

FACILITIES DIVISION

CONTRACT

JULY 1, 2010

TO

June 30, 2013

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**PREAMBLE**

The purpose and intent of the Department and the Union entering into this agreement is to promote orderly and peaceful relations between the City and the organized employees in the bargaining unit included in the following agreement and to provide on behalf of the citizens of Manchester approved services in an effective and efficient and economical manner.

**ARTICLE 1**  
**RECOGNITION**

**1.1**           **DEFINITIONS**

"Department" refers to the Facilities Division of the City of Manchester.

"Management" or "Director" refers to the Public Works Director or his/her designee.

"Union" refers to Local 298, AFSCME, AFL-CIO.

"Regular Employee" refers to an employee who has completed an initial probation period and is in a budgeted permanent position.

**1.2**           **EXCLUSIVE REPRESENTATION**

The Department and Director recognizes Local 298, AFSCME, as the sole and exclusive representative of all employees in the Bargaining Unit, for the purpose of collective bargaining for salaries, wages, benefits and such working conditions as are covered by this Agreement and which are not excluded from negotiations under New Hampshire law.

**1.3**           **BARGAINING UNIT**

The Bargaining Unit shall include all regular, full-time, permanent employees of the Facilities Division in the classifications of Building Automation Specialist, Building Maintenance Technician, HVAC Technician, Plumber and Electrician and excluding all others.

**ARTICLE 2**  
**NON-DISCRIMINATION**

**2.1** The Department and the Union agree not to discriminate in any way against employees covered by this Agreement on the basis of membership in the union, non-membership in the union, race, religion, creed, color, national origin, sex, age or handicapped persons, except where physical condition is a bona fide occupational qualification.

**ARTICLE 3**  
**MAINTENANCE OF MEMBERSHIP**

**3.1** Each member of the bargaining unit who, on the effective date of this agreement, is a member of the union, and each employee who becomes a member of the bargaining unit and the union after that date shall continue his/her membership in the union during the duration of this agreement; provided, however, that an employee may at his/her discretion, and in writing, withdraw his/her membership from the Union anytime within twenty (20) calendar days prior to the anniversary date thereafter.

The Union shall post notices on departmental bulletin boards thirty (30) calendar days prior to the anniversary date of the contract notifying employees of their right to withdraw from the Union.

**3.2** Any employee who is in the bargaining unit and is not a member of the Union but wishes to have the Union represent them in grievances, shall assume full financial responsibilities as to the actual costs of processing the grievances. Collection of such fees shall be the sole responsibility of the Union.

**3.3** Should there be a dispute between an employee and the Union over the matter of an employee's Union membership, the Union agrees to hold the City harmless in any such dispute.

**ARTICLE 4**  
**RIGHTS OF EMPLOYEE REPRESENTATIVES**

4.1 With the exception of processing and resolving grievances, negotiating contracts and discussing immediate safety hazards the Union will not be allowed to transact any business on Department time. The Department Steward shall be allowed reasonable time for the handling of such grievances, provided such processing of grievances does not disrupt the normal operations of the department.

4.2 The Steward shall ask the supervisor for permission to leave the job to investigate and adjust grievances, and such permission shall be granted without unreasonable delay, provided the job assignment is not of an emergency nature. It is further agreed that this provision shall be limited to periods of regular pay.

**ARTICLE 5**  
**DUES DEDUCTIONS**

**5.1** The Department agrees to authorize the deduction of Local 298 dues from each employee who has signed an authorization and to send said dues to: The Treasurer of Local 298, AFSCME.

**5.2** The Union will keep the City informed of the correct name and address of the Treasurer of Local 298, AFSCME.

**5.3** This deduction of dues shall be made on a weekly basis and shall be sent monthly to the Treasurer of Local 298, AFSCME.

**5.4** If any employee has no check coming to him, or her, or if his check is not large enough to satisfy the dues then no deduction will be made from that employee. In no case will the City attempt to collect fines or assessments for the Union beyond the regular dues.

**5.5** Should there be a dispute between an employee and the Union over the matter of deductions the Union agrees to hold the City harmless in any such dispute.

**ARTICLE 6**  
**UNION RESPONSIBILITIES**

6.1 Consistent with the principle of a fair day's work for a fair day's pay, and consistent with the employees welfare in regard to safety, health and sustained effort, the Union agrees to cooperate with management in its effort to increase employee effectiveness and productivity.

6.2 The Union also agrees to cooperate to eliminate excessive absenteeism and sick leave abuse.

**ARTICLE 7**  
**MANAGEMENT'S RIGHTS**

**7.1** The direction of Department operations and the determination of the methods and the means by which such operations are to be conducted shall be the function of the Board and Management. All rights and responsibilities not specifically modified by this agreement shall remain the function of Management and the Board and in accordance with the provisions of New Hampshire law.

**7.2** It shall be the right of the Union, however, to present and process grievances of its members whose wages, working conditions or status of employment are changed as a result of Management's exercising the above mentioned rights, whenever such grievances exist.

**ARTICLE 8**  
**STRIKES AND LOCKOUTS PROHIBITED**

**8.1** Under no circumstances will the union cause, encourage, sponsor or participate in any strike, sit-down, stay-out, sick-in, sick-out, work slowdowns, withholding of services or any curtailment of work or restriction or interference with the operations of the Department or the City of Manchester during the term of this agreement.

ARTICLE 9  
CONTRACTING AND SUBCONTRACTING OUT

9.1 The City recognizes the concern of the Union in regard to contracting or subcontracting work which results in a reduction of the work force.

9.2 If the City or the Department changes its method of operations which involves contracting out work which is now being performed by bargaining unit employees, the City and/or the Department will give notice to the Union of its intention. Furthermore, the City will make every effort to absorb affected employees into other City positions. In those cases where employees are not absorbed into other City positions, the City and/or Department will provide as much advance notice of pending lay-offs as reasonably possible.

ARTICLE 10  
SENIORITY

10.1 Seniority shall be based upon: (1) Departmental, which means the total length of service with the department; (2) Classification, which means the length of time an employee has been assigned to his/her current job classification and (3) Divisional, which means the length of time an employee has been assigned to the Division in which he/she works. All of the above categories mean continuous employment or assignment, without interruption of service.

10.2 Until an employee has served the six (6) month initial probationary period, it shall be deemed that he/she has no seniority status, and he/she may be discharged or laid off with or without cause, and such discharge or layoff shall not be subject to the grievance procedure.

10.3 Seniority Lists by Department, Classification and Division shall be revised to reflect the employees' status as of January and July 1st of each year and shall be posted within thirty (30) days thereafter.

Employees shall have fifteen (15) working days after the posting of the seniority lists to raise objections to their seniority status.

Any employee failing to protest his/her seniority status as shown on the lists within the fifteen day period shall be considered as to have confirmed his/her seniority as listed.

10.4 Upon receiving a promotion an employee's name shall be entered at the bottom of that particular classification seniority list to which he/she has been promoted, regardless of his/her Department seniority, and he/she shall be considered to be the junior or youngest employee in that classification, regardless of the Department seniority of other employees already in that job, until such time as other promotions are made into this classification. New promotions shall be entered at the bottom of that particular classification seniority list concerned.

ARTICLE 10 - SENIORITY (continued)

10.5 An employee shall not forfeit seniority during absences caused by:

(a) Illness resulting in total temporary disability due to his/her regular work with the Department involved, certified to by an affidavit from Workmen's Compensation Carrier.

(b) Illness not the result of his/her misconduct, resulting in total temporary disability, certified to by a physician's affidavit every three months.

(c) Maternity Leave will not affect the seniority of an employee.

10.6 An employee shall lose his/her seniority for, but not limited to, the following reasons:

(a) If an employee is discharged and if such discharge is not overruled by an appropriate authority.

(b) If he/she resigns.

10.7 **LAYOFFS:** In the event of a layoff temporaries in the affected classification shall be laid off first and probationers next. Permanent employees shall be laid off by Classification Seniority. Employees in a classification which is to be reduced as a result of a reduction in funding shall be laid off in reverse order of classification seniority; i.e. the employee in the affected classification with the least classification seniority shall be laid off first.

An employee in a higher classification whose position is abolished or not filled due to funding, shall have the right to replace an employee in the same or next lower classification in which he/she has previously served or who is qualified and have Divisional seniority.

Employees who are laid off shall have recall rights in the inverse order of the layoff; that is, the last person laid off shall have first right to recall if he/she has the qualifications for the job to be performed.

Employees shall have recall rights for a period of two years from the date first laid off.

During the time an employee is laid off he/she shall retain seniority rights and shall continue to accrue departmental seniority, but shall not accrue any other benefits during the time of layoff. Such retention of seniority rights shall not extend beyond two years from the date the employee was laid off.

**ARTICLE 10 - SENIORITY (continued)**

In the event an employee in a higher classification replaces an employee in a lower classification as a result of a layoff then such employee shall continue to be paid at the rate he/she received in the higher classification for a period not to exceed twelve (12) months. If the employee continues in the lower classification position beyond twelve months then he/she shall be reduced in pay to the same pay step in the lower classification salary range.

**10.8** Department Seniority shall be the type considered in matters concerning "promotions" and "transfers" as set forth in Article 11 of this Agreement.

ARTICLE 11  
PROMOTIONS AND TRANSFERS

11.1 The Department reserves and shall have the right to make promotions and transfers primarily on the basis of qualifications, ability and performance of duty, but shall be governed by departmental seniority where equal qualifications, ability and performance of duty, as determined by the Department, have been demonstrated.

11.2 Jobs to be filled through promotion shall be posted on the department bulletin boards for a period of five (5) working days.

Management shall make a determination of the filling of such posted position no later than 30 working days after the close of the posting period.

11.3 After an award is made of a promotion the name of the person promoted shall be posted for five (5) working days following said award. Employees may file a grievance within eight (8) working days of the date posted, in accordance with the grievance procedure.

11.4 Vacancies in management positions which are excluded from the bargaining unit shall be posted on the departmental bulletin boards, provided, however, that appointment to these positions shall not be subject to the grievance procedure of this contract.

11.5 Whenever possible promotions shall be made from the ranks of regular employees who are employed by the department.

11.6 Employees who are absent during the entire posting period shall be automatically placed on the list for consideration for the position; provided, however, that such employees may, at their discretion, have their names removed from the list within five (5) work days of returning to work.

11.7 When a question as to the proper person having been chosen to fill an job arises and it cannot be resolved it will be settled by using the grievance procedure in Article 14.

11.8 Job posting shall include job specifications, rate of pay, job location, the shift and also if the job is permanent with a permanent rating.

11.9 The above procedures shall be followed in all permanent promotions, vacancies and transfers.

**ARTICLE 11 - PROMOTIONS AND TRANSFERS (continued)**

**11.10** If qualified candidates are not available within the Department or have not responded to the posting the job will then be posted throughout the City Departments. Preference will be given to City employees who meet the qualification, ability and performance of duty standards before seeking applicants outside the City service. Candidates from other departments shall be notified by the Department of the status of their application and the reason(s) for not being selected for the position. A candidate from another department shall not have the right to file a grievance if not selected for such position(s).

**11.11** An employee who is promoted to a higher level position shall be placed in a probationary status for not to exceed six (6) months in the higher position. The employee shall periodically be evaluated to determine if he/she is performing the job in a satisfactory manner. If an employee is not able to satisfactorily perform the higher level duties then he/she shall be reduced in status to the same classification, pay grade and pay step as he/she had obtained prior to promotion.

**11.12** **LATERAL TRANSFERS:**

An employee who has been promoted or transferred shall only be eligible for additional lateral transfers within the same pay grade after one (1) year on the job, unless the financial rewards are greater, or at the discretion of the Department Head, if he/she seeks such a lateral transfer within a shorter time period.

**ARTICLE 12**  
**WAGE RATES**

**12.1** Effective July 1, 2010, the Salary Schedules shall be increased by one and one half percent (1.5%). (See, salary schedule attached and made part of this Agreement). NOTE: The member's work weeks are specified in Article 15.

**12.2** Effective July 1, 2011, the Salary Schedules shall Be increased by two and one half percent (2.5%).

**12.2** Effective July 1, 2012, the Salary Schedules shall be increased by two and one half percent (2.5%).

**12.4** Employees will receive a step increase on their anniversary date of current position. This step increase will be subject to a satisfactory performance evaluation. An incomplete evaluation will be considered a satisfactory performance evaluation. This process may be changed at any time by mutual agreement. Evaluation step increases will stop when an employee reaches Step 13 on the included pay matrix.

**12.5** Outstanding performance evaluation bonus payments will cease, effective on date of ratification.

**12.6** Employee appeals on their annual performance evaluation will be according to the process mutually agreed to by the Union and the City. See Appendix A, attached.

**ARTICLE 12 - WAGE RATES (continued)**

**12.7** The longevity waiting periods for employees shall be 5-10-15-20-25-30-35-40 and 45 years of service. An increase of three-percent (3%) will take effect on the employee's anniversary date of employment.

**12.8** Employees being promoted from one grade to a higher grade shall be placed on the lowest step of the new grade, which will provide for a minimum of a ten-percent (10%) increase in salary.

**12.9** Employees who have attained the requirements for the achievement grade (A-Step) associated with their positions will be placed on the corresponding step on the achievement grade in accordance with the following mutually agreed provisions as detailed on attached Appendix B to this agreement.

ARTICLE 13  
DISCIPLINARY PROCEDURES

13.1 All disciplinary actions shall be in a fair manner and shall be consistent with the infractions for which disciplinary action is being taken.

13.2 (A) All suspensions and discharges shall be stated in writing and the reasons stated and a copy given to the employee(s) and the Union within five (5) work days from the date of suspension or discharge.

(B) If the Department does not follow Section 13.2. (A) above in the case of a suspension then it shall be deemed that the suspension is without merit. When Section 13.2 (A) above is not followed in the case of a discharge said discharge shall be changed to a two (2) week suspension which shall be grievable.

13.3 Disciplinary actions will normally be taken in the following order:

- (A) Verbal warning
- (B) Written warning
- (C) Suspension without pay
- (D) Discharge

However, the above sequence need not be followed if an infraction is sufficiently severe to merit immediate suspension or discharge.

13.4 No employee shall be penalized, disciplined, suspended or discharged without just cause.

13.5 Employees who are absent from work for more than five (5) working days and who have not been granted a leave of absence during that period, or who do not present justifiable evidence showing they were unable to report, shall be deemed to have quit.

13.6 The Personnel record of an employee will be cleared of written reprimands after a period of one (1) year from the date of the reprimand, provided there are no similar infractions committed during the intervening period.

13.7 The Personnel record of an employee will be cleared of suspension notices after a period of three (3) years from the date of suspension, provided there are no similar infractions committed during the intervening period.

13.8 A discharge shall be given precedence over any other grievance case. Both the Union and the Department agree to

exercise their best efforts to settle such cases within five (5) days after their presentation to management.

**ARTICLE 14**  
**GRIEVANCE PROCEDURE**

**14.1** A grievance is defined as a claim or dispute arising out of the application or interpretation of this Agreement, under express provisions of this Agreement. Grievances shall be processed in accordance with the following steps:

**14.2** **STEP ONE**

An employee having a grievance must discuss the grievance with the employee's immediate Supervisor, or the Supervisor/Management representative responsible for the matter being grieved within eight (8) working days from the date of the event giving rise to the grievance or the date the employee could reasonably have been first made aware of the event. Such grievance shall be discussed between the employee, a Union representative and the Supervisor as defined above.

The Supervisor shall give his/her answer within three (3) working days from the date he/she received the notice of the grievance.

**14.2** **STEP TWO**

If the Grievant or the Union disagrees with the decision of the immediate Supervisor, or if a decision is not given within the three day time period listed in Step One, and desires to proceed with the grievance then such grievance shall be submitted in writing, listing the Article(s) and Section(s) of the contract violated, the specific grievance and the remedy desired.

Such written grievance shall be submitted to the Department Head or the Department Head's Designee, even if he/she is the supervisor responsible for the matter being grieved. Such written grievance must be submitted within five (5) working days from the date the decision of the immediate Supervisor was rendered.

All disciplinary grievances shall commence with the next higher Supervisor not involved with the disciplinary action being grieved.

**14.3** **PRE-ARBITRATION STEP:**

If the Union is not satisfied with the disposition of the grievance by the Department Head or if no decision has been reached within five (5) working days after the Union submitted the grievance as stated in Step Two, the Union must file, within ten (10) working days after the Department Head's decision, or fifteen (15) working days after the submission of the grievance at Step Two, whichever is earlier, a request for a pre-arbitration meeting, or the grievance shall be null and void.

**ARTICLE 14 - GRIEVANCE PROCEDURE (continued)**

The purpose of the pre-arbitration meeting shall be to determine if the grievance can be settled without arbitration.

The Pre-arbitration meeting shall include the Grievant, a reasonable number of Union representatives, the Department Head and/or his Designee, and the Chief Negotiator/Contract Administrator. A representative of the Personnel Department and/or the City Solicitor's Office shall attend only as necessary and by mutual agreement of the parties. Either party may request the attendance of the Personnel Department and/or City Solicitor's Office representative; however, this privilege may be curtailed by either party after a one-year trial period.

The pre-arbitration meeting shall be held within ten (10) working days from the date submitted, unless there is mutual agreement to extend the time limit.

**14.4**      **ARBITRATION:**

If no settlement is reached at the pre-arbitration meeting as stated above the Union may submit in writing a request to a mutually agreed upon neutral arbitration agency or to the Public Employees' Labor Relations Board to submit a list of Arbitrators to hear such grievance. Such request for Arbitration must be submitted within ten (10) working days from the date of the pre-arbitration meeting. If the Union fails to submit such written request for the appointment of an Arbitrator within the ten (10) working days the grievance shall be deemed abandoned and no further action shall be taken with respect to such grievance.

**14.5**      **MULTIPLE GRIEVANCES:**

The arbitrator shall not have the authority to hear more than one grievance at the same time involving different incidents, unless the Management and the Union mutually agree to have more than one grievance heard at the same time. If more than one grievance concerning the same incident is filed at the same time then such grievances may be heard by the same arbitrator without mutual agreement. Neither the Management or the Union will arbitrarily and capriciously deny having more than one grievance heard at the same time.

**14.6**      **PAYMENT OF ARBITRATION:**

The expenses of the Arbitrator shall be borne by the losing party. The Arbitrator shall be required to declare the losing party. Each party shall make arrangements for and pay the expenses of witnesses who are not City employees who are called by them.

**14.7**      **GRIEVANCE BY DEPARTMENT HEAD:**

A grievance by the Department Head against the Union

**ARTICLE 14 - GRIEVANCE PROCEDURE (continued)**

shall be presented in writing to the Union President and shall be discussed at a meeting to be held within five (5) working days after the grievance is presented.

If a satisfactory settlement of the grievance is not reached at the meeting as stated above then the Department Head may submit the grievance to Arbitration in accordance with the Section 14.4 of this grievance procedure. The grievance must be submitted to arbitration within twenty (20) working days of the above meeting or the grievance shall be deemed null and void.

**14.8 AUTHORITY OF ARBITRATOR:**

The Arbitrator shall not have the power to add to, ignore or modify any of the terms and conditions of this agreement.

**14.9 ARBITRATOR'S DECISION:**

The Arbitrator's decision shall be final and binding on the Union and its members, the employee or employees involved and the Department. The Union will discourage any attempts of its members in any appeal to any court or labor board from a decision of the Arbitrator.

**14.10 TIME LIMITS FOR PROCESSING GRIEVANCES:**

If said grievance is not reported and/or processed within the time limits set forth in Sections 14.2, 14.3, 14.4 and 14.7 then the matter shall be dismissed and no further action shall be taken with respect to said grievance.

The above time limits may be extended by mutual written agreement of the parties to this agreement.

**14.11 RETROACTIVE AWARDS:**

If the Arbitrator shall award back wages covering the period of an employee's separation from the payroll of the Department the amount so awarded shall be reduced by any compensation the employee may have received from Unemployment Compensation and/or Workers' Compensation.

**14.12 DISCUSSIONS WITH MANAGEMENT:**

Any employee may present an oral grievance to his employer without the intervention of the exclusive representative. Until such grievance is reduced to writing the exclusive representative shall be excluded from a hearing if the employee so requests; provided, however, any resolution of the grievance shall not be inconsistent with the terms of an existing agreement between the parties.

ARTICLE 14 - GRIEVANCE PROCEDURE (continued)

14.3 All decisions involving wages, wage rates, promotions, transfers, hours worked and not worked, shall be retroactive to the date the grievance first occurred, at the discretion of the Arbitrator.

**ARTICLE 15**  
**HOURS OF WORK**

**15.1**      **Normal Work Week**

The normal work week shall consist of any work performed up to forty (40) hours per week. The normal work week shall be Monday through Friday. During the heating season, for the purpose of heating and ventilation system maintenance, the Department may establish a work week of five (5) consecutive days that include Saturday and Sunday upon serving two (2) weeks notice to employees. Such work week shall be offered to the most senior qualified employee(s) in the classification. In the event that no senior qualified employee(s) chooses such work week, then the most junior qualified and experienced employee(s) in the classification shall be assigned.

Effective on July 20, 2004, new employees hired to fill positions included in the bargaining unit may be assigned by Management to a work week consisting of any five (5) consecutive days between Sunday and the following Saturday. The number of hours worked in a normal work week will continue to be forty (40).

**15.2**      **Normal Work Day**

The normal work day shall consist of any work performed up to eight hours.

**15.3**      **AVOIDANCE OF OVERTIME:** The work week or the work day shall not be interrupted to avoid the payment of overtime.

**15.4**      **PAYMENT FOR OVERTIME WORK:**

Salaried Employees: All time worked in excess of the normal work day in any one day and all time worked in excess of the normal work week shall be paid at the rate of time and one-half.

Hourly Employees: All time worked in excess of eight (8) hours in any one day and forty regular hours in any one week for Hourly rated employees shall be paid at the rate of time and one-half.

Paid holidays occurring during the work week shall be counted as hours worked for the purpose of determining the thirty-five (35) or forty (40) straight time hours.

**ARTICLE 16**  
**OVERTIME AND CALLBACKS**

**16.1**      **MANDATED OVERTIME**

The Department may mandate overtime in emergency situations of hazard to public health, safety or property.

Employees who refuse to work overtime as required by the Director and/or the Supervisor shall be subject to disciplinary action.

The Department does recognize that it may be inconvenient for individual employees to work overtime and it will give due consideration to each request for relief from overtime work.

**ADVANCE NOTICE**

Employees who work overtime will be given as much advance notice as is reasonably possible under the circumstances.

**16.2**      **PLANNED OR SCHEDULED OVERTIME**

Planned or scheduled overtime shall be on a voluntary basis. Employees who wish to participate in planned/scheduled overtime shall sign up for such overtime on the posted notices, which shall be posted twice a year. Overtime lists shall be developed from the employees who sign up on the posted notices. Placement on the lists shall be by seniority within each Division, ranked in Departmental seniority order.

**16.3**      **OVERTIME FOR STRUCTURAL DIVISION**

Overtime work which is scheduled in advance or which requires to be called in for unscheduled work shall be assigned first on a rotating basis among all qualified employees within the Division who have signed up for overtime in accordance with Section 16.2 above. If the overtime situation requires additional employees to be assigned then such assignments shall be made among qualified employees from the Mechanical Division from the Overtime List in accordance with Section 16.2 above.

**16.4**      **OVERTIME FOR MECHANICAL DIVISION**

Overtime work which is scheduled in advance or which requires employees to be called in for unscheduled work shall be assigned first on a rotating basis among all qualified employees within the Division who have signed up for overtime in accordance with Section 16.2 above. If the overtime situation requires additional employees to be assigned then such assignments shall be made among qualified employees from the Structural Division from the Overtime List in accordance with Section 16.2 above.

ARTICLE 16 - OVERTIME AND CALLBACKS (continued)

16.5 FAILURE TO WORK OVERTIME

Any employee who accepts an overtime assignment who fails to work without an acceptable excuse will be by-passed until the rotating cycle among employees on the overtime list has been completed twice and his/her turn is due again.

16.6 INABILITY TO STAFF OVERTIME FROM VOLUNTEERS

If for any reason the Department is unable to staff for the above-mentioned overtime, the employee with the least classification seniority must make himself/herself available for such overtime work. If the employee with the least seniority is unavailable for a legitimate reason, then the overtime will be assigned to the employee with next lowest classification seniority. The intent of this Section is that overtime shall be assigned to employees in the reverse order of classification seniority.

16.7 CALLBACKS

Any person who has left his/her place of employment and is recalled to work prior to the next normal shift will be paid for a minimum of three (3) hours at the rate of time and one-half; provided, further, that an employee who is called back for overtime or emergency work and who completes the required task and returns to his/her residence within the three (3) hour minimum guarantee may be called back for additional emergencies or overtime without an additional three (3) hours minimum work guarantee.

It is the purpose and intent of this section to assure an employee of at least three (3) hours of pay at overtime rates for the inconvenience of being called back to work between the normal work shifts, but not to be separately paid for several callbacks within the three (3) hour minimum period.

If a person on call gets more than three (3) calls from unrelated incidents in a three (3) hour period and does not have to respond to a call, then the person will be entitled to the three (3) hour call back pay under the callback provision.

16.8 REPORTING PRIOR TO REGULAR SHIFT

Any employee who is called in one hour or less prior to the start of his/her normal shift shall receive such time at the overtime rate, but is excluded from the three (3) hour minimum guarantee outline in the previous Section 16.7.

ARTICLE 16 - OVERTIME AND CALLBACKS (continued)

16.9            TEMPORARY EMPLOYEES

No Temporary employee(s) shall be assigned to overtime work until all regular employees by classification have had the opportunity for such assignment.

16.10        TARDINESS:

Employees who report late for work without providing advance notice to the Department, or without adequate explanation for their failure to give notice in advance, may be sent home without pay.

**ARTICLE 17**  
**EMERGENCY WORK AND SPECIAL EMERGENCY RATES**

**17.1** It shall be the duty of all able bodied employees to make themselves available during the course of emergency situations. Deliberate refusal to work during such situations without adequate justification may result in disciplinary action.

**17.2** When an employee responds to an emergency work situation and due to hours worked and/or physical exhaustion is relieved from working the normal work schedule and such employee is required to work on a Saturday then such Saturday work shall be paid at the overtime rate.

**17.3** If an employee is called back from vacation due to an emergency situation then all hours of work shall be paid at the time and one-half rate of pay until the employee returns to his/her regular work schedule.

**17.4** Employees in said bargaining unit shall be paid double time for all work performed in excess of sixteen (16) consecutive hours as the result of snow or other emergencies as determined by the department head.

**17.5** When an employee is relieved from duty during emergencies prior to the completion of his/her regular work shift, either at the request of the supervisor or at the request of the employee, with the approval of the proper authority, because of long hours of work and/or exhaustion as the result of said emergency, and said employee is required to return to work prior to the start of his/her regular work shift, he/she shall be paid at his/her overtime rate for such hours of work performed prior to the start of said employee's next regular shift.

**17.6** Emergency overtime shall be paid at one and one-half (1 ½) times the regular hourly rate of pay when an employee has been out on vacation or has been out sick during a regular scheduled work week.

**ARTICLE 18**  
**STANDBY TIME COMPENSATION**

**18.1**      **RESPONSE TIME**

Employees who are qualified and assigned during their normal off-duty hours by their department to standby duty shall be in immediate communication with the Department during the standby period and shall report to work immediately, but in no case longer than thirty (30) minutes from the time of first contact.

**18.2**      **DEFINITION OF STANDBY DAY**

For the purpose of this Article a standby day shall mean sixteen (16) hours per day Monday through Friday and twenty-four (24) hours per day on Saturday, Sunday or a Holiday.

**18.3**      **COMPENSATION FOR STANDBY**

Effective on the date of ratification, employees who are assigned to Standby duty shall be compensated as follows: Monday, Tuesday, Wednesday, Thursday or Friday - \$16.77 per standby shift. Saturday, Sunday or Holiday - \$25.79 per standby shift.

**18.4**      **NO REDUCTION OF STANDBY PAY**

There shall be no reduction of the standby rate, as defined in the preceding section, in the event an employee on standby is called in and reports to work.

**18.5**      **BEEPERS**

The Department agrees to provide employees who are on Standby duty with communication devices.

**18.6**      **MANDATORY STANDBY**

For the standby rotation, if a sufficient number of qualified employees, as determined by Management, do not volunteer for standby duty, it shall be mandatory for the three (3) least senior qualified employees within the bargaining unit, to serve on the standby rotation.

**ARTICLE 19**  
**NIGHT SHIFT DIFFERENTIAL**

**19.1** Effective on the date of ratification any permanent full-time or permanent part-time employee covered by this Agreement who is assigned to a permanent second or third shift shall be paid \$.85 per hour in addition to the regular rate of pay for such assignment.

Such premium shall apply when half or more of the shift is scheduled after 6:00 PM and before 8:00 AM and shall be paid for all hours worked on such shift.

**19.2** Night shift payments shall not be pyramided, compounded or paid at an overtime rate, but shall be based on the flat cents per hour as provided in Sections 19.1, and 19.2.

**19.3** It is agreed by all parties concerned that incumbents in positions which are currently assigned to night shifts shall receive either the cents per hour, as stated under the provisions of Section 19.1 and 19.2 above, OR a 6% shift differential whichever is the higher amount.

As incumbents leave the night shift assignments their replacements shall be paid the flat cents per hour for such shifts, as provided in Section 19.1, 19.2, and 19.3 above.

"Incumbents" are defined as those employees who were assigned to such night shifts in 1978 and continuing thereafter in such assignments.

**19.4** An employee shall be paid a night shift differential only while the employee is actually working on such a shift or is on authorized vacation or sick leave with pay, provided that he/she is so assigned both immediately before and after such leave; provided, however, that such premium pay shall not continue for more than thirty (30) days while on paid sick leave.

**ARTICLE 20**  
**PLUS RATES**

**20.1**      **HOURLY EMPLOYEES**

Effective upon the date of ratification of this Agreement Hourly paid employees in the Bargaining Unit will be compensated on a plus rate basis of 5% computed to the nearest whole cent above his/her present rate of pay or will be assigned to Base Step (1) of the higher grade, whichever is the higher amount, for working in a higher level classification for one-half day or longer on an assigned basis.

**20.2**      **SALARIED EMPLOYEES**

Effective upon the date of ratification of this Agreement Salaried Employees in the Bargaining Unit will be compensated on a plus rate basis for each completed work day of assignment in higher level classifications on the same basis as stated in Section 20.1 above.

**20.3**      **TEMPORARY ASSIGNMENTS**

An employee may be temporarily assigned for a period not to exceed 30 calendar days to the work of any position of the same or a lower class grade without any change in pay.

**20.4**      **TEMPORARY PROMOTIONS**

When a position becomes vacant and such position is filled on a plus rate basis for forty-five (45) calendar days the employee shall be temporarily promoted to the vacant position.

**20.5**      **TEMPORARY TO PERMANENT PROMOTION**

If the temporary promotion as stated in Section 20.4 becomes a permanent promotion for the employee then the time employed on a plus rate basis and on the temporary promotion basis shall be credited towards completion of the probationary period in the position, provided the employee has served satisfactorily and on a continuous basis in the promotional position.

**20.6**      **POSTING**

All new positions, promotions, transfers or assignments contemplated beyond a period of forty-five (45) calendar days shall be posted on the department bulletin boards for at least five (5) working days and any interested employee shall have the opportunity to apply for such positions, promotions or assignments.

**ARTICLE 21**  
**HOSPITAL/MEDICAL INSURANCE**

**21.1** Effective July 1, 2007, the City shall provide a hospital/medical policy equivalent to Cigna POS which description is attached hereto as Appendix C, for all bargaining unit members, hired prior to July 20, 2004. The City will pay eighty-seven and one-half (87.5%) percent.

The employee's co-pays shall be as follows:

Option I (PCP) office visit co-pay - \$15.00

Option II (direct referral to specialist) office visit  
- \$30.00

Emergency room visit - \$75.00

Generic prescriptions (one month supply) - \$10.00

Other prescription (one month supply) - \$15.00

Mail order prescriptions (three month supply) - \$1.00

Effective on July 1, 2007, the City may place newly hired employees who are eligible for Health Insurance into the Cigna HMO plan until the next enrollment period following the employee's one year anniversary, at which time those employees may elect to remain in Cigna HMO or elect to change to Cigna POS.

**21.2** It is agreed by all parties concerned that the City reserves and shall have the right to change insurance carriers provided that the benefits are not decreased and the costs to bargaining unit members do not increase above the eighty-seven and one half (87.5%) percent rate set forth in Section 1 above.

**ARTICLE 21 - HOSPITAL/MEDICAL INSURANCE (continued)**

**21.3** Effective July 1, 2007 the City shall substitute Matthew Thornton Blue Plan with the Cigna HMO plan. The City shall pay ninety-five percent (95%) of the plan's premium cost. It is further agreed that the Board may make available, in addition to the Cigna HMO plan, health insurance plans from other vendors, provided that such plans have been approved by the Union, and participation is voluntary. If an optional health plan is approved, in addition to the Cigna HMO plan, the Board shall be obligated to pay toward the optional plan a monthly amount which is equal to ninety-five (95%) percent of that plan's premiums.

**21.4** Effective July 1, 2007 the City shall provide all bargaining unit members a Northeast Delta Dental plan equivalent to other City employees having such a benefit. The City shall pay eighty-five (85.0%) percent of each monthly premium for the entire year for the coverage selected by each employee. The City agrees to provide coverage under Delta Dental Insurance Plan Coverage A, B, and C as set forth in Appendix D attached hereto and made part of this Agreement. The City shall pay an amount not to exceed eighty-five percent (85.0%).

Effective July 1, 2003 the total yearly maximum will be increased to \$1,500.00.

**21.5** Effective on July 1, 2008, the City will pay one thousand five hundred dollars (\$1,500.00) to any bargaining unit member who terminates his/her existing health insurance coverage under the City's or School Districts' plans and who also provides satisfactory evidence that he/she has valid alternative health insurance coverage elsewhere. This amount shall be paid annually as long as a bargaining unit member who previously terminated health insurance coverage declines to reenroll.

**21.6** Effective on July 1, 2008, the City will pay one thousand five hundred dollars (\$1,500.00) to any bargaining unit

member who terminates his/her existing health insurance coverage under the City's or School Districts' plans and who also provides satisfactory evidence that he/she has valid alternative health insurance coverage elsewhere. This amount shall be paid annually as long as a bargaining unit member who previously terminated health insurance coverage declines to reenroll.

**ARTICLE 22**  
**LIFE INSURANCE**

**22.1** Effective September 1, 1999, or date of ratification, whichever is later, the City will provide for a Life Insurance fund to provide for the payment of a death benefit of an amount equal to the employee's last yearly base pay, but not to exceed \$50,000.00 to the named beneficiary or estate of any member of the Bargaining Unit who dies from any cause while employed by the City or within sixty (60) calendar days after resignation for health reasons.

**ARTICLE 23**  
**EDUCATIONAL INCENTIVE REIMBURSEMENT**

**23.1** The following education reimbursement policy will apply to members of the bargaining unit covered by this agreement:

**23.2** The City agrees to provide reimbursement to employees who complete approved courses relating to their current responsibilities or as part of an approved career development program based upon the following standards. Payment of seventy-five percent (75%) of the cost of such courses, but not to exceed \$550.00 (\$750.00 effective 7/1/08) per employee per fiscal year and not to exceed the total budgeted amount of \$8,970.00 (\$10,000 effective 7/1/08) per fiscal year.

**23.3** Courses must be approved in advance by the Department Head as meeting the requirements that the course is related to the employee's job or is part of a career development program. Approval must be obtained through the Personnel Department for payment of the course. A procedure will be established to effectuate these payments.

**23.4** Once a course has been approved as meeting the requirements an advance will be made to the employee of one-half (1/2) of the authorized seventy-five percent (75%) of the cost of the course tuition and books. The remainder of the course reimbursement will be paid to the employee upon presentation of a certificate of satisfactory completion of the course.

**23.5** Approval for courses will be considered on the basis of relevancy of the course, number of employees applying and funds available.

**23.6** If a course is paid for in whole or in part through a Federal or State program then the City will not reimburse for such amount, it being the intent of this section to eliminate the double payment for any course.

**23.7** The City agrees to provide reimbursement to employees for any required licenses or certificates, except driver's licenses, such reimbursement not to exceed \$200.00, per employee, per year and to be charged against the budget limit specified in section 23.2, above.

**ARTICLE 24**  
**LEAVE OF ABSENCE**

**24.1** The City agrees to allow Union representatives, stewards and/or aggrieved employees reasonable time, without loss of pay, during regular working hours for the processing of grievances, provided such time away from work does not interfere with the work of the departments involved. Such time shall not be withheld unreasonably. The Union representatives shall obtain prior permission to absent themselves from work before leaving a work site and shall obtain prior permission of the immediate superior involved before interrupting the work of an employee located at a different work site.

**24.2** Time lost by representatives of the Union on grievance settlements or negotiations shall be paid for by the City as provided in RSA 273-A:11.

**24.3** When an employee is elected President of Local #298 and has to work which takes him/her away from his/her regular employment with the City, he/she shall, at the written request of the Union, be granted a leave of absence without pay, not to exceed two (2) years, and with no loss of seniority, provided satisfactory arrangements can be made for a substitute during such leave of absence.

**24.4** Employees elected as delegates to either the AFSCME International Convention, NH Public Employees Council #93 Convention or the NH State Labor Council Convention shall be allowed a leave of absence with pay, not to exceed one (1) working day per year. This leave of absence may be granted to a maximum of two (2) Union employees to attend the above mentioned Conventions.

ARTICLE 25  
MILITARY SERVICE

25.1 "Shall be governed by existing Municipal, State and Federal Law".

**ARTICLE 26**  
**MATERNITY LEAVE**

**26.1** Upon application of the employee, on forms to be provided by the City, a maternity leave of absence without pay shall be granted to permanent, full-time female employees who have been employed at least one (1) year before said application, said leave to commence at the time recommended by the employee's attending physician and to extend for a period not to exceed six (6) months after the birth of the child. If an employee who has been granted a maternity leave of absence in accordance with this provision shall fail to return to work upon the expiration of such leave of absence shall be deemed to have voluntarily terminated her employment, unless she has been certified by her physician as being physically unable to perform her duties.

**26.2** An employee shall be entitled to draw upon her accumulated sick leave benefits with pay for a period not to exceed sixty (60) work days from the date of confinement or the birth of the child, during which time the employee is certified as being unable to perform her regular duties, as certified to by an affidavit of the attending physician every thirty calendar days. Requests for such sick leave benefits must be submitted in writing to the Department Head no later than thirty (30) calendar days after the date of confinement in order to be eligible for sick leave benefits.

**26.3** Extensions of the thirty (30) day paid sick leave benefits may be made by the Department Head if circumstances so warrant.

**26.4** An employee shall not forfeit seniority during this leave of absence.

**ARTICLE 27**  
**BEREAVEMENT LEAVE**

**27.1** Bereavement leave of five (5) working days with pay between the date of death and the date of the funeral, inclusive, shall be granted a permanent full-time or permanent part-time employee who works at least half-time in the event of the death of his/her:

Spouse	Sister
Father	Brother
Mother	Child
Father-in-law	Mother-in-law
Daughter-in-law	Son-in-law

or a blood relative or ward residing in the same household.

**27.2** Under extenuating circumstances, two (2) additional days with pay may be granted under Section 29.1, with the written approval of the Department Head; such days to be charged to the employee's accrued sick leave.

**27.3** At the request of the employee a Special Leave of one (1) working day (3 working days in the case of a grandchild) with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of his/her:

Grandmother	Sister-in-law
Grandfather	Aunt
Grandchild	Uncle
Brother-in-law	Great Grandparents (of employee only)

**27.4** Under no circumstances shall bereavement leave be paid on an overtime basis; however, bereavement leave time shall be counted as hours worked for overtime computation purposes.

**ARTICLE 28**  
**JURY DUTY**

**28.1** An employee called as a Juror will be paid the difference between the fee received for such service and the amount of straight time earnings lost by reason of such services. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor.

**28.2** All time spent during the regular work shift while serving on Jury Duty shall be counted as hours worked when computing overtime.

**28.3** Employees who are called to Jury Duty and are excused from Jury Duty for a day, or days, shall report to their regular work assignment as soon as possible after being excused.

**ARTICLE 29**  
**HOLIDAYS**

**29.1** All employees, except temporary and those who work less than one-half time, shall be paid for the following named holidays and any other day proclaimed as a holiday by the Board of Mayor and Aldermen. Should a holiday fall on a Sunday and be celebrated on a Monday, all regular employees shall be paid for this day. Should a holiday fall on a Saturday, the preceding Friday shall be considered the holiday.

New Year's Day	Independence Day
Civil Rights' Day*	Labor Day
Washington's Birthday	Columbus Day
Memorial Day	Election Day
Veteran's Day	Thanksgiving Day
Christmas Day	1/2 Day before Christmas

\*Civil Rights Day will be celebrated as a floating holiday, subject to the same scheduling provisions as found in Section 30.6 of this Agreement.

**29.2** All work performed on a holiday shall be paid at the rate of time and one-half over and above regular hours paid for the holiday, for all hours worked.

**29.3** An employee shall be entitled to the holiday pay referred to in Section 29.1 if he/she works the day preceding and the day following the particular holiday, but not otherwise except for a substantial reason or emergency.

**29.4** Paid holidays occurring during the work week shall be counted as hours worked for the purpose of determining the thirty-five (35) or forty (40) straight time hours.

**ARTICLE 30**  
**ANNUAL VACATIONS**

**30.1** Effective on the date of ratification, permanent employees who have been in continuous employ of the Department for one (1) year or more will be allowed vacations in accordance with the following schedule:

(a) Accrual rate for two (2) calendar weeks begins on date of hire. Employees serving in an initial probationary period accrue vacation, but are not eligible to use vacation during the first six months of employment. Such probationary employees are not entitled to any vacation benefits if terminated during the initial probation period.

(b) Accrual rate for three (3) calendar weeks begins at the beginning of six (6) years of continuous service.

(c) Accrual rate for four (4) calendar weeks begins at the beginning of fifteen (15) years of continuous service.

(d) Accrual rate for five calendar weeks begins at the beginning of twenty (20) years to continuous service.

**30.2** Vacations shall be scheduled at the discretion of the Department Head to provide the least disruption of departmental operations.

Selection of vacation periods shall be by department seniority and shall be granted insofar as possible at the times requested by the employee, in accordance with operating requirements; provided, however, that summer vacation shall not extend beyond two weeks until all eligible persons have had an opportunity to select a summer vacation. Furthermore, the department head may deny a vacation request of an employee if it will result in a disruption of the department or division operations.

**30.3** No employee shall be permitted to accrue in excess of two (2) times his/her annual earned vacation; i.e. employees who earned (10) days of vacation per year shall have no more than 20 days earned vacation to his/her credit at any one time; employees who earned (15) days of vacation per year shall have no more than 30 days earned vacation to his/her credit at any one time, etc.

ARTICLE 31  
SICK LEAVE

31.1 In order to qualify for sick leave benefit payments, an employee may be required to submit to an examination by a medical doctor of the Department's choice. Failure of an employee to submit to such an examination when deemed necessary shall bar the employee from any sick leave benefits he/she may be entitled to under the terms of the contract. Medical examinations shall be at the City's expense if the employee is out three days or less.

31.2 Under no circumstances shall sick leave benefits be made available:

- a. For days of absence other than regular work days.
- b. During layoff periods or during an unpaid leave of absence other than a maternity leave.
- c. During periods when the shop is shut down due to strikes or Acts of God, unless the employee was on sick leave at the time of the shut down.

31.3 An employee who abuses sick leave benefits by falsification of reasons for such leave shall be subject to disciplinary action.

31.4 Employees who are initially employed in a temporary status and subsequently are employed in a regular status without a break in service shall be allowed credit for the time served in the temporary status towards accrual of sick leave benefits.

31.5 Effective on the date of ratification of this agreement, the maximum sick leave accumulation will be increased to one hundred twenty (120) days. It is agreed and understood that there will be no retroactive payments of any kind as a result to this increase in maximum accumulation. Further, there will be no retroactive adjustments to the sick leave bank.

Effective on the date of ratification, employees will be eligible to begin to accumulate the increased sick leave.

Employees hired after the ratification date of this Agreement shall be entitled to paid sick leave which shall accrue at the rate of one half (1/2) work day for each completed month of service. Accrual shall include the six (6) month probationary period, but employees will not be allowed to use sick leave until they satisfactorily complete the probationary period. Unused sick leave may be accumulated up to a maximum of sixty (60) days.

**ARTICLE - SICK LEAVE (continued)**

**31.6** Employees who are absent from work on legal holidays, during sick leave, vacation, for disability arising from injuries sustained in the course of their employment and for all authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate as though they were on duty, subject to the maximum limitation herein provided. Employees who are absent on authorized leaves of absence without pay for not over ten (10) work days in any thirty (30) calendar period shall continue to accrue sick leave at the regularly prescribed rate during such absences as though they were on duty, subject to the maximum limitation herein provided.

**31.7** An employee eligible for sick leave with pay may use such sick leave for absences due to his/her illness or injury; the illness or injury of a spouse, child or other blood relative or ward residing in the same household when FMLA leave is approved, or for exposure to contagious disease. Upon approval of his/her department head, he/she may use sick leave for dental appointments, physical examinations or prescribed treatment by a physician. The Department Head shall require a doctor's certificate before approving sick leave with pay for a period or periods of absences of more than three (3) work days.

**31.8** Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions shall be charged proportionately in an amount not smaller than one hour.

**31.9** During periods of absence for approved paid sick leave the employee shall be entitled to full pay for such period at the regular rate of compensation, provided, however, that hourly employees shall be compensated on the basis of straight time pay not to exceed eight (8) hours per day and not to exceed forty (40) hours per week. No sick leave benefits shall be paid on the basis of time and one-half.

**31.10** On separation from City service, all sick leave credits shall be cancelled except in a case of paid retirement, duty disability retirement, or death while in active service.

Effective on the date of ratification, all accrued sick leave up to, but not to exceed eighty (80) work days shall be paid to the employee or his/her beneficiary under such conditions of separation from service.

**ARTICLE - SICK LEAVE (continued)**

Effective on the date of ratification, employees shall also be entitled to the benefits under City Ordinance 33.081 (H), as it may be amended from time to time.

Employees hired after the ratification date of this Agreement shall be entitled to payment for accrued sick leave, under the conditions specified above; provided, however, that payment shall not exceed forty (40) days.

**31.11 NON-ABUSE OF SICK LEAVE**

Effective January 1, 1986 employees who use six (6) days of sick leave or less in any calendar year will receive two (2) personal leave days, to be scheduled by the Department. Personal Leave days must be taken during the calendar year they are credited and shall not accumulate and shall not be carried over year after year.

**ARTICLE 32**  
**SICK LEAVE BANK**

**32.1** A voluntary sick leave bank, to cover employees in the bargaining units covered under the Master Agreement and other contracts with Local 298, AFSCME, is hereby established. The operation of such sick leave bank shall be subject to the rules and guidelines set forth in this Article.

**32.2** The purpose of the sick leave bank is to provide assistance to employees who suffer long-term illness or injuries which are non-job connected. It is established to provide additional paid benefit days beyond the employee's accrued days when an employee has exhausted his accrued sick leave and continues disabled for an additional fifteen (15) consecutive calendar days. For example, it is not established to provide relief for one or two days beyond the employee's accrued sick leave.

**32.3** **ADMINISTRATION**

The Sick Leave Bank shall be administered by a five member Administrative Committee.

Three (3) members of the Committee shall be appointed by the Union from employees in the bargaining units who are enrolled in the Sick Leave Bank, provided that no more than one member shall be appointed from the same bargaining unit at any one time.

Two (2) members of the Committee shall be appointed by the Mayor from the Management of the Departments wherein the bargaining units are located, with no more than one member from a department serving at any time.

The first Committee members shall be appointed in the following manner:

One member appointed by the Union for a one (1) year term; one member appointed for a two (2) year term and one member appointed for a three (3) year term. Subsequent appointments shall be for three (3) year terms. Vacancies, when they occur, shall be filled by appointment in the same manner as the original appointments.

One original appointee of the Mayor shall be for a one (1) year term and one appointee shall be for a three (3) year term and subsequent appointments shall be for a three (3) year term.

ARTICLE 32 SICK LEAVE BANK (continued)

32.4            MEETINGS

The Committee shall meet at least once each month or more often as deemed necessary by the Chairman. Three (3) members, including at least one (1) Administration member, shall constitute a quorum. A majority of those members present and voting shall decide all questions. Members who are absent for either three (3) consecutive meetings or any six (6) meetings in any twelve (12) months period shall be automatically terminated from the Committee and their terms declared vacant.

32.5            MEMBERSHIP

Effective in 1987:

32.5(A)    All the days that are now in the Sick Leave Bank will remain in the Bank as is. These days are to be used up first in accordance with the current contract.

32.5(B)    Once this contract has been ratified, each member of the Bargaining Unit will give one (1) day of his/her day's pay on January 1st of each year.

32.5(C)    Above-mentioned money will be deposited into a bank in Manchester in January of each year.

32.5(D)    It will be the duty of the Finance Officer to see that the above-mentioned money is deposited into the bank in January of each year.

32.5(E)    The deposit will be to the bank service which offers the best interest rate.

32.5(F)    When withdrawals are necessary, the Finance Officer and one dues-paying member of the Sick Leave Bank will be present, and the signature of each will be required.

32.5(G)    Application for membership shall be made on a form provided by the Committee.

Membership by all employees will be subject to the following restrictions:

- (1) Probationary employees who are serving an initial probation period are not eligible for membership.
- (2) Full-time employees, except those with less than one year of service, shall have not less than fifteen (15) days of accrued sick leave as of the date of their application for membership. An employee whose sick leave balance falls below

**ARTICLE 32 SICK LEAVE BANK (continued)**

fifteen (15) days of accrual due to recent illness or injury may be admitted at the discretion of the Committee.

Employees whose sick leave falls below fifteen (15) days after they are admitted to the Sick Leave Bank, where the usage of sick leave was not the result of extended illness or injury, shall have their membership status reviewed by the Committee. The Committee may temporarily suspend the employee from membership in the Bank if it deems such action to be in the best interest of the Bank.

(3) Employees who have less than one year of service may be admitted to the Bank upon the majority vote of the Committee after a review is made of their status with the Department. Upon admission to membership the conditions stated in the preceding paragraphs will apply.

(4) Full-time employees having less than 30% of their accumulated sick leave days limit as of the date of their application shall be limited category members if accepted as members by the Administrative Committee.

**32.6**        **BENEFITS**

Effective January 1, 1990 a member in good standing shall become eligible to request extended sick leave benefits from the Bank for an incapacitating illness or non-service connected injury, provided he has exhausted all his accrued sick leave and his incapacitation extends at least eight (8) consecutive calendar days beyond the exhaustion of his sick leave accrual. Effective January 1, 1991 the waiting period shall be reduced to five (5) consecutive calendar days. Upon presentation of satisfactory medical evidence of illness or injury to the Administrative Committee, the Committee may approve up to thirty (30) work days of sick leave benefit days from the Bank to be granted to the member. Such sick leave benefit days may be made retroactive to the first work day after exhaustion of his accrued sick leave credits. Should the member still be incapacitated after this time from the same illness or injury he/she may present his/her case for review and be granted additional benefit days, but such additional days may be restricted in number according to the number of benefit days in the Bank at the time. Additional days of benefits shall not exceed thirty (30) work days for each period of incapacitation; provided however, exceptions may be made in cases of long term illness or injury at the discretion of the Committee.

An employee who is receiving Sick Leave credits from the Sick Leave Bank and who subsequently receives payment through Workmen's Compensation or through an insurance carrier

**ARTICLE 32 SICK LEAVE BANK (continued)**

for wages for the same days shall repay the City for such benefits.

Employees shall not be granted any time from the Bank until said employee has reached the 30% requirement as stated above.

**32.7 BANK STABILITY AND LIMITATIONS**

All employees who shall become members of the Sick Leave Bank shall continue in the Bank until December 31st of the current calendar year. Employees shall automatically continue in the Sick Leave Bank for each calendar year thereafter unless the employee shall withdraw from membership prior to December 31st of any calendar year. Withdrawal shall be in writing, duly signed and dated and submitted to the Administrative Committee prior to December 31st. No benefits shall accrue to the withdrawn member thereafter and any sick leave days previously donated to the Bank shall remain in the bank to be disbursed by the Committee.

The number of benefit days in the Bank shall not exceed 1,500 benefit days on December 31st of any calendar year. All excessive days shall be discarded. In the event the Bank is terminated, all sick leave benefit days remaining in the Bank shall be null and void.

**32.8 ADMINISTRATIVE OVERSIGHT**

In the event there is a question concerning a recipient's eligibility to receive benefits from the Bank, the City may require of the Administrative Committee and the employee proof of each eligibility as well as a physician's certified report of the disabling illness or injury of the recipient. A copy of the minutes of each meeting shall be provided to the President of Local 298 and to the City Personnel Director.

The President of Local 298 or the Personnel Director may request a meeting with the Administrative Committee to discuss any action which has been taken by the Committee and such meeting shall be scheduled as soon as possible after such request.

**32.9 AMENDMENTS**

This Article or any section thereof, may not be amended except through the collective bargaining process or mutual written agreement of the Union and the City representative concerned in that process.

ARTICLE 32 SICK LEAVE BANK (continued)

32.10      EFFECTIVE DATES

The provisions of this Article shall be effective from January 1, 1989 through December 31, 1991, inclusive, and shall terminate December 31, 1991 unless mutually agreed to continue beyond that date. Such continuation must be agreed to in writing by the parties to this agreement.

**ARTICLE 33**  
**SAFETY**

**33.1** The Department shall have the right to make regulations for the safety and health of its employees during their hours of employment. Representatives of the Department and the Union may meet once in ninety (90) days at the request of either party, to discuss such regulations. The Union agrees that its members who are employees of the Department will comply with the Department's rules and regulations relating to safety, economy and efficiency of services to the Department and the public.

**33.2** The Bargaining Unit members agree to exercise proper care and to be responsible for all department property issued or entrusted to them during their working hours.

**33.3** After the employee's regular work schedule, where safe storage space is provided by the department, employees shall be responsible for replacing articles issued to them if the same type of article has been lost twice in the same twelve month period. In such cases the employee shall replace the second lost article.

**33.4** The City agrees to furnish raincoats and rubber boots for all employees for whom such issue is necessary. The City shall furnish gloves, special clothing, safety vests and safety helmets as needed for the health and safety of its employees. The employees agree to exercise due care in the use of such items. All replacements of previous issue shall be made only when an article is turned in or exchanged for the one issued.

**ARTICLE 34**  
**BULLETIN BOARDS**

**34.1** The department shall provide space for bulletin boards for the posting of notices of the department addressed to the employees and notices of the Union addressed to the members. The department shall locate its bulletin board at a convenient place within the department.

**34.2** No Union notice shall be posted in or around the department's property except on such board and no notice shall be posted until it has been signed either by the President or Secretary of the Union with the approval of the Department Head or his designated representative.

ARTICLE 35  
STABILITY OF AGREEMENT

35.1 Should any article, section, or portion thereof, of this agreement be declared invalid because it is in conflict with a Federal or State law or be held to be unenforceable by any court of competent jurisdiction, such determination shall apply only to the specific article, section, or portion thereof, specified in the decision.

The parties to this agreement agree to meet to negotiate only on the specific article or section, or portion thereof, which has been declared invalid or unenforceable, but neither party is required to make any concession in order to reach agreement on the specific article or section in question.

**ARTICLE 36**  
**UNIFORMS**

**36.1** Effective on July 1, 2007, the City shall reimburse employees up to \$100.00 per fiscal year upon presentation of sales slips for the boot allowance. Employees will be required to wear boots.

**36.2** Effective as soon as practicable after the date of ratification, employees will be required to wear apparel provided by the Facilities Division (FD) during normal working hours (not during callbacks or emergencies). The FD will provide five (5) shirts and two (2) sweatshirts annually for this purpose. Employees will be responsible for washing the apparel. The FD may provide, at its discretion, jackets to be worn as well, budget dependent.

**ARTICLE 37**  
**TRAVEL ALLOWANCE**

**37.1** Effective the date of ratification of this Agreement, employees who are required to use their personal vehicles for authorized City business will be reimbursed at the current I.R.S. mileage rate.

**ARTICLE 38**  
**MISCELLANEOUS**

**38.1** The City agrees to print 15 copies of the 2007-2010 contract for distribution to members of the bargaining unit.

**38.2** **FMLA POLICY**  
The Union agrees to accept the City's Family and Medical Leave Act (FMLA) Policy, subject to its review by the Union's attorney, with the understanding that the policy will not be changed except by mutual agreement.

ARTICLE 39  
DURATION AND TERMINATION

Upon ratification by the respective parties, this Agreement shall be in effect from July 1, 2010 through June 30, 2013, with the effective dates for specific provisions as stated in the various Articles.

[NOTE: Pursuant to RSA 273-A:3,II(a), if either party desires to bargain a successor agreement, it must give written notice to the other party no later than December 1, 2012 or the anniversary date thereof, such date being one hundred twenty (120) days prior to the budget submission date.]

For AFSCME, Local 298

*Donald M. Bonello*  
*Kathleen J. Warrick*  
*Staff Rep*

Date:

7-6-10

City Negotiating Team

*[Signature]*  
*[Signature]*

Date:

7/6/10



# EMPLOYEE DEVELOPMENT APPEALS PROCESS

Only employees who are denied a merit step increase on their anniversary date of position due to a standard performance evaluation may file an appeal. All appeals shall be initially filed with the employee department head. Any employee receiving a satisfactory performance evaluation shall not have the right to appeal or grieve their evaluation, their pay step or the supervisor's comments. In the event that there is a disagreement between the employee and his/her supervisor over the EDP goals, the employee, after discussing the disagreement with the Department Head or his/her designee may with the concurrence of the Union, file a grievance.

If the department head rules in the employee's favor, the employee shall receive his/her merit step as of their anniversary date of position. If the department head rules against the employee, the employee shall have the right to appeal the decision to the city-wide appeals committee.

Employees will have thirty (30) days from the date of denial by their department head to file an appeal with the Human Resources Director or their right to appeal shall be forfeited.

An appeals committee shall be comprised of the following representatives:

- Two union representatives appointed by the unions (with two alternates).
- One department head (with one alternate).
- One non-affiliated (with one alternate).
- An independent neutral party to act as tie breaker. This person to be selected through agreement between the City and the unions. If no decision can be reached, the neutral shall be appointed by the P.E.L.R.B. Any costs associated with the neutral party hearing appeals shall be borne half by the City and half proportionally split amongst the unions whose members are appealing. The unions shall not be responsible for any costs incurred in appeal hearings from non-affiliated employees.
- The Human Resources Director as non-voting chairman to provide staff resources.

Members cannot sit in on appeals where the appellant is a member of the same department or union.

Terms of the members on this committee shall be staggered with two (2) year terms and members cannot serve more than two consecutive terms. Members must take at least one year off after serving two terms before being allowed to serve on the committee again. Alternates shall have no term limitations.

Unless agreed to by the appellant and the Human Resources Director the committee shall have sixty (60) days from receipt of the appeal to conduct a hearing on the matter.

The committee shall have thirty (30) days to render a decision on the matter.

Commission  
George F. Gott  
Chairman  
Robert J. Jobin  
James E. Connolly, Jr.  
William F. Kelley  
Henry Bourgeois

Franz C. Thomas, P.E.  
Public Works Director

Kevin A. Sheppard, P.E.  
Deputy Public Works Director



City of Manchester  
Department of Highways

227 Maple Street  
Manchester, New Hampshire 03103-5596  
(603) 624-6444 Fax # (603) 624-6487

MEMORANDUM

To: Highway Department AFSCME Employees

From: Kevin A. Sheppard, P.E.  
Deputy Public Works Director

Date: February 2, 2001

Subject: A-Steps

The Labor/Management Committee is pleased to announce that the development of the Department's A-Step policy is complete. The A-Step is a monetary incentive, 3.5%, to encourage employees to secure additional knowledge, skills and abilities related to their duties and responsibilities.

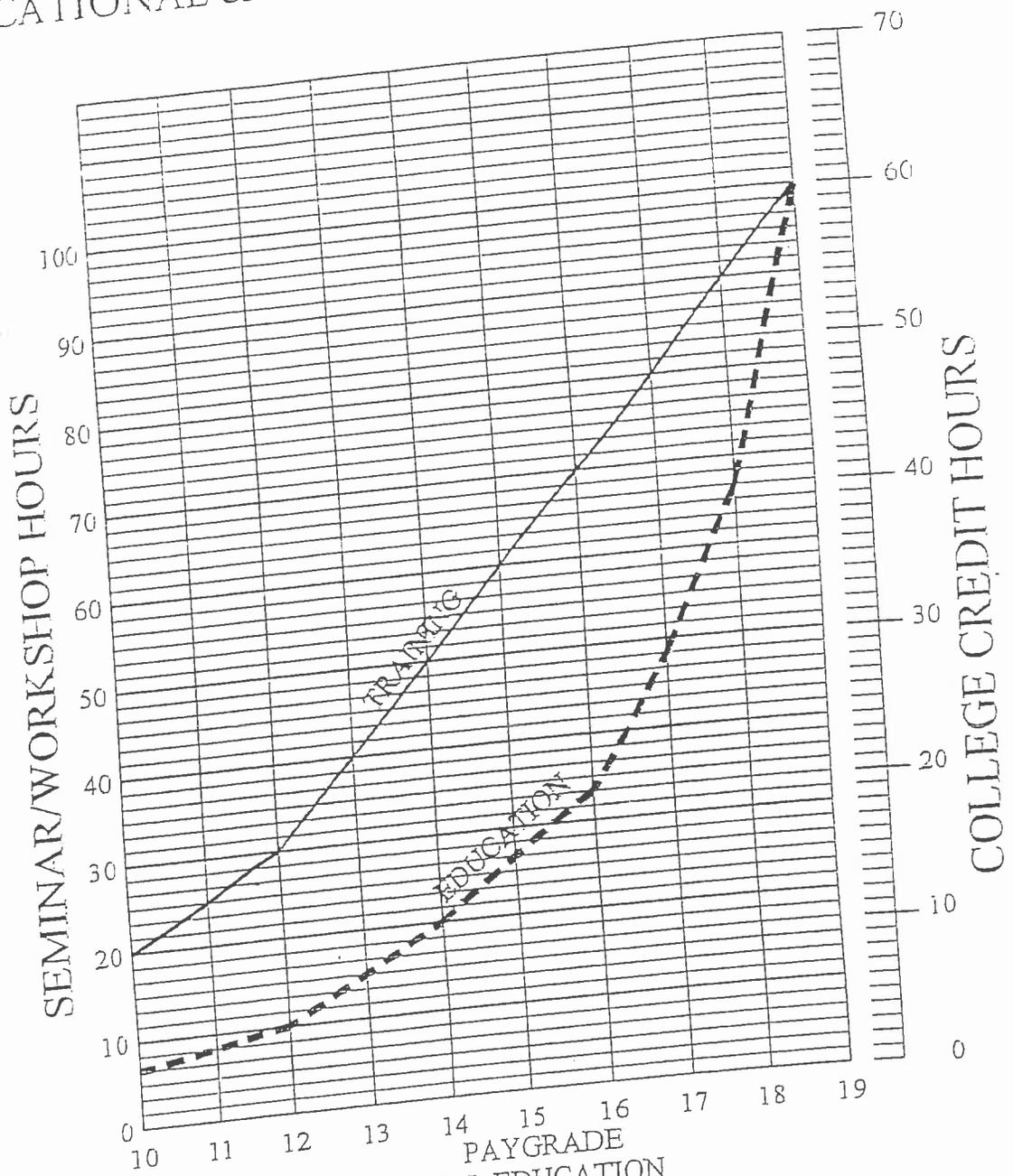
The attached graph shows the educational and training requirements, and the attached sheet shows the skill requirement. An example would be:

A pay grade 15 employee would need 16 college credit hours or 60 workshop hours along with 3 skill points for an A-Step.

If you are interested in the A-Step program, please see your Supervisor for an A-Step Application form. This form must be filled out by the employee and approved by the Director of Public Works and Human Resources Director.

Good luck! Any questions, please see a member of the Department's Labor Management Committee.

# EDUCATIONAL & TRAINING A-STEP REQUIREMENTS



ADDITIONAL EDUCATION  
 (Only requirement for A-step)

ADDITIONAL TRAINING  
 (To be combined with additional skills for A-step)

- Note
- 1.) Education only or training along with skills is required for an A-step.
  - 2.) An A-step for education for paygrades 8 through 12 will require a course in Customer Service/Public Relations
  - 3.) Training (relevant to the position) as of January 1st, 1998 could be utilized toward an A-step.
  - 4.) College credits (relevant to the position) which are currently recognized by the educational facility are acceptable toward an A-step.

**MEMORANDUM OF UNDERSTANDING**

AGREEMENT made this 27 day of APRIL, 2010, by and between the AFSCME Facilities ("the Union") and the City of Manchester ("the City"), to wit:

1. The Parties desire to change the manner in which any employee accepts a City payment of \$1,500.00 annually in lieu of health insurance coverage as provided for in Article 20.

2. Effective July 1, 2010, the City shall make payment of the \$1,500.00 payment in two (2) equal payments of \$750.00, the first payable in arrears in January/February and the second in arrears in July/August. Employees who encounter a qualifying event so as to make them eligible for enrollment in the City's health insurance plans during either six month period will receive a pro rata amount based on the next \$750.00 payment. Employees will be able to enroll in the City plans notwithstanding a qualifying even in the annual open enrollment period.

WHEREFORE, the Parties have executed this Agreement on the date first cited above by their authorized representatives.

**AFSCME Facilities**

By:

Nate Wasserstrom  
Nate Wasserstrom

FACILITIES STEWARD

James M. Bonham

PRSS.  
staff rep

**City of Manchester**

By:

[Signature]

RECEIVED  
JUN 12 2009

Memorandum of Understanding

**BETWEEN THE CITY OF MANCHESTER, NH**

**AND**

**LOCAL 298, AFSCME, AFL-CIO  
FACILITIES**

**2007 - 2010**

1. Upon ratification by the Board of Mayor and Aldermen, and the members of the Local 298, salary schedules originally scheduled to increase by three percent (3.0%) on July 1, 2009 (Article 12.3) shall instead be increased by three percent (3.0%) on January 1, 2010.
2. Any member of the Local 298 bargaining unit who retires from August 1, 2009 to July 1, 2010 will receive additional compensation necessary to make the salary adjustment of three percent (3.0%) retroactive to July 1, 2009.
3. Any member of the Local 298 bargaining unit who retires from August 1, 2010 to December 31, 2010 will receive a pro-rata amount necessary to make the COLA effective for a full 12 months.
4. On July 1, 2010, salary schedules shall be increased by one and one half percent (1.5%).
5. On July 1, 2011, salary schedules shall be increased by two and one half percent (2.5%).
6. On July 1, 2012, salary schedules shall be increased by two and one half percent (2.5%).
7. The salary schedules herein shall be incorporated into a new three year agreement to be ratified by the parties covering the period from July 1, 2010 to June 30, 2013.

For the Union:

Don Bouchard  
Dan Garity  
[Signature]

DATE: 6-11-09

For the City of Manchester:

[Signature]  
July 7, 2009  
[Signature]

DATE: 8-10-09

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2011) - 1.5%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	
GRADE 1	Ex	13,496.22	13,901.12	14,318.14	14,747.70	15,190.13	15,645.83	16,115.22	16,598.66	17,096.61	17,609.51	18,137.81	18,681.95	19,242.40
	H	6.56	6.75	6.96	7.17	7.38	7.59	7.83	8.06	8.30	8.56	8.81	9.07	9.36
	O	9.840	10.125	10.440	10.755	11.070	11.385	11.745	12.090	12.450	12.840	13.215	13.605	14.040
GRADE 1A	Ex	13,968.59	14,387.67	14,819.27	15,263.86	15,721.77	16,193.41	16,679.24	17,179.62	17,695.01	18,225.84	18,772.63	19,335.81	19,915.88
	H	6.72	6.92	7.13	7.34	7.57	7.79	8.02	8.27	8.50	8.76	9.02	9.31	9.57
	O	10.080	10.380	10.695	11.010	11.355	11.685	12.030	12.405	12.750	13.140	13.530	13.965	14.355
GRADE 2	Ex	14,440.96	14,874.19	15,320.43	15,780.04	16,253.45	16,741.05	17,243.25	17,760.55	18,293.39	18,842.18	19,407.44	19,989.66	20,589.37
	H	6.93	7.16	7.36	7.59	7.82	8.05	8.31	8.56	8.81	9.07	9.36	9.63	9.92
	O	10.395	10.740	11.040	11.385	11.730	12.075	12.465	12.840	13.215	13.605	14.040	14.445	14.880
GRADE 2A	Ex	14,946.40	15,394.80	15,856.63	16,332.32	16,822.30	17,326.96	17,846.77	18,382.19	18,933.66	19,501.64	20,086.70	20,689.32	21,310.00
	H	7.21	7.40	7.63	7.86	8.09	8.34	8.59	8.84	9.10	9.39	9.66	9.96	10.25
	O	10.815	11.100	11.445	11.790	12.135	12.510	12.885	13.260	13.650	14.085	14.490	14.940	15.375
GRADE 3	Ex	15,451.83	15,915.38	16,392.85	16,884.65	17,391.16	17,912.90	18,450.30	19,003.81	19,573.94	20,161.13	20,765.99	21,388.95	22,030.62
	H	7.43	7.65	7.89	8.13	8.37	8.62	8.87	9.14	9.42	9.69	9.99	10.30	10.60
	O	11.145	11.475	11.835	12.195	12.555	12.930	13.305	13.710	14.130	14.535	14.985	15.450	15.900
GRADE 3A	Ex	15,992.64	16,472.42	16,966.60	17,475.61	17,999.88	18,539.85	19,096.05	19,668.93	20,259.01	20,866.79	21,492.79	22,137.57	22,801.69
	H	7.68	7.92	8.16	8.40	8.66	8.92	9.19	9.47	9.74	10.04	10.34	10.66	10.99
	O	11.520	11.880	12.240	12.600	12.990	13.380	13.785	14.205	14.610	15.060	15.510	15.990	16.485
GRADE 4	Ex	16,533.45	17,029.46	17,540.34	18,066.55	18,608.55	19,166.80	19,741.83	20,334.06	20,944.10	21,572.42	22,219.59	22,886.17	23,572.77
	H	7.97	8.21	8.44	8.71	8.96	9.23	9.51	9.78	10.08	10.40	10.70	11.03	11.36
	O	11.955	12.315	12.660	13.065	13.440	13.845	14.265	14.670	15.120	15.600	16.050	16.545	17.040
GRADE 4A	Ex	17,112.15	17,625.48	18,154.27	18,698.90	19,259.87	19,837.66	20,432.78	21,045.75	21,677.14	22,327.44	22,997.26	23,687.19	24,397.81
	H	8.22	8.48	8.74	8.99	9.28	9.54	9.84	10.12	10.44	10.75	11.07	11.41	11.74
	O	12.330	12.720	13.110	13.485	13.920	14.310	14.760	15.180	15.660	16.125	16.605	17.115	17.610
GRADE 5	Ex	17,690.80	18,221.50	18,768.19	19,331.22	19,911.15	20,508.50	21,123.74	21,757.46	22,410.19	23,082.47	23,774.96	24,488.20	25,222.86
	H	8.52	8.77	9.02	9.31	9.57	9.88	10.16	10.47	10.78	11.10	11.44	11.78	12.14
	O	12.780	13.155	13.530	13.965	14.355	14.820	15.240	15.705	16.170	16.650	17.160	17.670	18.210
GRADE 5A	Ex	18,309.98	18,859.27	19,425.04	20,007.81	20,608.04	21,226.28	21,863.08	22,518.97	23,194.54	23,890.37	24,607.09	25,345.29	26,105.65
	H	8.80	9.08	9.37	9.64	9.94	10.23	10.54	10.84	11.17	11.52	11.86	12.21	12.59
	O	13.200	13.620	14.055	14.460	14.910	15.345	15.810	16.260	16.755	17.280	17.790	18.315	18.885
GRADE 6	Ex	18,929.15	19,497.02	20,081.93	20,684.39	21,304.93	21,944.08	22,602.42	23,280.50	23,978.89	24,698.27	25,439.21	26,202.39	26,988.44
	H	9.11	9.40	9.67	9.97	10.26	10.57	10.87	11.20	11.55	11.89	12.24	12.63	12.99
	O	13.665	14.100	14.505	14.955	15.390	15.855	16.305	16.800	17.325	17.835	18.360	18.945	19.485

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2011) - 1.5%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	
GRADE 6A (6DA)	Ex	19,591.68	20,179.43	20,784.81	21,408.35	22,050.61	22,712.12	23,393.49	24,095.30	24,818.14	25,562.70	26,329.59	27,119.46	27,933.05
	H	9.42	9.70	10.00	10.31	10.62	10.94	11.26	11.60	11.94	12.29	12.68	13.04	13.44
	O	14.130	14.550	15.000	15.465	15.930	16.410	16.890	17.400	17.910	18.435	19.020	19.560	20.160
GRADE 7 (9E0)	Ex	20,254.20	20,861.83	21,487.69	22,132.32	22,796.28	23,479.83	24,184.58	24,910.10	25,657.41	26,427.13	27,219.95	28,036.55	28,877.63
	H	9.73	10.03	10.34	10.66	10.98	11.31	11.64	11.98	12.33	12.73	13.10	13.50	13.90
	O	14.595	15.045	15.510	15.990	16.470	16.965	17.460	17.970	18.495	19.095	19.650	20.250	20.850
GRADE 7A (6EA)	Ex	20,963.10	21,592.00	22,239.76	22,906.94	23,594.15	24,301.95	25,031.05	25,781.96	26,555.42	27,352.08	28,172.65	29,017.85	29,888.37
	H	10.07	10.40	10.70	11.03	11.37	11.70	12.06	12.41	12.78	13.17	13.56	13.96	14.37
	O	15.105	15.600	16.050	16.545	17.055	17.550	18.090	18.615	19.170	19.755	20.340	20.940	21.555
GRADE 8 (6F0)	Ex	21,672.00	22,322.15	22,991.82	23,681.58	24,392.03	25,123.79	25,877.49	26,653.83	27,453.44	28,277.04	29,125.33	29,999.13	30,899.07
	H	10.43	10.74	11.06	11.40	11.73	12.09	12.45	12.82	13.21	13.61	14.02	14.42	14.88
	O	15.645	16.110	16.590	17.100	17.595	18.135	18.675	19.230	19.815	20.415	21.030	21.630	22.320
GRADE 8A (6FA)	Ex	22,430.50	23,103.43	23,796.53	24,510.43	25,245.75	26,003.12	26,783.20	27,586.71	28,414.30	29,266.73	30,144.74	31,049.08	31,980.58
	H	10.77	11.09	11.44	11.78	12.15	12.50	12.88	13.27	13.67	14.08	14.50	14.95	15.39
	O	16.155	16.635	17.160	17.670	18.225	18.750	19.320	19.905	20.505	21.120	21.750	22.425	23.085
GRADE 9 (6G0)	Ex	23,189.04	23,884.72	24,601.26	25,339.29	26,099.47	26,882.44	27,688.91	28,519.59	29,375.18	30,256.44	31,164.12	32,099.05	33,062.02
	H	11.14	11.51	11.85	12.20	12.58	12.95	13.34	13.75	14.17	14.60	15.02	15.47	15.94
	O	16.710	17.265	17.775	18.300	18.870	19.425	20.010	20.625	21.255	21.900	22.530	23.205	23.910
GRADE 9A (6GA)	Ex	24,000.66	24,720.66	25,462.30	26,226.15	27,012.95	27,823.33	28,658.06	29,517.79	30,403.31	31,315.40	32,254.86	33,222.53	34,219.20
	H	11.55	11.89	12.24	12.63	12.99	13.38	13.80	14.21	14.64	15.06	15.52	16.00	16.46
	O	17.325	17.835	18.360	18.945	19.485	20.070	20.700	21.315	21.960	22.590	23.280	24.000	24.690
GRADE 10 (6H0)	Ex	24,812.26	25,556.65	26,323.32	27,113.05	27,926.42	28,764.24	29,627.14	30,515.98	31,431.45	32,374.38	33,345.62	34,345.99	35,376.35
	H	11.92	12.27	12.66	13.02	13.41	13.84	14.25	14.69	15.11	15.56	16.04	16.50	17.01
	O	17.880	18.405	18.990	19.530	20.115	20.760	21.375	22.035	22.665	23.340	24.060	24.750	25.515
GRADE 10A (6HA)	Ex	25,680.69	26,451.12	27,244.65	28,062.00	28,903.85	29,770.97	30,664.09	31,584.04	32,531.55	33,507.48	34,512.72	35,548.09	36,614.53
	H	12.33	12.74	13.11	13.51	13.91	14.32	14.75	15.18	15.64	16.11	16.60	17.10	17.61
	O	18.495	19.110	19.665	20.265	20.865	21.480	22.125	22.770	23.460	24.165	24.900	25.650	26.415
GRADE 11 (6I0)	Ex	26,549.12	27,345.59	28,165.97	29,010.94	29,881.28	30,777.72	31,701.06	32,652.07	33,631.62	34,640.58	35,679.80	36,750.22	37,852.69
	H	12.78	13.15	13.55	13.95	14.36	14.80	15.26	15.71	16.17	16.66	17.16	17.68	18.21
	O	19.170	19.725	20.325	20.925	21.540	22.200	22.890	23.565	24.255	24.990	25.740	26.520	27.315
GRADE 11A (6IA)	Ex	27,478.33	28,302.70	29,151.77	30,026.33	30,927.12	31,854.93	32,810.59	33,794.90	34,808.72	35,853.02	36,928.59	38,036.46	39,177.54
	H	13.22	13.62	14.03	14.44	14.90	15.34	15.80	16.28	16.77	17.27	17.78	18.32	18.87
	O	19.830	20.430	21.045	21.660	22.350	23.010	23.700	24.420	25.155	25.905	26.670	27.480	28.305

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2011) - 1.5%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	
GRADE 12 Ex (6J0)	Ex	28,407.57	29,259.77	30,137.56	31,041.70	31,972.97	32,932.15	33,920.12	34,937.70	35,985.84	37,065.44	38,177.38	39,322.71	40,502.40
	H	13.66	14.07	14.49	14.94	15.38	15.84	16.32	16.82	17.32	17.82	18.36	18.91	19.49
	O	20.490	21.105	21.735	22.410	23.070	23.760	24.480	25.230	25.980	26.730	27.540	28.365	29.235
GRADE 12A Ex (6JA)	Ex	29,401.82	30,283.91	31,192.42	32,128.17	33,091.99	34,084.78	35,107.31	36,160.53	37,245.34	38,362.72	39,513.62	40,699.00	41,919.99
	H	14.14	14.57	15.00	15.45	15.92	16.39	16.89	17.40	17.92	18.46	19.02	19.58	20.17
	O	21.210	21.855	22.500	23.175	23.880	24.585	25.335	26.100	26.880	27.690	28.530	29.370	30.255
GRADE 13 Ex (6K0)	Ex	30,396.08	31,307.99	32,247.22	33,214.62	34,211.06	35,237.40	36,294.52	37,383.35	38,504.84	39,660.01	40,849.83	42,075.29	43,337.58
	H	14.63	15.05	15.50	15.99	16.45	16.96	17.46	18.00	18.52	19.09	19.65	20.25	20.85
	O	21.945	22.575	23.250	23.985	24.675	25.440	26.190	27.000	27.780	28.635	29.475	30.375	31.275
GRADE 13A Ex (6KA)	Ex	31,459.96	32,403.75	33,375.88	34,377.15	35,408.46	36,470.72	37,564.82	38,691.78	39,852.53	41,048.11	42,279.54	43,547.96	44,854.37
	H	15.11	15.57	16.06	16.53	17.03	17.54	18.08	18.60	19.17	19.75	20.34	20.94	21.58
	O	22.665	23.355	24.090	24.795	25.545	26.310	27.120	27.900	28.755	29.625	30.510	31.410	32.370
GRADE 14 Ex (6L0)	Ex	32,523.84	33,499.55	34,504.53	35,539.66	36,605.84	37,704.01	38,835.15	40,000.21	41,200.20	42,436.21	43,709.27	45,020.58	46,371.20
	H	15.62	16.11	16.60	17.09	17.59	18.13	18.68	19.23	19.81	20.41	21.03	21.66	22.32
	O	23.430	24.165	24.900	25.635	26.385	27.195	28.020	28.845	29.715	30.615	31.545	32.490	33.480
GRADE 14A Ex (6LA)	Ex	33,662.17	34,672.02	35,712.19	36,783.53	37,887.05	39,023.64	40,194.38	41,400.22	42,642.21	43,921.48	45,239.12	46,596.29	47,994.16
	H	16.17	16.67	17.17	17.69	18.22	18.77	19.33	19.90	20.50	21.13	21.76	22.41	23.07
	O	24.255	25.005	25.755	26.535	27.330	28.155	28.995	29.850	30.750	31.695	32.640	33.615	34.605
GRADE 15 Ex (6M0)	Ex	34,800.49	35,844.51	36,919.84	38,027.44	39,168.25	40,343.31	41,553.61	42,800.22	44,084.22	45,406.75	46,768.95	48,172.01	49,617.16
	H	16.73	17.23	17.75	18.30	18.85	19.41	20.00	20.58	21.21	21.84	22.49	23.16	23.86
	O	25.095	25.845	26.625	27.450	28.275	29.115	30.000	30.870	31.815	32.760	33.735	34.740	35.790
GRADE 15A Ex (6MA)	Ex	36,018.51	37,099.06	38,212.02	39,358.40	40,539.14	41,755.32	43,007.99	44,298.23	45,627.17	46,995.98	48,405.86	49,858.04	51,353.77
	H	17.34	17.83	18.38	18.94	19.52	20.11	20.70	21.32	21.94	22.60	23.30	23.99	24.71
	O	26.010	26.745	27.570	28.410	29.280	30.165	31.050	31.980	32.910	33.900	34.950	35.985	37.065
GRADE 16 Ex (6N0)	Ex	37,236.53	38,353.62	39,504.22	40,689.34	41,910.04	43,167.33	44,462.35	45,796.22	47,170.11	48,585.22	50,042.77	51,544.05	53,090.37
	H	17.91	18.45	19.02	19.58	20.17	20.77	21.39	22.02	22.70	23.39	24.08	24.80	25.55
	O	26.865	27.675	28.530	29.370	30.255	31.155	32.085	33.030	34.050	35.085	36.120	37.200	38.325
GRADE 16A Ex (6NA)	Ex	38,539.80	39,695.99	40,886.87	42,113.50	43,376.88	44,678.19	46,018.55	47,399.08	48,821.07	50,285.70	51,794.27	53,348.09	54,948.53
	H	18.52	19.09	19.65	20.25	20.87	21.50	22.17	22.82	23.50	24.19	24.94	25.69	26.46
	O	27.780	28.635	29.475	30.375	31.305	32.250	33.255	34.230	35.250	36.285	37.410	38.535	39.690
GRADE 17 Ex (6O0)	Ex	39,843.08	41,038.38	42,269.52	43,537.61	44,843.74	46,189.06	47,574.71	49,001.97	50,472.01	51,986.17	53,545.75	55,152.14	56,806.69
	H	19.16	19.74	20.33	20.93	21.57	22.23	22.89	23.57	24.28	25.01	25.75	26.52	27.31
	O	28.740	29.610	30.495	31.395	32.355	33.345	34.335	35.355	36.420	37.515	38.625	39.780	40.965

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2011) - 1.5%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	
GRADE 17A (60A)	Ex	41,237.61	42,474.71	43,748.96	45,061.42	46,413.25	47,805.66	49,239.83	50,717.02	52,238.55	53,805.71	55,419.86	57,082.45	58,794.93
	H	19.82	20.42	21.04	21.67	22.33	22.99	23.67	24.39	25.11	25.86	26.67	27.45	28.27
	O	29,730	30,630	31,560	32,505	33,495	34,485	35,505	36,585	37,665	38,790	40,005	41,175	42,405
GRADE 18 (6P0)	Ex	42,632.09	43,911.05	45,228.38	46,585.24	47,982.80	49,422.28	50,904.96	52,432.11	54,005.06	55,625.20	57,293.96	59,012.79	60,783.15
	H	20.49	21.12	21.74	22.39	23.06	23.76	24.49	25.21	25.98	26.78	27.58	28.41	29.25
	O	30,735	31,680	32,610	33,585	34,590	35,640	36,735	37,815	38,970	40,170	41,370	42,615	43,875
GRADE 18A (6PA)	Ex	44,124.22	45,447.93	46,811.39	48,215.74	49,662.19	51,152.06	52,686.61	54,267.22	55,895.25	57,572.09	59,299.27	61,078.23	62,910.59
	H	21.22	21.85	22.50	23.18	23.88	24.60	25.34	26.11	26.88	27.68	28.51	29.35	30.26
	O	31,830	32,775	33,750	34,770	35,820	36,900	38,010	39,165	40,320	41,520	42,765	44,025	45,390
GRADE 19 (6Q0)	Ex	45,616.34	46,984.84	48,394.37	49,846.20	51,341.59	52,881.85	54,468.30	56,102.35	57,785.42	59,518.97	61,304.55	63,143.69	65,037.99
	H	21.93	22.59	23.28	23.97	24.68	25.44	26.20	26.98	27.80	28.62	29.50	30.37	31.29
	O	32,895	33,885	34,920	35,955	37,020	38,160	39,300	40,470	41,700	42,930	44,250	45,555	46,935
GRADE 19A (6QA)	Ex	47,212.91	48,629.30	50,088.17	51,590.82	53,138.55	54,732.71	56,374.66	58,065.94	59,807.90	61,602.14	63,450.20	65,353.72	67,314.32
	H	22.72	23.41	24.10	24.82	25.57	26.32	27.11	27.93	28.78	29.65	30.52	31.43	32.39
	O	34,080	35,115	36,150	37,230	38,355	39,480	40,665	41,895	43,170	44,475	45,780	47,145	48,585
GRADE 20 (6R0)	Ex	48,809.48	50,273.74	51,781.96	53,335.44	54,935.50	56,583.57	58,281.08	60,029.51	61,830.39	63,685.30	65,595.86	67,563.73	69,590.65
	H	23.47	24.16	24.90	25.67	26.44	27.23	28.04	28.90	29.75	30.64	31.56	32.50	33.48
	O	35,205	36,240	37,350	38,505	39,660	40,845	42,060	43,350	44,625	45,960	47,340	48,750	50,220
GRADE 20A (6RA)	Ex	50,517.81	52,033.35	53,594.35	55,202.19	56,858.25	58,564.00	60,320.90	62,130.53	63,994.45	65,914.27	67,891.72	69,928.47	72,026.30
	H	24.31	25.04	25.78	26.55	27.34	28.17	29.02	29.89	30.80	31.71	32.65	33.64	34.64
	O	36,465	37,560	38,670	39,825	41,010	42,255	43,530	44,835	46,200	47,565	48,975	50,460	51,960
GRADE 21 (6S0)	Ex	52,226.14	53,792.92	55,406.71	57,068.93	58,780.98	60,544.43	62,360.74	64,231.56	66,158.51	68,143.27	70,187.58	72,293.19	74,462.01
	H	25.10	25.86	26.66	27.44	28.26	29.13	30.00	30.90	31.83	32.77	33.75	34.76	35.81
	O	37,650	38,790	39,990	41,160	42,390	43,695	45,000	46,350	47,745	49,155	50,625	52,140	53,715
GRADE 21A (6SA)	Ex	54,054.05	55,675.69	57,345.96	59,066.33	60,838.32	62,663.47	64,543.36	66,479.69	68,474.06	70,528.29	72,644.13	74,823.47	77,068.15
	H	26.00	26.80	27.60	28.43	29.27	30.17	31.06	31.99	32.97	33.95	34.96	36.01	37.09
	O	39,000	40,200	41,400	42,645	43,905	45,255	46,590	47,985	49,455	50,925	52,440	54,015	55,635
GRADE 22 (6T0)	Ex	55,881.97	57,558.42	59,285.17	61,063.75	62,895.65	64,782.55	66,726.00	68,727.78	70,789.61	72,913.30	75,100.68	77,353.73	79,674.32
	H	26.87	27.67	28.50	29.34	30.25	31.15	32.07	33.05	34.04	35.08	36.12	37.21	38.33
	O	40,305	41,505	42,750	44,010	45,375	46,725	48,105	49,575	51,060	52,620	54,180	55,815	57,495
GRADE 22A (6TA)	Ex	57,837.84	59,572.98	61,360.19	63,200.96	65,097.00	67,049.92	69,061.42	71,133.23	73,267.26	75,465.26	77,729.24	80,061.11	82,462.94
	H	27.82	28.64	29.52	30.39	31.31	32.27	33.20	34.21	35.23	36.29	37.37	38.49	39.66
	O	41,730	42,960	44,280	45,585	46,965	48,405	49,800	51,315	52,845	54,435	56,055	57,735	59,490

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2011) - 1.5%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	
GRADE 23 (6U0)	Ex	59,793.71	61,587.52	63,435.16	65,338.19	67,298.37	69,317.28	71,396.82	73,538.73	75,744.89	78,017.24	80,357.75	82,768.48	85,251.53
	H	28.72	29.63	30.50	31.41	32.37	33.35	34.34	35.35	36.43	37.51	38.63	39.79	41.00
	O	43.080	44.445	45.750	47.115	48.555	50.025	51.510	53.025	54.645	56.265	57.945	59.685	61.500
GRADE 23A (6UA)	Ex	61,886.49	63,743.09	65,655.38	67,625.03	69,653.79	71,743.42	73,895.70	76,112.58	78,395.96	80,747.83	83,170.26	85,665.37	88,235.33
	H	29.75	30.64	31.56	32.51	33.50	34.51	35.54	36.60	37.70	38.82	39.99	41.19	42.43
	O	44.625	45.960	47.340	48.765	50.250	51.765	53.310	54.900	56.550	58.230	59.985	61.785	63.645
GRADE 24 (6V0)	Ex	63,979.27	65,898.64	67,875.63	69,911.89	72,009.23	74,169.52	76,394.58	78,686.43	81,047.03	83,478.45	85,982.78	88,562.27	91,219.15
	H	30.76	31.68	32.63	33.61	34.62	35.67	36.73	37.84	38.98	40.13	41.34	42.60	43.87
	O	46.140	47.520	48.945	50.415	51.930	53.505	55.095	56.760	58.470	60.195	62.010	63.900	65.805
GRADE 24A (6VA)	Ex	66,218.56	68,205.11	70,251.26	72,358.80	74,529.56	76,765.44	79,068.41	81,440.45	83,883.67	86,400.18	88,992.18	91,661.96	94,411.81
	H	31.84	32.79	33.76	34.78	35.83	36.91	38.01	39.15	40.34	41.55	42.79	44.07	45.39
	O	47.760	49.185	50.640	52.170	53.745	55.365	57.015	58.725	60.510	62.325	64.185	66.105	68.085
GRADE 25 (6W0)	Ex	68,457.82	70,511.55	72,626.90	74,805.70	77,049.88	79,361.40	81,742.22	84,194.48	86,720.34	89,321.93	92,001.59	94,761.64	97,604.49
	H	32.92	33.90	34.91	35.97	37.04	38.16	39.32	40.49	41.70	42.95	44.24	45.55	46.93
	O	49.380	50.850	52.365	53.955	55.560	57.240	58.980	60.735	62.550	64.425	66.360	68.325	70.395
GRADE 25A (6WA)	Ex	70,853.85	72,979.47	75,168.82	77,423.91	79,746.63	82,139.01	84,603.20	87,141.29	89,755.55	92,448.20	95,221.66	98,078.29	101,020.65
	H	34.07	35.10	36.15	37.23	38.35	39.50	40.69	41.91	43.17	44.46	45.80	47.17	48.58
	O	51.105	52.650	54.225	55.845	57.525	59.250	61.035	62.865	64.755	66.690	68.700	70.755	72.870
GRADE 26 (6X0)	Ex	73,249.86	75,447.37	77,710.79	80,042.10	82,443.36	84,916.68	87,464.18	90,088.11	92,790.74	95,574.47	98,441.69	101,394.96	104,436.78
	H	35.23	36.29	37.37	38.49	39.65	40.83	42.06	43.31	44.62	45.96	47.33	48.75	50.21
	O	52.845	54.435	56.055	57.735	59.475	61.245	63.090	64.965	66.930	68.940	70.995	73.125	75.315
GRADE 26A (6XA)	Ex	75,813.63	78,088.03	80,430.67	82,843.59	85,328.89	87,888.75	90,525.42	93,241.18	96,038.43	98,919.57	101,887.15	104,943.75	108,092.10
	H	36.46	37.56	38.68	39.84	41.04	42.25	43.53	44.85	46.19	47.58	48.99	50.48	51.99
	O	54.690	56.340	58.020	59.760	61.560	63.375	65.295	67.275	69.285	71.370	73.485	75.720	77.985
GRADE 27 (6Y0)	Ex	78,377.36	80,728.67	83,150.55	85,645.05	88,214.41	90,860.84	93,586.66	96,394.28	99,286.08	102,264.66	105,332.62	108,492.59	111,747.39
	H	37.69	38.81	39.98	41.18	42.42	43.70	44.99	46.34	47.74	49.18	50.64	52.17	53.74
	O	56.535	58.215	59.970	61.770	63.630	65.550	67.485	69.510	71.610	73.770	75.960	78.255	80.610
GRADE 27A (6YA)	Ex	81,120.57	83,554.17	86,060.81	88,642.63	91,301.91	94,040.97	96,862.19	99,768.05	102,761.12	105,843.94	109,019.24	112,289.82	115,658.52
	H	39.01	40.16	41.37	42.63	43.90	45.22	46.57	47.98	49.41	50.88	52.42	53.99	55.61
	O	58.515	60.240	62.055	63.945	65.850	67.830	69.855	71.970	74.115	76.320	78.630	80.985	83.415
GRADE 28 (6Z0)	Ex	83,863.78	86,379.69	88,971.06	91,640.23	94,389.42	97,221.12	100,137.73	103,141.86	106,236.12	109,423.20	112,705.89	116,087.08	119,569.71
	H	40.32	41.53	42.77	44.06	45.38	46.73	48.15	49.59	51.08	52.63	54.21	55.84	57.51
	O	60.480	62.295	64.155	66.090	68.070	70.095	72.225	74.385	76.620	78.945	81.315	83.760	86.265

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2011) - 1.5%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13
GRADE 28A (62A)	Ex	86,799.01	89,402.97	92,085.05	94,847.64	97,693.05	100,623.84	103,642.56	106,751.83	109,954.39	113,253.02	116,650.59	120,150.15
	H	41.73	43.00	44.28	45.60	46.98	48.39	49.83	51.33	52.86	54.44	56.08	57.76
	O	62.595	64.500	66.420	68.400	70.470	72.585	74.745	76.995	79.290	81.660	84.120	86.640
GRADE 29 (600)	Ex	89,734.22	92,426.27	95,199.05	98,055.03	100,996.67	104,026.57	107,147.39	110,361.79	113,672.64	117,082.83	120,595.33	124,213.17
	H	43.16	44.45	45.79	47.16	48.57	50.03	51.54	53.08	54.69	56.32	58.01	59.73
	O	64.740	66.675	68.685	70.740	72.855	75.045	77.310	79.620	82.035	84.480	87.015	89.595
GRADE 29A (60A)	Ex	92,874.93	95,661.17	98,531.02	101,486.97	104,531.56	107,667.51	110,897.54	114,224.46	117,651.19	121,180.73	124,816.15	128,560.63
	H	44.65	46.00	47.38	48.80	50.27	51.78	53.34	54.94	56.59	58.27	60.03	61.82
	O	66.975	69.000	71.070	73.200	75.405	77.670	80.010	82.410	84.885	87.405	90.045	92.730
GRADE 30 (610)	Ex	96,015.61	98,896.11	101,862.98	104,918.89	108,066.43	111,308.43	114,647.68	118,087.12	121,629.73	125,278.63	129,036.99	132,908.09
	H	46.15	47.54	48.97	50.46	51.96	53.52	55.11	56.79	58.48	60.26	62.06	63.90
	O	69.225	71.310	73.455	75.690	77.940	80.280	82.665	85.185	87.720	90.390	93.090	95.850
GRADE 30A (61A)	Ex	99,376.17	102,357.47	105,428.19	108,591.04	111,848.78	115,204.23	118,660.35	122,220.17	125,886.78	129,663.38	133,553.28	137,559.87
	H	47.79	49.23	50.71	52.22	53.80	55.41	57.07	58.79	60.54	62.36	64.23	66.15
	O	71.685	73.845	76.065	78.330	80.700	83.115	85.605	88.185	90.810	93.540	96.345	99.225
GRADE 31 (620)	Ex	102,736.73	105,818.84	108,993.40	112,263.21	115,631.09	119,100.04	122,673.03	126,353.22	130,143.82	134,048.14	138,069.57	142,211.54
	H	49.40	50.87	52.40	53.97	55.59	57.25	58.97	60.74	62.57	64.46	66.41	68.39
	O	74.100	76.305	78.600	80.955	83.385	85.875	88.455	91.110	93.855	96.690	99.615	102.585
GRADE 31A (62A)	Ex	106,332.52	109,522.49	112,808.16	116,192.41	119,678.18	123,268.52	126,966.57	130,775.58	134,698.84	138,739.82	142,902.00	147,189.06
	H	51.12	52.66	54.24	55.88	57.55	59.28	61.06	62.87	64.77	66.70	68.72	70.78
	O	76.680	78.990	81.360	83.820	86.325	88.920	91.590	94.305	97.155	100.050	103.080	106.170
GRADE 32 (630)	Ex	109,928.32	113,226.15	116,622.93	120,121.62	123,725.26	127,437.03	131,260.13	135,197.93	139,253.87	143,431.50	147,734.43	152,166.46
	H	52.84	54.43	56.07	57.75	59.49	61.28	63.11	65.00	66.96	68.96	71.03	73.17
	O	79.260	81.645	84.105	86.625	89.235	91.920	94.665	97.500	100.440	103.440	106.545	109.755
GRADE 32A (63A)	Ex	113,775.78	117,189.06	120,704.75	124,325.88	128,055.67	131,897.33	135,854.25	139,929.87	144,127.77	148,451.59	152,905.14	157,492.29
	H	54.71	56.36	58.06	59.79	61.57	63.42	65.35	67.28	69.30	71.38	73.53	75.73
	O	82.065	84.540	87.090	89.685	92.355	95.130	98.025	100.920	103.950	107.070	110.295	113.595
GRADE 33 (640)	Ex	117,623.26	121,151.99	124,786.54	128,530.13	132,386.04	136,357.61	140,448.34	144,661.78	149,001.64	153,471.68	158,075.88	162,818.11
	H	56.55	58.24	60.01	61.80	63.66	65.56	67.54	69.56	71.64	73.79	76.01	78.30
	O	84.825	87.360	90.015	92.700	95.490	98.340	101.310	104.340	107.460	110.685	114.015	117.450
GRADE 33A (64A)	Ex	121,740.09	125,392.30	129,154.08	133,028.69	137,019.55	141,130.13	145,364.02	149,724.93	154,216.70	158,843.22	163,608.51	168,516.77
	H	58.52	60.29	62.10	63.96	65.88	67.85	69.89	71.98	74.15	76.36	78.66	81.04
	O	87.780	90.435	93.150	95.940	98.820	101.775	104.835	107.970	111.225	114.540	117.990	121.560

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2011) - 1.5%

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11	STEP 12	STEP 13	
GRADE 34 (650)	Ex	125,856.89	129,632.63	133,521.60	137,527.24	141,653.05	145,902.66	150,279.72	154,788.12	159,431.76	164,214.72	169,141.17	174,215.38	179,441.87
	H	60.50	62.32	64.20	66.12	68.11	70.15	72.26	74.42	76.66	78.96	81.33	83.78	86.29
	O	90.750	93.480	96.300	99.180	102.165	105.225	108.390	111.630	114.990	118.440	121.995	125.670	129.435
GRADE 34A (65A)	Ex	130,261.89	134,169.77	138,194.85	142,340.71	146,610.92	151,009.24	155,539.51	160,205.70	165,011.87	169,962.22	175,061.10	180,312.92	185,722.35
	H	62.63	64.50	66.46	68.44	70.48	72.60	74.78	77.02	79.34	81.71	84.16	86.71	89.29
	O	93.945	96.750	99.690	102.660	105.720	108.900	112.170	115.530	119.010	122.565	126.240	130.065	133.935
GRADE 35 (660)	Ex	134,666.88	138,706.89	142,868.10	147,154.15	151,568.77	156,115.84	160,799.31	165,623.28	170,591.98	175,709.75	180,981.06	186,410.43	192,002.80
	H	64.75	66.69	68.70	70.76	72.89	75.07	77.32	79.64	82.02	84.49	87.03	89.63	92.33
	O	97.125	100.035	103.050	106.140	109.335	112.605	115.980	119.460	123.030	126.735	130.545	134.445	138.495
GRADE 35A (66A)	Ex	139,380.22	143,561.66	147,868.48	152,304.55	156,873.68	161,579.89	166,427.28	171,420.10	176,562.70	181,859.58	187,315.41	192,934.82	198,722.90
	H	67.01	69.02	71.09	73.22	75.41	77.69	80.02	82.43	84.90	87.43	90.06	92.76	95.54
	O	100.515	103.530	106.635	109.830	113.115	116.535	120.030	123.645	127.350	131.145	135.090	139.140	143.310
GRADE 36 (670)	Ex	144,093.57	148,416.39	152,868.88	157,454.93	162,178.59	167,043.95	172,055.27	177,216.92	182,533.43	188,009.42	193,649.74	199,459.20	205,443.00
	H	69.28	71.35	73.50	75.70	77.97	80.32	82.73	85.21	87.79	90.41	93.12	95.91	98.78
	O	103.920	107.025	110.250	113.550	116.955	120.480	124.095	127.815	131.685	135.615	139.680	143.865	148.170
GRADE 36A (67A)	Ex	149,136.83	153,610.98	158,219.29	162,965.85	167,854.85	172,890.48	178,077.19	183,419.50	188,922.08	194,589.75	200,427.46	206,440.27	212,633.50
	H	71.72	73.86	76.08	78.37	80.71	83.13	85.64	88.18	90.82	93.54	96.34	99.25	102.22
	O	107.580	110.790	114.120	117.555	121.065	124.695	128.460	132.270	136.230	140.310	144.510	148.875	153.330

GRADE	STEP AL1	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7
GRADE 1	Ex	19,819.67	20,414.25	21,026.68	21,657.49	22,307.22	22,976.42
	H	9.63	9.92	10.20	10.52	10.83	11.15
	O	14.445	14.880	15.300	15.780	16.245	16.725
GRADE 1A	Ex	20,513.36	21,128.76	21,762.63	22,415.49	23,087.96	23,780.62
	H	9.88	10.16	10.47	10.78	11.10	11.44
	O	14.820	15.240	15.705	16.170	16.650	17.160
GRADE 2	Ex	21,207.04	21,843.26	22,498.55	23,173.51	23,868.72	24,584.78
	H	10.20	10.52	10.82	11.14	11.50	11.83
	O	15.300	15.780	16.230	16.710	17.250	17.745
GRADE 2A	Ex	21,949.29	22,607.78	23,286.02	23,984.58	24,704.11	25,445.27
	H	10.56	10.86	11.20	11.55	11.89	12.24
	O	15.840	16.290	16.800	17.325	17.835	18.360
GRADE 3 (6A0)	Ex	22,691.53	23,372.29	24,073.46	24,795.65	25,539.52	26,305.68
	H	10.90	11.23	11.58	11.92	12.27	12.66
	O	16.350	16.845	17.370	17.880	18.405	18.990
GRADE 3A (6AA)	Ex	23,485.73	24,190.30	24,916.03	25,663.50	26,433.41	27,226.41
	H	11.31	11.64	11.98	12.33	12.73	13.10
	O	16.965	17.460	17.970	18.495	19.095	19.650
GRADE 4 (6B0)	Ex	24,279.95	25,008.33	25,758.59	26,531.35	27,327.29	28,147.11
	H	11.69	12.04	12.40	12.77	13.14	13.54
	O	17.535	18.060	18.600	19.155	19.710	20.310
GRADE 4A (6BA)	Ex	25,129.77	25,883.65	26,660.14	27,459.93	28,283.75	29,132.27
	H	12.10	12.45	12.82	13.21	13.61	14.02
	O	18.150	18.675	19.230	19.815	20.415	21.030
GRADE 5 (6C0)	Ex	25,979.54	26,758.92	27,561.69	28,388.54	29,240.19	30,117.40
	H	12.49	12.87	13.26	13.65	14.06	14.48
	O	18.735	19.305	19.890	20.475	21.090	21.720
GRADE 5A (6CA)	Ex	26,888.83	27,695.48	28,526.34	29,382.15	30,263.61	31,171.50
	H	12.96	13.35	13.77	14.18	14.61	15.03
	O	19.440	20.025	20.655	21.270	21.915	22.545
GRADE 6 (6D0)	Ex	27,798.10	28,632.05	29,491.01	30,375.75	31,287.02	32,225.62
	H	13.38	13.80	14.21	14.64	15.06	15.52
	O	20.070	20.700	21.315	21.960	22.590	23.280

GRADE	STEP AL1	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	
GRADE 6A (6DA)	Ex	28,771.05	29,634.18	30,523.18	31,438.90	32,382.05	33,353.53	34,354.14
	H	13.85	14.26	14.70	15.12	15.58	16.06	16.53
	O	20.775	21.390	22.050	22.680	23.370	24.090	24.795
GRADE 7 (6E0)	Ex	29,743.98	30,636.29	31,555.39	32,502.05	33,477.10	34,481.40	35,515.87
	H	14.31	14.74	15.17	15.63	16.10	16.59	17.07
	O	21.465	22.110	22.755	23.445	24.150	24.885	25.605
GRADE 7A (6EA)	Ex	30,785.01	31,708.56	32,659.82	33,639.64	34,648.79	35,688.26	36,758.94
	H	14.80	15.26	15.71	16.17	16.66	17.16	17.68
	O	22.200	22.890	23.565	24.255	24.990	25.740	26.520
GRADE 8 (6F0)	Ex	31,826.06	32,780.84	33,764.26	34,777.19	35,820.51	36,895.11	38,001.98
	H	15.32	15.78	16.25	16.73	17.22	17.74	18.28
	O	22.980	23.670	24.375	25.095	25.830	26.610	27.420
GRADE 8A (6FA)	Ex	32,939.97	33,928.17	34,946.00	35,994.39	37,074.21	38,186.45	39,332.03
	H	15.86	16.33	16.83	17.34	17.83	18.37	18.93
	O	23.790	24.495	25.245	26.010	26.745	27.555	28.395
GRADE 9 (6G0)	Ex	34,053.87	35,075.50	36,127.75	37,211.61	38,327.95	39,477.79	40,662.11
	H	16.41	16.92	17.42	17.96	18.48	19.04	19.60
	O	24.615	25.380	26.130	26.940	27.720	28.560	29.400
GRADE 9A (6GA)	Ex	35,245.74	36,303.15	37,392.23	38,514.01	39,669.42	40,859.48	42,085.29
	H	16.97	17.47	18.01	18.53	19.10	19.66	20.26
	O	25.455	26.205	27.015	27.795	28.650	29.490	30.390
GRADE 10 (6H0)	Ex	36,437.65	37,530.80	38,656.68	39,816.40	41,010.90	42,241.20	43,508.46
	H	17.52	18.06	18.58	19.15	19.72	20.31	20.92
	O	26.280	27.090	27.870	28.725	29.580	30.465	31.380
GRADE 10A (6HA)	Ex	37,712.96	38,844.34	40,009.68	41,209.97	42,446.27	43,719.65	45,031.26
	H	18.14	18.68	19.23	19.81	20.41	21.03	21.66
	O	27.210	28.020	28.845	29.715	30.615	31.545	32.490
GRADE 11 (6I0)	Ex	38,988.29	40,157.93	41,362.65	42,603.55	43,881.65	45,198.12	46,554.04
	H	18.75	19.31	19.89	20.49	21.12	21.74	22.39
	O	28.125	28.965	29.835	30.735	31.680	32.610	33.585
GRADE 11A (6IA)	Ex	40,352.87	41,563.45	42,810.38	44,094.66	45,417.51	46,780.05	48,183.45
	H	19.43	20.02	20.62	21.23	21.86	22.52	23.20
	O	29.145	30.030	30.930	31.845	32.790	33.780	34.800

GRADE	STEP AL1	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7
GRADE 12 Ex (6J0)	Ex	41,717.45	44,258.07	45,585.80	46,953.36	48,361.97	49,812.84
	H	20.09	21.29	21.92	22.58	23.27	23.96
	O	30.135	31.935	32.880	33.870	34.905	35.940
GRADE 12A Ex (6JA)	Ex	43,177.56	45,807.09	47,181.28	48,596.73	50,054.64	51,556.28
	H	20.77	22.03	22.71	23.40	24.09	24.81
	O	31.155	33.045	34.065	35.100	36.135	37.215
GRADE 13 Ex (6K0)	Ex	44,637.69	47,356.11	48,776.80	50,240.09	51,747.31	53,299.73
	H	21.48	22.80	23.48	24.17	24.90	25.67
	O	32.220	34.200	35.220	36.255	37.350	38.505
GRADE 13A Ex (6KA)	Ex	46,200.01	49,013.58	50,483.99	51,998.51	53,558.46	55,165.23
	H	22.24	23.59	24.30	25.03	25.77	26.54
	O	33.360	35.385	36.450	37.545	38.655	39.810
GRADE 14 Ex (6L0)	Ex	47,762.33	49,195.19	50,671.05	52,191.19	53,756.93	55,369.63
	H	22.98	23.67	24.39	25.11	25.86	26.64
	O	34.470	35.505	36.585	37.665	38.790	39.960
GRADE 14A Ex (6LA)	Ex	49,434.02	52,444.55	54,017.88	55,638.40	57,307.58	59,026.80
	H	23.77	24.50	25.22	25.99	26.79	27.59
	O	35.655	36.750	37.830	38.985	40.185	41.385
GRADE 15 Ex (6M0)	Ex	51,105.70	52,638.84	54,218.02	55,844.56	57,519.90	59,245.50
	H	24.59	25.33	26.10	26.87	27.67	28.50
	O	36.885	37.995	39.150	40.305	41.505	42.750
GRADE 15A Ex (6MA)	Ex	52,894.39	54,481.21	56,115.66	57,799.12	59,533.10	61,319.08
	H	25.45	26.21	26.99	27.81	28.63	29.50
	O	38.175	39.315	40.485	41.715	42.945	44.250
GRADE 16 Ex (6N0)	Ex	54,683.07	56,323.58	58,013.29	59,753.67	61,546.30	63,392.69
	H	26.29	27.08	27.90	28.73	29.61	30.48
	O	39.435	40.620	41.850	43.095	44.415	45.720
GRADE 16A Ex (6NA)	Ex	56,596.98	58,294.89	60,043.75	61,845.06	63,700.41	65,611.43
	H	27.25	28.07	28.92	29.77	30.67	31.59
	O	40.875	42.105	43.380	44.655	46.005	47.385
GRADE 17 Ex (6O0)	Ex	58,510.90	60,266.22	62,074.21	63,936.44	65,854.54	67,830.17
	H	28.14	28.99	29.86	30.76	31.68	32.62
	O	42.210	43.485	44.790	46.140	47.520	48.930

GRADE	STEP AL1	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7	
GRADE 17A (60A)	Ex	60,558.78	62,375.54	64,246.80	66,174.21	68,159.44	70,204.21	72,310.34
	H	29.14	30.01	30.91	31.84	32.79	33.76	34.77
	O	43.710	45.015	46.365	47.760	49.185	50.640	52.155
GRADE 18 (6P0)	Ex	62,606.65	64,484.85	66,419.41	68,412.02	70,464.36	72,578.28	74,755.61
	H	30.14	31.04	31.97	32.95	33.93	34.94	35.99
	O	45.210	46.560	47.955	49.425	50.895	52.410	53.985
GRADE 18A (6PA)	Ex	64,797.90	66,741.83	68,744.09	70,806.40	72,930.60	75,118.51	77,372.05
	H	31.16	32.08	33.06	34.05	35.08	36.12	37.21
	O	46.740	48.120	49.590	51.075	52.620	54.180	55.815
GRADE 19 (6Q0)	Ex	66,989.12	68,998.82	71,068.75	73,200.86	75,396.84	77,658.76	79,988.52
	H	32.23	33.18	34.19	35.22	36.28	37.36	38.48
	O	48.345	49.770	51.285	52.830	54.420	56.040	57.720
GRADE 19A (6QA)	Ex	69,333.74	71,413.76	73,556.16	75,762.86	78,035.76	80,376.82	82,788.14
	H	33.37	34.36	35.38	36.45	37.54	38.67	39.83
	O	50.055	51.540	53.070	54.675	56.310	58.005	59.745
GRADE 20 (6R0)	Ex	71,678.38	73,828.72	76,043.59	78,324.89	80,674.65	83,094.87	85,587.73
	H	34.50	35.53	36.59	37.69	38.81	39.98	41.18
	O	51.750	53.295	54.885	56.535	58.215	59.970	61.770
GRADE 20A (6RA)	Ex	74,187.11	76,412.71	78,705.10	81,066.25	83,498.25	86,003.20	88,583.29
	H	35.69	36.77	37.87	39.00	40.15	41.36	42.61
	O	53.535	55.155	56.805	58.500	60.225	62.040	63.915
GRADE 21 (6S0)	Ex	76,695.85	78,996.72	81,366.64	83,807.64	86,321.84	88,911.49	91,578.85
	H	36.89	37.99	39.13	40.32	41.53	42.77	44.05
	O	55.335	56.985	58.695	60.480	62.295	64.155	66.075
GRADE 21A (6SA)	Ex	79,380.20	81,761.60	84,214.46	86,740.91	89,343.13	92,023.42	94,784.12
	H	38.20	39.35	40.52	41.73	42.99	44.27	45.59
	O	57.300	59.025	60.780	62.595	64.485	66.405	68.385
GRADE 22 (6T0)	Ex	82,064.55	84,526.51	87,062.29	89,674.16	92,364.38	95,135.31	97,989.37
	H	39.47	40.67	41.89	43.15	44.42	45.76	47.13
	O	59.205	61.005	62.835	64.725	66.630	68.640	70.695
GRADE 22A (6TA)	Ex	84,936.84	87,484.94	90,109.47	92,812.75	95,597.13	98,465.06	101,418.99
	H	40.84	42.07	43.32	44.63	45.97	47.35	48.76
	O	61.260	63.105	64.980	66.945	68.955	71.025	73.140

GRADE	STEP AL1	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7
GRADE 23 (6U)	Ex	87,809.07	90,443.35	93,156.65	95,951.35	98,829.90	101,794.79
	H	42.21	43.49	44.80	46.13	47.52	48.94
	O	63.315	65.235	67.200	69.195	71.280	73.410
GRADE 23A (6UA)	Ex	90,882.40	93,608.88	96,417.13	99,309.67	102,288.93	105,357.59
	H	43.71	45.01	46.36	47.76	49.20	50.66
	O	65.565	67.515	69.540	71.640	73.800	75.990
GRADE 24 (6V)	Ex	93,955.72	96,774.39	99,677.61	102,667.95	105,747.99	108,920.43
	H	45.19	46.54	47.95	49.38	50.85	52.36
	O	67.785	69.810	71.925	74.070	76.275	78.540
GRADE 24A (6VA)	Ex	97,244.17	100,161.50	103,166.35	106,261.32	109,449.17	112,732.65
	H	46.75	48.16	49.60	51.10	52.64	54.22
	O	70.125	72.240	74.400	76.650	78.960	81.330
GRADE 25 (6W)	Ex	100,532.61	103,548.59	106,655.06	109,854.72	113,150.35	116,544.87
	H	48.34	49.79	51.29	52.82	54.40	56.04
	O	72.510	74.685	76.935	79.230	81.600	84.060
GRADE 25A (6WA)	Ex	104,051.26	107,172.80	110,387.99	113,699.61	117,110.61	120,623.94
	H	50.04	51.55	53.09	54.70	56.33	58.03
	O	75.060	77.325	79.635	82.050	84.495	87.045
GRADE 26 (6X)	Ex	107,569.89	110,796.99	114,120.90	117,544.53	121,070.86	124,702.99
	H	51.71	53.27	54.87	56.52	58.21	59.97
	O	77.565	79.905	82.305	84.780	87.315	89.955
GRADE 26A (6XA)	Ex	111,334.85	114,674.89	118,115.15	121,658.60	125,308.35	129,067.58
	H	53.54	55.13	56.81	58.51	60.28	62.08
	O	80.310	82.695	85.215	87.765	90.420	93.120
GRADE 27 (6Y)	Ex	115,099.79	118,552.78	122,109.36	125,772.67	129,545.83	133,432.21
	H	55.36	57.02	58.74	60.48	62.30	64.18
	O	83.040	85.530	88.110	90.720	93.450	96.270
GRADE 27A (6YA)	Ex	119,128.30	122,702.13	126,383.19	130,174.68	134,079.93	138,102.33
	H	57.27	58.99	60.76	62.60	64.47	66.43
	O	85.905	88.485	91.140	93.900	96.705	99.645
GRADE 28 (6Z)	Ex	123,156.77	126,851.48	130,657.04	134,576.73	138,614.03	142,772.47
	H	59.24	61.01	62.83	64.73	66.66	68.66
	O	88.860	91.515	94.245	97.095	99.990	102.990

GRADE	STEP AL1	STEP AL2	STEP AL3	STEP AL4	STEP AL5	STEP AL6	STEP AL7
GRADE 28A (62A)	Ex	127,467.27	131,291.29	135,230.01	139,286.92	143,465.55	147,769.50
	H	61.29	63.12	65.01	66.98	68.98	71.05
	O	91.935	94.680	97.515	100.470	103.470	106.575
GRADE 29 (600)	Ex	131,777.76	135,731.08	139,803.02	143,997.13	148,317.03	152,766.53
	H	63.38	65.28	67.23	69.26	71.33	73.48
	O	95.070	97.920	100.845	103.890	106.995	110.220
GRADE 29A (60A)	Ex	136,389.99	140,481.66	144,696.14	149,037.01	153,508.11	158,113.36
	H	65.58	67.57	69.60	71.67	73.82	76.04
	O	98.370	101.355	104.400	107.505	110.730	114.060
GRADE 30 (610)	Ex	141,002.21	145,232.26	149,589.23	154,076.91	158,699.21	163,460.17
	H	67.80	69.84	71.93	74.11	76.32	78.60
	O	101.700	104.760	107.895	111.165	114.480	117.900
GRADE 30A (61A)	Ex	145,937.27	150,315.39	154,824.85	159,469.59	164,253.69	169,181.30
	H	70.18	72.29	74.46	76.68	78.98	81.34
	O	105.270	108.435	111.690	115.020	118.470	122.010
GRADE 31 (620)	Ex	150,872.35	155,398.52	160,060.48	164,862.29	169,808.16	174,902.40
	H	72.55	74.71	76.96	79.29	81.66	84.10
	O	108.825	112.065	115.440	118.935	122.490	126.150
GRADE 31A (62A)	Ex	156,152.89	160,837.47	165,662.59	170,632.48	175,751.45	181,023.99
	H	75.09	77.34	79.66	82.03	84.52	87.04
	O	112.635	116.010	119.490	123.045	126.780	130.560
GRADE 32 (630)	Ex	161,433.42	166,276.41	171,264.71	176,402.65	181,694.73	187,145.58
	H	77.64	79.96	82.35	84.81	87.37	90.00
	O	116.460	119.940	123.525	127.215	131.055	135.000
GRADE 32A (63A)	Ex	167,083.59	172,096.08	177,258.96	182,576.74	188,054.04	193,695.68
	H	80.36	82.77	85.24	87.81	90.44	93.14
	O	120.540	124.155	127.860	131.715	135.660	139.710
GRADE 33 (640)	Ex	172,733.76	177,915.76	183,253.23	188,750.84	194,413.35	200,245.75
	H	83.05	85.54	88.11	90.75	93.48	96.28
	O	124.575	128.310	132.165	136.125	140.220	144.420
GRADE 33A (64A)	Ex	178,779.43	184,142.81	189,667.08	195,357.09	201,217.81	207,254.35
	H	85.95	88.53	91.20	93.93	96.74	99.65
	O	128.925	132.795	136.800	140.895	145.110	149.475



Jane Gile  
Human Resources Director

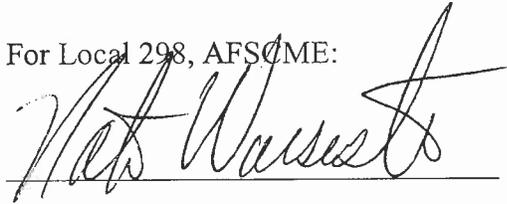


## CITY OF MANCHESTER Human Resources Department

### Letter of Clarification

This letter serves to clarify Article 25, Hospital/Medical Insurance, of the Facilities Division Agreement between the City of Manchester and Local 298, AFSCME, AFL-CIO, 2010-2013. Article 21 – Hospital/Medical Insurance references CIGNA POS and HMO plans. It is understood by the parties that on July 1, 2007, the City contracted with CIGNA to administer its health plan and that on July 1, 2009, the plan Administrator became Anthem. Further, it is understood that references in said Article 21 pertain to the City's current plan administrator, Anthem.

For Local 298, AFSCME:



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City of Manchester:



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Date:

<sup>(aw)</sup>  
8/17/10

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Date:

8/17/10

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