

AGREEMENT

BETWEEN

TOWN OF HOULTON

AND

*AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES*

AFL-CIO

PUBLIC WORKS EMPLOYEES

LOCAL 220, COUNCIL 93

EFFECTIVE

January 1, 2023 to December 31, 2025

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AGREEMENT

Agreement entered into as of January 1, 2023, by and between the Town of Houlton, Maine, (hereinafter called the Town) and by and between the American Federation of State, County, and Municipal Employees, AFL-CIO Council 93 and its affiliated Houlton local 220, (hereinafter called the Union).

ARTICLE ONE
RECOGNITION

- 1.1 The Town hereby recognized the Union as the sole and exclusive representative of its employees (as defined below) for the purpose of collective bargaining with respect to rates of pay, hours of employment, and other conditions of employment, in accordance with Chapter 9-A Title 26, as amended, respecting labor relations for public employees.
- 1.2 Excluding the Assistant Director of Public Works the term "employee," as used in this Agreement, shall mean all hourly employees of Public Works Garage, Traffic and Street Departments of the Town, Maintenance – Parks & Recreation but excluding temporary, seasonal or on-call employees; office, clerical, and technical employees; executive, administrative, supervisory, and professional employees.
- 1.3 Except as otherwise specifically provided in this Agreement, or otherwise specifically agreed to in writing between the parties, the operation of the Town departments and the direction of the working force, including the right to plan, direct, and control department activities, to schedule, and assign work to employees; to determine the means, methods, processes, materials, and equipment; to maintain the efficiency of the departments and their employees; and determine the manning of jobs; to create, revise and eliminate jobs, to establish and require observance of reasonable rules and regulations; to formulate and promulgate ordinances or other regulations incidental to the management of the Town affecting the public health, safety, and welfare; to hire and terminate; to maintain order, and to suspend, demote, discipline, and discharge employees for just cause are rights solely of the Town.

ARTICLE TWO
NON-DISCRIMINATION

- 2.1 The Town and the Union agree that there shall be no discrimination as a result of membership or non-membership in any Union.
- 2.2 The Town and the Union further agree that there shall be no illegal discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, age, domicile, marital status, or condition of handicap.
- 2.3 The use of the male or female gender of nouns or pronouns is not intended to describe any specific employee or group of employees but is intended to refer to all employees in job classification, regardless of sex, except where otherwise indicated by context.
- 2.4 The Town agrees not to interfere with the rights of employees to join or to refrain from joining the Union, and there shall be no discrimination, interference, restraint, or coercion by the Town or any Town representative against any employee because of Union membership, because of any employee activity in any official capacity on behalf of the Union consistent with this contract, or because any employee pursuit of his/her rights guaranteed by law or this Agreement.

ARTICLE THREE
DUES CHECK-OFF

- 3.1 Upon receipt of a signed voluntary authorization by an employee, the Town shall deduct from the employee's wages the weekly Union membership dues payable by him to the Union during the period provided for in said authorization. This authorization is for the term of this Agreement.
- 3.2 The Town will deduct the authorized amounts on the payday in the week for the preceding week. When an employee quits, is discharged or is laid off, any of the foregoing amounts due for either the preceding or current week will be deducted from the last pay period. The Town shall furnish the Treasurer of the Union monthly with a record of those employees for whom deductions have been made and the amounts of the deductions.
- 3.3 The Union shall indemnify and save the Town harmless against any and all claims, demands, suits or other forms or liability that shall arise out of or by reason of action taken or not taken by the Town in reliance upon signed authorization cards furnished to the Town by the Union or for the purpose of complying with any of the provisions of this Article.
- 3.4 The Union will give the Town fifteen (15) days notice of any change in the amount of union dues to be deducted. If any improper deduction is made, the Union shall refund directly to the employee any such amount.
- 3.5 The employer agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the employer and the Union. The employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

ARTICLE FOUR
RESPONSIBILITIES OF THE PARTIES

- 4.1 This Agreement is intended to set forth rates of pay, hours of work and other mutually agreed upon conditions of employment, so as to promote orderly and peaceful relations with the Town personnel, and to achieve the highest level of performance consistent with safety, good health, and employee effort, and promote the general welfare of the Town of Houlton, its citizens, and its employees.
- 4.2 Unless otherwise specified, any action by the Town or its administration affecting wages, hours, or other mutually agreed upon conditions of employment, shall be subject to the right of the Union to represent the employee(s) on the issue and to the Grievance and Arbitration Procedures of this Agreement.

ARTICLE FIVE
HOURS OF WORK AND OVERTIME

- 5.1.1 The normal work week shall consist of five (5) days Monday through Friday, inclusive, which can be changed on two weeks notice as long as a five (5) day, forty (40) hour week is maintained.

The workday shall be from 7:00 a.m. to 3:30 p.m. in a twenty-four (24) hour period beginning at 12:00 a.m. and ending at 12:00 a.m. the next day.

- 5.1.2 From the 1st Wednesday in April to the last Tuesday in October, the work week shall consist of four (4) ten (10) hour consecutive days ("summer hours") as scheduled by the Town. The workday during this period shall be from 6:00 A.M. to 4:30 P.M. with a one-half (1/2) hour lunch period somewhere in the middle of the day. The summer hours may be postponed at the discretion of the Town if winter conditions require a five-work day schedule.

If the 4th of July holiday falls on a Friday, it shall be taken on the preceding Thursday; if it falls on a Saturday or Sunday, it shall be taken on the following Monday.

- 5.1.3 Regardless of the schedule being worked, employees agree to comply with the "7-Minute Rule" when reporting to or leaving from work for the day.

- 5.2 All employees shall be granted a lunch period during each work shift. Whenever possible, the lunch period shall be scheduled at the middle of each shift. During extended hours of operations, as established by the Public Works Director, extra paid meal periods may be allowed of ½ hour duration.

- 5.3 Morning and afternoon rest breaks of fifteen (15) minutes maximum duration shall be granted to employees by the supervisor, but no such rest breaks need to be granted during periods of emergency affecting the health, safety and welfare of Houlton's citizens. During each half shift per workday, a clean-up period of ten (10) minutes maximum duration shall be granted employees by the supervisor. During extended hours of operations, as established by the Department Head, rest breaks of 15 minutes for each 2 hours of overtime worked may be allowed except during periods of emergency as above stated.

- 5.4 **OVERTIME:** Reasonable overtime requirements may be an exception to the standards workweek referred to above.

All hours actually worked by employees covered by this Agreement or over forty (40) hours in a regular work week (as defined above) shall be compensated at a monetary rate of one and one-half (1 1/2) times the base hourly rate of the affected employee.

For the purposes of Article 5, "hours worked" shall mean actual working days, holidays, comp. time used, and vacations.

For the purposes of Article 6, "hours worked" shall not include:

1. Hours compensated for by sick leave pay.
2. Hours compensated for by funeral pay.
3. Hours compensated for by jury pay.
4. Hours compensated for by National Guard or Reserve pay.

The Town will to the greatest extent possible distribute overtime when scheduled or required, as fairly as possible among the qualified employees. Substantial equalization of overtime shall be accomplished annually, November 1 to October 31. For purposes of equalization of overtime, anyone offered overtime shall be credited with actual time worked or three hours if overtime offer is refused.

Overtime will be calculated on a daily basis, except that during the period of winter hours, (see section 5.1.2), daily overtime calculation will only apply to those employees who have not used more than 40 hours of sick time during the current winter period, unless covered by a doctor's note. When overtime is not calculated on a daily basis, Section 5.4 will apply.

5.5 **Compensatory Time Off for Non-Exempt Employees**

With the approval of the Public Works Director, an employee who earns overtime may be granted compensatory (comp) time in lieu of overtime pay. An employee may accumulate no more than 100 hours of comp time annually, after which all overtime shall be paid as wages. In order to take comp time, an employee must make a request at least one (1) day in advance and must receive written permission from the Public Works Director.

All compensatory time shall be either taken or paid prior to the end of the fiscal year. The decision to grant time or issue payment shall be at the discretion of the Public Works Director and shall not adversely impact the operations of the department or place the safety of the public at risk. 100 hours of comp time is the equivalent of 66.667 hours at straight time.

Compensatory time off will be considered hours worked when utilized for the purpose of providing a period of respite for an employee during a winter storm or emergency and only after being authorized by the Public Works Director or his designee.

- 5.6 **CALL-BACK:** Employees will receive a minimum of three hours pay at their time and one-half rate for each call-back. Call-back overtime is defined as occasional overtime work performed by an employee on a day when no work is scheduled or at a time which requires the employee to return to the place of employment from an off-duty status. Call back time shall not be annexed consecutively to either end of the work shift.

ARTICLE SIX

RATES OF PAY

- 6.1 The Town and the Union recognizes the principle of a fair day's work for a fair day's pay.
- 6.2 The rates of pay of all employees shall be subject to the provisions of section 6.3.
- 6.3 Whenever the Town establishes new rates of pay for new or changed job classifications or whenever the Town changes a classification, the Town shall notify the Union of such changes immediately. The appropriate rate of pay for such classification changes shall be subject to the grievance and arbitration procedure commencing at Step 3 should the Union and the Town be unable to agree on the appropriate rate of pay for the new or changed position.

Such new or changed position shall be posted in accordance with the promotion procedure.

- 6.4 The Town shall maintain detailed descriptions of the duties of each employee classification. An employee may be temporarily assigned to work on any position in a higher classification if the need arises.

6.5 **PUBLIC WORKS PAY PLAN:** *See appendix A.*

- 6.6 **Retroactivity:** Any wage adjustments caused by the increases set forth in this wage schedule shall be retroactive to January 1, 2023, and shall only apply to those employees currently employed by the Town at the time of signing.

ARTICLE SEVEN

LEAVE OF ABSENCE AND SICK LEAVE

- 7.1 Medical leaves of Absence: The Town will provide medical leave benefits in accordance with the State and Federal Family Medical Leave Acts, utilizing a rolling 12-month period.

When an employee has exhausted all accumulated sick time, compensatory time, and vacation time and remains unable to work, the employee will be required to take any remaining Family Medical Leave entitlement. Time spent out of work solely for FMLA will not count as service for the purpose of calculating the employee's seniority, compensatory time, holiday pay, sick time, or vacation time. The Town may at its discretion require a note from a physician. An employee on FMLA is required to use all accrued sick time during the period covered by FMLA. If the employee exhausts all accrued sick leave they may use accumulated vacation time or compensatory time. If an employee elects not to utilize vacation or compensatory time, they are required by the first of each month to pay their share of health insurance premiums.

- 7.2 After an employee has exhausted his/her sick leave, vacation time, compensatory time and FMLA leave, the Town may grant up to a three (3) month leave of absence, without pay and benefits, in the case of prolonged illness or disability of an employee. However, employees may at their own expense continue to participate in the Town's group health insurance plan.

Upon the request of the employee, the Town may grant up to three (3) months leave of absence, without pay and benefits, for parenting leave. However, employees may at their own expense continue to participate in the Town's group health insurance plan.

- 7.3 Non-Medical leave of Absence: Upon the request of the employee, the Town may grant up to three (3) months leave of absence without pay, for general leave of absence for the personal business of an employee. Such leave shall not be used by an employee for financial gain of the employee. No employee shall receive salary or town-paid benefits such as health insurance, or non-accumulated unearned vacation, holiday pay, etc., while on a non-medical leave of absence. However, employees may at their own expense continue to participate in the Town's group health insurance plan.

- 7.4 Sick leave shall accrue at the rate of eight hours for each full calendar month of employment commencing from the installation of sick leave on January 1, 1972. New employees, who become regular, full-time will be credited with six (6) days sick pay at their applicable salary rate and will receive credit for one (1) additional day for each month worked.

- 7.5 All employees will be permitted to accumulate unused sick days up to a maximum of one hundred thirty (130) days. The amount of sick leave pay from the Town will be reduced

in any one week by the amount received by the employee as weekly Worker's Compensation payments, but such reduction will not be charged against the employee's sick leave credit in the event of subsequent sickness during the year.

- 7.6 To be eligible for sick leave pay under this Article, reasonable evidence (including, in appropriate circumstances, a certificate from a license physician) of disability due to sickness or accident will be required. An employee is expected to report his/her absence as soon as possible and keep his superior informed daily of his/her progress and anticipated day of return, unless other arrangements have been agreed upon by the supervisor and the affected employee, on each occurrence.
- 7.7 Employees who utilize no more than two (2) days of sick leave for twelve (12) consecutive months shall be eligible for sixteen (16) hours personal time to be utilized during the succeeding calendar year. Final determination on scheduling shall rest with the department head and will be based on the needs of the department. All personal time off will not be carried over into the next fiscal year.
- 7.8 Sick leave pay will not be applicable to any day or days during which the employee would not otherwise be at work.
- 7.9 Employees shall be required to provide satisfactory evidence of ability to return to work after such employee has been absent in excess of five (5) days. Satisfactory evidence is intended to mean a certification by a qualified physician.
- 7.10 **JURY DUTY:** An employee called as a juror will be paid the difference between the fee he receives for such service and the amount of straight time earnings lost by him by reason of such service based on the employee's regular daily straight time rate. Satisfactory evidence must be submitted to the employee's immediate supervisor.
- 7.11 **FUNERAL PAY:** The Town will permit absence with pay, necessitated by death or funeral in an employee's immediate family, up to a maximum of four (4) regular work days. A regular work day shall be defined as 8 hours during the "winter working schedule", and 10 hours during the "summer work schedule" as defined in Article 5.1.2. This absence will count as time worked for the accumulation of other benefits.

"Immediate family" includes wife, husband, son, daughter, mother, father, brother, sister and grandchildren of the employee, employee's father-in-law and mother-in-law and persons living in the home of the employee in a family setting and brother-in-law, sister-in-law, daughter-in-law, son-in-law and grandparents. The Town will permit absence with pay, necessitated by death or funeral of an employee's family member by blood or marriage, Aunt, Uncle Niece, or Nephew, one regular work day. Immediate family also includes a

Qualified Domestic Partner who is not related by blood, at least 18 years of age and consider themselves a family, are not married and have been residing together in a common household for at least six consecutive months and are financially interdependent.

- 7.12 **NATIONAL GUARD TRAINING**: An employee called to serve not more than a seventeen (17) day annual training tour of duty with the National Guard or Armed Forces Reserves will be paid the difference between his pay for such government service and the amount of straight time earnings lost by him/her by reasons of such service, based on the employee's regular straight time rate. Such payments are to be made following the showing of satisfactory evidence of the amount of pay received for such services.
- 7.13 Union representatives will not be compensated for time spent in Union meetings or conventions, in handling internal Union affairs, or in preparing for Union/Town meetings.
- 7.14 Union grievances adjustment meetings will be scheduled by the Town at a time that is reasonable for both parties and that will minimize or avoid lost working time. However, if such meetings are held during working hours the employees involved shall be paid at straight time rates.
- 7.15 Employees accepting employment or conducting a business during a leave of absence or any extension of such leave shall be terminated from the employment of the Town.
- 7.16 Military leave of absence shall be granted by the Town in accordance with existing state and federal statutes.
- 7.17 Employees may be eligible for eighty (80) hours per year of paid sick leave when there is a sickness or disability involving the employee's spouse, children, mother (if living with employee) and father (if living with employee) which requires the employee's personal care and attention provided that requiring the employee to report to work would cause a serious hardship on the spouse or child suffering from the illness or disability. This benefit shall be taken from current or accumulated sick leave of the employee and is not to be construed to result in any additional sick leave. The determination of whether such a hardship exists and the extent thereof shall be at the sole discretion of the Public Works Director or Town Manager.
- 7.18 For the purposes of Article 7, a day equals 8 hours.
- 7.19 Employees who have accumulated more than 130 sick days may elect to place the days in excess of 130, up to a maximum of 30 days, into a "sick day bank" for the potential use by other Town employees in the same bargaining unit. The decision to grant days from the "bank" will be made by a committee comprised of the Director of Public Works, Union Steward, and one member of the bargaining unit. The awarding of days from the "bank" shall be by majority vote of the committee.
- 7.20 Employees retiring from service with the Town, who have at least 15-years of service, will be paid up to twenty (20)sick days if they have sufficient days available, at the time of separation.

ARTICLE EIGHT

PAID HOLIDAYS

8.1 The following shall be recognized as paid holidays:

- | | |
|---------------------------------|-----------------------------------|
| <i>New Year's Day</i> | <i>Independence Day</i> |
| <i>Martin Luther King Day *</i> | <i>Labor Day</i> |
| <i>President's Day</i> | <i>Indigenous Peoples Day</i> |
| <i>Patriots Day</i> | <i>Veterans Day</i> |
| <i>Memorial Day</i> | <i>Thanksgiving Day</i> |
| <i>Juneteenth</i> | <i>Day After Thanksgiving Day</i> |
| | <i>Christmas Day</i> |
- *Floating Holiday*

*At the discretion of the Public Works Director or his designated representative, the Floating Holiday may be taken at a time agreeable to the Department and the individual employee. To be eligible for the Floating Holiday, one must be in the employ of the Department as of January 1st of the year.

- 8.2 In addition to the above listed holidays, the Town may designate additional time off, and such time off shall not be considered holiday time and shall not fall under the provisions of this Agreement.
- 8.3 In order to be eligible for holiday pay, an employee must have worked the scheduled workday immediately before and immediately after the holiday unless approved vacation time was taken on those days. Employees using sick days one day before or after a holiday will not qualify for holiday pay unless that absence is covered by a doctor's note.
- 8.5 When a paid holiday occurs during the employee's vacation, he shall be paid one day of holiday pay with four days of vacation pay or be granted a fifth vacation day. Such time off shall be subject to approval by the Public Works Director and shall be taken at the time when it will not conflict with the schedules of the Town.
- 8.6 If a paid holiday falls on a Sunday, it shall be deemed to occur on the following Monday. Holidays falling on a Saturday, shall be observed on the preceding Friday.
- 8.7 Employees who work regular schedules will receive holiday pay based on their straight time earnings for the number of hours they would have been scheduled to work had it not been for the observance of the holiday.

ARTICLE NINE

VACATIONS

- 9.1 In general, vacation time shall be earned in the current year for use in the succeeding year(s). For vacation purposes, "year" shall mean the year beginning on the employee's date of hire (anniversary date).
- 9.2 Vacation shall be earned and accrued at increasing rates depending on the employee's years of service.

Each permanent employee shall be entitled to vacation benefits according to the following schedule:

<u>YEARS OF SERVICE</u>	<u>VACATION PER MONTH/PER YEAR</u>
From Date of Employment	(0.8333) days per month/10 days
Five (5) years	(1.25) days per month/15 days
Ten (10) years	(1.666) days per month/20 days
Fifteen (15) years	(2.083) days per month/25 days

Employees may take vacations of up to one week in duration between October 1st and April 1st, subject to only one employee being on vacation at any one time, the department being at full staff, and the Director of Public Works has been notified at least three weeks in advance. The Director of Public Works shall respond to a request for winter vacation within 24-hours. Once granted approval, the vacation request cannot be retracted.

- 9.3 Probationary employees (non-regular, full-time) shall accrue vacation time from commencement of employment; however, vacation time may not be taken until completion of the 6-month probationary period. An employee terminating during the probationary period shall not be entitled to payment of any accrued vacation
- 9.4 The employee may use in the ensuing year all vacation shown as his/her balance of the anniversary date provided paragraph 9.9 is not violated.
- 9.5 Vacations due in any vacation year must be taken during that year except that employees will be allowed to accumulate fifty (50%) percent each year up to a maximum of Five (5) weeks. In general, employees shall take vacation time to which they are entitled.
- 9.6 Any employee who is laid off, dies, is pensioned, resigned, or is discharged, shall be entitled to vacation and vacation pay in accordance with the schedules and eligibility requirements contained in this paragraph prorated to the date his active employment ceased. If an employee dies during service with the Town, the vacation pay accumulated shall be paid to the widow, widower, or child(ren) or another specifically designated beneficiary.

- 9.7 Records of vacation accrual and current balances shall be maintained on a monthly basis by the Town and shall be made available for employees to see upon request.
- 9.8 A week of vacation pay shall be equal to the normal weekly pay of the employee.
- 9.9 Senior employees shall have the preference in selecting the time they wish to take their vacation by April 15th of each year, after which the Town will not be obligated to honor such requests. The Town will also give due consideration to special circumstances pertaining to individual vacation requests. The final determination shall rest with the Public Works Director subject to the needs of the department.
- 9.10 For the purposes of Article 9, a day equals 8 hours.

ARTICLE TEN

SENIORITY

- 10.1 For purpose of promotion, vacation, and other benefits, an employee's seniority shall be equal to his/her years of service or employment with the Town unbroken by any of the reasons for termination of seniority specified in Section 10.4 Seniority.
- 10.2 The first six (6) months of employment shall be considered a probation period, as required by Maine Title 30-A, Section 2701, to permit the Town to determine a new employee's fitness and adaptability for the work required, subject to extension by mutual agreement. Probationary employees will be covered by the provisions of this Agreement except for wage rates, insurances, retirement, and just cause for discipline or discharge.
- 10.3 Ability to perform the job or work as used in this Article means the employee is capable of performing the work of the job in a satisfactory manner subject to concurrence by the respective foreman.
- 10.4 Seniority for all purposes shall be terminated for any of the following reasons:
- A. Voluntary quit.
 - B. Discharge for just cause.
 - C. Failure to report for work within four (4) working days after notice of recall is given: however, if the Town is advised by the recalled employee, either in person or in writing, within said period that he will report for work within two (2) weeks after notice of recall, this extension of time will be granted; reasonable exceptions to these time limits may be agreed to in cases of proven sickness or injury to the employee or death in his/her immediate family.
 - D. Absence for three (3) consecutive working days without reporting to the Town unless impossible to do so.
 - E. Failure to report for work at the end of a leave of absence or extension thereof.
 - F. Failure to be recalled from layoff or return to work due to any non-occupational connected illness or accident for a period of twelve (12) months.
 - G. Retirement.
- 10.5 All employees entering the bargaining unit covered by the Agreement from any other department of the Town will be considered as new employees for the purpose of seniority in regards to layoff, recall, promotion, transfer, and vacation selection but will carry all seniority for retirement purposes.
- 10.6 An employee promoted to a supervisory position or transferred outside of the bargaining unit shall not lose his/her seniority, but shall not accumulate seniority for the time worked outside the bargaining unit, except that the foregoing shall not apply until such an employee has been in the new position for one (1) year.

- 10.7 A seniority list shall be established listing all employees covered by this Agreement, with the employees with the greatest seniority listed first. Seniority shall be based on the employee's date of hire.

The Town shall post all regular, full-time vacancies for a period of five (5) workdays. During that period, all employees including those on layoff may apply for the vacancy.

In case of promotion or transfer, the Town shall offer it to the senior employee qualified for and capable of execution of all the essential duties of the position

In the event of a layoff, the Town shall layoff in the reverse order of seniority. Employees will receive a layoff notice of no less than two calendar weeks.

Any employee laid off shall remain on recall status for eighteen (18) months.

The Town shall recall employees on layoff status in the order of seniority. The Town shall hire no new employees until all employees on layoff status are recalled.

Employees who are recalled on a temporary basis shall have such time credited towards maintaining their recall status.

- 10.8 Public works employees on layoff shall be offered employment at the cemetery as seasonal laborers, providing a vacant position is available, and at the laborers' rate of pay. If there are no Public Works employees on layoff, the Town may hire seasonal cemetery employees at its discretion. Employees so hired shall not be unit employees. Unit employees hired as described above shall be eligible for all rights and benefits under the contract. Said unit employees shall not be eligible to utilize earned vacation time until they are re-instated on a unit position. (See side bar letter)

ARTICLE ELEVEN

GRIEVANCE PROCEDURE

- 11.1 A grievance is defined as being a dispute between the parties as to the meaning or application of a specific provision of this Agreement or a claim that the Town has taken disciplinary action without just cause.
- 11.2 It is the intention of the parties that grievances be settled at the lowest step possible.
- 11.3 **DEFINITION:** For the purpose of this procedure, one (1) day shall mean twenty-four (24) hours, following receipt of a grievance or an answer to a grievance. Working days will be defined as Monday through Friday inclusive excluding only those holidays observed by the contract.
- 11.4 **PROCEDURE:**
- Step 1:*** The aggrieved party(ies) shall bring the grievance(s) orally to the attention of the Public Works Director or designee within five (5) working days of its occurrence. The Public Works Director or designee shall respond within three (3) working days.
- Step 2:*** If the grievance is not settled at Step 1, the Union may appeal the grievance in writing to the Public Works Director or designee within seven (7) working days after receipt of the written grievance. The Public Works Director shall give his/her written answer within ten (10) working days after receipt of the Step 2 appeal.
- Step 3:*** If the grievance is not settled at Step 2, the Union may, within ten (10) working days of the date on which the Step 2 response is due, appeal the grievance in writing to the Town Manager or designee with copies to the Public Works Director. The Town Manager shall respond within fifteen (15) working days after receipt of the grievance.
- Step 4:*** If no satisfactory settlement is reached in Step 3, the Union may, within twenty (20) working days of receipt of the manager's response request arbitration of any grievance which involves the interpretation or application on a specific term or provision of this Agreement and subject to Section 1.3 of Article One and further, only if such grievance has not been settled after fully processed through the grievance procedure in accordance with the provision of this article. If the Town and the Union are not able to agree on the selection of Arbitrator within a period of seven (7) days after the date of such request, such grievance may be referred by either party to Federal Mediation and Conciliation service or the Maine Board of Arbitration and Conciliation, for the selection of an arbitrator in accordance with the rules and obtaining of

the service. If the grievance is not so referred within thirty (30) days after the request for arbitration, it shall be considered settled and shall no longer be subject to arbitration hereunder. Any arbitration hereunder shall be conducted in accordance with such rules, subject to the provision of this Agreement. The parties shall share equally in the compensation and expense of the arbitrator. The decision of the arbitrator shall be final and binding upon the parties.

- 11.5 General grievances may be introduced at Step 2. Upon request, the Town Manager and the Union will hold a grievance meeting bi-monthly.
- 11.6 Time periods specified in this procedure may be extended by mutual agreement.
- 11.7 Nothing in this Article shall diminish the right of an employee, covered hereunder, to present his/her grievance as set forth in M.R.S.A., title 26, Section 967.
- 11.8 The arbitrator's authority shall be limited to interpreting and applying the provisions of this Agreement and he/she shall have no power to add to or subtract from, alter or modify any of said provisions.

ARTICLE TWELVE

WORKS RULES & DISCIPLINE

- 12.1 The Town may adopt or amend reasonable work rules from time to time during the life of this Agreement. All rules or amendments thereto shall be posted on the bulletin board for a period of ten (10) working days prior to becoming effective. It shall be the responsibility of the employees to read the bulletin board daily. Upon request of the Union, the Town will meet to discuss said rules during the ten (10) day period.
- 12.2 Employees are required to abide by the terms of this Agreement and to comply with such reasonable rules and regulations as the Town now has or may adopt which are not inconsistent with this Agreement. Should there be any doubt as to the employee's obligations he/she shall comply with the rules and then grieve if he/she feels he/she has been wronged. All suspensions and discharges shall be for just cause including, (subject to Article 10.2) but not limited to, violations of any rules adopted above and of provisions of this Agreement. All suspensions and discharges shall be stated, in writing, and shall be forwarded to the affected employee, and the Union within five (5) working days of the date action was taken.
- 12.3 Oral or written reprimands placed in an employee's personnel file shall be purged after six (6) months. Suspensions shall be purged from the employee's personnel file after eighteen (18) months. This does not preclude management from noting the type and date of discipline on the employee's record (i.e. verbal reprimand 6/12/75).
- 12.4 Disciplinary actions or measures shall include the following:
Verbal Reprimand
Written Reprimand
Suspension
Discharge
Disciplinary measures need not be applied in sequence and will be applied based on the nature of the infraction.
- Copies of such actions will be provided to the affected employee.
- 12.5 In the event a suspension or discharge is determined to be without just cause, the employee shall be reinstated in good standing with such restoration of seniority rights and pay for the time lost as the equities of each case may determine.
- 12.6 If the Public Works Director or his designee have reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

- 12.7 Should the Town at its sole discretion, hold a discipline hearing, the employee involved may request representation by the applicable Union representative. Such request shall not be refused.
- 12.8 Should it become apparent, during a counseling or similar purpose session, that disciplinary action is to be taken; the employee involved may have representation by the applicable Union representative.

ARTICLE THIRTEEN

INSURANCE

- 13.1 The Town agrees to maintain in effect an insurance plan for all employees who have completed their probationary period, so long as they remain on the Town's payroll. A summary of the benefits to be provided under said plan is set forth in Appendix B hereto.
- 13.2 Grievances of employees based upon claims under this Article shall be adjusted in accordance with the provisions of the applicable insurance contract and law.
- 13.3 Should any Federal or State legislation become effective during the term of this Agreement providing benefits paralleling any of those referred to above and imposing the cost thereof on the Town, the disposition hereunder shall be subject to negotiations and mutual agreement and to the Grievance and Arbitration Procedures of this Agreement.
- 13.4 The Town will provide an IRS sanctioned Health Care Spending Account for employees covered under the Town's health insurance plan. The Town will deposit, in January of each year, \$350 into each employee's account if they are covered for single health care, \$430 if covered for employee with children or \$470 if covered for employee with family. Employees may also make deposits into their account via payroll deduction.
- 13.5 The Town may provide employees with a "Wellness Program" as offered by the Maine Municipal Health Trust, for the purpose of promoting and facilitating employee health and wellness.
- 13.6 Employees choosing to opt -out of the Town's health insurance coverage will be reimbursed on a monthly basis provided they qualify for the Town's coverage, according to the following table:
- Employee and Family Coverage Replaced Entirely: (limited to one (1) stipend per family unit) \$700 per month
 - Family Coverage Replace with Employee Only with Child Coverage: \$450 per month
 - Employee/Child Coverage Replace with Employee only coverage: \$250 per month

Employees must annually provide proof of insurance from the other provider before payments can commence and must notify the town within 30 days of any changes in coverage.

ARTICLE FOURTEEN

PENSIONS

- 14.1 The Town of Houlton is a participating member of the Maine Public Employees Retirement System. The Town shall continue to participate in the Maine Public Employees Retirement System (MainePERS) Regular Plan, Rule 94-411 Chapter 803, Sec, 7, Paragraph A (Regular Benefit Plan AC). The Town further agrees to continue to participate in the cost of pension payments under the options currently in effect. The MainePERS Board of Trustees may establish by rule the rate at which members (employees) who participate in the Consolidated Plan contribute to that Plan.

Retirement Notification and Process:

Requires six (6) months advance time to process the paperwork. Employee should notify the Town Office and the Maine State Retirement System. The retirement form is available at the town office and must be signed before the town will process any paperwork.

ARTICLE FIFTEEN

NOTICE UNDER AGREEMENT

- 15.1 Whenever written notice to the Town is provided for in this Agreement, such notice shall be addressed to the ***Town Manager, Municipal Building Water Street, Houlton, Maine 04730.***
- 15.2 Whenever written notice to the American Federation of State, County, and Municipal Employees Council 74, AFL-CIO, Local 220, is provided for in this Agreement, such notice shall be addressed to, ***AFSCME Council 93, 20 Winter Street, Augusta, Maine 04330. Copy to unit chairman in Houlton.***
- 15.3 Either party by written notice may change the address at which future written notice to it shall be given.
- 15.4 All written notices to the Town or Union, respectively, will be deemed to have been properly given if delivered to the Manager and to the Chairman of the Union respectively.

ARTICLE SIXTEEN

MISCELLANEOUS PROVISIONS

- 16.1 If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- 16.2 The Town and the Union agree that there shall be no discrimination as a result of membership or non-membership in any Union, and that all practices, procedures and policies of the Town shall clearly exemplify that there is no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile, marital status, or condition of handicap. The Union shall share equally with the Town the responsibility for applying this provision of the Agreement.
- 16.3 All references to employees in this Agreement designate both sexes, and wherever the male gender is used it shall be construed to include male and female employees.
- 16.4 The Town agrees not to interfere with the rights of employees to become members of the Union, and there shall be no discrimination, interference, restraint, or coercion by the Town or any Town representative against any employee because of Union membership or because of any employee activity in any official capacity on behalf of the Union consistent with this contract.
- 16.5 The Union recognizes its responsibility as bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.
- 16.6 Copies of this Agreement shall be printed at the expense of the Town within thirty (30) days after the Agreement is signed and presented to all of this bargaining unit's employees as stated in Article 1 now employed or hereafter employed by the Town.
- 16.7 The Town agrees to furnish suitable bulletin boards in mutually agreed upon, convenient places in work areas used by the Union. The secretary of the Union shall be responsible for maintaining said boards in clean and timely fashion.
- 16.8 The Union shall limit its posting of notices and bulletins to such bulletin boards. All such material may be subject to review and approval by the Town Manager or his designee.
- 16.9 The Town agrees that during working hours, on the Town premises, and without loss of pay, Union representatives shall be allowed to post Union notices. (Unit secretary only).

- 16.10 The Town agrees that all bargaining unit work shall be performed by members of the bargaining unit, unless for emergencies. Reasonable notice shall be given to the Unit Chair for this emergency.
- 16.11 The Town agrees that accredited representatives of the American Federation of State, County, and Municipal Employees whether local Union representatives, district council representatives, or international representatives, shall have access to the premise of the Town to conduct Union business. Such access shall be subject to the following:
- A. Shall first stop at the Town Office and inform the Town Manager of his presence and the purpose of his visit.
 - B. Shall not interfere with or disrupt the normal work schedule of any Town employee.
 - C. Shall make only those visits, which have to do with problems relating to the Town of Houlton employees covered by this Agreement.
 - D. The Town Manager shall make the final determination in the application of the provisions of this Section.
 - E. Any such action by the Town to this Section shall be subject to the Grievance and Arbitration provisions of this Agreement.
- 16.12 The names of employees selected as local officers and the names of other Union representatives who may represent employees shall be certified in writing to the Town by the local Union. Said list shall also include the individuals certified by the Union as its grievance committee. The Town shall be notified in writing of changes in union officers within 15 days.
- 16.13 The Town will provide uniforms, protective clothing, or any type of protective device, such uniforms, protective clothing, or protective device shall be furnished to the employee by the Town. This includes probationary employees. The Town will purchase three (3) sets of coveralls or a jacket for up to \$150 for each mechanic per year.
- 16.14 The Town shall reimburse an employee up to \$300 toward the purchase of OSHA approved safety shoes and/or work clothing per employee, per year. If no order is placed, the employee is deemed to have waived this benefit for the year. Employees agree to wear safety shoes while on duty except when waterproof shoes may be required for working in water. Failure to wear safety shoes when required shall be the subject of disciplinary action.
- 16.15 The Town agrees to pay five hundred dollars (\$500) per year to each mechanic as compensation for the use of the employee's tools.
- 16.16 **OUTSIDE EMPLOYMENT**
No employee may engage in additional employment, which in any way interferes with the proper and effective performance of the duties of his position, results in a conflict of interest or subjects the Town to public criticism or embarrassment. All outside employment activities shall not interfere with, nor adversely impact, the normal

operations of the department. If the Town Manager determines that such outside employment is disadvantageous to the Town, upon notification in writing by the Town Manager, the employee involved shall take prompt steps to resolve the situation.

Any full-or part-time employee who engages in employment outside of his regular working hours shall be subject to call to perform his regular Town duties first. The Town shall, in no respect, (neither) be liable for nor grant sick leave or disability leave in the case of any injury or occupational illness incurred by an employee while engaged in outside employment.

ARTICLE SEVENTEEN

HEALTH AND SAFETY

- 17.1 The Union recognizes the right of the Town to establish reasonable rules and regulations for the safe, sanitary, and efficient conduct of the Town's business. All employees shall comply with all safety rules and regulations established by the Town.
- 17.2 The Town is responsible for meeting safety standards, which are considered to be minimum standards required by applicable federal and state laws.
- 17.3 Proper safety devices shall be provided by the Town for all employees engaged in work where such devices are necessary. Such devices, where provided, must be used as intended.
- 17.4 If an employee has justifiable reason to believe that his/her safety and health are in danger due to an alleged unsafe working condition, or alleged unsafe equipment, he/she shall inform his/her immediate non-unit supervisor who shall have the responsibility to determine what action, if any, should be taken.
- 17.5 Any employee involved in any accident shall immediately report to his/her immediate non-unit superior said accident and any physical injury sustained.

ARTICLE EIGHTEEN

DURATION OF AGREEMENT

This Agreement shall be effective as of January 1, 2023 , and shall remain in full force and effect until December 31, 2025.

It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing one hundred and twenty (120) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date; this Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

Either party may reopen the contract at any time if there should be a major change in the cost and/or extent of coverage of health insurance as the result of the federal or state action mandating health insurance coverage.

ARTICLE NINETEEN

FINAL RESOLUTION

- 19.1 This Agreement represents the final resolution of all matters in dispute between the parties, and shall not be changed or altered unless the change or alteration has been agreed to and evidenced in writing by the parties hereto.

ARTICLE TWENTY

NO STRIKE - NO LOCKOUT CLAUSE

- 20.1 The Town and the Union subscribe to the principle that differences shall be resolved by peaceful and appropriate means and without interruption of work. The Union agrees therefore, that there shall be no strikes, work stoppages, slowdown, or other concerted refusal to perform work by the employees covered by this Agreement, and Town agrees that there shall be no lockout or any instigation thereof during the life of this Agreement. Alleged violation of any provision of this Article is appealable immediately by either party to the Superior Court of Aroostook County in the State of Maine for the purpose of securing specific performance of the provisions of this Article, and/or assessing damage for a violation of any of the provisions of this Article.

APPENDIX A

HOULTON PUBLIC WORKS

Job Classification and Pay Scale

SECTION I:

The Department's job classification and pay scale will be as follows reflecting the desire of Department employees to establish a single rate of pay for all employees within a simplified multi-tasked, multi-skilled job classification. All personnel shall be paid in accordance with the following plan:

Advancing from Laborer/Truck Driver to Equipment Operator pay status will occur incrementally over five years provided the Laborer/Truck Driver has demonstrated that he/she is proficient and reliable in the use of most Department equipment pursuant to the Public Works Directors evaluation of each employee wishing to advance.

Education Stipend: Any employee certified in Cardio Pulmonary Resuscitation (CPR) will receive an hourly stipend of \$0.12025. Approved CPR training will be provided to the employee at no cost. In order to receive the stipend, the employee must submit a photocopy of their valid CPR card to the Public Works Director. It is the employee's responsibility to maintain their certification.

SEE APPENDIX A-2 for wages

Appendix A

	January 1,2023	January 1,2024	January 1, 2025
	\$3.00	4%	4%
Laborer	\$19.0603	\$19.8227	\$20.6156
Truck Driver/operator/Airport Operations Administrator	\$20.6785	\$21.5056	\$22.3659
1st Anniversary of hire	\$20.9788	\$21.8180	\$22.6907
2nd Anniversary of hire	\$21.2790	\$22.1302	\$23.0154
3rd Anniversary of hire	\$21.5793	\$22.4425	\$23.3402
4th Anniversary of hire	\$21.8794	\$22.7546	\$23.6648
6th Anniversary of hire	\$22.2689	\$23.1597	\$24.0860
8th Anniversary of hire	\$22.6253	\$23.5303	\$24.4715
12th Anniversary of hire	\$22.9819	\$23.9012	\$24.8572
16th Anniversary of hire	\$23.3503	\$24.2843	\$25.2557
20th Anniversary of hire	\$23.7140	\$24.6626	\$25.6491
Equipment Mechanic	\$22.6253	\$23.5303	\$24.4715
8th Anniversary of hire	\$22.9819	\$23.9012	\$24.8572
12th Anniversary of hire	\$23.3385	\$24.2720	\$25.2429
16th Anniversary of hire	\$23.7141	\$24.6627	\$25.6492
20th Anniversary of hire	\$24.0972	\$25.0611	\$26.0635
Maintenance Shop Foreman	\$23.8030	\$24.7551	\$25.7453
8th Anniversary of hire	\$24.1596	\$25.1260	\$26.1310
12th Anniversary of hire	\$24.5163	\$25.4970	\$26.5168
16th Anniversary of hire	\$24.8728	\$25.8677	\$26.9024
20th Anniversary of hire	\$25.2790	\$26.2902	\$27.3418
Park Maintenance	\$20.8920	\$21.7277	\$22.5968
8th Anniversary of hire	\$21.2486	\$22.0985	\$22.9825
15th Anniversary of hire	\$21.6053	\$22.4695	\$23.3683
25th Anniversary of hire	\$22.3186	\$23.2113	\$24.1398

APPENDIX B

HOULTON INSURANCE PLANS

A. Health Insurance:

For a full-time regular employee who is out of work as a result of a work related illness or injury and who is receiving workers' compensation, the Town shall provide insurance benefits to the same amount as to all other full time regular employees for a period of one year from the date of the work related illness or injury. Thereafter, the employee may continue such coverage, at his own expense, as long as is permissible by laws and agency policies.

In the event of the death of an insured employee, the employee's spouse and/or children may remain on the Town's group policy provided that the spouse and/or children were covered under the policy prior to the employee's death. Total cost of coverage shall be paid for by the surviving spouse/children. This provision applies as long as it is permissible by laws and insurance carrier policies.

Both Parties agree to re-open negotiations on health insurance should there be a substantive change in the health care system or MMHT programs.

As part of the fringe benefit package offered to employees, the Town currently makes available health insurance coverage to all full-time, regular employees at a benefit level and with a carrier of the Town's choice. The Town shall be responsible to make payment for the entire premium cost of coverage.

The Town shall make available, in addition to the current MMEHT POS 200 plan, MMEHT and PPO 1500. The primary plan provided by the Town shall be the MMEHT POS 200

Effective 1/01/2019, the Town shall pay eighty-two (82%) percent of the subscriber cost and the employee shall pay eighteen (18%) percent for the POS 200 plan

Weekly employee health insurance contribution will be capped at:

- **\$100/Week** for Family Coverage
- **\$73/Week** for Employee/Child Coverage
- **\$43/Week** for Employee Only Coverage

New Employees hired after January 1, 2020, the Town shall pay eighty (80%) percent of the subscriber cost and the employee shall pay twenty (20%) percent for the POS 200 plan. There shall be no caps on employee's contributions for employees hire after January 1, 2020.

Mandatory Benefits:

The town shall comply with all applicable federal and state laws. Some of the included mandated benefits are: unemployment insurance and COBRA benefits.

Life & Cancer Insurance, Income Protection and Disability Income.

The town makes available to employee's life insurance, cancer insurance, income protection and accident and sickness benefits basing the amount on earnings. These programs are strictly voluntary and because of the expense, the employee shall contribute to the cost in the form of payroll deductions. Detailed information on these plans is available from the town manager's office. The Town does not participate in all available plans. The insurance shall be provided at a benefit level and through a carrier of the Town's choice.

APPENDIX C

WORKERS' COMPENSATION

A. Workers' Compensation

All categories of employees are eligible for benefits under the Worker's Compensation Act for a personal injury or compensable illness arising out of and in the course of job performance. The Town will pay the full cost of Worker's Compensation Coverage.

Part-time

Part-time and on-call employees who hold a position with another employer will be inactivated from the Town if out on Workers' Compensation with the full-time employer.

a. Period not covered by Worker's Compensation

Charges shall be made against sick leave accruals for the legal waiting period not covered by the State Worker's Compensation Act.

b. Use of Sick Leave and Vacation

After the payment and use of worker's compensation, charges shall be made against sick leave accruals, if any, and an employee may elect to use his accumulated vacation after sick leave accrual is used.

c. Holiday Time

Employees who, at the occurrence of any of the aforesaid holidays, are out of work as a result of a work-related illness or injury and who are receiving, Workers Compensation shall be paid for the number of hours equal to one regular work day/shift for each holiday occurring within one year of the work-related illness or injury. Following the expiration of one year from the date of a work-related illness or injury; employees shall not receive further holiday compensation.

d. Vacation and Sick Time

After a 30-day absence, an employee shall not accrue vacation or sick time during any period in which he is out of work due to a work-related illness or injury and receiving workers' compensation.

e. Coordination of Sick Leave with Workers' Compensation

B. Period COVERED by Workers' Compensation

If an employee is receiving sick leave with pay and is determined to be eligible for compensation under Workers' Compensation, then effective on the date of determination of eligibility for Workers' Compensation, sick leave shall terminate and the employees shall receive payment directly from Workers' Compensation.

C. Period NOT COVERED by Workers' Compensation

Charges shall be made against sick leave accruals for the legal waiting period not covered

by the State Workers' Compensation Act (i.e., two weeks). If within this two-week period a determination of eligibility is made, then one of the following will apply:

1. If employee is determined to be eligible, then sick leave shall terminate and payment shall be made directly to the employee by Workers' Compensation effective on the date of determination of eligibility.
2. If employee is determined not to be eligible, then sick leave with pay shall continue in keeping with Town policy regarding sick leave.
3. If determined to be eligible, then REPAYMENT will be made to the Town by the employee for all time covered by Workers' Compensation and said time will not be charged against the employee's accrued sick leave. If repayment is not made to the Town, the time will be charged against the employee's accrued sick leave.
5. If the total accrued sick leave is exhausted, the payment from the Town shall stop at that point.
6. Absence covered by Workers' Compensation will not be charged against accrued sick leave.

D. Use of Sick Leave and Vacation

After the payment and use of Workers' Compensation, charges shall be made against sick leave accruals, if any, and an employee may elect to use his/her accumulated vacation after sick leave accrual is used.

APPENDIX D
TOWN POLICIES

The parties agree that employees will comply with and are subject to Town of Houlton policies and ordinances as follows:

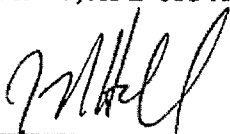
1. Sexual Harassment Policy
2. Drug Policy
3. Computer Policy
4. CDL Commercial Truck Drivers Drug and Alcohol Policy
5. Severability Clause
6. Personnel Policy will dictate on issues not included in Contract


If the Town amends any of these policies, the Union will be provided with advance notice of any proposed changes.

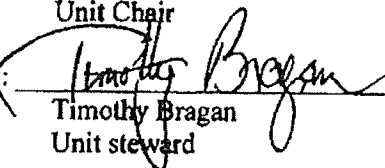
**EXECUTION OF AGREEMENT
SIGNATURE PAGE**


IN WITNESS WHEREOF the parties hereto have executed this Agreement on
27 February 2023.

**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
COUNCIL 93, AFL-CIO AND ITS LOCAL 220, HOULTON, MAINE**

By: 
John Nuttall
Staff Representative
Council 93

By: 
Alan Wilson
Unit Chair

By: 
Timothy Bragan
Unit steward

By: 
Marian L. Anderson
Town Manager

**Contact List
Public Works Department**

Unit Business Agent

Name: John Nuttall, Staff Representative, AFSCME Council 93
Address: 6 Rockwood Drive
Town: Manchester, Maine 04351
Phone: (857)-990-3093 (w) 207-561-0404 ©

Unit Chairman:

Name: Alan W Wilson
Address: 173 Bangor Street
Town: Houlton
Phone: 207-532-1325

Unit Steward

Name: Timothy Bragan
Address: 173 Bangor Street
Town: Houlton
Phone: 207-532-1325

Unit Secretary (Only one to post Notices)

Name: _____
Address: _____
Town: _____
Phone: _____

Town Manager

Name: Marian L. Anderson
Address: 21 Water Street
Town: Houlton, Maine 04730
Phone: 532-7111 (w)

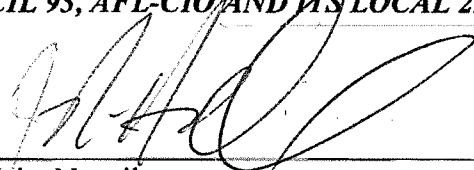
Public Works Director

Name: Chris Stewart
Address: 21 Water Street (mail)
Town: Houlton, ME 04730
Phone: 532-1325 (w)


**EXECUTION OF AGREEMENT
SIGNATURE PAGE**

IN WITNESS WHEREOF the parties hereto have executed this Agreement on
27 February 2023.

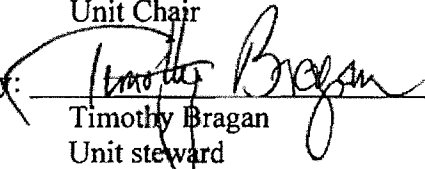
**AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,
COUNCIL 93, AFL-CIO AND ITS LOCAL 220, HOULTON, MAINE**

By: 


John Nuttall
Staff Representative
Council 93

By: 

Alan Wilson
Unit Chair

By: 

Timothy Bragan
Unit steward

By: 

Marian L. Anderson
Town Manager

Houlton Public Works

Public Works Training Room.

LOCATION:

DATE July 11, 2023

SPONSOR Chris Stewart PWD Director

Signing below indicates that I received the Town of Houlton agreement between Town of Houlton and American Federation of State, County, And Municipal Employees AFL-CIO Public Works Employees Local 220, Council 93 Effective date January 1,2023 to December 31, 2025

Print name clearly

1. Matthew Tidd
2. Kevin Pray
3. Steven Hagerman
4. Timothy Bragan
5. Marcus Neal
6. Fred Craig
7. Alan Wilson

Signature

