

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

December 16, 2008
Aldermen Gatsas, Shea Lopez,
Garrity, Pinard

4:15 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Communication from Jane Gile, Human Resources Director, submitting a request on behalf of the Fire Department for reorganization.
Gentlemen, what is your pleasure?
4. Communication from Jane Gile, Human Resources Director, submitting a request on behalf of the Police Department for organizational restructuring.
Gentlemen, what is your pleasure?
5. Communication from Jane Gile, Human Resources Director, submitting a request from the Parks, Recreation & Cemetery Department for reorganization of seasonal employees.
Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any item from the table.

6. Discussion relative to the New Hampshire Retirement System pursuant to RSA 100-A.
*(Note: Referred from the Board of Mayor and Aldermen on 9/16/08;
Recommendation to be submitted by the Human Resources Department; Tabled 11/12/08)*

7. Discussion relative to the guidelines of the Bright Ideas Evaluation Committee awards.
(Note: Referred from the Board of Mayor and Aldermen on 9/16/08; The Committee has requested members of the Quality Council to appear at the next meeting to discuss the issue further; Tabled 11/12/08)

8. Recommendation of the Special Committee on Parking in the vicinity of high schools to approve immediately a Seasonal Parking Control Officer for the Parking Division to enforce the new regulations for a new Residential Parking Permit Zone #8.
(Note: Referred to the Committee by the Board of Mayor and Aldermen on 9/2/08; The Committee has requested additional information on this item; Tabled 11/12/08)

9. Communication from Jane E. Gile, Human Resources Director, recommending that the Committee upgrade the part-time parking control officer from a salary grade 10 to a salary grade 11; and upgrade the reserve police officer from a salary grade 18 to a salary grade 19.
(Note: The Committee has requested additional information from Human Resources on this item; Tabled 8/5/08)

10. Recommendation from Thomas Clark, City Solicitor, regarding Section 33.011 Retired Employees; Policy on Rehiring, if available.
(Tabled 8/5/08)

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

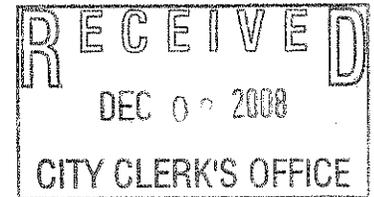


City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065



December 5, 2008

Alderman Ted Gatsas, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Request from Manchester Fire Department – Reorganization of MFD

Dear Alderman Gatsas:

The HR Department has reviewed the request of the Manchester Fire Department to eliminate one Deputy Chief position and to replace it with a District Chief responsible for Fire Prevention. This increases the complement of District Chiefs by one, but eliminates one Deputy Chief that currently is unfilled. It further eliminates a 3% plus rate that currently is being paid to a Fire Prevention Inspector for temporary assignment in a higher class for assuming administrative duties associated with Fire Prevention.

The Department also is recommending the elimination of one Captain position and replacing it with a lower paid Lieutenant position. The Captain position is unfilled at this time and replacing it with a Lieutenant will allow the department to cover shift vacancies that occur for reasons related to paid leave, and/or retirements, etc. Lieutenants can cover for firefighters, but firefighters cannot cover for Lieutenants. Having Lieutenants available to fill in both capacities, as needed, has the effect of reducing overtime costs related to personnel coverage.

Further, the Department is requesting to increase the number of Lieutenants overall by three, one by eliminating a Captain (see above), and the other two by decreasing the complement of firefighters by two and replacing them with Lieutenants. This again will assist in the overall reduction of overtime costs as explained previously.

The proposed reorganization does not increase the number of personnel, but rather redistributes them in a way that allows greater flexibility in the department to reduce overtime costs and promote department efficiencies without impacting public safety. The fiscal impact is reflected in the Fire Chief's report.

Recommendation: That the Human Resources and Insurance Committee approve the request of the Manchester Fire Department to eliminate one Deputy Chief position and to replace it with one District Chief, to eliminate one Fire Captain position and to replace it with one Lieutenant position, and to eliminate two firefighter positions and replace them with two Lieutenants. No

additional positions are being added to the Fire Department complement.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jane E. Gile".

Jane E. Gile, SPHR
Human Resources Director

James A. Burkush
Chief of Department



City of Manchester *Fire Department*

December 5, 2008

Alderman Ted Gatsas
Human Resource Committee
Manchester, NH 03101

We respectfully request the following reorganization for the Manchester Fire Department to promote efficiency and cost savings.

Current Complement

Deputy Chiefs 3
District Chiefs 5
Captains 15
Lieutenants 40
Firefighters 165

Proposed Complement

Deputy Chiefs 2
District Chiefs 6
Captains 14
Lieutenants 43
Firefighters 163

- Eliminate one (1) Deputy Chief to Fire District Chief and assign to Fire Prevention with administrative duties, thereby changing the current complement of 5 Fire District Chiefs to 6 Fire District Chiefs. Salary savings \$9,717.34 and \$2,086.76 for plus rate currently paid to Fire Prevention Inspector currently handling administrative duties.
- Eliminate one (1) Captain to Lieutenant and utilize the officer to cover vacancies and reduce overtime. Salary savings of \$18,255.67.
- Upgrade two firefighters to Lieutenants and utilize the officers to cover vacancies and reduce overtime.

Total annual savings \$30,059.77

Respectfully submitted,

James A. Burkush, Chief of Department

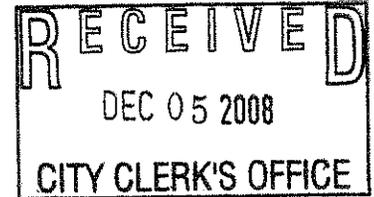


City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

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December 5, 2008

Alderman Ted Gatsas, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Request from Manchester Police Department – organizational restructuring

Dear Alderman Gatsas:

The HR Department has reviewed the request of the Manchester Police Department to eliminate one Deputy Chief position and to replace it by elevating one Sergeant to a newly created Lieutenant position. This promotion will trickle down in the organization by creating a Sergeant vacancy to be filled by a police officer.

The restructured department organizational chart (Appendix C) has yet to be fully implemented. This request is one step in the overall execution of the plan which eventually will eliminate the remaining Deputy Chief positions (2) and replace them with one Assistant Chief and the corresponding supervisory staff (one lieutenant and 2 sergeants) for the six divisions within the department.

Cost savings for the overall restructuring are not included in the summary report, but should be available as other top level vacancies occur through attrition. It is the understanding of the Human Resources Director that no additional positions are being added to the Police Department complement, but rather positions are being re-allocated to meet community needs.

Recommendation: That the Human Resources and Insurance Committee approve the request of the Manchester Police Department to eliminate one full-time Deputy Chief position and to replace it with a Lieutenant position. No additional positions are being added to the Police Department complement.

Respectfully submitted,

Jane E. Gile, SPHR
Human Resources Director

Chief of Police
David J. Mara

Deputy Chiefs
Gary T. Simmons
Marc P. Lussier



DEC 04 2008

Commission
Thomas J. Hammond
Calvin T. Cramer
Nury Marquez
Thomas D. Noonan
Richard M. Bunker

Executive Secretary
Kim Demers

CITY OF MANCHESTER
Police Department

December 4, 2008

Alderman Theodore Gatsas
Chairman
BMA Human Resources/Insurance Committee
One City Hall Plaza
Manchester, NH 03101

Dear Alderman Gatsas:

The Police Department is in the process of organizational restructuring. It is my recommendation that the vacant deputy chief position be eliminated and replaced with one lieutenant position.

Prior to the restructuring process, the Department consisted of three divisions—Administration, Investigative, and Patrol—each headed by a Deputy Chief (see Appendix A). Under this organizational structure, the Department had become cumbersome and ineffective. The Department had not changed in any meaningful manner for decades, whereas the City of Manchester had changed significantly through urbanization and shifting demographics. The Department did not keep up with those changes and had become reactive in response to crime and its causes.

An important goal of restructuring is to transform the Department into a neighborhood-based community-policing agency, responding to calls with speed and working to keep problems from reoccurring. Restructuring will utilize the department's resources in a more efficient and proactive manner.

Since my appointment as Chief, the department has been restructured into six divisions: Administration, Community Policing, Investigative, Legal, Special Enforcement, and Patrol (see Appendix B). The plan calls for the elimination of two deputy chief positions through attrition and replacing them with one lieutenant and two sergeants positions. Ultimately, each of the six divisions will be commanded by a captain who reports to an assistant chief (see Appendix C).

The recent retirement of Deputy Chief Glenn Leidemer provides an opportunity for the Department to replace that position with a lieutenant, providing much-needed lower level supervision to the Patrol Division, allowing it to be hands-on, productive and as a result, more cost effective. The deputy chief duties will be dispersed as a result of the reorganization.

Fiscal Impact:

The deputy chief position was budgeted \$107,710 for FY2009. That position has been vacant since Glenn Leidemer's retirement on August 1, 2008. His salary cost was \$10,277 leaving a position budget balance of \$97,433. The estimated cost of a lieutenant, calculated from mid-December to the end of the fiscal year, is approximately \$46,326 (depending on the pay scale of the individual promoted). Therefore, the funds allocated for the deputy chief position would fund the new lieutenant positions for the remaining fiscal year at a savings of \$51,106.

I await the Committee's decision regarding this recommendation. Please do not hesitate to contact me should you need further clarification of the fiscal impact this change would engender.

Sincerely,

David J. Mara
Chief of Police

kd
cc: Jane Gile, Human Resources

2008/Admin/Position change request

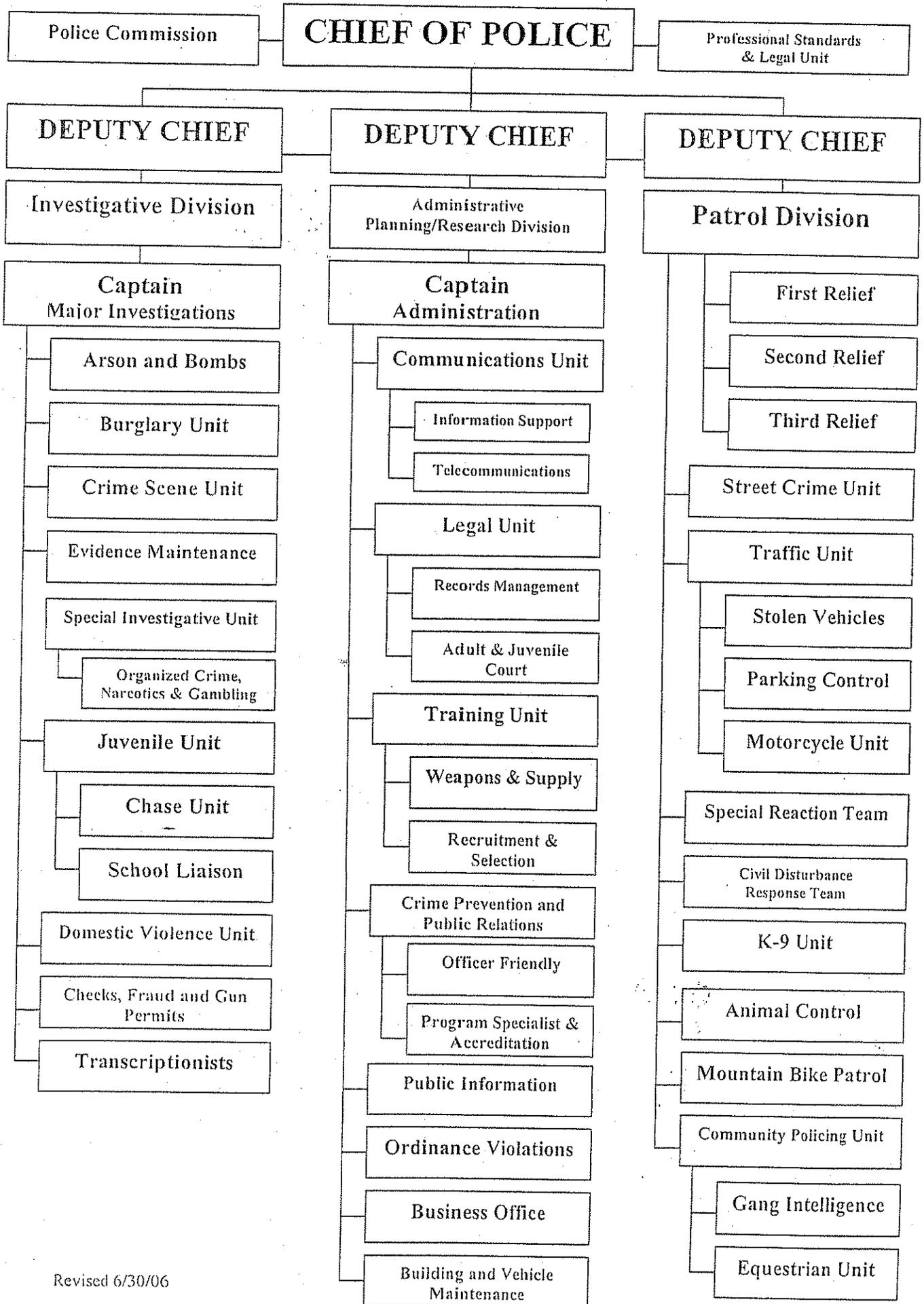
Ralph Miller Public Safety Center
351 Chestnut Street • Manchester, New Hampshire 03101 • (603) 668-8711 • FAX: (603) 668-8941
E-mail: ManchesterPD@manchesternh.gov • Website: www.manchesterpd.com

A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY

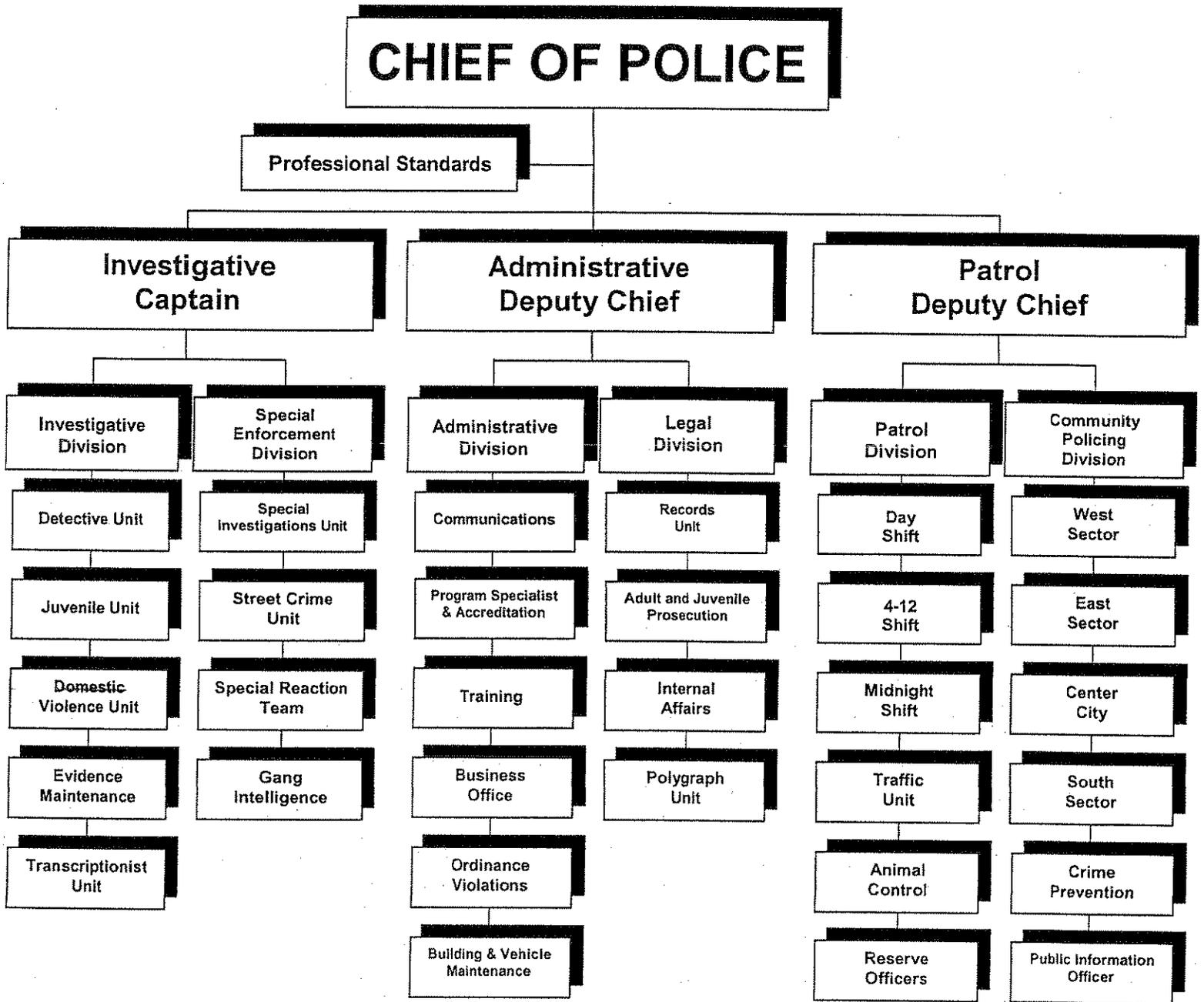
4-2



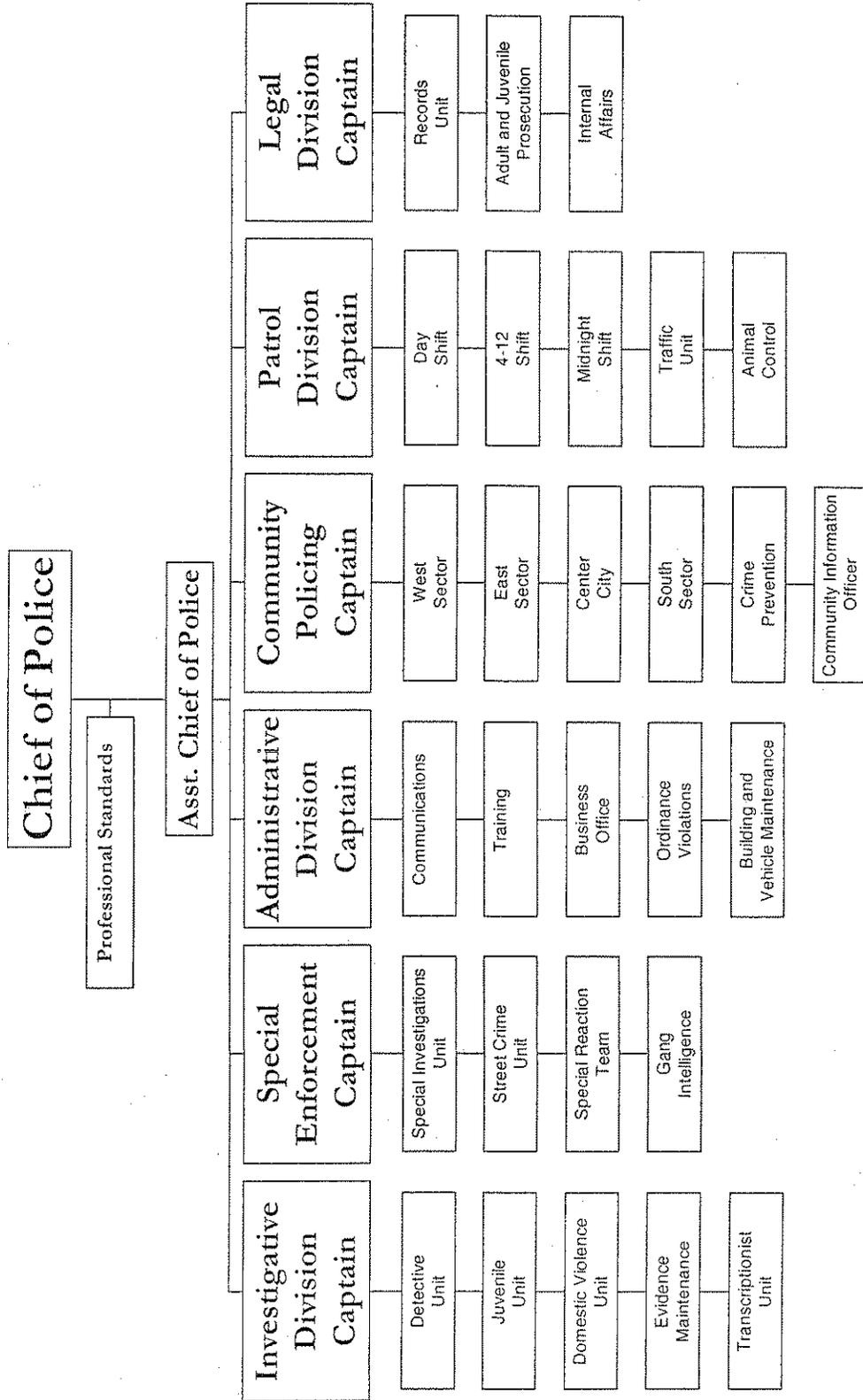
APPENDIX A



Manchester Police Department Organizational Chart



Manchester Police Department Organizational Chart

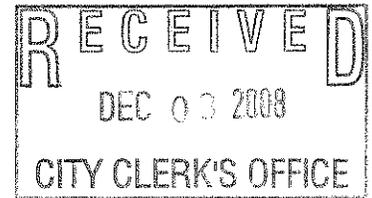




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Human Resources Department

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December 5, 2008

Alderman Ted Gatsas, Chair
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, NH 03101

RE: Request from Manchester Parks, Recreation & Cemetery – Seasonal Employees

Dear Alderman Gatsas:

The Acting Director of Parks, Recreation and Cemetery proposes the elimination of three seasonal positions in the Cemetery Division and proposes replacing them by filling a vacant regular full-time maintenance worker and by hiring two seasonal, temporary employees at the correct classification.

Currently, the Cemetery Division employs three seasonal maintenance workers who have been classified as Recreation Maintenance Worker I (Grade 13). The workers are dedicated employees who have returned year after year to assist the department. It recently came to the City's attention that the employees were classified as regular maintenance workers (requiring a CDL, which none of them possess), rather than Recreation Maintenance Worker Temporary (Grade 10). Further, two receive benefits (health and dental) that by City ordinance are available only to regular employees. The HR Department has been unable to locate documentation to support the authorization of benefits.

The proposal by Manchester Parks, Recreation & Cemeteries does a number of things. It corrects a practice that is not authorized by ordinance, corrects an oversight in the classification of seasonal employees, allows for the same number of personnel, provides fair and consistent treatment of employees throughout the organization and results in departmental cost savings.

Recommendation: That the Human Resources and Insurance Committee approve the request of the Manchester Parks, Recreation and Cemetery to eliminate three seasonal cemetery positions and to replace them with one full-time, benefitted Recreation Maintenance Worker I (Grade 13) and two Recreation Maintenance Worker I (Temporary – Grade 10) positions.

Respectfully submitted,

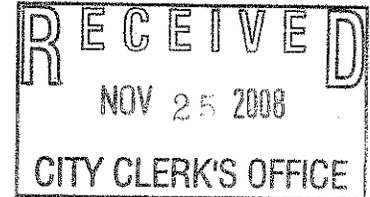

Jane E. Gile, SPHR
Human Resources Director



**City of Manchester
Parks, Recreation & Cemetery Department**

Inter-Office Correspondence

Memo to: Heather Freeman
From: Chuck DePrima
Date: November 24, 2008
Re: Human Resource Committee Agenda



Could you please place the attached letter on the next agenda for the Committee on Human Resources?

thanks

*Chuck DePrima
Acting Director*



CITY OF MANCHESTER
Parks Recreation and Cemetery Department

November 24, 2008

Human Resource Committee
One City Hall Plaza
Manchester, NH 03101

RE: Seasonal Employee Conversion

Dear Committee Members:

In an effort to save the department/ city salary money and fill a vacant full time position I would like to make the following proposal:

The cemetery division currently has three seasonal positions whose salaries & fringes total \$116,966. These employees are an anomaly since they work approximately 8 – 9 months a year yet they still receive benefits which are only applicable to regular full time employees. Since they are in violation of the ordinance I am proposing to eliminate these three positions and fill one full time position that has been vacant for several years. This proposal would result in an initial savings of approximately \$77,930. However, this would adversely affect our ability to prepare for Memorial Day, do summer maintenance, and perform fall cleanup.

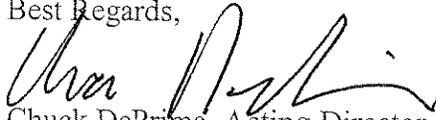
This savings would also lessen the fiscal burden in our salary line item to allow us to hire two extra temporary employees to help the Cemetery division prepare for Memorial Day in the spring and assist in the fall clean up routine. These temporary employees would work approximately 36 weeks at \$11.40/ hr which would still result in a final net savings of approximately \$42,589.

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	<u>Current</u> 3 Seasonals	<u>Proposed</u> 1 Full Time, 2 Temporaries	Net Savings
Salaries	\$85,226	\$ 64,760	\$20,556
Fringes	<u>31,740</u>	<u>9,707</u>	<u>22,033</u>
Total	<u>\$116,966</u>	<u>\$74,377</u>	<u>\$42,589</u>

Thank you for your consideration in this matter and please do not hesitate to contact me should you have any further questions.

Best Regards,



Chuck DePrima, Acting Director

Cc: Ald. Gatsas, Chairman
Jane Gile, Human Resource Director
Judy Aron, Cemetery Supervisor

5-4

Jane Gile
Human Resources Director



Human Resources Handbook
Committee on HRIC
November 12, 2008
tabbed 11/12/08

CITY OF MANCHESTER Human Resources Department

November 12, 2008

This communication is in response to the changes made through HB 1645 relative to the New Hampshire Retirement System (NHRS), specifically the medical subsidy program. The question that has been expressed is whether the state is imposing an unfunded mandate (28A) on cities and towns to fund the benefit for which the majority of active employees will never attain eligibility requirements under the current legislation.

Background:

The City of Manchester contributes into the NHRS at employer contribution rates that are set biennially by the NHRS Board of Trustees, based on actuarial valuation. In the City of Manchester, the NHRS covers teachers, police and firefighters. Currently, the City's contribution rates are 5.8% for teachers, 11.84% for police and 15.92% for firefighters; rates are applied to covered payroll. The State contributes 35% of the total employer costs for all three groups (total employer contribution rates: teachers-8.93%; police-18.21%; fire-24.49%). (Attachment 1)

Employees also contribute to the NHRS through payroll deductions. Teachers contribute 5% of pay to the retirement system, while police and fire contribute 9.3% of their pay. The NH Legislature through RSA 100-A:16 sets the employee contribution rates.

Medical Subsidy: Along with a defined pension plan, the NHRS pays a medical subsidy monthly toward the cost of eligible retirees on their former employer's group health insurance plans.

Subsidy benefits as of July 1, 2007 are:

Retirees under age 65: single rate \$375.56	couple rate: \$751.12
Retirees over age 65: single rate \$236.84	couple rate: \$473.68

Rates were unchanged in FY '08.

Funding of the Subsidy:

- Prior to July 1, 2007 – 25% of Employer's Contribution Rates were earmarked for the medical subsidy. Employer funds were distributed from the pension fund and placed in a 401 (h) sub trust. The pension fund was reimbursed the distribution by the Special Account (investment earnings above the projected rate of return are diverted into this account) through a special medical account (Attachment 2). This reimbursement was discontinued by the NHRS Board of Trustees as of July 1, 2007 (Attachment 3), which in essence means that the pension fund no longer received the 25% replenishment and thus the employer rates allocated toward the pension side were decreased by one quarter.

- Employee contributions are not used to fund the medical subsidy (RSA 100:53).

1 City Hall Plaza • Human Resources Department • Manchester, New Hampshire 03101 • (603) 624-6543 •
FAX: (603) 628-6065

E-mail: HumanResources@ManchesterNH.gov • Website: www.manchesternh.gov

6-1

86 of the 237 firefighters were hired on or after July 1, 2000 and are not eligible for the medical subsidy.

The school district is working on providing the number of teachers/administrators who do not meet the retirement eligibility requirements by June 30, 2009.

New Employer Contribution Rates FY10-FY11:

The new employer contribution rates have been approved by the NHRS Board of Trustees and reflect the change in the legislation regarding the medical subsidy (Attachment 4).

The City's contribution rates will increase accordingly – teachers (up 20%) – from 5.8% to 6.96%; police (up 7%) from 11.84% to 12.68%; firefighters (up .8%) from 15.92% to 16.05%. Increases are actuarially determined and include the medical subsidy percentage at the solvency rate, rate needed to maintain the subsidy.

Are employers paying for a benefit the majority of active employees will not receive?

The answer is perhaps. Currently less than half of NHRS eligible retirees receive the medical subsidy.

As a part of the study of the NHRS, a Medical Subsidy Committee was appointed to review the medical subsidy program. A preliminary report is due December 1, 2008. A final report is due one year later.

As it stands today, there are 190 city-side Manchester employees who do not meet current eligibility requirements. The legislature will need to act to authorize extended coverage through RSA-100, discontinue the medical subsidy benefit and/or establish a new retiree health care plan.

There is past precedent regarding Group II members (police and fire) in that as funding becomes available, Group II members have been incrementally added to the eligibility for the subsidy. Group II employees hired after June 30, 2000 would not be eligible to retire for 20 years, at which time the medical subsidy comes into play. Any expansion of the medical subsidy for teachers and other political subdivision employees retiring after July 1, 2009 with the requisite eligibility requirements also will require statutory revision. In 2009, the program is being funded at the solvency rate, which doesn't appear to allow for extension without additional funding.

The medical subsidy was never a guaranteed benefit when it was first introduced. Its maintenance and continued solvency now is dependent on the cities and towns since the NHRS and HB 1645 shifted the funding responsibility with increases in employer rates. Up until last year, the employer contribution was replenished by the Special Account. Since the funding mechanism changed, the rates for the next biennium (2009-2011) emphasize the employer share of the costs associated with the program through a clearly identified medical subsidy percentage. The one time transfer of \$250M into the corpus of the pension fund helped to offset the impact on employer rates.

If employer contributions stop entirely, the medical subsidy fund will run out of money in a few years (teachers – 2011; police - 2015; fire – 2017).

Submitted by Jane Gile, HR Director
To Human Resources and Insurance Committee – 11/12/08

6-2

NEW HAMPSHIRE RETIREMENT SYSTEM
54 REGIONAL DRIVE
CONCORD, NEW HAMPSHIRE 03301-8507

FROM: Charlton MacVeagh, Chair
Board of Trustees

August 10, 2006

TO: Municipalities
School Districts
Counties

SUBJECT: EMPLOYER NORMAL CONTRIBUTION RATES
EFFECTIVE JULY 1, 2007 – JUNE 30, 2009

In accordance with the provisions of RSA 100-A:16,III, the June 30, 2005 Actuarial Valuation, and the 2007/2008 Forecast Valuation, the Board of Trustees hereby confirms those certified employer rates of contribution due the System commencing the first day of July 2007. The following employer normal contribution rates should be placed in effect for the biennium beginning July 1, 2007 and ending June 30, 2009. In view of the fact the employer contribution rates due the System are changing from current rates, and in order to minimize the need for correcting entries, we respectfully request you ensure the new rates are implemented for those salaries paid after July 1, 2007.

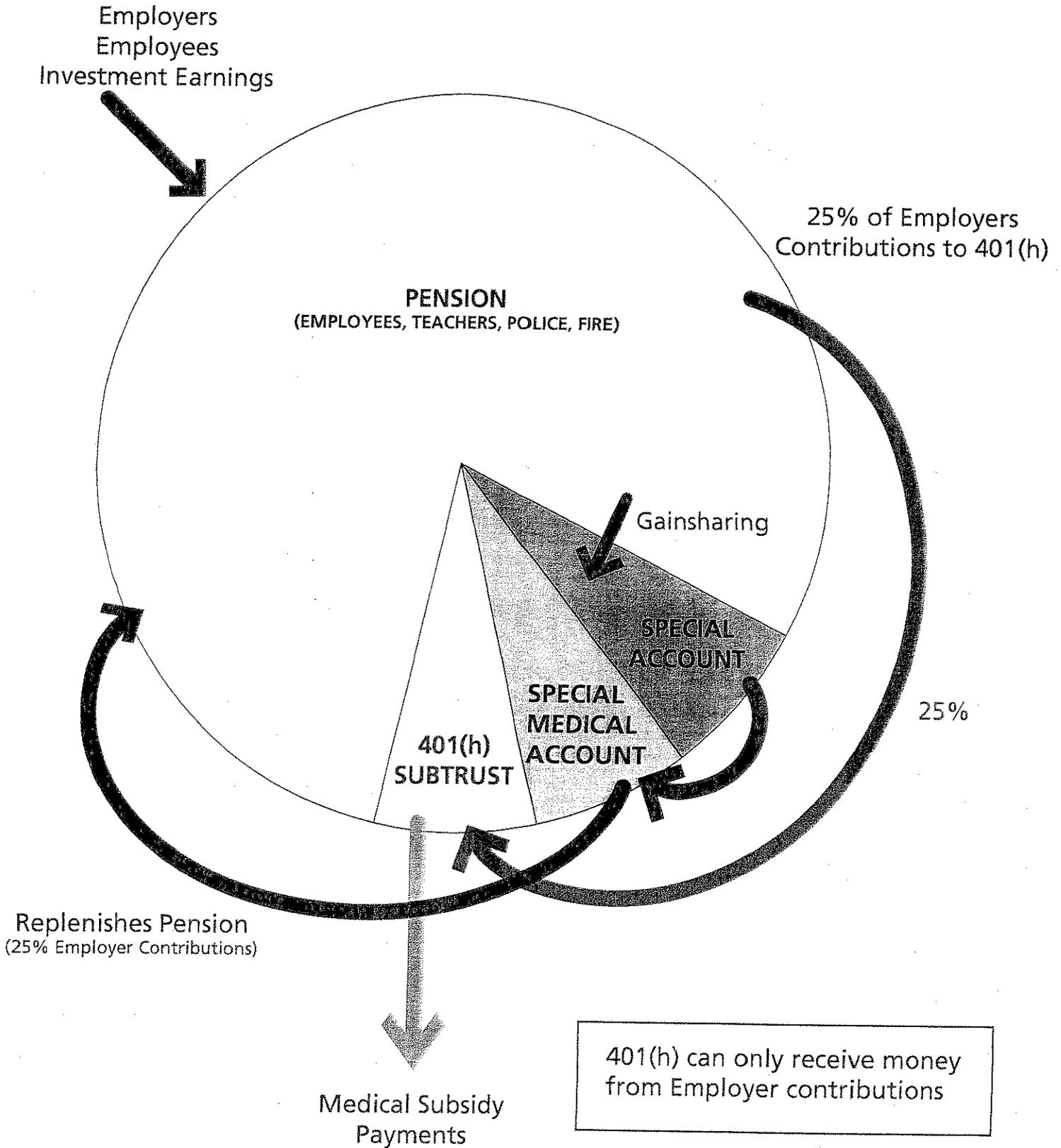
EMPLOYER NORMAL CONTRIBUTION RATES
EFFECTIVE JULY 1, 2007 – JUNE 30, 2009

<u>GROUP I</u>	<u>Current Percentage</u>	<u>Effective July 1, 2007</u>
Employees	6.81%	8.74 %
Teachers -District Share	3.70%	5.80%
-State Share	<u>2.00%</u>	<u>3.13%</u>
Total	5.70%	8.93%
<u>GROUP II</u>		
Police -Employer Share	9.68%	11.84%
-State Share	<u>5.22%</u>	<u>6.37%</u>
Total	14.90%	18.21%
Fire -Employer Share	14.36%	15.92%
-State Share	<u>7.73%</u>	<u>8.57%</u>
Total	22.09%	24.49%

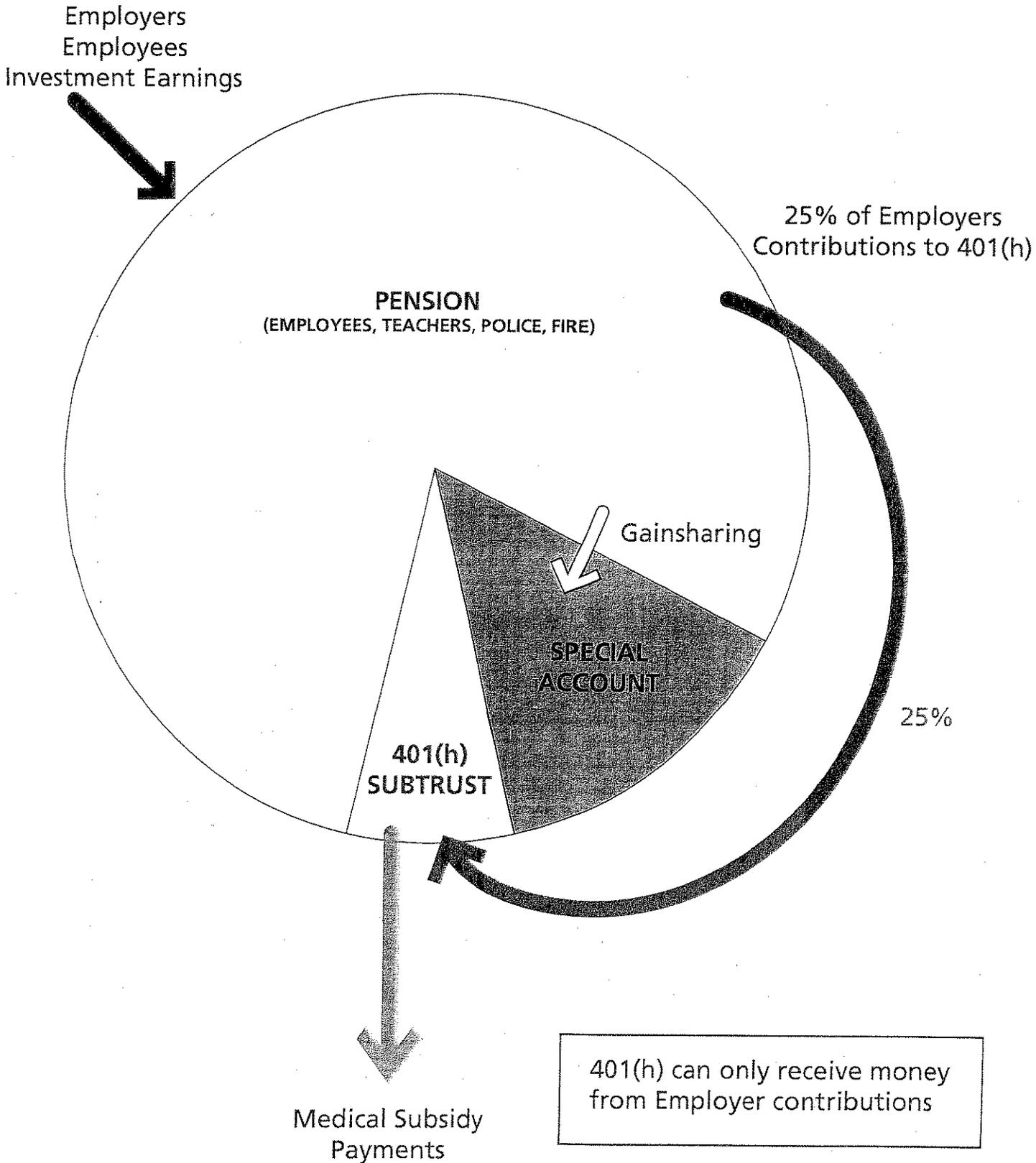
The District Share and Employer Share rates must be applied to the covered payroll for each respective membership classification.

Please refer any questions regarding this memo to:
Dick Joyal, Director of Business & Financial Reporting
603-410-3564
dick.joyal@nhrs.org

FLOW OF PENSION FUNDS BEFORE 7/1/07



FLOW OF PENSION FUNDS AFTER 7/1/07





NH Retirement System
54 Regional Drive
Concord, NH 03301
Phone: (603) 410-3500

FROM: NHRS Board of Trustees

TO: Municipalities
School and Village Districts
Counties

September 11, 2008

SUBJECT: **EMPLOYER NORMAL CONTRIBUTION RATES**
EFFECTIVE JULY 1, 2009 – JUNE 30, 2011

In accordance with the provisions of RSA 100-A:16,III and the June 30, 2007 Actuarial Valuation, the Board of Trustees hereby confirms the following certified employer rates of contribution due the System commencing the first day of July 2009. The following employer normal contribution rates are effective for the biennium beginning July 1, 2009 and ending June 30, 2011. In view of the fact that employer contribution rates payable are changing from current rates, and in order to minimize the need for correcting entries, NHRS respectfully requests that Employers ensure that the new rates are implemented for those salaries paid after July 1, 2009.

EMPLOYER NORMAL CONTRIBUTION RATES
EFFECTIVE JULY 1, 2009 – JUNE 30, 2011

<u>GROUP I</u>	<u>Pension Percentage</u>	<u>Medical Subsidy Percentage</u>	<u>Total Employer Percentage</u>
Employees	9.09%	0.00%	9.09%
Teachers			
-Employer Contribution	6.10%	0.86%	6.96%
-State Contribution	3.28%	0.46%	3.74%
Total	9.38%	1.32%	10.70%
 <u>GROUP II</u>			
Police			
-Employer Contribution	11.27%	1.41%	12.68%
-State Contribution	6.07%	0.76%	6.83%
Total	17.34%	2.17%	19.51%
Fire			
-Employer Contribution	14.64%	1.41%	16.05%
-State Contribution	7.88%	0.76%	8.64%
Total	22.52%	2.17%	24.69%

The Employer Contribution rates must be applied to the payroll for each respective membership classification.

Please refer any questions regarding this memo to:
Denise M. Call
Director, NHRS Employer Services
603-410-3516
denise.call@nhrs.org

6-8



Bright Ideas! Program Policy Employee Suggestion and Recognition

PURPOSE:

The purpose of this program is to reduce the cost of city government, reward active employees who assist in this reduction, and to recognize active employees for extraordinary services or performance in the interest of the city.

A formal evaluation process shall be established, with an evaluation committee to conduct and oversee the process and to make appropriate awards in recognition of outstanding contributions to city government. The program shall recognize suggestions that enhance the economy, efficiency or safety of city operations, or the performance of extraordinary services to the city.

EVALUATION COMMITTEE:

The Evaluation Committee shall consist of five members:

- The Human Resources Director;
- One non-affiliated employee appointed by the Mayor
- One affiliated employee appointed by the Mayor
- The Chairperson of the Quality Council or his/her designee
- One person who is not an employee or an elected official who shall be chosen by the other members of the Evaluation Committee

SUGGESTION AWARD:

A suggestion award may be granted when one or more employees submit in writing a proposal that directly contributes to improved economy, efficiency, effectiveness or safety of city operations. Suggestions that are under investigation by management or those previously suggested shall also not be eligible. If one or more suggestions for the same or similar proposal are submitted on the same day, the suggestions shall be combined and if accepted, the award shall be shared equally.

EXTRAORDINARY SERVICE AWARD:

An extraordinary service award may be granted to an employee for a onetime special act or when his or her work performance far exceeds the normal expectations of the position. Any proposals regarding a onetime special act shall be submitted to the evaluation committee for consideration of an award.



City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101



Bright Ideas! Program Policy page 2

PERFORMANCE BONUS

An employee may be given a performance bonus or a certificate of extraordinary performance. A performance bonus may be used to reward an employee's special efforts and high performance on projects or special assignments. A Department Head may recommend a cash bonus or certificate to recognize high performance which results in significant and documented cost reductions, savings or income to the City. It may be used to recognize unexpected, self-starting, extraordinary individual accomplishments in support of organizational performance effectiveness occurring out the boundaries of the expected performance of the employee's normal duties. The Department Head shall follow the same procedures that are outlined for granting all other awards by submitting his/her recommendation in writing to the Evaluation Committee.

DEPARTMENT REVIEW PANEL

To facilitate the conduct of the program, and to provide for the most knowledgeable consideration and review process, each department head may establish a Department Review Panel, consisting of not less than three (3) employees of the department. Such panels shall consist of at least one non-management employee. Department heads shall establish term limits and appointment and replacement procedures. The function of the panel shall be to assist the department head in the review of employee suggestions, when they are forwarded with the supervisor's recommendation.

In the absence of such a committee, it shall be the responsibility of the department head to review the suggestion and forward his or her recommendation to the Evaluation Committee. In either case, the department head shall forward his or her recommendation to the Evaluation Committee within 30 days of receipt of the suggestion. If more time is needed to review the suggestion, the department head shall provide written notice to the employee, with a copy to Human Resources and the Mayor. Included in the letter shall be a date that the Department Head intends to submit his/her letter.



City of Manchester
 Quality Council
 Human Resources Department
 One City Hall Plaza
 Manchester, NH 03101



Bright Ideas! Program Policy page 3

AWARD CRITERIA

The nature of the award shall be dependent upon the potential value of the suggestion to the city; the nature of the condition or problem which the suggestion purports to relieve or correct; and the originality and innovation demonstrated by the author of the suggestion.

Suggestions shall be evaluated under the following criteria. The amount of the award shall increase according to the number of categories the suggestion affects:

1. improved economy;
2. improved efficiency;
3. improved effectiveness and productivity; or
4. improved safety of operations.

In addition to the above, the evaluation committee shall consider the magnitude of the suggestion and shall determine the amount of the award according to whether the suggestion has a minimal, moderate or wide effect. A suggestion shall be considered minimal if it only affects a work unit within the department. A suggestion shall be considered moderate if it affects one or more departments. A suggestion shall be considered wide if it has a citywide effect on all departments. The scale of awards shall be according to the following chart, in which the maximum cumulative award shall be \$6,000:

	SCOPE OF SUGGESTION	MAGNITUDE OF SUGGESTION	SCALE	OF	AWARDS	AWARD AMOUNT
1.	Improved Economy	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
2.	Improved Efficiency	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
3.	Improved Effectiveness & Productivity	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500
4.	Improved Safety of Operations	Minimal	\$500			\$500
		Moderate	\$500	\$500		\$1,000
		Wide	\$500	\$500	\$500	\$1,500

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City of Manchester
 Quality Council
 Human Resources Department
 One City Hall Plaza
 Manchester, NH 03101



Bright Ideas! Program Policy page 4

EXTRAORDINARY SERVICE

Criteria for awards of extraordinary services in the interest of the City shall be limited to those actions clearly beyond the normal duties and responsibilities of the City employee.

Extraordinary service may be related to the employee's primary duties, but the service shall far exceed that which could be expected of the employee involving (1) a sense of prevailing urgency or emergency, (2) personal risk to the employee's own safety and health, and (3) extraordinary competence or proficiency involving abilities demonstrated above and beyond those normally expected. The scale of awards for extraordinary service shall be according to the following chart in which the maximum cumulative award shall be \$1,000.

	EXTRAORDINARY SERVICE FACTORS	SCALE	OF 67%	AWARD 100%	AMOUNT OF AWARD
1.	SENSE OF URGENCY OR EMERGENCY PREVAILING	\$500			\$500
2.	PERSONAL RISKS INVOLVED	\$500	\$500		\$1,000
3.	ABILITIES DEMONSTRATED ABOVE AND BEYOND THOSE NORMALLY EXPECTED	\$500	\$500	\$500	\$1,500

FUNDING FOR AWARDS

When the Evaluation Committee determines that an award is warranted, the Committee shall forward their recommendation to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen shall vote to either approve the award or deny the award. Upon approval of the Board, the employee shall receive his/her award at a regularly scheduled meeting of the Board of Mayor and Aldermen. Funding for all awards shall be taken from contingency funds unless the employee(s) making the suggestion or receiving the award works for a department that is funded by Enterprise Funds. In that instance, the award shall be paid by the applicable Enterprise Funded department.

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City of Manchester
Quality Council
Human Resources Department
One City Hall Plaza
Manchester, NH 03101

BRIGHT IDEAS PROGRAM

PROCEDURES, TERMS AND CONDITIONS

Purpose:

The purpose of this program is to reduce the cost of city government, reward employees who assist in this reduction and to recognize employees for extraordinary services in the interest of the city.

Instructions:

1. Please type or print legibly the following information:
 - a. The way it is now: Identify and explain the present method, process and/or condition.
 - b. I (we) suggest that: Describe your idea for improvement and how it could be implemented. Attach additional information, sketches, charts or pictures to help explain and support your idea.
 - c. Advantages/benefits: Describe how your idea will save money or improve the quality of city services.

2. A. If your suggestion relates to your department:
 - (1) Submit your form and back-up information to your Department Head.
 - (2) Your Department Head will sign that he/she received your proposal and he/she will give you back three signed copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.

B. If your suggestion is for another department:

 - (1) Submit your form and back-up information directly to that Department Head.
 - (2) The Department Head will sign that he/she has received your proposal and he/she will give you back three copies.
 - (3) Keep one copy, send one to Human Resources and one to the Mayor.

3. Department Head Review:
 - A. The Department Head will review your suggestion and determine whether or not your idea is an original suggestion, not something that the department has

already been working on or had plans to work on, whether or not it is possible to implement and validate the proposal within thirty (30) days.

- B. If the Department Head needs more time, he/she shall notify you, Human Resources Director and the Mayor. He/she will tell you when he/she will have his/her evaluation completed.
- C. If you have concerns about the length of time it is taking or how your proposal is being handled, please contact the Human Resources Director at 624-6543.

Evaluation Procedure:

- A. The Evaluation Committee shall review all suggestions.
- B. If the Department Head adopts your suggestion, the Evaluation Committee shall evaluate your suggestions impact to determine if you are eligible for an award. The Evaluation Committee is solely responsible for determining the value of any award.
- C. If the Department Head does not adopt your suggestion, the Evaluation Committee shall review that decision. If the Evaluation Committee disagrees with the Department Head, your suggestion will be returned to that Department Head with recommendations to implement.
- D. The Evaluation Committee shall notify the employee in writing of it's decision with copies to the Human Resource Director and the Mayor.

Protection of Suggestions:

- A. Suggestions that are evaluated and not adopted are protected against identical submissions for a period of one year following the date of receipt of the suggestion by the Human Resources Director.
- B. At the conclusion of one year, the suggestion is no longer eligible for award consideration.
- C. You may resubmit your suggestion if you still feel it has value after the one year period if you believe it should be re-evaluated for implementation.

Note: When submitted to the City of Manchester, suggestions become the property of the City. Use by the City shall not form a basis for a claim against the City.

Bright Ideas! Program



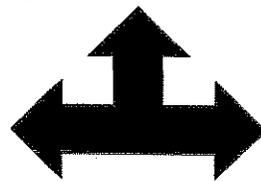
1. Employee submits Form to Department Head



If suggestion is for another dept. employee submits directly to that dept: gets signed copies from dept staff

2. Department Head signs and makes 3 copies:

Human Resources/Mayor



Employee

Within Ten (10) Days

3. Department head reviews and forwards his/her recommendation to Evaluation Committee



Within Thirty (30) Days

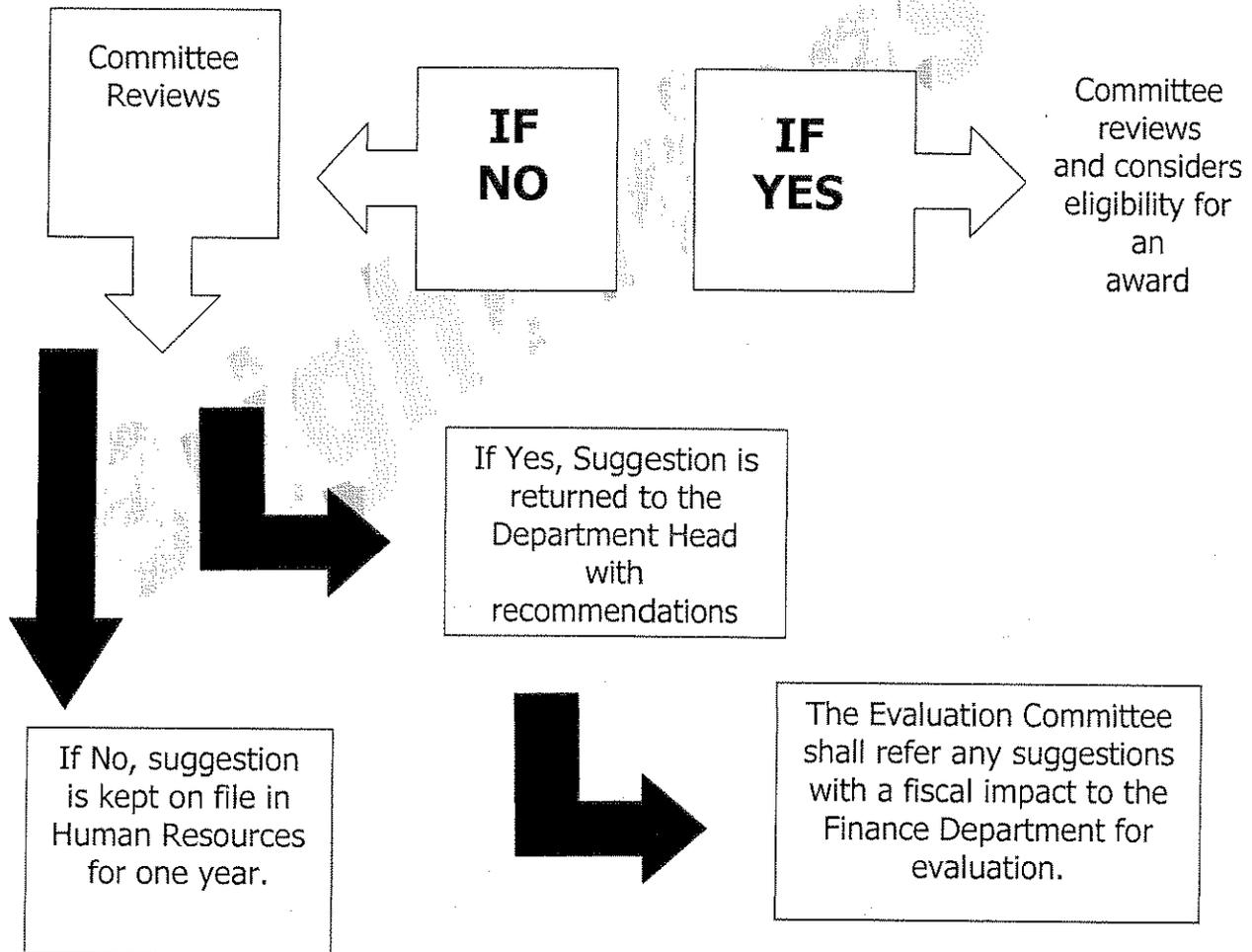
7-8

Bright Ideas! Program

page 2



4. Evaluation Committee reviews Department Head Recommendation



5. Evaluation Committee notifies employee in writing of final recommendation.

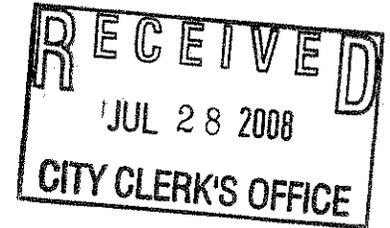
7-9



City of Manchester
Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065



July 28, 2008

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

Subject: Upgrade PT Parking Control Officer and Reserve Police Officer Positions

Dear Alderman Gatsas and Members of the Committee:

The Parking Control Officer (PCO) and Police Officer (PO) positions are covered by the Manchester Police Patrolman's Association (MPPA) collective bargaining agreement. The MPPA negotiated a one grade up and two steps back compensation agreement that affected both the parking control officer position and the police officer position. As a result, the parking control officer class specification is now positioned in salary grade 11 (from grade 10), and the police officer class specification is a grade 19 (from grade 18).

Although part-time and reserve positions are not subject to the provisions of the collective bargaining agreement, the positions' class specifications are essentially the same. Therefore, salary grades should match the full-time positions as they have done in the past. It was the intent of the prior HR Director that the proposed upgrades be approved by the Human Resources and Insurance Committee.

Recommendation:

That the Human Resources and Insurance Committee upgrade the part-time parking control officer from a salary grade 10 to a salary grade 11; and upgrade the reserve police officer from a salary grade 18 to a salary grade 19.

Your consideration is most appreciated.

Respectfully submitted,

Jane E. Gile, SPHR
Human Resources Director

City of Manchester
New Hampshire

In the year Two Thousand and

eight

AN ORDINANCE

“Amending Section 33.025 (Parking Control Officer & Reserve Police Officer) of the Code of Ordinances of the City of Manchester.”

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

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Change Part-Time Parking Control Officer, Class Code 9160 Grade 10 to Grade 11 non-exempt

Change Part-Time Reserve Police Officer, Class Code 9280 to Grade 18 to Grade 19 non-exempt

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

Glennon, Heather

From: Glennon, Heather
Sent: Thursday, July 31, 2008 9:52 AM
To: Arnold, Thomas; Clark, Thomas
Subject: REMINDER

Please be advised that the Committee on Human Resources/Insurance will be meeting on Tuesday August 5, 2008. Upon request of the Committee meeting held on July 8, 2008 a memo was sent to Thomas Clark (7/21/08) regarding the Committee's request for a recommendation regarding Section 33.011 Retired Employees; Policy on Rehiring and further that you come up with language for the next municipal ballot regarding vacant department head positions or anticipated vacancies of such positions.

Please forward your recommendation to the Clerks office as soon as you have it prepared.

Thank you,

Heather Freeman
Administrative Assistant III
Office of the City Clerk
T: (603) 624-6455 F: (603) 624 6481

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7/31/2008



CITY OF MANCHESTER

Office of the City Clerk



Carol A. Johnson
City Clerk

Matthew Normand
Deputy City Clerk

Memo To: Thomas Clark
City Solicitor

From: Heather Glennon *HG*
Administrative Assistant III

Date: July 21, 2008

RE: Request of the Human Resource/Insurance Committee

Please be advised that on a meeting of the Human Resource/Insurance Committee held on June 8, 2008 it was requested that you provide the Committee with a recommendation regarding Section 33.011 Retired Employees; Policy on Rehiring.

The Committee further requests that you come up with language for the next municipal ballot regarding vacant department head positions or anticipated vacancies of such positions.



CITY OF MANCHESTER

Board of Aldermen



MEMORANDUM

TO: Committee on Human Resources/Insurance
Aldermen Gatsas, Shea, Lopez, Garrity, Pinard

FROM: Alderman Lopez 
Chairman of the Board

DATE: July 2, 2008

RE: Retired Employees; Policy on Rehiring

At our next meeting of the Committee on Human Resources/Insurance, I would like to have a discussion regarding the current ordinance (Section 33.011) which addresses individuals who have retired from the city, receive a city retirement, and seek reemployment with the City.

§ 33.009 CONTINUANCE OF PENSIONS UPON APPROVAL.

All municipal pensions granted and approved prior to December 31, 1945, and in full force and effect as of that date shall be continued when approved annually in accordance with the provisions of the present laws governing the granting and payment of same.
(71 Code, § 18-8)

§ 33.010 DENIAL OF PENSIONS.

No application for a pension made in accordance with the provisions of existing local pension acts will be considered or approved if submitted by an employee of the city who is eligible for membership in any existing State of New Hampshire retirement system and who neglects to retain membership in such a retirement system on or before the expiration date as provided for this purpose in the act governing the operation of the retirement system.
(71 Code, § 18-9)

§ 33.011 RETIRED EMPLOYEES; POLICY ON REHIRING.

Individuals who have retired from the city service and who are receiving payments from any city retirement or pension plan shall not be reemployed in any city department for more than 29 hours a work week regardless of the funding source. Such part time employees shall not be eligible for any benefits or leave time whatsoever.
(71 Code, § 18-10) (Ord. passed 12-5-72; Am. Ord. passed 2-18-03)

§ 33.012 MAINTENANCE OF PLANS.

(A) *Responsibilities of the Human Resources Director.* The Human Resources Director or the Human Resources and Insurance Committee shall be responsible for the maintenance of the classification and compensation plans, including but not limited to the allocation of new or changed positions, the determination of proper compensation rates

within the provisions of this chapter, maintenance of up-to-date class specifications, class lists, and allocation records, and the preparation of recommendations to the Board of Mayor and Aldermen on revisions to the plans on the basis of changes in duties of positions and in prevailing rates of pay for comparable occupations outside the city service. The Human Resources Director shall develop and implement procedural guidelines for the administration and maintenance of the classification and compensation plans, provided that such procedural guidelines shall conform to all of the requirements and provisions of this chapter. The Human Resources Director may designate members of the Human Resources Department staff to carry out any of the duties and tasks referenced herein, but the responsibility for such duties and tasks shall rest with the Human Resources Director.

(B) *Adjustments to the pay schedule.* The weekly and hourly rates for different classes of positions which are prescribed in the compensation plan shall be changed only upon recommendation of the Human Resources Director or the Human Resources and Insurance Committee and Finance Committee and amendment by the Board of Mayor and Aldermen. Such changes as required may be made annually to become effective on the first day of each fiscal year or at shorter intervals as justified by circumstances. Changes in the compensation plan shall be made in a manner to maintain proper percentage relationships among the classes of positions and to reflect changes in prevailing rates of pay for comparable positions outside the city service.

(C) *Employee request.* Any employee shall have the right to the consideration of any request he may have with respect to the application of the classification and compensation plans to his position. The employee shall initially make his request to the department or office head who shall promptly seek to arrive at a solution which is consistent with the plans and acceptable to the employee. Where the department or office head is unable to resolve such a request in a manner that the employee is willing to accept in writing, the matter shall then be submitted to the Human Resources Director and, if necessary, to the