



**TOWN OF  
WEST TISBURY**

**PERSONNEL  
BY-LAW**

**MAY 20, 1986**

**AS  
AMENDED  
THROUGH DEC. 1, 1987**

**TITLE**

1. The provisions of the By-law, (hereinafter referred to as The Plan) shall be the Personnel Administration Plan for the Town of West Tisbury.

**APPLICATION**

2. The Plan shall apply to all employees in the service of the Town (whether full-time, part-time, seasonal, casual, special, or other) other than those positions filled by popular election and those under the direction and control of the School Committee. Nothing in the Plan, however, shall bar extending the Plan to otherwise exempted employees or officials.

**TITLE OF POSITIONS**

3. No persons shall be employed or paid as an employee in any position subject to the provisions of the Plan under any title other than those in established Schedules or under any title other than that of the job, and the duties of which are actually performed. The job title in the plan shall be the official title of the position and shall be used in all administrative and employment records, and in every other connection involving personnel or fiscal processes.

**PERSONNEL BOARD**

4. Under the Plan, there shall be a Personnel Board consisting of five members who shall be appointed initially by the Board of Selectmen. Subsequent

## PROMOTION AND TRANSFERS

8. When an employee is promoted to a higher rated job he/she shall enter at the minimum of the job or at his/her own rate, whichever is the higher. He/she may also receive a step increase at that time, if the Department Head feels that qualifications and performance warrant it, and the Personnel Board recommends it.

If any employee should be transferred or reclassified to a lower rated job he/she shall enter it at his/her existing rate or at the maximum of the job, whichever is lower.

9. a. When rate ranges are affected by a wage increase voted by the Town either fixed percentage or a fixed amount, all employees covered by the Plan and in the classifications specified shall benefit. Those holding personal rates shall not receive step increases until the maximum for the classification exceeds the personal rate.

b. Longevity

Permanent full-time, non-elective Town employees shall receive annual longevity increments as follows:

	per year
15 to 25 years accumulative service	\$ 600.00
25 years and over accumulative service	1,200.00

Regular part-time employees shall receive an amount pro-rated in proportion to hours worked. For any permanent full-time or regular part-time employees to qualify for longevity benefits, recommendation must be made by the employee's Department Head and approved by the Personnel Board.

## NEW PERSONNEL

10. a. The hiring rate shall be the minimum of the rate range for the job unless otherwise recommended in writing by the Department Head and approved by the Personnel Board.

Physical Examination

b. A pre-employment physical examination will be required of all full-time and regular part-time new personnel by a practicing physician, report to be made on a form provided by the Town. Examination is to be at the expense of the Town.

## VACATIONS

11. The following annual vacations with pay will be granted to all permanent full-time employees and to regular part-time employees who are on an hourly paid basis, after the following period of continuous employment:

TOWN OF WEST TISBURY

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APPLICATION

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TITLE OF POSITIONS

3. No person shall be employed or paid as an employee in any position subject to the provisions of the Plan under any title other than those in established Schedules or under any title other than that of the job, and the duties of which are actually performed. The job title in the plan shall be the official title of the position and shall be used in all administrative and employment records, and in every other connection involving personnel or fiscal processes.

PERSONNEL BOARD

4. Under the Plan, there shall be a Personnel Board consisting of five members who shall be appointed initially by the Board of Selectmen. Subsequent appointments and vacancies shall be filled by the remaining members of the Board and the Board of Selectmen in a joint meeting. The term of office of members of the Personnel Board shall be three years, initial appointment to the Personnel Board shall be for the periods of one year, two years and three years respectively. No elected or appointed officer of the Town and no person employed by the Town on a full-time or regular part-time basis shall be eligible for service on the Personnel Board. A member may not be reappointed for more than two consecutive three year terms. The Personnel Board shall serve without compensation. The Personnel Board may employ assistance and incur expenses as it deems necessary subject to appropriation of funds.

## PROMOTION AND TRANSFERS

8. When an employee is promoted to a higher rated job he/she shall enter at the minimum of the job or at his/her own rate, whichever is the higher. He/she may also receive a step increase at that time, if the Department Head feels that qualifications and performance warrant it, and the Personnel Board recommends it.

If any employee should be transferred or reclassified to a lower rated job he/she shall enter it at his/her existing rate or at the maximum of the job whichever is lower.

9. a. When rate ranges are affected by a wage increase voted by the Town either fixed percentage or a fixed amount, all employees covered by the Plan and in the classifications specified shall benefit. Those holding personal rates shall not receive step increases until the maximum for the classification exceeds the personal rate.

### b. Longevity

Permanent full-time, and regular part, non-elective Town employees shall receive annual longevity increments as follows:

1. Upon completion of 10 (ten) years of continuous employment to the Town, an employee shall be paid an additional 1% of their base salary per year.
2. Upon completion of 15 (fifteen) years of continuous employment to the Town, an employee shall be paid an additional 2% of their base salary.
3. Upon completion of 20 (twenty) years of continuous employment to the Town, an employee shall be paid an additional 3% of their base salary.
4. Upon completion of 25 (twenty-five) years of continuous employment to the Town, an employee shall be paid an additional 4% of their base annual salary per year.
5. Upon approval by the Personnel Board, longevity pay shall be paid to an employee on their anniversary date.
6. Continuous employment shall mean employment uninterrupted, except by authorized leave.

## NEW PERSONNEL

10. a. The hiring rate shall be the minimum of the rate range for the job unless otherwise recommended in writing by the Department Head and approved by the Personnel Board.

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PERSONNEL BY-LAW

ADOPTED APRIL 8, 1997  
AMENDED AS OF APRIL 8, 2003

18-3. Scheduling and Approval. Leave of absence without pay may be granted for a period not to exceed six months, but may be extended for not more than two additional three-month periods. The decision to grant a leave of absence shall be initiated and approved by the Department Head or Appointing Authority after review by the Personnel Board.

18-4. Benefit Entitlement.

(a) No sick leave credits will be accrued while absent on leave without pay.

(b) When an employee is on leave without pay and/or absent without pay for 20 or more cumulative working days in any vacation year, such leave and/or absence will be deducted proportionately from the vacation leave credits for the year.

 19.0 Longevity Pay.

19-1. Coverage. All f Full-time employees except contract employees.

19-2. Policy. Annual Longevity increments shall be as follows:

(a) Upon completion of 10 (ten) years of continuous employment to the Town, an employee shall be paid an additional 1% of his base salary per year.

(b) Upon completion of 15 (fifteen) years of continuous employment to the Town, an employee shall be paid an additional 2% of his base salary per year.

(c) Upon completion of 20 (twenty) years of continuous employment to the Town, an employee shall be paid an additional 3% of his base salary per year.

(d) Upon completion of 25 (twenty-five) years of continuous employment to the Town, an employee shall be paid an additional 4% of his base salary per year. (4/8/03)

19-3. When Paid. Upon approval by the Personnel Board, longevity pay shall be paid to an employee on his anniversary date.

19-4. Definition of Continuous Employment. Continuous employment shall mean employment uninterrupted, except by authorized leave.

20.0 Sexual Harassment Policy.

20-1. Coverage. All employees.

20-2. Policy. No employee shall exercise responsibilities or authority in such a manner as to make submission to unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature a term or a condition of employment within the town. No employee shall engage in verbal or physical behavior of a sexual nature