



# City of Holyoke

## IN CITY COUNCIL

Introduced by Councilor **Rebecca Lisi**

Ordered, Ordered, that Section 2-35 of the Code of Ordinances, entitled "Classification and Compensation Plans" be amended to incorporate a new Classification and Compensation Plan, Elected Official Salary Ordinance and Miscellaneous Salary Schedule based upon the results of the HRS Salary Study, and that the current DH, PR and Miscellaneous Salary Schedules, as well as any other amendments previously adopted under this section be repealed.

In City Council, April 21, 2015. **Received and referred to the Ordinance Committee. Copy to Finance.**

### Schedule A-

In City Council, on April 6, 2021, Report of Committee received and the Ordinance passed its first reading.

The Ordinance passed its second reading.

The Ordinance was passed to be enrolled.

The Committee has considered the same and find that it is truly and properly enrolled.

Report of Enrollment received.

The Ordinance was passed to be Ordained and Adopted on a call of the roll of the yeas and nays --Yeas 9--Nays 3 (Bartley, Greaney, Jr., Vacon)--Absent 0. Councilor Anderson-Burgos did not vote or participate in discussion on this item.

### Schedule B-

In City Council, on April 6, 2021, the report of Committee received and the Ordinance passed its first reading.

The Ordinance passed its second reading.

The Ordinance was passed to be enrolled.

The Committee has considered the same and find that it is truly and properly enrolled.

Report of Enrollment received.

The Ordinance was passed to be Ordained and Adopted on a call of the roll of the yeas and nays --Yeas 10--Nays 3 (Bartley, Greaney, Jr., Vacon)--Absent 0-.

Clerk

<p><b>Presented to the Mayor</b></p> <p>For Approval <u>April 7</u>, 2021</p> <p><u>Brenna M. Mayee</u> City Clerk</p>	<p><b>Mayor's Office</b></p> <p>Holyoke, Mass. <u>4/8/2021</u></p> <p>Approved <u>[Signature]</u> Mayor</p>
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# City of Holyoke

## IN CITY COUNCIL

Introduced by Councilor **Joseph M. McGiverin**

Ordered, That Schedule B, Compensation for Elected Officials of Chapter 2 of the Code of Ordinances be amended as follows, effective January 1, 2022:

Mayor: \$100,000

City Clerk: \$85,000

City Treasurer: \$85,000

In City Council, August 7, 2018. Received and referred to the Ordinance Committee.  
In City Council, on April 7, 2021, the report of Committee received and the Ordinance passed its first reading.

The Ordinance passed its second reading.

The Ordinance was passed to be enrolled.

The Committee has considered the same and find that it is truly and properly enrolled.

Report of Enrollment received.

The Ordinance was passed to be Ordained and Adopted on a call of the roll of the yeas and nays –Yeas 9–Nays 4 (Bartley, Greaney, Jr., Sullivan, Vacon)–Absent 0.

*Brenna M. McFee*  
Clerk

<p><b>Presented to the Mayor</b></p> <p>For Approval <u>April 7</u>, 2021</p> <p><i>Brenna M. McFee</i> City Clerk</p>	<p><b>Mayor's Office</b></p> <p>Holyoke, Mass. <u>4/8</u>, 2021</p> <p>Approved <i>[Signature]</i> Mayor</p>
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# IN THE YEAR TWO THOUSAND AND TWENTY-ONE

## ONE HUNDRED AND SEVENTIETH AMENDMENT TO CHAPTER 2 OF THE REVISED CODE OF ORDINANCES OF THE CITY OF HOLYOKE, MASSACHUSETTS 1997

### AN ORDINANCE

Be it ordained by the City Council of the City of Holyoke as follows:

**SECTION 1.** Section 2-35 entitled "Classification and Compensation Plan" of Chapter 2 entitled "Administration" of the Revised Code of Ordinances of the City of Holyoke, Massachusetts, 1997, as amended, is hereby further amended by the following:

#### DELETING:

Section 2-35, the DH, PR and Miscellaneous Salary Schedules, and any other amendments thereto in their entirety.

#### AND ADDING IN ITS PLACE:

#### **Sec. 2-35. - Classification and Hiring Schedules.**

- (a) *Classification and Hiring Schedules.* All positions in the service of the city, except those filled by popular election, those under the jurisdiction of the school committee, those for which incumbents render contractual services which are not provided during regularly established working hours, those subject to a collective bargaining agreement, those which are funded in whole through a grant and those which do not appear in schedule A, are hereby classified by titles appearing in Schedule A, which is made a part hereof. These classes of positions and the minimum and maximum salary ranges for all positions within each class shall constitute the Classification and Hiring Schedules for the City pursuant to M.G.L. c. 41, § 108A.
- (b) *Conformance with Classification and Hiring Schedules.* No person shall be appointed or paid as an employee under any title other than those appearing in schedule A and no administrative authority shall fix the salary of any such position, except in accordance with the salary range set forth in Exhibit A and the following requirements:
  - (i) Any employee hired by the City on or after the adoption date of this revised Ordinance shall be placed at or between the Min to Mid salary amounts listed in Exhibit A.
  - (ii) Any employees employed by the City prior to the adoption day of this revised Ordinance shall be placed at or between the Min and Max salary

amounts listed in Exhibit A, but in no event shall they be placed higher than the Max salary.

- (iii) In the event an employee's base pay reaches the Max amount, said employee shall no longer be eligible for movement within the Hiring Schedule. However, the employee will still be eligible for cost of living adjustments, educational or residential incentives, and/or longevity, if applicable.
  - (iv) After adoption of the municipal budget, any financial transfer from any other line item in the budget, including personnel line items, to provide a salary increase shall be approved by the City Council.
- (c) *Elected Officials.* Popularly elected officials shall be paid the salaries set forth in Schedule B, which is made a part hereof, upon adoption of this revised Ordinance and not retroactive.
- (d) *Miscellaneous Salary Schedule.* Board and commission members, stipends and temporary and seasonal employees shall be paid in accordance with the Miscellaneous Salary Schedule set forth in Schedule C, which is made a part hereof.
- (e) *Longevity compensation.*
- (1) In addition to the salary or wages of a full-time employee included in the Classification and Hiring Schedules, each such employee shall receive additional annual compensation as follows:

<b>Length of Employment on Employment Anniversary</b>	<b>Longevity Pay</b>
Ten (10) years but less than fifteen (15) years	\$600.00
Fifteen (15) years but less than twenty (20) years	\$675.00
Twenty (20) years but less than twenty-five (25) years	\$850.00
Twenty-five (25) years or more	\$1,000.00

- (2) The longevity pay in each calendar year as provided in this article shall be paid to each eligible employee within 30 days following their employment anniversary.
- (3) Interruption of continuous employment for the purpose of performing military service shall not be deemed to break the continuity of service with the city in calculating benefits payable under this section, provided that no employment other than military service is entered into by the employee during the period of such interruption.
- (4) Subject to the approval of the city council, a full-time employee whose employment has been interrupted through no fault of the employee's own and who has been subsequently reinstated to full-time employment may be given credit for longevity purposes for such prior service, but the time lost

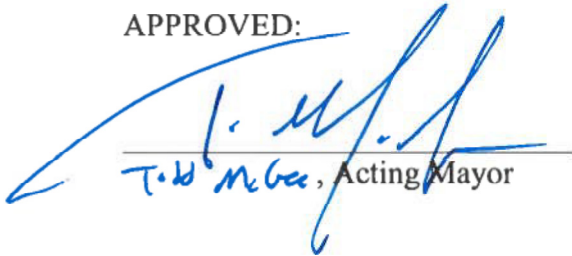
because of this interruption shall be deducted from the total time employed.

- (f) *Personal days.* In addition to the salary or wage of a permanent employee included in the Classification and Hiring Schedules, each such employee shall be allowed three paid personal days per calendar year. For a part-time employee, the number of hours that constitute a "day" shall be calculated by dividing the employee's weekly hours by five. Said amount shall then be multiplied by three to determine the total number of personal hours that the part-time employee is entitled to per year. An employee must request a personal day at least five working days prior to the day to be taken, from the department head. The department head shall have discretion concerning whether to grant or deny an employee's request to utilize a personal day. Earned but unused personal days shall expire at the end of the calendar year and shall not be carried over or accumulated from year to year.
- (g) *Conformance with state law.* Nothing in this section shall be construed to conflict with M.G.L. c. 31.

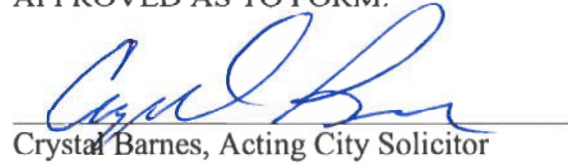
**SECTION 2.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

**SECTION 3.** This ordinance shall take effect upon its passage.

APPROVED:

  
T. D. McGee, Acting Mayor

APPROVED AS TO FORM:

  
Crystal Barnes, Acting City Solicitor

**SCHEDULE A**  
**CLASSIFICATION & HIRING SCHEDULES**  
**Effective Upon Adoption of the Revised Ordinance**

	<b>Min</b>	<b>Mid</b>	<b>Max</b>
<b>GRADE 1</b>			
Library Assistant Reference Library Assistant	\$24,896.00	\$30,585.00	\$36,274.00
<b>GRADE 2</b>			
Custodian – Library	\$27,385.00	\$33,280.00	\$39,175.00
<b>GRADE 3</b>			
Archivist	\$30,122.00	\$36,603.00	\$43,084.00
<b>GRADE 4</b>			
Computer Coordinator	\$33,126.00	\$40,245.00	\$47,364.00
<b>GRADE 5</b>			
Administrative Assistant to the City Council Administrative Assistant to the Fire Chief Administrative Assistant to the Police Chief Cataloger Head Administrative Clerk	\$36,438.00	\$44,267.00	\$52,096.00
<b>GRADE 6</b>			
Children's Librarian Financial Manager Reference Librarian Collection Development Librarian Paralegal	\$40,080.00	\$46,613.00	\$53,145.00
<b>GRADE 7</b>			
Assistant City Clerk Administrative Assistant to the Mayor Mayoral Aide Personnel Specialist	\$44,092.00	\$51,283.00	\$58,474.00
<b>GRADE 8</b>			
Assistant Director, Library Assistant Treasurer Mayoral Aide-Chief of Staff	\$48,495.00	\$56,982.00	\$65,470.00
<b>GRADE 9</b>			
Assessor	\$53,351.00	\$63,340.00	\$73,329.00
<b>GRADE 10</b>			
Associate City Solicitor	\$58,680.00	\$70,407.00	\$82,135.00
<b>GRADE 11</b>			
Chief Assessor Director, Library Personnel Administrator Tax Collector	\$64,544.00	\$78,267.00	\$91,991.00
<b>GRADE 12</b>			
Assistant City Solicitor	\$71,004.00	\$83,802.00	\$96,600.00

<b>GRADE 13</b>			
City Auditor	\$78,103.00	\$94,583.00	\$111,063.00
City Solicitor			
Director of Planning & Economic Development*			
<b>GRADE 14</b>			
Superintendent of Public Works	\$85,921.00	\$102,391.00	\$118,862.00
<b>GRADE 15</b>			
	\$94,521.00	\$112,627.00	\$130,733.00
<b>GRADE 16</b>			
	\$103,965.00	\$123,882.00	\$143,799.00
<b>GRADE 17</b>			
	\$114,356.00	\$136,258.00	\$158,160.00

\*Position is partially funded by HEDIC in accordance with the following percentages:

	<b>HEDIC</b>	<b>Municipal Budget</b>
Director	<b>24%</b>	<b>76%</b>
Assistant Director	100%	0
Development Specialist	23%	77%
Business Projects Manager	33%	67%



**SCHEDULE B**  
**ELECTED OFFICIALS SALARY ORDINANCE**  
Effective Upon Adoption of the Revised Ordinance

<b>Mayor</b>	\$ 100,000
<b>City Clerk</b>	\$ 85,000
<b>City Treasurer</b>	\$ 85,000
<b>City Councilor</b>	\$ 10,000.00
<b>City Council President</b>	\$ 1,000.00 Additional

**SCHEDULE C**  
**MISCELLANEOUS SALARY SCHEDULE**  
Effective Upon Adoption of the Revised Ordinance

Board of Health – Chairperson	\$1,650.00 per year
Board of Health – Member	\$1,000.00 per year
Board of Public Works – Chairperson	\$2,875.00 per year
Board of Public Works – Member	\$2,875.00 per year
License Board – Chairperson	\$1,000.00 per year
License Board – Member	\$ 900.00 per year
Registrar of Voters – Chairperson	\$1,225.00 per year
Registrar of Voters – Member	\$1,225.00 per year

Clerk – City Council	\$4,000.00 per year
Clerk – Board of Public Safety	\$ 900.00 per year
Clerk – War Memorial Commission	\$ 900.00 per year
Official Stenographer – City Council	\$15.00 per hour

Civil Service Labor Registration Clerk (Labor Service Director)	\$1,050.00 per year
Emergency Management Stipend	\$2,000.00 per year

**Police Department**

Police Matron	\$15.00 per hour
Reserve Police Officer	\$18.00 per hour

**Election Workers**

Election Inspector	\$75.00 per shift
Election Mover	\$75.00 per shift
Election Warden	\$100.00 per shift

**Board of Health**

Substitute Nurse	\$23.57 per hour
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**Temporary and Seasonal, including Extra Clerical Help (per hour):**

Level 1	minimum wage as set by the Commonwealth of Massachusetts
Level 2	\$1.00 above the minimum wage
Level 3	\$2.00 above the minimum wage
Level 4	\$3.00 above the minimum wage
Level 5	\$4.00 above the minimum wage
Level 6	\$5.00 above the minimum wage
Level 7	\$6.50 above the minimum wage