

PERSONNEL, WAGE AND SALARY  
ADMINISTRATION BY-LAWS  
WITH AMENDMENTS

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CHAPTER 10  
Sections 1-20



THE BY-LAWS OF THE  
INHABITANTS OF WATERTOWN  
WITH AMENDMENTS

PUBLISHED BY  
THE ADVISORY BOARD OF REVIEW

AUGUST 1, 1961

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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 IV — 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:

	<u>Minimum</u>	<u>After 1st Year</u>	<u>After 2nd Year</u>	<u>Maximum After 3rd Year</u>
<b>GRADE 3</b>				
Junior Clerk .....	3,096	3,239	3,385	3,515
Junior Clerk-Typist .....	3,096	3,239	3,385	3,515
Junior Clerk-Stenographer .....	3,096	3,239	3,385	3,515
Clerk-Cashier .....	3,096	3,239	3,385	3,515
<b>GRADE 4</b>				
Senior Clerk .....	3,515	3,655	3,785	3,925
Senior Clerk-Typist .....	3,515	3,655	3,785	3,925
Senior Clerk-Stenographer .....	3,515	3,655	3,785	3,925
Telephone Operator .....	3,515	3,655	3,785	3,925
Transcribing Machine Operator ...	3,515	3,655	3,785	3,925
<b>GRADE 6</b>				
Principal Clerk .....	4,075	4,215	4,435	4,485
Principal Clerk-Typist .....	4,075	4,215	4,435	4,485
Principal Clerk-Stenographer .....	4,075	4,215	4,435	4,485
Confidential Secretary to Selectmen .....	4,075	4,215	4,435	4,485
Senior Clerk Typist, Billing Machine Operator .....	4,075	4,215	4,435	4,485
Permanent Assistant Registrar ...	4,075	4,215	4,435	4,485
<b>GRADE 24</b>				
Purchasing Agent .....	5,780	6,150	6,520	7,310

to 5160

**SECTION V — 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:

	<u>Minimum</u>	<u>1st Year</u>	<u>After 2nd Year</u>	<u>After 3rd Year</u>	<u>Maximum After 4th Year</u>
<b>GRADE 14</b>					
Forestry Foreman .....	4,740	4,950	5,160	5,370	5,530

**SECTION VI — Salary Schedule 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:

	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
<b>GRADE 5</b>					
Junior Building Custodian	3,700	3,900	4,100	4,300	4,500
<b>GRADE 8</b>					
Senior Building Custodian	3,900	4,100	4,300	4,500	4,700

**SECTION VII — Salary Schedule 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	2,840	2,975	3,105	3,245	3,375
<b>GRADE 4</b>					
Sub-Professional Library Technician	3,265	3,395	3,535	3,665	3,805
<b>GRADE 7</b>					
General Assistant	3,925	4,055	4,195	4,325	4,465
<b>GRADE 10</b>					
Junior Department Heads	4,035	4,235	4,435	4,635	4,835
<b>GRADE 11</b>					
Senior Department Heads	4,435	4,635	4,835	5,035	5,255
<b>GRADE 18</b>					
Assistant Librarian	4,970	5,330	5,690	6,040	6,120
<b>GRADE 25</b>					
Librarian (Chief)	6,195	6,555	6,905	7,265	7,445

Initial employment in the library service in any of the professional positions or classifications included in this section may be at rates above the minimum rate shown, when, in the judgment of the Trustees of the Free Public Library prior experience and training justifies such rate. (Voted: Art. 65, April 11, 1955)

**SECTION VIII — Salary Schedule 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	1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 6					
Engineering Aid Grade 1 .....	3,855	3,985	4,125	4,255	4,395
GRADE 10					
Engineering Aid— Grade 2 .....	4,035	4,235	4,435	4,635	4,835
GRADE 16					
Junior Civil Engineer— Grade 3 .....	4,675	5,005	5,365	5,725	6,075
GRADE 20					
Civil Engineer— Grade 4 .....	5,390	5,750	6,100	6,460	6,640
GRADE 21					
Assistant Town Engineer Grade 4 .....	5,435	5,785	6,145	6,495	6,855
GRADE 26					
Town Engineer—Grade 5	8,010	8,300	8,600		



**SECTION IX — Salary Schedule for Positions in the Health and Welfare Service:**

“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:

	<u>Minimum</u>	<u>After 1st Year</u>	<u>After 2nd Year</u>	<u>After 3rd Year</u>	<u>Maximum After 4th Year</u>
<b>GRADE 3</b>					
Hygienist .....	2,845	2,975	3,105	3,245	3,375
<b>GRADE 9</b>					
Public Health Nurse ....	4,135	4,270	4,410	4,540	4,680
<b>GRADE 10</b>					
Social Worker .....	4,035	4,235	4,435	4,635	4,835
<b>GRADE 16</b>					
Principal Social Work Supervisor .....	5,045	5,255	5,465	5,725	6,075
<b>GRADE 20</b>					
Health Inspector .....	5,390	5,750	6,100	6,460	6,640
Commissioner of Veteran's Service .....	5,390	5,750	6,100	6,460	6,640
<b>GRADE 23</b>					
Health Officer .....	5,780	6,130	6,490	6,840	7,200
<b>GRADE 26</b>					
Welfare Agent .....	8,010	8,300	8,600		

**SECTION X — Salary Schedule 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:

	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
<b>GRADE 9</b>					
Water Meter Inspector ..	4,135	4,270	4,410	4,540	4,680
<b>GRADE 11</b>					
Water Registrar—Clerk to the Board of Water Commissioners .....	4,435	4,635	4,835	5,035	5,255
<b>GRADE 12</b>					
Inspector of Wire Maintenance .....	4,455	4,655	4,855	5,055	5,285
Timekeeper .....	4,455	4,655	4,855	5,055	5,285
Fire Alarm Signal Operator	4,455	4,655	4,855	5,055	5,285
Ambulance Driver, Motor Equipment Utility Man	4,455	4,655	4,855	5,055	5,285
<b>GRADE 14</b>					
Cemetery Superintendent	4,750	4,950	5,160	5,370	5,530
Sealer of Weights and Measures .....	4,750	4,950	5,160	5,370	5,530
Supervising Inspector of Wire Dept. ....	4,750	4,950	5,160	5,370	5,530
<b>GRADE 15</b>					
Foreman— Working Carpenter ...	4,940	5,150	5,360	5,570	5,935
<b>GRADE 16</b>					
Asst. Supt.— Water Department ....	5,045	5,255	5,465	5,725	6,075
Supervisor Foreman, Highway Department ..	5,045	5,255	5,465	5,725	6,075
Supt. of Parks .....	5,045	5,255	5,465	5,725	6,075
Asst. Supt. of Wires .....	5,045	5,255	5,465	5,725	6,075
<b>GRADE 20</b>					
Inspector of Buildings ..	5,390	5,750	6,100	6,460	6,640
Inspector of Plumbing .. and Sanitation .....	5,390	5,750	6,100	6,460	6,640
<b>GRADE 21</b>					
Asst. Supt. of Highways	5,435	5,785	6,145	6,495	6,855
<b>GRADE 23</b>					
Superintendent of Wires	5,780	6,130	6,490	6,840	7,200
Superintendent of Water Department .....	5,780	6,130	6,490	6,840	7,200
<b>GRADE 27</b>					
Superintendent of Highway Department ..	6,740	7,240	7,740	8,240	8,740

**SECTION XI — Salary Schedule 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	During 2nd Year	After 2nd Year
<b>GRADE 13</b>			
Firefighter (Private)	5,000	5,250	5,500
Patrolman .....	5,000	5,250	5,500
Stenographer—Clerk (Male-Police) .....	5,000	5,250	5,500
<b>GRADE 17</b>			
Fire Lieutenant	6,100		
Police Sergeants .....	6,100		
Mechanician—Fire Dept.	6,100		
<b>GRADE 19</b>			
Captain—Fire Dept. ....	6,620		
Police Lieutenant .....	6,620		
<b>GRADE 22</b>			
Deputy Chief (Fire Dept.) .....	6,990		
Police Captain .....	6,990		
<b>GRADE 26</b>			
Chief (Fire Dept.) .....	8,010	8,300	8,600
Police Chief .....	8,010	8,300	8,600

**SECTION XI-A — Salary Schedule for Positions in the Mechanical and Construction Service:**

**HOURLY WAGE SCHEDULES**

<b>GROUP A</b>	
Laborer (unskilled) .....	Hourly rate \$2.07 per hour
<b>GROUP B</b>	
Laborer (skilled) .....	Hourly rate \$2.13 per hour
Motor Equipment Operator Grade 1 .....	Hourly rate \$2.13 per hour
Motor Equipment Operator Grade 2 .....	Hourly rate \$2.13 per hour
Painter .....	Hourly rate \$2.13 per hour
<b>GROUP C</b>	
Garage Man .....	Hourly rate \$2.18 per hour
Construction Handyman (Park Dept.) .....	Hourly rate \$2.18 per hour
Motor Equipment Operator Grade 3 .....	Hourly rate \$2.18 per hour
Tree Climber .....	Hourly rate \$2.18 per hour
Tree Surgeon .....	Hourly rate \$2.18 per hour
Parking Meter Collector & Maintenance Man	Hourly rate \$2.18 per hour



**GROUP D**

Blacksmith .....	Hourly rate \$2.30 per hour
Carpenter .....	Hourly rate \$2.30 per hour
Mason .....	Hourly rate \$2.30 per hour
Motor Equipment Repairman .....	Hourly rate \$2.30 per hour
Sign Painter .....	Hourly rate \$2.30 per hour
Water System Maintenance Craftsman (Water Dept.)	Hourly rate \$2.30 per hour

**GROUP E**

Cement Finisher .....	Hourly rate \$2.35 per hour
Shovel Operator .....	Hourly rate \$2.35 per hour
Foreman—Highway Dept.	Hourly rate \$2.35 per hour
Foreman—Park Dept. ....	Hourly rate \$2.35 per hour
Water Service— Working Foreman .....	Hourly rate \$2.35 per hour
Working Foreman— Cemetery .....	Hourly rate \$2.35 per hour
Working Foreman— Painter .....	Hourly rate \$2.35 per hour
Working Foreman— Tree Dept. ....	Hourly rate \$2.35 per hour
Working Foreman— Highway .....	Hourly rate \$2.35 per hour

**GROUP F**

Shovel Operator .....	Hourly rate \$2.52 per hour
Water Meter Repair Foreman .....	Hourly rate \$2.52 per hour
Working Foreman— Carpenter (Park Dept.)	Hourly rate \$2.52 per hour

**GROUP G**

Motor Equipment Main- tenance Foreman .....	Hourly rate \$2.68 per hour
Water Construction Foreman .....	Hourly rate \$2.68 per hour

"An employee performing work of Classification or grade higher than his official title classification shall receive the hourly rate of pay provided for such higher classification or grade, while performing such work; provided that an employee performing work in one such classification or grade for an aggregate of 32 weeks during the calendar year shall be held to have worked in such classification or grade during the entire calendar year, and shall receive not less than the hourly rate of pay provided for such classification or grade"—this amendment to take effect as of January 1, 1958, and for the year 1958 and subsequent years, said wages shall be based upon period of time worked by the employee during the previous calendar year in conformity with this amendment. (Voted Art. 6, Oct. 14, 1957.)

An employee shall not be reduced in official title classification or grade except after proper hearing duly had. (Voted: Art. 61, April 11, 1955.)

**SECTION XI-B — Salary Schedule for Positions in the Recreation Service:**

	Minimum	After 1st Year	After 2nd Year	After 3rd Year	Maximum After 4th Year
GRADE 20					
Recreation Director . . .	5,390	5,750	6,100	6,460	6,640

**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, Sections 1-14 inclusive was originally adopted at Adjourned Annual Town Meeting, April 13, 1949 and amended from time to time thereafter.

**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 ten members, two of whom shall be members of the Board of Selectmen, three of whom shall be members of the Finance Committee, two of whom shall be Town employees, one of whom shall be of those employees classified under Chapter X, section 11-A, 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 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; amended Art. 62, April 11, 1955; amended Art. 29, March 28, 1960).

**Amendment to Section 15 (Art. 31, April 16, 1956):** The Town Meeting shall not consider and vote any amendment to Chapter 10, unless the proposed amendment has first been considered by the Advisory Board of Review and the Finance Committee, and the Report of the Advisory Board of Review thereon is made to the Town Meeting.

**Voted (Art. 16, August 6, 1956):** To amend the present existing By-Laws of the Inhabitants of Watertown in Chapter 10 thereof by repealing and striking out section 16, 17, and 18, effective as of January 1, 1956, for the current year.

**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.)

**SECTION 20.** Members of the maintenance personnel of the Wire Department who are required to work in excess of the regular working week of 40 hours shall be compensated for such overtime. (Voted: Art. 25, April 7, 1958.)

**ATTEST:**

s/ GEORGE B. WELLMAN,  
Town Clerk

## JOB CLASSIFICATIONS BY GRADE

GRADE	SECTION	TITLE	SALARY	
			MINIMUM	MAXIMUM
3	IV	Junior Clerk	3.096	3.515
3	IV	Junior Clerk-Stenographer	3.096	3.515
3	IV	Junior Clerk-Typist	3.096	3.515
3	IV	Clerk-Cashier	3.096	3.515
3	VII	Library Assistant	2.840	3.375
3	IX	Hygienist	2.845	3.375
4	IV	Senior Clerk	3.515	3.925
4	IV	Senior Clerk-Stenographer	3.515	3.925
4	IV	Senior Clerk-Typist	3.515	3.925
4	IV	Telephone Operator	3.515	3.925
4	IV	Transcribing Machine Operator	3.515	3.925
4	VII	Sub-Professional Library Technician	3.265	3.805
5	VI	Junior Building Custodian	3.700	4.500
6	IV	Principal Clerk	4.075	4.485
6	IV	Principal Clerk-Stenographer	4.075	4.485
6	IV	Principal Clerk-Typist	4.075	4.485
6	IV	Confidential Secretary to Selectmen	4.075	4.485
6	IV	Permanent Assistant Registrar	4.075	4.485
6	VIII	Engineering Aid (Grade 1)	3.855	4.365
7	VII	General Assistants, Library	3.525	4.465
8	VI	Senior Building Custodian	3,900	4,700
9	IX	Public Health Nurse	4.135	4.680
9	X	Water Meter Inspector	4.135	4.680
10	VII	Junior Department Heads, Library	4.035	4.835
10	VIII	Engineering Aid (Grade 2)	4.035	4.835
10	IX	Social Worker	4.035	4.835
11	VII	Senior Department Heads	4.435	5.255
11	X	Water Registrar, Clerk to Board of Water Commissioners	4.435	5.255
12	X	Inspector of Wire Maintenance	4.455	5.285
12	X	Timekeeper	4.455	5.285
12	X	Fire Alarm Signal Operator	4.455	5.285
12	X	Ambulance Driver, Motor Equipment Utility Man	4.455	5.285
13	XI	Firefighter (Private)	5.000	5.500
13	XI	Patrolman	5.000	5.500
13	XI	Stenographer-Clerk (Male) (Police)	5.000	5.500
14	V	Forestry Foreman	4.740	5.530
14	X	Cemetery Superintendent	4.750	5.530
14	X	Sealer of Weights and Measures	4.750	5.530
14	X	Supervising Inspector, Wire Dept.	4.750	5.530



GRADE	SECTION	TITLE	SALARY	
			MINIMUM	MAXIMUM
15	X	Foreman, Working Carpenter	4,940	5,935
16	VIII	Junior Civil Engineer (Grade 3)	4,675	6,075
16	IX	Principal Social Work Supervisor	5,045	6,075
16	X	Asst. Superintendent Water Department	5,045	6,075
16	X	Asst. Superintendent Poles & Wires	5,045	6,075
16	X	Supervisor Foreman (Highway Department)	5,045	6,075
16	X	Superintendent of Parks	5,045	6,075
17	XI	Fire Lieutenant	6,100	
17	XI	Police Sergeant	6,100	
17	XI	Mechanician (Fire Department)	6,100	
18	VII	Assistant Librarian	4,970	6,120
19	XI	Captain (Fire Department)	6,620	
19	XI	Lieutenant (Police Department)	6,620	
20	VIII	Civil Engineer (Grade 4)	5,390	6,640
20	IX	Health Inspector	5,390	6,640
20	IX	Commissioner of Veterans' Service	5,390	6,640
20	X	Inspector of Buildings	5,390	6,640
20	X	Inspector of Plumbing and Sanitation	5,390	6,640
20	XI-B	Recreation Director	5,390	6,640
21	VIII	Assistant Town Engineer, Grade 4	5,435	6,855
21	X	Assistant Superintendent of Highway	5,435	6,855
22	XI	Deputy Chief (Fire Department)	6,990	
22	XI	Captain (Police Department)	6,990	
23	IX	Health Officer	5,780	7,200
23	X	Superintendent of Poles and Wires	5,780	7,200
23	X	Superintendent of Water Department	5,780	7,200
24	IV	Purchasing Agent	5,780	7,310
25	VII	Librarian Chief	6,195	7,445
26	VIII	Town Engineer	8,010	8,600
26	IX	Welfare Agent	8,010	8,600
26	XI	Chief, Fire Department	8,010	8,600
26	XI	Chief, Police Department	8,010	8,600
27	X	Superintendent of Highway Department	6,740	8,740



MINIMUM — MAXIMUM SALARY SCALES UNDER THE  
CHAPTER 10 BY-LAWS

<i>Grade</i>	<i>Minimum</i>	<i>Maximum</i>
3	\$2840	3515
4	3265	3925
5	3700	4500
6	3855	4485
7	3925	4465
8	3100	4700
9	4135	4680
10	4065	4835
11	4435	5255
12	4455	5285
13	5000	5500
14	4740	5530
15	4940	5935
16	4675	6075
17		6100
18	4970	6120
19		6620
20	5300	6640
21	5435	6855
22		6990
23	5780	7200
<b>24</b>	<b>5780</b>	7310
25	6195	7445
26	8010	8600
27	6740	8740

HOURLY WAGE GROUP

A	\$2.07 per hour
B	2.13 per hour
C	2.18 per hour
D	2.30 per hour
E	2.35 per hour
F	2.52 per hour
G	2.68 per hour

NOTE: Minimum salaries within a grade may vary from position to position due to the number of increment steps within the position. The maximums, however, are constant.