

Side Letter – United Steelworks AFL-CIO, Local 16031, Non-Supervisory Unit

Article X, Section 4 of the collective bargaining agreement between the Town and the USW Non-Supervisory Unit provides, in relevant part, as follows:

“A Vacation List for the purpose of dispatchers choosing their desired vacation periods will be posted by March 15th of each year and shall be assigned by the Town by no later than April 15th of each year. Allotting requested vacation periods will be determined by seniority, absent operational needs.”

In response to a grievance filed on April 23, 2015 regarding vacation scheduling for Public Safety Dispatchers, the Town agrees to the following scheduling procedures for Public Safety Dispatchers on an ongoing trial basis:

- **One (1) week of vacation (defined as 40 hours) can be taken in days (8 hours) or ½ days (4 hours) increments. The Town agrees that this week of vacation (40 hours) does not need to be posted on the vacation calendar according to the requirements of Article X, Section 4 cited above. The Union agrees that vacation requested under this section shall be considered scheduled vacation because of the advanced notice required below.**

- **Requesting of full day or ½ day vacation must be done in writing with two (2) weeks advance notice. Requests that are not submitted within two weeks of the requested vacation day will be denied.**

- In certain situations, full day or ½ day vacation can be requested with forty-eight (48) hours' notice. Such requests must be made in writing, and will be approved at the discretion of the Chief or his/her designee. The decision of the Chief/designee shall be final and not subject to grievance or arbitration.

- In certain situations, with two (2) months' advance notice, a dispatcher can reschedule a vacation week previously posted on the vacation schedule. This change will only be allowed in unique situations such as trip cancelled, etc.

- Dispatchers may optionally place Deferred Holiday (DH) days on the annual vacation calendar to reserve certain days in the calendar year.

Except as expressly discussed above, any additional earned days (e.g., sick leave, holiday/DH days, personal days or compensatory time) shall be administered in accordance with existing language in the collective bargaining agreement.

The Town agrees to implement the foregoing scheduling procedures on an ongoing trial, year-to-year basis. This program is subject to discontinuance upon notice to the Union by the Chief and/or the Town at least thirty (30) days prior to March 15th of any calendar year.

The foregoing is non-precedent-setting, and shall not constitute an admission by either party as to any

issues that are or may be in dispute, either now or in the future.

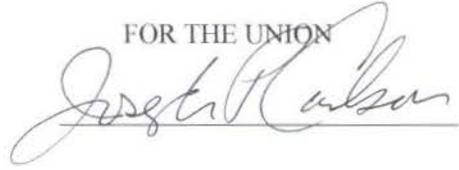
This agreement is entered into this 28 day of July, 2015.

FOR THE TOWN OF MANSFIELD



William R. Ross, Town Manager Joseph P. Carlson, Staff Representative, USW of America – District 4,

FOR THE UNION



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