



TOWN OF PAXTON
697 Pleasant Street, Paxton, MA 01612
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INSPECTOR PAY

Applies to:	Inspectors
Select Board Original Adoption:	06.27.2023
Amended on:	--
Last Reviewed by the Select Board:	

1. Policy Statement

This policy covers how, when, and how much inspectors will be paid for inspections conducted. This policy is being implemented in order to fairly compensate inspectors for their time, allow for the inclusion of mileage and additional administrative time for each inspection, and allow for accuracy in future projections.

2. Definitions

Administrative: shall mean all work related to a permit, including, but not limited to reviewing the application, phone calls, emails, travel, and mileage.

Emergency: shall mean any time the Inspector is called in person to a site in Town for an inspection that is not related to a current permit.

Inspector/Employee: shall mean the Local Building Inspector, Gas/Plumbing Inspector, Electrical Inspector, and any/all alternates of such positions.

Inspection: shall mean any single on-site inspection/visit whether or not scheduled, a re-inspection, or an emergency basis.

Town Services Coordinator: shall mean the person holding the position of Town Services Coordinator, or any designee of such position.

Office Hours: shall mean the required attendance by an inspector at an in person/zoom meeting called by the Building Commissioner, Town Administrator, or designee.

3. Scope of Policy

This policy applies to all inspectors submitting for payment fee based on inspections conducted.

This policy does not apply to employees when submitting for mileage reimbursement to and from trainings, meetings, and conferences. Mileage for such activity shall be kept track of and submitted for approval in compliance with current Town practice/policy.

This policy shall take effect July 1, 2023. The policy shall be reviewed at least annually to ensure fair compensation.

Specifically, this policy applies to the: Local Building Inspector, Gas/Plumbing Inspector, Electrical Inspector, and any/all alternates of such positions.

4. Policy

Any employee who goes out on an inspection shall make note of such inspection on the Attachment 5.1, "Inspector Payment." Each inspection visit shall be marked separately. The total number of inspections in the month shall be calculated at the bottom of the form. The amount of \$50 per inspection will be the current rate of pay for inspections.

Emergency calls will be treated the same as an inspection, but for each hour the inspector is present will equate to a separate occasion and should be marked as a new item on the tracking sheet.

Administrative work is considered part of the inspectional process and is not compensated for outside of the flat rate of the inspection.

Office Hours are treated the same as an inspection, but one meeting will count only as one occasion.

All inspections shall be kept track of on a monthly basis. No later than the 10th of the following month, the form, signed by the employee, shall be submitted to the Town Services Coordinator. Upon receipt of the form, the Town Services Coordinator shall review the form for accuracy and process the form in the usual manner used for mileage reimbursement on the next available payroll warrant cycle.

5. Who is responsible for enforcing this policy?

The Town Services Coordinator is responsible to see that all appropriate paperwork is submitted in accordance with this policy and that paperwork is submitted on a timely basis.

6. Attachments

Attachment 6.1 is the Inspector Pay Form.

Attachment 6.1: Inspector Pay

Employee Name: _____

Position: _____

Month Covered: _____

#	Date	Address of Inspection	Code	#	Date	Address of Inspection	Code
1				26			
2				27			
3				28			
4				29			
5				30			
6				31			
7				32			
8				33			
9				34			
10				35			
11				36			
12				37			
13				38			
14				39			
15				40			
16				41			
17				42			
18				43			
19				44			
20				45			
21				46			
22				47			
23				48			
24				49			
25				50			

Inspection Coding									
E	Evaluation	FT	Footings	NP	No Permit	R	Rough	FC	Fire Call
F	Final	FN	Foundation	NA	Not Applicable	RF	Rough Fail	T	Temporary
FF	Final Fail	IN	Insulation	O	Other	SC	Service Call	U	Underground
EM	Emergency Call	OH	Office Hours						

of Inspections X \$50 = TOTAL

_____ X _____ = \$ _____

Employee Signature _____

Date _____