

*Non-Advisory Board & Council*

**PERSONNEL, WAGE and SALARY  
ADMINISTRATION BY-LAW  
with AMENDMENTS**

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**CHAPTER 10  
Sections 1-19**



**The By-Laws of the  
Inhabitants of Watertown  
with Amendments  
May 26, 1952**

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# ADJOURNED ANNUAL MEETING

April 13, 1949

## Article 26

On motion duly made and seconded, it was

**VOTED:** Pursuant to the authority contained in Section 108A of Chapter 41 of the General Laws to amend the By-laws of the Town by adding thereto Chapter 10, Section 1-14 inclusive to be titled "Personnel, Wage and Salary Administration," as follows:

## CHAPTER 10

### Personnel, Wage and Salary Administration

A By-Law governing the adoption of the Classification and Compensation plans for positions in the Town service.

#### SECTION 1— Compensation of Officers and Employees.

Subject to the provisions of this by-law the salary or compensation of employees of the Town shall be established.

#### SECTION 2— Adoption of Classification Plan.

That the classification and standardization of all positions in the town service as contemplated and adopted by the Civil Service Commission, with such amendments or changes as may be made thereto, be and the same are hereby adopted as the classification plan for all positions in the town service. The titles of the classes of positions named shall forthwith become the official titles of every position allocated to the respective classes and shall be used on all payrolls, budget estimates and official records and reports relating to such positions.

#### SECTION 3— Adoption of Compensation Plan.

That the salary and wage schedules for the respective classes of positions as arranged under appropriate services of the classification plan and set forth in the following sections, with such amendments as may be made thereto from time to time by the Town Meeting, be and the same are hereby adopted and shall constitute the "COMPENSATION PLAN." Said "COMPENSATION PLAN" establishing the standard salary schedules is, in words, letters, and numerals, as hereafter follows.

#### SECTION 4— Salary Schedules for Positions in the Administrative and Clerical Service:

"That the following salary schedules for positions in the Administrative and Clerical Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	Standard Basic Salary Intermediate Range			Maximum After 4th Year
		After 1st Year	After 2nd Year	After 3rd Year	
<b>GRADE 2-B</b>					
Junior Clerk .....	\$1,700	\$1,800	\$1,900	\$2,000	
Junior Clerk-Typist .....	1,700	1,800	1,900	2,000	
Junior Clerk-Stenographer .....	1,700	1,800	1,900	2,000	
Clerk-Cashier .. . . . .	1,700	1,800	1,900	2,000	
<b>GRADE 3-B</b>					
Senior Clerk .....	2,100	2,200	2,300	2,360	
Senior Clerk-Typist .....	2,100	2,200	2,300	2,360	
Senior Clerk-Stenographer .....	2,100	2,200	2,300	2,360	
Telephone Operator .....	2,100	2,200	2,300	2,360	
<b>GRADE 4-B</b>					
Permanent Assistant Registrar .....	2,460	2,560	2,660	2,720	
<b>GRADE 5-A</b>					
Principal Clerk .....	2,520	2,640	2,760	2,880	
Principal Clerk-Typist ..	2,520	2,640	2,760	2,880	
Principal Clerk-Stenographer .....	2,520	2,640	2,760	2,880	
Confidential Secretary to Selectmen .....	2,520	2,640	2,760	2,880	
		After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
<b>GRADE 9</b>					
Purchasing Agent .....	\$3,300	\$3,600	\$3,900	\$4,200	\$4,500

**SECTION 5 — Salary Schedules for Positions in the Agriculture (Including Conservation) Service:**

"That the following salary schedules for positions in the Agriculture (including Conservation) Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

**GRADE 5—**

Tree Climber..... Hourly Rate \$1.42 per hour  
 Tree Surgeon .. . . . . Hourly Rate \$1.42 per hour

	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
<b>GRADE 8—</b>					
Forestry Foreman .....	\$3.120	\$3,300	\$3,480	\$3,660	\$3,840

**SECTION 6 — Salary Schedules for Positions in the Custodian (including Domestic) Service:**

"That the following salary schedules for positions in the Custodian (including Domestic) Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

		Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
Minimum					
<b>GRADE 2—</b>					
Institution House Worker	\$1,440	\$1,560	\$1,680	\$1,740	\$1,800
Matron-Infirmary	1,440	1,560	1,680	1,740	1,800
Janitress	1,440	1,560	1,680	1,740	1,800

		Minimum	After 1st Year	After 2nd Year	Maximum After 3rd Year
<b>GRADE 5-A</b>					
Junior Building Custodian		\$2,520	\$2,640	\$2,760	\$2,880
<b>GRADE 6-A</b>					
Senior Building Custodian		2,760	2,880	3,000	3,120

**SECTION 7—Salary Schedules for Positions in the Library Service:**

"That the following salary schedules for positions in the Library Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

		Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
<b>GRADE 3—</b>						
Library Assistant	\$1,680	\$1,800	\$1,920	\$2,040	\$2,160	

		Minimum	After 1st Year	After 2nd Year	Maximum After 3rd Year
<b>GRADE 4—</b>					
Sub-Professional Library Technician	2,040	2,160	2,280	2,400	2,520

		Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
<b>GRADE 5-A</b>						
1st Asst. Circulation Department — Main Library		2,520	2,640	2,760	2,880	
1st Asst. Circulation Department East Branch		2,520	2,640	2,760	2,880	
1st Asst. Children's Department North Branch Children's Librarian		2,520	2,640	2,760	2,880	
East Branch Asst. (Work with Juniors)		2,520	2,640	2,760	2,880	

		Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
<b>GRADE 6—</b>						
Junior Department Heads:						
North Branch Librarian	2,640	2,760	2,880	3,000	3,120	
West Branch Librarian	2,640	2,760	2,880	3,000	3,120	
East Branch Asst. Librarian	2,640	2,760	2,880	3,000	3,120	
East Branch Children's Librarian	2,640	2,760	2,880	3,000	3,120	

	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
<b>GRADE 7—</b>					
Senior Department Heads:					
East Branch Librarian	2,760	2,940	3,120	3,300	3,480
Supervisor Work with Children .....	2,760	2,940	3,120	3,300	3,480
Catalog Librarian ..	2,760	2,940	3,120	3,300	3,480
Circulation Librarian..	2,760	2,940	3,120	3,300	3,480
Reference Librarian ..	2,760	2,940	3,120	3,300	3,480

<b>GRADE 9—</b>					
Assistant Librarian ....	3,300	3,600	3,900	4,200	4,500

<b>GRADE 11—</b>					
Librarian (Chief) ....	4,200	4,500	4,800	5,100	5,400

**SECTION 8—Salary Schedules for Positions in the Engineering Service:**

"That the following salary schedules for positions in the Engineering Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	After	After	Maximum	
		1st Year	2nd Year	After 3rd Year	
<b>GRADE 5-A</b>					
Engineering Aid —					
Grade 1 .....	\$2,520	\$2,640	\$2,760	\$2,880	
		After	After	Maximum	
		1st	2nd	After	
		Year	Year	4th	
				Year	
<b>GRADE 6—</b>					
Engineering Aid —					
Grade 2 .....	2,640	2,760	2,880	3,000	3,120
<b>GRADE 8—</b>					
Junior Civil Engineer —					
Grade 3 .....	3,120	3,300	3,480	3,660	3,840
<b>GRADE 9—</b>					
Civil Engineer — Grade 4	3,300	3,600	3,900	4,200	4,500
<b>GRADE 11—</b>					
Town Engineer—Grade 5	4,200	4,500	4,800	5,100	5,400

**SECTION 9—Salary Schedules for Positions in the Health and Welfare Services:**

"That the following salary schedules for positions in the Health and Welfare Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	After	After	After	Maximum
		1st Year	2nd Year	3rd Year	After 4th Year
<b>GRADE 3—</b>					
Keeper—Infirmery .....	1,680	1,800	1,920	2,040	2,160
<b>GRADE 3-A</b>					
Hygienist .....	1,780	1,900	2,020	2,140	2,260



	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
<b>GRADE 5-C</b>					
Public Health Nurse ....	2,500	2,620	2,740	2,860	2,980
<b>GRADE 6-A</b>					
Social Worker .....	2,580	2,760	2,940	3,120	3,300
<b>GRADE 8—</b>					
Health Inspector .....	3,120	3,300	3,480	3,660	3,840
<b>GRADE 8-A</b>					
Principal Social Work Supervisor .....	3,420	3,600	3,780	3,960	4,140
<b>GRADE 9—</b>					
Commissioner of Veteran's Service .....	3,300	3,600	3,900	4,200	4,500
<b>GRADE 11—</b>					
Health Officer .....	4,200	4,500	4,800	5,100	5,400
Welfare Agent .. .....	4,200	4,500	4,800	5,100	5,400

**SECTION 10— Salary Schedules for Positions in the Mechanical and Construction Service:**

"That the following salary schedules for positions in the Mechanical and Construction Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

**GRADE 4-A**

Construction Handyman  
(Park Dept.) .. .. . Hourly Rate \$1.42 per hour

**GRADE 4-C**

Laborer (unskilled) .. . . . Hourly Rate \$1.32 per hour  
 Motor Equipment Operator  
 Grade 1 .. . . . Hourly Rate \$1.37 per hour  
 Motor Equipment Operator  
 Grade 2 .. . . . Hourly Rate \$1.37 per hour  
 Laborer (skilled) .. . . . Hourly Rate \$1.37 per hour  
 Motor Equipment Operator  
 Grade 3 .. . . . Hourly Rate \$1.42 per hour

	Minimum	Standard Basic Salary Intermediate Range			Maximum
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
<b>GRADE 6—</b>					
Water Meter Inspector ..	2,640	2,760	2,880	3,000	3,120
Mason .. . . .					
Blacksmith .. . . .					
Carpenter .. . . .					
Painter (skilled) .. . . .					
Foreman (Highway De- partment) .. . . .					
Working Foreman .. . . .					
Foreman (Park) .. . . .					
Working Foreman (Cemetery) .. . . .					
Motor Equip. Repairman					

Storekeeper .....	Hourly Rate \$1.52 per hour
Timekeeper .....	Hourly Rate \$1.52 per hour
Water Service Working Foreman .....	Hourly Rate \$1.52 per hour
Water System Main- tenance Craftsman (Water Dept.) .....	Hourly Rate \$1.52 per hour
Cement Finisher .....	Hourly Rate \$1.57 per hour
Shovel Operator .....	Hourly Rate \$1.57 per hour

	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year	
<b>GRADE 7-A</b>						
Inspector of Wire Maintenance .....	2,880	3,060	3,240	3,420	3,600	
Water Meter Repair Foreman .....		Hourly Rate \$1.72 per hour				
<b>GRADE 8—</b>						
Cemetery Superintendent	3,120	3,300	3,480	3,660	3,840	
2nd. Asst. Superintendent —Poles and Wires .....	3,120	3,300	3,480	3,660	3,840	
Superintendent of Parks and Recreation .....	3,120	3,300	3,480	3,660	3,840	
Sealer of Weights and Measures .....	3,120	3,300	3,480	3,660	3,840	
Water Registrar, Clerk to The Board of Water Commissioners.	3,120	3,300	3,480	3,660	3,840	
Foreman Working Carpenter .....	3,120	3,300	3,480	3,660	3,840	
Water Construction Foreman .....		Hourly Rate \$1.85 per hour				
Motor Equipment Main- tenance Foreman .....		Hourly Rate \$1.85 per Hour				
<b>GRADE 9—</b>						
1st Asst. Superintendent —Poles and Wires .....	3,300	3,600	3,900	4,200	4,500	
Supervisor Foreman Highway Department .	3,300	3,600	3,900	4,200	4,500	
Asst. Superintendent Water Department ....	3,300	3,600	3,900	4,200	4,500	
<b>GRADE 10—</b>						
Assistant Superintendent of Highways .....	3,750	4,050	4,350	4,650	4,950	
Inspector of Buildings ..	3,750	4,050	4,350	4,650	4,950	
Inspector of Plumbing and Sanitation .....	3,750	4,050	4,350	4,650	4,950	
<b>GRADE 11—</b>						
Superintendent of Wires	4,200	4,500	4,800	5,100	5,400	
Superintendent of Water Department .....	4,200	4,500	4,800	5,100	5,400	

	Minimum	Standard Basic Salary Intermediate Range			
		After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
<b>GRADE 11-A</b>					
Superintendent of Highway Dept. ....	4,400	4,700	5,000	5,300	5,600

**SECTION 11 — Salary Schedules for Positions in the Public Safety Service:**

"That the following salary schedules for positions in the Public Safety Service and the same are hereby adopted as the standard salary schedules for all such positions in the town service:

	Minimum	After	After	Maximum
		1st Year	2nd Year	After 3rd Year
<b>GRADE 6-B</b>				
Fireman (private) .....	2,975	3,100	3,225	3,350
Patrolman .....	2,975	3,100	3,225	3,350
Wagon-man Clerk .....	2,975	3,100	3,225	3,350
Fire Alarm Signal Operator .....	2,975	3,100	3,225	3,350
Chauffeur — Mechanician .....	2,975	3,100	3,225	3,350
Stenographer Clerk (Male) (Police) .....	2,975	3,100	3,225	3,350

<b>GRADE 7-B</b>				
Mechanician — Fire Dept. ....	3,110	3,290	3,470	3,650

	Minimum	After	After	After	Maximum
		1st Year	2nd Year	3rd Year	After 4th Year
<b>GRADE 8—</b>					
Fire Lieutenant .....	3,120	3,300	3,480	3,660	3,840
Police Sergeant .....	3,120	3,300	3,480	3,660	3,840

<b>GRADE 9—</b>					
Captain — Fire Dept. ...	3,300	3,600	3,900	4,200	4,500
Police Lieutenant .. ...	3,300	3,600	3,900	4,200	4,500

<b>GRADE 10—</b>					
Police Captain .....	3,750	4,050	4,350	4,650	4,950
Deputy Chief (Fire Dept.) .. .....	3,750	4,050	4,350	4,650	4,950

<b>GRADE 11—</b>					
Chief (Fire Department)	4,200	4,500	4,800	5,100	5,400
Police Chief .. .....	4,200	4,500	4,800	5,100	5,400

**SECTION 12 — Initial Adjustments to the Compensation Plan.**

That in order to bring all salary rates into conformity with those provided in the compensation plan, the following rules of application and adjustment shall be effective in fixing the rates of pay of incumbents of positions at the time any salary range included in the compensation plan or any amendment thereto takes effect:



(a) The rate of pay of an employee receiving less than the minimum of the range prescribed for the class to which his position is allocated shall be increased to the minimum except when the amount under the minimum is less than one increment when paragraph C shall apply.

(b) If the present salary is above the maximum prescribed in the new schedule, the present incumbent shall continue at the present salary and the schedule shall not apply until the position is vacated.

(c) The rate of pay of an employee receiving compensation between any two rates between the minimum and maximum of the range prescribed for the class to which his position is allocated shall be adjusted to an equivalent of one full increment each year within the salary range until he reaches his maximum.

(d) Annual increment shall become effective on the anniversary day of each year following appointment, or following final adoption of this plan, unless there is filed written objection thereto by the appropriate appointing authority with the Town Auditor on or before the expiration of each said year.

SECTION 13. That if any section, subsection, sentence, clause, phrase, or figure of this by-law is for any reason held to be unconstitutional or invalid, such decision and invalidity or voidance shall not affect the validity of the remaining portions of this by-law.

SECTION 14. That this by-law shall take effect and be in force from and after the earliest period allowed by law.

ATTEST:

s/ GEORGE B. WELLMAN,  
Town Clerk

The foregoing Chapter 10, Section 1-14 inclusive was adopted at Adjourned Annual Town Meeting, April 13, 1949.

SECTION 15. The Moderator shall annually appoint a Committee under this Chapter of the By-Laws to be known as the Advisory Board of Review, composed of nine members, two of whom shall be members of the Board of Selectmen, three of whom shall be members of the Finance Committee, one of whom shall be a Town employee and the other three residents of the Town, not Town office holders or Town employees, whose duty it shall be to hold hearings, make investigations and recommendations to the Town Meeting concerning all requested changes of classifications, grades and salary schedules included in Chapter 10 of the Town By-laws. The Moderator shall appoint members to fill vacancies in such Committee whenever vacancies occur. Said Advisory Board of Review shall file its annual report with the Board of Selectmen and the Finance Committee not later than the thirty-first day of December in each year. Upon receipt of such report, the Finance Committee shall, after consideration of the subject matter, make a report to the Town Meeting as a part of its estimates of Town expenditures, together with such recommendations as the Finance Committee deems expedient. (Voted: Art. 40, March 26, 1951)

SECTION 16. The foregoing salary schedules shall be deemed the standard base salaries for the ordinary number of hours. In addition to said standard base salary, there shall be paid to each employee subject to this Chapter, effective January 1, 1952, Cost of Living Allowance. Said salary schedules shall be considered comparable to the Retail Price Index in Massachusetts, Department of Labor and Industries, Division

on the Necessaries of Life, as established as of April, 1949, namely 159.4 per cent and the Cost of Living Allowance shall equal all points in excess of 159.4 computed as hereinafter specified.

Beginning January 1, 1952, the Cost of Living Allowance will be based upon The Retail Price Index for the preceding month, namely, December, 1951. In computing the amount of percentage increase, or decrease, in Cost of Living Allowance based upon the said Price Index, fractions of less than one-half percentage point shall be disregarded. Thereafter on the first day of April, July, October and January, the rate of Cost of Living Allowance shall be re-computed in like manner and the newly recomputed rate shall become effective for the pay period commencing next following the said first day of April, July, October or January.

Cost of Living Allowance shall not apply to overtime services, but shall be paid regardless of earned annual increments.

**SECTION 17.** The Cost of Living Allowance referred to in Section 16 shall be paid also to all officers and employees, whether or not subject to this chapter, including temporary, part time, military substitute, and all other regularly employed personnel, whether elected or appointed, excepting Selectmen, Assessors, and Moderator. Said allowances shall not be termed or construed to be a portion of the regular compensation of any officer or employee, nor of a permanent nature.

**SECTION 18.** The Cost of Living Allowance referred to in Section 16 shall not be construed in any manner as to increase or reduce the standard base salary schedule.

(Sections 16-17-18 voted March 17, 1952 under Article 23)

#### **SECTION 19 — Subsequent Adjustments To the Compensation Plan**

All employees of the Town who were receiving a salary above the maximum prescribed when Chapter 10 of these By-Laws was adopted and who under the provisions of said Chapter 10, Section 12, Clause (b) continued thereafter to receive a salary in excess of the salary schedules for their respective positions shall receive an increment in salary equal to the increment granted other employees in the same classification by subsequent changes of the salary schedules for such position and the said schedules shall not apply until the position is vacated.

This provision shall be retroactive to January 1, 1952.

(Section 19, voted May 26, 1952 under Article 11.)

ATTEST:

s GEORGE B. WELLMAN,  
Town Clerk