AGREEMENT BETWEEN

HAMPTON BOARD OF SELECTMEN

AND

HAMPTON DEPARTMENT SUPERVISORY
ASSOCIATION
LOCAL 3017

AFFILIATED WITH IAFF/AFL-CIO

Effective date: April 1, 2014

TABLE OF CONTENTS

LOCAL 3017 1

TABLE OF CONTENTS 2

ARTICLE 1 5

PURPOSE 5

ARTICLE 2 5

RECOGNITION 5

ARTICLE 3 6

EXCLUSION 6

ARTICLE 4 6

MANAGEMENT RIGHTS CLAUSE 6

ARTICLE 5 7

UNION SECURITY 7

ARTICLE 6 7

EMPLOYEE RIGHTS AND DUTIES 7

ARTICLE 7 8

NO STRIKE CLAUSE 8

ARTICLE 8 9

UNION LEAVE 9

ARTICLE 9 10

PROBATIONARY EMPLOYEES 10

ARTICLE 10 11

RESIDENCY 11

ARTICLE 11 11

SENIORITY 11

ARTICLE 12 14

PROMOTIONS 14

ARTICLE 13 17

PERSONNEL REDUCTION 17

ARTICLE 14 17

TEMPORARY SERVICE OUT OF RANK 17

ARTICLE 15 18

HOURS OF WORK 18

ARTICLE 16 19

OVERTIME 19

ARTICLE 17 21
EXCHANGE OF DAYS OFF 21
ARTICLE 18 21
HOLIDAYS 21
ARTICLE 19 22
VACATIONS 22
ARTICLE 20 25
SICK LEAVE 25
ARTICLE 21 30
SICK LEAVE COVERAGE 30
ARTICLE 22 30
INJURY LEAVE 30
ARTICLE 23 32
HEALTH INSURANCE 32
ARTICLE 24 35
LIABILITY INSURANCE 35
ARTICLE 25 36
BEREAVEMENT LEAVE 36
ARTICLE 26 37
LONGEVITY PAY 37
ARTICLE 27 37
UNIFORM ALLOWANCE 37
ARTICLE 28 38
PRIVATE DETAILS 38
ARTICLE 29 39
VEHICLE MAINTENANCE AND OPERATIONS 39
ARTICLE 30 39
SALARY SCHEDULE 39
ARTICLE 31 39
GRIEVANCE PROCEDURE 39
ARTICLE 32 43
LODGING 43
ARTICLE 33 43
DIRECTIVES 43
ARTICLE 34 43
EDUCATION 43
ARTICLE 35 43

LINE OF DUTY DEATH BENEFIT 43
ARTICLE 36 ..... **44**
PROFESSIONAL LEAVE 44
ARTICLE 37 ..... **45**
ON DUTY EMERGENCY LEAVE 45
ARTICLE 38 ..... **45**
SEPARABILITY 45
ARTICLE 39 ..... **46**
COURT LEAVE 46
ARTICLE 40 ..... **47**
SAFETY AND HEALTH 47
ARTICLE 41 ..... **47**
MILITARY LEAVE 47
ARTICLE 42 ..... **47**
EDUCATIONAL AND TRAINING INCENTIVES 47
ARTICLE 43 ..... **48**
MEDICAL LEAVE OF ABSENCE 48
ARTICLE 44 ..... **50**
SEXUAL HARASSMENT 50
ARTICLE 45 ..... **51**
HAZARDOUS MATERIAL RESPONSE TEAM 51
ARTICLE 46 ..... **51**
MOTOR VEHICLE LICENSES 51
ARTICLE 47 ..... **52**
WELLNESS/FITNESS 52
ARTICLE 48 ..... **52**
NFPA 1500 52
ARTICLE 49 ..... **52**
MERGER STUDY 52
ARTICLE 50 ..... **52**
DURATION OF AGREEMENT 52

The Hampton Board of Selectmen (hereinafter referred to as the "Town" and Hampton Fire Department Supervisory Association, Local 3017, affiliated with IAFF/AFL-CIO (hereinafter referred to as the "Union") agree as follows:

ARTICLE 1
PURPOSE

The intent and purpose of this Agreement is to: (1) establish certain hours of work, rates of pay and other conditions of employment such as job security, employee rights, seniority, residency, promotions, personnel reduction, equipment safety and fringe benefits; and (2) establish procedures for the resolutions of disputes concerning interpretation and application of this Agreement.

ARTICLE 2
RECOGNITION

The Town hereby recognizes the Union as the exclusive representative and bargaining agent, for all purposes set forth in RSA 273-A for Permanent members of the Hampton Fire Department to include the following positions.

Deputy Fire Chief

Fire Captain

Emergency Medical Services Officer

Fire Lieutenant

Fire Prevention Officer

Fire Inspector

Secretary

Fire Prevention Secretary

ARTICLE 3
EXCLUSION

Section 1.

This Agreement excludes the ranks of:

Fire Chief

Firefighter

Fire Alarm Operator

Section 2.

The inclusion or exclusion in the bargaining unit of new personnel classifications established by the Town subsequent to the effective date of this Agreement shall be preceded by discussion with the Union. Any impasse in this area shall be submitted to the Public Employee Labor Relations Board for resolution.

ARTICLE 4
MANAGEMENT RIGHTS CLAUSE

Section 1.

Except as specifically limited by the express provisions of this Agreement, the Employer retains traditional rights (such as historically existed prior to the first agreement) to manage and direct the affairs of the employer in all of its various aspects and to manage and direct its employees including but not limited to the following: to plan, direct, control and determine all operations and services of the Employer; to direct the working forces; to establish the qualifications for employment; and to lay off employees for lack of work or lack of funds; to schedule and assign work; to establish work and productivity standards and to, from time to time, change those standards; to assign overtime; to determine methods, means, organization, and number of personnel by which such operations are to be conducted; to make and enforce rules and regulations; to employ, discipline, transfer, suspend, demote and discharge employees for just cause; to change or eliminate existing methods, equipment or facilities; provided however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

Section 2.

The provisions of this Article are not subject to the provisions of Article 31, entitled "Grievance Procedure."

ARTICLE 5
UNION SECURITY

No employee shall be required to become a member of the Union; provided, however, that an employee who chooses not to become a member of the Union shall, as a condition of employment, pay a weekly service fee to the Union of not more than the regular dues and assessments paid by the members of the Union.

ARTICLE 6
EMPLOYEE RIGHTS AND DUTIES

Section 1.

The Town agrees that there shall be no discrimination against any employee covered by this Agreement for membership in the Union, or because of presenting a grievance, or for giving testimony or for taking part in proceedings of the Union.

Section 2.

No employee shall, as a condition of employment, be required to become a member of the Union. The Union agrees that it will not interfere with the rights of any or all non-members employed by the Department or other Departments of the Town. This section shall not be subject to the grievance and arbitration provisions of this Agreement.

Section 3.

Disciplinary matters will be subject to the grievance procedure.

Section 4.

The parties to this Agreement agree not to discriminate against any employee because of race, color, creed, sex, national origin, marital status, sexual orientation, or communicable inheritness (A.I.D.S.) contracted while in the Town's employ.

ARTICLE 7
NO STRIKE CLAUSE

Section 1.

Under no circumstances will the Union cause, encourage, sponsor or participate in any strike, sit-down, stay-in, stay-out, sick-in, sick-out, work slowdowns, picketing of any kind while on duty, multiple resignations, withholding of services of any curtailment of work or restriction or interference with the operations of the Fire Department, or any other Department of the Town of Hampton during the term of this Agreement. In the event of any such activity, the Town shall not be required to negotiate on the merits of the dispute which gave rise to such activity until any and all such activity has ceased.

Section 2.

Should any employee or group of employees covered by this Agreement engage in any activity prohibited by Section 1, above, in the opinion of the Town, the Union shall, if requested by the Town, forthwith inform the Town whether or not the activity constitutes a labor dispute.

Section 3.

The Town agrees that it will not cause, encourage, sponsor or participate in any lockout or transfer of work or threat to transfer unit work to any other Department and person or persons during the term of this Agreement, except that the Town reserves the right to transfer work to any other Department, person or persons and to similarly discharge and replace with a new hiree, any Union member who violated Section 1 of this Article. In the event of unauthorized lockout or transfer activity by the Town, the Union shall not be required to negotiate on the merits of the dispute which gave rise to such activity until any and all such activity has ceased.

Section 4.

Should the Town engage in any activity prohibited in Section 3 above in the opinion of the Union, the Town shall, if requested by the Union, forthwith inform the Union whether or not the activity constitutes a labor dispute.

ARTICLE 8
UNION LEAVE

Section 1.

Up to two (2) employees, appointed by the President to represent the Union at Union functions, shall be granted time off from duty when requested in conformance with the following:

1. A written request shall be made by the Union President to the Fire Chief at least two weeks prior to the requested Union Leave.
2. It is understood that the Union will be allowed up to 8 shifts (1 shift = 10 hour or 14 hour). In addition to the aforementioned 8 shifts, time off shall be granted for up to two employees appointed by the President to attend the biennial conventions of the International Association of Firefighters and the Professional Firefighters of New Hampshire.
3. Said written request must be approved by the Fire Chief before the time can be charged as authorized Union Leave. In approving Union Leave requests, the Chief shall consider first the operational needs of the department; however, requests for Union Leave shall not be unreasonably denied. Denials by the Fire Chief shall be submitted to the Union in writing, outlining the reasons for said denial within 7 days prior to the requested time off.
4. The Union will pay the expenses of the Fire Chief (or his designee), if invited by the Union (including registration, travel, meals, lodging, and transfers equal to the accommodations of the Union members participating), for any event attended under the provisions of this article.

Section 2.

Leave from duty with full pay shall be granted to any individual covered by this Agreement who files a grievance under Article 31, (Grievance Procedure), for the purpose of attending scheduled meetings or hearings related to the individual's grievance, provided the grievant was scheduled for duty at a time simultaneous to the grievant's attendance at the grievance proceeding.

Section 3.

Up to two (2) representatives of the Union who, because of their position, are required to participate in activities related to the grievance procedure adopted under this Agreement, shall be permitted time off from their duties, with pay, providing that the employee was scheduled for duty at a time simultaneous to the grievant's attendance at the grievance proceeding.

Section 4.

Leave from duty with full appropriate pay shall be granted to members of the Union's Negotiating Committee, not to exceed three (3) such members and counsel, who attend meetings between the Town and the Union for the purpose of negotiating the terms of an agreement; provided the employee was scheduled for regular duty at a time simultaneous to attendance at such meeting. Negotiating Committee members scheduled for overtime duty at the time of the negotiating session shall receive no pay, if such members choose to attend the negotiating session. Any refusal or cancellation on the part of such employee to avoid working overtime which does conflict with the attendance at these meetings shall not penalize that member in any way with regard to overtime selection procedures established under this Agreement and by practice.

ARTICLE 9
PROBATIONARY EMPLOYEES

Section 1.

All new "full-time" and "part-time" appointees for those positions covered by this Agreement shall serve a probationary period of one (1) calendar year. All full-time and part-time personnel who have satisfactorily completed the probationary period shall be known as permanent.

Section 2.

The Town has the right to discipline and/or discharge a probationary employee without recourse by the Union, provided said probationary employee has not previously completed a probationary period in a lower rank.

Section 3.

The parties agree that if a firefighter is promoted to a rank covered by this Agreement or a member of this Agreement promoted to a higher rank, said firefighter or member shall serve a probationary period in such new rank for one (1) calendar year. Nothing in this Section shall be construed as to any way limit or impair the rights of either of the parties with respect to disciplinary matters.

Section 4.

All probationary employees covered by this Agreement shall have monthly evaluations written and signed by both parties. The evaluation will become a part of the employee's personnel record.

ARTICLE 10
RESIDENCY

Section 1.

All employees covered by this Agreement may continue to reside at their present address, provided, however, that if they move, any new residence must be within fifteen (15) miles of Station 2 located at 140 Winnacunnet Road, Hampton, New Hampshire.

Section 2.

All employees hired on or after January 1, 1987 shall live within said fifteen (15) mile location from the Hampton Fire Station located at 140 Winnacunnet Road, Hampton, New Hampshire. This must be done within forty-five (45) days after the expiration of their probationary period.

Section 3.

The residency clause shall not apply to the Secretary or Fire Prevention Secretary.

ARTICLE 11
SENIORITY

Section 1. DEFINITION:

A. Seniority for full-time employees, covered by this Agreement, shall be defined as the period of full-time employment with the Town in the work covered by this Agreement except as broken in accordance with Section 4 of this Article.

B. In the event that more than one employee was employed on the same date, then the seniority shall be determined according to the grade received on their entrance examination.

Section 2. SENIORITY LIST:

Within thirty (30) days after the signing of this Agreement, and by January 1st each year thereafter, a list of full-time employees as covered under this Agreement, arranged in order of their seniority, shall be posted in a conspicuous place at Headquarters and Station 2, and a copy furnished to the Union. Claims for corrections to such list must be made in writing to the Chief or the Chief's designated agent within ten (10) days after such posting, and, after such time, the list will be regarded as correct.

If, during the period between posting, any changes occur that affect the seniority status, a new and revised list shall be posted as soon as possible.

Section 3. USE OF SENIORITY LIST:

A. All new employees covered by this Agreement, shall be hired for a probationary period as enumerated in Article 9 and may be dismissed, without protest by the Union, during such probationary period. However, the Town may not discharge nor discipline for the purpose of evading this Agreement or discriminating against Union members. After the probationary period, such employees shall be placed on the seniority list as of their date of hire for purposes of administering the layoff and recall provisions of this Agreement. After the probationary period, such employees shall be placed on the Seniority List as of their date of hire for that rank for the purposes of administering and enforcing all other provisions of this Agreement.

B.

1. Preference shall be given to employees in the order of their departmental seniority in recall to work after layoff provided that such employees are, in the opinion of the Chief of the Fire Department, available and have the necessary qualifications, skill, ability and physical fitness, or can obtain same within ninety days (90), to perform the work required.

2. Preference shall be given to Fire Captains/Lieutenants in the order of their seniority in rank for the selection of vacations from the vacation schedule as well as sick leave and vacation fill-in.

C. In the event of a recall to work within eighteen (18) months after layoff, notices of recall to work shall be sent by certified or registered mail or telegram to the qualified employee's last known address as shown on the Town records. The recall notice shall state the time and date on which the employee is to report back to work. A recalled employee shall be given at least five (5) calendar days notice, excluding Saturdays and Sundays, to report to work. In the event a recall is necessary on less than five (5) days notice, the Town may call upon the laid off employees, either personally or by telephone, until an employee who is qualified and able to return to work immediately is located. In such case, the qualified employee able to return to work immediately will be given a temporary assignment not to exceed five (5) days, and employees who are otherwise qualified to perform the work, but were passed over because of their inability to return to work immediately, will be given notice to report for work at the end of said five-day period. Qualified employees who have been given notices to report for work must, unless confined due to proven illness or injury, make themselves available for such work assignment no later than the end of said five-day period after the notice has been given or they shall forfeit such seniority status as they have accrued with the Town. However, should there be no work assignment when the employee does report within the five (5) days set forth herein, the employee shall retain seniority status and be entitled to another notice of recall.

Section 4. LOSS OF SENIORITY

A. Seniority shall be broken only by:

1. Discharge
2. Voluntary Quit

3. Failure to respond to a notice of recall as specified in Article 11, Section 3c.
4. Unauthorized leaves of absence in excess of three (3) consecutive calendar days.
5. Overstaying an authorized leave of absence.
6. Giving a false reason for a leave of absence.
7. Remaining on involuntary layoff for more than twenty-four (24) months.

B. Any employee who is absent because of proven illness or injury shall maintain seniority for a period of twelve (12) months, after which said employee's seniority shall be broken.

C. An employee injured in the line of duty shall lose seniority after twenty-four (24) months' absence.

ARTICLE 12
PROMOTIONS

Section 1.

A. For promotions to the rank of Deputy Chief, the Town Manager shall provide for promotions by competitive examination, which may include a combination of written and oral tests, as a prerequisite to promotion. Such tests shall be based as nearly as possible on the normal operating procedures of the Department and knowledge of equipment and fire science. Notice of such examinations shall be posted in Headquarters and Station 2 at least thirty (30) calendar days in advance of the date fixed for the examination.

B. Promotion or appointment to the ranks of Captain, Lieutenant, Fire Prevention Officer, Fire Inspector or Emergency Medical Services Officer will comply with the existing departmental testing and examination process.

C. A Fire Prevention Officer, Fire Inspector or Emergency Medical Services Officer who has previously held the position of firefighter in the Town of Hampton shall be permitted to test for the position of Fire Lieutenant.

D. A Fire Prevention Officer, Fire Inspector or Emergency Medical Services Officer who has previously held the position of Fire Lieutenant for at least one (1) year shall be permitted to take the test for Fire Captain.

Section 2.

Subject to the provisions of Sections 3 and 4 of this Article, all promotions to the rank of Deputy Chief shall be given to the most qualified candidate. Permanent members of the Department qualified for a promotion shall be bypassed for promotions only in the event that there is a more qualified candidate from outside the Department. If two (2) or more permanent Department members are tied as the most qualified candidate, then the candidate with the most seniority within the Department shall receive the promotion. The following provisions apply to all candidates:

A. An examination is required due to a vacancy which may exist;
B. Only members of the Department who have had a minimum of four (4) years experience as a full-time line officer (Captain; Lieutenant) or Fire Prevention Officer, Fire Inspector or Emergency Medical Services Officer in the Hampton or another fire department may sign up to take the examination which they must do within the time period specified in the announcement;
C. Any qualified applicants taking the examination, who have obtained a score of at least seventy percent (70%).

Section 3.

Whenever a vacancy occurs, the Town Manager shall establish a list of Department members eligible for promotion to the vacancy. The names of successful candidates in the order of their excellence in their respective examinations shall also be placed upon this list.

Section 4.

The Town Manager shall promote only a person standing among the highest three (3) of those on the appropriate eligible list for a vacancy, including eligible applicants

from outside the Department. The decision of the Town Manager shall be final and is not subject to the Grievance Procedure outlined in Article 31.

Section 5.

Any eligible employee who bids for promotion and is not promoted shall, upon written request, receive within ten (10) working days, a written statement of the reasons the employee was not promoted.

Section 6.

Should a vacancy exist in the rank of Deputy Chief due to termination, voluntary quit, extended layoff, illness, death, or leave of absence, the Chief may, at the Chief's discretion, recommend and the Town Manager may temporarily assign an employee who is eligible for promotion to the position of acting Deputy Chief.

Section 7.

A. Promotions to the rank of Captain shall be based upon competitive oral examinations to be administered by the New Hampshire Fire Standards and Training Commission.
B. Only individuals who have completed the required probationary period for Lieutenant shall be eligible to take the Captain's examination.
C. In addition to test result scores, each candidate shall be awarded an additional one-half point for each year of service as a Lieutenant, up to a maximum award of five (5) points.
D. Selection shall be made at the Chief's discretion from among the top two (2) qualified candidates.
E. If a senior qualified employee is passed over for promotion, the Chief shall specify the reasons for such pass-over in writing within fourteen (14) days of the applicant's written request.

Section 8.

If any employee who has been promoted to a position within the Fire Department has unsuccessfully completed the prescribed probationary period or wishes to return to

the employee's former position, said employee shall have the right to return to the position previously held within six (6) months of the promotion, provided another employee is not required to be terminated from employment.

ARTICLE 13
PERSONNEL REDUCTION

Section 1.

Should the Town decide to reduce the Department Personnel covered by this Agreement, the employee with the least seniority in the Department shall be laid off first and rehired in the inverse order of layoff in accordance with the procedure in Article 11 Section 3C. No new employees shall be hired until all employees who have been laid off for eighteen (18) months or less have been given an opportunity to return to work.

Section 2.

In the event that the Town decides to reduce the number of employees within a particular classification, the employee(s) in the classification with the least classification seniority shall be laid off unless the employee(s) is qualified for a position in a lower classification, and elects to displace an employee in the lower classification who has less departmental seniority. Laid off employees can only displace employees in lower classifications within the bargaining unit.

ARTICLE 14
TEMPORARY SERVICE OUT OF RANK

Section 1.

Full time members of the Department, covered by this Agreement, who are required to assume the duties and responsibilities of a higher rank, shall be compensated at the salary step which is at least five percent (5%) above the member's present salary. Officers assuming a higher rank will be compensated at the appropriate salary step of the rank for all hours worked in excess of one (1) shift.

Section 2.

Full Time staff officers who meet the basic qualifications would be placed on a list to be eligible for Temporary Service Out of Rank. The guidelines for calling will be the same as for other established lists. The list shall be utilized in the event that Captains or Lieutenants are not available for this shift.

Section 3.

In the event that there is a vacancy in the Fire Chief's position for fifteen (15) consecutive days or more, the Town Manager shall appoint one Deputy Chief as Acting Fire Chief. The Acting Fire Chief shall be compensated at the Chief's rate of pay during the period of time the Deputy serves in the Chief's capacity.

ARTICLE 15
HOURS OF WORK

Section 1.

The hours of work for Captains and Fire Lieutenants shall be a normal work week consisting of forty-two (42) hours in twenty-four (24) hour shifts over an eight (8) week cycle. The shift configuration shall be 24 hours on duty followed by 48 hours off duty, followed by 24 hours on duty, followed by 96 hours off duty.

Section 2.

The hours of work for the position of Deputy Chief of Operations/Deployment and the Deputy Chief of Safety/Training shall generally consist of forty (40) hours per week of four (4), ten (10) hour days between Monday and Friday inclusive.

Section 3.

The hours of work for the Fire Prevention Officer and Fire Inspector shall generally consist of forty (40) hours per week, of four (4), ten (10) hour days between the hours of 0700 and 1800, Monday through Friday inclusive.

Section 4.

The hours of work for the position of Secretary shall generally consist of thirty-five (35) hours per week, between the hours of 0800 and 1600, Monday through Friday. The hours of work for the position of Fire Prevention Secretary shall generally consist of twenty (20) hours per week, between the hours of 0800 and 1700 Monday through Friday.

Section 5.

The hours of work for the position of Emergency Medical Services Officer shall be forty (40) hours per week.

Section 6.

Deviations from the schedule set forth in this Article may be mutually agreed upon between the Chief and the affected employee.

ARTICLE 16
OVERTIME

Section 1.

Captains and Fire Lieutenants required to work more than an average of forty-two (42) hours per week over an eight (8) week cycle shall be compensated at the rate of one and one-half (1 ½) their regular hourly rate. The rate shall be calculated by the following formula, annual salary + longevity + educational incentives divided by fifty-two (52) weeks divided by forty two (42) hours multiplied by one and one half (1 ½). Overtime will be paid for actual time worked to the nearest quarter hour. Paid absences, including sick leave as provided for in Article 20, shall be counted in determining whether or not an employee has worked more than an average of forty-two (42) hours per week over an eight (8) week cycle.

Section 2.

The Fire Prevention Officer, Fire Inspector, Secretary and Emergency Medical Services Officer shall be compensated at the rate of one and one-half (1 ½) times the employee's hourly rate for hours worked in excess of that employee's scheduled hours of work. The rate shall be calculated by the following formula, annual salary + longevity +

educational incentives divided by fifty-two (52) weeks divided by forty (40) hours multiplied by one and one half (1 ½). Paid absences shall be counted in determining whether or not an employee has worked more than forty (40) hours per week.

Section 3.

It is expressly understood that private duty is not subject to these overtime provisions. All approved formal training, required outside of regularly scheduled working hours, including medical training will be compensated at the individual's overtime rate, set forth in Sections 1 and 2 above.

Section 4.

The position of Deputy Chief is a salaried position; therefore, the overtime provisions of this Agreement do not apply to the Deputy Chief.

Section 5.

Extra shifts and details may be canceled with no less than twenty-four (24) hours notice to the Department.

Section 6.

Whenever an overtime duty slot arises in shift officers ranks, and the Chief or the Chief's designated agent feels the shift should be covered, the overtime slot will be filled by calling the shift officers, rank for rank, then other shift officers, in order of seniority regardless of residency. If the overtime shift remains unfilled, other bargaining unit employees, with the exception of the Deputy Chief, Secretary, and Fire Prevention Secretary, shall be called in order of seniority regardless of residency. Firefighters will be called only after the shift cannot be filled in the manner prescribed above.

Section 7.

Any employee covered by this Agreement who is called back to work during off-duty time shall be guaranteed a minimum of two hours work. Scheduled overtime and scheduled hours annexed to the beginning or end of a shift shall not be considered a call back to work.

ARTICLE 17
EXCHANGE OF DAYS OFF

Section 1.

Captains and Fire Lieutenants may exchange days off according to the following procedure:

A. The employee requesting the exchange shall fill out swap time slip properly and have it signed by the Shift Officer of the day.

B. Shift Commander shall put one-half of the slip in the proper file and staple the other half to the proper page of the office desk calendar.

C. Exchange of days off is a privilege granted by the Town, and may be revoked at any time if abused or misused.

D. The employee covering the shift is responsible for the shift(s), not the employee requesting the exchange.

E. The Chief or the Chief's designated agent shall decide if the employee agreeing to the exchange is qualified to cover the position.

F. Exchange of days off will not be granted for the purpose of working another job unrelated to that of the Fire Department.

Section 2.

It is expressly understood that exchanges of time off are not subject to the overtime provisions of this Agreement.

ARTICLE 18
HOLIDAYS

Section 1.

The following days shall be considered paid Holidays.

New Year's Day
Martin Luther King Civil Rights Day
Presidents Day
Memorial Day
Independence Day
National Election Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

In lieu of payment for each holiday, only the Deputy Chiefs, Captains and Lieutenants shall receive two (2) additional weeks pay, payable the last pay day in November, whether the employee has worked the holidays or not. One additional day's pay will be paid in the year of the Presidential Elections.

Section 2.

If a permanent member leaves the employment of the Town, the permanent member shall receive payment for all holiday pay due up to the time of termination.

Section 3.

In the event that the Department Secretary, Fire Prevention Secretary, Fire Prevention Officer, Fire Inspector, or Emergency Medical Services Officer shall perform any work on a designated holiday, they shall, in addition to their holiday pay, receive compensation at the rate of one and one-half (1 ½) times their regular hourly rate for all hours worked. Such payment shall be made within the pay period it was worked. The employee shall have the option of taking compensatory time off at time and one-half (1 ½) for each hour worked. Said compensatory time shall be scheduled in accordance with the employee's performance and the needs of the Department.

ARTICLE 19
VACATIONS

Section 1.

A vacation week shall be defined as a seven-day period from Sunday through Saturday. Vacations shall be earned in accordance with the following schedule:

After one (1) through five (5) years of continuous service – (One of which may be taken after six (6) continuous months of service)	two (2) weeks
Six (6) through ten (10) years of continuous service – weeks.	three (3)
Eleven (11) years of continuous service and more	four (4) weeks

Notwithstanding the foregoing, all employees covered by this agreement that were hired by the Town prior to April 1, 2012 (including employees who were members of other bargaining units or other departments prior to said date), shall receive the following additional vacation time:

Year sixteen (16) Captain and Lieutenant –	four (4) weeks + one shift
Deputy, E.M.S.O., F.P.O., F.I. –	four (4) weeks and 10 hours
Secretary –	four (4) weeks and 9 hours
Fire Prevention Secretary -	four (4) weeks and 5 hours
Year seventeen (17) Captain and Lieutenant –	four (4) weeks + two shifts
Deputy, E.M.S.O., F.P.O., F.I. –	four (4) weeks and 20 hours
Secretary –	four (4) weeks and 18 hours

Fire Prevention Secretary -	four (4) weeks and 10 hours
Year eighteen (18) Captain and Lieutenant –	four (4) weeks + 3 shifts
Deputy, E.M.S.O., F.P.O., F.I. –	four (4) weeks and 30 hours
Secretary –	four (4) weeks and 27 hours
Fire Prevention Secretary -	four (4) weeks and 15 hours
Year nineteen (19) Captain and Lieutenant –	five (5) weeks
Deputy, E.M.S.O., F.P.O., F.I. –	five (5) weeks
Secretary –	five (5) weeks
Fire Prevention Secretary -	five (5) weeks
Year twenty (20) Captain and Lieutenant –	five (5) weeks + one shift
Deputy, E.M.S.O., F.P.O., F.I. –	five (5) weeks and 10 hours
Secretary –	five (5) weeks and 9 hours
Fire Prevention Secretary -	five (5) weeks and 5 hours
Year twenty-one (21) Captain and Lieutenant –	five (5) weeks + two shifts
Deputy, E.M.S.O., F.P.O., F.I. –	five (5) weeks and 20 hours
Secretary –	five (5) weeks and 18 hours
Fire Prevention Secretary -	five (5) weeks and 10 hours
Year twenty-two (22) Captain and Lieutenant –	five (5) weeks + 3 shifts
Deputy, E.M.S.O., F.P.O., F.I. –	five (5) weeks and 30 hours
Secretary –	five (5) weeks and 27 hours
Fire Prevention Secretary -	five (5) weeks and 15 hours
Year twenty-three (23) Captain and Lieutenant –	six (6) weeks
Deputy, E.M.S.O., F.P.O., F.I. –	six (6) weeks
Secretary –	six (6) weeks
Fire Prevention Secretary -	six (6) weeks

Additional shifts earned in years 16, 17, 18, 20, 21 and 22 shall be defined as either a ten (10) hour or fourteen (14) hour shift at the employee's discretion.

Vacation must be taken in the year that it is earned or it will be lost for that year; except that up to ninety-six (96) hours may be carried over upon written request to the Chief and written approval of the Chief. Any request for a vacation carryover must be made to the Chief no later than October 1st. Vacation may be taken daily. A week so applied daily for Captains and Fire Lieutenants shall consist of two (2) twenty-four (24) hour shifts. A week so applied daily for Deputy Chief, Fire Prevention Officer, Fire Inspector and Emergency Medical Services Officer shall consist of four (4) ten (10) hour shifts. A week so applied for the Secretary shall consist of five (5) seven (7) hour shifts,

and for the Fire Prevention Secretary shall consist of five (5) four (4) hour shifts. No person shall be permitted to work assigned or scheduled duty for the Town while on vacation. Staff personnel shall be allowed to take vacation in whole hour increments at any time. Line personnel shall be allowed to take vacation in hourly increments in a minimum of four (4) hours.

Section 2.

Vacation time may be taken at any time during the year as much as possible on the basis of seniority; provided that if conflicts arise, any prior request of another person that has been approved by the Chief shall stand, regardless of seniority. Selection of all vacations must have the prior approval of the Fire Chief and an employee must request such vacation one (1) week prior to same unless the Chief, at the Chief's discretion, approves a shorter notice. No more than two (2) employees per shift shall be permitted to take a vacation at the same time. Notice for same day vacation requests shall be in accordance with the Department's sick leave policy.

Section 3.

The Captains' and Lieutenants' vacation selection list shall be posted at both Stations on January 1st of each year.

Section 4.

Seniority, on a rotating basis, shall be used to determine vacation coverage.

Section 5.

All vacation time that is due to an employee as indicated in Section 1 shall have posted to their vacation account on January 1st of each year. The employee shall have available to them all of their vacation time due as of that date.

Section 6.

Upon retirement or voluntary quit an employee shall be entitled to receive payment for all unused vacation time. To receive all unused vacation time, the employee shall provide the Town with written notice of the individual's intent to resign at least sixty (60) calendar days in advance of the retirement or resignation. Failure to provide the Town with a sixty (60) day calendar day notice shall cause the vacation reimbursement to be calculated on a prorated basis for the amount of time worked. It

should be understood that unexpected situations may arise which makes the sixty (60) day notification impractical, if not impossible. In these situations a vote of the Board of Selectmen shall be necessary to approve the non-prorated amount with less than sixty (60) day notification.

ARTICLE 20
SICK LEAVE

Section 1.

Sick leave shall be earned at the rate of ten (10) hours per month for the Secretary and Staff officers, including Fire Prevention Officer, Fire Inspector, Emergency Medical Services Officer and Deputy Chiefs, for each month actually worked up to a maximum of one thousand (1,000) hours. Captains' and Lieutenants' sick leave shall be earned at the rate of ten (10) hours per month for each month actually worked accumulated to a maximum of one thousand (1,000) hours. Employees who have more than one thousand (1,000) hours accumulated on the effective date of this contract shall retain and be permitted to maintain their accumulated hours, but shall not exceed said accumulated hours. Upon voluntary quit (after five (5) years continuous service), the Town will pay to the individual an amount representing twenty-five (25%) of the accumulated unused sick leave at the time of the voluntary quit. Upon retirement (after five (5) years continuous service), the Board will pay to the individual an amount representing one hundred (100%) percent of the accumulated unused sick leave. Said amount shall be payable to the employee by the Town on the Business day following the next regular Town Meeting. Record keeping shall keep track of all accumulated sick leave hours, regardless of the individual's sick leave cap, for the purpose of selling back sick leave. Members current sick leave cap shall not change as a result of this contract.

Section 2.

As referenced in Article 16, Section 1 and 2, sick leave time will be counted in determining whether or not an employee has worked in excess of the employee's regularly scheduled time.

Section 3.

The Town may require a physician's statement if an employee is on sick leave for more than three (3) days for the same illness or injury.

Section 4.

A) The Town shall create and maintain a Town Wide Sick Leave Bank to be used by all employees of the Town herein referred to as "The Bank".

B) All employees covered by this agreement shall be allowed participation in The Bank and shall contribute 1 hour per month of their personal sick leave into The Bank.

C) If there is a negative balance in The Bank, the number of hours to be contributed monthly per contributing employee shall be increased to the accelerated rate of four (4) hours per employee, per month, until the Sick Bank balance again becomes positive.

D) In the month following the first month in which the Sick Bank has a positive balance of hours as a result of additional donations, the monthly contribution of each contributing employee shall drop back to one (1) hour per month, per employee unless and until the balance of hours in the Sick Bank again drops into a negative balance.

E) At any point when the balance of hours in the Sick Bank hits the level of twelve hundred (-1,200) hours or higher in the negative, all grants of hours including those current shall stop until the deficit is less than twelve hundred (-1,200) hours in the negative.

F) Any sick hours accrued by an employee while the employee is out of work and drawing hours from the Bank will be deposited into the Sick Bank.

G) Bank Administration Board – A board shall be appointed to administer the Bank, which shall oversee the assignment and development of rules of the bank. It is understood that the very first order of business shall be to develop and place in writing rules surrounding an employee not maintaining a minimum 160 hour sick leave balance. The board shall consist of seven members, a singular member appointed from each union of the Town and a member representing the Town appointed by the Town Manager. Nothing contained here shall prevent this board from mutually presenting items and issues to the Town and the Collective Bargaining Units regarding any issue that may arise that is not addressed herein. It is implied that these issues can

be addressed through memorandums of understanding and shall be affixed to the Agreement.

H) Bank Review Panel – In addition to the Bank Administration Board, it is expressly understood that there shall be a thorough review done by a panel of twelve members, which shall be comprised of one (1) representative from each of the Town Unions appointed by the respective union and a management representative appointed by the Town Manager from Police, Fire, Public Works, Recreation, Town Office and the Town Manager's Office. The sole purpose of this Board shall be to convene on or about April 1, 2002 for the purpose of examining the impact of the sick leave offset portion of the current work agreements for the past two years. This Panel shall return a written report no later than October 1, 2002 to the Town of Hampton and the respective Unions, which shall be available for discussions by the parties in the next Union negotiations.

I) The Town shall keep records published to Union which shall include but not be limited to the total number of hours, the number of participants, any member participating in the bank, and other pertinent information which effects the bank. Should the bank run out of time then the Town will keep records of the negative balance and the monthly contributions will be posted against that negative balance.

J) The bank shall be deemed fully funded when the total number of hours in the bank is ten thousand (10,000), at which time contributions to the Bank will cease. Contributions will resume as needed to maintain the 10,000 hours.

K) There shall be no calculation made by the Town as to the value of each given hour in the Bank. Hours as needed shall be given to an employee regardless of that employee's hourly rate or time and one-half rate. An hour is an hour regardless of that employee's pay or benefits.

L) Should a person leave the employment of the town and have an accrued sick leave balance that is not reimbursable to the employee then that balance shall be forwarded to the bank and increase the bank balance accordingly.

M) Any new employee shall make their one hour per month contribution to the bank once they have accumulated a forty-hour (40) balance.

N) Employees shall be entitled use of The Bank hours within the following guidelines and limits:

1) The employee has an illness or injury that is not work related and has placed the employee out of work for a period of sick leave longer than one hundred sixty (160) hours.

2) The employee has used one hundred sixty (160) hours of his or her own personal accumulated sick leave. At that time the employee will draw sick leave from the bank.

3) In the event that an employee does not have one hundred sixty (160) hours then the employee shall draw their sick leave down to a negative balance, then the Bank will be activated provided all of their personal and vacation leave has been used.

4) Each separate occurrence will require the employee to use one hundred sixty (160) hours of his or her own sick leave before time is withdrawn from the Bank.

5) At no time will an individual be expected to reimburse the bank for any time used from the bank other than the one (1) hour per month contribution.

6) Employees shall be allowed to use not more than one year of assets from the Bank after the 160 hours have been met. At the end of one (1) year if the employee is still sick then they may remain on leave using their current balance of their personal sick leave account as mentioned in Section 1 of this Article.

7) All contributions made to the Bank shall be the property of the Bank with no value assigned to individual employees with regard to contribution(s). Said property of the Bank is intended to be distributed to an employee who meets the aforementioned criteria.

8) Employees out on sick leave using Bank assets shall continue to accrue Sick Leave as referenced in Section 1. The one hour per month contribution shall continue to be contributed to the Bank as long as the employee accrues time. Any Sick hours accrued by an employee while the employee is out of work and drawing hours from the Bank will be deposited into the Sick Bank.

9) Employees who have been out of work drawing hours from the Sick Bank, but return to work, will not be eligible to use further Sick Bank hours until their time back at work equals or exceeds the amount of time they received from the Bank during their latest time out of work.

10) There shall be lifetime (during the period of active employment with the Town) caps upon an employee's drawing of hours from the Sick Bank as follows: 0-10 years (meaning the completion of the 10^{th} year) – 52 weeks; 11-20 years (meaning the completion of the 20^{th} year) – 52 weeks; 21 + years – 52 weeks. These caps are cumulative and can be waived by the Sick Bank Board to address extraordinary circumstances.

Section 4.

The value of the hours sold to the Town can be used to purchase one or more of the items listed below. The cost of the distribution option selected by the employee cannot exceed the dollar value of the sick leave hours being sold back to the Town. Election forms that list distribution options that exceed the value of the hours sold back will be returned to the employee for revision. Such employees will have seven calendar days to return the revised form to the Finance Department.

1) An Employee shall have a balance of 400 Hours of sick leave accumulated by September 1st.

2) After accumulation of four hundred (400) hours the employee can, at the employee's option sell back to the Town any unused annual hours accumulated during that year.

3) Employees wishing to take advantage of the sell back program must declare their intentions to sell back time. The Employee shall declare the number of hours and the Town shall take that number and multiply it by the hourly rate of the individual employee. The total amount shall be indicated to each employee in writing by September 15th of that year. By October 1st of that year the employee shall notify their respective Department of their wishes of this hour/dollar amount. Each employee must state the number of hours they are selling back and list in writing which distribution option is being selected. The Town shall buy back time at the employee's current hourly rate.

4) The value of the hours sold to the Town can be used in any of the following combinations.

   a. Purchase the employees annual contributions to Health Insurance, Dental Insurance, Short Term, Long-Term Disability Insurance, AFLAC Insurance or life insurance. It is understood that if an employee opts to fund insurance programs they must fund the entire amount (i.e. currently the employee contributes 10 percent of the annual premium of the health insurance policy). Thus if the employee opts to fund their share of the insurance they must fund the entire 10 percent.

   b. Make contributions to the employee's Individual 457 Tax Deferred Retirement Plan.

   c. The hourly amount shall be available to the employee to be used as vacation in the following year. Hours shall be counted 3 for 1 so that an employee turning back 90 hours shall be given an additional 30 hours of vacation at a time of the employee choosing. The cap on additional vacation shall be no more than one week of each employee's typical vacation. This vacation time may be carried over if approved and it shall be reimbursable upon retirement or quit with other vacation or sick leave.

d. In the case of Employees that have reached their cap, as outlined in Article 19 entitled "Sick Leave", if no response is made by October 1st then the hour/dollar amount over the employees cap shall be turned into the Bank, and no action shall be taken. The employee's sick leave shall revert to the cap amount and a new calculation year shall begin.

e. The employee's sick leave shall revert to the cap amount and a new calculation year shall begin. Part time employees shall not earn sick time nor be eligible for participation in the sick bank.

ARTICLE 21
SICK LEAVE COVERAGE

If a vacancy occurs in a Captain's or Lieutenant's because of illness, and the Chief or the Chief's designated agent feels the shift should be covered, then shift officers will be called in order of seniority until the shift is covered. Should another vacant shift have to be covered, the next employee on the list will be called and so on down the list to the senior employee again.

ARTICLE 22
INJURY LEAVE

Section 1.

The Town shall provide Workers' Compensation Insurance for all employees of the Town as prescribed by State Statutes.

Section 2.

When a person is absent from duty after sustaining an injury or illness arising out of and in the course of an employee's employment, the employee shall be paid full base pay, less the amount of Workers' Compensation received for a period not to exceed one (1) year. If payments have been made by the Town prior to the final determination as to whether or not the injury or illness rose out of and in the course of an employee's employment and that employee is ultimately found not to be eligible for Workers' Compensation insurance benefits, said employee shall reimburse the Town for the amounts paid by using any unused accrued sick leave. If that employee has any unused accumulated sick leave which has been earned in accordance with Article 20, entitled "Sick Leave", such sick leave shall be reduced by such amounts which may have been paid to the employee at that employee's hourly rate.

Section 3.

If an incapacity, either service connected or non-service connected, continues for more than thirty (30) days, the Fire Chief may order a complete physical and/or mental examination by two or more reputable physicians designated by the Town. If the report of their examination shall prognose the injury or illness as one which permanently incapacitates the person, the Town shall make application for disability retirement under the provisions of the New Hampshire Firemen's Retirement Law.

Section 4.

The Chief, at the Chief's sole discretion, and if such a position exists, may provide light duty assignments to any member covered by this Agreement who is injured off duty and requests such assignment. The length of said assignment will be at the sole discretion of the Chief; however, if a position exists, the assignment shall not be unreasonably denied. Any employee assigned to a less strenuous position due to health or disability shall continue to receive all compensation and fringe benefits, including accumulation of seniority attached to the employee's normally assigned position.

Section 5.

A program of light duty shall be made available within the Fire Department for bargaining unit members out of work on Workers' Compensation leave. To the extent that the available light duty assignment, consistent with the employee's capacities as determined by the treating physician, requires a change to the employee's work hours and/or work schedule, the provisions of Article 15 of this Agreement shall not apply. Light duty assignments shall be temporary.

Section 6.

In the event a member covered by this Agreement files an appeal on a Workers' Compensation claim which has been denied by the Town or its appropriate insurance carrier and said member is successful in the overturning of said denial, the Town shall reimburse the member for the costs of attorney's fees, personal time, professional witness fees and records production, associated with the appeals process.

ARTICLE 23
HEALTH INSURANCE

Section 1.

The town shall, for employees covered by this Agreement, pay the premium for the family, two-person or single person hospital-medical insurance plan covering Town employees. In case both a husband and wife are employed by the Town, the Town shall only pay a single-person, a two-person, or family plan for one spouse. It is understood that, at the present time, the Town is obtaining hospital-medical insurance from Blue Cross/Blue Shield through the New Hampshire Municipal Association (NHMA) Health Insurance Trust; however, the Union specifically agrees that the Town may, in its sole discretion, obtain such insurance from a different insurance carrier, provided the benefits are comparable with those of the present plan.

Section 2.

If any employee withdraws from coverage under the Town's hospital-medical insurance plan, the employee shall receive a yearly payment of:

a. $500.00 if the employee received single coverage;
b. $750.00 if the employee received a two-person coverage;
c. $1,000.00 if the employee received family coverage.

Payment shall be made on December 1 of each year for the preceding year or prorated for any portion thereof. Employees not on the Town Plan as of the effective date of this Agreement shall receive a $500.00 yearly payment in the manner stated above.

Section 3.

The Town agrees to pay ninety (90%) percent of such sums as necessary each month for each full-time employee to maintain single person, two person, or family coverage through Matthew Thornton HMO MTB15IPDED-R3/15M$1. Employees shall pay the remaining premium for the plan through payroll deduction from each paycheck; such amount shall be deducted in accordance with Section 125 of the Internal Revenue Service Code. Employees wishing to secure coverage through NHMA Health Insurance

Blue Cross/Blue Shield (Blue Choice 3 Tier) BC3T5RDR-R$10/20/45 may do so with a Town contribution of eighty-five (85%) percent of such sums as necessary each month for each full-time employee to maintain single person, two person or family coverage. Employees shall pay the remaining premium for the plan through payroll deduction from each paycheck; such amount shall be deducted in accordance with Section 125 of the Internal Revenue Service Code.

Employees wishing to secure coverage through NHMA Health Insurance Blue Cross/Blue Shield (Blue Choice 3 Tier) BC3T20-R$3/15M$1 may do so with a Town contribution of eighty-five (85%) percent of such sums as necessary each month for each full-time employee to maintain single person, two person or family coverage. Employees shall pay the remaining premium for the plan through payroll deduction from each paycheck; such amount shall be deducted in accordance with Section 125 of the Internal Revenue Service Code.

Employees wishing to secure other coverage available through NHMA Health Insurance JY M$1 or other Blue Choice BC3T5RDR-R $3/15/M1 may do so with the Town contributing an amount not to exceed the equivalent of eighty-five (85%) percent of such sums as are necessary each month for each full-time employee to maintain single person, two person or family coverage in the Blue Cross/Blue Shield (Blue Choice 3 Tier) BC3T20-R$3/15M$1 plan. Employees shall pay the remaining premium for the plan through payroll deduction from each paycheck; such amount shall be deducted in accordance with Section 125 of the Internal Revenue Service Code.

The Town also agrees to pay ninety (90%) percent of such sums as necessary each month for each full time employee to maintain single person, two person or family dental insurance Delta Dental Option 1 coverage as provided by the Town. Employees shall pay the remaining premium through payroll deduction from each paycheck.

The Town shall establish a health insurance deductible reimbursement pool funded annually at the rate of $350 per employee for full time employees that enroll in Matthew Thornton HMO MTB15IPDED-R3/15M$1. Each such employee with eligible deductible expenses will be initially reimbursed up to $350.00 for each deductible expense upon submission of documentation indicating a deductible has been incurred or has been paid. On the last day of the fiscal year, any money remaining in the pool shall

be divided on a pro rata basis among those employees who have not yet received full reimbursement of any deductible expenses paid or incurred during the then current contract year. The residual pool funds shall be distributed no later than 15 days after the end of the fiscal year. Employees are obligated to inform the Finance Department of any deductible expenses no later than 5 days after the end of the fiscal year.

Section 4.

Eyeglasses will be replaced only if broken on duty, after substantiation.

Section 5.

The parties agree to jointly participate in a unit or Town wide health insurance task force which shall be a collaborative effort to seek reductions in health insurance costs. The Task force shall commence its work within two (2) weeks following the approval of the execution of this contract. The objectives of the task force shall be to:

1. Examine the current rating structure with a view towards examining alternative rating structures;

2. Actively participate in the CHOICE program;

3. Immediately commence training by New Hampshire Municipal Trust's Wellness staff for the self-care and wellness programs, including health screenings;

4. Develop and participate in programs available to educate and encourage employees to become better health care consumers;

5. Examine health care information with a view towards managing that information to identify significant or serious health concerns with the bargaining unit and Town

6. Examine benefit coordination amongst health care providers in an effort to reduce chargeable expenses to the Town's health insurance carrier.

Section 6. Employee Contributions to Medical Trust

The Town shall transfer a weekly pre-tax contribution from wages (i.e. employee contributions) for each NH Retirement System employee covered by this Agreement to the retiree medical trust designated by the Union an amount of $30.00 per employee, effective on a date to be determined by the Union. The purpose of this trust shall be to

provide reimbursement for retiree health and welfare expenses. The trust shall be and remain separate and apart from any Town health insurance funding program, unless changed by mutual agreement of the parties to the agreement. These contributions shall be included as salary for purposes of calculating pension benefits. There shall be no employee election to take the amount in cash.

Transfer of Sick and/or Vacation Leave Cash Out to Retiree Medical Account

Upon retirement of an employee, the Town shall transfer into the retiree medical trust referenced above an amount equal to fifty (50%) percent of the value of the employee's accumulated sick leave and/or vacation leave cash out. The Employer shall transfer the monies on a pre-tax basis. The monies contributed to the trust fund shall only be used for retiree health and welfare insurance premiums or health expenses. The contributions shall be included as salary for purposes of calculating retirement benefits. There shall be no employee election to take these transfers in cash.

The Town hereby acknowledges receipt of the Trust Agreement governing the Trust and will comply with rules set by the Trust Office in regard to reporting and depositing the required contributions set forth above.

ARTICLE 24
LIABILITY INSURANCE

Section 1.

The Town shall, during the term of this Agreement, to the extent of its ability to obtain same, continue liability insurance on all employees. It is understood that the Town will defend and indemnify any person in the event that litigation may exceed the amount of coverage that the Town may have.

Section 2.

If any claim is made, or any action is commenced against a present or former member of this Bargaining Unit seeking equitable relief or claiming damages by reason of any act or omission constituting a violation of the civil rights of any person under Federal Law, if such act or omission is not committed with malice, or by reason of any

other act or omission made in good faith for which such present or former member is held liable for civil damages, and if such act or omission was in the scope of his or her employment or office, and if such member or former member shall request the same, the Town will reimburse such member or former member for reasonable and substantiated personal financial loss and expense, including reasonable legal fees and costs not compensated for by such insurance as may be procured by the Town or by the member or former member's own insurance.

Section 3.

Time spent in preparation or in court by any person pursuant to any litigation in which that person is involved pursuant to his duties with the Town, as noted in Section 1, shall have such time considered as on-duty time in service.

ARTICLE 25
BEREAVEMENT LEAVE

Section 1.

Special leave of three (3) working days with pay between the date of death and the date of the funeral, inclusive, shall be granted an employee in the event of death of the employee's:

Spouse or Significant Other	Sister
Father	Brother
Mother	Child or Step-child
Father-in-Law	Mother-in-Law

Relative domiciled in the employee's household

Section 2.

Special leave of one (1) working day with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of the employee's:

Grandchild	Sister-in-Law
Grandmother	Aunt
Grandfather	Uncle
Brother-in-Law	

Section 3.

Under extenuating circumstance, one (1) additional day with pay may be granted under Sections 1 and 2 above, with the written approval of the Chief.

ARTICLE 26
LONGEVITY PAY

Section 1.

Longevity Pay shall be earned by the secretary in accordance with the following schedule.

Five (5) years of service	$500
Ten (10) years of service	$600
Fifteen (15) years of service	$700
Twenty (20) years of service	$800

Section 2.

Longevity shall be paid in a lump sum on the first pay day in December, providing further, however, that any employee covered by this Agreement whose longevity is completed on or before December 31 of that year shall be paid on the first day in December as if said completion occurred prior to that first pay day in December. For an employee who terminates during the interim period of any year, pro rata longevity pay shall be awarded.

ARTICLE 27
UNIFORM ALLOWANCE

Section 1.

The Town shall provide uniforms and/or dry cleaning services up to the amount of the annual uniform allowance for all personnel covered by this Agreement, regardless of when the employee enters the Department. The annual uniform allowance shall be as follows:

Deputy Chief	$700

Fire Prevention Officer	$700
Fire Inspector	$700
Secretary	$700
Fire Prevention Secretary	$700
Captain	$700
E.M.S. Officer	$700
Lieutenant	$700

Uniforms and dry cleaning services shall be provided only through vendors designated by the department.

The employee shall receive the annual uniform allowance in the form of uniforms and/or dry cleaning services only, the employee shall not be paid the annual uniform allowance.

Section 2.

The Town shall provide protective clothing to the members of this Agreement who participate in fire ground operations. It is expressly understood that the Chief or Chief's designee shall buy only top quality protective clothing and that factory seconds (by any name) shall not be purchased or issued to a member covered by this Agreement without the prior approval of the majority of the members covered by this Agreement.

ARTICLE 28
PRIVATE DETAILS

Section 1.

Private details are those which are not considered as public employment by the Town Manager; that is, supported by local property tax dollars. All private details will be paid a minimum of four (4) hours at the individual's time and a half rate.

Section 2.

Private details may be canceled with no less than twenty-four (24) hours notice to the Department except in the case of unexpected illness or emergency, in which event private details may be canceled with three (3) hours notice to the Department.

ARTICLE 29
VEHICLE MAINTENANCE AND OPERATIONS

No Unit employee shall be required to operate or order to be operated equipment which, in the employee's opinion, is deemed unsafe; provided (1) the Chief or Deputy Chief are notified as soon as he/she determines that any such equipment is unsafe, and (2) the Chief or Deputy Chief agrees that any such equipment is unsafe and should not be operated.

ARTICLE 30
SALARY SCHEDULE

Section 1.
Annual salaries for eligible employees shall be as follows:

		4/1/2013	4/1/2014
Deputy Chiefs	Annual	$81,517.51	$82,536.48
Captain, FPO and EMS Officer	Annual	$69,672.96	$70,543.87
Lt. and Fire Inspector	Annual	$66,355.20	$67,184.64
Fire Secretary	Annual	$42,864.16	$43,399.96
Fire Prevention Secretary	Hourly	$14.28	$14.46

Section 2.

The Captain or Lieutenant on duty at Headquarters shall be the Shift Commander. The Shift Commander shall be paid the Captain's rate.

Section 3.
Before the hiring of new or additional part time or full time secretarial employees, the Union shall enter into discussions with the Town relative to the rates of pay of those new employees.

ARTICLE 31
GRIEVANCE PROCEDURE

Section 1.

A grievance is defined as a dispute or difference of opinion raised by an employee covered by this Agreement or the Town involving the meaning, interpretation or application of the express provisions of this Agreement. A grievance must be in writing

and must state the specific provision in this Agreement that allegedly has been violated; further, the specific relief sought must be indicated by the party raising such grievance.

Section 2.

Whenever an employee in the Bargaining Unit has a grievance as defined above, the following procedure shall be utilized or such grievance shall be deemed waived.

A. The employee involved shall file the grievance, in writing, with the Union within seventy-two (72) hours from the date of the event which gives rise to the alleged grievance. The Union shall review the merits of the grievance.

B. The Union shall, if wishing to process the grievance, file said grievance with the Fire Chief or the Chief's designated agent, for disposition within seven (7) administrative work days after the grievance was filed with the Union.

C. Upon receipt of the grievance, the Chief shall have seven (7) administrative work days (Monday through Friday, which shall not include holidays) to render a decision. If no decision has been rendered by the Chief within seven (7) administrative work days, the Union may either file its grievance with the Town Manager, or may notify the Chief in writing that he has not rendered a decision, and request said decision within an additional seven (7) administrative work days. Said written request must be made within seven (7) administrative work days from the last date on which the Chief's decision was due. If the Chief fails to render a written decision within seven (7) administrative days after the second request by the grievant, the grievance shall be deemed settled in favor of the grievant. If the Union is not satisfied with the disposition of its grievance by the Chief, subject to the time limits above, it may file the grievance with the Town Manager for disposition within seven (7) administrative work days of the last date the Chief's decision was due.

D. The Town Manager shall render a decision with regard to the grievance within seven (7) administrative work days after receipt. If the Union is not satisfied with the disposition of its grievance by the Town Manager, the Union may file a grievance with the Board of Selectmen for disposition within seven (7) administrative work days after the date of the Town Manager's decision, or the last date upon which said decision was due, whichever is later.

Section 3.

Any mutually satisfactory disposition reached as a result of action taken above shall be final and binding upon the parties as to the matter in dispute.

Section 4.

If said grievance is not reported and/or processed within the time limits set forth in this Article, the matter shall be dismissed and no further action shall be taken with respect to such grievance. Either or both parties shall have, upon request, one (1) automatic five (5) administrative work day time extension for each grievance. Said time extension to be used at any step of the grievance procedure. Mutual time extensions may be permitted at any time.

Section 5.

Should any grievance, as defined in Section 1 above, arise which cannot be settled within the scope of the foregoing sections of this Article, except for disputes or grievances arising out of contract negotiations, either the Board or the Union may submit such grievance to arbitration as follows:

A. If the Union is not satisfied with the disposition of its grievance by the Board or if no written decision has been rendered within 14 calendar days after filing with the Board, the Union shall file a written request with the Town for the appointment of an arbitrator. If the parties are unable to reach agreement on the appointment of an arbitrator within 14 calendar days of such request, the Union may request, in writing, that the Public Employee Labor Relations Board (PELRB) appoint an arbitrator to hear

said grievance in accordance with the rules and regulations of the PELRB. If the Union fails to submit such written request for the appointment of an arbitrator to either the Town or to the PELRB within said 14 calendar days, the grievance shall be deemed abandoned and no further action shall be taken with respect to such grievance.

B. The arbitrator shall not have the power to add to, ignore or modify any of the terms and conditions of this Agreement. The arbitrator's opinion shall not go beyond what is necessary for the interpretation and application of express provisions of this Agreement.

C. The arbitrator shall be empowered to determine all questions of arbitratibility of the grievance submitted to the arbitrator under this provision.

D. The decision of the arbitrator shall be final and binding on the parties.

Section 6.

The expenses of the arbitrator shall be shared equally by the parties. Each party shall make arrangements for and pay the expenses of witnesses which are called by them.

Section 7.

The Board shall have the right to initiate a grievance growing out of a dispute, claim or complaint arising under and during the term of this Agreement, provided, however, that the Board may, in its discretion, submit any claim by the Board for breach of Article 7 of this Agreement, entitled "No Strike Clause", to any forum of the Board's choice. In the event the Board initiates a grievance, it shall do so by filing said grievance with the Union within seventy-two (72) hours from the date of the event which gives rise to the alleged grievance. If the matter is not resolved by and between the Board and the Union within seven (7) administrative work days from the date the Board submitted said grievance to the Union, the Board may submit a written request to the PELRB to appoint

an arbitrator to hear said grievance in accordance with its rules and regulations and the provisions of Section 5B, C, D and Section 6 of this Article shall apply to such proceeding.

Section 8.

Nothing contained herein shall be construed as limiting the right to any employee having a grievance to discuss the matter informally with any appropriate member of the Fire Department, and having the grievance adjusted without the interventions of the Union, provided the adjustment is not inconsistent with the terms of this Agreement.

ARTICLE 32
LODGING

The Town agrees to provide beds, bedding, linens, blankets and pillows to accommodate each permanent member on duty. This article shall apply only so long as the Town requires personnel to live in.

ARTICLE 33
DIRECTIVES

All memoranda and general orders shall be posted on the bulletin board at both Stations for thirty (30) days and copy given to the Secretary of the Supervisory Association, Local 3017.

ARTICLE 34
EDUCATION

The Town shall reimburse, including tuition and expenses, personnel for seminars and courses that are required of an employee by the Department.

ARTICLE 35
LINE OF DUTY DEATH BENEFIT

Section 1.

The Town shall provide, at no cost to full time employees covered by this Agreement, term life insurance of face value equal to the employee's base pay, to the nearest thousand dollars. Part time employees may purchase term life insurance of face value equal to the employee's base pay, to the nearest thousand dollars at the part time

employees' sole expense, paid monthly in advance to the town. Said insurance policy shall provide that coverage paid for a member's death in the line of duty shall be double.

Section 2.

In the event that a member covered by this Agreement is killed in the line of duty as that term is defined under Public Safety Officer Benefit plan, the Town will continue to pay for health insurance of a single, two-person or family plan for the spouse and dependents of said employee. The payment of health insurance shall continue until the spouse remarries or the dependents marry or reach age twenty-one (21) of if a full time student, age twenty-three (23). In no event will this extended coverage continue beyond eighteen (18) months of the date of the employee's death.

Section 3.

The Town agrees to give preference to the employment of any dependent whose parent was killed in the line of duty in the Town of Hampton in accordance with Section 2 above and who has passed the hiring examination and shall possess the minimum qualifications for said employment.

ARTICLE 36
PROFESSIONAL LEAVE

Section 1.

Full time employees covered by this agreement shall be allowed up to thirty-six hours (36) of professional leave. Said leave shall be for the purpose of attending classes and seminars that will enhance the individual's knowledge of their position and/or advancement. This leave can be taken as time off or used to attend classes on an employee's days off. An employee on duty shall be given time off in either full shifts or in two-hour increments to attend classes or seminars. Employees that are off duty shall be covered by the provisions of Article 16 of this Agreement, entitled "Overtime". The professional leave and attendance at the aforementioned classes must have prior approval of the Fire Chief.

Section 2.

Any employee that completes all thirty-six (36) hours shall be given on April 1st of the following year a one percent (1%) bonus of their respective base pay. This bonus will be paid on the first pay period in April in a lump sum and only once in that year. Employees can receive this bonus annually provided, however, that the conditions as set forth above are met.

Section 3.

All professional leave shall be used in the New England region unless otherwise approved by the Fire Chief or his designee.

ARTICLE 37
ON DUTY EMERGENCY LEAVE

No employee covered by this Agreement will have deleted from the employee's sick leave, if approved by the Chief or the Chief's designated officer, hours not worked, as long as it is not more than one shift, if the employee has to leave during scheduled duty hours to transport the employee's spouse or children to a medical facility for emergency treatment. This Article does not apply, and is not intended to apply, to non-emergency scheduled appointments.

ARTICLE 38
SEPARABILITY

This Agreement represents the entire agreement between the parties and no amendment, alteration or variation of the terms or provisions of the Agreement shall bind the parties thereto unless made and executed in writing by such parties. If any provision of this Agreement or any application of the Agreement to any employee or group of employees, covered by this Agreement is found contrary to law, then such provision or application will not be deemed valid and subsisting, except to the extent permitted by law; provided, however, that all other provisions of the Agreement and application thereof shall continue in full force and effect.

ARTICLE 39
COURT LEAVE

Section 1.

The Town shall grant leave to any employee for any period of time the employee is required to appear before a court, judge, justice, magistrate or coroner, provided:

A. Such leave is duty-related and pertains or originates out of the employee's employment with the employer;

B. Or the employee is called involuntarily as a witness by subpoena in a case or action in which the employee does not have a personal interest.

Section 2.

For such leave as specified in Section 1 above, the Town shall pay to the employee during the employee's absence the difference between the employee's normal pay, and any pay received as witness fees or otherwise as a result of the employee's attendance at such court or other proceeding.

Section 3.

The Town shall grant leave, without pay, to an employee for the period of time the employee is required to appear before a court, judge, justice, magistrate, or coroner as a plaintiff or defendant in a case of personal interest to the employee.

Section 4. Jury Duty

An employee required to be available for jury selection or service shall receive the employee's regular daily wage for each day which would have been worked, but for such jury duty participation reduced by any amounts received by the employee as jury duty pay or fees.

ARTICLE 40
SAFETY AND HEALTH

Section 1.

Safety is of major concern for both the employer and the Union; therefore, both agree to observe good safety practices. Both the employer and employees will abide by all federal, state and local safety and health rules, such as O.S.H.A. Safety Rules and Regulations on the fire ground as well as in the Station.

Section 2.

The Town will provide, at no cost to the employee, vaccines available and necessary for the employee's safety against communicable diseases that may be contracted in the line of duty. These inoculations shall be at the employee's option and records of such shall be maintained in the employee's personnel file.

ARTICLE 41
MILITARY LEAVE

Any employee, who is a member of a reserve force of the United States, or the State of New Hampshire and who is ordered by the appropriate authorities to attend a training program or perform other duties under the supervision of the United States, or of the State of New Hampshire, shall be granted leave of absence during the period of such activity. During such absence, the employee shall receive as pay the difference between the employee's normal pay and any pay received as a member of the reserve force of the United States or State of New Hampshire. Such leave shall not reduce the employee's seniority status, vacation, sick leave, or other benefits.

ARTICLE 42
EDUCATIONAL AND TRAINING INCENTIVES

Section 1.

The Deputy Fire Chief shall be eligible to receive a yearly bonus of $500 for an Associates Degree from an accredited college.

Section 2.

Full time members of the bargaining unit who have obtained training to utilize automatic external and or manual defibrillator shall receive a yearly bonus of $500. Members who are certified fire instructors shall receive a yearly bonus of one (1) percent (%) of base salary. These shall be payable the last payday in November. Members shall acquire active certified instructor status by November 1st of each year. The town shall provide at no cost to the employee the opportunity to regain active status.

Section 3.

The Fire Prevention Officer and Fire Inspector shall receive a yearly bonus of one percent (1%) of base salary for NAFI Certified Fire and Explosion Investigator and a yearly bonus of one percent (1%) of base salary for IAAI Certified Fire Investigator.

Section 4.

The Secretary shall receive a yearly bonus of one thousand dollars ($1,000) for a bachelor's degree in office management related studies.

ARTICLE 43
MEDICAL LEAVE OF ABSENCE

Section 1.

Written medical leaves of absence without pay shall be granted by the Fire Chief for a period not to exceed twelve (12) work weeks in any twelve (12) month period. Medical leaves of absence shall only be granted to full-time regular employees for purposes of a serious health condition of the employee, spouse, child or parent, or because of the birth of the employee's child or the placement of the employee's adopted child. While on medical leave, each employee must keep the Fire Chief advised as to the medical recovery progress. To be eligible for leave without pay for medical reasons the medical condition of the employee or of the family members for which leave is taken must be certified with a physician's written medical statement.

Section 2.

During a medical leave of absence without pay, an employee shall have no loss of accrued benefits or seniority but will not continue to accrue any such benefits. Health insurance benefit payments will be paid by the Town in accordance with the established level of contribution during periods when the employee is on medical leave without pay. The employee shall be responsible for payment of the employee share of said health insurance benefit payments.

Section 3.

A medical leave of absence shall not be granted until all of the employee's accumulated vacation leave and accumulated sick leave (in the case of serious health conditions of the employee) has been taken. The combination of paid and unpaid leave shall not exceed twelve (12) work weeks in any twelve (12) month period.

Section 4.

Upon expiration of the leave, the employee shall be reinstated to the same or an equivalent position to that held before the leave was granted. Failure of the employee to report promptly for work at the expiration of the leave shall be cause for dismissal.

Section 5.

Upon the approval of the Fire Chief an employee may receive an extension of the medical leave of absence without pay for a period beyond twelve (12) work weeks provided notice is given at least ten (10) work days prior to the commencement of said extension. An employee shall have no loss of accrued benefits or seniority, but will not continue to accrue any such benefits during said extension. Continuation of the health insurance benefit during the extension period shall be at employee expense.

ARTICLE 44
SEXUAL HARASSMENT

Section 1.

The Town will not tolerate sexual harassment of any employee, or any other person dealing with the Town. Acts that constitute sexual harassment include, but are not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal and/or physical conduct of a sexual nature if:

A. Submission to or rejection of such conduct is used as the basis for employment decision affecting the person who did the submitting or rejection;
B. Submission to such conduct is made either explicitly or implicitly a condition of the individual's continued employment; or
C. Such conduct interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

Section 2.

All complaints of sexual harassment should be referred immediately to the Chief or the Town Manager and the Union, and the matter will be promptly investigated. Confidentiality will be maintained to the extent possible consistent with the need to conduct a prompt and thorough investigation of a complaint. Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited.

Section 3.

Any instance of sexual harassment as described herein, any act of retaliation, or any failure to cooperate in the investigation or resolution of a sexual harassment complaint may result in disciplinary action or termination.

ARTICLE 45
HAZARDOUS MATERIAL RESPONSE TEAM

Section 1.

Any member covered by this Agreement who voluntarily joins and agrees to participate in the Seacoast Technical Assistance Response Team (S.T.A.R.T.) shall be covered by all of the terms and conditions of this Agreement including the individual side bar Agreements attached as appendices.

Section 2.

Any member covered by this Agreement required to perform the duties of S.T.A.R.T. shall have two dollars and fifty cents ($2.50) added to the employee's base hourly rate of pay for each hour of time required to fulfill said obligations. Further, any member required during S.T.A.R.T. emergency operations to work more than twelve (12) consecutive hours shall be entitled to the next shift off without loss of pay or benefits. Any member required to wear any level hazardous material suit during S.T.A.R.T. emergency operations shall also be entitled to the next shift off without loss of pay or benefits.

ARTICLE 46
MOTOR VEHICLE LICENSES

Section 1.

The Town agrees to reimburse members of the Union the actual costs of the fee for their motor vehicle operator's license that may be required by the Hampton Fire Department.

Section 2.

Each member of the Fire Department who is required to take the New Hampshire Department of Safety Motor Vehicle Division Examination for the operator's license designated by the Hampton Fire Department shall be compensated by the appropriate pay for the actual time of the employee's taking of such examination, including travel, but not less than a minimum of three (3) hours.

ARTICLE 47
WELLNESS/FITNESS

The parties mutually agree to participate in a joint labor / management committee comprised of two personnel representing Local 3017 and one person representing the fire department management for the purposes of developing a wellness fitness program. The program shall be developed in accordance with the IAFC/IAFF Fire Service Joint Labor Management Initiative © at no cost to the employees.

ARTICLE 48
NFPA 1500

Effective upon the date of ratification, the Department and the Union shall establish a joint committee whose duty it shall be to audit and promulgate a plan for the implementation of the National Fire Protection Association Standard 1500, along with any other related standard. Said audit and plan shall be in place within eighteen months of the signing of this agreement.

The Department shall present budgetary items needed to the Town Manager and the Board of Selectmen. The Department and the Union realize implementation of these standards will require future funding.

ARTICLE 49
MERGER STUDY

Both the Town and the Union agree that within the first year of the contract they will form a committee whose purpose it will be to investigate, discuss and form a plan for the merger of Local 2664 IAFF and Local 3017 IAFF. It is understood that the form of the plan will be by mutual agreement of the parties.

ARTICLE 50
DURATION OF AGREEMENT

This Agreement shall commence on April 1, 2014 and extend until Midnight, March 31, 2015.

IN WITNESS WHEREOF, the parties have hereto set their hands and seals by their duly authorized officers and representatives, this 7th day of April, 2014.

HAMPTON BOARD OF SELECTMEN	HAMPTON FIREFIGHTERS, LOCAL 3017, Affiliated with IAFF/AFL-CIO

MEMORANDUM OF AGREEMENT

AGREEMENT made this 5th day of May, 2014 by and between the Hampton Fire Department Supervisory Association, IAFF Local 3017, affiliated with the IAFF/AFL-CIO (hereafter referred to as the "Union") and the Hampton Board of Selectmen (hereinafter referred to as "the Board") as agree as follows:

The parties intending to be bound by their mutual promises agree to amend the Collective Bargaining Agreement constituting the following **Article 10 RESIDENCY** for the current language:

Article 10
RESIDENCY

Section 1.

All employees covered by this Agreement may continue to reside at their present address, provided, however, that if they move, any new residence must be within thirty (30) miles of the Hampton Fire Station located at 140 Winnacunnet Road, Hampton, New Hampshire.

Section 2.

All new employees hired on or after the effective date of this Agreement shall live within said thirty (30) mile radius.

Section 3.

The residency clause shall not apply to the Secretary or Fire Prevention Secretary.

The Board and the Union have executed this Agreement on the day first written above.

Hampton Board of Selectman

Philip Bean, Chairman

Mary-Louise Woolsey, Vice Chairman

Rick Griffin, Selectman

Rusty Bridle, Selectman

James Waddell, Selactman

Hampton Fire Department Supervisory Association Local 3017, IAFF/AFL-CIO

William Kennedy, President