

Town of Needham
Traffic Supervisor Benefits Policy
Personnel Administration #514

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth the benefits to which Traffic Supervisors are entitled.

2. APPLICABILITY

This policy applies to employees who are classified in the title of Traffic Supervisor.

3. DEFINITIONS

Refer to policy #100 for the definition of commonly used words.

4. POLICY

Traffic Supervisors shall be entitled to:

- 4.1 time off with no loss of regular straight time pay on recognized school holidays which fall during the school year;
- 4.2 time off with no loss of regular straight time pay during approved school vacations and snow days;
- 4.3 time off with no loss of regular straight time pay for absence due to illness or injury. Traffic Supervisors working ten (10) or more hours per week will accrue three (3) hours of non-occupational sick leave, and Traffic Supervisors working fewer than ten (10) hours per week will accrue one and one half (1.5) hours of non-occupational sick leave for each complete calendar month of service during the months of September through June. Traffic Supervisors hired prior to July 1, 2000 are entitled to receive sick leave buy back on a maximum of 260 hours in accordance with the provisions contained in the Sick Leave Policy,
- 4.4 Uniforms will be provided to each Traffic Supervisor at the time of hire, including [shirts, hats, vests, gloves, shoes, jacket, etc.](#) Thereafter, Traffic Supervisors shall be entitled to a uniform allowance of \$200 per fiscal year for the replacement of uniform items with the advance approval of the Chief of Police.
- 4.5 Bereavement leave in accordance with the Bereavement Leave Policy; and
- 4.6 Personal leave in accordance with the Personal Leave Policy

5. EXCEPTIONS

The Town Manager is authorized to make exceptions to this policy when he/she determines that it is in the best interests of the Town to do so.

Adopted: 7/1/2000; Revised 9/1/2016