

**Memorandum of Understanding Between the  
Town of Littleton  
And  
The Littleton Massachusetts Dispatch Unit  
MassCop, Local 204A**

This agreement is made this 7 day of May, 2024, by and between the Town of Littleton ("Town") and The Littleton Massachusetts Dispatch Unit, MassCop Local 204A ("Union").

Except as specifically modified by this Memorandum, all provisions of the contract between the parties for the period ending June 30, 2024 shall continue in full force and effect.

1) COLA FY25 - 2.5% FY26 – 2.5% FY27 – 2.5%

2) Vacation Language – Remove retired John Murphy from wording.

~~\*\*Communications Officer John Murphy is the only member of the unit not bound by the above vacation schedule and as of July 1, 2021, receives thirty two (32) days. Each subsequent year, he shall accrue one (1) additional day of vacation time per year, up to a maximum of thirty five (35) days.~~

3) Extra paid traffic regulator assignments shall be made on an equitable basis. All full-time dispatchers shall be offered the opportunity to work traffic regulator shifts as long as they have attended the Mass DOT safety class for flaggers. All uniforms for the purpose of these shifts will be at the expense of the employee. These shift assignments shall be awarded first to full-time police officers then full-time Dispatchers, Civilian Traffic Regulators and out of town police officers, in that order. If a full-time dispatcher is not able to take the shift it will then be offered to a part-time dispatcher and then Civilian Traffic Regulators.

The rate of pay for Traffic Regulator Shifts shall be \$53/hour, each shift will be a minimum of four (4) hours.

4) **ARTICLE 22**

**CLOTHING ALLOWANCE**

There shall be an annual clothing allowance of ~~\$850~~ \$1,200 for full-time non-probationary employee's payable in two installments:

First full pay period in July - ~~\$425~~—\$600

First full pay period in January - ~~\$425~~. \$600

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5) Hours of Work Language:

**ARTICLE 14**

**HOURS OF WORK**

**FULL-TIME PERMANENT COMMUNICATIONS OFFICERS**

There will be (5) five shifts recognized for three of the full-time permanent Communication Officers, which are as follows:

Shift A 0700-1500

Shift B 1500-2300

Shift A/B C (2) 1500-2300 (2) 0700 – 1500

Shift D – (2) 2300 – 0700 (2) 1500 – 2300

Shift E 2300-0700

Two permanent full-time employees shall be assigned to Shift A. One full-time employee shall be assigned to Shifts B, D, and E. Three full-time employees shall be assigned to Shift C.

All Full-time employees will work a four (4) day on, two (2) day off rotational desk assignment schedule. The Chief of Police may, at his discretion change the hours of each shift if the public safety requires. Such changes may only be made after appropriate consult with the Union.

**COMMUNICATION SUPERVISOR**

~~The Communications Supervisor shall work a four (4) days on, two (2) days off rotational schedule, which shall consist of two (2) communication shifts and two (2) administrative shifts, except for those reasons set forth below. The two (2) administrative shifts shall be filled with per diem dispatchers as long as the two (2) designated part time shifts (23:00-0700) are both filled by per diem dispatchers. Any of these shifts requested off by the supervisor using any of his/her paid time off will hereby be offered FIRST to the full time dispatchers and second to the per diem dispatchers. The Supervisor's assigned shift rotation and administrative responsibilities and duties shall be determined by the Chief of Police or his designee.~~

The Communications Supervisor shall work a four (4) days on, two (2) days off rotational schedule which shall consist of two (2) communication shifts and two (2) administrative shifts. The two administrative shifts shall consist of the dispatcher supervisor working an administrative role and two (2) full-time dispatchers covering communications. In the event that one of the full-time (non-supervisor) shifts is open, the shift shall be offered as overtime with no order in required. If the shift is not filled, the dispatcher supervisor will cover the communications role in lieu of their administrative assignment. The supervisor's assigned shift rotation and administrative responsibilities and duties shall be determined by the Chief of Police or his designee.

~~In the event a Full Time Permanent Communications Officer is suffering from an extended illness or leave or there is a vacancy lasting beyond one (1) month, the Communications Supervisor may be used to fill vacated communication shifts. A shift adjustment shall be made with the inclusion of the Union. The Chief of Police will make every attempt to provide the Communications Supervisor with time to perform the administrative responsibilities of his/her position during such time the Supervisor has been reassigned to communication shift.~~

At times, the Communications Supervisor will be scheduled to work an administrative shift on his/her assigned shift while a Communications Officer is assigned to a communications shift. In the event said

~~Communication Officer is absent from said shift, the Communications Supervisor shall work said vacated communication shift in lieu of his administrative assignment. This vacated shift will not be~~

#### 6) **ARTICLE 15 OVERTIME & COMPENSATORY TIME**

When working an overtime shift on the 3-11 or 11-7, the following night shift differential should be included: ~~\$7.00~~ \$10 per shift per 3-11; ~~\$15.00~~ \$20 per shift 11-7. If the overtime is being forced on the full time employee then the full time employee will receive an extra \$20. Example: Dispatcher 1 takes a vacation day on a midnight shift and Dispatcher 2 is **forced** to work then Dispatcher 2 will be compensated an extra \$40 for working. This will only be in cases where you are forced and you work the entire shift.

#### **COMPENSATORY TIME**

A full-time employee may elect to be compensated for overtime worked by time off (compensatory time) instead of cash payment. Compensatory time shall be accrued at a rate of one and one half (1 ½) hours for each overtime dispatch shift worked. An employee must specify prior to the overtime shift his/her election to be compensated for same on a time off basis by notifying the Chief of Police or his designee.

An employee will be allowed to accrue ~~six (6) compensation days~~ 80 hours per fiscal year and may be replenished. ~~After these six (6) days have been accumulated and used, employees may submit a written request to the Chief of Police or his designee to accumulate an additional five (5) days which the Chief or his designee may approve or deny at their sole discretion.~~ Compensatory days cannot be carried over to another fiscal year. If you are going to have your compensation time paid out at the end of the Fiscal year you must advise the Chief of Police by June 1. Any remaining time not used at the end of the Fiscal Year will be paid out in the final pay period of that Fiscal Year.

A compensatory day cannot be accrued on another employee's compensation day. They may be accrued on all other scheduled overtime. The taking of compensatory time due shall be subject to the approval of the Chief of Police or his designee and must be notified at least three (3) days prior to its intended use. Compensatory time can be taken in eight (8) or four (4) hour increments. There shall be no order-ins of employees ~~or~~ for four (4) hour increments of compensatory time taken. If said time is not voluntarily filled by an employee, said time off will be denied.

#### 7) Longevity Pay:

#### **ARTICLE 23**

#### **LONGEVITY**

#### **Increases**

Permanent Full-Time Employees who have completed continuous full-time years of service with the Town shall receive annual longevity pay in accordance with the following schedule.

Years of Service:

5-9 Years <del>\$800</del>	\$1,000
10-14 Years <del>\$850</del>	\$1,200
<del>15-20 Years \$900</del>	
<del>20-25 Years \$950</del>	
<del>25+ Years \$1,000</del>	
15+ years	\$1,500

Permanent Full-Time Employees who have or will reach the fifth, tenth, fifteenth ~~or twentieth~~ anniversary date of continuous full-time service in the calendar year shall be paid in a lump sum of his/her respective longevity payment on the next regular pay day following November 1st. Said longevity payment shall be included with holiday pay due under Article 21.

- 8) EMD Stipend: This is currently a side letter Appendix C:

Appendix C – EMERGENCY MEDICAL DISPATCH STIPEND

The following will be paid during the first pay period ~~in July~~ in August of each Fiscal Year:  
\$1,750.00

~~FY 22 \$950~~

~~FY 23 \$1150~~

~~— FY 24 \$1250~~

- 9) Remove this entire portion.

**ARTICLE 40**

**~~SPECIAL/RESERVE POLICE OFFICERS~~**

~~Permanent full time employees, who are also Special/Reserve police officers with the Littleton Police Department, shall have the second right of refusal for paid details and open shifts after the full time Patrolmen and Sergeants, and all other sworn full time Littleton Police officers.~~

- 10) FY2026 Benefit Deductions

~~Effective FY2026 (second year of the contract), we would be proposing to change benefit deductions from 26 to 24. This would give them two paychecks during the year that have no benefit deductions (except for FSA because that is on a different schedule all together).~~

When the Town moves from 26 to 24 deductions, members of this bargaining unit will change benefit deductions from 26 to 24 annually within each Fiscal Year. This change is for deductions for benefits deemed eligible by the Town without any further bargaining from the Town.

The agreements set forth in this Memorandum of Understanding are subject to ratification by the Union and the Select Board and funding by Town Meeting.

11) Appendix B – Differential Pay Schedule

A revised Appendix B will be incorporated into the consolidated agreement reflecting the updated shift schedule within this MOU as follows:

**APPENDIX B**

**Differential Pay Schedule**

<b>Shift</b>	<b>Effective 7/1/2024</b>
Shift A (0700-1500)	0%
Shift B (1500-2300)	4%
Shift C (1500-2300/0700 – 1500)	2%
Shift D (2300 – 0700/1500 – 2300)	6%
Shift E (2300-0700)	8%

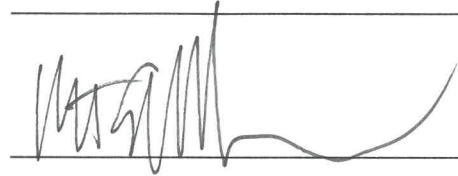
Signed this 7 day of May, 2024.

For the Littleton Massachusetts  
Dispatch Unit, MassCop Local 204A

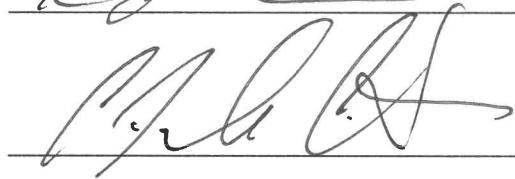


Bill Harrold

For the Town of Littleton by its  
Selectboard



MaLRLL



**Town Administrator**



James A. Duggan