

**ARTICLE 27.** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$49,100 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick leave in accordance with the provisions of Town Code, Chapter 23 Personnel, §23-6 Employee Benefits. D. Paragraph 2**, said funds to be expended under the direction of the Select Board, or take any other action thereon.

Sponsored and Supported by the Select Board  
Finance Committee recommends adoption of this article

**MOTION:** I move to transfer from Free Cash the sum of **\$49,100 to fund an existing retirement bonus benefit equal to 50% of accumulated, but unused sick leave in accordance with the provisions of Town Code, Chapter 23 Personnel, §23-6 Employee Benefits. D. Paragraph 2**, said funds to be expended under the direction of the Select Board.

**COMMENTS:** The Town's personnel bylaw and long-established employment policies allow for long term town employees with very lengthy, uninterrupted, consecutive careers in the Town of Boxford to receive a career ending bonus equal to 50% of that employee's accrued but unused capped sick time.

This end of career benefit is reserved for only the very few long-term employees that meet the requirements. The request tonight will cover the retiring Town Administrator. Fewer than 17 employees have received this benefit in its twenty-eight year history.



*Town of Boxford, MA  
Tuesday, June 15, 2021*

## Chapter 23. Personnel

### § 23-6. Employee benefits.

[Amended 10-22-2002 STM]

- A. Any full-time employee is eligible to receive benefits. Benefits listed in § **23-6B** through I below are based on a forty-hour workweek. Benefit hours will be prorated based on the ratio of hours the full-time employee is normally scheduled to be worked per week compared to 40.
- B. Vacation leave.
- (1) All eligible employees successfully completing their probationary period shall have the right to accrue vacation from their date of hire. Vacation pay shall be based upon hours normally scheduled to be worked. Vacation leave accrued within a twelve-month period following employment, regardless of when the fiscal year falls, should be taken within that twelve-month period. With the immediate supervisor's permission, up to 40 vacation hours may be carried over into the next twelve-month period.
  - (2) New employees will be eligible to use vacation time after 26 consecutive scheduled worked weeks, including authorized leave.
  - (3) Eligible employees with less than five years of continuous employment shall be entitled to 80 hours of vacation each year.
  - (4) Eligible employees who have completed five but fewer than 10 years of continuous employment shall be entitled to 120 hours of vacation each year.
  - (5) Eligible employees who have completed 10 but fewer than 25 years of continuous employment shall be entitled to 160 hours of vacation each year.
  - (6) Eligible employees who have completed 25 years of continuous employment shall be entitled to 200 hours of vacation each year.
  - (7) Vacation leave may be taken at such time as the employee wishes, with the approval of the employee's immediate supervisor. Approval shall not be arbitrarily denied but may take into account production commitments, public safety concerns, availability of replacement personnel and similar considerations. Compensation for vacation periods is derived from base wages attributable to the employee's normally scheduled hours per week. Working for more than one department throughout an employee's career shall not be grounds for denial of this benefit.
- C. Holidays. Eligible employees shall be entitled to the following holidays and shall receive their normal per diem compensation if scheduled to work on New Year's Day, Martin Luther King Day, President's Day, Patriots' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day



and Christmas Day. If a holiday is observed on a day an eligible employee is not normally scheduled to work, that eligible employee shall be entitled to a one-day "compensatory holiday" with time off at a subsequent date approved in advance by the member's supervisor. The compensatory holiday shall be taken as a full day, not in increments and must be taken prior to the close of the fiscal year.  
[Amended 10-23-2007 STM, Art. 19]

- D. Sick leave. Eligible employees shall be granted paid sick leave at their regular hourly rate on the basis of two hours earned for each regularly scheduled 40 hours worked (approximately one allowed day for each 20 days of work). No employee may accrue more than 800 sick hours at any time during the course of employment. Sick leave shall not be paid to any employee who has not worked at least 60 calendar days following her/his probationary period. Paid sick leave shall not be granted unless the employee shall have notified his supervisor of the illness nor, in the case of more than three consecutive days of absence, unless a doctor's certificate of inability to work shall have been furnished to the department head if requested.  
[Amended 10-23-2007 STM, Art. 19]

After 25 years of consecutive service to the Town, the Town agrees to pay a lump sum payment amounting to 50% of the up to 100 days of sick leave accrued and unused at the time of retirement. The Town shall be given a one-year written advance notice of the intent to retire.

[Added 10-23-2007 STM, Art. 19]

- E. Health insurance. Health insurance is available to eligible employees at their option. It is as provided by MGL c. 32B, as amended and accepted by the town.
- F. Retirement plan. Retirement benefits are provided to eligible employees as provided by Chapter 66, Acts of 1946, of the General Laws.
- G. Life insurance. Life insurance shall be offered to all eligible employees on an equally shared premium basis.
- H. An eligible employee who has completed the probationary period shall be allowed a maternity leave of absence as provided by MGL c. 149, § 105D, as amended.
- I. During each fiscal year, each full-time employees and each management employees shall be eligible for personal leave in an amount equal to four times the number of hours in his/her regularly scheduled work day. No time may be carried over into a subsequent fiscal year.  
[Amended 10-23-2007 STM, Art. 19; 5-13-2008 ATM, Art. 4]
- J. All eligible employees shall be entitled to up to four days leave at the normal per diem rate due to a death in the immediate family. The immediate family includes a spouse, parent, child, siblings, legally adopted children, grandparents, grandchild, parent of spouse, or person living in the employee's household at the time of death. Upon the death of an aunt, uncle, niece, or nephew, an employee is entitled to leave without loss of pay for a maximum of one day. Satisfactory evidence of death must be made to the employee's supervisor if requested. The length of the leave shall take into account the closeness of the relationship and travel arrangements necessary to attend either the funeral or memorial service.  
[Amended 10-23-2007 STM, Art. 19]