step-child, foster child, grandchild, step parent, foster parent or person domiciled in the employee's household. Sick time may be used for travel to and from routine medical appointments and/or pharmacy for the employee or covered family members (up to 5 day use). Sick time may also be used to address the psychological, physical or legal effects of domestic violence for an employee who is a victim (up to 5 day use.)

Article 12

VACATION

12.01. In case a temporary, provisional or an employee serving under a Professional Services Contract becomes a permanent employee, with no break in service, for the purposes of this article, his date of employment shall be the date of first employment as a temporary or provisional or contractual employee. Should a break in service of thirty days or less occur as a result of involuntary separation, it shall not be construed as nullifying the intent of this provision.

12.02. Each employee covered by this contract shall earn/accrue vacation with pay as follows:

A. Employees having less than five (5) years of creditable service shall be entitled to ten working days per year, such leave to be accrued on the basis of 1.5+ hours for each payroll period the employee is in pay status for employees on a 40-hour work week; employees on a 35 hour week will accrue on the basis of 1.35 hours for each payroll period the employee is in a pay status.

B. Commencing with the fourth year of creditable service, leave will be accrued on the basis of 2.3+ hours for each payroll period the employee is in a pay status for employees on a 40 hour work week; employees on a 35-hour week will accrue on the basis of 2.02 hours for each payroll period the employee is in a pay status.

C. Commencing with the ninth year of creditable service, leave will be accrued on the basis of 3.0+ hours for each payroll period the employee is in a pay status for employees on a 40 hour work week; employees on a 35-hour week will accrue on the basis of 2.69+ hours for each payroll period the employee is in a pay status.

D. Employees having fifteen (15) years or more of creditable service will accrue twenty-five (25) working days of paid vacation per year.

E. Commencing with the 14th year of creditable service, employees whose regular work is thirty five hours per week, will accrual on the basis of 3.36+ hours per payroll period; employees whose regular work week is forty (40) hours per week; shall accrue leave on the basis of 3.84+ hours per payroll period.

12.03. New, full-time NAPEA employees begin accruing their vacation benefit in the first payroll period. Employees are eligible to use their annual vacation accrual of ten working days, beginning on their date of hire. This may mean that their vacation accrual balance will go into the negative. This benefit is not considered fully earned until the employee's one year anniversary. Therefore, if an employee separates from employment from the City prior to reaching their one year anniversary, the employee will owe the City the difference between any vacation time used and what they would have accrued during their period of employment.

12.04 Employees may not be paid for vacation leave carried over in excess of twenty-five (25) working days. In the event an employee is out on Workmen's Compensation and is unable to use his vacation leave, in order to avoid forfeiture it shall be converted to sick leave.

12.05 Should there be a situation where an association member for reasons beyond his/her control, or because of department/divisional scheduling and/or staffing requirements, not be able to use accrued vacation time during the calendar year, the process for requesting carry over shall be as follows:

1. A non-department head shall discuss options with the appropriate department head/ appropriate staff and human resources prior to December 1<sup>st</sup>. Should the exclusive option be to request carryover of unused vacation for the above reasons, the department head shall formally recommend such action to the Human Resources (HR) Director. The HR director will support the request to the Mayor.
2. A department head shall submit a request to the Director of Human resource seeking authorization for carryover on or before December 1<sup>st</sup> who will discuss available options with the department head. Should the exclusive option be to request carryover of unused vacation for the above reasons, the HR director will support the request to the Mayor.
3. In situations where extenuating circumstances for the reasons previously indicated prevent discussion before December 1 (ex. An emergency after December 1<sup>st</sup> prevents a unit employee from going on a previously scheduled vacation, unavailability of the HR staff or Mayor to meet prior to December 1<sup>st</sup>) the request for carryover of unused vacation shall be made as soon as practicable.

The request to carryover unused vacation time shall only be available due to extenuating circumstances previously indicated and shall be subject to the approval of the Mayor but shall not be unreasonably denied. If approved, the additional vacation time carried over must be used in the next calendar year. A copy of the HR Director's endorsement of the employee's request shall be provided to the Association's President.

12.06. A member of the Association who leaves the employ of the City shall be paid for whatever leave balance exists as of the date of termination. However, no employee may be paid for more than twenty-five (25) working days of leave.

### Article 13

#### SAFETY/STEEL TOE BOOTS

13.01. The City agrees to three hundred fifty (\$350) a per year reimbursement for footwear that meets this OSHA standard:

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.136>

Reimbursement shall be for the following positions: Storm Water manager, Building Inspectors. Building Commissioner, Highway Superintendent, Forestry, Parks & Cemetery Superintendent, Senior Civil engineer, Civil Engineer, Superintendent of Waste Water, Superintendent of Water, City Electrician, Environmental Scientist.

As well as the following positions according to the MOA November 4, 2019:  
Chief WWTP Operator, Chief WTP Operator, Water Cross Connection Control, GIS  
Coordinator.

#### Article 14

#### BEREAVEMENT LEAVE

14.01. In the event of the death of a spouse, child, mother or father paid leave of up to one calendar week will be granted.

14.02. In the event of death of a member of the immediate family of an employee, the employee will be granted paid leave of up to three working days. Immediate family is defined as an employee's, significant other (shall be defined as a person residing with the employee for one year or more before the date of request and the employee has advised the Human Resources Department of the name of that person), step-parent, foster parent, step child, foster child, sister, brother, grandparent, grandchild, father-in-law, mother-in-law, son-in-law, and daughter-in-law.

14.03. In the case of the death of the employee's following relative, one day of paid leave shall be allowed; aunt, uncle, niece, nephew, brother-in-law, sister-in-law.

14.04. With the consent of the Department Head and providing it will not impair/reduce the effective delivery of services, an employee scheduled to work may be granted up to four hours of paid leave to attend the service of a deceased co-worker.

#### Article 15

#### JURY DUTY

15.01 An employee who serves on jury duty will continue to receive his regular pay and benefits from the City, provided this fact is reported on payroll. When payment by the court for such jury duty is made, such payment, exclusive of travel or any other allowances, shall be refunded to the City by the employee in the following manner: the employee shall present to the Auditor's Office either the check from the court endorsed over to the City of Northampton, or a certification from the court as the amount paid together with the employee's personal reimbursement to the City. Employees subpoenaed by the Commonwealth or its subdivisions shall be reimbursed as if on jury duty.

15.02. An employee on jury duty shall be considered as being employed Monday through Friday.

15.03. An employee who is on jury duty for four (4) hours or less in a given day shall return to work for the remainder of his regular shift, but in no event shall the time he is on jury duty and the time he is on his regular job exceed his normal work day.

Article 16

MILITARY LEAVE

16.01. A military leave of absence without compensation shall be granted to any employee called to active duty with the United States armed forces.

16.02. An employee who serves an annual tour of duty with a United States Reserve component or as a member of the National Guard of the Commonwealth shall receive the difference between his regular base pay and military pay received for a period of up to seventeen (17) working days in a calendar year. The City need reimburse the employee only for days corresponding with the employee's work schedule.

Article 17

FAMILY MEDICAL AND PARENTAL LEAVE

17.01. The parties agree to incorporate and make part this Agreement the City's Family and Medical Leaves of Absence, a copy of which is attached as Appendix E.

Article 18

PERSONAL LEAVE

18.01. At the beginning of each calendar year, eligible employees will receive the equivalent of five (5) days, at their current work assignment, of time to use at their discretion. The time may be used for any purpose. Employees shall provide 24-hour advance notice to their immediate supervisor. Personal leave time can be used in hourly increments. Unused personal leave time does not carry over to the next calendar year. Unused personal days in any calendar year will be added to an employee's sick leave days at the end of such calendar year or, in the case of an employee who dies or retires during a calendar year, upon death or retirement.

18.02. In the first year of employment, employees hired before July 1<sup>st</sup> will receive five (5) personal days. Employees hired after July 1<sup>st</sup> will receive one and two-half (2 ½) personal days.

Article 19

EDUCATIONAL ASSISTANCE

19.01. The City will pay for registration, tuition, books, materials, and laboratory fees required by a school, seminar, or short course, which in the opinion of the Department Head, are directly related to your employment, provided funds have been appropriated into a Citywide Educational Assistance Fund administered by the Human Resources Department.

19.02. The City will pay examination fees, meal expenses, and traveling expenses incurred by employees selected by the City to attend short courses and examinations leading to certifications, registrations, and licenses, excluding driver's licenses, required by State and/or Federal law for the performance of duties by such employees.

19.03. All books and other educational materials paid for by the City in accordance with the first paragraph of this article shall remain property of the City and be retained for reference use by all employees.

19.04. Employees will be allowed release time to attend courses as stated above. The release time must be reported on the payroll.

## Article 20

### REPRESENTATION

20.01. A written list of Association Officers and other representatives shall be furnished to the City immediately after their designation and the Association shall notify the City of any changes.

20.02. The employees covered by the terms of this Agreement will be allowed by a committee of not more than four (4) Association members.

20.03. One (1) member of this committee will be allowed to handle grievances during working hours.

20.04. The City agrees that no member of the Association will lose any pay/benefits while working with the City to resolve grievances or during contract negotiations.

## Article 21

### LONGEVITY PLAN

21.01. Each full-time employee shall receive longevity compensation as follows:

A. Upon completion of five (5) years of continuous service in paid status of no less than fifty (50%) percent of an employee's regular scheduled work week, a sum of one hundred dollars (\$100.00) shall be added to his/her pay once a year and once each year thereafter through the ninth (9th) year of continuous service in paid status of no less than fifty (50%) percent of the employee's regular scheduled work week, he/she shall receive a longevity payment of \$100.00.

B. Upon completion of ten (10) years of continuous service in paid status of no less than fifty (50%) percent of an employee's regular scheduled work week, a sum of five hundred dollars (\$500.00) shall be added to his/her pay once a year and once each year thereafter through the fourteenth (14th) year of continuous service in paid status of no less than fifty (50%) percent of the employee's regular scheduled work week, he/she shall receive a longevity payment of \$500.00.

C. Upon completion of fifteen (15) years of continuous service in paid status of no less than fifty (50%) percent of an employee's regular scheduled work week, a sum of one thousand dollars (\$1,000.00) shall be added to his/her pay once a year and once each year thereafter through the nineteenth (19th) year of continuous service in paid status of no less than fifty (50%) percent of the employee's regular scheduled work week, he/she shall receive a longevity payment of \$1,000.00.

D. Upon completion of twenty (20) years of continuous service in paid status of no less than fifty (50%) percent of an employee's regular scheduled work week, a sum of one thousand two hundred dollars (\$1,200.00) shall be added to his/her pay once a year and once each year thereafter through the twenty-fourth (24th) year of continuous service in paid status of no less than fifty (50%) percent of the employee's regular scheduled work week, he/she shall receive a longevity payment of \$1,200.00.

E. Upon completion of twenty-five (25) years of continuous service in paid status of no less than fifty (50%) percent of an employee's regular scheduled work week, a sum of one thousand five hundred dollars (\$1,500.00) shall be added to his/her pay once a year and once each year thereafter he/she shall receive a longevity payment of \$1,500.00.

F. Upon completion of thirty (30) years of continuous service in paid status of no less than fifty (50%) percent of an employee's regular scheduled work week, a sum of one thousand eight hundred dollars (\$1,800.00) shall be added to his/her pay once a year and once a year thereafter he/she shall receive a longevity payment of \$1,800.00.

21.02. In case a temporary or provisional employee or an employee serving under a Professional Services Contract becomes a permanent employee, with no break in service, for the purposes of this article, his date of employment shall be the date of first employment as a temporary or provisional or contractual employee. Should a break in service of thirty days or less occur as a result of involuntary separation, it shall be construed as nullifying the intent of this provision.

21.03. Full-time employees are those who work regularly at least thirty-five (35) hours per week.

21.04. Suspension time (that is, time lost from work through suspension for cause) shall be deducted from years of service.

21.05. Authorized leave of absence shall not change the effective employment date, provided the employee does not engage in other employment during leave of absence. However, if an employee is granted a leave of absence for the purpose of taking educational work which is related to his occupation in the service of the City, other employment during such leave shall not affect his effective employment date.

21.06. Payment of the longevity compensation shall be made on an annual basis and shall be paid on the last pay day of the month in which the anniversary date occurs.

21.07. Those employees leaving the service of the City of Northampton through retirement or death shall be given credit for one (1) year of service if they have at least six (6) months service following their anniversary date.

21.08. To the extent permitted by the law, longevity compensation shall be construed as regular, compensation for the purpose of retirement benefits.

## Article 22

### SAVINGS CLAUSE

22.01. Should any provision of the Agreement be found to be in violation of any federal or state law by a court of competent jurisdiction, all other provisions of the Agreement shall remain in full force and effect for the duration of this agreement.

## Article 23

### ORIENTATION (PROBATIONARY) PERIOD AND PROMOTIONS

23.01. Newly hired employees shall be entitled to all the benefits and privileges of the employees covered by this agreement. They shall be subject to all the obligations imposed upon employees by the terms of this agreement.

23.02. Newly hired employees not presently employed by the City shall have a six month probationary period. They may challenge discipline or discharge procedures up to Step 2 of the Grievance Procedure.

## Article 24

### NO STRIKE-NO LOCKOUT

24.01. No lock out of employees shall be instituted by the employer during the term of this Agreement.

24.02. No strike of any kind shall be caused or sanctioned by the Association during the term of this Agreement. At no time, however, shall an employee be required to act as a strike breaker. Any or all employees who violate any of the provisions of this article may be disciplined or discharged by the City.

## Article 25

### JOB SECURITY

25.01. It is the policy of the City to act with integrity and justice toward each employee, recognizing his individuality as a human being and his right to fair, decent, equitable and understanding treatment.

25.02 An employee of the Association currently covered by this collective bargaining agreement and/or covered by Civil Service shall not be disciplined, demoted, transferred, suspended, laid off or discharged (probationary personnel excluded) except for just cause. Failure to reappoint constitutes discharge. Before such contemplated action is taken, the employee shall be given a hearing before the Appointing Authority or his/her designee, on specific reasons for such action unless the employee waives the right to such a hearing. Such hearing shall be commenced not less than ten (10) working days after the notice of hearing is served on the employee and the Association, and the Association may represent the affected employee at the hearing. Association members not under Civil Service shall only have recourse to the grievance procedure contained herein. Association members eligible to proceed under civil service hearing as provided in Chapter 31, Section 41, of Massachusetts General Laws, as amended from time to time, on employment matters, and who so elect shall not have available to them the right to utilize the grievance procedure on the same employment matters.

25.03. An employee of the Association covered/formerly covered by Civil Service (See Appendix A) who is laid off shall have the right to be reinstated to his/her position prior to filling the position with any other employee for a period of five years. The City shall notify the laid-off employee of its intention to fill a vacancy in his/her position by sending him/her a notice by certified mail to the address currently on file with the City's Human Resources Department. The employee shall have the obligation to apprise the City of any change in his/her address during the recall period.

25.04. Association members not under civil service shall only have recourse to the grievance procedure contained herein. Association members eligible to proceed under civil service hearings as provided in Chapter 31, Section 41, of Massachusetts General Laws, as amended from time to time, or employment matters, and who so elect, shall not have available to them the right to utilize the grievance procedure on the same matters.

## Article 26

### INDEMNIFICATION COVERAGE

26.01. The City agrees that if and when it provides for indemnification under C.512, Acts of 1978, "Government Claim Tort Act", such coverage will be extended for all employees of the Association.

Article 27

WORKER'S COMPENSATION

27.01. In the event an employee receives compensation under the Worker's Compensation Act, the employee may apply to charge his sick leave account for the difference between the compensation he receives and his usual weekly pay, to the extent of sick leave earned. If sick leave is exhausted, earned vacation leave may be applied in the same manner upon the employee's request.

Article 28

PART-TIME EMPLOYEES

28.01 Permanent part-time employees who regularly work at least twenty (20) hours per week shall be paid hourly rates based on their classifications and their positions (step) in their pay grades according to their length of service. Such permanent part-time employees shall be entitled to sick leave, holiday, vacation and other fringe benefits provided by this contract proportionate to their weekly schedules.

Article 29

MEDICAL INSURANCE

29.01. The City agrees to pay eighty (80%) of the premium for the HMO Plan.

29.02. The City agrees to pay fifty percent (50%) of the premium for an indemnity plan that covers members who seek treatment outside Massachusetts (PPO).

29.03. The City agrees to maintain the percentages specified in Articles 29.01 and 29.02 for members of this Association when and if the member becomes a retiree in the City's Contributory Retirement System.

29.04. The City will provide a voluntary Dental Plan at the employee's expense.

29.05. The City will provide a Flexible Spending Plan

29.06. Effective January 1, 2014, health insurance benefits shall be through the Group Insurance Commission (GIC), pursuant to the agreement reached by the City and the Public Employee Committee (PEC) established under M.G.L. c.32B, 21-23.

## Article 30

### TRANSPORTATION AND TRAVEL ALLOWANCE

30.01. Employees covered by this Agreement will be paid at the rate authorized by the City for the use of any privately owned conveyance for any travel-in-state or out-of-state, incurred in the performance of their duties for the City. Employees will be expected to maintain a log showing the distance of any such trip, the place traveled, and the purpose of the trip.

30.02. The City agrees to review and establish the authorized travel allowance reimbursement rate every year. The rate shall be based upon the IRS standard deduction rate. Each Department must be notified of this rate by January of each year so it can be used in formulating their departmental budgets.

30.03. Bargaining unit employees shall be reimbursed for transportation expenses at the IRS rate applicable on January 1st of each contract year.

## Article 31

### DRUG & ALCOHOL FREE WORK PLACE

31.01. It is the intent and the obligation of the City to provide a drug-free/alcohol-free, healthy, safe, and secure work environment for all employees. No employee shall report to work under the influence of alcohol or illegal drugs. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.

31.02. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, or the use of alcohol on City premises, or while on City business is absolutely prohibited. If it is determined that there are violations of this policy, appropriate disciplinary action will be in accordance with Civil Service law in conjunction with collective bargaining language, if appropriate.

31.03. Drug and alcohol dependency is recognized by the City as an illness and major health problem. The City also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program and the health insurance plans as appropriate. Any contact with the Employee Assistance Program are confidential and conscientious efforts to seek help with drug and alcohol dependency will not jeopardize an employee's job.

31.04. As required by Federal law, employees directly engaged in the performance of work pursuant to the provisions of a federal grant or contract must, as a condition of employment, abide by the terms of the above policy and must report any conviction under a criminal drug statute for violations of this policy to the City of Northampton Human Resources Department within five (5) days after conviction. The City must then notify the contracting agency within ten (10) days after receiving notice of conviction as required by the Drug-Free Workplace Act of 1988.

Article 32

EMPLOYEE ASSISTANCE PROGRAM

32.01. The Association and the City mutually agree to endorse the continuity of the existing Employee Assistance Program for all employees and members of their families.

Article 33

TAKE HOME VEHICLE POLICY

33.01. NAPEA unit members will be subject to the City's take-home vehicle policy. In determining the value of the vehicle provided to the employee for income reporting purposes, an employee may request that the lease value rule or commuting valuation rule be used in lieu of the cents-per-mile rule set forth in the City's policy. If, in the sole determination of the City, the requested reporting method can be utilized under current IRS regulations and guidance then the City agrees to use the requested alternative method for calculating the value of the vehicle provided.

33.02. Notwithstanding the criteria used by the City to determine the appropriateness of a take-home vehicle under its policy, for as long as the following unit members work in the same jobs for the City that they held on July 1, 2013 and the vehicles they were assigned on July 1, 2013 are mechanically sound, the following individuals will be grandfathered and although not required to use, shall be permitted to use a take-home vehicle: Richard Parasiliti (*other staff have been deleted as they left NAPEA*). The City may not assign any take-home vehicle to these grandfathered individuals. These individuals are not grandfathered to any specific vehicle.

Article 34

LIGHT/LIMITED DUTY

34.01. The City of Northampton and the Association agree to the establishment and implementation of a light duty program.

Article 35

COMPENSATION

35.01. Represented positions and the grades for each position are set forth in Appendix A, the grade and step scale is in Appendix B, each of which is incorporated by the reference herein.

35.02. In any year where step movement has been negotiated, each bargaining unit employee with one or more years service in the unit and any employee hired before January 1 shall be advanced to the next higher step in her/her pay grade on July 1 of the following year of this contract. Notwithstanding any other language in this Agreement, upon the expiration of this contract step movement shall not be automatic but must be negotiated in subsequent years.

35.03. Effective July 1, 2014, in the event of a promotion of any unit member to a higher graded position within NAPEA the employee's rate of promotion shall be determined by the City (ie. Human Resources Director with approval of the Mayor) in its sole discretion, as follows:

1. If the employee is promoted between July 1<sup>st</sup> to December 31<sup>st</sup> of the Fiscal year, the promoted employee shall be placed on a step in the employee's new grade that represents a minimum 3-3.5% increase per grade (provided that nothing herein shall prevent the City, in its discretion, from placing the promoted employee at a higher step) and the employee shall also be eligible for any negotiated step increase the following July 1<sup>st</sup>.
2. If the employee is promoted between January 1<sup>st</sup> and June 30<sup>th</sup> of the Fiscal year, then the promoted employee shall be placed on a step in their new grade that represents a minimum 3.5% increase per grade (provided that nothing herein shall prevent the City, in its discretion, from placing the promoted employee at a higher step). Such employee shall not be eligible for a step increase until they have been in that position for a year.

35.04. Except in the case of promotional appointments which shall included the limitations as indicated above, the City in the sole discretion of the Human Resources Director with the approval of the Mayor shall assign a newly hired unit member to any step within the salary grade of the position for which the employee is hired.

35.05 All unit members shall be required to have their paychecks directly deposited to a banking institution of their choosing.

35.06. For FY 2023: 2.5% COLA and step movement for all eligible for steps. For those employees who are on top step and no step increase is available, they shall receive a one-time, lump sum payment of \$1,750 (pro-rated based on regular hours worked.) This amount will not be added to the base rate of pay. See Appendix A.

For FY 2024: 2.5% COLA (applies to those over the scale) plus movement for all eligible for steps.

For FY 2025: 2.5% COLA (applies to those over the scale) plus movement for all eligible steps.

Article 36

EFFECTIVE DATE

36.01. The effective date of this Agreement is July 1, 2022

Article 37

DURATION

37.01 This Agreement is effective retroactively to July 1, 2022 and shall remain in full force and effect through June 30, 2025 and shall automatically renew itself for consecutive terms, each of one year, unless by January 1, 2025, either the City or the Association shall have given the other notice of its desire to negotiate a new Agreement.

37.02. The party so desiring to negotiate a new Agreement shall specifically inform, in writing, the other party regarding any change to be sought in such negotiations.

37.03. In the event any such negotiations have not been completed by June 30, 2025, all of the terms of this Agreement shall be extended until such time as a successor Agreement has been agreed to and executed by representatives of the parties hereto, and no new benefits so negotiated will be retroactive unless agreed to by the City.

Article 38

SEXUAL HARASSMENT POLICY

38.01. The parties agree to incorporate and make part of this Agreement the City's Discriminatory Harassment Policy, a copy of which is attached as Appendix F.

Article 39

OUT OF GRADE PAY

39.01 An employee assigned by their supervisor to work in a unit position for a week (5 business days) or more that is a higher grade than the employee's position, will receive out of grade pay equal to the beginning scale of the higher graded position the employee is performing, or 3.5% more than the employee's current rate of pay, whichever is higher.

Article 40

COMPUTER GLASSES

40.01 The City agrees to budget \$2,650 per fiscal year for the purpose of providing reimbursement to this unit for computer glasses. The parties agree that individual employees shall be limited to a reimbursement of up to \$250.

40.02 Unit members shall provide proof of purchase and payment to the Human Resources Department and the process or payment will be made in no less than two weeks, on a first come, first served basis.

Article 41

COVID-19 MITIGATION PAYMENT

41.01 The City will provide a Covid-19 mitigation payment of up to \$2100.00 to eligible unit members. Eligibility shall be determined based on the following criteria:

- The employee was employed by the City of Northampton in a regular full time or part-time position that was budgeted for at least 20 hours per week;
- A payment of up to \$2100 to unit members who meet the following criteria:
  - The employee was employed and actively working (e.g., not on a paid or unpaid leave of absence or administrative leave) in their position and assigned regular duties from March 10, 2020 to June 15, 2021 (the Covid-19 Emergency period) and still working for the City when the payment is made; and
  - During the Covid-19 Emergency Period, the employee was required to perform duties on-site on a weekly basis and brought directly into potential contact with COVID as a result of their work in a public health or public safety capacity.
- A payment of up to \$1300 to unit members who meet the following criteria:
  - The employee was employed and actively working (e.g., not on a paid or unpaid leave of absence or administrative leave) in their position and assigned regular duties from March 10, 2020 to June 15, 2021 (the Covid-19 Emergency Period) and Eligibility shall be conclusively determined by the Human Resources Director, in consultation with an employee's supervising Department Head or, in the cases where the Mayor is the Supervisor, in consultation with the Mayor's Chief of Staff.
- Covid-19 mitigation payments will be prorated for each full month they are eligible for those unit members hired after the Covid-19 Emergency Period commenced and for any unit members on a paid or unpaid leave of absence or administrative leave for any portion of the Covid-19 Emergency Period. Part time employees will also have their Covid-19 mitigation payment prorated.

- The payments to be made to eligible unit members are on the attached list, appendix H..
- This is a one-time bonus to be paid on or before the final payroll for December of 2022 or the first payroll after the Agreement is ratified and funded by the parties, whichever is later.

In witness whereof the parties to the contract have caused these presents to be executed by their agents hereunto duly authorized and their seals to be affixed hereto, as of the date first above their written.

FOR THE CITY OF NORTHAMPTON:

FOR THE NAPEA ASSOCIATION:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
NAPEA President

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
NAPEA Vice President

**Appendix A**

**Positions Covered by Association**

**Grade and positions - NAPEA members only on this list**

effective 7/1/2022

<b>Grade</b>	<b>Titles</b>	<b>Minimum</b>	<b>Maximum</b>
L	Commissioner of Health and Human Services	49.90	65.50
K	Assessor Building Commissioner City Clerk Director - Parks & Recreation Director - Planning & Sustainability Superintendent - DPW - Forestry, Parks & Cemeteries Superintendent - DPW - Streets Superintendent - DPW - Waste Water Superintendent - DPW - Water	41.58	54.56
J	Chief Distribution Operator Chief Operator - Waste Water Treatment Chief Operator - Water Treatment Arts & Culture Director Assistant Director - Planning & Sustainability Director - Dispatch Director - Senior Services Director - Veterans Services Senior Civil Engineer	33.26	43.61
I	Assitant Building Commissioner Assistant Director - Parks & Recreation Assistant Director - Senior Services Assistant Director of Public Health Assistant for Collections and Parking Enforcement Assistant Treasurer Deputy Assessor Community Development Planner GIS Coordinator GIS Coordinator Public Health Nurse Social Worker Staff Civil Engineer Staff Civil Engineer Staff Civil Engineer Staff Civil Engineer	30.23	39.70

H	Administrative Manager - DPW Central Services Facilities Manager Electrician Energy Officer Financial Administrator - DPW Inspector - Electrical Inspector - Local Building Inspector - Plumbing and Gas Planner Senior Environmental Scientist Stormwater Manager	28.80	37.80
G	Assistant City Clerk Grant Administrator Inspector - Health Inspector - Health Records Supervisor Recreation Supervisor Recreation Supervisor Recreation Supervisor/Aquatics Supervisor Stormwater Administrator Sustainability Project Manager	26.18	34.35
F	Cross Connection Coordinator Sealer of Weights and Measures Arts Events Producer	23.79	31.21
E	Veterans Services Investigator Program Coordinator Land and Projects Planning Assistant Nutrition Coordinator	20.69	27.17
D	Media and Marketing Coordinator	17.11	22.42

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2022	CNAP CITY NAPEA A	GRADE A		H HOURLY	B BIWEEKLY	02	26.0000	8.00	10.00	2080.00	260.00	N
Change was made by 2.5000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	PERIOD SALARY	ANNUAL SALARY	ANNUAL SALARY	ANNUAL SALARY	ANNUAL SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	
01	0.0000	14.1406	113.1250	113.1250	1,131.25	1,131.25	29,412.50	29,412.50	29,412.50	29,412.50	29,412.50	
02	0.0000	14.4995	115.9960	115.9960	1,159.96	1,159.96	30,158.96	30,158.96	30,158.96	30,158.96	30,158.96	
03	0.0000	14.8585	118.8680	118.8680	1,188.68	1,188.68	30,905.68	30,905.68	30,905.68	30,905.68	30,905.68	
04	0.0000	15.2283	121.8260	121.8260	1,218.26	1,218.26	31,674.76	31,674.76	31,674.76	31,674.76	31,674.76	
05	0.0000	15.6090	124.8720	124.8720	1,248.72	1,248.72	32,466.72	32,466.72	32,466.72	32,466.72	32,466.72	
06	0.0000	16.0007	128.0060	128.0060	1,280.06	1,280.06	33,281.56	33,281.56	33,281.56	33,281.56	33,281.56	
07	0.0000	16.4031	131.2250	131.2250	1,312.25	1,312.25	34,118.50	34,118.50	34,118.50	34,118.50	34,118.50	
08	0.0000	16.8165	134.5320	134.5320	1,345.32	1,345.32	34,978.32	34,978.32	34,978.32	34,978.32	34,978.32	
09	0.0000	17.2406	137.9250	137.9250	1,379.25	1,379.25	35,860.50	35,860.50	35,860.50	35,860.50	35,860.50	
10	0.0000	17.6757	141.4060	141.4060	1,414.06	1,414.06	36,765.56	36,765.56	36,765.56	36,765.56	36,765.56	
11	0.0000	18.1218	144.9740	144.9740	1,449.74	1,449.74	37,693.24	37,693.24	37,693.24	37,693.24	37,693.24	
12	0.0000	18.5785	148.6280	148.6280	1,486.28	1,486.28	38,643.28	38,643.28	38,643.28	38,643.28	38,643.28	

07/01/2022 CNAP CITY NAPEA B  
Change was made by 2.5000%

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT
07/01/2022	CNAP CITY NAPEA B	GRADE B		H HOURLY	B BIWEEKLY	02	26.0000	8.00	10.00	2080.00	260.00	N
Change was made by 2.5000%												
No Dollar amount used.												
STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	PERIOD SALARY	ANNUAL SALARY	ANNUAL SALARY	ANNUAL SALARY	ANNUAL SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00	0.00	0.00	0.00	
01	0.0000	15.5547	124.4380	124.4380	1,244.38	1,244.38	32,353.88	32,353.88	32,353.88	32,353.88	32,353.88	
02	0.0000	15.9462	127.5700	127.5700	1,275.70	1,275.70	33,168.20	33,168.20	33,168.20	33,168.20	33,168.20	
03	0.0000	16.3486	130.7890	130.7890	1,307.89	1,307.89	34,005.14	34,005.14	34,005.14	34,005.14	34,005.14	
04	0.0000	16.7621	134.0970	134.0970	1,340.97	1,340.97	34,865.22	34,865.22	34,865.22	34,865.22	34,865.22	
05	0.0000	17.1863	137.4900	137.4900	1,374.90	1,374.90	35,747.40	35,747.40	35,747.40	35,747.40	35,747.40	
06	0.0000	17.6214	140.9710	140.9710	1,409.71	1,409.71	36,652.46	36,652.46	36,652.46	36,652.46	36,652.46	
07	0.0000	18.0673	144.5380	144.5380	1,445.38	1,445.38	37,579.88	37,579.88	37,579.88	37,579.88	37,579.88	
08	0.0000	18.5242	148.1940	148.1940	1,481.94	1,481.94	38,530.44	38,530.44	38,530.44	38,530.44	38,530.44	
09	0.0000	18.9919	151.9350	151.9350	1,519.35	1,519.35	39,503.10	39,503.10	39,503.10	39,503.10	39,503.10	
10	0.0000	19.4706	155.7650	155.7650	1,557.65	1,557.65	40,498.90	40,498.90	40,498.90	40,498.90	40,498.90	
11	0.0000	19.9599	159.6790	159.6790	1,596.79	1,596.79	41,516.54	41,516.54	41,516.54	41,516.54	41,516.54	
12	0.0000	20.4603	163.6820	163.6820	1,636.82	1,636.82	42,557.32	42,557.32	42,557.32	42,557.32	42,557.32	

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

EFF. DATE    GROUP/BU    GRADE/RANK    DESCRIPTION    PAY BASIS    FREQUENCY    CALC    PERIODS DAY    HRS/PERIOD    HRS/PERIOD    DAYS/PERIOD    YEAR    USE  
 07/01/2022    CNAP CITY NAPEA C    GRADE C                       H HOURLY    B BIWEEKLY    02    26.0000    8.00    80.00    10.00    2080.00    260.00    N  
 Change was made by 2.5000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	17.1101	136.8810	1,368.81	35,589.06
02	0.0000	17.5343	140.2740	1,402.74	36,471.24
03	0.0000	17.9694	143.7550	1,437.55	37,376.30
04	0.0000	18.4155	147.3240	1,473.24	38,304.24
05	0.0000	18.8722	150.9780	1,509.78	39,254.28
06	0.0000	19.3400	154.7200	1,547.20	40,227.20
07	0.0000	19.8186	158.5490	1,585.49	41,222.74
08	0.0000	20.3190	162.5520	1,625.52	42,263.52
09	0.0000	20.8303	166.6420	1,666.42	43,326.92
10	0.0000	21.3524	170.8190	1,708.19	44,412.94
11	0.0000	21.8853	175.0820	1,750.82	45,521.32
12	0.0000	22.4292	179.4340	1,794.34	46,652.84

07/01/2022 CNAP CITY NAPEA D  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	.0000	0.0000	0.00	0.00
01	0.0000	18.8179	150.5430	1,505.43	39,141.18
02	0.0000	19.2856	154.2850	1,542.85	40,114.10
03	0.0000	19.7643	158.1140	1,581.14	41,109.64
04	0.0000	20.2536	162.0290	1,620.29	42,127.54
05	0.0000	20.7649	166.1190	1,661.19	43,190.94
06	0.0000	21.2870	170.2960	1,702.96	44,276.96
07	0.0000	21.8200	174.5600	1,745.60	45,385.60
08	0.0000	22.3639	178.9110	1,789.11	46,516.86
09	0.0000	22.9186	183.3490	1,833.49	47,670.74
10	0.0000	23.4952	187.9620	1,879.62	48,870.12
11	0.0000	24.0826	192.6610	1,926.61	50,091.86
12	0.0000	24.6808	197.4460	1,974.46	51,335.96

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

P 3  
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EFF. DATE GROUP/BU GRADE/RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD DAYS/ PERIOD HRS/ YEAR USE PCT  
07/01/2022 CNAP CITY NAPEA E GRADE E H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	20.6997	165.5980	1,655.98	43,055.48
02	0.0000	21.2218	169.7740	1,697.74	44,141.24
03	0.0000	21.7548	174.0380	1,740.38	45,249.88
04	0.0000	22.2987	178.3900	1,783.90	46,381.40
05	0.0000	22.8534	182.8270	1,828.27	47,535.02
06	0.0000	23.4299	187.4390	1,874.39	48,734.14
07	0.0000	24.0172	192.1380	1,921.38	49,955.88
08	0.0000	24.6156	196.9250	1,969.25	51,200.50
09	0.0000	25.2355	201.8840	2,018.84	52,489.84
10	0.0000	25.8664	206.9310	2,069.31	53,802.06
11	0.0000	26.5081	212.0650	2,120.65	55,136.90
12	0.0000	27.1717	217.3740	2,173.74	56,517.24

07/01/2022 CNAP CITY NAPEA F  
Change was made by 2.5000%  
No Dollar amount used.

07/01/2022 CNAP CITY NAPEA F GRADE F H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	23.7998	190.3980	1,903.98	49,503.48
02	0.0000	24.3980	195.1840	1,951.84	50,747.84
03	0.0000	25.0071	200.0570	2,000.57	52,014.82
04	0.0000	25.6271	205.0170	2,050.17	53,304.42
05	0.0000	26.2689	210.1510	2,101.51	54,639.26
06	0.0000	26.9215	215.3720	2,153.72	55,996.72
07	0.0000	27.5959	220.7670	2,207.67	57,399.42
08	0.0000	28.2812	226.2500	2,262.50	58,825.00
09	0.0000	28.9882	231.9060	2,319.06	60,295.56
10	0.0000	29.7170	237.7360	2,377.36	61,811.36
11	0.0000	30.4566	243.6530	2,436.53	63,349.78
12	0.0000	31.2181	249.7450	2,497.45	64,933.70

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE GROUP/BU GRADE/RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD DAYS/ PERIOD HRS/ YEAR USE PCT

07/01/2022 CNAP CITY NAPEA G GRADE G H HOURLY B BIWEEKLY 02 26.0000 80.00 80.00 2080.00 260.00 N

Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	26.1818	209.4540	2,094.54	54,458.04
02	0.0000	26.8345	214.6760	2,146.76	55,815.76
03	0.0000	27.5088	220.0700	2,200.70	57,218.20
04	0.0000	28.1942	225.5540	2,255.54	58,644.04
05	0.0000	28.9012	231.2100	2,312.10	60,114.60
06	0.0000	29.6191	236.9530	2,369.53	61,607.78
07	0.0000	30.3589	242.8710	2,428.71	63,146.46
08	0.0000	31.1201	248.9610	2,489.61	64,729.86
09	0.0000	31.9033	255.2260	2,552.26	66,358.76
10	0.0000	32.6974	261.5790	2,615.79	68,010.54
11	0.0000	33.5132	268.1060	2,681.06	69,707.56
12	0.0000	34.3507	274.8060	2,748.06	71,449.56

07/01/2022 CNAP CITY NAPEA H  
Change was made by 2.5000%  
No Dollar amount used.

GRADE H H HOURLY B BIWEEKLY 02 26.0000 80.00 80.00 2080.00 260.00 N

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	28.8033	230.4260	2,304.26	59,910.76
02	0.0000	29.5212	236.1700	2,361.70	61,404.20
03	0.0000	30.2609	242.0870	2,420.87	62,942.62
04	0.0000	31.0222	248.1780	2,481.78	64,526.28
05	0.0000	31.7946	254.3570	2,543.57	66,132.82
06	0.0000	32.5886	260.7090	2,607.09	67,784.34
07	0.0000	33.4044	267.2350	2,672.35	69,481.10
08	0.0000	34.2420	273.9360	2,739.36	71,223.36
09	0.0000	35.1013	280.8100	2,808.10	73,010.60
10	0.0000	35.9823	287.8580	2,878.58	74,843.08
11	0.0000	36.8852	295.0820	2,950.82	76,721.32
12	0.0000	37.8098	302.4780	3,024.78	78,644.28

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE GROUP/BU GRADE/ RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD DAYS/ PERIOD HRS/ YEAR USE PCT  
07/01/2022 CNAP CITY NAPEA I GRADE I H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	30.2391	241.9130	2,419.13	62,897.38
02	0.0000	31.0005	248.0040	2,480.04	64,481.04
03	0.0000	31.7728	254.1820	2,541.82	66,087.32
04	0.0000	32.5669	260.5350	2,605.35	67,739.10
05	0.0000	33.3827	267.0620	2,670.62	69,436.12
06	0.0000	34.2202	273.7620	2,737.62	71,178.12
07	0.0000	35.0796	280.6370	2,806.37	72,965.62
08	0.0000	35.9606	287.6850	2,876.85	74,798.10
09	0.0000	36.8635	294.9080	2,949.08	76,676.08
10	0.0000	37.7881	302.3050	3,023.05	78,599.30
11	0.0000	38.7343	309.8740	3,098.74	80,567.24
12	0.0000	39.7025	317.6200	3,176.20	82,581.20

07/01/2022 CNAP CITY NAPEA J  
Change was made by 2.5000%  
No Dollar amount used.

GRADE J H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	33.2630	266.1040	2,661.04	69,187.04
02	0.0000	34.0897	272.7180	2,727.18	70,906.68
03	0.0000	34.9382	279.5060	2,795.06	72,671.56
04	0.0000	35.8084	286.4670	2,864.67	74,481.42
05	0.0000	36.7003	293.6020	2,936.02	76,336.52
06	0.0000	37.6139	300.9110	3,009.11	78,236.86
07	0.0000	38.5494	308.3950	3,083.95	80,182.70
08	0.0000	39.5175	316.1400	3,161.40	82,196.40
09	0.0000	40.5074	324.0590	3,240.59	84,255.34
10	0.0000	41.5190	332.1520	3,321.52	86,359.52
11	0.0000	42.5523	340.4180	3,404.18	88,508.68
12	0.0000	43.6183	348.9460	3,489.46	90,725.96

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

EFF. DATE GROUP/BU GRADE/ RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD HRS/ YEAR DAYS/ PERIOD YEAR DAYS/ YEAR USE PCT  
 07/01/2022 CNAP CITY NAPEA K GRADE K H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
 Change was made by 2.5000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	DAILY RATE	PERIOD SALARY	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00
01	0.0000	41.5843	332.6740	332.6740	3,326.74	86,495.24	86,495.24
02	0.0000	42.6285	341.0280	341.0280	3,410.28	88,667.28	88,667.28
03	0.0000	43.6945	349.5560	349.5560	3,495.56	90,884.56	90,884.56
04	0.0000	44.7823	358.2580	358.2580	3,582.58	93,147.08	93,147.08
05	0.0000	45.9026	367.2210	367.2210	3,672.21	95,477.46	95,477.46
06	0.0000	47.0556	376.4450	376.4450	3,764.45	97,875.70	97,875.70
07	0.0000	48.2302	385.8420	385.8420	3,858.42	100,318.92	100,318.92
08	0.0000	49.4377	395.5020	395.5020	3,955.02	102,830.52	102,830.52
09	0.0000	50.6776	405.4210	405.4210	4,054.21	105,409.46	105,409.46
10	0.0000	51.9395	415.5160	415.5160	4,155.16	108,034.16	108,034.16
11	0.0000	53.2339	425.8710	425.8710	4,258.71	110,726.46	110,726.46
12	0.0000	54.5610	436.4880	436.4880	4,364.88	113,486.88	113,486.88

07/01/2022 CNAP CITY NAPEA L GRADE L H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
 Change was made by 2.5000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	DAILY RATE	PERIOD SALARY	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00	0.00
01	0.0000	49.9055	399.2440	399.2440	3,992.44	103,803.44	103,803.44
02	0.0000	51.1563	409.2500	409.2500	4,092.50	106,405.00	106,405.00
03	0.0000	52.4399	419.5190	419.5190	4,195.19	109,074.94	109,074.94
04	0.0000	53.7560	430.0480	430.0480	4,300.48	111,812.48	111,812.48
05	0.0000	55.1048	440.8380	440.8380	4,408.38	114,617.88	114,617.88
06	0.0000	56.4863	451.8900	451.8900	4,518.90	117,491.40	117,491.40
07	0.0000	57.9003	463.2020	463.2020	4,632.02	120,432.52	120,432.52
08	0.0000	59.3470	474.7760	474.7760	4,747.76	123,441.76	123,441.76
09	0.0000	60.8264	486.6110	486.6110	4,866.11	126,518.86	126,518.86
10	0.0000	62.3491	498.7930	498.7930	4,987.93	129,686.18	129,686.18
11	0.0000	63.9047	511.2380	511.2380	5,112.38	132,921.88	132,921.88
12	0.0000	65.5037	524.0300	524.0300	5,240.30	136,247.80	136,247.80

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE GROUP/BU GRADE/RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD DAYS/ PERIOD HRS/ YEAR USE PCT

07/01/2023 CNAP CITY NAPEA A  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	14.4941	115.9530	1,159.53	30,147.78
02	0.0000	14.8620	118.8960	1,188.96	30,912.96
03	0.0000	15.2300	121.8400	1,218.40	31,678.40
04	0.0000	15.6090	124.8720	1,248.72	32,466.72
05	0.0000	15.9992	127.9940	1,279.94	33,278.44
06	0.0000	16.4007	131.2060	1,312.06	34,113.56
07	0.0000	16.8132	134.5060	1,345.06	34,971.56
08	0.0000	17.2369	137.8950	1,378.95	35,852.70
09	0.0000	17.6716	141.3730	1,413.73	36,756.98
10	0.0000	18.1176	144.9410	1,449.41	37,684.66
11	0.0000	18.5748	148.5980	1,485.98	38,635.48
12	0.0000	19.0430	152.3440	1,523.44	39,609.44

07/01/2023 CNAP CITY NAPEA B  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	15.9436	127.5490	1,275.49	33,162.74
02	0.0000	16.3449	130.7590	1,307.59	33,997.34
03	0.0000	16.7573	134.0580	1,340.58	34,855.08
04	0.0000	17.1812	137.4500	1,374.50	35,737.00
05	0.0000	17.6160	140.9280	1,409.28	36,641.28
06	0.0000	18.0619	144.4950	1,444.95	37,568.70
07	0.0000	18.5190	148.1520	1,481.52	38,519.52
08	0.0000	18.9873	151.8980	1,518.98	39,493.48
09	0.0000	19.4667	155.7340	1,557.34	40,490.84
10	0.0000	19.9574	159.6590	1,596.59	41,511.34
11	0.0000	20.4589	163.6710	1,636.71	42,554.46
12	0.0000	20.9718	167.7740	1,677.74	43,621.24

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE GROUP/BU GRADE/RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD DAYS/ PERIOD HRS/ YEAR USE PCT

07/01/2023 CNAP CITY NAPEA C GRADE C H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	BIWEEKLY	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	17.5379	140.3030	1,403.03	1,403.03	36,478.78
02	0.0000	17.9727	143.7820	1,437.82	1,437.82	37,383.32
03	0.0000	18.4186	147.3490	1,473.49	1,473.49	38,310.74
04	0.0000	18.8759	151.0070	1,510.07	1,510.07	39,261.82
05	0.0000	19.3440	154.7520	1,547.52	1,547.52	40,235.52
06	0.0000	19.8235	158.5880	1,585.88	1,585.88	41,232.88
07	0.0000	20.3141	162.5130	1,625.13	1,625.13	42,253.38
08	0.0000	20.8270	166.6160	1,666.16	1,666.16	43,320.16
09	0.0000	21.3511	170.8090	1,708.09	1,708.09	44,410.34
10	0.0000	21.8862	175.0900	1,750.90	1,750.90	45,523.40
11	0.0000	22.4324	179.4590	1,794.59	1,794.59	46,659.34
12	0.0000	22.9899	183.9190	1,839.19	1,839.19	47,818.94

07/01/2023 CNAP CITY NAPEA D GRADE D H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	BIWEEKLY	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	19.2883	154.3060	1,543.06	1,543.06	40,119.56
02	0.0000	19.7677	158.1420	1,581.42	1,581.42	41,116.92
03	0.0000	20.2584	162.0670	1,620.67	1,620.67	42,137.42
04	0.0000	20.7599	166.0790	1,660.79	1,660.79	43,180.54
05	0.0000	21.2840	170.2720	1,702.72	1,702.72	44,270.72
06	0.0000	21.8192	174.5540	1,745.54	1,745.54	45,384.04
07	0.0000	22.3655	178.9240	1,789.24	1,789.24	46,520.24
08	0.0000	22.9230	183.3840	1,833.84	1,833.84	47,679.84
09	0.0000	23.4916	187.9330	1,879.33	1,879.33	48,862.58
10	0.0000	24.0826	192.6610	1,926.61	1,926.61	50,091.86
11	0.0000	24.6847	197.4780	1,974.78	1,974.78	51,344.28
12	0.0000	25.2978	202.3820	2,023.82	2,023.82	52,619.32

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

P 3  
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EFF. DATE GROUP/BU GRADE/RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/PERIOD DAYS/PERIOD YEAR HRS/PERIOD DAYS/PERIOD YEAR HRS/PERIOD DAYS/PERIOD YEAR USE PCT

07/01/2023 CNAP CITY NAPEA E  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	21.2172	169.7380	1,697.38	44,131.88
02	0.0000	21.7523	174.0180	1,740.18	45,244.68
03	0.0000	22.2987	178.3900	1,783.90	46,381.40
04	0.0000	22.8562	182.8500	1,828.50	47,541.00
05	0.0000	23.4247	187.3980	1,873.98	48,723.48
06	0.0000	24.0156	192.1250	1,921.25	49,952.50
07	0.0000	24.6176	196.9410	1,969.41	51,204.66
08	0.0000	25.2310	201.8480	2,018.48	52,480.48
09	0.0000	25.8664	206.9310	2,069.31	53,802.06
10	0.0000	26.5131	212.1050	2,121.05	55,147.30
11	0.0000	27.1708	217.3660	2,173.66	56,515.16
12	0.0000	27.8510	222.8080	2,228.08	57,930.08

07/01/2023 CNAP CITY NAPEA F  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	24.3948	195.1580	1,951.58	50,741.08
02	0.0000	25.0080	200.0640	2,000.64	52,016.64
03	0.0000	25.6323	205.0580	2,050.58	53,315.08
04	0.0000	26.2678	210.1420	2,101.42	54,636.92
05	0.0000	26.9256	215.4050	2,154.05	56,005.30
06	0.0000	27.5945	220.7560	2,207.56	57,396.56
07	0.0000	28.2858	226.2860	2,262.86	58,834.36
08	0.0000	28.9882	231.9060	2,319.06	60,295.56
09	0.0000	29.7129	237.7030	2,377.03	61,802.78
10	0.0000	30.4599	243.6790	2,436.79	63,356.54
11	0.0000	31.2180	249.7440	2,497.44	64,933.44
12	0.0000	31.9986	255.9890	2,559.89	66,557.14

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE GROUP/BU GRADE/ RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD HRS/ PERIOD DAYS/ PERIOD HRS/ YEAR DAYS/ YEAR USE PCT  
07/01/2023 CNAP CITY NAPEA G GRADE G H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	26.8363	214.6900	2,146.90	55,819.40
02	0.0000	27.5054	220.0430	2,200.43	57,211.18
03	0.0000	28.1965	225.5720	2,255.72	58,648.72
04	0.0000	28.8991	231.1930	2,311.93	60,110.18
05	0.0000	29.6237	236.9900	2,369.90	61,617.40
06	0.0000	30.3596	242.8770	2,428.77	63,148.02
07	0.0000	31.1179	248.9430	2,489.43	64,725.18
08	0.0000	31.8981	255.1850	2,551.85	66,348.10
09	0.0000	32.7009	261.6070	2,616.07	68,017.82
10	0.0000	33.5148	268.1180	2,681.18	69,710.68
11	0.0000	34.3510	274.8080	2,748.08	71,450.08
12	0.0000	35.2095	281.6760	2,816.76	73,235.76

07/01/2023 CNAP CITY NAPEA H GRADE H H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	29.5234	236.1870	2,361.87	61,408.62
02	0.0000	30.2592	242.0740	2,420.74	62,939.24
03	0.0000	31.0174	248.1390	2,481.39	64,516.14
04	0.0000	31.7978	254.3820	2,543.82	66,139.32
05	0.0000	32.5895	260.7160	2,607.16	67,786.16
06	0.0000	33.4033	267.2260	2,672.26	69,478.76
07	0.0000	34.2395	273.9160	2,739.16	71,218.16
08	0.0000	35.0981	280.7850	2,807.85	73,004.10
09	0.0000	35.9788	287.8300	2,878.30	74,835.80
10	0.0000	36.8819	295.0550	2,950.55	76,714.30
11	0.0000	37.8073	302.4580	3,024.58	78,639.08
12	0.0000	38.7550	310.0400	3,100.40	80,610.40

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE GROUP/BU GRADE/RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD HRS/ PERIOD DAYS/ PERIOD DAYS/ YEAR USE PCT  
07/01/2023 CNAP CITY NAPEA I GRADE I H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	30.9951	247.9610	2,479.61	64,469.86
02	0.0000	31.7755	254.2040	2,542.04	66,093.04
03	0.0000	32.5671	260.5370	2,605.37	67,739.62
04	0.0000	33.3811	267.0490	2,670.49	69,432.74
05	0.0000	34.2173	273.7380	2,737.38	71,171.88
06	0.0000	35.0757	280.6060	2,806.06	72,957.56
07	0.0000	35.9566	287.6530	2,876.53	74,789.78
08	0.0000	36.8596	294.8770	2,948.77	76,668.02
09	0.0000	37.7851	302.2810	3,022.81	78,593.06
10	0.0000	38.7328	309.8620	3,098.62	80,564.12
11	0.0000	39.7027	317.6220	3,176.22	82,581.72
12	0.0000	40.6951	325.5610	3,255.61	84,645.86

07/01/2023 CNAP CITY NAPEA J  
Change was made by 2.5000%  
No Dollar amount used.

GRADE J H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	34.0946	272.7570	2,727.57	70,916.82
02	0.0000	34.9419	279.5350	2,795.35	72,679.10
03	0.0000	35.8117	286.4940	2,864.94	74,488.44
04	0.0000	36.7036	293.6290	2,936.29	76,343.54
05	0.0000	37.6178	300.9420	3,009.42	78,244.92
06	0.0000	38.5542	308.4340	3,084.34	80,192.84
07	0.0000	39.5131	316.1050	3,161.05	82,187.30
08	0.0000	40.5054	324.0430	3,240.43	84,251.18
09	0.0000	41.5201	332.1610	3,321.61	86,361.86
10	0.0000	42.5570	340.4560	3,404.56	88,518.56
11	0.0000	43.6161	348.9290	3,489.29	90,721.54
12	0.0000	44.7088	357.6700	3,576.70	92,994.20

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	USE PCT	
07/01/2023	CNAP CITY NAPEA K	GRADE K		H HOURLY	B BIWEEKLY	02	26.0000	8.00	80.00	2080.00	260.00	N

Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	42.6239	340.9910	3,409.91	88,657.66
02	0.0000	43.6942	349.5540	3,495.54	90,884.04
03	0.0000	44.7869	358.2950	3,582.95	93,156.70
04	0.0000	45.9019	367.2150	3,672.15	95,475.90
05	0.0000	47.0502	376.4020	3,764.02	97,864.52
06	0.0000	48.2320	385.8560	3,858.56	100,322.56
07	0.0000	49.4360	395.4880	3,954.88	102,826.88
08	0.0000	50.6736	405.3890	4,053.89	105,401.14
09	0.0000	51.9445	415.5560	4,155.56	108,044.56
10	0.0000	53.2380	425.9040	4,259.04	110,735.04
11	0.0000	54.5647	436.5180	4,365.18	113,494.68
12	0.0000	55.9250	447.4000	4,474.00	116,324.00

07/01/2023 CNAP CITY NAPEA L  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	51.1531	409.2250	4,092.25	106,398.50
02	0.0000	52.4352	419.4820	4,194.82	109,065.32
03	0.0000	53.7509	430.0070	4,300.07	111,801.82
04	0.0000	55.0999	440.7990	4,407.99	114,607.74
05	0.0000	56.4824	451.8590	4,518.59	117,483.34
06	0.0000	57.8985	463.1880	4,631.88	120,428.88
07	0.0000	59.3478	474.7820	4,747.82	123,443.32
08	0.0000	60.8307	486.6460	4,866.46	126,527.96
09	0.0000	62.3471	498.7770	4,987.77	129,682.02
10	0.0000	63.9078	511.2620	5,112.62	132,928.12
11	0.0000	65.5023	524.0180	5,240.18	136,244.68
12	0.0000	67.1413	537.1300	5,371.30	139,653.80

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE GROUP/BU GRADE/RANK DESCRIPTION PAY BASIS FREQUENCY CALC PERIODS DAY HRS/ PERIOD DAYS/ PERIOD HRS/ YEAR USE PCT

07/01/2024 CNAP CITY NAPEA A GRADE A H HOURLY B BIWEEKLY 02 26.0000 8.00 80.00 10.00 2080.00 260.00 N

Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	14.8565	118.8520	1,188.52	30,901.52
02	0.0000	15.2336	121.8690	1,218.69	31,685.94
03	0.0000	15.6108	124.8860	1,248.86	32,470.36
04	0.0000	15.9992	127.9940	1,279.94	33,278.44
05	0.0000	16.3992	131.1940	1,311.94	34,110.44
06	0.0000	16.8107	134.4860	1,344.86	34,966.36
07	0.0000	17.2335	137.8680	1,378.68	35,845.68
08	0.0000	17.6678	141.3420	1,413.42	36,748.92
09	0.0000	18.1134	144.9070	1,449.07	37,675.82
10	0.0000	18.5705	148.5640	1,485.64	38,626.64
11	0.0000	19.0392	152.3140	1,523.14	39,601.64
12	0.0000	19.5191	156.1530	1,561.53	40,599.78

07/01/2024 CNAP CITY NAPEA B  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	16.3422	130.7380	1,307.38	33,991.88
02	0.0000	16.7535	134.0280	1,340.28	34,847.28
03	0.0000	17.1762	137.4100	1,374.10	35,726.60
04	0.0000	17.6107	140.8860	1,408.86	36,630.36
05	0.0000	18.0564	144.4510	1,444.51	37,557.26
06	0.0000	18.5134	148.1070	1,481.07	38,507.82
07	0.0000	18.9820	151.8560	1,518.56	39,482.56
08	0.0000	19.4620	155.6960	1,556.96	40,480.96
09	0.0000	19.9534	159.6270	1,596.27	41,503.02
10	0.0000	20.4563	163.6500	1,636.50	42,549.00
11	0.0000	20.9704	167.7630	1,677.63	43,618.38
12	0.0000	21.4961	171.9690	1,719.69	44,711.94

07/01/2024 CNAP CITY NAPEA C  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	FREQUENCY	CALC	PERIODS	HRS/ DAY	DAYS/ PERIOD	HRS/ PERIOD	DAYS/ YEAR	USE PCT
00	0.0000	0.0000	0.0000	B BIWEEKLY	02	26.0000	8.00	10.00	80.00	2080.00	N
01	0.0000	17.9763	143.8100						37,390.60		
02	0.0000	18.4220	147.3760						38,317.76		
03	0.0000	18.8791	151.0330						39,268.58		
04	0.0000	19.3478	154.7820						40,243.32		
05	0.0000	19.8276	158.6210						41,241.46		
06	0.0000	20.3191	162.5530						42,263.78		
07	0.0000	20.8220	166.5760						43,309.76		
08	0.0000	21.3477	170.7820						44,403.32		
09	0.0000	21.8849	175.0790						45,520.54		
10	0.0000	22.4334	179.4670						46,661.42		
11	0.0000	22.9932	183.9460						47,825.96		
12	0.0000	23.5646	188.5170						49,014.42		

07/01/2024 CNAP CITY NAPEA D  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	FREQUENCY	CALC	PERIODS	HRS/ DAY	DAYS/ PERIOD	HRS/ PERIOD	DAYS/ YEAR	USE PCT
00	0.0000	0.0000	0.0000	B BIWEEKLY	02	26.0000	8.00	10.00	80.00	2080.00	N
01	0.0000	19.7705	158.1640						41,122.64		
02	0.0000	20.2619	162.0950						42,144.70		
03	0.0000	20.7649	166.1190						43,190.94		
04	0.0000	21.2789	170.2310						44,260.06		
05	0.0000	21.8161	174.5290						45,377.54		
06	0.0000	22.3647	178.9180						46,518.68		
07	0.0000	22.9246	183.3970						47,683.22		
08	0.0000	23.4961	187.9690						48,871.94		
09	0.0000	24.0789	192.6310						50,084.06		
10	0.0000	24.6847	197.4780						51,344.28		
11	0.0000	25.3018	202.4140						52,627.64		
12	0.0000	25.9302	207.4420						53,934.92		

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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07/01/2024 CNAP CITY NAPEA E  
Change was made by 2.5000%  
No Dollar amount used.

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC PERIODS	HRS/DAY	HRS/PERIOD	DAYS/PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
		GRADE E		H HOURLY	B BIWEEKLY	02	26.0000	8.00	80.00	10.00	2080.00	260.00	N
		STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY						
		00	0.0000	0.0000	0.0000	0.00	0.00						
		01	0.0000	21.7476	173.9810	1,739.81	45,235.06						
		02	0.0000	22.2961	178.3690	1,783.69	46,375.94						
		03	0.0000	22.8562	182.8500	1,828.50	47,541.00						
		04	0.0000	23.4276	187.4210	1,874.21	48,729.46						
		05	0.0000	24.0103	192.0820	1,920.82	49,941.32						
		06	0.0000	24.6160	196.9280	1,969.28	51,201.28						
		07	0.0000	25.2330	201.8640	2,018.64	52,484.64						
		08	0.0000	25.8618	206.8940	2,068.94	53,792.44						
		09	0.0000	26.5131	212.1050	2,121.05	55,147.30						
		10	0.0000	27.1759	217.4070	2,174.07	56,525.82						
		11	0.0000	27.8501	222.8010	2,228.01	57,928.26						
		12	0.0000	28.5473	228.3780	2,283.78	59,378.28						

07/01/2024 CNAP CITY NAPEA F  
Change was made by 2.5000%  
No Dollar amount used.

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC PERIODS	HRS/DAY	HRS/PERIOD	DAYS/PERIOD	HRS/ YEAR	DAYS/ YEAR	USE PCT	
		GRADE F		H HOURLY	B BIWEEKLY	02	26.0000	8.00	80.00	10.00	2080.00	260.00	N
		STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY						
		00	0.0000	0.0000	0.0000	0.00	0.00						
		01	0.0000	25.0047	200.0380	2,000.38	52,009.88						
		02	0.0000	25.6332	205.0660	2,050.66	53,317.16						
		03	0.0000	26.2731	210.1850	2,101.85	54,648.10						
		04	0.0000	26.9245	215.3960	2,153.96	56,002.96						
		05	0.0000	27.5987	220.7900	2,207.90	57,405.40						
		06	0.0000	28.2844	226.2750	2,262.75	58,831.50						
		07	0.0000	28.9929	231.9430	2,319.43	60,305.18						
		08	0.0000	29.7129	237.7030	2,377.03	61,802.78						
		09	0.0000	30.4557	243.6460	2,436.46	63,347.96						
		10	0.0000	31.2214	249.7710	2,497.71	64,940.46						
		11	0.0000	31.9985	255.9880	2,559.88	66,556.88						
		12	0.0000	32.7986	262.3890	2,623.89	68,221.14						

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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EFF. DATE    GROUP/BU    GRADE/RANK    DESCRIPTION    PAY BASIS    FREQUENCY    CALC    PERIODS    HRS/DAY    HRS/PERIOD    DAYS/PERIOD    HRS/PERIOD    DAYS/PERIOD    HRS/PERIOD    USE/PCT  
 -----    -----    -----    -----    -----    -----    -----    -----    -----    -----    -----    -----    -----    -----  
 07/01/2024    CNAP CITY NAPEA G    GRADE G                       H HOURLY    B BIWEEKLY    02    26.0000    8.00    80.00    10.00    2080.00    260.00    N  
 Change was made by 2.5000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	27.5072	220.0580	2,200.58	57,215.08
02	0.0000	28.1930	225.5440	2,255.44	58,641.44
03	0.0000	28.9014	231.2110	2,312.11	60,114.86
04	0.0000	29.6216	236.9730	2,369.73	61,612.98
05	0.0000	30.3643	242.9140	2,429.14	63,157.64
06	0.0000	31.1186	248.9490	2,489.49	64,726.74
07	0.0000	31.8958	255.1660	2,551.66	66,343.16
08	0.0000	32.6956	261.5650	2,615.65	68,006.90
09	0.0000	33.5184	268.1470	2,681.47	69,718.22
10	0.0000	34.3527	274.8220	2,748.22	71,453.72
11	0.0000	35.2098	281.6780	2,816.78	73,236.28
12	0.0000	36.0897	288.7180	2,887.18	75,066.68

07/01/2024    CNAP CITY NAPEA H    GRADE H                       H HOURLY    B BIWEEKLY    02    26.0000    8.00    80.00    10.00    2080.00    260.00    N  
 Change was made by 2.5000%  
 No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	30.2615	242.0920	2,420.92	62,943.92
02	0.0000	31.0157	248.1260	2,481.26	64,512.76
03	0.0000	31.7928	254.3420	2,543.42	66,128.92
04	0.0000	32.5927	260.7420	2,607.42	67,792.92
05	0.0000	33.4042	267.2340	2,672.34	69,480.84
06	0.0000	34.2384	273.9070	2,739.07	71,215.82
07	0.0000	35.0955	280.7640	2,807.64	72,998.64
08	0.0000	35.9756	287.8050	2,878.05	74,829.30
09	0.0000	36.8783	295.0260	2,950.26	76,706.76
10	0.0000	37.8039	302.4310	3,024.31	78,632.06
11	0.0000	38.7525	310.0200	3,100.20	80,605.20
12	0.0000	39.7239	317.7910	3,177.91	82,625.66

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CITY OF NORTHAMPTON, MA - LIVE  
SALARY TABLES

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pmgrstep

EFF. DATE	GROUP/BU	GRADE/ RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC	PERIODS	HRS/ DAY	HRS/ PERIOD	DAYS/ PERIOD	HRS/ YEAR	USE PCT	
07/01/2024	CNAP CITY NAPEA I	GRADE I		H HOURLY	B BIWEEKLY	02	26.0000	8.00	80.00	10.00	2080.00	260.00	N

Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	31.7700	254.1600	2,541.60	66,081.60
02	0.0000	32.5699	260.5590	2,605.59	67,745.34
03	0.0000	33.3813	267.0500	2,670.50	69,433.00
04	0.0000	34.2156	273.7250	2,737.25	71,168.50
05	0.0000	35.0727	280.5820	2,805.82	72,951.32
06	0.0000	35.9526	287.6210	2,876.21	74,781.46
07	0.0000	36.8555	294.8440	2,948.44	76,659.44
08	0.0000	37.7811	302.2490	3,022.49	78,584.74
09	0.0000	38.7297	309.8380	3,098.38	80,557.88
10	0.0000	39.7011	317.6090	3,176.09	82,578.34
11	0.0000	40.6953	325.5620	3,255.62	84,646.12
12	0.0000	41.7125	333.7000	3,337.00	86,762.00

07/01/2024 CNAP CITY NAPEA J  
Change was made by 2.5000%  
No Dollar amount used.

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	34.9470	279.5760	2,795.76	72,689.76
02	0.0000	35.8154	286.5230	2,865.23	74,495.98
03	0.0000	36.7070	293.6560	2,936.56	76,350.56
04	0.0000	37.6212	300.9700	3,009.70	78,252.20
05	0.0000	38.5582	308.4660	3,084.66	80,201.16
06	0.0000	39.5181	316.1450	3,161.45	82,197.70
07	0.0000	40.5009	324.0070	3,240.07	84,241.82
08	0.0000	41.5180	332.1440	3,321.44	86,357.44
09	0.0000	42.5581	340.4650	3,404.65	88,520.90
10	0.0000	43.6209	348.9670	3,489.67	90,731.42
11	0.0000	44.7065	357.6520	3,576.52	92,989.52
12	0.0000	45.8265	366.6120	3,666.12	95,319.12

EFF. DATE	GROUP/BU	GRADE/RANK	DESCRIPTION	PAY BASIS	FREQUENCY	CALC PERIODS	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	YEAR	USE PCT	
07/01/2024	CNAP CITY NAPEA K	GRADE K		H HOURLY	B BIWEEKLY	02	26.0000	8.00	80.00	10.00	2080.00	260.00	N
Change was made by 2.5000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	43.6895	349.5160	3,495.16	3,495.16	90,874.16
02	0.0000	44.7866	358.2930	3,582.93	3,582.93	93,156.18
03	0.0000	45.9066	367.2530	3,672.53	3,672.53	95,485.78
04	0.0000	47.0494	376.3950	3,763.95	3,763.95	97,862.70
05	0.0000	48.2265	385.8120	3,858.12	3,858.12	100,311.12
06	0.0000	49.4378	395.5020	3,955.02	3,955.02	102,830.52
07	0.0000	50.6719	405.3750	4,053.75	4,053.75	105,397.50
08	0.0000	51.9404	415.5230	4,155.23	4,155.23	108,035.98
09	0.0000	53.2431	425.9450	4,259.45	4,259.45	110,745.70
10	0.0000	54.5690	436.5520	4,365.52	4,365.52	113,503.52
11	0.0000	55.9288	447.4300	4,474.30	4,474.30	116,331.80
12	0.0000	57.3231	458.5850	4,585.85	4,585.85	119,232.10

EFF. DATE	GROUP/BU	GRADE/L	DESCRIPTION	PAY BASIS	FREQUENCY	CALC PERIODS	HRS/PERIOD	DAYS/PERIOD	HRS/PERIOD	DAYS/PERIOD	YEAR	USE PCT	
07/01/2024	CNAP CITY NAPEA L	GRADE L		H HOURLY	B BIWEEKLY	02	26.0000	8.00	80.00	10.00	2080.00	260.00	N
Change was made by 2.5000%													
No Dollar amount used.													

STEP/LEVEL	PERCENT	HOURLY RATE	DAILY RATE	PERIOD RATE	PERIOD SALARY	ANNUAL SALARY
00	0.0000	0.0000	0.0000	0.0000	0.00	0.00
01	0.0000	52.4319	419.4550	4,194.55	4,194.55	109,058.30
02	0.0000	53.7461	429.9690	4,299.69	4,299.69	111,791.94
03	0.0000	55.0947	440.7580	4,407.58	4,407.58	114,597.08
04	0.0000	56.4774	451.8190	4,518.19	4,518.19	117,472.94
05	0.0000	57.8945	463.1560	4,631.56	4,631.56	120,420.56
06	0.0000	59.3460	474.7680	4,747.68	4,747.68	123,439.68
07	0.0000	60.8315	486.6520	4,866.52	4,866.52	126,529.52
08	0.0000	62.3515	498.8120	4,988.12	4,988.12	129,691.12
09	0.0000	63.9058	511.2460	5,112.46	5,112.46	132,923.96
10	0.0000	65.5055	524.0440	5,240.44	5,240.44	136,251.44
11	0.0000	67.1399	537.1190	5,371.19	5,371.19	139,650.94
12	0.0000	68.8198	550.5580	5,505.58	5,505.58	143,145.08

## **NAPEA - Remote Work Program**

### **PURPOSE**

Employees shall be eligible to participate in the Remote Work Program set forth in this article (the “Program”). All other policies relating to an employee’s employment remain in effect unless specifically changed in the Program. The City of Northampton has the right to cancel or suspend employee remote work arrangements with ten (10) business days’ notice to the Union.

### **ELIGIBILITY**

Employees may request to participate in the Program. An employee’s eligibility to participate in the Program will be determined by their Department Head and, in the case of a Department Head, by the Mayor or their designee. Any employee who is eligible to participate in the Program must execute a Remote Work Agreement with their supervisor setting forth the terms of the employee’s remote work.

### **EQUIPMENT/FURNISHINGS/OFFICE SUPPLIES**

#### **Employees own equipment:**

The City of Northampton does not provide office furnishings—such as desks, chairs, file cabinets, and lighting—for employees who are working remotely. Employees who use their personal equipment for working remotely are responsible for the installation, repair, and maintenance of the equipment.

#### **City Equipment**

An employee that is working remotely does not obtain any rights to City equipment, software, or supplies provided in connection with their remote work. The employee must immediately return all City equipment, software, and supplies at the conclusion of the remote work arrangement or at the Department or City’s request.

An employee that is working remotely must protect City equipment, software, and supplies from possible theft, loss, and damage. While generally employees are not responsible for the loss, theft or damage to equipment whether on-site or off-site, the employee may be liable for replacement or repair of the equipment, software, or supplies in the event of negligence or intentional conduct in the event of theft, loss, or damage when it is allowed by law.

Any equipment, software, files, and databases provided by the City shall remain the property of the City. An employee working remotely must adhere to all software copyright laws, and may not make unauthorized copies of any City-owned software. Employees may not add hardware or software to City equipment without prior written approval.

## **DATA SECURITY**

Employees who use their personal equipment for remote work are responsible for the installation, repair, and maintenance of the equipment.

Employees who are working remotely must understand and agree that the City is entitled to, and may access, any personal equipment used while working remotely for City business, such as a personal computer, telephone, and internet records for the sole purpose of securing City work and property. Accordingly, employees who need access to City files and records while working remotely, must maintain such files and documents on City systems. Information that is not subject to public record disclosure, shall not be maintained on a employee's personal devices. This means that except in cases where it has been approved in advance by an employee's supervisor, employees who are working remotely should be working remotely from the City's server or remote drive and not maintaining information locally on their own electronic devices.

Employees may not disclose confidential or private files, records, materials, or information, and may not allow access to City networks or databases to anyone who is not authorized to have access. All City policies, procedures and rules apply while an employee is working remotely, including policies and procedures regarding the use of computers and the internet, regardless of whether the employee is using City-provided or personal equipment.

Employees must contact their supervisors if equipment, connectivity, or other supply problems prevent them from working while working remotely.

Failure to follow security policies and procedures may result in discipline up to and including termination.

## **WORK SCHEDULES**

While employees participating in the Program can develop arrangements with their Department Head (or in the case of Department Heads, the Mayor's office) tailored to Departmental needs, employees are expected to meet the following minimum requirements:

- Employees must carry out assigned duties, assignments, and other work obligations, including but not limited to the supervision of their subordinates when they have supervisory and/or managerial responsibilities;
- Employees must be available to their supervisors and co-workers during work hours;
- Employees must be available to attend scheduled video meetings, conference calls and participate in other required office activities at the home office as needed.

# Remote Work Agreement

**Employee:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

Scheduled hours: \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Direct Supervisor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

The following constitutes an agreement of the terms and working conditions of remote work between:

\_\_\_\_\_  
[Insert Department Head or Mayor]

\_\_\_\_\_  
Employee

## INITIATION OF AGREEMENT

1. Employee agrees to participate in remote work and adhere to applicable guidelines and practices.  Yes  No
2. Employee agrees to participate in remote for an initial period not to exceed one year beginning \_\_\_\_\_ and ending \_\_\_\_\_. This agreement may be extended beyond the initial one-year period, if agreed to by the parties. If extended, the terms of this agreement should be reviewed and updated as necessary.
3. After the remote work arrangement has begun there shall be a 90-day trial period after which the situation will be reviewed and evaluated to gauge if remote working is effective.
4. Department concurs with employee participation and agrees to adhere to applicable guidelines and policies.  Yes  No

## WORK LOCATION/SCHEDULE

1. Employee's standard worksite is:  
 Downtown campus  
 Rec Dept.  
 Police or Fire HQ  
 DPW  
 Other: \_\_\_\_\_

2. Employee's alternate worksite is:

Street Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

3. Describe in detail the designated work area at the remote work location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. At the standard worksite, the employee's work hours will normally be:

Monday: \_\_\_\_\_ to \_\_\_\_\_ Thursday: \_\_\_\_\_ to \_\_\_\_\_  
Tuesday: \_\_\_\_\_ to \_\_\_\_\_ Friday: \_\_\_\_\_ to \_\_\_\_\_  
Wednesday: \_\_\_\_\_ to \_\_\_\_\_

5. At the alternate worksite, the employee's work hours will normally be:

Monday: \_\_\_\_\_ to \_\_\_\_\_ Thursday: \_\_\_\_\_ to \_\_\_\_\_  
Tuesday: \_\_\_\_\_ to \_\_\_\_\_ Friday: \_\_\_\_\_ to \_\_\_\_\_  
Wednesday: \_\_\_\_\_ to \_\_\_\_\_

6. The recording of the Employee's time and attendance will be the same as though performing official duties at the standard worksite.

7. Supervisors will maintain a copy of this Remote Work Agreement.

**WORK STANDARDS/PERFORMANCE**

1. Employee will meet with the supervisor to receive assignments and review completed work as necessary or appropriate.
2. Employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor.
3. Employee will be held to the same job performance standards (including but not limited to accessibility during scheduled work hours) while working remotely at an alternate worksite as they are at the standard worksite.
4. Employee agrees to limit performance of his/her officially-assigned duties to the standard worksite or department approved alternate worksite. Failure to comply with this provision (e.g., working remotely at a non-approved location or worksite or not engaging in work when required during remote work hours) may result in termination of the remote agreement, and/or appropriate disciplinary action.

**COMPENSATION/BENEFITS**

1. All pay rates and leave accrual rates will remain as if the employee performed all work at the standard worksite.
2. Employee will be compensated according to applicable laws, CBA’s and City policy for overtime work that has been requested by his/her supervisor and approved in advance.
3. Employee understands that overtime work must be approved in advance by the supervisor. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from remote agreement and/or appropriate action.
4. Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this form, the employee agrees to follow established procedures for requesting and obtaining approval of leave.

**EQUIPMENT/EXPENSES**

1. Employee who uses City owned equipment agrees to protect such equipment in accordance with City guidelines. City owned equipment will be serviced and maintained by IT.
2. If employee provides equipment, he/she is responsible for servicing and maintaining the equipment.
3. Neither the department nor the City will be liable for damages to an employee’s personal or real property during the course of performance of official duties or while using City equipment in the employee’s residence.
4. Neither the department nor the City will be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities) associated with the use of the employee’s residence as an alternate worksite.

City owned equipment has been issued to the employee and has been documented by the Information Technology Department:

<b>Equipment Issued</b>	<b>Date Issued</b>	<b>Equipment ID</b>	<b>Issued By</b>
Computer			
Fax			
Printer			
Cell Phone			
Other (list)			

**SAFETY**

1. Employee is covered by the appropriate provisions of the City’s Workers’ Compensation policy if injured while performing official duties at the standard worksite or alternate worksite.
2. Employee and the appropriate Supervisory staff (or designee) shall certify that the work location is safe and free from hazards.
3. Employee shall bring to the immediate attention of his/her supervisor any accident or injury occurring at the alternate worksite while working.
4. Supervisor or designee will investigate all accident and injury reports immediately following notification and complete all related forms to ensure compliance with City Policy and Procedures.
5. Employee shall comply with any requirements and/or visits to the alternate worksite by Insurance staff to investigate any claims filed in order to determine compensability.

**CONFIDENTIALITY/SECURITY**

Employee will apply approved safeguards to protect department and/or City records from unauthorized disclosure or damage, and will comply with the privacy requirements set forth in the City and/or state law, City policies, or department policy or procedure.

**TERMINATION OF AGREEMENT**

1. Employee may terminate participation in this Agreement at any time unless it was a condition of employment. Two weeks’ notice to the supervisor is recommended.
2. Department Head (or in the case of a Department Head, the Mayor) may terminate or modify the employee’s participation in the remote work program, provided the employee is given ten (10) working days’ notice and the reason for the termination or modification of participation.

**ADDITIONAL CONDITIONS**

Please outline any additional conditions agreed upon by the employee and supervisor.

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# APPROVALS

**Employee:**

I agree to this Remote Work Agreement. In addition, I have reviewed all City of Northampton regulations and policies pertinent to remote work, including those related to the security of City data, systems and equipment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor:**

I have reviewed and approved this Remote Work Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Information Technology Administrator:**

I have reviewed and approved this Remote Work Agreement.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Other information to review:**

**Conduct Policy**

**Collective Bargaining Agreement**

Date of Initial 90-Day Review: \_\_\_\_\_

**Appendix D: Sick Time Buyout Grandfathering**

In the August 17, 2007 memorandum of Understanding (MOU) the City has agreed to both grandfather the following employee: Wayne Feiden and to freeze the maximum payout of the following employees at the dollar amount of their accumulated sick leave on the date of execution of this agreement: Ann Marie Baron, David Sparks and James Thompson. There is a letter from the City and in Ann Marie Baron’s personnel file indicating that the freezing of Ms. Baron’s maximum payout amount shall survive her removal from the NAPEA bargaining unit.

In the January 18, 2011 MOU the City agreed to grant grandfathering rights to Richard Parasiliti relative to the City wide sick leave buy back cap.

<b>EMPNO</b>	<b>LNAME</b>	<b>FNAME</b>	<b>LOC</b>	<b>LOCDESC</b>	<b>HDATE</b>	<b>MAX</b>
289	SARAFIN	JOAN	6	ASSESSORS	3/27/1973	Not subject to payout cap
900	MOGGIO	ANN-MARIE	64	RECREATION DEPT	6/9/1985	Not subject to payout cap
1401	FEIDEN	WAYNE	16	PLANNING & DEV	11/14/1988	Not subject to payout cap
3343	FREY	JOHN	18	BUILDING INSPEC	10/13/1998	\$ 5,500.00
3373	MICHNA	SHELBY	64	RECREATION DEPT	4/13/1999	\$ 5,500.00
3454	MISCH	CAROLYN	16	PLANNING & DEV	2/14/2000	\$ 5,500.00
3483	THOMPSON	JAMES	16	PLANNING & DEV	7/14/2000	\$ 6,702.30
1218	MCDONALD	DOUGLAS	35	DPW ENGINEERING	10/29/2002	\$ 5,500.00
1811	HARVEY	FELIX	35	DPW ENGINEERING	1/20/2004	\$ 5,500.00
1838	CONNOR	STEVEN	10	VETERANS SERVIC	2/2/2004	\$ 5,500.00
2321	HASBROUCK	LOUIS	18	BUILDING INSPEC	9/19/2005	\$ 5,500.00

City of Northampton, Massachusetts  
Human Resources Department

Effective Date: 4/27/94

Updated: 03/2009

**FAMILY AND MEDICAL LEAVES OF ABSENCE**

**POLICY**

It is the policy of the City of Northampton to comply with the provisions of the Federal Family and Medical Leave Act and the Massachusetts Maternity Leave Act. These laws entitle eligible employees to take unpaid, job-protected leave for specified family and medical reasons. The City has the right to designate a leave as a qualified FMLA leave, whether the employee actually requested a leave or not, when it appears that the reason for the leave fits the FMLA definitions.

**DEFINITIONS FOR FMLA**

Eligible Employee: To be eligible for FMLA, an employee must have worked for the City for at least one year (consecutive or non-consecutive) and have worked 1,250 hours (this is actual hours worked and does not include paid time off like vacations and sick time) over the 12 months prior to the commencement of the leave.

Covered Family Member: Employee's lawful spouse, child or parent.\*

Child: A child under 18 years of age, or 18 years of age or older who is incapable of self-care because of mental or physical disability. An employee's child is one for whom the employee has responsibility for the actual day-to-day care and includes a biological, adopted, foster or stepchild.\*

The 12 Month Period: The eligible period for leave shall be measured by rolling backward from the date an employee uses any FMLA leave. \*

\*The definition of "covered family member", "child" and "12-month period" are different for Qualifying Event #6.

Qualifying Events - The law provides for six circumstances under which an eligible employee is entitled to unpaid, job-protected leave from work:

- 1) Birth of a child of the employee and to care for the child;
- 2) Placement of a child with the employee for adoption or foster care;
- 3) The employee is needed to care for a covered family member with a serious health condition;
- 4) The employee's own a serious health condition that makes the employee unable to perform the functions of his/her position;

5) A qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation (note: this leave entitlement does not extend to family members of the Regular Armed Forces on active duty status), or

6.) To care for a covered service member with a serious injury or illness. Eligible employees, who are the spouse, son, daughter, parent or next of kin, are entitled to a special leave entitlement of up to 26 weeks to care for a covered service member during a single 12-month period.

Limitation - Entitlement to leave for the birth or placement of a child (1) and (2) above, expires at the end of the 12-month period beginning on the date of such birth or placement.

Under Federal law, if both spouses work for the same employer they are entitled (if otherwise eligible) to an aggregate of 12 workweeks for leave during any 12-month period. The rule applies only if the leave is for the birth or placement of a son or daughter, or to care for a sick parent. In addition, this rule only applies if the couple is married. 29 U.S.C. § 2612.

Service Member Family Leave - The leave described in this paragraph shall only be available during a single 12-month period. During the single 12-month period described in this paragraph, an eligible employee shall be entitled to a combined total of 26 workweeks of leave under any Qualifying Event.

Serious Health Condition - An illness, injury, impairment, or physical or mental condition that involves:

- 1) Inpatient care; or
- 2) A period of incapacity of more than 3 days AND any subsequent treatment by a health provider; or
- 3) Continuing treatment by a health care provider for a chronic serious health condition, or;
- 4) Any period of incapacity due to pregnancy or prenatal care.

Qualifying Exigencies for service member family leave may include:

1. Short-notice deployment
2. Military events and related activities
3. Childcare and school activities
4. Financial and legal arrangements
5. Counseling
6. Rest and recuperation
7. Post-deployment activities
8. Additional activities where the employer and employee agree to the leave.

Intermittent or Reduced Leave:

- An employee may take FMLA leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition or because of their own serious health condition *when medically necessary*. Medically necessary means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.
- An employee must make a reasonable effort to schedule leave for planned medical treatment so as to not unduly disrupt the employer's operations.
- Intermittent leave for the birth and care of a newborn or placement of a child for adoption or foster care is subject to the City's approval.
- The employee may be required to transfer temporarily to a position with equivalent pay and benefits that better accommodates recurring periods of leave when the leave is planned based on scheduled medical treatment.
- For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 weeks prior to the beginning of the leave should be used for calculating the employee's normal workweek.

Active Duty - The term "active duty" means duty under a call or order to active duty members of the uniformed services as described in section 101(a)(13)(B) of title 10, United States Code.

Contingency Operation - A contingency operation is an action or operation against an opposing military force as described in section 101(a)(13)(B) of title 10, United States Code.

Covered Service Member - A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

**PROCEDURE**

Notice Requirement

- An employee is required to give **30 days notice** in the event of a foreseeable leave. A Request for Family and Medical Leave form (see Appendix A) should be completed by the employee and returned to the Human Resources Department. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known, followed by a completed Request for Family/Medical Leave form.
- In any case in which the necessity for leave under the service member leave section of this

policy is foreseeable, whether because the spouse, or a son/daughter, or parent, of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable.

- If an employee fails to give 30 days notice for a foreseeable leave with no reasonable excuse for the delay, an unpaid leave may be granted and the employee is denied access to the substitution of paid leave until 30 days after the employee provides notice (provided paid leave is available).
- Requesting and being approved for an intermittent FMLA leave does not relieve the employee from appropriately requesting time off and/or timely, appropriate notification in advance for the need to take specific time off from work.
- The City retains the right to apply FMLA leave concurrent with any other leave that an employee may qualify for because of the same condition or event.

#### Medical Certification of a Serious Health Condition

- A. For leaves taken because of a serious health condition of a covered family member, the employee must submit a completed Certification of Health Care Provider for Family Member's Serious Health Condition form (see attached Appendix B) and return the certification to the Human Resources Department within 15 days of the leave request, or as soon as is reasonably possible.
- B. For leaves taken because of a serious health condition of an eligible employee, the employee must submit a completed Certification of Health Care Provider for Employee's Serious Health Condition form (see attached Appendix C) and return the certification to the Human Resources Department within 15 days of the leave request, or as soon as is reasonably possible.
- C. The City of Northampton *may* require a second or third opinion (at employer's expense), periodic reports on the employee's status to include a new Certification of Health Care Provider form every thirty days and intent to return to work, and a fitness-for-duty report to return to work.
- D. All documentation related to the employee's or family member's medical condition will be held in strict confidence and maintained separate from the employee's Human Resources file.
- E. When a request for leave is for the serious health condition of a family member, entitlement to the leave may be subject to medical verification concerning the medical condition of the employee's family member, verification that the seriously ill family member is a covered family member and certification that the employee's presence is necessary or would best for the family member's care.
- F. On leave requests that involve a qualified exigency and to care for a seriously ill service member, leave may be approved pending verification of eligibility.

## **SUBSTITUTION OF PAID LEAVE**

In certain circumstances, the City will allow an employee to elect to take paid leave for an eligible FMLA leave. The rules for the substitution of paid leave (if available) for unpaid leave are as follows:

1. An employee granted Family Medical Leave for their **own serious health condition** must first use available sick leave followed by any other accrued time available (vacation, personal or comp time).
2. An employee granted Family Medical Leave for the **birth/placement of a child** may use up to **eight weeks of sick time** followed by any other accrued time available (vacation, personal or comp time).
3. An employee granted Family Medical Leave for the **serious health condition of a covered family member** may use up to **eight weeks of sick time** followed by any other accrued time available (vacation, personal or comp time).
4. An employee granted Family Medical Leave for the **serious health condition of a covered service member** cannot use any accrued sick time. Paid leave can only be taken from vacation, personal or compensatory time.
5. An employee granted Family Medical Leave for a **qualified exigency** may only use vacation, personal or compensatory time to be paid for this type of leave.

## **EFFECT ON BENEFITS**

- A. An eligible employee on a designated FMLA leave, under this policy, will continue to be covered under the City of Northampton's group health insurance plan and life insurance plans under the same conditions as coverage would have been provided if they had been continuously employed during the leave period.
- B. Employee contributions will be required through payroll deduction if the employee is substituting paid leave for unpaid leave, or by direct payment to the Human Resources office, should the employee be in an unpaid status. Employee contribution amounts are subject to change in rates that occur while the employee is on leave.
- C. If the employee's contribution is more than 30 days late, the Human Resources Department may terminate the employee's insurance coverage.
- D. If the employee fails to return from an approved family/medical leave for reasons other than; (1) the continuation of a serious health condition of the employee or a covered family member; or (2) circumstances beyond the employee's control (certification required within 30 days of failure to return for either reason), the City of Northampton may seek reimbursement from the employee for the City's portion of the premiums paid on behalf of that employee (also known as the employer contribution) for the length of the leave.

## **JOB PROTECTION**

- A. If the employee returns to work at the end of the approved family/medical leave (up to 12 weeks), he/she will be reinstated to his/her former position or an equivalent position with equivalent pay, benefits, status and authority.
- B. The employee's restoration rights are the same as they would have been had the

employee not been on leave. Thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

C. If the employee fails to return to work at the end of the approved family/medical leave (up to 12 weeks), the employee will be terminated, unless the leave can be extended under some other statute or City policy.

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**DEFINITIONS FOR Massachusetts Maternity Leave Act**

Eligible employee-A full time female employee who has completed an initial probationary period of six months.

Qualifying event-Leave is for the purpose of giving birth or adopting a child.

Notice- The employee must give two weeks' notice of her anticipated date of departure and of her intent to return.

Length of leave-Eight (8) weeks of leave each times she gives birth or adopts a child.

Effect on benefits-Same as under FMLA leave.

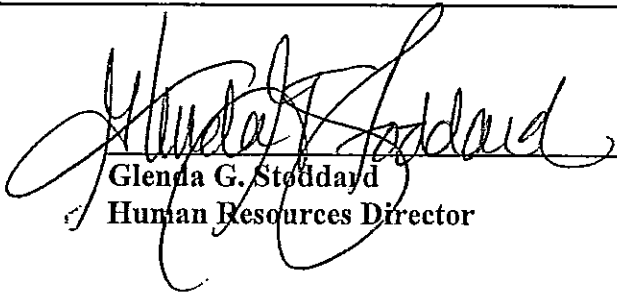
Job Protection-Same as under FMLA leave.

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Approved:



Mary Clare Higgins  
Mayor



Glenda G. Stoddard  
Human Resources Director

Revision History: 03/2009, 12/02/2008, 02/04, 4/27/94

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**City of Northampton, Massachusetts  
Human Resources Department**

**Revision Date: 9/20/2018**

**EQUAL EMPLOYMENT OPPORTUNITY,  
ANTI-DISCRIMINATION AND HARASSMENT POLICY  
(including Sexual Harassment)**

**PURPOSE**

It is the goal of the City of Northampton to promote a workplace that is free of unlawful harassment and discrimination. Unlawful harassment or discrimination of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by this organization. Further, any retaliation against an individual who has complained about harassment or discrimination, or retaliation against individuals for cooperating with an investigation of a harassment or discrimination complaint, is similarly unlawful and will not be tolerated. To achieve our goal of providing a workplace free from unlawful harassment and discrimination, the conduct that is described in this Policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

**APPLICATION**

This Policy applies to all employees of the City of Northampton.

**POLICY**

It is the policy of the City of Northampton to promote a professional and productive workplace in which all employees are treated with dignity and respect. Employees are expected to act in a positive manner and contribute to a productive work environment that is free from harassing or disruptive activity. Discrimination, including harassment, whether based upon race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, pregnancy or pregnancy-related conditions, genetic information, military service or other bases prohibited under state or federal anti-discrimination statutes will not be tolerated. To achieve the goal of providing a workplace free from discrimination, the City of Northampton will implement the procedures described below to address any potential inappropriate conduct.

**A. Coverage**

This Policy applies to all employment practices and employment programs sponsored by the City of Northampton. This Policy shall apply, but not be limited to, the areas of:

- Recruitment
- Selection
- Compensation and benefits

- Professional development and training
- Reasonable accommodation for disabilities or religious practices
- Promotion
- Transfer
- Termination
- Layoff, and
- Other terms and conditions of employment.

This Policy may apply to discrimination (including harassment) that occurs between co-workers that takes place outside the workplace (including, but not limited to, online conduct or conduct utilizing the internet or other electronic media). When the conduct complained of occurs outside the workplace, the City of Northampton may consider the following and other factors in assessing whether the conduct constitutes conduct in violation of this Policy:

- Whether the event at which the conduct occurred is linked to the workplace in any way, such as at a City-sponsored function;
- Whether the conduct occurred during work hours;
- The severity of the alleged outside-of-work conduct;
- The work relationship of the complainant and alleged harasser, which includes whether the alleged harasser is a supervisor and whether the alleged harasser and complainant come in contact with one another on the job;
- Whether the conduct adversely affected the terms and conditions of the complainant's employment or impacted the complainant's work environment.

Because the City of Northampton takes allegations of unlawful discrimination and harassment seriously, officials will respond promptly to complaints and, where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as necessary, including disciplinary action where appropriate.

Please note that while this Policy sets forth the City of Northampton's goals of promoting a workplace that is free from unlawful discrimination and harassment, the Policy is not designed or intended to limit the City's authority to discipline or take remedial action for workplace conduct which is deemed unacceptable, regardless of whether that conduct satisfies the legal definitions of discrimination and harassment.

## **B. Examples of Prohibited Discriminatory Behavior**

It is not possible to list all the circumstances that may constitute discrimination in violation of this Policy. Discrimination may take many forms, including both verbal and non-verbal behaviors. Prohibited behavior includes, but is not limited to, the following behaviors connected to someone's membership in one or more groups protected by law as noted in the first paragraph above: slurs or other derogatory comments; sharing demeaning pictures, cartoons or jokes; demeaning gestures; and any conduct constituting sexual harassment.

### C. Definition of Sexual Harassment

**Sexual Harassment** – That conduct, including unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, which may constitute sexual harassment when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used for the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

**Hostile Work Environment** – A form of sexual harassment, where pervasive and sexually hostile working conditions unreasonably interfere with an employee's ability to do his or her job.

**Quid Pro Quo** – Another form of sexual harassment, where tangible job benefits are offered or withheld in exchange for sexual favors.

*Note:* While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comments on an individual's body, comments on an individual's sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment. This can include conduct that is aimed at a person's sexual orientation or gender identity.

## **PROCEDURES**

### **A. Complaints of Sexual Harassment**

If an employee believes that they have been subjected to sexual harassment, it is the City of Northampton's policy to provide the employee with the right to file an internal complaint. This may be done orally or in writing. An employee may file a complaint of sexual harassment by contacting Glenda Stoddard, Director of Human Resources. Alternatively, Northampton Public School employees may file a complaint with Karen Robitaille, Director of Health Services. These persons will remain available to discuss any concerns employees may have and to provide information about the City of Northampton's policy on sexual harassment and the complaint process.

### **B. Sexual Harassment Investigation**

When a complaint of sexual harassment is received, the City will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. The City's investigation will include a private interview with the person filing the complaint and with any witnesses. The City will also interview the person alleged to have committed sexual harassment. When the investigation is concluded, the City will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, the City will act promptly to eliminate the offending conduct and, where appropriate, impose disciplinary action.

### **C. Complaints Concerning Other Forms of Discrimination and/or Harassment**

Complaints alleging forms of discrimination and/or harassment, other than sexual harassment, will be processed in accordance with Sections A and B, above, when appropriate.

### **D. Confidentiality**

Given the sensitive nature of complaints of discrimination and/or harassment, all parties and witnesses in the complaint, as well as Department Heads, supervisors, etc. who are aware of a complaint or investigation thereof are strongly encouraged to maintain this information as confidential, so as not to negatively impact an investigation. The City's investigators will conduct the investigation in such a way as to maintain confidentiality to the extent practicable under the circumstances.

## **E. Retaliation**

Any retaliation against an individual who has formally or informally complained about discrimination, including harassment, or has cooperated with an investigation of a discrimination complaint is prohibited.

Retaliation can be overt or subtle. Retaliation may include, but is not limited to, treating a complainant or witness differently, more harshly or in a hostile manner; physical interference with movement such as blocking a path; derogatory comments or action which would tend to have a chilling effect on other complainants; sudden investigations of the complainant's private life; or sudden strict enforcement of work rules. Retaliation in any form will not be tolerated.

## **SANCTIONS**

If it is determined that inappropriate conduct has been committed by an employee, the City will take such action as is appropriate under the circumstances. Such action may include counseling, informal or formal reprimands, verbal or written warnings, suspension, reduction in pay, reduction in duties, transfers and other formal sanctions, including termination from employment.

## **STATE AND FEDERAL REMEDIES**

In addition to the above, if an employee believes that the employee has been subjected to discriminatory harassment of any type, including sexual harassment, the employee may file a formal complaint with either or both of the government agencies set forth below. Using the City's complaint process does not prohibit the employee from filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident of when the complainant became aware of the incident.

### **The United States Equal Employment Opportunity Commission ("EEOC"):**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800) 669-4000  
TTY: (800) 669-6820

### **The Massachusetts Commission Against Discrimination ("MCAD"):**

#### *Boston Office:*

One Ashburton Place, Room 601  
Boston, MA 02108  
(617) 994-6196  
TTY: (617) 994-6196

#### *Springfield Office:*

436 Dwight Street, Room 220  
Springfield, MA 01103  
(413) 739-2145

*Worcester Office:*  
4874 Main Street, Suite 320  
Worcester, MA 01604  
(508) 453-9630

## **REASONABLE ACCOMMODATIONS**

The City of Northampton will not discriminate against people with disabilities in any employment practices or in terms, conditions or privileges of employment, including, but not limited to, application, testing, hiring, assignment, evaluation, disciplinary action, training, promotion, medical examination, layoff/recall, termination, compensation, leaves or benefits. The City will make reasonable accommodation to the known physical or mental limitations of a qualified applicant or employee with a disability, unless such action would cause an undue hardship to the operations of the City.


In addition, the City complies with the provisions of General Laws Chapter 151B, Section 1E, requiring certain reasonable accommodations for an employee's pregnancy or pregnancy-related condition.

Employees seeking reasonable accommodations may submit their request in writing to their supervisor or to Glenda Stoddard, 240 Main Street, Room 6, Northampton, MA 01060 (413) 587-1257.

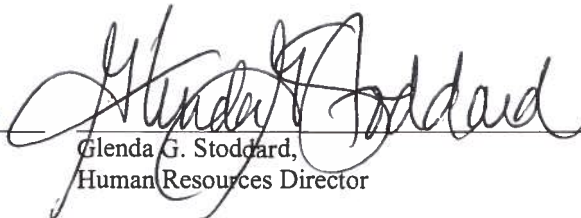
## **EQUAL OPPORTUNITY STATEMENT**

The City of Northampton will not discriminate in its employment practices on the basis of race, color, gender, gender identity, national origin, religion, ancestry, age, sexual orientation, disability, pregnancy or pregnancy-related conditions, genetic information, military service or other basis prohibited under the state or federal anti-discrimination statutes. This shall include such areas as recruitment, selection, compensation and benefits, professional development and training, reasonable accommodation for disability and religious practices, promotion, transfer, termination, layoff and other terms and conditions of employment.

***This Policy does not supersede a Department Manager's rights to direct and redirect employee behavior or performance in the workplace so long as that action is not unlawfully discriminatory or harassing.***



David J. Narkewicz,  
Mayor



Glenda G. Stoddard,  
Human Resources Director

NAPEA COVID Bonus List			Appendix H									
EE#	L Name	F Name	Job class	Loc	Group	DOH	Elig month	Amount			Comments	
1075	ANTOSZ	MICHAEL	SUPERINTENDENT	38	CNAP	09/28/1987	15	\$1,300	8			
6714	BAKER	KRIS	STAFF CIVIL ENGINEER	35	CNAP	11/06/2017	15	\$1,300	8			
3167	BARON	ANNMARIE	ASSISTANT DIRECTOR	03	CNAP	08/26/1996	15	\$1,300	8			
7749	BENOIT	KEITH	COMMUN DEVELOP PLANNER	16	CNAP	03/17/2020	14	\$1,213	8			
6044	CHAN	MAGGIE	STAFF CIVIL ENGINEER	35	CNAP	07/28/2015	15	\$1,300	8			
1838	CONNOR	STEVEN	DIRECTOR - DEPT HEAD	10	CNAP	02/02/2004	15	\$1,300	8			
6407	DAUTREUIL	MARC	ASSESSOR	06	CNAP	10/11/2016	15	\$1,300	7			
4137	DIHLMANN	MICHELE	SOCIAL WORKER SENIOR SER	12	CNAP	07/02/2012	15	\$1,300	7			
5540	ELDRIDGE	LARRY	INSPECTORS	18	CNAP	08/15/2013	15	\$1,300	8			
7518	FLAGG	JONATHAN	DIRECTOR - DEPT HEAD	18	CNAP	09/03/2019	15	\$1,300	8			
4692	FORRESTALL	NANCI	ASST. FOR COLLECTION & PA	05	CNAP	05/24/2010	15	\$1,300	7			
3343	FREY	JOHN	SEALER OF WEIGHTS AND M	18	CNAP	10/13/1998	15	\$1,300	8			
1811	HARVEY	FELIX	STAFF CIVIL ENGINEER	35	CNAP	01/20/2004	15	\$1,300	8			
6558	HENDERSON	IAN	CHIEF OPERATOR	36	CNAP	06/13/2017	15	\$1,300	8			
3026	HUTCHINS	AMY	ASSISTANT DIRECTOR	20	CNAP	09/14/2020	8	\$1,120	8		Tier 1	
7826	KELLY	KATHERINE	PUBLIC HEALTH NURSE	20	CNAP	08/16/2020	9	\$1,260	8		Tier 1	
4630	LAVALLEY	SARAH	PLANNER	16	CNAP	01/11/2010	15	\$1,300	8			
760	LAWNICKI	JANE	RECORDS SUPERVISOR - PD	23	CNAP	10/15/1990	15	\$1,300	8			
3438	MAILLOUX	JAMES	FAC. MAINT. ELECTRICIAN	14	CNAP	12/14/1999	15	\$650	4		50%	
2425	MALO	ROGER	INSPECTORS	18	CNAP	02/15/2006	15	\$1,300	8			
4101	MASON	CHRISTOPHER	ENERGY OFFICER	14	CNAP	08/06/2007	15	\$1,300	7			
1218	MCDONALD	DOUGLAS	STORMWATER MANAGER	35	CNAP	10/29/2002	15	\$1,300	8			
3373	MICHNA	SHELBY	ASSISTANT DIRECTOR	27	CNAP	04/13/1999	15	\$1,300	7			
1115	MILLER	JAMES	RECREATION SUPERVISOR	27	CNAP	03/28/2016	15	\$650	4		50%	
3454	MISCH	CAROLYN	ASSISTANT DIRECTOR	16	CNAP	02/14/2000	15	\$1,300	8			
900	MOGGIO	ANN-MARIE	DIRECTOR - DEPT HEAD	27	CNAP	06/09/1985	15	\$1,300	7			
6137	MOORE	BENJAMIN	DEPUTY ASSESSOR	06	CNAP	10/13/2015	15	\$1,300	7		Transfer to NAPEA 7/2021	
5380	NELSON	KARYN	GIS COORDINATOR	35	CNAP	01/14/2013	15	\$1,300	8			
6425	NEWMAN	GREGORY	SENIOR CIVIL ENGINEER	35	CNAP	11/01/2016	15	\$1,300	8			
7285	NIMS	DAWN	STAFF CIVIL ENGINEER	35	CNAP	12/17/2018	15	\$1,300	8			
5280	O'LEARY	MERRIDITH	DIRECTOR - DEPT HEAD	20	CNAP	09/04/2012	15	\$2,100	8			
1362	PARASILITI	RICHARD	SUPERINTENDENT	39	CNAP	03/19/1990	15	\$1,300	8			
4799	PELOTT	MATTHEW	X CONNECT COORD/SURVEY	36	CNAP	11/14/2012	15	\$1,300	8			
1103	QUINN	CYNTHIA	ADMINISTRATIVE MANAGER	37	CNAP	09/25/2002	15	\$1,300	8			
4972	RICHI	MARY	WATER/SEWER UTILITY ADM	36	CNAP	10/03/2011	15	\$1,300	8			
7243	ROSS	KEVIN	INSPECTORS	18	CNAP	11/19/2018	15	\$1,300	8			
5413	SAKOWICZ	CATHERINE	STORMWATER ADMINISTRAT	35	CNAP	04/13/2013	15	\$1,300	8			
3382	SCHUETZE	KELLY	DIRECTOR - DEPT HEAD	21	CNAP	05/17/1999	15	\$1,300	8			
752	SMALL	DALE	SUPERINTENDENT	32	CNAP	06/06/1988	15	\$1,300	8			
5777	SNAPE	KEITH	SUPERINTENDENT	36	CNAP	06/23/2014	15	\$1,300	8			
6437	STACY	JOHANNA	ENVIRONMENTAL PLANNER	35	CNAP	11/14/2016	15	\$1,300	8			
3483	THOMPSON	JAMES	GIS COORDINATOR	16	CNAP	07/14/2000	15	\$1,300	7			
2592	TWINING	REBECCA	VETERANS SERVICES INVESTI	10	CNAP	09/18/2006	15	\$1,300	8			
3031	VELETA	DAVID	CITY ENGINEER	35	CNAP	10/03/2011	15	\$1,300	8			
7414	WARD	JASMINE	HEALTH INSPECTOR	20	CNAP	06/10/2019	15	\$2,100	8		Tier 1	
7430	YESU	NANCY	PROG DEVL P & COMMUN. M	12	CNAP	06/17/2019	15	\$1,300	7			
4913	YEZISKI	KRISTEN	ASSISTANT DIRECTOR	05	CNAP	06/06/2011	15	\$1,300	7			
5760	ZIELENSKI	AMY	ASSISTANT DIRECTOR	09	CNAP	06/02/2014	15	\$1,300	7			
								\$62,393				