

WORKING AGREEMENT

Between

CITY OF WATERVILLE

And

AFSCME, COUNCIL 93, AFL-CIO

For

**LOCAL 2011-08
WATERVILLE GENERAL GOVERNMENT UNIT
EMPLOYEES**

July 1, 2022 to June 30, 2025

DEFINITIONS	5
ARTICLE 1 – GENERAL PROVISIONS	6
SECTION 1: GENERAL.....	6
SECTION 2: PUBLIC EMPLOYEES.....	6
SECTION 3: PLEDGE AGAINST DISCRIMINATION AND COERCION.....	6
ARTICLE 2 – RECOGNITION.....	6
ARTICLE 3 – UNION SECURITY	6
SECTION 1: UNION SECURITY	6
SECTION 2: CITY HELD HARMLESS.....	7
ARTICLE 4 – CHECK OFF	7
SECTION 1: WITHHOLDING OF DUES	7
SECTION 2: WITHHOLDING OF P.E.O.P.L.E. FUND	7
SECTION 3: BARGAINING UNIT ROSTER.....	7
ARTICLE 5 – PROBATION.....	9
SECTION 1: PROBATION	9
ARTICLE 6 – SENIORITY	9
SECTION 1: SENIORITY LIST.....	9
SECTION 2: SENIORITY DETERMINATION.....	9
SECTION 3: REDUCTION IN WORK FORCE.....	9
ARTICLE 7 – JOB DESCRIPTION	9
SECTION 1: POSITION DESCRIPTION.....	9
ARTICLE 8 – WORK PERFORMED OUT OF JOB CLASSIFICATION	10
SECTION 1: WORK OUT OF JOB CLASSIFICATION	10
SECTION 2: WORK OUT OF JOB CLASSIFICATION – DEPARTMENT HEAD POSITIONS	10
ARTICLE 9 – BARGAINING UNIT PROMOTIONS AND VACANCIES.....	10
SECTION 1: PROMOTIONAL VACANCIES	10
SECTION 2: INTERNAL POSTING	10
SECTION 3: EXTERNAL POSTING	10
SECTION 4: SELECTION POLICY	10
ARTICLE 10 – VACATIONS.....	10
SECTION 1: ACCRUAL SCHEDULE.....	10
SECTION 2: REQUESTING VACATION LEAVE.....	11
SECTION 3: VACATION UPON SEPARATION	12
SECTION 4: EARNED PAID LEAVE	12
<i>Section 4a: Covered Employees</i>	<i>12</i>
<i>Section 4b: Accrual Rate</i>	<i>12</i>
<i>Section 4c: Use of Earned Paid Leave</i>	<i>12</i>
<i>Section 4d: Discipline.....</i>	<i>12</i>
<i>Section 4e: Balance Carry Over.....</i>	<i>12</i>
ARTICLE 11 - HOLIDAYS	13
SECTION 1: HOLIDAYS OBSERVED	13
SECTION 2: HOLIDAY PAY.....	13

ARTICLE 12 – SICK LEAVE	13
SECTION 1: SICK LEAVE COMPUTATION	13
SECTION 2: USE OF SICK LEAVE	13
SECTION 3: ENTITLEMENT UPON SEPARATION.....	14
ARTICLE 13 – SETTLEMENT OF DISPUTES	14
SECTION 1: GRIEVANCE PROCESS.....	14
ARTICLE 14 – DISCIPLINARY PROCEDURES – ACTIONS	15
SECTION 1: DISCIPLINARY PROCEDURE.....	15
SECTION 2: PERSONNEL RECORDS.....	15
SECTION 3: RIGHT TO REMOVAL	16
ARTICLE 15 – WORK WEEK	16
SECTION 1: REGULAR, FULL-TIME WORKWEEK SCHEDULES.....	16
SECTION 2: REGULAR, PART-TIME WORKWEEK SCHEDULES.....	16
ARTICLE 16 - WAGES.....	16
SECTION 1: REGULAR RATE OF PAY.....	16
SECTION 2: OVERTIME RATE OF PAY.....	17
SECTION 3: PAY GRADE AND STEP PROCEDURE	17
SECTION 4: COMPENSATORY TIME.....	17
SECTION 5: EDUCATION STIPEND.....	18
ARTICLE 17 – RESIGNATION AND SEPARATION.....	18
SECTION 1: SEPARATION POLICY.....	18
SECTION 2: RESIGNATION, DISABILITY, DEATH	18
ARTICLE 18 – NO STRIKE – NO LOCKOUT.....	18
SECTION 1: GOOD FAITH MANAGEMENT/UNION.....	18
ARTICLE 19 – INSURANCE	19
SECTION 1: HEALTH INSURANCE COVERAGE	19
SECTION 2: DENTAL INSURANCE.....	19
SECTION 3: LIFE, ACCIDENTAL DEATH, DISABILITY INSURANCE.....	19
SECTION 4: INCOME PROTECTION PLAN.....	19
SECTION 5: NEW INSURANCE.....	20
SECTION 6: EMPLOYEE WELLNESS	20
SECTION 7: EMPLOYEE ASSISTANCE PROGRAM.....	20
ARTICLE 20 – MANAGEMENT RIGHTS	20
ARTICLE 21 – UNION BULLETIN BOARDS AND ACTIVITIES	20
SECTION 1: UNION BULLETIN BOARDS	20
SECTION 2: UNION ACTIVITIES	20
SECTION 3: ACCESS TO EMPLOYER PREMISES	21
ARTICLE 22 – WORK RULES	21
SECTION 1: WORK RULES	21
SECTION 2: NOTIFICATION OF CHANGE	21
ARTICLE 23 – LEAVES.....	21
SECTION 1: BEREAVEMENT LEAVE.....	21
SECTION 2: MILITARY LEAVE	21
SECTION 3: JURY LEAVE.....	21

SECTION 4: CONVENIENCE DAY	22
ARTICLE 24 – DEFERRED COMPENSATION PLAN	22
ARTICLE 25 – WORKERS’ COMPENSATION LEAVE	22
ARTICLE 26 – VEHICLE REIMBURSEMENT	22
SECTION 1: VEHICLE ALLOWANCE.....	22
SECTION 2: MILEAGE REIMBURSEMENT.....	23
SECTION 3: TRAVEL POLICY	23
ARTICLE 27 – TRAINING	23
SECTION 1: TRAINING.....	23
SECTION 2: EMPLOYEE-INITIATED TRAINING	23
ARTICLE 28 – SEPARABILITY AND SAVINGS CLAUSE.....	24
ARTICLE 29 – DURATION OF AGREEMENT.....	24
APPENDIX A (WAGE SCHEDULE)	26
APPENDIX B – JOB DESCRIPTIONS	28

DEFINITIONS

- Steps: When the term “steps” is used, it shall refer to the step in the pay plan.
- Grade: When the term “grade” is used, it shall refer to the pay grade assigned to the position in the play plan.
- Part Time: Part-time employees are employees scheduled to work less than 37.5 hours per week on an indefinite basis.
- Seniority: Seniority refers to the years of continuous service with the City from the employee’s last date of hire.
- Years of Service: Refer to progression process.

ARTICLE 1 – GENERAL PROVISIONS

Section 1: General

This Agreement, entered into by the City of Waterville, hereinafter referred to as the City, and AFSCME, Council 93, AFL-CIO for Local 2011-08 hereinafter referred to as the Union, has as its purpose the promotion of harmonious relations between the City and the Union, for the establishment of rates of pay, hours of work and other conditions of employment.

Section 2: Public Employees

The individual members of the Union are to regard themselves as public employees and, as such, they are to be governed by the highest ideals of honor and integrity in all their public relationships in order that they may merit the respect and confidence of the general public.

Section 3: Pledge Against Discrimination and Coercion

The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, marital status, race, color, creed, sex, national origin, religion, physical or mental handicap or political affiliation. The Union shall share equally with the employer the responsibility for applying this provision of the Agreement.

The employer agrees not to interfere with the rights of the employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Union members, employer or any employer representative against any employee because of Union membership or because of any employee activity in an official capacity on behalf of the Union, or for any other cause.

The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

ARTICLE 2 – RECOGNITION

The City hereby recognizes the Union as the sole and exclusive representative of all full or part-time regularly scheduled employees in the following classifications:

Administrative Assistant, Admin Clerk I, Deputy City Clerk, Executive Assistant, Finance Clerk I & II, Records Clerk, and Welfare Caseworker I & II.

ARTICLE 3 – UNION SECURITY

Section 1: Union Security

The Union agrees to supply the City with a list of members of the Union and the names of the Union Stewards and the names of the Grievance Committee. It shall be the duty of the Union to keep this list up to date.

No employee shall be favored or discriminated against either by the City or by the Union because of membership or non-membership in the Union. The Union recognizes its responsibility as a bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

All employees covered by this Agreement have the right to join, participate, or refrain from joining the Union, provided, that all employees covered by this Agreement who are not or do not become members of the Union may pay each pay period a service fee in accordance with Article IV, Section 2 of the AFSCME Council 93 Constitution and Article IX, Section 6 of the International Union Constitution as a contribution towards the cost to the Union of collective bargaining, contract administration, and the adjustment of grievances or sign a non-member waiver form. Upon receipt of a written authorization card from the employee, the City shall deduct the full Union dues as indicated.

Section 2: City Held Harmless

The Union agrees to indemnify and hold the City harmless against any and all claims, suits, orders or judgments brought or issued against the employer as the result of the action taken by the employer under the provisions of this Article.

ARTICLE 4 – CHECK OFF

Section 1: Withholding of Dues

During the term of this Agreement, the City shall deduct from the employee's pay an amount set by the union for union dues, agency fees, and COPE contributions from each member of the union who voluntarily executes an authorization form and upon request, any additional dues amounts specified by the Union and authorized by the employee.

When filed with the City, the authorization form will be honored in accordance with its terms. Deductions will be promptly transmitted to the Union by electronic transfer (ACH). Along with the ACH payment, an employee payroll roster will be submitted within two business days via electronic means utilizing a VSC or Excel format, including any employee in a bargaining unit that is not having any dues deducted.

This electronic employee payroll roster must include employee id number, legal name, bargaining unit, deduction amount, deduction type, base pay amount (excluding overtime, shift differentials, bonuses and longevity), pay ending date and check date.

The City agrees to deduct Union dues and benefit contributions weekly from each member. However, if any member does not have a check coming to him/her, or if his/her check for that particular week is not large enough to satisfy the assessment, the City will not be responsible for the collection of Union dues from that employee that week. However, the amount due and owing from that particular employee shall be deducted from the next full paycheck. In no case, will the City attempt to collect fines or assessments for the Union except for regular monthly dues.

The Union agrees that it and its members will individually and collectively perform loyal and efficient work and will use their influence in the best efforts to require that all employees promote and advance the interest of the taxpayers in the City of Waterville.

Section 2: Withholding of P.E.O.P.L.E. Fund

If an employee so authorizes, the City will deduct from employee's paycheck, the amount so authorized, at the frequency authorized, a contribution to the AFSCME P.E.O.P.L.E. Organization, provided funds are available to cover such contribution.

Section 3: Bargaining Unit Roster

The City shall be required to provide the Union with the following information on a quarterly basis:

1. The Union and/or the employee shall furnish a signed copy of the Union dues/agency fees deduction card that contains a waiver authorizing the use of his/her Social Security Number for the purposes of conducting business between the Union and the City. The Union and the City agree that employee Social Security Numbers will not be released to any third party outside of the business relationship existing between the Union and the City, unless directed in writing, by the employee.
2. Concurrent with issuance of weekly wages to workers in the bargaining unit represented by the Union, the City will electronically forward a data file to the Union for all employees for whom dues or agency fees have been deducted. These deductions and roster information will be transmitted to the AFSCME

Council 93 business office no later than the 15th of each quarter, and such information shall be accomplished by electronic mail or some other secure method as agreed to by the parties.

3. Upon the issuance of weekly wages to workers in the bargaining units represented by the Union, the City will electronically forward a data file to the Union for all employees whose job title is represented by the Union. This file will be submitted quarterly and shall contain:
 - a. Effective Date
 - b. Last Name, First Name, Middle Initial
 - c. Home Address
 - d. Phone number (1- Mobile, 2 – Home, 3 – Work)
 - e. Email address (1 – Personal, 2 – Work, 3 – Other)
 - f. Date of Birth
 - g. Last 4 digits of Social Security Number
 - h. Employee ID#
 - i. Employee Status
 - j. Hire Date
 - k. Position / Title
 - l. Dues Deduction
 - m. Employer Name
 - n. Department Code
 - o. Hourly Rate
 - p. Payroll Frequency
 - q. Number of Pay Periods
 - r. Hourly Pay Rate
 - s. Authorized Hours (# of hours per week)
 - t. Full / Part Time Code
 - u. Termination Date
 - v. Grade
 - w. Step
 - x. Step Entry Date
 - y. Rehire Date
4. Upon the request of the Union, the City may electronically forward employee data file(s) / extracts, using tools (such as excel) that are commonly used by the City. These files may contain data, which describes the employee, their job, or personnel actions performed. The request for this data will not be unreasonably denied.
5. The City shall provide to the Union an updated listing of codes on a weekly/bi-weekly/monthly basis. If, however, an existing code is changed or created, or changed and applied to an employee, the City shall provide the Union a notice of said change(s) made to an existing code or created code within thirty (30) days of said change.

ARTICLE 5 – PROBATION

Section 1: Probation

All newly hired employees shall serve a probationary period of six (6) months of actual work time. During this probationary period, the employee shall not accumulate seniority, but will be subject to all provisions of this Agreement. The City has the right to terminate, without cause, an employee during the probationary period, and the employee will have no recourse to the grievance procedure in Article 13. After the employee completes the probationary period, that employee will be considered a regular, full-time employee and seniority shall revert to the original date of hire. All other provisions of the contract apply to probationary employees, except vacation benefits.

ARTICLE 6 – SENIORITY

Section 1: Seniority List

The City shall establish one (1) seniority list. The list will consist of all regular, full-time members, and all regular, part-time members. The list shall be brought up to date on July 1 of each fiscal year and immediately posted thereafter on the bulletin board for a period of not less than thirty (30) days, and a copy of same mailed to the Treasurer, Council 93, AFSCME.

Section 2: Seniority Determination

Seniority refers to the years of continuous service with the City from the employee's last date of hire.

Section 3: Reduction in Work Force

In the case of the reduction in the workforce, the employee whose job is eliminated may either accept the layoff or may bump the employee with the least seniority in the department. If there is not a junior employee in the department then the affected employee may bump the employee with the least seniority in the bargaining unit, provided the employee is qualified for the position. Qualification shall be determined by education and experience for the position as described in Appendix B and continuous service with the City,. The City will consult with the Union regarding qualifications, but the final decision regarding qualifications will be made by the City. The bumped employee may either accept the layoff or bump the least senior employee in the bargaining unit. The least senior employee will be the employee laid off. In the case of the elimination of a part time position, the employee in the position shall be placed on layoff status. Part time employees shall be laid off before full time employees in the same classification, regardless of seniority. Employees who bump or are displaced into a new position shall be given reasonable time to attain any necessary training.

Recall from layoff shall be in inverse order of layoff (stated as last out first in, or LOFI). Recall rights will be provided in writing, certified mail, to the employee's last known address. The employee will have ten calendar days in which to respond to the notice. Failure to respond is a forfeiture of any right to recall. The right to recall and job offer shall be for a period not to exceed twenty-four (24) months. Employees may be recalled to their own position or to another position provided that the employee is qualified to perform the requirements of the position description. It will be the sole responsibility of management to review employee qualifications for available positions.

ARTICLE 7 – JOB DESCRIPTION

Section 1: Position Description

A list of all position descriptions is contained in Appendix B. If the Union does not have a current description for a job contained in Appendix B, the City will supply such job description upon request. Within 30 days of the execution of this Agreement, and within 30 days of employment an employee will be provided with a job description of the duties of the job position. When an employee is either promoted or demoted, the affected employee shall be provided with an appropriate job description.

The City has the right to modify job descriptions as circumstances warrant and to send copies of any changes to the Union. If a revision to a job description changes the primary functions, duties, or qualifications, the City will negotiate the impact of such changes upon request by the Union.

ARTICLE 8 – WORK PERFORMED OUT OF JOB CLASSIFICATION

Section 1: Work Out of Job Classification

The City may temporarily assign employees to work in a higher or lower classification if the need arises and based on employee availability without regard to seniority providing the employee is qualified by experience or training to perform the task(s) assigned. Any employee who is assigned the work of a higher classification for more than 10 consecutive days shall be paid at the step in the pay grade established for the position which provides a minimum of a five (5%) percent increase in wages, retro-active back to the first day worked at the higher classification.

Any employee who is assigned additional work of a lower classification shall be given the necessary additional time to complete the extra work. If the employee requires overtime to complete the assignment, the employee must receive authorization from the Department Head prior to working the overtime.

Section 2: Work Out of Job Classification – Department Head Positions

When a department head is absent for more than ten (10) consecutive work days the City will establish an in-charge position. If that temporary position is offered to a bargaining unit member, the employee and the City will negotiate the wage.

ARTICLE 9 – BARGAINING UNIT PROMOTIONS AND VACANCIES

Section 1: Promotional Vacancies

Promotional vacancies for the purpose of this contract are advancements from one grade to another grade regardless of department. Should new job classifications be created within the bargaining unit, the same conditions of filling the promotional vacancy shall apply.

Section 2: Internal Posting

Vacancies shall be posted within the City for up to ten (10) working days. The City may select an internal candidate to fill a vacancy without external advertising. Applications for positions shall be made to the Human Resources Office through the submission of resumes and/or on forms required by the Human Resource Officer.

Section 3: External Posting

If the City does not fill a position through the internal selection process or wishes to consider external applicants, the City will advertise publicly from as large an area as necessary to assure obtaining the best qualified individuals.

Section 4: Selection Policy

Hiring decisions shall be based upon the ability of the applicant to meet the pre-established requirements of the position. In situations where multiple applicants may be equally qualified, preference will be given to internal candidates, local area candidates, in-state candidates, and out-of-state candidates respectively. The selection process will be open and competitive and will include review of the applicant's employment history, educational background and references. Additionally, the process may include other means of determining qualifications, including any or all of the following: interview, written examination, skills testing, physical examination and background checks.

ARTICLE 10 – VACATIONS

Section 1: Accrual Schedule

All regular, full-time employees of the City of Waterville shall be granted vacation leave on the basis of time earned or accrued.

Accrual Schedule:

0 – 5 years	10 days
After 5 yrs	12 days
After 6 yrs	14 days
After 7 yrs	15 days
After 11 yrs	16 days
After 12 yrs	17 days
After 13 yrs	18 days
After 14 yrs	20 days
After 15 yrs	21 days
After 16 yrs	22 days
After 17 yrs	23 days
After 18 yrs	24 days
After 19 yrs	25 days
After 24 yrs	27 days
After 29 yrs	30 days

Employees will begin accruing vacation leave upon date of hire but may not use accumulated vacation leave until completion of their probationary period. Increases in the accrual rate will become effective upon the employee's anniversary date of hire.

Employees are strongly encouraged to take vacation leave on an annual basis to maintain high levels of job performance. Employees may accumulate up to a maximum of 150% of their accrual rate. When the maximum accumulation has been reached, the employee shall forfeit any right to additional accrual until the vacation leave is taken. (Only in cases of unforeseen, special circumstances, shall the City Manager grant the accrual of vacation time above the maximum of 150%).

It is the responsibility of each employee to be aware of his/her accumulated vacation leave. No employee will receive payment in lieu of annual leave other than upon separation from City employment (except in cases of unforeseen, special circumstances as may be granted by the City Manager).

Employees whose position is changed from one department to another in City service shall retain the vacation leave they have accumulated over the year. Employees who separate from City service and are rehired at a later date shall begin accruing at the minimum rate.

Employees shall not accrue vacation leave during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in a non-pay status.

Section 2: Requesting Vacation Leave

Employees must receive prior approval from their Department Head for requested vacation leave. Such requests may be denied if, in the opinion of the City Manager and/or Department Head, it shall create a hardship upon departmental and/or City operations. The City Manager or Department Head may not deny or postpone requested vacation leave for more than six (6) months because of the impact said vacation may have on operations.

Employees shall submit a written request for vacation leave as far in advance as possible to allow for sufficient planning of department operations and staff coverage.

Section 3: Vacation Upon Separation

Payment for unused, accrued vacation time, up to the maximum allowed, shall be made in the final paycheck at the time of separation.

Section 4: Earned Paid Leave

Effective July 1, 2021, the City is required to provide up to forty (40) hours of earned paid leave in a year to covered employees, in accordance with the State of Maine law, 26 MRSA §637.

Section 4a: Covered Employees

All employees in this bargaining unit are considered covered employees under the Earned Paid Leave (EPL) law.

Section 4b: Accrual Rate

Part-time employees are entitled to earn one (1) hour of paid leave for every forty (40) hours worked, up to forty (40) hours in one year of employment. Full-time employees receive more vacation leave than is required under the regulations of the EPL law. See Section 1, Entitlement, for accrual amounts.

The first forty (40) hours of vacation leave used each fiscal year will be considered EPL.

Section 4c: Use of Earned Paid Leave

An employee may begin using EPL after 120 days of employment. EPL will be paid at the employee's rate of pay as established in the week immediately prior to taking the EPL in accordance with the Department of Labor. EPL can be used for any purpose, however the following notification for use is required.

Section 4c1: Unforeseen Emergency

An employee taking EPL for an emergency, illness or other sudden necessity where advance notice may not be feasible, must give notice to the Department Head and/or Supervisor as soon as practicable. An emergency or sudden necessity under the EPL is defined as anything within reason that is unforeseen and requires the employee to interrupt their work schedule. This includes the care for a person not related to the employee. Written documentation may not be required unless EPL is used over three days, but employees are required to provide a general description of the need for leave time. For example: illness of a child; illness of a day-care provider; transportation issue.

Section 4c2: Planned Leave

An employee taking EPL for planned leave, whether it be for an appointment, personal day, or vacation, shall provide prior notice as per Section 2 of this Article, to the Department Head of their intent to use their EPL.

Section 4c3: Denial of EPL Use

Department Heads may deny employees time off, other than for an emergency, illness, or sudden necessity, if said planned leave will cause a hardship for the department. Examples of department hardship may include department staffing, events, disasters, or weather emergencies. This is not an all-inclusive list. The Department Head can deny a requested date of use if it significantly impacts departmental operations.

Section 4d: Discipline

An employee shall not be disciplined for unscheduled absences when using earned paid leave unless the employee does not follow the notification requirements in section 4c of this policy.

Section 4e: Balance Carry Over

The maximum benefit part-time employees are allowed to carry over each year is forty (40) hours.

ARTICLE 11 - HOLIDAYS

Section 1: Holidays Observed

The following holidays will be considered paid holidays as well as any days designated by the Mayor:

January:	New Year's Day
January:	Martin Luther King's Birthday
February:	President's Day
April:	Patriot's Day
May:	Memorial Day
June:	Juneteenth
July:	Independence Day
September:	Labor Day
October:	Indigenous Peoples Day
November:	Veteran's Day
November:	Thanksgiving Day
December:	Christmas Day

Unless designated as a Monday holiday, if a holiday falls on a Saturday, it will be observed on the previous Friday. If a holiday falls on a Sunday, it will be observed the following Monday.

Section 2: Holiday Pay

It is agreed by the City if an employee has to work on the designated date of any of the above listed holidays, and/or any day declared by the Mayor to be a day of special observance, the employee shall receive a regular day's pay, plus time and one-half the regular hourly rate of all hours worked. The employee receives a regular day's pay when not working.

In order for an employee to receive holiday pay, the employee must work before and after the holiday, and/or day of special observance, unless the employee is on paid vacation, paid sick leave, or other approved leave. An unpaid leave of absence is not an approved leave for purposes of holiday pay. Full-time employees will receive eight (8) hours of holiday pay and part-time employees will receive four (4) hours of holiday pay or their regularly scheduled hours for the day, whichever is greater, provided they meet these requirements.

The Mayor may authorize a day, or part of a day, off with pay to employees, but not only to selected departments.

ARTICLE 12 – SICK LEAVE

Section 1: Sick Leave Computation

All regular, full-time employees shall be granted leave on the basis of time earned or accrued. Sick leave shall be computed at the rate of ten (10) hours per month and may be accumulated to a maximum of nine hundred sixty hours.

A day of sick leave is defined as eight (8) hours and a week of sick leave is forty hours (40). The monetary value of a paid sick leave day or paid sick leave week is determined by multiplying the applicable daily or weekly hourly figures times the employee's regular hourly wage rate as that wage rate is set forth in Appendix A.

Section 2: Use of Sick Leave

Sick leave may be used for personal illness or physical incapacity when an employee is unable to perform the duties of his/her position; when necessary to care for immediate family members living within the employee's household (spouse, children, parents, registered domestic partners, or legal wards) who are ill; for routine doctor, dentist and other health related appointments that can only be scheduled during work hours (employees are

encouraged to schedule such appointments at times during the work day that will cause the least disruption to department operations); and, in accordance with the Family Medical Leave Act.

The Department Head may request a medical examination or doctor's certificate for use of sick leave for three (3) or more consecutive days, or because of repeated absences on days preceding or days following a holiday or weekend.

A physician's statement certifying a return to work for employees who have been out due to surgery or serious illness may be required.

Falsification or abuse of sick leave benefits may result in disciplinary action, up to and including dismissal.

Sick leave benefits shall not be earned by an employee during a leave of absence without pay, a suspension without pay, or when the employee is otherwise in non-pay status.

Sick leave may be used when it is necessary to care for immediate family members (Spouse, Children or Parent) not living within the employee's household, in accordance with the Family Sick Leave Act.

Employees may utilize vacation, compensatory time, or unpaid leave to care for immediate family members (Spouse, Children, or Parent) not living within the employee's household, in accordance with the Family Medical Leave Act.

Section 3: Entitlement Upon Separation

All sick leave accruals shall be forfeited upon separation from City Service.

ARTICLE 13 – SETTLEMENT OF DISPUTES

Section 1: Grievance Process

A grievance is hereby defined as any controversy, complaint, misunderstanding, or dispute concerning the interpretation or application of any provision of this Agreement. Any grievance arising between the City or the Union or an employee represented by the Union shall be settled in accordance with this Article. Every attempt should be made to resolve the problem informally between the employee and the immediate supervisor at the lowest level possible. If a dispute or problem has not been resolved, then the grievance shall be put in writing and settled in the following manner:

Step 1: In the event the problem is unresolved with the immediate supervisor, the Union steward, with the employee, shall take up the grievance or dispute with the respective Department Head within ten (10) working days from the event giving rise to the grievance. The Department Head shall review the facts and will respond to the Steward in writing within ten (10) working days.

Step 2: If the grievance has not been settled, it shall be presented in writing by the Union Steward or Business Agent to the City Manager with a copy to the respective Department Head within ten (10) working days after the Department Head's response is due or received. The Union Steward and/or Business Agent, with the employee, shall then meet with the City Manager to discuss the grievance within ten (10) working days. The City Manager shall respond to the Union Steward or Business Agent in writing within ten (10) working days.

Step 3: If the grievance is still unsettled, either party may, within thirty (30) calendar days after the City Manager's decision is due, by written notice to the other party, request arbitration and if the parties fail to select an arbitrator, submit the request for arbitration to the Maine State Board of Arbitration and Conciliation.

The decision of the arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue a decision within thirty days (30) after the conclusion of testimony and arguments.

Expenses for services of the arbitrator and the arbitration proceedings shall be borne by the City and Union equally. However, each party shall be responsible for compensating its own representatives and witnesses. If either

party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record and makes copies available without charge to the other party and to the arbitrator.

Grievances initiated by the City shall be processed in the same manner, but they may be initiated at Step 2. The parties, by mutual agreement, may amend the above time limits.

ARTICLE 14 – DISCIPLINARY PROCEDURES – ACTIONS

Section 1: Disciplinary Procedure

The Department Heads shall have the right to discipline, suspend or to discharge employees for just cause. The Union shall have the right to take up any discipline case, except the discipline of a probationary employee, as a grievance within ten (10) working days after such discipline takes place, and such case shall be subject to review under the Grievance Procedure beginning at Step 1. Discipline shall be for just cause and consist of the following:

1. Oral reprimand
2. Written reprimand
3. Suspension
4. Dismissal

In more serious cases, the discipline process may begin at written reprimand, suspension, demotion or dismissal. The Department head may suspend without pay an employee (1) for insubordination, (2) for incompetence, (3) for neglect of duty, (4) for violation of City or Department rules, but rules that in no way abridge the civil rights of employees. For minor infractions of the generally accepted rules and procedures of the respective Departments and/or City, the following procedure will prevail:

First Offense: Oral reprimand by respective Department Heads.

Second Offense: Written reprimand by the respective Department Head.

Third Offense: Notification by respective Department Head of suspension from work for a period not to exceed one (1) week with prior written notification to the employee and Union Steward.

Fourth Offense: Notification to the employee by the respective Department Head with approval of the City Manager of dismissal.

Coming to work under the influence of alcohol or drugs, or drinking of intoxicants, or taking of drugs on the job or City premises or property while working, shall be cause for immediate discharge. The exception shall be the taking of drugs as authorized or recommended by a physician. The use of a drug with a limiting effect must be reported to the respective Department Head along with a description of what limiting effects the drug has on the physical capacity of the individual.

If employer elects to remove a person from the position pending disciplinary action, that person shall be placed on administrative leave with pay until disciplinary action is taken, if any.

Section 2: Personnel Records

Records of minor reprimands (those infractions that are non-suspendable) shall become inactive in the employee's personnel file after a period of twelve (12) months from the date of the infraction, provided that the employee has had no further disciplinary action of any type since that date. Records of major infractions (those infractions that are suspendable) shall become inactive in the employee's personnel file after a period of thirty-six (36) months from the date of the infraction, provided that the employee has had no further disciplinary action of any type since that date.

An employee shall be permitted to inspect all materials in their personnel file. The employee may obtain one (1) copy per calendar year of any materials during the normal working hours at no cost.

Section 3: Right to Removal

An employee may request removal of what the employee considers to be derogatory material. This request must be made through the chain of command of the department starting with the employee's immediate supervisor. The ultimate decision through the chain of command rests with the City Manager and/or Human Resource Officer upon recommendation from the Department Head. A denial of such a request at any state in the chain of command shall not be subject to the grievance procedure.

ARTICLE 15 – WORK WEEK

Section 1: Regular, Full-Time Workweek Schedules.

Effective July 1, 2001, the regular workweek will become 40 hours per week for regular, full-time employees.

The workday shall consist of eight (8) hours of working time between the hours of 7:00 a.m. to 5:00 p.m. The regular daily schedule shall have a lunch break consisting of one (1) hour or one-half hour included in the workday. The regular daily schedule for specific employees may vary. However, permanent changes to the employees schedule shall only be done after a ten (10) working day notice in writing to the Union citing the reasons for the decision.

Employees shall be granted a rest period at the job site not to exceed fifteen (15) minutes in the forenoon and an additional fifteen (15) minutes in mid-afternoon. The time allotted for rest periods can be used "midmorning" and "midafternoon" only. Rest period time shall not be combined or used to shorten the workday and shall be forfeited if not used by the employee. Employees may not "bank" breaks or add them to comp time for use in the future.

Section 2: Regular, Part-Time Workweek Schedules.

The workday hours may vary for part-time employees between the hours of 7:00 a.m. to 5:00 p.m. The following break schedule will be in place.

- If an employee works less than six (6) hours, the employee will receive one (1) fifteen (15) minute rest period.
- If an employee works six (6) but less than eight (8) hours, the employee will receive a lunch break, consisting of one (1) hour or one-half (1/2) hour of unpaid time during the workday. The employee will also receive one (1) fifteen (15) minute rest period.
- If an employee works eight (8) hours, the employee will receive a lunch break, consisting of one (1) hour or one-half (1/2) hour of unpaid time during the workday. The employee will also receive one (1) fifteen (15) minute rest period in the forenoon and one (1) fifteen (15) minute rest period in the afternoon.

Rest period time shall not be combined or used to shorten the workday and shall be forfeited if not used by the employee. Employees may not "bank" rest periods or add them to comp time for use in the future.

ARTICLE 16 - WAGES

Section 1: Regular Rate of Pay.

The regular rate of hourly pay is set forth in Appendix A. Probationary employees, as that term is described in Article 5, Section 1, shall receive the wage grade rate of pay for the position for which the employee was hired in accordance with the schedule attached hereto as Appendix A.

Appendix A will be adjusted based upon the following schedule for those employees that are currently within the 12-step scale:

July 1, 2022	New Pay Scale
July 1, 2023	4.0%
July 1, 2024	4.0%

Any employee that is beyond step 12 shall be considered "off-scale". Any employee that is currently on the twelfth (12th) step or is off the pay scale shall not be eligible for merit increases and will receive cost-of-living adjustments in the following amounts:

July 1, 2022	11.0%
July 1, 2023	5.0%
July 1, 2024	5.0%

Section 2: Overtime Rate of Pay.

Overtime shall be paid at the rate of one and one-half (1 ½) the employee's regular rate of hourly pay as set forth in Appendix A. All hours worked over the normal work week of forty (40) hours shall be paid at the rate of time and one-half the regular wage. The overtime rate (time and one-half) will be paid for those hours that are actually worked in a pay period and will not include sick time. Holiday, vacation, bereavement, and compensatory pay shall be calculated as hours worked for purposes of overtime pay.

Section 3: Pay Grade and Step Procedure

Employees will be reviewed for a step increase each July 1, for the duration of this contract. New employees will be reviewed at their one-year anniversary and each subsequent July 1 thereafter, for the duration of this contract.

The pay scale is designed as follows:

Steps 1 through 12 are two-percent increments. An employee who is within these steps will receive the following increase:

Unfavorable evaluation – the employee will receive no step pay increase and the Department Head will construct a training plan to bring the employee to an acceptable performance level prior to the next evaluation cycle.

Expected Performance evaluation – an employee who receives this rating will receive a step increase in pay.

If an employee reaches the maximum level, there will be no additional increase in pay, except for the general wage scale adjustment each July 1 for the duration of the contract.

Section 4: Compensatory Time

Employees shall be eligible to accumulate up to sixty hours (60) of compensatory time in any agreement year. Compensatory time is defined as paid time off in the future in lieu of an immediate cash payment at the overtime rate for time worked in excess of forty hours (40) in a pay period. The employee must request the award of future compensatory time prior to the closing of the payroll date in which the overtime hours were worked. Paid compensatory time shall be at the rate of time and one half for all overtime hours, e.g. ten hours of overtime translates into fifteen hours of paid compensatory time off. The employee may replenish used compensatory time up to the maximum amount of sixty hours (60) for any agreement year. Any accumulated compensatory time will be used before accumulated vacation time.

The employee must receive the Department Head or his/her designee prior approval before using accumulated compensatory time. Employees may carry forward up to ten (10) hours of compensatory time each July 1st of the contract term. All other unused compensatory time may not be carried over to an agreement year beginning July 1st. Such unused compensatory time will be paid in the dollar equivalent of unused compensatory

time prior to June 30th of an agreement year. At all times, it is incumbent upon the employee to make a timely request for prior approval of the use of compensatory time. Compensatory time can be found on the employees' weekly pay stub.

Section 5: Education Stipend

Any employee within this bargaining unit who has or obtains an Associates Degree will receive a one-time, step increase on the current pay scale. Proof of the degree must be presented in order to obtain the increase. New employees that have a college degree upon date of hire will start on step 2 of the pay scale.

ARTICLE 17 – RESIGNATION AND SEPARATION

Section 1: Separation Policy

Prior to separation from City service, employees shall schedule a meeting with a representative in the Human Resources office to discuss various options relative to benefits, rights under COBRA, or other conversion privileges available to the employee. At this time, appropriate steps will be taken to provide for the payment of all leave entitlements in the final paycheck. Separating employees shall turn in all City –owned property in their possession and shall leave a forwarding address with the Department Head or in Human Resources Office for purposes of forwarding final check, IRS forms, etc.

Separating employees will be invited to meet with the Human Resources Office, prior to their termination date, to discuss their experiences as a City of Waterville employee. The purpose of the meeting will be to gather important feedback for purposes of improving the quality of work environment. Those employees who do not wish to exit interview will be sent an Exit Interview Form to complete and submit. All information gathered from the exit interviews will remain confidential and used to identify areas of strength/weakness within City operations.

Section 2: Resignation, Disability, Death

- (a) Resignation: Resignations from City service shall be submitted, in writing, to the Department Head at least ten (10) working days in advance. The resignation shall be forwarded to the Human Resources Office with a copy to the City Manager. The effective date of the resignation will be at the close of business on date specified in the resignation that coincides with the last day worked. The last day worked shall be the official termination date for calculating all payroll and vacation benefits.
- (b) Disability: Employees may be separated from work due to a disability whereby he or she is unable to perform duties of the job. Disabled employees receiving compensation through the City's insurance plan are required to submit medical evidence stating the fact that employee is unable to work. Employees who are on disability and unable to perform the duties of the job may be terminated from the position if the disability extends for more than a six (6) month period of time.
- (c) Death: Upon death, all compensation due to the employee under the provisions of these policies shall be paid to the employee's estate and/or beneficiaries pursuant to IRS rules.

ARTICLE 18 – NO STRIKE – NO LOCKOUT

Section 1: Good Faith Management/Union

The Union shall not in any way support strikes, slowdowns, stoppage of work or any interference with the efficient management of the respective Departments. The City in return agrees that there shall be no lockout of employees by the Department.

Nothing in the above paragraph shall be construed so as to conflict with applicable state laws.

ARTICLE 19 – INSURANCE

Section 1: Health Insurance Coverage

All regular, full-time employees are eligible for coverage under the Maine Municipal Employees Health Trust, which provides for health and major medical, and prescription drug benefits. When elected by the employee, coverage becomes effective the 1st of the month following date of hire. The City offers two plans.

(a) PPO-500

The City will provide employees insurance coverage at 77.5% of the premium cost and the employees will contribute 22.5% of the premium cost of the elected coverage under this plan. The City will also fund a Health Reimbursement Account (HRA) as noted below:

Single Coverage - \$500 deductible and \$750 co-insurance for a total of \$1,250.

Family Coverage - \$1,000 deductible and \$1,500 co-insurance for a total of \$2,500.

(b) POS-C

The City will provide employees the option to stay with the current POS-C insurance plan. The City will pay the same dollar amount that equals 77.5% of the cost of the PPO-500 premium plus the cost of the HRA account for the deductible only. Employees will be responsible for the remainder of the premium cost of the elected coverage under this plan. The City will not provide any HRA for employees opting to stay in the POS-C plan.

Section 2: Dental Insurance

Dental insurance is provided for the employee at no cost; however, employees are responsible for 50% of the cost of dependent coverage.

Section 3: Life, Accidental Death, Disability Insurance

All regular, full-time employees are provided with group life insurance, accidental death and dismemberment, and weekly disability pay according to the following:

Group Life Insurance

Group life insurance, through the Maine Municipal Association, is provided in the amount of the employee's annual salary up to a maximum of \$100,000.

Life, Accidental Death and Dismemberment, Income Protection

Under a contract with Boston Mutual Insurance Co., the City provides for life insurance and AD&D benefits at two times the employee's annual salary up to a maximum of \$50,000. Income disability is provided at 2/3 the weekly salary level up to a maximum weekly benefit of \$350. There is a forty-four (44) day waiting period and a twenty-six (26) week benefit period.

Employees are eligible for the weekly disability income insurance as outlined above when the inability to work is not work related. An employee receiving the weekly disability benefit has the option of receiving the entire amount of the benefit or their sick leave pay. Employees choosing the latter option must turn over their disability pay to the City. Upon doing so, they will be credited with sick leave in proportion to the monetary value of the disability pay returned to the City. Employees choosing to retain their disability pay will not be paid for sick time.

Contact the Human Resources office for specifics.

Section 4: Income Protection Plan

Employees may, at their own expense, participate in the Income Protection Plan offered by Maine Municipal Association.

Section 5: New Insurance

If the City elects to change insurance carriers, it agrees the new plan will be equal to or better than the current plan (the current HRA accounts shall be included for purposes of comparison in the determination of whether the proposed plan is equal or better than the current plan). The City agrees to consult with affected employees prior to making the change. In addition, the City will provide the same insurance options to the bargaining unit as those provided to non-union City employees for the duration of this agreement.

Section 6: Employee Wellness

The City encourages the health and fitness of all City Employees. To this end, the City supports the work of the Wellness Committee in scheduling programs for employees and will reimburse employees with active memberships at area health facilities up to 100% to a maximum of \$200.00 per year. The City agrees to cover the cost of programs such as weight watchers, up to the \$200.00 per year that is allowed for other wellness programs.

Section 7: Employee Assistance Program

All regular, full-time employees are eligible to participate in the Employee Assistance Program. The program is designed to restore valuable employees to full productivity. The program provides assessment and referral services to employees who are experiencing on-the-job problems because of job related or personal difficulties including substance abuse, family difficulties, emotional, financial or legal worries which result in a decline of job performance. Participation in the program is voluntary and strictly confidential. Contact the Human Resources office or your supervisor for additional information.

ARTICLE 20 – MANAGEMENT RIGHTS

The Union recognizes that the City retains all rights and authority to manage and direct its employees and to determine work schedules and assignments, on behalf of the public. The Union acknowledges the right of the City to make such rules, regulations and policies governing the conduct of its employees, the operations of departments, and the level of service provided the public, except as otherwise specifically provided for in this Agreement.

ARTICLE 21 – UNION BULLETIN BOARDS AND ACTIVITIES**Section 1: Union Bulletin Boards**

The city agrees to furnish and maintain one (1) suitable bulletin board in a convenient place in each of the operational units to be used by the Union. The Union shall limit its posting of notices and bulletins to such bulletin board.

Section 2: Union Activities

The City agrees that during working hours, on City premises and without loss of pay, Union representatives shall be allowed to:

- (a) Post Union notices;
- (b) Transmit communications, authorized by the Local Union or its offices, to the employer or his representative(s).
- (c) Consult with the employer, his representative(s), Local Union officers, other Union officers or other Union representatives concerning the enforcement of any provisions of this Agreement within reasonable limits.
- (d) The Union agrees that during the working hours of the respective Departments, the elected Union members involved in contract negotiations will make every effort to have their negotiating representatives at the bargaining sessions so as not to unduly impede the operation of any one of the respective Departments.

- (e) When negotiations take place during working hours, there will be only three representatives present in addition to the representative of AFSCME, Council 93.

Section 3: Access to Employer Premises

The City agrees that an accredited representative of AFSCME, Council 93, where the Local Union representative, district representative, or national representative, shall have access to the premises of the city any time during working hours, to conduct local business upon notification to the respective Department Heads. The Union agrees that such visits during working hours shall not interfere with the work of the department.

ARTICLE 22 – WORK RULES

Section 1: Work Rules

The City and Departments, shall adopt rules for the operation of the Departments and the conduct of its employees, provided such rules do not conflict with any provisions of this Agreement, but any such conflict shall be negotiated by the City with Union representatives. Any conflict between work rules and this contract is subject to the grievance process.

Section 2: Notification of Change

When existing rules are changed or new rules are established, they will be posted prominently on all bulletin boards, to become effective immediately. New employees shall be provided with a copy of work rules at the time of hire. When existing rules are changes or new rules are established, employees will be notified in writing or by e-mail before they become effective.

ARTICLE 23 – LEAVES

Section 1: Bereavement Leave

In the event of a death occurring in the immediate family of an employee, the employee shall, upon request, be granted three (3) days of paid leave. Immediate family is limited to: spouse, registered domestic partner, children, parents, siblings, grandparents, and grandchildren, whether by natural heritage or law (in-law). In the event of the death of the employee's spouse, registered domestic partner, child or parent, the employee shall, upon request, be granted two (2) additional days of paid leave. Any need for additional time other than days stated in this section shall be with the approval of the Department Head and the use of accrued vacation leave.

City employees shall, upon request, be granted up to one day of paid leave to attend the funeral of an aunt, uncle, niece, or nephew.

Attendance at the funeral of friends or other family relatives shall be with the approval of the Department Head and the use of vacation leave.

Section 2: Military Leave

Leave without pay will be granted to employees for purposes of fulfilling military reserve obligations. All requests for military leave must be accompanied by signed orders from the employee's military commander.

All requests for military leave must be within one (1) week after the employee receives his/her orders to report to duty and must be approved by the City Manager.

During approved military leave, the City will continue to pay the employer's share of health insurance and the employee will continue to pay the employee's share. Employees may utilize accrued vacation or compensatory time in lieu of unpaid leave.

Section 3: Jury Leave

An employee who is required to participate in jury duty will receive his/her regular pay. Jury pay received shall be remitted to the City. Employees shall notify their immediate supervisor or Department Head as soon as it becomes know that they may be required to serve.

Section 4: Convenience Day

The City agrees to grant three (3) convenience days off with pay to each employee per year. The respective Department Heads shall have the authority to determine when and how many employees may be off at any one time. Notice and use of the convenience day must be in writing.

ARTICLE 24 – DEFERRED COMPENSATION PLAN

The employee is entitled to participate in a 457 deferred compensation plan. You may request a Summary of the Plan Document and informational packets from the Human Resources office. The City offers regular, full-time employees the benefit of a Section 457 deferred compensation plan. Participation is voluntary and allows qualifying employees the option of deferring a portion of their salary to be invested by the plan administrators. Employees may defer the maximum allowed under the IRS rules and regulations, as may be amended. The maximum amount includes both the employee and employer contributions.

Eligibility Requirements: Regular, full-time employees of the City of Waterville are eligible to enroll in the Deferred Compensation plan upon date of hire, however, the City contribution will not begin until the employee has completed one full year of continuous employment. A participation agreement must be signed to defer actual receipt of portions of salary not yet earned by having the deferred amount contributed to this plan rather than paid as regular earnings. Participation agreements may be made at any time and will take effect the pay period following the submission of the signed participation agreement, or the date specified by the employee. Employees must elect to defer a minimum of \$25.00 per month to participate in the plan.

Contribution: The City will contribute an amount equal to five (5%) of employee’s base compensation when employee contributes three (3%) percent, and seven (7%) percent when employee contributes five (5%). The employee contribution is immediately vested at 100%.

Vesting Schedule: The City contribution will be vested in the Plan according to the following schedule:

Years of Employment	Vesting Percentage
Less than 1	0% (no contribution)
After 1	20%
" 2	40%
" 3	60%
" 4	80%
" 5	100%

ARTICLE 25 – WORKERS’ COMPENSATION LEAVE

Employees shall be entitled to workers compensation benefits as provided by law. An employee on workers compensation accrues health insurance benefits in the same manner as an employee in a pay status. Employees who initially use sick leave for an injury determined to be covered by workers compensation will have their sick leave restored in full upon the granting of workers compensation benefits. The employee will receive the reimbursement of sick leave provided all insurance carrier compensation checks representing both accumulated and periodic payments, when issued in the name of the employee are negotiated to the order of the City of Waterville.

ARTICLE 26 – VEHICLE REIMBURSEMENT

Section 1: Vehicle Allowance

Employees who are required by the nature of their positions to have a vehicle available twenty-four (24) hours per day, seven (7) days per week, or employees who are required to use their personal vehicles during the greater part of their working hours, may receive a vehicle allowance. As a general rule, this provision applies to

Department Heads and specialized professional staff as determined by the City Manager. The amount of the monthly vehicle allowance will be determined by the City Manager.

Section 2: Mileage Reimbursement

Reimbursements to employees who may use their personal vehicle for conducting City business will be the Current I.R.S. mileage reimbursement rate. Employees will not be reimbursed for non-business purposes including, but not limited, to the following:

- mileage to and from residence
- mileage for personal business
- mileage to and from lunch unless conducting City business or attending approved training session

Employees are responsible for submitting a record of the mileage to their immediate Supervisor for review and approval. The request shall then be submitted to the City Manager for final approval.

Section 3: Travel Policy

The City shall reimburse employees for travel expenses that are pre-approved, reasonable, and directly job-related as outlined in the Personnel Manual. All travel outside the Greater Waterville Area must be authorized by the Mayor, City Manager or his/her designee. (Greater Waterville Area encompasses a 25-mile radius).

ARTICLE 27 – TRAINING

Section 1: Training

The City will from time to time, as the City requires, send employees to courses and/or seminars. It is the City's prerogative to select those courses or seminars and the type of training necessary and to make assignments for course or seminar study. The City will give consideration to all employees for this training and will endeavor to equalize training within their respective job classifications as it pertains to employees within the bargaining units.

Section 2: Employee-Initiated Training

Employees may elect courses or programs to further their education or professional development. Credit hour courses in a degree program will be considered Employee-Initiated and will be paid out of the Personnel training budget. The number of employees allowed to participate per semester will depend on the funds available.

Employees will be reimbursed for pre-approved courses upon successful completion of the course(s) according to the following schedule:

- A - 100% of the tuition rate
- B - 75% of the tuition rate
- C - 50% of the tuition rate
- D, E, F, Incomplete - 0% of the tuition rate

Textbooks and all other expenses are the responsibility of the employee. Requests for course/tuition reimbursement shall be submitted on the "Pre-Approved Tuition Request and Tuition Reimbursement Request" form prior to enrolling to ensure adequate funding is available. The form outlines the procedure for making requests and receiving reimbursement(s).

In order for more employees to be eligible for tuition reimbursement, the City will reimburse an employee up to the amount listed below per class:

- Undergraduate class - \$600
- Graduate class - \$1,000

ARTICLE 28 – SEPARABILITY AND SAVINGS CLAUSE

In the event that any federal or state legislation, governmental regulations or court decisions cause invalidation of any article or section of this agreement, all other articles and sections not so invalidated shall remain in full force and effect.

The parties agree to meet to negotiate new contract language to replace the particular clause(s), which was invalidated.

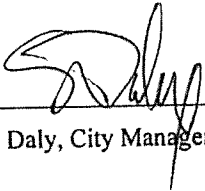
ARTICLE 29 – DURATION OF AGREEMENT

This Agreement shall be effective as of the first day of July, 2022, and shall remain in full force and effect until the 30th day of June, 2025. It shall be automatically renewed thereafter unless either party notifies the other party in writing one-hundred twenty (120) days prior to the anniversary date that it desires to modify this agreement. In the event such a notice is given, negotiations shall begin no later than thirty-days prior to the anniversary date. This Agreement shall remain in full force and effect during the period of negotiations.

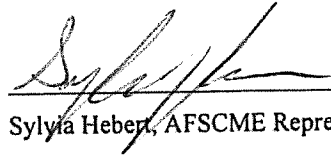
IN WITNESS WHEREOF, the parties have hereto set their hands this 3rd day of August, 2022.

FOR THE CITY OF WATERVILLE

FOR THE UNION



Stephen Daly, City Manager



Sylyia Hebert, AFSCME Representative



Bobbie-Jo Green, Human Resource Officer



Debra Lieberman, Chair

POSITION TITLE

PAY RANGE

As of July 1, 2022

Customer Service Representative	3
Welfare Caseworker I	3
Finance Clerk II	4
Administrative Assistant	4
Bookkeeper	4
Records Clerk	4
Welfare Caseworker II	4
Deputy City Clerk	5
Executive Assistant	5

Appendix A (Wage Schedule)

AFSCME Scale – 07/01/2022 – New Pay Scale

GRADE	START	2	3	4	5	6	7	8	9	10	11	12	POSITIONS
2	\$16.00	\$16.32	\$16.65	\$16.98	\$17.32	\$17.67	\$18.02	\$18.38	\$18.75	\$19.13	\$19.51	\$19.90	
3	\$18.00	\$18.36	\$18.73	\$19.10	\$19.48	\$19.87	\$20.27	\$20.68	\$21.09	\$21.51	\$21.94	\$22.38	Customer Service Rep; Welfare Caseworker 1
4	\$19.00	\$19.38	\$19.77	\$20.17	\$20.57	\$20.98	\$21.40	\$21.83	\$22.27	\$22.72	\$23.17	\$23.63	Admin. Assistant; Bookkeeper; Records Clerk; Welfare Caseworker 2
5	\$22.00	\$22.44	\$22.89	\$23.35	\$23.82	\$24.30	\$24.79	\$25.29	\$25.80	\$26.32	\$26.85	\$27.39	Executive Assistant

AFSCME Scale – 07/01/2023 – 4.0% COLA

GRADE	START	2	3	4	5	6	7	8	9	10	11	12	POSITIONS
2	\$16.64	\$16.97	\$17.31	\$17.66	\$18.01	\$18.37	\$18.74	\$19.11	\$19.49	\$19.88	\$20.28	\$20.69	
3	\$18.72	\$19.09	\$19.47	\$19.86	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.28	Customer Service Rep; Welfare Caseworker 1
4	\$19.76	\$20.16	\$20.56	\$20.97	\$21.39	\$21.82	\$22.26	\$22.71	\$23.16	\$23.62	\$24.09	\$24.57	Admin. Assistant; Bookkeeper; Records Clerk; Welfare Caseworker 2
5	\$22.88	\$23.34	\$23.81	\$24.29	\$24.78	\$25.28	\$25.79	\$26.31	\$26.84	\$27.38	\$27.93	\$28.49	Executive Assistant

AFSCME Scale – 07/01/2024 – 4.0% COLA

GRADE	START	2	3	4	5	6	7	8	9	10	11	12	POSITIONS
2	\$17.31	\$17.66	\$18.01	\$18.37	\$18.74	\$19.11	\$19.49	\$19.88	\$20.28	\$20.69	\$21.10	\$21.52	
3	\$19.47	\$19.86	\$20.26	\$20.67	\$21.08	\$21.50	\$21.93	\$22.37	\$22.82	\$23.28	\$23.75	\$24.23	Customer Service Rep; Welfare Caseworker 1
4	\$20.55	\$20.96	\$21.38	\$21.81	\$22.25	\$22.70	\$23.15	\$23.61	\$24.08	\$24.56	\$25.05	\$25.55	Admin. Assistant; Bookkeeper; Records Clerk; Welfare Caseworker 2
5	\$23.80	\$24.28	\$24.77	\$25.27	\$25.78	\$26.30	\$26.83	\$27.37	\$27.92	\$28.48	\$29.05	\$29.63	Executive Assistant

APPENDIX B – JOB DESCRIPTIONS

Customer Service Representative
Records Clerk
Welfare Caseworker I
Bookkeeper
Administrative Assistant to Assessor
Administrative Assistant to Code Enforcement
Deputy City Clerk
Welfare Caseworker II
Executive Assistant to Police Chief
Executive Assistant to Fire Chief
Executive Assistant to Public Works/Parks & Recreation

**City of Waterville, Maine
Position Description**

Position Title: Customer Service Representative
Department: Customer Service
Grade Level: 3
FLSA Status: Non-Exempt
Reports to: Customer Service Manager

OVERVIEW OF POSITION

This position is primarily responsible for assisting customers at the counter, performing data entry and other clerical tasks associated with administering the voter registration function, processing mail, and general filing. This position will assist with the administration of business licenses and will conduct basic research when necessary.

Position Location: Position is located within the City Hall building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Collects excise taxes, processes and collects auto, boat and all other recreational vehicle registrations.

Collects real and personal property taxes, accounts receivable income, city clerk revenues and other miscellaneous revenue.

Performs transactions necessary to issue licenses, certificates and permits to the public including marriage licenses, voter registration, hunting, fishing and dog licenses, business licenses, taxicab and taxicab drivers' licenses, state licenses, junkyard permits, and other city clerk documents.

Maintains accounts receivable journal both unpaid and paid invoices. Mails accounts receivable invoices and statements.

Answers the phone and assists the public with inquiries and other matters.

Cashes out register on a daily basis. Follows through on collection of all NSF checks.

Prepares deposits for monies received.

Performs Motor Vehicle functions such as maintaining inventory, exporting and importing of Motor Vehicle records.

Assists with the issuance of absentee ballots and other aspects of voting.

Performs notary public functions.

Files and types correspondence, memos, reports and other information on an as needed basis. Mails new home owner letters on a monthly basis.

Other duties as assigned.

EDUCATION AND EXPERIENCE

Graduation from high school with courses in business and record keeping or prior experience in providing customer service, and recordkeeping activities.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of standard record keeping methods and procedures.

Knowledge of motor vehicle laws and the collection of excise, property and personal taxes.

Knowledge of modern office practices and procedures and the care and operation of standard office equipment with emphasis on usage of a cash register and computer.

Knowledge of vital records laws.

Knowledge of voter registration and election laws.

Basic knowledge of city ordinances and the City Charter.

Ability to communicate well and interact with the public on a professional level.

Ability to use a computer to type routine letters, memos and forms.

Ability to perform arithmetic computations quickly and accurately.

Physical Requirements: The position requires the ability to sit, stand, walk and bend. The ability to see and hear, speaks with clarity, and use hands for the repetitive movements of keyboarding and using a calculator. The ability to lift up to 20 pounds.

Supervisory Responsibilities: None.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

05/22; 06/18; 12/13; 05/08; 08/05; 08/04; 09/00; 02/98

**City of Waterville, Maine
Position Description**

Position Title: RECORDS CLERK
Department: Police
Grade Level: 4
FLSA Status: Non-Exempt
Reports to: Deputy Police Chief
Police Chief

OVERVIEW OF POSITION

This is a highly responsible position involving complex secretarial and clerical work, which includes assistance in the daily operation of a Department.

Work involves responsibility for performing diverse clerical, secretarial, and reporting activities. Work often involves public contact and effective coordination with other City departments, agencies, and outside organizations on a local, state and federal level. Work requires the exercise of confidentiality, judgment and initiative based on knowledge of administrative or operating policies and procedures. Specific direction is required only for special assignments. Work is reviewed for achievement of desired results and adherence to policies and procedures.

Location: the position is located in a well lit office in the Police Department, which is located in the City Hall building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Receives and relays telephone messages and directs calls for the Detective Division and Records Department.

Liaison between the police department and the District Attorney's Office including arrest report questions, arraignment updates and court hearing information.

Works closely with the District Court for reports, information and follow-up on cases and court dates.

Types and files reports, memos, letters, correspondence, and other materials to various agencies, courts, attorney offices and the public.

Greets, refers, directs and informs the general public about various City matters and business and assists them with general referral advice to departments or individuals who may be of assistance.

Conducts background checks for the Office of Personnel Management (Federal government), military, other police departments, and government agencies while also assisting the general public with related questions.

Processes all fingerprint cards to the State Bureau of Identification including verifying warrant arrest information and completion of cards.

Deals with the general public and other agencies regarding incident reports and accident reports upon request.

Transcribes letters and memos including those of a confidential nature.

Performs all recordkeeping duties for the Department encompassing both electronic and paper files.

Provides secretarial support and assistance in all area as directed.

Enters and retrieves data from the Department computer system.

Daily contact with the Department of Health and Human Services to provide necessary information and reports.

Maintains parking ticket system including researching owner registration information, data entry, letters and follow-up.

Maintains the pawn slip system by retrieving information from the local pawn shops, entering data electronically and assisting personnel with needed information.

Sorts and distributes Department mail.

Collects money for reports and permits.

Operates a variety of office equipment and instructs personnel of its proper use and care.

Promotes and maintains responsive community relations.

EDUCATION AND EXPERIENCE

Graduation from high school, college degree or specialized courses in business or secretarial skills desirable. Training and/or experience in computer technology. Minimum of four years of work experience in clerical or office work and record keeping functions.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of business English, spelling, and arithmetic.

Knowledge of modern office practices, procedures, and equipment.

Ability to utilize a personal computer with general knowledge of word processing and programs which are specific to the Department.

Ability to operate a telephone/switchboard calmly, rapidly and accurately with a clear, well-modulated, assuring and friendly voice.

Ability to prioritize, organize, and perform work independently.

Ability to make arithmetic computations and tabulations with speed and accuracy.

Ability to understand and follow oral and written instructions.

Ability to deal effectively with co-workers and the public.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear, and requires the use of the hands and fingers for the repetitive movements of typing and keyboarding.

Supervisory Responsibilities: None.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

09/06; 08/04; 06/00; 01/98; 03/93

**City of Waterville, Maine
Position Description**

Position Title: WELFARE CASEWORKER I
Department: Health & Welfare
Grade Level: 3
FLSA Status: Non-Exempt
Reports to: Health & Welfare Director

OVERVIEW OF POSITION

This highly responsible and confidential position requires a blend of administrative, secretarial, social work, and record keeping for delivery of health and welfare services to citizens. This individual is cross-trained to perform the administrative functions of the department in the absence of the other caseworker.

The position requires technical and interpersonal skills and calls for the incumbent to balance the need for compliance with the empathy to work with clients. This position requires strong attention to detail. Work requires the exercise of judgment, initiative, and discretion based on knowledge of the Health & Welfare Department operation policies and procedures. Confidentiality must be maintained to protect the privacy of the individuals receiving assistance. Considerable contact with Federal and State agencies and with other social service providers, is necessary to coordinate the delivery of benefits and to ascertain compliance with eligibility requirements for aid. Financial records must be maintained accurately and comprehensively. Work is reviewed through observations of results obtained by the Health & Welfare Director and through audits by the Department of Health & Human Services. The incumbent is responsible for the operation of the department in the absence of the Director and other caseworker. This position is considered second on call for emergencies after office hours. This position cross trains in other departments as required.

Location: the position is located in an office in the City Hall Building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Schedules appointments on a daily basis for general assistance.

Assists in all facets of the General Assistance program while ensuring compliance with applicable statutes and guidelines to reach determination regarding eligibility. Interview's and refers prospective clients to other programs for which they may have preferential eligibility. Fills out all other necessary forms for General Assistance. Determines amount and type of assistance. Issues vouchers for assistance and enters them on the computer.

Maintains client's case file for permanent record and performs clerical work such as completing forms, record keeping, and date entry of client history and financial assistance.

Interacts on a regular basis with clients to monitor their situations and to formulate necessary changes in benefit levels, maintains narratives of interviews and changes in condition of the client's financial status, and other pertinent matters.

Assists clients in achieving self-sufficiency by making referrals to education/job training workshops and to other social service agencies. There is extensive public interaction in performing the duties of this position.

Contacts employers, physicians, landlords, the Department of Human Services, and other social service providers for verification of information and collection of data.

Maintains effective working relationships with welfare agencies/organizations on the local, county, state, and federal level to find sources of assistance and coordinates the delivery of service.

Composes and types correspondence to clients and other agencies, the Federal and State government, and prepares written reports as necessary.

Types, answers the telephone, files, and keeps the office running utilizing modern business practices and methods.

Receives questions and/or complaints from the public sector regarding welfare issues and responds appropriately.

Prepares, processes, and generates the monthly bills and numerous statistical reports .

Prepares and processes Social Security Insurance liens and Worker's Compensation liens.

Assist in preparing special lists of persons or families who may need assistance via programs of community giving and outreach.

Trained to prepare and process all trust funds for City distribution.

Cross training in other departments as required.

Provides back up for the automated telephone system.

EDUCATION AND EXPERIENCE

High school graduation, with prior work experience of at least two years in social services, welfare administration or a similar program required. An Associate's Degree in Business Administration, Social Services, Human Services, Psychology or a related field is desired.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES

Proficient and competent in the use of standard office equipment such as the typewriter, calculator, computer, photocopier, and fax machine.

Ability to perform mathematical calculations quickly and accurately.

Knowledge of general accounting procedures. Knowledge of basic financial recordkeeping practices, with the ability to translate those practices to the management of the assistance given.

Ability to maintain office records and to prepare accurate reports.

Knowledge of the functions and departments of a governmental jurisdiction.

Thorough knowledge of the statutes, guidelines, regulations, principles, and practices pertaining to health and welfare administration.

Ability to exhibit tact, respect and empathy when dealing with the public.

Effective communication skills both in writing and verbally and to maintain the confidentiality of sensitive information.

Ability to work with individuals in a calm, reassuring and effective manner.

Ability to respond quickly and accurately to emergency situations.

Ability to exercise judgment and make responsible decisions in accordance with established policies and procedures.

Ability to prioritize, organize, and perform work independently.

Ability to establish and maintain effective working relationships.

Thorough knowledge of multi-line telephone systems.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear, and requires the use of hands and fingers for the repetitive movements of typing and keyboarding.

Supervisory Responsibilities: None.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Revised 08/05

08/04

09/00

03/93

01/98

**City of Waterville, Maine
Position Description**

Position Title: BOOKKEEPER
Department: Finance
Grade Level: 4
FLSA Status: Non-Exempt
Reports to: Accountant
Director of Finance Director

OVERVIEW OF POSITION

This is a highly responsible and varied fiscal administrative position requiring excellent organizational skills in payroll and accounts payable knowledge.

Location: Position is located in the City Hall building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Inputs City administrative offices and Library payrolls, drawing information from time sheets, departmental reports, collective bargaining agreements, or other personnel policies and classification systems; allocates payroll costs to proper accounts, and prepares checks and direct deposits for distribution.

Processes purchase orders and inputs accounts payable invoices for the City administrative offices and compiles all accounts payable for the City and Library.

Prepares weekly and monthly billing reports and invoices for all payroll deductions and benefits.

Runs warrant and prepares Council Resolution for Roll of Accounts.

Prepares and records data relating to payroll benefits and deductions and performs weekly and monthly maintenance. Uploads quarterly information for State & Federal reporting for the City and Library. Prepares 941's, W2's, 1099's, and all year end payroll reports.

Verifies employment of personnel for credit checks and similar inquiries.

Maintains the vendor list for the City and Library. Creates and maintains vendor statements, address changes, and vendor ID numbers.

Maintains direct deposit, savings bond, and county tax payments.

Reviews and adjusts plumbing permit fees and makes payments to the State.

Responds to a variety of citizen inquiries and complaints, both in person and by telephone, research information concerning the inquiry/complaint and provides explanation or recommends adjustments as may be appropriate.

Trains and assists other employees in financial recordkeeping procedures.

Types letters, memos, reports and other information; uses word processing software for preparation of some items.

Responsible for preparing manual checks for both Accounts Payable and Payroll for the City and Library.

Keeps and files all insurance claims for the City.
Other duties as assigned.

EDUCATION AND EXPERIENCE

Possession of an Associate Degree and/or experience in bookkeeping and modern office practices with at least three years of prior experience in accounting or financial record keeping required. Familiarity with computer software for financial recording highly desirable.

In lieu of above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of bookkeeping, accounts payable, and payroll principles, methods and procedures.

Considerable knowledge of modern office practices and procedures, and the care and operation of standard office equipment.

Knowledge of basic principles involved in computerized accounting systems, computer software program and applications for financial management, including spreadsheet type programs.

Ability to apply financial policies and procedures to varied work situations.

Ability to apply bookkeeping and accounting principles to specific work assignments.

Ability to communicate well orally with the general public and to establish and maintain effective working relationships with other city personnel.

Ability to type routine letters, memos and forms.

Ability to perform arithmetic computations quickly and accurately.

Ability to maintain financial records, and to prepare standard reports and information from those records.
Ability to independently seek assistance from outside sources in completing these reports.

Considerable skill in the operation of standard office equipment and of computers and peripheral equipment.

Ability to organize and prioritize multiple tasks.

Physical Requirements: The position requires the ability to sit, stand, walk, bend, see, hear, speak, and use hands for the repetitive movements of keyboarding and using a calculator. You must be able to lift 20 pounds.

Supervisory Responsibilities: Provides occasional technical guidance to staff in financial recordkeeping procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Revised 01/22; 08/05; 08/04; 08/99; 02/98; 03/93

**City of Waterville, Maine
Position Description**

Position Title: ADMINISTRATIVE ASSISTANT
Departments: Assessing, City Engineer and Planning
Grade Level: 4
FLSA Status: Non-Exempt
Reports to: Tax Assessor

OVERVIEW OF POSITION

Under general direction of the Assesor, this is a combination of clerical and administrative work, with responsibilities as the administrative assistant to the Assessor. The position also provides clerical support to the offices of City Engineer and City Planner. This position may provide occasional clerical support to the office of Code Enforcement.

Work involves responsibility for performing diverse administrative, secretarial and support activities. Work often involves public contact and effective coordination with other City departments and outside organizations. Work requires the exercise of a high level of independent judgement and initiative to maintain accuracy and problem solve based on knowledge of State laws. Independent decision making is a daily requirement with specific direction for performance only as needed for special assignments and operations. Work is reviewed for achievement of high standards of accuracy.

Location: the position is located in an office in the City Hall building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Greets the public and assists them by providing information which requires knowledge of the Assessing department and the office that handles planning and permitting needs for the City. Receives and screens telephone calls and visitors; responds to inquiries and complaints; schedules appointments; handles routine matters and directs unusual matters to superior or appropriate authority. Promote and maintain responsible community relations.

Updates all Assessors files including electronic real estate accounts, personal property accounts and exemption files and all other Assessing files.

Screens review of tax abatement requests and formulates a preliminary recommendation on the matter to the Assessor with supporting documentation.

Processes special tax exemptions, particularly for Veterans, widows, and the blind, answers associated questions, assists in the completion of exemption forms, and makes recommendations to the Assessor.

Operates a computer terminal to enter data related to update of property assessment records, transactions, and assessment value updates and produces reports from the computer and completes various forms and schedules for State and local reports. Trains other office personnel in their proper use and care.

Receives questions from the public, and acts as a liaison between the taxpayer and the Assessor and performs the same functions for the City Engineer and City Planner.

Interprets transfer documents and plots parcels on the assessor's tax maps.

Acts as secretary to the Board of Assessment Review, which entails the setup of all meetings and hearings and is responsible for all record keeping, correspondence, and budget procedures. Also assists with the Planning Board as necessary.

Composes and types letters, memos, purchase orders, work orders, reports, and notices for signature of City officials noted above and develops and coordinates publication of agendas, reports, and related material.

Prepares directives and reports, and draft policies and procedures for submission to the Assessor. Assist with preparing documents for mailing and meetings. Create spreadsheets and power point presentations as needed.

Acts as the first level of problem solving for all assignments

Responsible for all routine administrative and office management details, checks operating reports and files for accuracy and conformance to policies and procedures, and provides information on polices, programs and procedures. Develops office procedures, systems, and forms.

Orders supplies for all departments. Processes invoices for payment for all departments.

Perform all financial record keeping duties for the Assessing Department with significant responsibilities for accuracy and completeness including assistance in budget preparation and maintenance of budget accounts.

Maintain Assessing, Planning, and Economic Development websites as needed.

Digitize and organize plans as needed. Assist Engineer with on-going digital record retention, conversion, and organization. Enter permit information into the Assessing database.

Assist in deed research for development issues.

Filing of all documents into the property files and appropriate in-office folders.

Maintain and keep up to date with all permit applications to ensure ease of accessibility through filing or scanning into a database.

Acts as the first level of problem solving for computer related issues.

Acts as a back-up to the Administrative Assistant to Code Enforcement as needed.

EDUCATION AND EXPERIENCE

Minimum of Associate's Degree required. At least four years of prior experience in clerical or record keeping functions involving assessment or appraisal functions for real estate or property. Familiarity with data entry on computers required. Prior work experience in an assessment office or appraisal firm desired.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of basic record keeping principles and practices, modern office practices, procedures, and equipment, including the use of computers for data entry and management.

Knowledge of the principles and practices of appraisal and assessment, with the ability to apply this knowledge.

Knowledge of the statutes, guidelines, and regulations which pertain to property assessment, tax abatement and tax exemption, and to the planning and permitting requirements of the City.

Ability to exercise judgment and make responsible decisions in accordance with established policies and procedures.

Ability to perform arithmetic computations quickly and accurately, and to understand mathematical concepts.

Ability to prioritize, organize, and perform work independently.

Ability to deal tactfully with the general public and to convey concise and accurate explanations of policies, procedures, and requirements. Ability to establish and maintain effective working relationships with other employees, and public officials, and to effectively and discreetly convey information.

Ability to compose and prepare effective correspondence, maintain office records and prepare/generate accurate reports.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear, and requires the use of hands and fingers for the repetitive movements of typing and keyboarding and may require the ability to lift up to 25 pounds.

Supervisory Responsibilities: None.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Revised 07/22; 09/08; Revised 08/05; 08/04; 01/98; 07/97

**City of Waterville, Maine
Position Description**

Position Title: ADMINISTRATIVE ASSISTANT
Departments: Code Enforcement
Grade Level: 4
FLSA Status: Non-Exempt
Reports to: Director of Inspections

OVERVIEW OF POSITION

Under general direction of the Director of Inspections, this is a combination of clerical and administrative work, with responsibilities as the administrative assistant. The position may also provide occasional clerical support to the Fire Department.

Work involves responsibility for performing diverse administrative, secretarial and support activities. Work often involves public contact and effective coordination with other City departments and outside organizations. Work requires the exercise of a high level of independent judgment and initiative to maintain accuracy and problem solve based on knowledge of State laws and local ordinances. Independent decision making is a daily requirement with specific direction for performance only as needed for special assignments and operations. Work is reviewed for achievement of high standards of accuracy.

Location: the position is located in an office in the Fire Department.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Greets the public and assists them by providing information which requires knowledge of the Code Enforcement department. Receives and screens telephone calls and visitors; responds to inquiries and complaints; schedules appointments; handles routing matters and directs unusual matters to superior or appropriate authority. Promote and maintain responsible community relations.

Maintains all Code Enforcement files including permits and reports.

Receives questions from the public and acts as a liaison between the taxpayer and the Code Enforcement staff.

Acts as secretary to the Zoning Board of Appeals, which entails the setup of all meetings and hearings and is responsible for all record keeping, correspondence, agendas, special reports, and budget procedures.

Composes and types letters, memos, purchase orders, work orders, reports, and notices for signature of City officials noted above and develops and coordinates publication of agendas, reports, and related material. Prepares directives and reports, and draft policies and procedures for submission to the Director of Inspections. Assist with preparing documents for mailing and meetings. Create spreadsheets and power point presentations as needed.

Acts as the first level of problem solving for all assignments.

Responsible for proper incoming/outgoing mail delivery.

Responsible for all routine administrative and office management details, checks operating reports and files for accuracy and conformance to policies and procedures and provides information on policies, programs and procedures. Develops office procedures, systems and forms.

Orders supplies for all departments. Processes invoices for payment for the department.

Perform all financial record keeping duties for the Code Enforcement Department with significant responsibilities for accuracy and completeness including assistance in budget preparation and maintenance of budget accounts.

Maintain Code Enforcement website as needed.

Digitize and organize documents as needed. Enter permit information into the Code Enforcement system, as well as the Assessing database.

Maintain and keep up to date with all permit applications to ensure ease of accessibility through filing or scanning into a database.

EDUCATION AND EXPERIENCE

Minimum of Associate Degree required. At least four years of prior experience in clerical or record keeping functions involving assessment or appraisal functions for real estate or property. Familiarity with data entry on computers required. Prior work experience in an assessment office or appraisal firm desired.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of basic record keeping principles and practices, modern office practices, procedures, and equipment, including the use of computers for data entry and management.

Knowledge of the statutes, guidelines, and regulations which pertain to permitting requirements of the City.

Ability to exercise judgment and make responsible decisions in accordance with established policies and procedures.

Ability to perform arithmetic computations quickly and accurately, and to understand mathematical concepts.

Ability to prioritize, organize, and perform work independently.

Ability to deal tactfully with the general public and to convey concise and accurate explanations of policies, procedures, and requirements.

Ability to establish and maintain effective working relationships with other employees, and public officials, and to effectively and discreetly convey information.

Ability to compose and prepare effective correspondence, maintain office records and prepare/generate accurate reports.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear, and requires the use of hands and fingers for the repetitive movements of typing and keyboarding and may require the ability to lift up to 25 pounds.

Supervisory Responsibilities: None.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Created 07/22

**City of Waterville, Maine
Position Description**

Position Title: Deputy City Clerk
Department: Clerks Office
Grade Level: 5
FLSA Status: Non-Exempt
Reports to: City Clerk

OVERVIEW OF POSITION

Under the general direction of the City Clerk, this position is responsible for a variety of clerical tasks associated with the issuance and maintenance of a variety of licenses, permits and certificates. The position serves as second in command within the office and may perform the functions of the City Clerk as authorized and necessary. The incumbent must be accurate and able to work effectively with the public. This position requires the ability to be able to handle multiple tasks simultaneously. The position requires unquestioned integrity in order to execute banking transactions.

Location: the position is located in an office in the City Hall building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Performs transactions necessary to issue licenses, certificates and permits to the public including marriage licenses, voter registration, hunting, fishing and dog licenses, victualer's licenses taxicab and taxicab drivers' licenses, state licenses, and junkyard permits.

Applies the content of applicable statutes, guidelines and regulations when issuing licenses, certificates and permits.

Accurately processes the transactions and records their results. Receives fees for transactions and accurately accounts for the same.

Receives questions from the public and provides responses. May be required to conduct basic research of meeting minutes, files and other records in order to provide information. Assists the public with completion of various forms and procedures for filing.

May serve as a recording clerk of the City Council from time to time and prepare agendas in the absence of the City Clerk.

Regularly utilizes a variety of office equipment including computer, typewriter, telephone, adding machine, and cash register.

Assists with the issuance of absentee ballots and other aspects of voting. Coordinates schedules for nursing home voting that is required by State law.

Performs daily cash up and makes deposits at Finance Office.

Performs the duties of the City Clerk in his/her absence when authorized to do so.

Issues certified copies of birth, death and marriage records. Receives, distributes, indexes, and files all vital records.

Types records, forms and other documents as required. Compiles state reports of vital records.

Supervises and trains all part time personnel and volunteers.

Performs notary functions.

Performs essential duties of Finance Clerk I as needed, including but not limited to the collection of motor vehicle, boat and recreational vehicle excise tax and processing registrations; collection of real and personal property taxes and other revenues; cash out register on daily basis.

Maintains financial records of dog licensing reports.

EDUCATION AND EXPERIENCE

Must be a high school graduate, possess considerable experience in secretarial/ clerical work of a responsible nature including experience with the public supplemented by courses in accounting or business education. Five years of municipal clerk experience required.

In lieu of the above, any equivalent combination of training and experience which provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a working knowledge of the statutes, guidelines, regulations which pertain to the issuance of license, certificates and permits and the procedures which must be followed in order to process them.

Ability to accurately perform a variety of routine mathematical calculations.

Ability to work tactfully with the public.

Must be of unquestioned integrity.

Must be accurate, neat and able to meet deadlines on a regular basis.

Must have knowledge of the provisions of the City Charter, City Ordinances, and State regulations relating to the operation of this office.

Ability to establish and maintain effective working relationships with City officials, employees, and the general public.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear and requires the use of hands and fingers for the repetitive movements of typing and keyboarding.

Supervisory Responsibilities: Supervises part-time staff and volunteers and performs duties of city clerk as authorized.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Revised on 05/19; 08/05; 08/04; 11/99; 01/98; Created 03/93

**City of Waterville, Maine
Position Description**

Position Title: WELFARE CASEWORKER II
Department: Health & Welfare
Grade Level: 4
FLSA Status: Non-Exempt
Reports to: Health & Welfare Director

OVERVIEW OF POSITION

This highly responsible and confidential position requires a blend of social work, record keeping, and administrative skills in the administration of health and welfare services to the citizens of Waterville. The position performs the administrative functions of the department.

The position requires the integration of technical and interpersonal skills and calls for the incumbent to balance the need for compliance with the empathy to work with clients. Work requires the exercise of judgment, initiative, and discretion based on knowledge of the Health & Welfare Department operation policies and procedures. Confidentiality must be maintained to protect the privacy of the individuals receiving assistance. Considerable contact with Federal and State agencies and with other social service providers is necessary to coordinate the delivery of benefits and to ascertain compliance with eligibility requirements for aid. Financial records must be maintained accurately and comprehensively. This individual will aid in the supervision of the Welfare Caseworker I position and is responsible for the operation of the department in the absence of the director. This position requires strong attention to detail. Work is reviewed through observations of results obtained by the Health & Welfare Director and audits by the Department of Health & Human Services. This position may be required to be on call for emergencies after hours. This position cross trains in other departments as required.

Location: the position is located in an office in the City Hall building.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Is responsible for maintaining current and accurate records and files.

Schedules appointments for general assistance.

Assists in all facets of the General Assistance program while ensuring compliance with applicable statutes and guidelines to reach determination regarding eligibility. Interview's and refers prospective clients to other programs for which they may have preferential eligibility. Fills out all other necessary forms for General Assistance. Determines amount and type of assistance. Issues vouchers for assistance and enters them on the computer.

Enters information on computer daily to maintain records and prepares the accounts payable of the General Assistance Program for the Finance Department. Also prepares and completes the monthly state report for reimbursement.

Types, answers the telephone, files and keeps the office running utilizing modern business practices and methods.

Interacts on a regular basis with clients to monitor their situation and to formulate necessary changes in benefit levels; maintains case file records and narratives of interviews, changes in condition of client's financial status, and other pertinent matters.

Prepares and maintains a wide variety of records and reports including monthly listings of aid given by type, number of clients, and amount.

Assists clients in achieving self-sufficiency by making referrals to education/job training workshops and to other social service agencies. There is extensive public interaction in performing the duties of this position.

Receives questions and/or complaints from the public sector regarding welfare issues and responds appropriately.

Contacts employers, physicians, landlords, the Department of Human Services, and other social service providers for verification of information and collection of data.

Composes and types correspondence to clients, other agencies, and the Federal and State government; prepares written reports as necessary.

Maintains effective working relationships with welfare agencies/organizations on the local, county, state and federal levels to find sources of assistance and coordinate delivery of service.

Coordinates and prepares special lists of persons and families who may need assistance for programs of community giving and outreach.

Maintains files and collects money on all cases of S.S.I. and Worker's Compensation liens. Monitors current and accurate figures/information pertaining to these liens. Generates bills and collects money from other municipalities/clients for assistance given.

Maintains and generates all statistical information and reports. Knowledge of basic financial record keeping practices, with the ability to translate those practices to the management of assistance given.

Ability to accurately interpret and apply statutes and guidelines.

Prepares and processes all charities and trust funds for distribution.

Advises Caseworker I on General Assistance issues.

Cross training in other departments as required.

EDUCATION AND EXPERIENCE

High school graduation, with prior work experience of at least four years in social services, welfare administration or a similar program required. An Associate's Degree in Business Administration, Social Services, Human Services, Psychology or a related field is desired.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS AND ABILITIES

Proficient and competent in the use of standard office equipment such as the computer, typewriter, calculator, photocopier, and fax machine.

Thorough knowledge and ability to apply the statutes, guidelines, principles and practices pertaining to welfare administration.

Thorough knowledge of the types of social service programs and agencies which may be available and the ability to maintain effective working relations with those agencies.

Knowledge of the functions and departments of a governmental jurisdiction.

Knowledge of general accounting procedures.

Ability to utilize a computer for word processing and database applications.

Ability to perform mathematical calculations quickly and accurately.

Ability to maintain office records and to prepare accurate reports.

Ability to exhibit tact, respect, and empathy when dealing with the public.

Effective communication skills both in writing and verbally and to maintain the confidentiality of sensitive information.

Ability to work with individuals in a calm, reassuring, and effective manner.

Ability to respond quickly and accurately to emergency situations.

Ability to establish and maintain effective working relationships.

Ability to exercise judgment and make responsible decisions in accordance with established policies and procedures.

Ability to prioritize, organize, and perform work independently.

Ability to advise Caseworker I position on General Assistance issues.

Physical Requirements: The position requires the ability to walk, sit, talk, hear, stand, bend and requires the use of hands/fingers to manipulate computer keyboard and other standardized equipment. The position may require the ability to bend, reach and lift or move up to 10 pounds.

Supervisory Responsibilities: Provides technical guidance to Case Worker I as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Revised 08/05

08/04

07/00

03/93

**City of Waterville, Maine
Position Description**

Position Title: EXECUTIVE ASSISTANT TO POLICE CHIEF
Department: Police Department
Grade Level: 5
FLSA Status: Non-Exempt
Reports to: Police Chief

OVERVIEW OF POSITION

This is highly responsible and confidential administrative work serving under the direction of the Chief of Police and providing support duties assisting management in the operation of multiple divisions of a Department to include Patrol, Detectives, Animal Control, Communications and Dispatchers, School Crossing Guards, and Special Operators.

Work requires a high level of initiative and independent judgment in coordinating the fiscal, personnel and administrative activities associated with the support of the demanding, diverse, and sensitive needs of the Police and Communications Departments. Work requires the exercise of judgment, initiative and discretion based on knowledge of Federal, State and Municipal Laws in addition to the Standard Operating Policies and Procedures of the Police and Communications Departments. Independent decision making is a daily requirement with specific direction for performance only as needed for special assignments and operations.

Location: the position is located in an office environment in the Police Department, located in City Hall.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Provides assistance to the Chief of Police by screening calls and mail, receiving visitors, scheduling appointments and coordinating work activities and projects.

Responds to inquiries and complaints of citizens; handles routine matters and directs unusual matters to superior or appropriate authority.

Acts as a liaison between employees and the Human Resource Office in all personnel matters.

Assists in all aspects of hiring personnel.

Act as the first level of problems solving for all assignments including computers in the administrative offices.

Make arrangements for conferences and interviews.

Prepares and composes a variety of correspondence, directives and reports, and draft policies and procedures for submission to the Chief of Police.

Respond to all oral and written inquiries directed to the Chief of Police.

Maintain open line of communication with the media.

Assists in administering state, federal and private grants.

Relieves a superior of routine administrative and office management details, checks operating reports and files for accuracy and conformance to polices and procedures and provides information on policies, programs, and procedures.

Performs all financial record keeping duties for the Police Department with significant responsibilities for accuracy and completeness including assistance in budget preparation and maintenance of budget accounts.

Compiles data for administrative analysis, reviewing reference materials requested to identify statutes, cases, and other materials pertinent to a specific subject under analysis.

Prepares agendas, special reports, correspondence, and other materials.

Develops office procedures, systems, and forms.

Is the contact person with committees and people not directly accountable, but involved in police matters.

Keep staff informed of all important matters.

Collects and accounts for fees and charges, where applicable. Maintains petty cash and postage accounts.

Types correspondence, purchase orders, work orders, reports, warrants, minutes, agendas, and other documentation. Composes and types letters, memos, and notices for signature of superior.

Maintains confidential files including personnel records, prepares payroll for processing to the Finance Department, and maintains various employee records pertaining to leaves and other employee benefit information.

Responsible for all motor vehicle accidents, concealed weapon permits, and parade/assemblage permits.

Responsible for advanced technology, software, digital imaging, and other investigative equipment.

Schedules appointments and meetings, resolving conflict when they arise, and acts as coordinator in the gathering of information and reports, correlating them into a format suitable for further review by the Chief of Police.

Process invoices for payment, and prepares financial reports for Chief of Police reference and/or approval.

Operates a variety of office equipment, and trains other office support personnel in their proper use and care.

Promotes and maintains responsive community relations.

Responsible for proper incoming/outgoing mail deliver.

Maintains the "Are You O.K." program, an automated system which calls subscribers to check on their welfare.

EDUCATION AND EXPERIENCE

Minimum Associate's Degree required, supplemental training and education in typing, accounting, computer technology, business, and secretarial sciences preferable. Prior work experience of at least four years in increasingly responsible administrative or secretarial work required. Advanced courses in secretarial science, management, human relations or a related field is desirable.

In lieu of the above, any equivalent combination of training and experience which provides the following knowledge, abilities and skills may be considered at the discretion of the City.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of business English, spelling, and financial record keeping practices.

Considerable knowledge of modern office equipment, practices, and procedures including computer software for word processing, spreadsheets, and data base management.

Considerable knowledge of the functions and departments of a governmental jurisdictions in general, and, in particular, of the departments in which the employee works.

Ability to type accurately at a high rate of speed, and to type correspondence from transcribed dictation or notes and ability to compose effective correspondence.

Ability to maintain complex office records and to prepare accurate reports. Ability to maintain complex computer records, and to assemble and organize data from such records.

Ability to communicate effectively, both orally and in writing, and to deal with the public tactfully and courteously.

Ability to maintain highest level of confidentiality with regard to all city personnel, police operations, prisoners, and victims of crime.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear, and requires the use of hands and fingers for the repetitive movements of typing and keyboarding.

Supervisory Responsibilities: May provide technical guidance/supervision to other office support staff.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Revised 08/05

08/04

06/00

11/99

01/98

03/93

**City of Waterville, Maine
Position Description**

Position Title: EXECUTIVE ASSISTANT/FIRE DEPARTMENT
Department: Fire Department
Grade Level: 5
FLSA Status: Non-Exempt
Reports to: Fire Chief

OVERVIEW OF POSITION

This is highly responsible and confidential administrative work with support duties assisting management in the operation of multiple divisions of a Department.

Work involves responsibility for performing diverse administrative, secretarial, and support activities. Work requires extensive public contact, independent decision making, and effective coordination with other City departments and outside organizations. Work requires the exercise of judgment, initiative, and discretion based on wide ranging knowledge of departmental operations, administrative or operating policies and procedures. Specific direction for performance is required only for special assignments.

Location: the position is located in an office environment in the Fire Department.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Responds to inquiries and complaints; handles routine matters and directs unusual matters to superior or appropriate authority. Provides assistance to all fire department personnel by screening calls and mail, receiving visitors, scheduling appointments, and coordinating work activities and projects.

Acts as a liaison between employees and the Human Resource Office in all personnel matters; also assists with hiring personnel.

Relieves a superior of routine administrative and office management details, checks operating reports and files for accuracy and conformance to policies and procedures and provides information on policies, programs, and procedures.

Prepares agendas, special reports, correspondence, and other materials. Drafts policies and procedures for submission to the Fire Chief.

Develops office procedures, systems, and forms, plans and lays out work for other clerical workers, and may supervise or direct the work of other office support personnel.

Performs all financial record keeping duties for the Fire Department with significant responsibilities for accuracy and completeness, including budget preparation and maintenance of budget accounts. Maintains and monitors detailed accounting transactions for the proper execution of the approved budget and to ensure compliance with City and Departmental policies, procedures, and budget goals and objectives.

Collects, monitors, processes and maintains detailed accounting transactions for all receipts, fees, and other charges collected by the Department. Controls, maintains, and/or monitors petty cash and postage accounts for the Department.

Types correspondence, purchase orders, work orders, reports, minutes, agendas, and other documentation. Composes and types letters, memos, and notices for signature of superior.

Prepares formal legal notices and correspondence, records legal documents, as may be appropriate, and gathers official signatures necessary for certifications or other official records.

Maintains confidential files including personnel records and maintains various employee records pertaining to leaves and other employee benefit information. Maintains and coordinates employee vacation schedule.

Manages scheduling, notification, and follow-up notices for the Fire Inspection Office, including data entry of all fire inspections into a fire service software program.

Prepares payroll for processing including data entry into the payroll system, including preparation of weekly spreadsheets, overtime justification reports and sick leave reports for superior officers. Prepares call company payroll for processing.

Schedules appointments meetings, and travel arrangements, resolving conflicts when they arise, and acts as coordinator in the gathering of information and reports, correlating them into a format suitable for further review by the Department Head.

Process invoices for payment, and maintains financial records and prepares financial reports for Department Head reference and/or approval.

Operates a variety of office equipment, and may train other office support personnel in their proper use and care.

Promotes and maintains responsive community relations.

Completes and submits federal grant applications.

Maintains a computer log of all fire alarm, sprinkler systems, and other testing by reporting facilities, and advise appropriate staff of these tests.

EDUCATION AND EXPERIENCE

Minimum Associate's Degree required, supplemental training and education in typing, accounting, business, and secretarial sciences preferable. Prior work experience of at least four years in increasingly responsible administrative or secretarial work required. Advanced courses in secretarial science, management, human relations or a related field is desirable.

In lieu of the above, any equivalent combination of training and experience which provides the following knowledge, abilities and skills may be considered at the discretion of the City

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of business English, spelling, and financial record keeping practices.

Considerable knowledge of modern office equipment, practices, and procedures including computer software for word processing, spreadsheets, and data base management.

Considerable knowledge of the functions and departments of governmental jurisdictions in general, and, in particular, of the departments in which the employee works.

Considerable knowledge in financial management, payroll processing, and purchasing.

Ability to maintain complex computer records and to assemble and organize data from such records.

Ability to type accurately at a high rate of speed, and to type correspondence from transcribed dictation or notes and ability to compose effective correspondence.

Ability to maintain complex office records and to prepare accurate reports.

Ability to communicate effectively, both orally and in writing, and to deal with the public tactfully and courteously.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear, and requires the use of hands and fingers for the repetitive movements of typing and keyboarding.

Supervisory Responsibilities: None.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Revised 08/05
01/98
03/93

**City of Waterville, Maine
Position Description**

Position Title: EXECUTIVE ASSISTANT
Department: Public Works/Parks & Recreation
Grade Level: 5
FLSA Status: Non-Exempt
Reports to: Director of Community Services

OVERVIEW OF POSITION

This is highly responsible and confidential administrative work with support duties assisting management in the operation of multiple divisions of both the Parks & Recreation and Public Works Departments.

Work involves responsibility for performing diverse administrative, advanced clerical, and support activities. Work often involves public contact and effective coordination with other City departments and outside organizations. Work requires the exercise of a high level of independent judgment, initiative, and discretion based on knowledge of administrative or operating policies and procedures in coordinating the fiscal, personnel and administrative activities associated with the demanding, diverse and sensitive needs of the Public Works and Parks & Recreation Departments. Independent decision making is a daily requirement with specific direction for performance is required only as needed for special assignments. Work is reviewed for achievement of desired results and adherence to policies and procedures.

Location: The position is located at the Public Works/Parks & Recreation Facility, Wentworth Court.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

Receives and screens telephone calls and visitors; responds to inquiries and complaints; handles routine matters and directs unusual matters to Department Head or appropriate authority.

Acts as a liaison between employees and the Human Resource Office in all personnel matters. Assists in all aspects of the hiring process.

Relieves an administrative superior of Responsible for all routine administrative and office management details, checks operating reports and files for accuracy and conformance to policies and procedures and provides information on policies, programs, and procedures.

Prepares agendas, special reports, correspondence, and other materials.

Develops office procedures, systems, and forms.

Collects and accounts for fees and charges, where applicable. Maintains petty case for multiple departments.

Types correspondence, purchase orders, work orders, reports, warrants, minutes, agendas, and other documentation. Composes and types letters, memos, and notices for signature.

Prepares formal legal notices and correspondence, records legal documents, as may be appropriate, and gathers official signatures necessary for certifications or other official records.

Performs all financial record keeping duties for the Public Works and Parks & Recreation departments with significant responsibility for accuracy and completeness including assisting in budget preparation and maintenance of budget accounts.

Assists in administering state, federal and private grants.

Maintains confidential files including personnel records, prepares payroll for processing to Finance Department, and maintains various employee records pertaining to leaves and other employee benefit information.

Schedules appointments and meetings, resolving conflicts when they arise, and acts as coordinator in the gathering of information and reports, correlating them into a format suitable for further review by the Department Head.

Orders supplies for both departments.

Operates a variety of office equipment, and may train other office support personnel in their proper use and care.

Promotes and maintains responsive community relations.

Keeps staff informed of all important matters.

Processes invoices for payment, and prepares financial reports for Department heads reference and/or approval.

EDUCATION AND EXPERIENCE

Minimum Associate's Degree required, supplemental training and education in computer technology or business required. Prior work experience of at least four years in increasingly responsible administrative or office support work required. Advanced courses in computer technology, management, recreation, event planning, human relations, or a related field is desirable.

In lieu of the above, any equivalent combination of training and experience which provides the following knowledge, abilities and skills may be considered at the discretion of the City

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of business English, spelling, and financial recordkeeping practices.

Considerable knowledge of modern office equipment, practices, and procedures including computer software for word processing, spreadsheets, and data base management.

Considerable knowledge of the functions and departments of a governmental jurisdictions in general, and, in particular, of the departments in which the employee works.

Ability to type accurately at a high rate of speed, and to type correspondence from transcribed dictation or notes and ability to compose effective correspondence.

Ability to maintain complex office records and to prepare accurate reports. Ability to maintain complex computer records, and to assemble and organize data from such records.

Ability to communicate effectively, both orally and in writing, and to deal with the public tactfully and courteously.

Ability to maintain highest level of confidentiality with regard to all city personnel.

Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Physical Requirements: the position requires the physical ability to sit, stand, walk, bend, talk, hear and requires the use of the hands and fingers for the repetitive movements of typing and keyboarding. The position may occasionally require the ability to lift or move up to 20 pounds.

(The position description does not constitute an employment agreement between the City and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Supervisory Responsibilities: Generally None.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Updated 10/06
Created 07/04

