

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

March 3, 2009

Aldermen Gatsas, Shea, Lopez,
Garrity, Pinard

4:00 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, recommending reclassification of school nurses.
Gentlemen, what is your pleasure?
4. Discussion relative to an early retirement package for City employees.
(Note: Referred by the Board of Mayor and Aldermen on February 17, 2009. Report to come from Human Resources on the fiscal impact for 2009.)
Gentlemen, what is your pleasure?

TABLED ITEMS

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

5. 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)
6. 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)

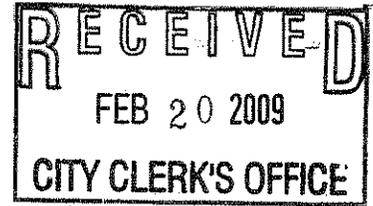
7. Recommendation of the Special Committee on Parking in the vicinity of high schools to approve immediately a Seasonal Parking Control Officer for the Parking Division to enforce the new regulations for a new Residential Parking Permit Zone #8.
(Note: Referred to the Committee by the Board of Mayor and Aldermen on 9/2/08; The Committee received and filed the proposed parking permit zone on 12/01/08 related to this position request; Tabled 11/12/08)

8. 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. Communication from Chief Mara regarding Reserve Officers was received and filed on November 24, 2008.)

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

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

Jane Gile
Human Resources Director



CITY OF MANCHESTER Human Resources Department

February 19, 2009

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

RE: School Nurses

Dear Alderman Gatsas:

Attached are documents that support the reclassification of school nurses with a bachelor's degree to a Grade 18 from a Grade 17A. This places the degreed school nurses at the same grade as the community health nurses (for whom a degree is required).

The Human Resources Department recommends the following classification changes:

School Nurse II – adjust Grade from 17A to Grade 18 for School Nurses with a bachelor's degree.

School Nurse I – adjust grade from a Grade 16 to a Grade 17 for RN only school nurses. A School Nurse falling into this category will now be called School Nurse I.

Certified School Nurse – adjust Grade from 18 to a Grade 18A, which aligns the certification with the Community Health Nurse A-Step achievement and aligns with other professional occupations throughout the organization for which a course of study exists for advanced certification, which may warrant an A-Step.

Tim Soucy, Public Health Director, recommends an effective date of July 1, 2009 with adjusted costs calculated and reflected in the department's FY 10 request to the School District for the provision of School Health Services.

Respectfully submitted,

Jane E. Gile, Human Resources Director

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

3-1

Timothy M. Soucy, REHS, MPH
Public Health Director



Anna J. Thomas, MPH
Deputy Public Health Director

CITY OF MANCHESTER
Health Department

Memo to: Jane Gile, Human Resources Director
From: Timothy Soucy, MPH, Public Health Director
Date: February 18, 2009
Subject: Request for Parity for Bachelor's Prepared Nurses

At the present time, inequity exists between Bachelors Degree prepared nurses in the Health Department's Divisions of Community Health and School Health.

This inequity was created several years back when recruitment of community health nurses became an issue and salaries were adjusted to compensate for the lack of applicants. The reality is that the Health Department is at an overall disadvantage when recruiting any nurse when compared to the private sector. Despite that fact, I will argue that Bachelor's prepared nurses should be treated equally by the Department and the City regardless of which Division they work in.

Currently the grade structure is as follows

Credential	School Nurse	Community Health Nurse
RN	17	N/A
RN BSN	17A	18
RN BSN - Certified	18	18A

I am requesting the following adjustments be made for parity amongst our nursing staff regardless if they are employed as a School Nurse or Community Health Nurse.

Credential	School Nurse	Community Health Nurse
RN	17	N/A
RN BSN	18	18
RN BSN - Certified	18A	18A

AFCSME Local 298 is in support of the proposed adjustment and any contract language associated with the adjustment will be coordinated upon approval by the Board of Mayor and Aldermen. Finally, I am requesting that these adjustments be made effective July 1, 2009. Costs associated with adjustments will be calculated into our FY 10 request to the School District for the provision of School Health Services.

Thank you for consideration, and please feel free to call me if there are any questions.

Jane Gile
Human Resources Director



CITY OF MANCHESTER

Human Resources Department

February 9, 2009

Timothy Soucy, Director
Manchester Health Department
1528 Elm St.
Manchester, NH 03101

Re: School Nurses

Dear Mr. Soucy:

After an extensive review by Christine Martinsen of your request to evaluate the compensation of school nurses, the HR Department is issuing the following report.

The HR Department received your request in early summer 2008, shortly after my arrival as HR Director. At the time of the request, a preliminary assessment was made relative to the placement of the school nurses on the City's salary and pay scale. Research into the history surrounding the placement was initiated, which included a review of the Yarger Decker job specification information and scoring, as well as the review of the findings from a prior reclassification request in 2001. A comparison of the differences between the school nurse and the community health nurse also was conducted in an attempt to understand the reasoning behind the disparate placement on the City's pay scale.

In order to provide a solid understanding of the local school nurse circumstances, especially in light of a state-wide survey provided to this department as evidence of the need to increase pay, additional time was spent examining the results of the state survey and its findings. Christine Martinsen spoke at length to the author of the survey, who admitted that the survey instrument was not scientific and relied greatly on the responses received arbitrarily from a variety of school nurses rather than a comprehensive state-wide review.

Thus, in the fall of 2008, the HR Department surveyed a number of school districts relative to school nurse pay and compensation. School districts were surveyed because Manchester is the exception rather than the norm, in that school nurses in Manchester are not part of the school district, but instead are under the jurisdiction of the Manchester Health Department, along with the Community Health Nurses.

An unexpected outcome of the survey revealed that in many communities, the school health nurses are unionized and their annualized wages fall in line with the teachers' contract. As such,

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education and experience drive pay - higher educational attainment and increased years of experience merit higher wages. In Manchester, school nurses generally are not compensated for additional degrees or credits, notwithstanding the certified school nurse designation, nor are Manchester school nurses compensated for summer breaks or school vacations.

While our findings showed a significant variance in the actual wages of school nurses in Manchester as compared to other communities, a closer look revealed that true comparisons were difficult to make due to wage scales that were often tied to annualized teachers' contracts and positions requiring undergraduate degrees. The City's wage and salary scale effects advancement on merit and years of service, whereas educational attainment plays a lesser role.

Thus, a dilemma presented itself in that not only were many school nurses without an undergraduate degree, but also salaries for those with degrees were not in step with the market.

Taking all this into account, and after discussions with you and others in your office – community health nurses and the school nurse supervisor – it was concluded that the City needed to make a wage adjustment – in the very least to school health nurses who have undergraduate degrees.

Therefore, the HR Department recommends that school health nurses who have attained undergraduate degrees be placed at a salary grade 18, the same grade as the community health nurses – who also have undergraduate degrees. Thus, School Health Nurse II will become a grade 18. Nurses without an undergraduate degree will remain at a grade 17, and will be renamed as School Health Nurse I. The School Health Nurse I at grade 16 will no longer exist.

Further, the classification of the Certified School Nurse and Certified Community Health Nurse will warrant an A-Step placement on the City of Manchester pay schedule, grade 18A. This approach will keep the A-step in alignment with other professional occupations throughout the organization for which a course of study exists for advanced certification, in many cases warranting an A-Step.

The Human Resources and Insurance Committee must approve these changes before they become effective.

Respectfully submitted,



Jane E. Gile
Human Resources Director

City of Manchester
New Hampshire

In the year Two Thousand and

nine

AN ORDINANCE

“Amending Section 33.025 (School Nurse I, School Nurse II, & Certified School Nurse)
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 School Nurse I, Class Code 7060 from Grade 16 to Grade 17
exempt

Change School Nurse II, Class Code 7065 from Grade 17 to Grade 18
exempt

Change Certified School Nurse, Class Code 7067 from Grade 18 to Grade
18A **exempt**

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

Jane Gile
Human Resources Director



Human Resources Director
Committee on HRIC
November 12, 2008
tabled 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).

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Eligibility for Medical Subsidy:

- Teachers: Eligible to retire as of July 1, 2008, have at least 20 years of creditable service as if July 1, 2008 and who actually retire on or before July 1, 2009. Members with less than 30 years of creditable service are eligible to begin receiving subsidy at age 60; members with 30 or more years of service can begin receiving subsidy at age 55.
- Police and Firefighter: Active or retired police officer members (or beneficiaries) hired as of June 30, 2000, and meeting eligibility for retirement (min. 20 years service and 45 years of age).

HB 1645: This bill was signed into law by Governor Lynch on June 30, 2008. It contains revisions to the laws governing the NHRS. This communication addresses only the medical subsidy program.

HB 1645:

- Transferred \$250M that was earmarked for health benefits from the Special Account to the State Annuity Accumulation Fund (corpus of the trust fund). The transfer was done in part to increase the pension funding level and to moderate employer contribution rates, which would have ballooned in order to cover retiree pensions and the medical subsidy.
- Removed an annual 8% subsidy escalator and froze subsidy rates at the 2008 level.
- Eliminated the practice of transferring funds from the Special Account to reimburse the State Annuity Accumulation fund for employer contributions that were allocated to the medical subsidy. It clarified that the Special Account cannot be used to fund the medical benefits.
- Defined the employer's responsibility for funding the medical subsidy program with an effective date of July 1, 2009.
 - Employer funding is equal to the lesser of 25% of employer contribution rates or the percentage of employer contributions determined by the actuary to be the minimum rate (solvency) necessary to maintain the benefits provided under the medical subsidy program.

City of Manchester

Currently, there are 1859 City/School employees paying into the NHRS. 1408 are teachers/administrators, 214 police officers and 237 firefighters. The 2008 NHRS payroll amounts (January through September):

	City Contribution	Employee	Total
Teachers:	\$3,450,173.40	\$2,935,067.28	\$6,385,240.68
Police:	\$1,551,054.54	\$1,218,628.45	\$2,769,682.99
Firefighters:	\$1,796,893.04	\$1,049,694.94	\$2,846,587.98
Total:	\$6,798,120.98	\$5,203,390.67	\$12,001,511.65

Currently, 25% of the City Employer 2008 Rate funds the medical 401 (h) sub-trust (\$1,699,530.25). This fund can only receive contributions from Employer contributions.

104 of 214 police officers were hired on or after July 1, 2000 and are not eligible for the medical subsidy.

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

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.

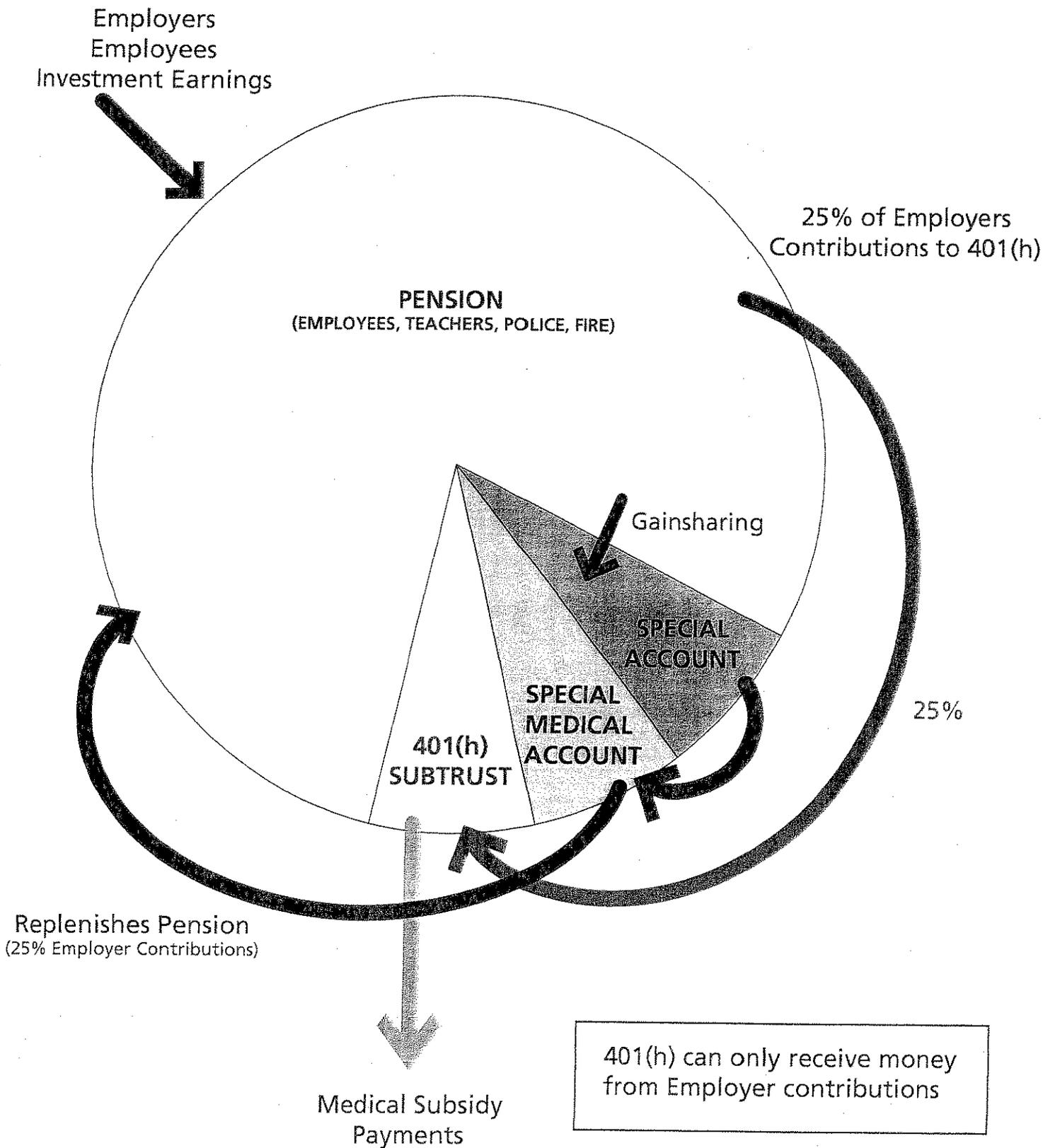
EMPLOYER NORMAL CONTRIBUTION RATES
EFFECTIVE JULY 1, 2007 – JUNE 30, 2009

<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%

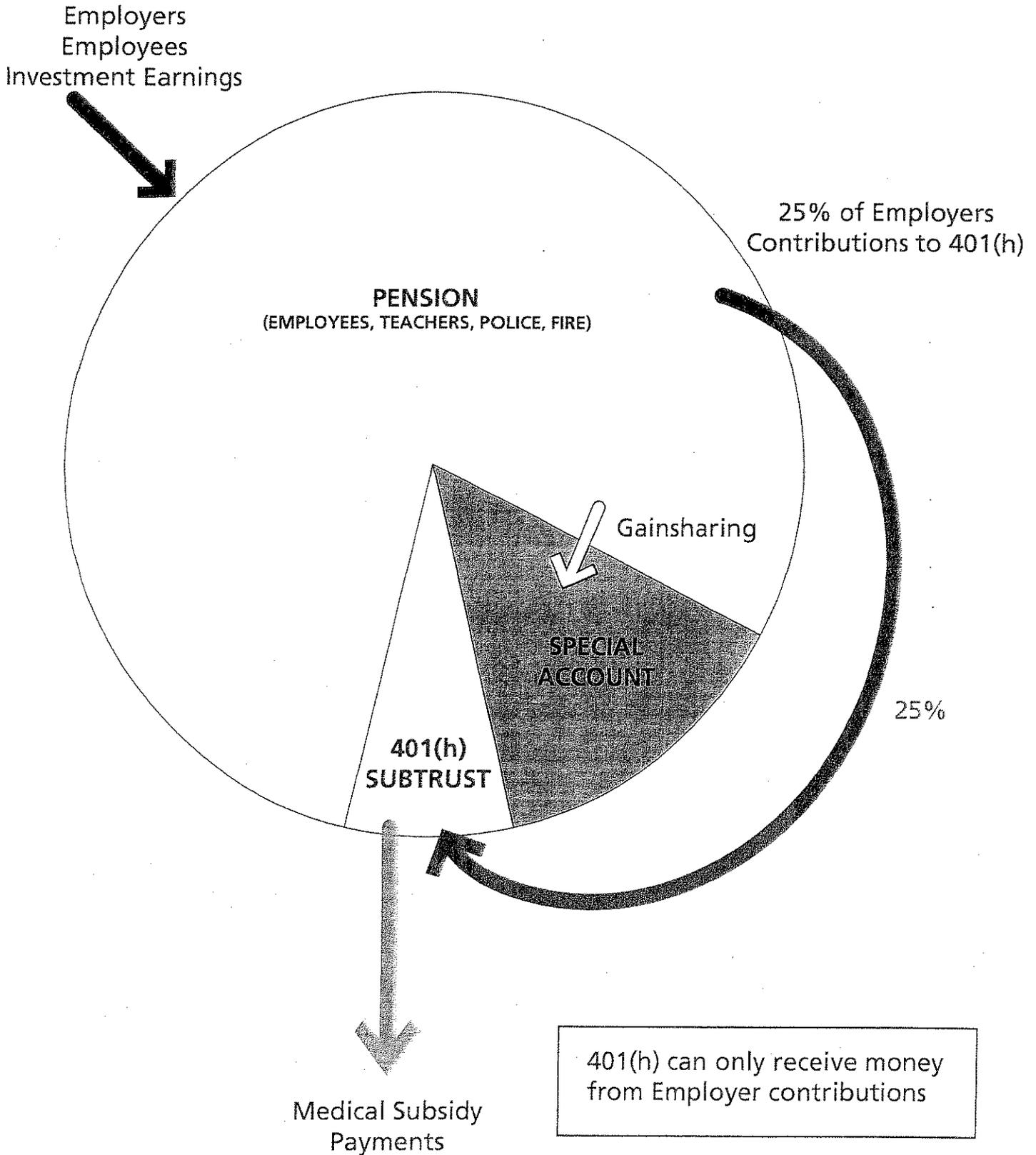
The District Share and Employer Share rates must be applied to the covered payroll for each respective membership classification.

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	<u>3.28%</u>	<u>0.46%</u>	<u>3.74%</u>
Total	9.38%	1.32%	10.70%
<u>GROUP II</u>			
Police			
-Employer Contribution	11.27%	1.41%	12.68%
-State Contribution	<u>6.07%</u>	<u>0.76%</u>	<u>6.83%</u>
Total	17.34%	2.17%	19.51%
Fire			
-Employer Contribution	14.64%	1.41%	16.05%
-State Contribution	<u>7.88%</u>	<u>0.76%</u>	<u>8.64%</u>
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



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.



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



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.

	EXTRAORIDINARY 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.



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



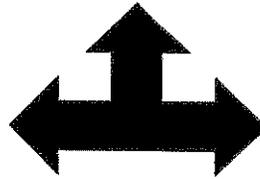
1. Employee submits Form to Department Head



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



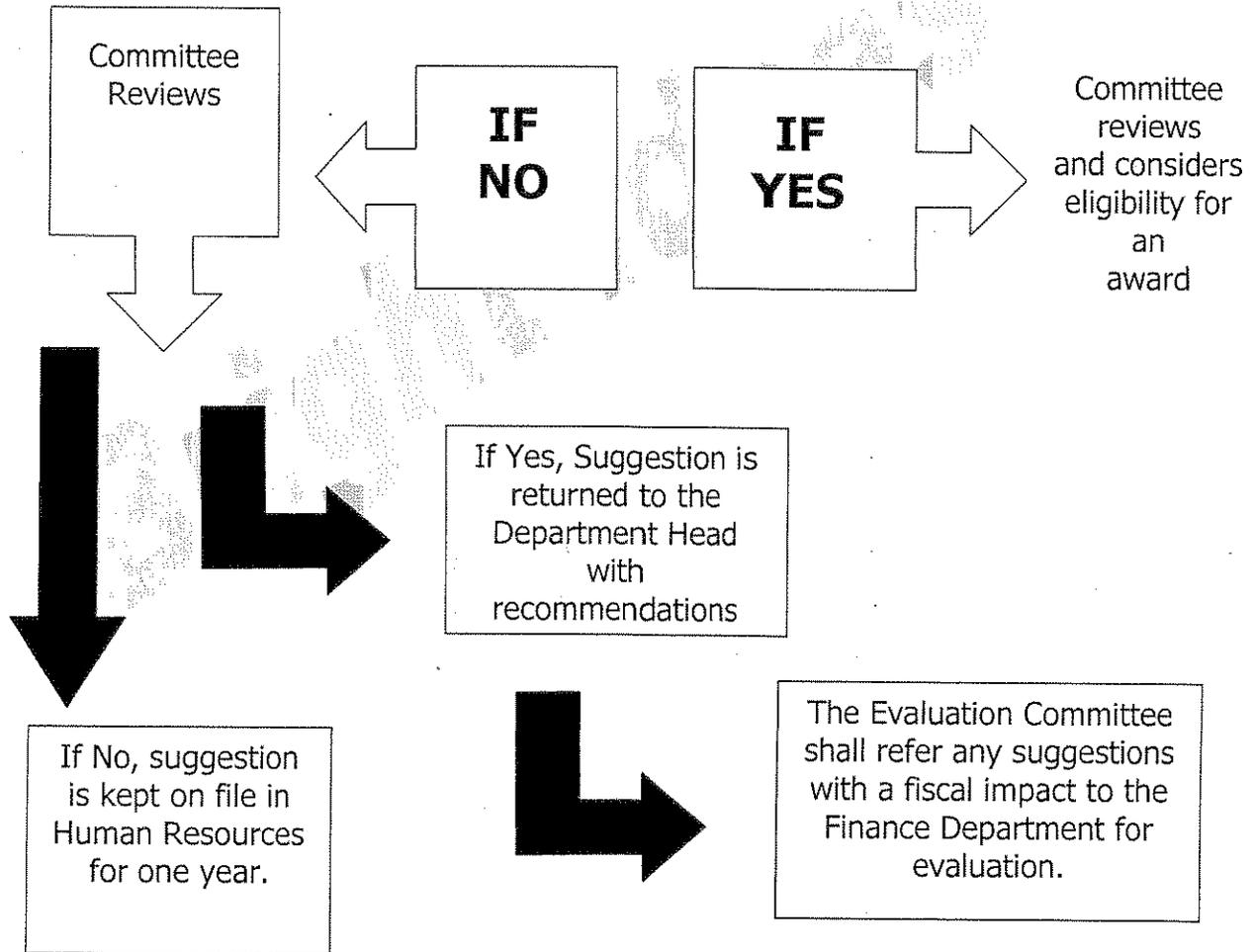
Within Thirty (30) Days

Bright Ideas! Program

page 2



4. Evaluation Committee reviews Department Head Recommendation



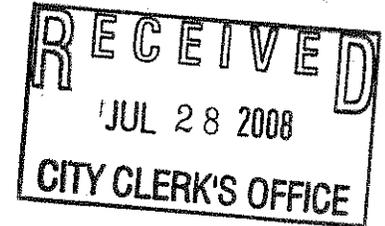
5. Evaluation Committee notifies employee in writing of final recommendation.



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.

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that the communication from David Mara, Chief of Police, submitting details related to current pay for Reserve Officers, has been received and filed.

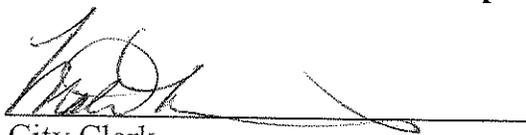
(Unanimous vote except for Alderman Garrity who was absent)

Respectfully submitted,



Clerk of Committee

**November 25, 2008. In Board of Mayor and Aldermen.
On motion of Alderman Lopez, duly seconded by Alderman Osborne, it was
voted to accept, receive and adopt the report.**



City Clerk

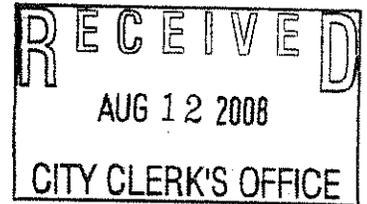
Chief of Police
David J. Mara
Deputy Chiefs
Gary T. Simmons
Marc P. Lussier



Commission
John J. Tenn
Calvin T. Cramer
Thomas J. Hammond
Nury Marquez
Thomas D. Noonan
Executive Secretary
Kim Demers

CITY OF MANCHESTER
Police Department

Committee on Human Resources
One City Hall Plaza
Manchester, NH 03101



RE: Reserve Officer pay

During the August 5, 2008 meeting the department was asked to provide details as it relates to the current pay provided to our Reserve Officers. As a result, listed below are the current pay scales for Reserve Officers hired prior to Alderman Lopez program taking effect as well as the pay scale for those hired since that policy was enacted. Pay is broken down by Detail Rate and City hourly rate when the Reserve functions strictly for the department.

The rates are in effect as of FY 09. (Obviously a change to the pay scale by this committee will increase the hourly rate for the Reserve when working for the department.) It will not effect the detail rate of pay. The August 2006 policy effected the detail rate only, not the hourly rate when the Reserve functions strictly for the department.

DETAIL RATES:

Regular Officer

Company Billed \$46.97/hr (may vary slightly for holiday, overtime over 8 hr detail and supervisors)
State retirement \$5.36/hr (taken from the hourly rate to pay into the state retirement system)
Admin Fee \$1.70/hr (this money goes into the Admin account/not charged to school functions.)
Officer Share \$39.91/hr

THE ABOVE RATES APPLY TO FOUR OF OUR RESERVE OFFICERS w, HIRED PRIOR TO ALDERMAN LOPEZ PROPOSAL WAS ENACTED.

Reserve Officer (hired after August 2006)

Company Billed \$46.97/hr
No retirement paid
Admin Fee \$1.70/hr
Officers Share \$32.00/hr
Balance \$13.27/hr goes into the established Reserve Officer Account.

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



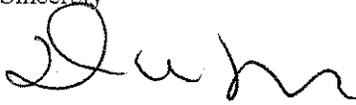
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CITY RATE (when working as a Reserve officer for the department).

<u>Hourly Rate</u>	<u>Hour</u>	<u>Gross Wage</u>	<u>SS</u>	<u>Medicare</u>	<u>Total</u>
\$19.60	8/mo	\$156.80	\$9.72	\$2.27	\$168.80

Each Reserve Officer is required to work 8 hrs /mo. (minimum) for the department, providing support with various tasks.

Sincerely



David J. Mara
Chief of Police

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.

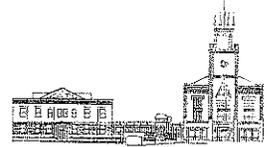
Thank you,

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



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
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