



# TOWN OF PLYMOUTH

BOARD OF SELECTMEN / TOWN MANAGER  
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## MEMORANDUM

TO: BOARD OF SELECTMEN  
FINANCE AND ADVISORY COMMITTEE

FROM: DEREK S. BRINDISI, ASSISTANT TOWN MANAGER

SUBJECT: PERSONNEL BY-LAW AMENDMENT

DATE: AUGUST 18<sup>TH</sup> 2016

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Please be advised that the Town Manager's Office is requesting that an amendment be made to the Personnel By-Law. The proposed amendment would specifically provide a new incentive for the Executive Group by allowing all employees within this classification to buy-back five (5) days of earned time each fiscal year while reducing the number of earned days each employee is allowed to accrue from 45-40 days. The proposed amendment also includes a longevity stipend of \$2,000 for employees with twenty-five (25) years or more of service to the Town.

These proposed amendments will distinguish the department heads from all other groups by offering this incentive to the Town's top level executives only. This program is aimed at minimizing the number of days each year a department head will be absent from managing the Town's complex departments. By only allowing an accrual of 40 days earned, the Town will realize a savings over the long term by buying back the five days at today's current salary versus a higher retirement salary in future years. Additionally, this amendment rewards the Town's long time Executive employees who have dedicated their careers to serving this town for over 25 years.

The proposed amendments are as followed:

**Personnel By-Law:**

**By adding under:** under SECTION 15: EARNED TIME a new paragraph

**(d) Once per fiscal year, the Executive may buy back up to 5 days of earned time at his/her current rate of pay- effective January 1<sup>st</sup> 2017.**

**By adding that in bold.**

a. EXEMPT EMPLOYEES

EIGIBILITY	ANNUAL <del>ACCRUED</del> EARNED TIME	MAXIMUM ALLOWABLE DAYS IN LTIA (W/O LTD)	MAXIMUM ALLOWABLE ACCRUED EARNED TIME
Year 1 through 4	33 days	180 (200) days	45 <b>40*</b>
Year 5 through 9	38 days	180 (200) days	45 <b>40*</b>
Year 10	40 days	180 (200) days	45 <b>40*</b>
Year 20	45 days	180 (200) days	45 <b>40*</b>
			<b>* Executive Group</b>

c. Usage

(3.) When an employee's earned time account reaches the maximum of ~~45~~ **40 days for the Executive Group and 45 days for all other Groups**, additional accrual shall be disposed of, at the employee's election, as follows:

**By adding under:** SECTION 13. LONGEVITY PAY

Years of Service	Longevity Pay	
<b>25</b>	<b>\$2000</b>	<b>Executive Group</b>