# AGENDA

## COMMITTEE ON HUMAN RESOURCES/INSURANCE

**May 23, 2006** **7:00 PM**
**Aldermen Gatsas, Shea,** **Aldermanic Chambers**
**Garrity, Pinard, Duval** **City Hall (3rd Floor)**

1. Chairman Gatsas calls the meeting to order.

2. The Clerk calls the roll.

3. Communication from Mayor Guinta advising of the implementation of a new process for seeking grants for the City of Manchester.
**Gentlemen, what is your pleasure?**

4. Communication from Virginia Lamberton, Human Resources Director, on behalf of the Airport Director, requesting the establishment of a new position/class specification of Airport Financial Manager, salary grade 24.
**Gentlemen, what is your pleasure?**

5. Communication from Virginia Lamberton, Human Resources Director, requesting a revision to the Building Inspector class specification.
**Gentlemen, what is your pleasure?**

6. Communication from Virginia Lamberton, Human Resources Director, requesting adoption of one or more of the following policies relating to participation in the Contributory Retirement System for both full-time and part-time employees:

   - establish a minimum number of hours per week that a part-time employee would have to work in order to be eligible to participate in the Retirement System (i.e., 20 hours, 30 hours, 35 hours);
   - establish a policy as to whether or not upon retirement a part-time employee can purchase health insurance; and
   - make a decision as to whether or not the City will allow former retired part-time City employees to sign up for health insurance during the open enrollment period.

   **Gentlemen, what is your pleasure?**

## TABLED ITEMS

**A motion is in order to remove any of the following items from the table for discussion.**

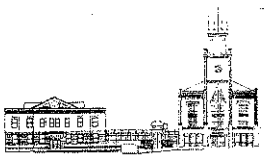
7. Communication from Joan Porter, Tax Collector, relating to part-time employees.
*(Originally tabled 12/07/2004. Retabled 01/04/2005 pending a report on the fiscal impact from Human Resources.)*

8. Communication from Virginia Lamberton, Human Resources Director, requesting the establishment of a new class specification Painter, salary grade 13, and the establishment of two painter positions.
*(Tabled 11/15/2005)*

9. Communication from Virginia Lamberton, Human Resources Director, on behalf of Kevin Dillon, Airport Director, requesting the reclassification and new class specification of Canine Handler Supervisor, salary grade 17.
*(Tabled 03/07/2006)*

10. If there is no further business, a motion is in order to adjourn.

# CITY OF MANCHESTER
## Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

**MEMORANDUM**

To: Virginia Lamberton
Human Resources Director

From: Carol A. Johnson
Deputy City Clerk

Date: March 23, 2006

Re: New Process for Seeking Grants for Manchester submitted by Mayor Guinta

Please be advised that in action taken by the Board of Mayor and Aldermen at a meeting held on March 21, 2006, it was voted to refer the above-referenced matter to your attention as well as the Committee on Human Resources/Insurance.

Enclosed for your records is a copy of a communication reflecting actions taken.

Enclosure

pc: Committee on Human Resources/Insurance

One City Hall Plaza, Manchester, NH 03101 Phone (603) 624-6455 Fax (603) 624-6481
www.ManchesterNH.gov

City of Manchester

Office of the Mayor
Hon. Frank C. Guinta

IN BOARD OF MAYOR & ALDERMEN

DATE: March 21, 2006

ON MOTION OF ALD. Lopez

SECONDED BY ALD. DeVries

VOTED TO refer to the Human Resources Director and the Committee on Human Resources/Insurance.

CITY CLERK

To: All Department Heads
From: Craig Smith, Assistant to the Mayor
Date: March 15, 2006
Subject: New Process for Seeking Grants for Manchester

Below is the new process for seeking out grants that the Mayor would like to implement effective immediately. Please let me know if you have any questions.

Each Dept should identify a Grant Coordinator for the department. This person will be the point person for all grants pertaining to that department. Department Grant Coordinators should be a preexisting member of the department staff who has above average communication skills and a good understanding of the department's subject matter. No additional taxpayer money should be dedicated to this process. The goal is to use preexisting department resources to bring in outside money.

Department Heads are expected to notify Craig Smith (Mayor's Public Affairs Advisor) who their Grant Coordinator is and provide him with all of their contact information. Department Heads should also notify the Mayor's office when/if they ever change their Grant Coordinator.

The Department Grant Coordinator will be responsible for regularly searching for grants, matching up grants with department needs, writing proposals for the grants, and submitting the grant proposal. The Department Grant Coordinator is also the person that will be advertised as the person to contact when someone outside of the Department identifies a grant that may be of benefit to that department.

Dennis Hebert or a VISTA Volunteer designee will train each Grant Coordinator on how to find grants and how to write proposals. Writing successful grants is a skill that should be taught and then fine tuned through experience, but can be done. Having a person that deals with the subject matter on a daily basis trained and writing the grants will be much more effective than a third person relying on secondhand information will.

Craig Smith will oversee the Grant process and should be notified of all grants applied for by the Department Grant Coordinator. Each Friday, the Department Grant Coordinator will update Craig on the status of their grants. Craig will keep the data in spreadsheet that will track all of the grants applied for in the City.

Craig will also be actively seeking out new grants, and will notify the appropriate Department Grant Coordinator when he finds something that may help their department.

The Mayor's Office has considerable contacts in both the State and Federal Governments. Once a grant is applied for, if the Department Grant Coordinator feels that a phone call and/or letter from the Mayor would help, one can be arranged. The Department Grant Coordinator would have to notify Craig that a call would be needed, and provide him with as much information about the grant as possible so he can brief the Mayor prior to the call.

Departments should identify a Grant Coordinator and submit to Craig Smith (csmith@manchesternh.gov) that person's name and contact information by Friday, March 24. Once all departments have submitted information, a training schedule will be arranged with Dennis Hebert and the coordinators will be contacted.

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MAR 16 2006
CITY CLERK'S OFFICE

One City Hall Plaza • Manchester, NH 03101 • Fax: (603) 624-6576 • Phone: (603) 624-6500
www.ManchesterNH.gov

# CITY OF MANCHESTER

*Human Resources Department*

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov


May 4, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for New Position/Class Spec, Airport

Dear Alderman Gatsas and Members of the Committee:

On behalf of Kevin Dillon, Airport Director, I am requesting the establishment of a new position and a new class specification. The new position/class specification that is proposed is an Airport Financial Manager, salary grade 24.

Mr. Dillon has studied his financial organization within the Airport. He has concluded that there needs to be a change in the duties and responsibilities of the Business Service Officer which will create a vacuum in the Financial Division. Specifically, if you will look at the proposed organization chart, there is a significant need for a high level financial person in the Property Management and Contracts Division. Therefore, Mr. Dillon would like your approval to move the Business Service Officer position to the Property Management Division. There is a need for a higher level financial position to include in depth knowledge of FAA financial requirements in the Division of Finance and Administration. As such, Mr. Dillon is proposing a new class specification which would meet the higher level of knowledge and experience that is much needed at the Airport to fulfill those requirements as well as to manage the day to day financial operations of the Airport.

I am attaching a proposed class specification for your review and information. I am also enclosing a copy of a revised organizational chart.

Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Attachments


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MAY - 4 2006
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Proposed

# City of Manchester, New Hampshire

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

| | |
|---|---|
| **Class Title** | **Airport Financial Manager** |
| **Class Code Number** | 9926-24 |

### General Statement of Duties

Manages Airport revenue, bond covenant compliance and accounting interface with City systems; plans, coordinates and supervises Airport accounting personnel; performs other related work as required.

### Distinguishing Features of the Class

The principle functions of an employee in this class are to ensure that Airport revenue is managed in the most effective manner and to ensure that all Airport bond covenant compliance and Trustee requirements are met in a timely fashion. Work is performed under the supervision and direction of the Assistant Airport Director for Finance and Administration and the Airport Director, but considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of all financial staff employees and related personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other city employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.

### Examples of Essential Work
**(illustrative only)**

- Develops and manages the implementation of fiscal control measures and balancing mechanisms for the Airport's financial operations, including revenue analysis, cash balance determinations and weekly, monthly and annual reconciliation's;
- Researches and implements bond compliance measures for applicable statutory or regulatory requirements affecting cash flow or related public fiscal issues;

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- Monitors the balancing of daily revenue, including the responsibility for all funds received;
- Handles all Airport responsibilities for long term debt;
- Processes timely transfers and principle interest payments for all of the Airport's long term debt instruments;
- Receives and evaluates Airport related competitive offerings as appropriate and recommends beneficial opportunities;
- Supervises, trains and evaluates employees involved in the Airport's financial operations, including direct supervision to ensure compliance with all applicable laws, regulations and general accounting standards;
- Assists the Airport Director and the Assistant Airport Director with the compilation and preparation of the Airport" Annual Audit Report and the accompanying Management Discussion and Analysis;
- Plays a major role in the preparation of the Airport's annual budget;
- Utilizes and manipulates the Airport's rates and charges financial model to assure optimum annual airlines rates and charges preparation; makes recommendations on same;
- Manages and maintains the Airport's Passenger Facility Charge (PFC) application and continuing requirements and collection process;
- Closely coordinates with the Assistant Airport Director for engineering and planning on all capital improvement projects; reviews and makes recommendations on the financial impacts of same;
- Closely coordinates with the Assistant Airport Director for Properties and Contract Management on all matters regarding the rental car Customer Facility Charge (CPC) and the accounting of same;
- Liaison with FAA regional and national personnel on all required financial compliance matters;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate superiors and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principle practices and new developments in assigned work areas;

## Required Knowledge, Skills and Abilities
**(at time of appointment)**

- Some knowledge of the theory, principles and techniques of counseling;
- Some knowledge and ability to deal with at-risk youths;
- Some knowledge of human behavior principles;
- Some knowledge of area health and social service agencies;
- Ability to interact with at-risk youth in their environmental setting;
- Ability to assess needs of target youth population;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

## Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in a related field; and
- Considerable experience in youth service programs, criminal justice, education or social services; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

## Required Special Qualifications

- None.

## Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

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Approved by:_____ Date:_____

# CITY OF MANCHESTER

*Human Resources Department*

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov


April 21, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Revision to Class Specification

Dear Alderman Gatsas and Members of the Committee:

Over the years, the City has had difficulties finding qualified candidates for the Building Inspector positions. The primary problem is that there are not enough individuals who possess the certification as a Building Inspector.

Therefore, Leon LaFreniere, Building Director, and I have discussed the idea of changing the class specification to allow individuals with the required experience and education, to be able to attain the Building Inspector certification during the probationary period. If the individual does not attain the certification during the probationary period, he/she will be terminated.

You may recall that we have had to do this in several other class specifications at Water Works, Highway, Parks, etc. etc. Thus far, this has been very helpful to the City.

I am attaching a copy of the class specification with the added language which allows for the individual to attain his/her certification during the probationary period.

Your favorable approval of this revision would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Attachment

Cc: Leon LaFreniere, Director


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APR 21 2006
CITY CLERK'S OFFICE

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# City of Manchester, New Hampshire

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

| | |
|---|---|
| **Class Title** | **Building Inspector** |
| **Class Code Number** | **5100-18** |

### General Statement of Duties

Performs building inspections pertaining to B.O.C.A. (Building Officials & Code Administrators) Code regulations; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform plan review and inspections on buildings under construction to ensure compliance with the B.O.C.A. Code, energy codes and local ordinances. The work is performed under the supervision and direction of the Plans Examiner but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with contractors and other business owners, other City employees and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

### Examples of Essential Work
**(illustrative only)**

- Performs detailed and technical inspections of buildings and sites under development during all phases of construction to monitor for codes compliance and provide information to the public on the nature, requirements and purposes for existing municipal codes;
- Conducts final inspections, maintaining the authority to postpone building/project completion based on the adherence to related codes;
- Performs detailed and technical plan reviews of proposed building designs;

- Insures that the intent of the licensing laws of the State of New Hampshire are maintained through confirmation of required license status at the time of permit issuance and installation inspections.
- Serves as an information resource for all interested members of the public in code applications, permitting processes and all related construction activities;
- Provides information to builders with regard to project design, structural calculations and coordination with other public agencies and seeks to promote a process of cooperation between contractors, builders, building owners and the City of Manchester;
- Investigates complaints of code violations;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

## Required Knowledge, Skills and Abilities
**(at time of appointment)**

- Thorough knowledge of all applicable Federal, State and City codes, rules, and regulations, including the B.O.C.A. Code;
- Thorough knowledge of principles and techniques of modern building construction;
- Ability to conduct thorough inspections of footing, foundation, framing and final work of building construction to not code violations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

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## Acceptable Experience and Training

- Graduation from an accredited college or university with an Associates Degree in Construction Technology; and
- Some experience in construction with some building inspection experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

## Required Special Qualifications

- Valid New Hampshire driver's license;
- Certification as a Building Inspector **or must be attained during probationary period**.

## Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect exiting buildings or on-going work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the city and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by:_____ Date:_____

# CITY OF MANCHESTER

*Human Resources Department*

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov


April 24, 2006

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Alderman Gatsas and Members of the Committee:

The enabling legislation for the City of Manchester Employees' Contributory Retirement System provides for participation in the system for both full time and part time employees. As such, both part time and full time employees that contribute to the System will get a retirement annuity once they have met all of the requirements of the System.

There are currently seventeen (17) individuals who work part time on an ongoing basis of more than twenty (20) hours a week. Those employees accrue leave time pursuant to Ordinances. Part time employees do not get health insurance. The implementation of the health insurance subsidy requires the part time employees to pay the 5% contribution just like the full time employees. However, upon retirement, those part time employees will not be eligible for health insurance as it stands today. Further, with the adoption of Chapter 41, Laws of 2005, there is a policy question as to whether or not the City will allow former part time employees who are collecting retirement to sign up during the open enrollment for all retired employees.

Therefore, I am requesting that the Board of Mayor and Aldermen consider adopting one or more of the following policies:

- Establish a minimum number of hours per week that a part time employee would Have to work in order to be eligible to participate in the Retirement System. Ie 20 hours, 30 hours, 35 hours.
- Establish a policy as to whether or not upon retirement, a part time employee can purchase health insurance.
- Make a decision as to whether or not the City will allow former retired part time City employees to sign up for health insurance during the open enrollment period.


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The last bullet needs to be answered by May 12, 2006. The Retirement Director needs to know this because he is going to be sending out letters to retired employees notifying them of the open enrollment in order to receive the subsidy. I am attaching a copy of his letter to me regarding this issue for your review and information.

Thank you very much for your consideration of these important questions.

Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Attachment

CITY OF
MANCHESTER
EMPLOYEES'
CONTRIBUTORY
RETIREMENT
SYSTEM

1045 ELM ST. • SUITE 403
MANCHESTER, NH 03101-1824
PHONE (603) 624-6506
FAX (603) 624-6342

Virginia Lamberton – HR Director
City of Manchester
Human Resources Department
One City Hall Plaza
Manchester, NH 03101-4000

April 14, 2006

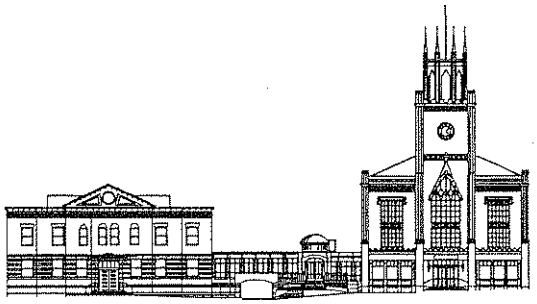
Dear Ginny:

I am writing to document an immediate concern regarding a handful of City participants in the Manchester Employees' Contributory Retirement System who are now contributing toward a health insurance subsidy and who, for whatever reasons, do not presently qualify for City health insurance. The question has been posed as to whether these individuals will be allowed to join the City group upon retirement in order to be able to utilize their subsidy entitlement. This is not to say that they should be allowed to join the group prior to retirement and we do not contest the City's decision to exclude them from eligible while they are still employed. Our concern is that these few individuals are obligated by law to fund a benefit structure which they won't be able to use if the City denies their enrollment into the group at the retiree's full expense upon retirement. The Manchester School District has already considered this issue as they also have a handful of plan participants in a similar situation and have decided not to deny enrollment upon retirement. This office needs to know the City's position on the matter before May 12, 2006 so that it may accurately proceed with communications to plan participants on various aspect of the benefit implementation stage of the retiree health insurance subsidy program created by Chapter 41 Laws of 2005. Please inform me in writing of the City's position on this issue before the May deadline.

Respectfully,

Gerard Fleury – Executive Director
Manchester Employees' Contributory Retirement System

7 121 /104 - Tabled pending legal opinion from Solicitor




*City of Manchester Office of the Tax Collector*

*City Hall One City Hall Plaza*
*Manchester, New Hampshire 03101*
*Joan A. Porter, Tax Collector*
**Tele: (603) 624-6575**
**Fax: (603) 628-6162**
**Web Site: http://www.manchesternh.gov**
**Email: taxcollector@ci.manchester.nh.us**


1/25/05 - Remained tabled
3/15/05 - " "
5/3/05 - " "
7/18/05 - " "
9/6/05 - " "
1/15/05 - " "
3/7/06 - " "

*Welcome to the City Of Manchester NH, Where History Invites Opportunity!*

Alderman William P. Shea, Chairman
Human Resources Committee
1 City Hall Plaza
Manchester, NH 03101

November 15, 2004

RECEIVED
NOV 17 2004
CITY CLERK'S OFFICE

Dear Alderman Shea,

Please place an item relative to regular part time employees on the next Human Resources agenda for discussion.

At issue is the determination of status as regular part time/seasonal/temporary which determines length of probation, thus affecting the first merit increase and subsequent increases.

The Tax Collector's Office has employed two part time employees as a replacement for one full time position for close to twenty years. At one time they were called permanent part time and that was changed to regular part time. These employees work 20 hours per week year round (no break in service), earn vacation and sick leave, are entitled to bereavement leave, tuition reimbursement (pro-rated) and paid holidays and are automatically enrolled into our Contributory Retirement System and are permitted to join the Sick Bank. It is mandatory that they attend Orientation and are given a Handbook detailing benefits. The handbook states that: "The first six months of your employment with the City are considered a probationary period." (Page 3-2). It also states that: "Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade." (Page 3-3 attached).

The Human Resources Department believes that these part time employees are seasonal/temporary. Since seasonal/temporary employees are hired for a specific "season" (such as lifeguards in summer and ski lift operators in winter) or "purpose" (such as those hired for elections), they are generally hired knowing that their employment is for a short, specific term. Furthermore, temporary employees are not members of the Retirement System or Sick Bank, are not required to attend Orientation nor are they entitled to the benefits afforded a regular part time employee. The ordinance referencing seasonal/temporary employees (33.063 attached) was changed in August 2002 to reflect changes in step increases. There is an ordinance (33.062 attached) referencing part time employees but it was not changed, nor does it reference step increases.

One of our part time employees was hired in July and is due an increase at the end of her probation in January. This amounts to .40 per hour which is $8.00 per week as a regular part time employee. I am requesting that the Committee reaffirm her status as a regular part time employee thus allowing her an increase upon completion of her probationary period which is 6 months according to our Employee Handbook (page 3-2 attached).

Thank you for your thoughtful consideration of this matter.

Sincerely,

Joan A Porter

Joan A. Porter
Tax Collector

You may participate in the **Dependent Care Reimbursement Plan** (allows you to set aside money deducted pre-tax from your paycheck into an account to reimburse you for eligible dependent day care expenses); the **Premium Offset Plan** (allows you to pay for your share of medical insurance premiums on a pre-tax basis); and/or the **Health Care Reimbursement Plan** (allows you to set aside funds to pay for medical and dental expenses before salary taxes). For more information on these plans, contact the Human Resources Department at 624-6543 (Voice/TTY).

## COMPENSATION PROGRAM

The City recognizes the need to provide a compensation program that is competitive in the marketplace, internally consistent and recognizes our employees' efforts and achievements.

We have established a classification plan with assigned pay grades for every position. Positions are evaluated based on the knowledge, skills and abilities required for the job (see performance summary section). You have an opportunity to advance within your pay grade as your career with the City progresses.

## PROBATIONARY EMPLOYEES

The first six months of your employment with the City are considered a probationary period. During this time, you are eligible for paid holidays. Upon successful completion of your probation, your employee status will change as is appropriate to your position. Although you accrue sick

leave and vacation hours during this six-month period, ***you are not eligible to use these hours toward vacation or sick leave.***

Police and Fire Department employees have a probationary period of one year, but are eligible to use vacation and sick leave after six months, as defined by their respective Collective Bargaining Agreements.

## NON-PROBATIONARY EMPLOYEES

Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade. Advances are based on your job performance and length of service – they are described below. Salary advances require the recommendation of your department head and the approval of the Human Resources Director or the Human Resources and Insurance Committee, except as otherwise provided for in Collective Bargaining Agreements.

## EMPLOYEE DEVELOPMENT PLAN

The City is committed to providing opportunities for professional growth and development. To that end, you and your supervisor will meet to complete your annual Employee Development Plan (EDP). This plan will help you to identify your strengths and areas of expertise as well as those areas that may need further development. You will set professional goals and objectives for the coming year, and you will identify the action steps you will need to take in order to achieve your goals. You and your supervisor will meet periodically during the course of the

## TUITION REIMBURSEMENT

This benefit is available to all regular, full-time and regular, part-time (on a pro-rated basis) employees, on a first-come, first-served basis. All employees who have completed six (6) months of continuous employment are eligible. Employees may apply for reimbursement on a yearly basis. For information on current rates, refer to your Collective Bargaining Agreement or contact the Human Resources Department at 624-6543 (Voice/TTY).

## RETIREMENT

Eligible City classified employees are enrolled in the Manchester Employee Contributory Retirement System Defined Benefit Plan. Contributions are established by referendum: the current rate is 3.75% annually. Employees are vested after five (5) years of service. For more information consult the City of Manchester Employee Contributory Retirement System at 624-6506. (TTY access through RelayNH at 711).

Eligible uniformed Police and Fire employees are enrolled in the State of New Hampshire Retirement System. Contributions vary on an annual basis. For more information, consult the appropriate Collective Bargaining Agreement or the State Retirement Office at 271-3351 (TTY access through RelayNH at 711).

anniversary date just as if the employee had been working in the current position.

(E) *Rate of pay on promotion.* In any case where an employee is promoted to a class with a higher pay grade, the employee's pay shall be increased to at least the minimum rate for the higher class, but such increase shall be no less than 10% of the employee's current pay. In the case of overlapping pay grade ranges, the promoted employee shall be increased to the step immediately above the employee's current pay, but such increase shall be no less than 10% of the employee's current pay. If the employee refuses the promotion, the Human Resources Director may approve an additional pay step increase. If the employee still refuses the promotion, the Human Resources and Insurance Committee may approve two additional pay step increases. If the employee still refuses the promotion, the Mayor may approve additional step increases as provided in § 33.046 above. Advancement to the maximum rates subsequent to promotion will beon the same basis as described in § 33.048 of this subchapter. Effective dates for promotions shall be the first work day following approval of the promotions.

(F) *Rate of pay in cases of voluntary transfer to a lower pay grade.* When an employee takes a position at a lower salary grade, the employee shall be demoted to the lower grade based upon his/her years of service. However, if the years of service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the demotion, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the demotion.

(G) When an employee's position is reclassified to a higher salary grade, the employee shall be placed in the new grade at a step that would provide an increase equaling at least one annual merit step increase in the former salary grade. If an employee's position is reclassified to a lower salary grade, the employee shall be placed at a step in the lower grade based upon his/her years of full time employment. However, if the years of full service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the reclassification, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the reclassification.

('71 Code, § 18-36) (Ord. passed 6-14-67; Am. Ord. passed 4-19-88; Am. Ord. passed 11-4-98; Am. Ord. passed 9-4-01; Am. Ord. passed 11-7-01; Am. Ord. passed 8-6-02; Am. Ord. passed 2-18-03; Am. Ord. passed 3-18-03)

## § 33.047 PROBATIONARY PERIOD.

After initial appointment or promotion to a position covered by §§ 33.020 through 33.082 of this chapter, the first six months of service in the position to which appointed or promoted shall be considered the period of probation, except uniformed Fire Department personnel and entrance level police personnel whose probation periods shall be for 12 months; provided however, that such fire and police personnel shall be eligible for pay advancement after six months employment, upon the recommendation of the department head. In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation. During the period of extended probation, the employee shall not be eligible for a step increase until such time as the employee has satisfactorily completed the extended probationary period. At the completion of the probationary period, the employee shall be eligible for a one step increase. In the event the employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be

while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

2 different categories

## § 33.062 PART-TIME EMPLOYEES.

(A) Any employee occupying a position designated as FLSA exempt who is regularly employed on a continuing work schedule of less than 40 hours per week shall be compensated by multiplying the base pay rate by the number of regular hours worked per week.

(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

## § 33.063 TEMPORARY AND SEASONAL EMPLOYEES.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

## § 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to

| | Seasonal/Temporary | Regular Part Time |
|---|---|---|
| Health Insurance | No | No |
| Contributory Retirement | No | Yes |
| Orientation | No | Yes |
| Vacation | No | Yes |
| Sick Leave | No | Yes |
| Tuition Reimbursement | No | Yes |
| Sick Bank | No | Yes |
| Bereavement Leave | No | Yes |
| Paid Holidays | No | Yes |
| Probation | No | Yes |

# CITY OF MANCHESTER

*Human Resources Department*

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065


November 26, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
City Hall Plaza
Manchester, New Hampshire 03101

Re: Response to Joan Porter's Letter Regarding Part Time Employees

Dear Alderman Shea and Members of the Committee:

On November 15, 2004, Joan Porter, Tax Collector, wrote you a letter regarding a part time employee who works in the Tax Collector's Office. Mrs. Porter states that this office is defining part time employees as seasonal or temporary employees for the purpose of receiving a step increase. This stems from the fact that a part time employee was hired in July. It is Mrs. Porter's opinion that the part time employee is serving a probationary period and at the conclusion of the probationary period, she will be entitled to a step increase as is authorized for full time employees in Ordinance 33.047. This office is denying the step increase due to the fact that Ordinance 33.062 (B) requires part time employees to work 2080 hours to receive a step increase as is authorized in Ordinance 33.063 by reference from Ordinance 33.062 (B). The 2080 hours is equivalent to what is required of a full time employee to receive a step increase.

Mrs. Porter cites several references to support her position. Although well intended, these references are not for part time employees. For example, the Ordinances are written for regular full time employees. Exceptions to those for part time, seasonal or temporary employees are stated in certain Ordinances. For example: Ordinance 33.062, Part Time Employees, Ordinance 33.075, Holidays ,Ordinance 33.077 Bereavement Leave, Ordinance 33.079 Vacations, and Ordinance 33.081 Sick Leave. Therefore, part time employees are not entitled to be included in Ordinances that affect full time employees unless specifically stated.

The Employee Handbook is written in the same fashion. The Handbook that Mrs. Porter has copied for your information was revised over a year ago to reflect the Ordinances. The language is written for full time employees as the majority of the Ordinances dictate.

Although there are a couple of instances where an Ordinance states "permanent" part time or regular part time employee, by law, only full time permanent employees are considered regular. Those ordinances should be revised to ensure clarity of the status of a part time employee. Further, part time employees do not serve a probationary period. They are part time and paid by

the hour. They do not have any recourse if they are terminated from employment as do the regular or permanent employees.

In conclusion, the requirement for part time employees to work the equivalent number of hours as full time employees are required to work in order to receive a step increase, was proposed to ensure that all employees be treated equally for step increases. This has been enforced since the Ordinance was revised to include a part time employee in Human Resources.

I hope this clarifies the situation. If there are any other questions, I would be pleased to answer them.

Respectfully submitted,

Virginia A Lamberton

Virginia A. Lamberton
Human Resources Director

Attachment

rate of pay in accordance with this section if the assignment is for one full work day or longer.

(B) When a department head position is vacant, the Mayor, or Board as appropriate, may appoint an individual as the acting department head. Such employee shall be compensated at the entrance rate of the salary grade for the vacant department head position or one rate step above his/her present rate, whichever is higher while so assigned.
('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

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(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.
('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

## § 33.063 TEMPORARY AND SEASONAL EMPLOYEES.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.
('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

## § 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to ensure that employees will actually receive the supplemental pay benefit provided above.

(2) Pending determination of compensation eligibility, the employee may receive sick leave benefits. On a determination of eligibility for compensation benefits, sick leave credit shall be restored.

(3) To the extent authorized by law, the city, during the period the employee is receiving

# CITY OF MANCHESTER

*Human Resources Department*

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December 21, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

**Re: Current Part Time Employees**

Dear Alderman Shea and Committee Members:

At our last Human Resources and Insurance Committee meeting, we discussed Ordinances that establish the number hours that are required for a part time employee to receive a step increase.

Several members of the Committee requested a listing of the current part time employees. Therefore, I am providing you with the list as of today.

I will be happy to explain the document to you at our next meeting.

Very truly yours,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Attachment


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DEC 22 2004
CITY CLERK'S OFFICE

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Date: 12/21/04

# Part Time Employees by Dept. W/ scheduled hrs.

| Department Number | Department Description | Last Name | First Name | Full/Part Time | Schedule Hours Code | Normal Work Hours in Day |
|---|---|---|---|---|---|---|
| 2 | ASSESSOR'S OFFICE | DOYON | IRENE | P | NS | 8.000 |
| 4 | CITY CLERK - SECURITY GUARDS | GONZALEZ | LUIS ANGEL | P | NS | 0.000 |
| | | GATCOMB | SEAN | P | NS | 0.000 |
| | | KLEY | ROBERT | P | NS | 0.000 |
| | | DEVLIN | BONNIE | P | NS | 0.000 |
| 19 | HUMAN RESOURCES DEPARTMENT | FIGG | SUSAN | P | W1 | 8.000 |
| 22 | TAX COLLECTOR | TRACY | MARGARET | P | P3 | 8.000 |
| 25 | AVIATION - RUNWAY/AIRFIELD MAINTENANCE | SLIVER | JASON | P | NS | 8.000 |
| | | GREEN | RAYMOND | P | NS | 8.000 |
| | | WILLIS | DAVID | P | NS | 8.000 |
| | | WEBSTER | RAYMOND | P | NS | 8.000 |
| | | DUVAL | DAVID | P | NS | 8.000 |
| | | DESROCHER | CHARLES | P | NS | 8.000 |
| | | COOK | JOHN | P | NS | 8.000 |
| | | RODONIS | RICHARD | P | NS | 8.000 |
| 29 | WATER - DIST BACKFLOW | MYERS | CLAUDETTE | P | P8 | 6.000 |
| | WATER - FINANCIAL ACCOUNTING | JONES | DORIS | P | WT | 8.000 |
| | | D'ADDIO | PATRICIA | P | NS | 8.000 |
| | WATER - TREAMENT LABOR | STRANGMAN | KATHLEEN | P | NS | 0.000 |
| | | EBERT | HARRIET | P | NS | 0.200 |
| | | TOLSON | JOSEPHINE | P | NS | 0.000 |
| | | METCALF | BARBARA | P | NS | 0.000 |
| | WATER - WATERSHED PATROL | FOSS | FRED | P | WT | 8.000 |
| 33 | POLICE-DETECTIVES | SCHANCK | SUZANNE | P | PT | 8.000 |
| | POLICE-TRAFFIC CONTROL | GAZDA | WALTER | P | CG | 2.000 |
| | | O'NEILL | LAURA | P | CG | 2.000 |
| | | CARIGNAN | PIERRETTE | P | CG | 2.000 |
| | | PRITCHARD | MARGARET | P | CG | 0.200 |
| | | WALSH | SCOTT | P | CG | 0.200 |
| | | DAY | ARLINE | P | CG | 2.000 |
| | | YOUNG | RUTH | P | CG | 0.200 |
| | | PLOURDE | JEFFREY | P | CG | 2.000 |
| | | PLOURDE | DIANE | P | CG | 0.200 |
| | | VALLEE | LUCETTE | P | CG | 2.000 |
| | | BRUNELLE | NICOLE | P | CG | 2.000 |
| | | CASE | JANET | P | CG | 0.200 |
| | | WATSON | LISA | P | CG | 0.200 |
| | | KROCHMAL | JOHN | P | CG | 2.000 |
| | | LAVALLEE | GERARD | P | CG | 2.000 |
| | | BRUNELLE | RITA | P | CG | 2.000 |
| | | TRISCIANI | JOSEPH | P | CG | 2.000 |
| | | DESHAIES | ROBERT | P | CG | 2.000 |
| | | CUSHING | CLARENCE | P | CG | 2.000 |
| | | BLACK | OSBORNE | P | CG | 2.000 |
| | | BROWN | GERALD | P | CG | 0.200 |
| | | TURULA | AMY | P | CG | 0.200 |
| | | WRIGHT | SHEILA | P | CG | 0.200 |
| | | BOUDREAU | RUTH | P | CG | 2.000 |
| | | CROTTY | EDWARD | P | CG | 0.200 |
| | | BOURGEOIS | ROBERT | P | CG | 2.000 |
| | | LOPEZ | GLORIA | P | CG | 2.000 |
| | | BOURGEOIS | MICHAEL | P | CG | 0.200 |
| | | COTE | RICHARD | P | CG | 0.200 |
| | | MCGEE | MEGHAN | P | CG | 2.000 |
| | | DUNN | DONNA REE | P | CG | 0.200 |

7

Date: 12/21/04

# Part Time Employees by Dept. W/ scheduled hrs.

| Department Number | Department Description | Last Name | First Name | Full/Part Time | Schedule Hours Code | Normal Work Hours in Day |
|---|---|---|---|---|---|---|
| 33... | POLICE-TRAFFIC CONTROL... | PAPP | RICHARD | P | CG | 0.200 |
| | | RIVERA | HOPE | P | CG | 0.200 |
| | | DARGIE | REBECCA | P | CG | 0.200 |
| | | BARTLETT | KAREN | P | CG | 0.200 |
| | | BRUNELLE | JOSEPH | P | CG | 2.000 |
| | | WILDER | VIRGINIA | P | C2 | 2.000 |
| | | READE | KERRY | P | CG | 0.200 |
| | | COOPER | CHESTER | P | CG | 2.000 |
| | | HOPPS | CAROLINE | P | C6 | 2.000 |
| | | RIVARD | LEE | P | CG | 2.000 |
| | | O'NEIL | MAUREEN | P | P3 | 8.000 |
| | | JOUBERT | ELIZABETH | P | CG | 2.000 |
| | | CURRAN | ROBERT | P | CG | 0.200 |
| | | MCINERNEY | SUSAN | P | CG | 0.200 |
| | | MORRIS | KENDRA | P | CG | 0.200 |
| | | MATSON | KATHLEEN | P | CG | 0.200 |
| | POLICE-UNIFORMED POLICE OFFICERS | TREMBLAY | GUY | P | NS | 8.000 |
| | | ALEXAKOS | PHILIP | P | NS | 8.000 |
| | | CZARNEC | JEFFREY | P | NS | 8.000 |
| | | HOLMES | CHARLES | P | NS | 8.000 |
| | | AINSWORTH | KEVIN | P | NS | 8.000 |
| 50 | HIGHWAY-SOLID WASTE | OVERBY | BRIAN | P | K1 | 8.000 |
| | | BARDELCIK, J | JOHN | P | K2 | 8.000 |
| 60 | WELFARE | PARSONS | CHARLEEN | P | NS | 6.000 |
| 65 | PARKS - GENERAL RECREATION | CATTERTON | ERIC | P | K4 | 8.000 |
| | | MCQUEENEY | KAITLYN | P | K4 | 0.000 |
| | | HAARLANDER | KATIE | P | K4 | 0.000 |
| 71 | LIBRARY - MAIN | MCINTIRE | SAVANNAH | P | U4 | 5.000 |
| | | RUNDQUIST | KIRSTEN | P | 40 | 0.000 |
| | | COMPANION | TINA | P | NS | 0.000 |
| | | GRAVES | AMY | P | Q1 | 8.000 |
| | | TRIMBUR | GAIL | P | U3 | 5.000 |
| | | LAVALLEE | MICHAEL | P | U3 | 5.000 |
| | | WIDGER | NIELS | P | U3 | 5.000 |
| | | BUCKLEY | BERNICE | P | U3 | 5.000 |
| | | KALED | ROSE ALMA | P | U3 | 3.000 |
| | LIBRARY - WEST SIDE BRANCH LIBRARY | THROENLE | BENJAMIN | P | U3 | 5.000 |

7

1/4/05 - 100-00
7/18/05 -

*City of Manchester Office of the Tax Collector*

*City Hall One City Hall Plaza*
*Manchester, New Hampshire 03101*
*Joan A. Porter, Tax Collector*
**Tele: (603) 624-6575**
**Fax: (603) 628-6162**
**Web Site: http://www.manchesternh.gov**
**Email: taxcollector@ci.manchester.nh.us**


*Welcome to the City Of Manchester NH, Where History Invites Opportunity!*

December 30, 2005
Alderman William P. Shea, Chairman
Human Resources and Insurance Committee
1 City Hall Plaza
Manchester, NH 03101

Dear HRIC Members,

At the last HRIC meeting, we discussed the Ordinance change of 8/7/02 which inadvertently changed the manner in which part-time employees are granted merit increases.

I say "inadvertently" because I have since read the minutes of the meeting during which the Committee approved the ordinance. A copy is attached for your review. The Ordinance in question is: **33.63 Temporary and Seasonal Employees**. Alderman Sysyn asked "what does this revision do" and the response from Ms. Lamberton pertained to the ordinance as it existed in which temporary and seasonal employees would work for the summer for 10 or 12 weeks, leave and come back next year and get a step increase. Ms. Lamberton went on to say that she proposed that they (temp/seasonal) would have to work the equivalent number of hours as a full-time employee to progress in steps. There was no mention of the part-time employees or the impact upon them or of Ordinance 33.62 which is governed by any changes to Ordinance 33.63.

At issue is the intention of the ordinance change. The intention was to correct a practice of granting yearly step increases to employees who were temporary or seasonal. The unintended effect was that regular part-time employees became classified as temp/seasonal for pay purposes. This change was never discussed. The regular part time employees to whom I am referring are employees who do the same exact job as a full time employee, are committed to work year round and receive many benefits that temp/seasonals do not.

This unintended effect has the following impact on part time employees, contrary to the intention of Yarger/Decker which was to have employees compensated equally for doing the same job. Let's assume we hired a part time (20 hours per week) and a full time person on January 1, 2005 at a rate of pay of $10.00 per hour.

| | Jan05 | July05 | Jan06 | Jan07 | Jan08 | Jan09 |
|---|---|---|---|---|---|---|
| FT | $10.00 | 10.30 | 10.60 | 10.91 | 11.23 | 11.56 |
| PT | $10.00 | 10.00 | 10.00 | 10.30 | 10.30 | 10.60 |

As you can see, after 4 years, the part time employee who is doing the same job is getting almost $1.00 less per hour (and obviously only being paid for 20 hours while the full time is being paid for 40 hours) but is expected to perform comparable to a full time person (pro-rated). We do track performance levels.

I look forward to further discussion at the HRIC meeting on Tuesday, January 4th. If you have further questions please contact me at 624-6575 x5303.

Respectfully submitted,

Joan A Porter

Joan A Porter
Tax Collector

Enc: Copies of HRICminutes of 7/15/02

# PROPOSED REVISION TO

# ORDINANCE 33.063

# TEMPORARY AND SEASONAL EMPLOYEES

**July 8, 2002**

## CURRENT LANGUAGE

**33.63 Temporary and Seasonal Employees.**

Any temporary or seasonal employees occupying classified positions shall be employed initially at the hourly rate equivalent to the entrance rate in which employed as established by the temporary and seasonal employee schedule. All temporary or seasonal employees working less than a full work year may annually advance in pay, based upon satisfactory service and upon the recommendation of the department head, to the next higher rate in the grade for the class under salary schedule 1(D) until they reach the maximum step. Such annual advancement within a pay range may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the initial pay step for the class to which he/she is assigned.

## PROPOSED LANGUAGE

**33.63 Temporary and Seasonal Employees**

Any temporary or seasonal employees occupying a classified position shall be employed initially at the minimum step in the salary grade for his/her classification. Upon the recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of twelve (12) months or longer. In such event, the employee shall be reemployed at the minimum step for the classification to which he/she is employed.

Chairman Lopez addressed Item 7 of the agenda:

> Communication from Virginia Lamberton, HR Director, recommending a proposed revision to Ordinance 33.063 (Temporary and Seasonal Employees).

Alderman Shea moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review. Alderman Sysyn duly seconded the motion.

Alderman Sysyn asked what does this revision do.

Ms. Lamberton replied actually currently you could have somebody come and work for the summer for say 10 or 12 weeks, leave, come back the next year and get a step increase and that doesn't seem very wise. What I am saying is they would have to work the equivalent number of hours as a full-time employee to progress in steps.

Chairman Lopez called for a vote. There being none opposed, the motion carried.

Chairman Lopez addressed Item 8 of the agenda:

> Communication from Virginia Lamberton, HR Director, recommending a remedial revision to Ordinance 33.081 (4) (Sick Leave).

Alderman DeVries moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review. Alderman Sysyn duly seconded the motion for discussion.

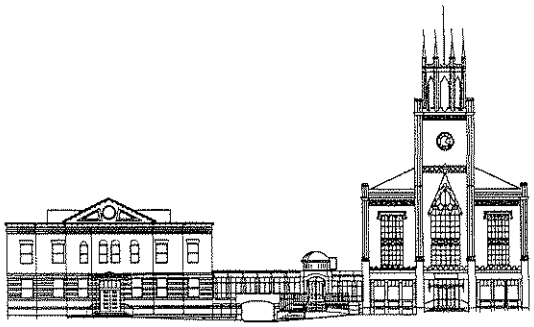
Ms. Lamberton stated apparently in 1990 the Board of Mayor and Aldermen passed a proposed language revision that nobody followed up with to correct the ordinance to reflect what is reality and in fact this is exactly what has been going on for the last 10 years but the ordinance doesn't reflect that. Now the ordinance will reflect that and clarify that this is the way it is.

Alderman DeVries asked and this would apply to whom.

Ms. Lamberton answered non-affiliated employees. Affiliated employees have provisions for pay out and so forth. This is a housekeeping measure.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.

7



*Welcome to the City Of Manchester NH, Where History Invites Opportunity!*


*City of Manchester Office of the Tax Collector*

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*Joan A. Porter, Tax Collector*
**Tele: (603) 624-6575**
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**Email: taxcollector@ci.manchester.nh.us**


February 24, 2006

Alderman Ted Gatsas, Chairman
Human Resources and Insurance Committee
City Hall
! City Hall Plaza
Manchester, NH 03101

Dear Alderman Gatsas,

The next regularly scheduled meeting of the Human Resources and Insurance Committee will occur while I am on vacation.

I would appreciate it if you would (once again) leave the issue regarding Part Time employees on the table until I return.

Thank you for your consideration of this matter.

Sincerely,

Joan A Porter

Joan A. Porter
Tax Collector

8

# CITY OF MANCHESTER

*Human Resources Department*

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065

October 12, 2005

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OCT 27 2005
CITY CLERK'S OFFICE

Alderman William Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Requests for New Classification and New Positions

Dear Alderman Shea and Members of the Committee:

On behalf of Tim Clougherty, Chief Facilities Manager, and Frank Thomas, Highway Director, I am requesting the establishment of a new class specification Painter, salary grade 13. In addition, I am requesting the establishment of two Painter positions.

Apparently years ago, the City had several painter positions. Those positions no longer exist. Due to the fact that there will be a need to maintain the new construction in the schools from the Design Build project, it has been determined that there will be a need to employ at least two full time Painters. Therefore, we have developed a new and updated class specification with the title of Painter. I am attaching a copy of the proposed class specification for your review and information. I am also attaching a copy of an updated organization chart for the Facilities Division. Funds are available in the Facilities budget to support these positions.

Your favorable approval of these requests would be greatly appreciated.

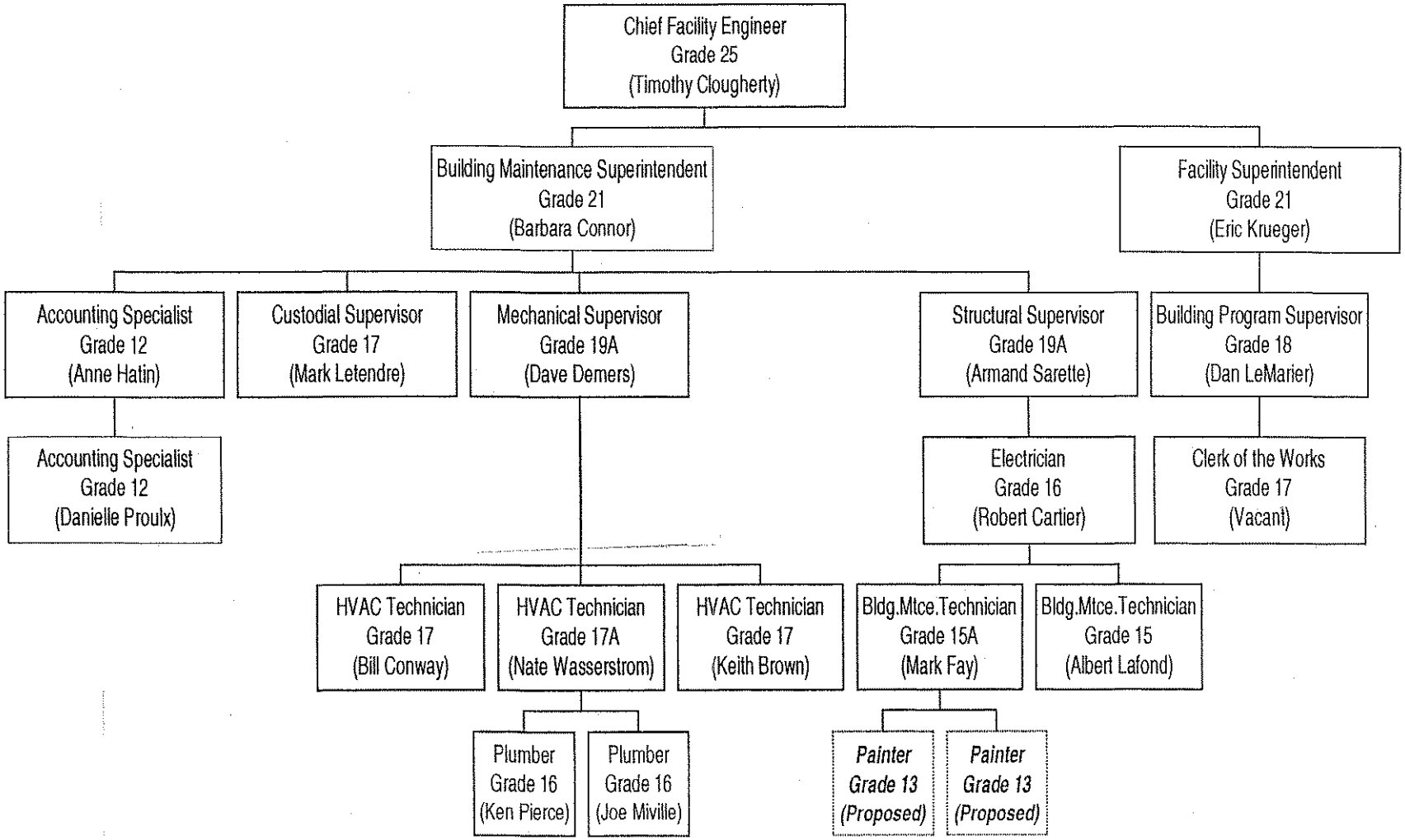
Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Attachments

# Department of Highways
# Facilities Division - Proposed New Job Classes



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# City of Manchester
# New Hampshire

*In the year Two Thousand and* five

## AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Painter) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, s follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Painter

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Painter, Grade 13, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5234, Painter, (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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DRAFT

# City of Manchester, New Hampshire

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

| | |
|---|---|
| **Class Title** | **Painter** |
| **Class Code Number** | 5234-13 |

### General Statement of Duties

Performs a variety of skilled painting work on city-owned property and equipment; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform various skilled painting work on municipal buildings. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in various indoor and outdoor work areas, with potential personal hazards.

### Examples of Essential Work
**(illustrative only)**

- Cleans and prepares materials to be painted by scraping, removing loose putty, filling cracks, removing broken glass;
- Paints the interior and exterior of buildings using brushes, spray guns, paint rollers or other painting tools;
- Repairs walls and ceilings;
- Applies sealant to exterior finishes and removes graffiti, applying chemical solvents as necessary;

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- Paints rain gutters, signs and a variety of equipment;
- Varnishes and paints furniture;
- Mixes and matches paints;
- Orders and picks up supplies and other materials;
- Drives vehicles as required to complete tasks, transporting ladders and scaffolding;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

## Required Knowledge, Skills and Abilities
**(at time of appointment)**

- Thorough knowledge paints, varnishes, shellacs, fillers and graffiti removal chemicals;
- Thorough knowledge of methods, techniques, equipment, tools and materials used in painting practices;
- Thorough knowledge of brush and spray painting;
- Good knowledge of wall and ceiling repair;
- Good knowledge of safety practices used in painting and maintenance functions;
- Ability to work from ladders and scaffolding;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

## Acceptable Experience and Training

- Graduation from High School or possession of a GED; <u>and</u>
- Three years experience as a professional painter or as a journeyman painter.

## Required Special Qualifications

- Valid New Hampshire's Drivers License;

## Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor and repair HVAC systems;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on and set up staging, ladders or other devices to safely work above ground level and access equipment and to be able to stoop, kneel, crouch, stand, walk, push, climb and grasp repetitively.

Approved by:_____ Date:_____

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# CITY OF MANCHESTER

*Human Resources Department*

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065


February 8, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification & New Class Specification

Dear Alderman Gatsas and Members of the Committee:

On December 19, 2005, the Board of Mayor and Aldermen approved the establishment of three new positions at the Airport. The positions are titled Canine Handlers. The salary grade for this classification is sixteen (16).

Since that approval, Kevin Dillon, Airport Director, has requested that one of the new positions be reclassified upward in order to have a lead worker. As such, Mr. Dillon is requesting the establishment of a Canine Handler Supervisor class specification. The salary grade for this new classification is recommended to be at a salary grade seventeen (17).

The base salary for a Canine Handler, salary grade sixteen is $33,895. The base salary for a Canine Handler Supervisor, salary grade seventeen is $36,268.

I am attaching a copy of the new proposed class specification for a Canine Handler Supervisor for your review and approval.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resource Director

Attachment

Cc: Kevin Dillon, Director


RECEIVED
FEB - 9 2006
CITY CLERK'S OFFICE

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# City of Manchester
# New Hampshire

*In the year Two Thousand and* six

## AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Canine Handler Supervisor) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Canine Handler Supervisor

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Canine Handler Supervisor, Grade 17, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 9152, Canine Handler Supervisor (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

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Proposed

# City of Manchester, New Hampshire

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

| | |
|---|---|
| **Class Title** | **Canine Handler Supervisor** |
| **Class Code Number** | 9152-17 |

### General Statement of Duties

**Responsible for supervising Canine Handlers and carries out administrative functions and record keeping in relation to the Canine Program.**
Patrols airport facilities in the secure, sterile, and non-secure areas to promptly respond to threats that affect public safety or air carrier operations. Conducts canine training and/or patrols within the view of the public to provide a noticeable deterrent. Performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to **serve as the lead worker for and to participate with Canine Handlers in** conducting emergency and routine security sweeps for the detection or deterrence of explosive threats in the airport environment. The work is performed under the supervision **and direction** of the Airport Security Manager **but leeway is granted for the exercise of independent judgment and initiative. Ensures and participates in the** coordination and conducts **of** regular canine training. Performs daily canine care and ensures the health and welfare of the canine in order to optimize team performance. This highly specialized class is a working **supervisory** level civilian canine handler position inspecting airport facilities for the Airport, air carriers, and tenants. This position requires specialty training as provided by the Transportation Security Administration (TSA) in the management of canines dedicated to explosives detection. This position is responsible for the ongoing and continuous training and care of the assigned dog **as well as ensuring care of team dogs**. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other staff members, government agencies, law enforcement officials, Airport

tenants, other City employees and the public. The principal duties of this class are performed in both an indoor and outdoor work environment, often in extreme weather conditions. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

## Examples of Essential Work
### (illustrative only)

- **Supervises and performs a wide variety of tasks involved with the operation of a canine team in an airport setting;**
- **Monitors activities of the canine program to ensure safety, security and compliance with airport, state and federal regulations;**
- **Ensures that various reporting, training and response requirements of the program are met;**
- **Ensures that team members properly store and maintain training materials;**
- **Ensures that pertinent documentation is prepared and appropriate records are maintained;**
- **Ensures that proper scheduling is maintained;**
- Maintains a presence on a rotating basis in operational areas of the airport during peak and non-peak hours.
- Maintains liaison with Airport Operations, Airport Law Enforcement Unit and Airport Fire Department as well as surrounding Law Enforcement Agencies and Canine Teams.
- Responsible for ongoing canine training as mandated by the TSA to include wide and narrow body aircraft, airline terminal and luggage, freight, warehouse and vehicles.
- Responsible for care and feeding of the canine, including maintaining the kennels in a sanitary condition.
- Maintains necessary training records as defined by the TSA. Operates an Airport Vehicle equipped with a kennel to transport the canine to various work sites and home.
- Uses explosive detection canines to inspect facilities, passengers, baggage, etc. for explosives.
- Enforces Airport security rules and regulations;
- Serves as a member of Airport emergency response team;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Writes reports as required;
- Performs other directly related duties consistent with the role and function of the classification.

## Required Knowledge, Skills and Abilities
## (at time of appointment)

Knowledge of:

- Techniques for dealing with the public and employees, in person, often where relations may be confrontational or strained;
- **Thorough knowledge of leadership and team building principles;**
- Record keeping principles and practices;
- Computer applications related to the work;

Skill in:

- Expressing verbal and physical enthusiasm to motivate the canine;
- Learning and applying information regarding airport procedures, topography, operations and facilities;
- Working without close supervision in both emergency and standard work situations;
- Assessing and prioritizing situations and determining appropriate response;
- Maintaining accurate records of training performed;
- Using initiative and independent judgment within established procedural guidelines;
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities;
- Speaking English effectively to communicate in person, on the radio or over the telephone;
- Accurately perceiving, soundly reasoning and correctly judging situations;
- Taking charge of and directing others in emergencies or other dangerous incidents;
- Writing accurate reports.
- Ability to learn and understand safe handling of explosives used in canine training according to TSA mandates;
- Ability to understand and follow principles and practices of canine handling techniques, motivation, care and feeding;
- Ability to learn and understand applicable laws, codes and regulations including Airport Security requirements;
- Ability to understand and follow safety principles, practices and equipment related to the work;
- Ability to train and handle a canine for the purposes of explosive detection;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Ability to learn and apply Airport security and safety rules and regulations;
- Ability to discern presence of hazards and/or potentially dangerous situations;

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## Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- One year of fulltime work experience related to the care, handling and training of working canine used in security/enforcement; or
- Associate's Degree in Criminal Justice or some law enforcement training preferred;
- Experience in an airport or security setting is desirable;
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

## Required Special Qualifications

- Must successfully complete the TSA Explosives Detection Handler Course during probation;
- Requires a three-year commitment upon successful completion of the course
- Must posses a valid New Hampshire Driver's License;
- Annual certification by the TSA Explosives Detection Handler program;
- Work extended shifts, which may include weekends and holidays;
- Take calls and be able to respond to the airport within a maximum of 45 minutes;
- On call status

## Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Capable of meeting all physical requirements specified in TSA guidelines for Explosive Detection Handler program;
- Must be able to stand and walk for extended periods of time; must be able to climb stairs.
- Must be able to care for the canine 24 hours a day, **at work and in home environment;**
- Work inside in noisy environments, and work outside in all weather conditions.
- Work with explosives;
- Exposure to unknown and potentially dangerous situations.

Approved by: _____ Date: _____