

**AGREEMENT BETWEEN
MANSFIELD MUNICIPAL ELECTRIC DEPARTMENT**

and

**INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS
(IBEW) LOCAL 104**

Professional Unit

July 1, 2019 - June 30, 2022

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
Article 1	Recognition	3
Article 2	Duration.....	3
Article 3	Management Rights and No Strike	3
Article 4	Union Representation	4
Article 5	Probationary Period.....	4
Article 6	Hours of Work.....	4
Article 7	Lunch/Break Periods	5
Article 8	Call-In Pay.....	5
Article 9	Retirement	6
Article 10	Holidays.....	6
Article 11	Health Insurance	6
Article 12	Workers' Compensation.....	7
Article 13	Sick Leave	7
Article 14	Bereavement Leave	8
Article 15	Vacation.....	8
Article 16	Jury Duty and Court Time.....	9
Article 17	Military Leave	10
Article 18	Personal Leave	10
Article 19	Membership and Professional Dues	10
Article 20	Seniority	11
Article 21	Longevity Compensation	11
Article 22	Computer Systems, E-Mail, Telephone and Voicemail Systems.....	11
Article 23	Gym/Health Club Membership	12
Article 24	Tuition Reimbursement.....	12
Article 25	Performance and Promotions	12
Article 26	Salary	13
Article 27	Union Dues.....	13
Article 28	Grievance and Arbitration Procedure.....	13
Article 29	Work Preservation.....	15

Appendix A, Salary Schedule

Appendix B, Health Insurance Memorandum of Agreement

ARTICLE 1
RECOGNITION

Mansfield Municipal Electric Department (MMED, Department or Employer) recognizes International Brotherhood of Electrical Workers, Local 104 (Union) as the exclusive bargaining agent for all full-time and regular part-time employees employed by the MMED in the classifications of Staff Accountant, Business Manager and Electrical Engineer (employee).

ARTICLE 2
DURATION

This Collective Bargaining Agreement (Agreement) shall be in full force and effect from July 1, 2019 until June 30, 2022. Any prior agreement or practices covering the employees in this bargaining unit shall be terminated and superseded by this Agreement as of July 1, 2019. The parties agree that any wage increases can only be realized through collective bargaining. Upon written notice by either party no earlier than 180 days and no later than 30 days prior to June 30, 2022, the parties will begin negotiations for a successor Agreement.

ARTICLE 3
MANAGEMENT RIGHTS AND NO STRIKE

Except as expressly abridge or modified by this Agreement and applicable law, all rights, functions and prerogatives of the Employer formerly exercised or exercisable by the Employer remain vested exclusively in the Employer. These rights, whether exercised or not, including without being limited to, all rights and powers given the Employer by law, the right to operate, manage and control the MMED and its activities and to direct and control the work of its employees and the use of its properties, facilities and equipment, the right to establish duties, to require such standards of performances it may deem appropriate and to maintain discipline, order and efficiency; to determine methods and procedures and to direct employees; the right to promote employees and to determine the necessity for filling a vacancy; the right to select and hire employees, the right to discharge, suspend, reprimand (for just cause); the right to lay off employees for lack of work; the right to promulgate and enforce all reasonable rules relating to policies, procedures, and operations, safety measures; the taking of all necessary actions to carry out its mission in emergencies; and the right generally to control and supervise the MMED's operations and affairs. During the duration of the Agreement, the parties agree to re-open the Agreement to negotiate any proposed re-organization of the Department, which shall be subject to M.G.L. c. 150E bargaining obligations.

The Union on its own behalf and on behalf of each of the employees that it represents, hereby agrees and covenants that, during the term of this Agreement it will not authorize, approve, participate or in any way encourage any strikes, work stoppage, slow down or withholding of services, including paid extra-hour services, from the Employer, MMED.

ARTICLE 4
UNION REPRESENTATION

Subject to conditions set forth below, Union staff representatives shall be permitted to have access to the premises of MMED for the performance of official Union business, provided that there is no disruption of operations. Requests for such access will be made to the General Manager at least 24 hours in advance, except in cases involving discipline, where the employee requests Union representation at discussions or hearings that may lead to discipline, provided that any employee request for a Union representative does not unreasonably delay the discussions or hearing. Such requests for access shall not be unreasonably denied.

Union Representatives may speak with a maximum of two (2) unit members for up to 45 minutes during work hours. This may occur only one time per week. MMED may supply a meeting room for these meetings.

Union representatives may use the 30 minute lunch period (12 noon to 12:30 PM) to speak with all unit members at the same time, but that time will be capped at with no extensions. MMED may supply a meeting room for these meetings.

Union representatives may meet outside work hours with as many unit members as desire but shall not meet on the MMED premises.

ARTICLE 5
PROBATIONARY PERIOD

Any new employees hired shall be placed on a six (6) month probationary period. At the end of the third month and again, in the 30 days prior to the end of the probationary period, the probationary employee will be given a performance review and an evaluation by the General Manager to assess their performance and to determine whether or not they are successfully meeting the requirements of the position. Successful completion of the probationary period is at the sole determination of the MMED General Manager and is not subject to grievance or arbitration. An employee is not eligible for a general wage increase during the probationary period. Any general wage increase not granted to an employee as a result of probationary period status shall be effective, on a prospective basis, upon the employee's successful completion of the probationary period.

ARTICLE 6
HOURS OF WORK

Monday, Tuesday, Thursday:	8:00 a.m. to 4:00 p.m.
Wednesday:	8:00 a.m. to 8:00 p.m.
Friday:	8:00 a.m. to 12:00 p.m.

The normal work week is 37 ½ hours.

It is further agreed that the hours of work for the Electrical Engineer shall be as follows:

Monday, Tuesday, and Thursday 7:00 a.m. to 3:00 p.m.
Wednesday 7:00 a.m. to 7:00 p.m.
Friday: 7:00 a.m. to 11:00 a.m.

MMED retains the right to request employees to work up to an additional 2 hours either before or after the schedule set forth above. Employees will receive the equivalent time off for actual time worked within that 2 hour window. For scheduled work or meetings outside of scheduled work hours listed above, employees shall receive an equivalent amount of time off from the regular work hours, subject to a two (2) hour minimum.

For scheduled work outside of scheduled work hours that is in excess of two (2) hours, employees shall receive compensatory time off at a time and one-half rate for time actually worked in excess of the initial 2 hours, which are compensated at straight time off.

Scheduling decisions are at the sole discretion of the General Manager.

For emergency call-ins outside of normal work hours, employees will receive compensatory time off at time and one-half for the time worked pursuant to Article 8.

ARTICLE 7 **LUNCH/BREAK PERIODS**

On Monday, Tuesday and Thursday employees will have one (1) forty-five minute meal period or a 30 minute lunch period and two 15 minute paid break period. On Wednesday employees will have two (2) 45 minute meal periods and one (1) 15 minute rest period. On Friday employees will have one 15 minute rest period. Pursuant to the work requirements of the MMED, the scheduling of lunch and break periods are determined by the General Manager. Any employee who chooses not to take a lunch period will not receive credit for additional work hours or compensation as a result.

ARTICLE 8 **CALL-IN PAY**

Employees will be paid 3 hours minimum at time and one-half of the employee's equivalent compensatory time for any call-in work. Call-in work is defined as work that requires an employee's physical presence on site in the Town. Call-in work excludes instances in which an employee is asked to come into work early or stay late beyond the normal work day or for previously scheduled work or meetings outside the regular work day, which is governed by Article 6, "Hours of Work." Call-ins shall not overlap each other and the called in employee shall be considered in a duty status for the entire three hour period of the call in. In instances where the call-in overlaps the start or end of the work day, the employee shall be compensated with equivalent time off for the actual overtime worked.

ARTICLE 9
RETIREMENT

Retirement benefits for eligible employees (non-probationary employees who regularly work twenty (20) or more hours per week) will be provided through the Bristol County Retirement Board in accordance with Chapter 32B of the Massachusetts General Laws. Employees desiring more information may obtain a copy of the Massachusetts Public Employee Retirement Guide from the Commonwealth of Massachusetts Public (Employee Retirement Administration Commission (PERAC).

ARTICLE 10
HOLIDAYS

The following are considered to be paid holidays: New Year's Day, Martin Luther King Day, Presidents' Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve after 12:00 p.m. and Christmas Day.

ARTICLE 11
HEALTH INSURANCE

As part of the health insurance coverage offered by the Town of Mansfield, the Employer will offer comprehensive health insurance to full-time employees at 70% employer/30% employee premium rate split with an optional Tier 4 dental insurance at 50/50% rate split. Participation in dental coverage is voluntary on the part of the employee.

The Employer and/or the Town shall impact bargain with the Union before switching or eliminating any plan. Any dispute over benefits, co-payments or any plan requirements shall not be subject to the grievance and arbitration procedure.

See Attachment B.

Effective April 1, 2015, every employee who does not subscribe to the Employer's health insurance ("subscription" includes participation by the employee in a spouse's health insurance plan where his/her spouse is also a Town of Mansfield employee), shall be paid a Health Insurance Stipend in the amount of forty-dollars (\$40.00) per week. This payment shall be paid as a stipend each pay period, and shall terminate immediately upon the employee subscribing to the Town's health insurance coverage. The Town reserves the right to require initial proof (and subsequent reverification) of the fact that the employee maintains health insurance meeting the requirements of minimum creditable coverage through another source.

The Union agrees that the health insurance mitigation program currently in effect shall be subject to modification in the discretion of the MMED on or after July 1, 2016, subject to the provisions of this paragraph. The Town of Mansfield states its intent to reconvene the employee committee to review current mitigation practices and to formulate a proposal for a revised mitigation program. The Union shall be entitled to participate in the employee committee on the same

terms and conditions as members of other MMED and Town of Mansfield bargaining units, subject to applicable law. The MMED agrees to provide advance notification of any modification to the mitigation program, and to meet with the Union to bargain over the impact of such changes occurring during the term of this collective bargaining agreement (July 1, 2016 to June 30, 2019). The Union acknowledges that such bargaining shall not reopen any other terms of the collective bargaining agreement.

ARTICLE 12
WORKERS COMPENSATION

Employees injured at work may be eligible for compensation under the Massachusetts workers compensation law. Employees must report all injuries occurring at work to the General Manager as soon as possible.

ARTICLE 13
SICK LEAVE

1. Each full-time employee shall accrue 1.25 days of sick leave at the completion of each month of service. Unused sick leave shall be accumulated to the maximum of one hundred seventy-three (173) days. MMED will not pay any accrued or unused sick leave time upon separation from employment.
2. Sick leave time shall accumulate during paid leaves of absence, vacation time, and paid absence due to injury or illness.
3. In appropriate cases, an employee who has exhausted his/her sick leave may apply to the Manager for an extension thereof.
4. MMED has the right to require employees to submit a medical certificate from a doctor detailing the nature of the employee's illness and the reason for absence from work. Said medical certificate shall be obtained at the employee's expense. Should the MMED suspect that sick leave has been abused, it may, at its discretion, conduct an investigation and take appropriate disciplinary action, up to and including dismissal.
5. Employees may be eligible for unpaid leave under the Family and Medical Leave Act (FMLA) pursuant to the Town's FMLA policy. Employees seeking to take FMLA leave are expected to comply fully with all the provisions of the Town's policy.
6. For employees hired before July 1, 2014, upon retirement or in the event of the death of an employee, the MMED will "buy back" twenty percent (20%) of all accumulated but unused sick at the current rate, as determined by the General Manager or Manager and approved by the Board.
7. Except in the conditions set forth in the preceding paragraph, the MMED makes no payment for accumulated but unused sick leave.

8. Non-probationary part-time employees who are members of the bargaining unit and who regularly work twenty (20) hours or more per week shall be granted pro-rata sick leave benefits based upon the scheduled number of hours they work and the normal hours of operation of the department.

9. Employees shall have the incentive option of exchanging for compensation either in the form of cash or compensatory time, a certain number of sick days based upon their attendance for the prior twelve (12) months according to the following schedule.

<u>Number of sick days used</u>	<u>Compensated days</u>
0	5
1	4
2	3
3	2
4	1
5	0

10. Employees requesting sick days must notify the General Manager or his designee at least one (1) hour before the start of his or her work day on each day of absence.

ARTICLE 14
BEREAVEMENT LEAVE

1. Permanent employees will be granted bereavement leave in the case of the death of a member of the employee's immediate family not to exceed four (4) work days, which are contiguous with the death or funeral. In the event that the actual travel exceeds 300 miles to the funeral destination and additional travel time is required, an employee may be granted an additional bereavement day with the approval of the General Manager. For the purpose of this section, the term, "immediate family" shall mean and include the following: spouse, children, father, mother, foster parents, sister, brother, father-in-law and mother-in-law. Any question of whether an individual is covered by the term "immediate family" shall be determined at the sole discretion of the General Manager.

2. Permanent employees will be granted bereavement leave in the case of the death of other members of the employee's family not to exceed three (3) work days, which are contiguous with the death or funeral. For the purpose of this section, the term, "other members of the family" shall mean and include the following: brother-in-law, sister-in-law, grandparents, grandchildren, step-children, step-sibling, step-parents, significant personal relationship and household resident. Any question of whether an individual is covered by the term "other members of the family" shall be determined at the sole discretion of the General Manager.

ARTICLE 15
VACATION

During the first year of service, an employee earns one (1) week [5 working days] of vacation after six continuous months of service which may be taken between the seventh and twelfth month only. Thereafter, the following schedule shall apply:

After one (1) year of service in the Department, two (2) weeks of vacation (including the one (1) week earned after six (6) months of service).

After five (5) years of service in the Department, three (3) weeks' vacation.

For every year after five (5) years of service, add one vacation day for each additional year up to a maximum of five weeks' vacation.

Vacation is accrued weekly (except during the first 6 months of employment) and is not earned until the last working day of the month.

Employees shall make requests for vacation leave as far in advance as possible but no less than one week's notice. Vacation scheduling is dependent upon the needs of the Department and no more than one employee shall take vacation during the same time period except by permission of the General Manager. If two or more employees seek to take vacation during the same time period, seniority shall govern.

An employee may not carry forward from one calendar year to the next calendar year an amount of vacation greater than his/her current annual accrual. At the conclusion of the calendar year, any accrued vacation time in excess of this amount will be forfeited by the employee. Further accumulation of vacation time over and above this limit must be used within the current calendar year.

Employees may, in writing to the General Manager, request advances on vacation time, up to five (5) vacation days and approval is at the sole discretion of the General Manager and is not grievable. Any vacation received in advance of accrual shall be deducted from an employee's final paycheck upon separation of employment.

ARTICLE 16
JURY DUTY AND COURT TIME

Employees called for jury duty shall be paid the difference between their regular pay and the compensation received as a juror, exclusive of travel allowances. Employees are expected to provide proof of jury service, as provided by the court, in order to receive this compensation. If an employee has been excused for jury duty or court four (4) or more hours prior to the end of his/her regularly scheduled shift, he/she must return to work.

ARTICLE 17
MILITARY LEAVE

Employees may take up to 17 days of leave each calendar year for Military Reserve or National Guard Training. Such leave will be unpaid except that on presentation of a certificate from military authorities, employees will be paid the difference between the amount received while in training and their normal pay for periods not exceeding ten (10) working days, excluding weekends. MMED will grant employees called to active duty with the armed forces a leave of absence in accordance with the provisions of the Federal Uniformed Services Employment and Reemployment Rights Act (USERRA).

ARTICLE 18
PERSONAL LEAVE

1. The General Manager shall grant a full-time, non-probationary employee four (4) days leave of absence with pay on July 1 for the fiscal year (July 1 -June 30) for the purpose of conducting necessary and important personal business provided that the employee submits a timely written request forty-eight (48) hours in advance. None of these four (4) personal days shall be charged against sick time. An employee with less than one full year of non-probationary service with MMED will be eligible for a pro-rated number of days, rounded to the nearest whole day, based upon the amount of non-probationary service during that fiscal year.

2. In the event of an emergency, a telephone call may be accepted in lieu of a written request.

3. Personal leave is not to be carried over to the next fiscal year and must be used by June 30. Personal leave is not payable upon separation from employment.

4. If an employee is eligible for leave pursuant to the Family Medical Leave Act (FMLA) or Small Necessities Leave Act (SNLA) and the reason for leave is qualifying, any leave taken pursuant to this section shall be deemed as leave taken pursuant to the FMLA or SNLA.

ARTICLE 19
MEMBERSHIP AND PROFESSIONAL DUES

MMED will reimburse full-time employees for any professional and/or membership dues required by the employee in connection with his/her duties up to \$500 per calendar year. The General Manager maintains discretion as to whether any fees or dues are job-related but will not unreasonably deny requests for reimbursement of such fees and dues up to \$500 per calendar year.

ARTICLE 20
SENIORITY

Length of service in the Department is the determining factor with regard to vacation scheduling and other matters detailed in this Agreement in which preference is a factor as long as preference does not impinge on the managerial rights of the MMED.

ARTICLE 21
LONGEVITY COMPENSATION

In recognition of the value of long-term service to the Town, permanent full-time employees and permanent part-time employees regularly scheduled to work twenty (20) hours or more per week shall be given longevity compensation on a pro-rata basis in accordance with the following schedule. For the purposes of this article only, longevity is based upon service with the Town, including MMED, and not necessarily length of service in the bargaining unit. Note: should an employee's anniversary date occur at any time during the fiscal year, then the employee will be eligible for payment for the following schedule.

After five (5) years of service	\$375
After ten (10) years of service	\$425
After fifteen (15) years of service	\$475
After twenty (20) years of service	\$525
After twenty-five (25) years of service	\$575
After thirty (30) years of service	\$625

ARTICLE 22
COMPUTER SYSTEMS, E-MAIL, TELEPHONE AND VOICEMAIL SYSTEMS

The MMED's computer system, including internet access, e-mail and telephone and voicemail systems, as well as other technologies within the MMED and Town, are the property of the Employer. The Employer is the sole proprietor of any and all data entered into its computer system, e-mail system, and telephone and voicemail system. Accordingly, the Employer has the right to, without prior notice, access, review, preserve, and/or destroy and all data entered into its computer system, including use of the internet, email system, or telephone and voicemail systems.

Employees are responsible for protecting their passwords. Sharing user ID's, passwords and account access codes or numbers is discouraged. Employees will be held responsible for misuse of computer systems, including internet access, e-mail, telephone and voicemail systems that occur through unauthorized access. Computers should not be left unattended and logged in.

Fraudulent, harassing, threatening, discriminatory, sexually explicit or obscene messages, attachments, or materials are not to be transmitted, printed, requested, or stored, "Chain letters", solicitations, and other forms of mass mailings are not permitted. Furthermore, the e-mail system and internet access should only be used to conduct business on behalf of the Employer. Personal e-mail and internet use is discouraged.

ARTICLE 23
GYM/HEALTH CLUB MEMBERSHIP

MMED will reimburse an employee up to 90% for an individual annual gym membership, not to exceed \$500 per calendar year, upon an employee furnishing a paid receipt to the employer.

If an employee is eligible for reimbursement for health club membership dues under his or her health insurance plan, the amount reimbursed by MMED will be reduced by the amount provided for by the health insurance provider. The employee is responsible for inquiring into and, if applicable, obtaining health club reimbursement from his or her health insurance provider.

If an employee obtains a family health club membership, the employee must provide the employer with documentation from the health club detailing the individual and family rates and employer will reimburse 90% of the individual rate (up to \$500 per calendar year).

ARTICLE 24
TUITION REIMBURSEMENT

MMED will reimburse full-time employees up to \$2,500 annually, for tuition expenses for any job-related coursework upon proof of successful completion of the coursework, and pursuant to the reimbursement schedule set forth below. The determination of whether any coursework is job-related is at the sole discretion of the General Manager, and an employee must obtain the General Manager's approval before registering for any course for which the employee will seek reimbursement. In order to be eligible for approval, an employee must be in an active work status. The employee must still be employed by the MMED upon completion of the course in order to be eligible for reimbursement.

An employee who successfully completes an approved course with a grade of "A" or equivalent will be reimbursed 100% of the cost of tuition, subject to the above limits and requirements. An employee who successfully completes an approved course with a grade of "B" or equivalent will be reimbursed 80% of the cost of tuition, subject to the above limits and requirements. An employee who successfully completes an approved course with a grade of "C" or equivalent will be reimbursed 50% of the cost of tuition, subject to the above limits and requirements. An employee who receives a "D" or "F" or otherwise fails to complete or pass an approved course shall not be entitled to reimbursement.

ARTICLE 25
PERFORMANCE AND PROMOTIONS

1. Employees shall receive a written performance appraisal on an annual basis but no later than their anniversary date. Employees shall be rated either Does Not Meet Expectations, Meets Expectations, Exceeds Expectations. Employees who are rated Does Not Meet Expectations shall not receive any step increase they might otherwise be entitled to for the one year period of the review. Employees rated Does Not Meet Expectations shall not receive negotiated general wage increases until such time as their work performance is rated Meets Expectations or higher. Employees will not be entitled to back pay for lost wage (general or step) increases during the

period of Does Not Meet Expectations. Employees rated either Meets Expectations or Exceeds Expectations shall receive step increases in accordance with the attached wage schedule. Employees rated either Meets Expectations or Exceeds Expectations shall receive negotiated general wage increases on the annual dates specified in this contract.

2. Performance appraisals shall be completed by the General Manager prior to presentation to the employee. Performance appraisal ratings may be appealed to the Manager, whose judgment shall be final. Appraisals will be presented to employees in writing within ten days of an anniversary date or in accordance with another agreed upon schedule. Appeals of performance appraisals shall be made within ten days; of receipt of the appraisal and shall be responded to within thirty days of the appeal. Appraisals are not subject to grievance and arbitration with the exception of appraisals of "Does Not Meet Expectations" that also result in the loss of a negotiated general wage and/or step increase.

ARTICLE 26
SALARY

See Appendix A.

The Union agrees that the MMED may change from weekly to bi-weekly, without need for further bargaining, if the Town of Mansfield obtains the agreement of all other unions to convert to bi-weekly pay, and so long as the MMED provides a minimum of six (6) months advance notice to affected bargaining unit members, and makes the conversion to bi-weekly pay during a calendar month in which the employee will receive three (3) pay checks.

ARTICLE 27
UNION DUES

1. Employees who seek to join the Union shall tender the initiation fee (if any) and weekly working assessment by signing the authorization dues form. During the life of this Agreement, and in accordance with the terms of the dues form, the Employer agrees to deduct, weekly, union working assessment levied in accordance with the Constitution and bylaws of the union, from the pay of each employee in the unit who executed such form and may remit the aggregate amount to the Treasurer of the Union, along with a list of employees who have said dues deducted. Such remittance shall be made by the 10th day of each month. The Employer is not responsible for knowing the levies required in the Constitution and bylaws of the Union. The Union will inform the Employer of any changes in writing.

2. The Employer agrees to deduct the amount of \$12.70 monthly for payment of membership dues, from each employee executing the authorization of dues form. This amount shall be included with the above remittance by the 10th of each month.

ARTICLE 28
GRIEVANCE AND ARBITRATION PROCEDURE

1. A grievance is a dispute arising out of an alleged violation of the express terms of this Agreement. A grievance shall be processed in the following manner: (if the grievance involves an individual employee, he/she shall be present at all steps in the procedure).

Step 1. The Union Steward and/or Union Representative shall take up a verbal grievance with the General Manager within 7 working days of the alleged violation or, if the alleged violation was not reasonably known when it occurred, when alleged violation was first reasonably known. Both parties agree that every effort will be made to settle this dispute at this step. The Acting General Manager or other designee may be substituted for the General Manager. The General Manager shall respond to the grievance within 14 working days after the grievance is presented to him.

Step 2. If the grievance has not been settled within the above time frame, it shall be presented in writing to the General Manager within 14 working days of the General Manager's response in Step 1. The General Manager shall have 14 working days from the time of receipt to respond in writing.

Step 3. If the grievance has not been settled within the above time frame, it shall be presented in writing to the Board of Light Commissioners within 30 working days of the General Manager's response in Step 2 (or within 30 working days of when the General Manager's response was due, whichever occurs first). The Board shall have 30 working days from the time of receipt to respond in writing. Any settlement of a grievance at Step 1, Step 2 or Step 3 shall not constitute a precedent.

Step 4. If the grievance remains unsettled, either party may, within 21 calendar days after the reply of the Board (or the date when the response was due, whichever occurs first), by written notice to the other, request arbitration.

2. The arbitration proceedings shall be conducted by the American Arbitration Association pursuant to its rules and regulations regarding labor arbitration. Its decision shall be final and binding upon both parties, although a party may still challenge an arbitrator's decision as provided by Massachusetts General Laws.

3. The expense for the Arbitrator's services and the proceedings shall be borne equally by the Union and the MMED. If the parties both wish to have a verbatim record of the proceedings, the parties will split the cost of the reporter and record. If only party wishes to have a verbatim record of the proceedings and pays for its cost, the record need not be shared with the other party.

4. Grievances involving disciplinary action shall be processed beginning at the first step. In making his decisions, the Arbitrator shall not add to, subtract from, or modify the terms of this

Agreement. Furthermore, the scope of the Arbitrator's power shall be limited to the interpretation of the express language contained in this Agreement.

5. A grievance not initiated within the times specified in Steps 1, 2, 3 and 4 shall be deemed waived, unless both parties have agreed to an extension thereof in writing.

ARTICLE 29
WORK PRESERVATION

No one outside the bargaining unit shall perform work normally done by those employees within the bargaining unit. This article shall not prevent the General Manager from performing bargaining unit work himself as he deems necessary. This article shall also not prevent the General Manager from employing outside engineering or financial consultants, who may or may not perform bargaining unit work, on an as-needed basis as determined by the General Manager. The intent of these exceptions is to ensure that the Manager and/or General Manager maintains the authority and flexibility to use outside resources to accomplish particular tasks or projects. It is not intended to permanently divert bargaining unit work away from bargaining unit members or result in the layoff or termination of a regular employee as a result of the use of outside personnel.

**MANSFIELD MUNICIPAL ELECTRIC
DEPARTMENT**

By: 
Joe Sollecito, General Manager, on
behalf of the Board of Light Commissioners

11/13/19

**INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, LOCAL 104**

By: 
Brian J. Pierce

By:  11-04-19

By: _____

APPENDIX A

**July 1, 2019 to June 30, 2022
IBEW (Professional Unit)**

Annual Wage Scale (3% increase): 2020

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Staff Accountant	\$76,152	\$77,674	\$79,229	\$80,814	\$82,834
Business Manager	\$75,536	\$77,338	\$79,181	\$81,070	\$83,004
Electric Engineer w/o PE	\$113,965	\$116,133	\$118,345	\$120,602	\$123,477
Electric Engineer w/ PE	\$119,663	\$121,940	\$124,262	\$126,632	\$129,651

Annual Wage Scale (3% increase): 2021

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Staff Accountant	\$78,437	\$80,005	\$81,605	\$83,238	\$85,319
Business Manager	\$77,802	\$79,658	\$81,557	\$83,502	\$85,494
Electric Engineer w/o PE	\$117,384	\$119,616	\$121,895	\$124,220	\$127,182
Electric Engineer w/ PE	\$123,253	\$125,598	\$127,990	\$130,431	\$133,541

Annual Wage Scale (3% increase): 2022

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
Staff Accountant	\$80,790	\$82,405	\$84,054	\$85,735	\$87,878
Business Manager	\$80,136	\$82,047	\$84,003	\$86,007	\$88,059
Electric Engineer w/o PE	\$120,906	\$123,205	\$125,552	\$127,946	\$130,997
Electric Engineer w/ PE	\$126,951	\$129,366	\$131,830	\$134,344	\$137,547

APPENDIX B

HEALTH INSURANCE MEMORANDUM OF AGREEMENT