

*Original
Signed*

AGREEMENT BETWEEN

THE TOWN OF HANOVER, NEW HAMPSHIRE

AND

**THE INTERNATIONAL BROTHERHOOD
OF POLICE OFFICERS
LOCAL 561**

05/09/06 - 06/30/08

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ARTICLE I – PURPOSE AND POLICIES

SECTION 1.1 – PREAMBLE

This Agreement is entered into by and between the Town of Hanover, New Hampshire, hereinafter referred to as the Town, and Local 561, International Brotherhood of Police Officers, hereinafter referred to as the Union. It is the purpose of this Agreement to achieve and maintain harmonious relations between the Town and the Union, and to provide for the equitable and peaceful adjustment of contractual differences which may arise, through proactive, constructive, and cooperative interaction, and to continue the existing harmonious relationship between the Police Department and its permanent employees, and to promote the efficiency, morale, well being, and security of the department's employees, and to establish proper standards of wages and benefits, hours, and other conditions of employment.

SECTION 1.2 – RECOGNITION

The Town recognizes the Union as the sole and exclusive bargaining representative, pursuant to the provisions of New Hampshire RSA 273-A, for all full-time and regular part-time employees of the Town of Hanover Police Department, including police officers, detectives, communications officers, parking control officers, records coordinators, administrative clerks, parking control/facility technicians, and parking facility cashiers.

Excluded from recognition or coverage under this Agreement are the Police Chief, Captain, Lieutenant, Sergeant, Communication Services Coordinator, Administrative Secretary, all other supervisors, professional and confidential employees, persons in a probationary or temporary status, employed seasonally, irregularly, or on call, and all other employees of the Town of Hanover.

SECTION 1.3 – DISCRIMINATION

The parties to this Agreement agree not to discriminate against any employee because of race, color, creed, gender, national origin, marital status, handicap status, or sexual orientation.

SECTION 1.4 – GENDER

Whenever a male gender is used in this Agreement it shall be construed to include and refer to all employees in job classifications regardless of gender.

SECTION 1.5 – DEFINITIONS

Whenever used in this agreement, the following terms and words shall be defined as indicated below:

ANNIVERSARY DATE The completion of the initial evaluation period or the most recent step increase or reclassification date. (This date changes upon reclassification).

INITIAL EVALUATION PERIOD A working test period, usually a six month period, following initial appointment or promotion during which an employee is required to demonstrate by conduct and actual performance their fitness for the position to which they have been appointed. For those positions requiring certification (i.e. patrol officer, etc.), transfer to regular status cannot occur until certification is received.

INJURY LEAVE A paid leave given to an employee due to absence from work caused by an accident, injury, or disease that occurs while performing or as a result of having performed the duties of their position.

JOB DESCRIPTION The written description of the duties, responsibilities and qualification requirements necessary and substantially related to an employee's ability to perform the essential functions of a position. Reasonable accommodations to physical or mental limitations made known to the Town by the employee or applicant will be made to ensure that the qualified disabled individual has an equal opportunity in applying for the job, to enable qualified disabled employees to perform the essential functions of a job, and to allow disabled employees to enjoy equal benefits and privileges of employment.

LABOR GRADE A grouping of positions exhibiting comparable levels of duties, authority, and responsibilities so as to warrant the same range of compensation.

LAYOFF Involuntary separation of an employee resulting from a reduction in force due to lack of work, lack of funds or abolishment of the employee's position.

LEAVE A period of authorized absence during which an employee does not work but is still considered to be in the employ of the Town. Leave may be authorized without pay.

MILITARY RESERVE All National Guard and Reserve soldiers, airman or sailors.

SALARY SCHEDULE The schedules of compensation for all positions recognized under the Town classification plan, including the successive pay steps established for each labor grade. All classified positions will be paid according to the pay range established for that labor grade.

SUPERVISOR Someone of the rank of Sergeant or above, or person acting in that capacity in the absence of a Sergeant.

OVERTIME Any duty requiring the extension of an employee's regular workday shall be considered overtime. Overtime shall be paid at the rate of one and a half times an employee's regular hourly rate.

PAY RANGE The spread of pay rates between the minimum and maximum rates established for each labor grade.

PAY STEP A particular rate of compensation within a pay range.

PERSONNEL ACTION All activities affecting any aspect of an employee's status, including appointments and changes in appointments, original hiring, re-employment, transfer, promotion,

The Town retains the sole responsibility to determine the total number of employees required to perform the duties of the Police Department, and to adjust the assignment of those employees as necessary for the efficient management of the department.

The Hanover Personnel Policy Manual in effect as of the signing of this Agreement will prevail in all matters, except where there is a specific provision in this agreement.

Nothing in this Agreement shall be construed to limit the right of the Police Chief or his designee to command the Police Department in any and all emergency situations as deemed appropriate. Nothing in this section shall be construed to limit the rights of employees under law.

SECTION 2.2 – UNION ACTIVITY

There shall be no discrimination, interference, restraint, or coercion by the parties against any employee for his activity on behalf of the Union, or membership or non-membership in the Union.

SECTION 2.3 – UNION BUSINESS

One employee will be allowed to represent the Union, without loss of pay or benefits, to perform their Union functions including, but not limited to, attendance at regular and special meetings, conventions, seminars and conferences. These meetings shall include, but not be limited to, the International Brotherhood of Police Officers' convention. Members of the Union negotiating team, or grievance committee, not to exceed one employee per shift shall be allowed time off with pay for all negotiating meetings and activities related to the grievance procedure, which shall be mutually set by the employer and the Union, without loss of pay. On-duty members will be allowed to attend meetings provided that they remain available for emergencies and public inquiry.

SECTION 2.4 – UNION OFFICE – UNION BULLETIN BOARD

The Town agrees to allow the Union to have space for a desk in the police station, as well as bulletin board space, and the use of an area in the public safety complex for Union informational activities and meetings, provided that all such areas will be kept in a neat and orderly manner, and that any such usage does not interfere with the operation of the Police or Fire Departments. No notice shall be posted on the bulletin board until it has been signed by a Union representative.

SECTION 2.5 – CONSULTATION CLAUSE

- A. Two representatives of the Union shall meet with the Police Chief, and his designee once a month as needed to discuss matters of mutual concern, including matters necessary to the implementation of this Agreement. An agenda shall be submitted by the Union to the Chief no less than five days prior to the scheduled meeting. Additional matters may be placed on the agenda at the discretion of the Chief. Nothing contained herein shall prevent the Chief and the Union from meeting on a less frequent basis by mutual agreement.

ARTICLE VI – ACCESS TO PERSONNEL FILE

Employees shall be permitted to review their personnel file upon request to the Police Chief or his designee during the regular business hours of the Police Department. Employees will receive copies of any disciplinary items placed in their file. Employees shall have the right to respond in writing to any document or other information placed within their personnel file and said response shall also be placed within their personnel file.

ARTICLE VII – DISCIPLINARY ACTIONS

SECTION 7.1 – DISCIPLINARY POLICY

No employee shall be disciplined but for just cause. Any discipline shall be commensurate with the alleged violation and shall be progressive and corrective in nature.

SECTION 7.2 – TYPES OF DISCIPLINARY ACTION

The type of disciplinary action taken will vary with the severity of the situation and may include the following measures: Oral or Written Reprimand, Suspension, Disciplinary Probation, Discharge.

SECTION 7.3 – REPRESENTATION

Employees have the right to a Union representative of their choice present at any disciplinary hearing or investigative interview that the employee may reasonably believe may lead to their being disciplined. However, obtaining a Union representative shall not unreasonably delay any such proceeding. The Union shall have the right to be present at all meetings, hearings and discussions when management issues or intends to issue discipline to any unit member.

SECTION 7.4 – RIGHT TO PRE-DISCIPLINARY HEARING

No suspension without pay in excess of seven (7) days or discharge shall be imposed until the employee has been furnished a written statement describing in detail the reason(s) for the proposed action, and until such time as the employee, if he so desires, shall be afforded full evidentiary hearing before the Town Manager.

SECTION 7.5 – DISCIPLINARY RECORDS

- A. Records of disciplinary actions resulting in the suspension or termination of an employee, or of repeated infractions of the same offense by an employee, that have been in an employee's personnel file for five (5) years, may be reviewed by the Police Chief and, upon recommendation of the Chief and the approval of the Town Manager, such records may be removed from the employee's personnel file.
- B. All other records of disciplinary actions including oral or written reprimands that have been in an employee's personnel file for three (3) years, may be reviewed by the Police

SECTION 8.5 – RESPONSE BY POLICE CHIEF

The Police Chief or his designee shall respond within ten (10) working days of the meeting referenced above to the employee and/or Union filing the grievance. If the employee and/or Union is not satisfied with the response from the Police Chief, or his designee, an appeal in writing may be filed with the Town Manager within ten (10) working days of receipt of the response from the Police Chief or his designee.

SECTION 8.6 – APPEAL TO TOWN MANAGER

The Town Manager, or his designee, shall meet with the Union and/or employee within ten (10) working days of receipt of the grievance, and shall accept and consider evidence relative to the issue(s) at hand. The Town Manager, or his designee, shall respond to the Union and/or employee within ten (10) workings days of said meeting.

SECTION 8.7 – ARBITRATION

If the Union is not satisfied with the disposition of the grievance by the Town Manager, the Union may file in writing within ten (10) working days with the Town Manager the Union's intent to submit the grievance to arbitration. An arbitrator shall be selected through the procedures of the New Hampshire Public Employee's Labor Relations Board. The Union shall file its Request for Arbitration with the PELRB within sixty (60) calendar days of the filing of its notice of intent.

The arbitrator shall furnish a written decision within thirty (30) days of the close of the arbitration hearing. The arbitrator shall have no power to add to, ignore or modify any of the terms and/or conditions of this Agreement. If within the scope of his authority and under this agreement, the decision of the arbitrator shall be considered final and binding upon the Town, the Union, and the aggrieved employee.

The cost and expense of the arbitrator shall be shared equally by the Town and the Union.

SECTION 8.8 – TIME LIMIT – UNION

If said grievance is not processed within the time limits imposed on the Union it will be considered withdrawn and no further action will be taken.

SECTION 8.9 – TIME LIMIT – TOWN

If said grievance is not processed within the time limits imposed on the Town, it will be considered to be settled in favor of the grievant.

SECTION 8.10 – WAIVER OF TIME LIMITATION

All time limits referred to in this section may be extended or waived upon mutual agreement of both the Town and the Union.

SECTION 9.6 – APPLICATION OF SENIORITY

- A. Department Seniority: Shall be utilized for shift bidding, posted outside details, and posted overtime shifts. The request of an employee holding a more senior status will take precedence over a less senior employee's request when signing up for a particular duty shift, posted outside detail, or posted overtime shift. Provided, however, that employees assigned to a particular shift/team shall have first preference to fill overtime opportunities for that shift/team based upon department seniority. Department seniority also shall prevail in matters concerning lay-off and re-hiring.
- B. This provision also indicates that Union members shall have seniority in matters of signing up for outside details and posted overtime shifts over the Chief, Captain, Lieutenants, or Sergeants, except in cases where the outside detail or overtime shift calls for a supervisor, subject to the restrictions below:
1. An employee may exercise Department Seniority (also known as bumping) over another employee having a less senior status from an overtime shift or outside detail, including the Chief, Captain, Lieutenants, and Sergeants.
 2. Each employee may only do so a total of four (4) times in a calendar year.
 3. The member bumping another from an overtime shift or outside detail shall personally notify the person being bumped.
 4. The member bumping another shall also notify the Patrol Lieutenant in writing or by email each time they exercise such authority.
 5. The Patrol Lieutenant shall record each occasion where an employee bumps another, and shall make the information accessible to employees.
 6. No one can be bumped from an outside detail or overtime shift within 72 hours of the scheduled detail or shift.
- C. Classification Seniority: Shall prevail in matters of the daily operation of the Department and investigation of crimes.

SECTION 9.7 -- EXCEPTION TO APPLICATION OF SENIORITY

- A. Under certain occasions, the Police Chief, or his designee, may allocate shift assignment, specific detail assignment, or specific overtime shifts contrary to the procedures outlined above. The Police Chief, or his designee, shall have proper justification to do so according to, but not limited to, the following examples:
1. when a shift or outside detail has gone unfilled for 48 hours since posting,
or

Employees must account for any absences during their regular workday by using the appropriate leave time (vacation, sick, compensatory, or personal time). Leaves of absence without pay must be approved by the Town Manager or designee.

SECTION 10.4 – OVERTIME CALCULATION

Overtime shall be calculated to the next quarter hour.

SECTION 10.5 – COVERAGE

Staffing requirements for regular shifts and outside details will be assigned on a voluntary basis whenever possible, and as evenly and equitably distributed as possible. If no one has volunteered, the Police Chief or his designee may require an officer who is off duty and not on leave (e.g. vacation, sick leave) to provide coverage. The employee must be given at least forty-eight (48) hour notice for outside detail assignments, provided that the department itself has forty-eight (48) hour notice of the detail.

SECTION 10.6 – MEAL PERIODS

A meal period shall be reserved for each employee, normally one half hour, but up to one hour at the discretion of the supervisor, and shall be included in computing total work hours.

ARTICLE XI – HOLIDAYS

SECTION 11.1 – HOLIDAYS

The Town recognizes the following days as holidays:

New Year's Day	Veteran's Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents' Day	Day After Thanksgiving
Memorial Day	Christmas Day
Independence Day	One Floating Holiday
Labor Day	

In addition, any other official legal holiday as declared by statute by the State of New Hampshire General Court after this agreement has been ratified.

Employees shall receive one (1) floating holiday each fiscal year to be taken in accordance with the employee's preference upon approval of the Police Chief or his designee. If the employee requests a date not already designated a floating holiday by the Town, the employee shall give at least one week's notice before the date is requested. Floating Holidays may not be carried over from one year to the next.

SECTION 11.2 – COMPENSATION

ARTICLE XIV – JOB DESCRIPTIONS

The Job Description for Police Officer is attached to this Agreement as Appendix A. The Job Description for Detective is attached to this Agreement as Appendix B. The Job Description for Communications Officer is attached to this Agreement as Appendix C. The Job Description for Parking Control Officer is attached to this Agreement as Appendix D. The Job Description for Records Coordinator is attached to this Agreement as Appendix E. The Job Description for Administrative Clerk is attached to this Agreement as Appendix F. The Job Description for Parking Control/Facility Technician is attached to this Agreement as Appendix G. The Job Description for Parking Facility Cashier is attached to this Agreement as Appendix H. These shall constitute the Job Descriptions for employees of the bargaining unit represented by the Union.

ARTICLE XV – COMPENSATION

SECTION 15.1 – WAGES

- A. All members of the bargaining unit shall receive a cost of living adjustment to the Labor Grade and Step schedule reflecting a 2% increase effective May 9, 2006 (Appendix I).
- B. All members of the bargaining unit shall receive a cost of living adjustment to the Labor Grade and Step schedule reflecting a 2% increase effective July 1, 2006 (Appendix J).
- C. The Labor Grade and Step schedule will be increased effective July 1, 2007, by an adjustment equal to the annual Consumer Price Index (CPI-U) Northeast Urban, Size B/C as published by the Bureau of Labor Statistics for December 2006. In no case shall the adjustment to the Labor Grade and Step schedule be less than 1% or more than 3%.
- D. In order to make wages more competitive, members of the bargaining unit in the positions of Police Officer, Detective, and Communications Officer shall receive a one step increase in their respective labor grade on July 1, 2006, and another one step increase on July 1, 2007, in addition to the step increase that they are eligible for on their annual evaluation date.

SECTION 15.2 – ANNUAL STEP INCREASES

- A. Upon successful completion of an employee's probationary period, an employee shall receive a one step increase in compensation. Thereafter, upon successful completion of one year of service, as determined by the Police Chief, or his designee, the employee shall receive a step increase. The Police Chief, or his designee, may deny a

Outside or private work details shall be paid at the rate equal to the Step 12-V overtime rate. The Step 12-V overtime rate will be adjusted by the COLA increase each year thereafter, and shall include payment of a guaranteed three (3) hour minimum. Employees who receive notification of the cancellation of a detail with less than eight (8) hours notice prior to the starting of the detail shall be paid the three (3) hour minimum.

The 3 hour minimums listed above shall apply to the detail as a whole, and not to individual officers who agree to split an outside detail, nor when officers leave a detail early due to their personal or work schedule (such as to go on shift or if the officer leaves due to illness or personal emergency). Minimums shall not apply when officers agree to split a detail but the detail ends earlier than originally planned. The three (3) hour minimum shall be divided between the officers as scheduled if the first officer was originally scheduled to work less than three (3) hours.

If an event that requires outside work for the Patrol Division also requires extra Dispatch coverage then the 'Detail Dispatcher' will be paid at a rate equal to the Step 11-V overtime rate. The Step 11-V overtime rate will then be adjusted by the COLA increase each year thereafter.

- A. If an officer signs up for a detail or shift and finds that they are unable to cover it, it will be the officer's responsibility to find a suitable replacement. The replacement would be subject to bumping according to the union contract. Exceptions will only be made in the case of illness, employment emergencies (i.e. unscheduled court appearances, required case follow-up in serious misdemeanor or felony level cases) or family emergencies (i.e. death or serious illness of extended family members). Failure to consult with family members about prior plans does not constitute an emergency.
- B. If an officer bumps another officer and this officer finds that he or she is unable to cover the detail or shift, the officer being bumped has the right of first refusal, regardless if that officer is a member of the union or a supervisor. The replacement would still be subject to bumping according to the union contract.

SECTION 15.7 – TRAVEL TIME

Any travel away from home, approved by the Police Chief or his designee, is considered "hours worked" when it occurs during regular working hours on regular working days or on days off, and will be paid in accordance with the provisions of ARTICLE X. The employee will receive mileage reimbursement, at the current Federal rate, if the employee utilizes his personal vehicle.

SECTION 15.8 – TRAINING TIME

Mandatory training time is compensable at the employee's overtime rate of pay if it occurs outside the employee's regular workday. Non-mandatory training time is compensable at the employee's regular rate of pay regardless if it occurs outside of the regular workday or on the employee's day off.

SECTION 15.9 – PARKING

Employees re-hired after the effective date of this contract, will only receive credit for prior service for purposes of calculating vacation accruals if they are re-hired within one year of leaving Town service.

Each regular part time employee working twenty (20) or more hours per week shall be granted vacation with pay on a prorated basis equivalent to the percentage of hours worked compared to the regular work week of the full time job classification within the Department.

Absences cannot be charged against vacation leave that has not yet accrued.

SECTION 16.5 – USE OF VACATION LEAVE

Vacation leave may be taken all at once, several days at a time, in parts of days, or accumulated and carried over into the following year.

Employees will not be allowed to carry over vacation time in excess of the following schedule:

A. Employees who work forty (40) hours per week and whose holidays are calculated as vacation leave.

1. Employees with 1 - 5 years of service will not be allowed to have more than 352 hours of accumulated vacation leave time on the books at any time.
2. Employees with 6 - 10 years of service will not be allowed to have more than 432 hours of accumulated vacation leave time on the books at any time.
3. Employees with 10 years or more of service will not be allowed to have more than 512 hours of accumulated vacation leave time on the books at any time.

B. Employees who work thirty-five (35) hours per week.

1. Employees with 1 - 5 years of service will not be allowed to have more than 140 hours of accumulated vacation leave time on the books at any time.
2. Employees with 6 - 10 years of service will not be allowed to have more than 210 hours of accumulated vacation leave time on the books at any time.
3. Employees with 10 years or more of service will not be allowed to have more than 280 hours of accumulated vacation leave time on the books at any time.

Exceptions to 16.5 may only be granted by specific written permission of the Town Manager after a written request is received from the employee with the written recommendation of the Police Chief. Employees are advised to take their vacation during the year in which it is earned.

If an employee wishes to be paid prior to going on vacation, the employee should notify the Police Chief at least ten (10) days in advance of the last working day before the vacation.

SECTION 16.6 - VACATION TIME

Vacation time will be allocated to each employee as vacation time is earned, will be shown on the pay slip of the employee, and will be updated on the first pay period of every month.

Sick leave shall be for the purpose of actual illness or disability of the employee, or because of illness or disability in the employee's immediate family, or to take, for himself or his immediate family, physical or dental examinations.

Immediate family shall include the following family members: spouse, child, mother, father, brother, sister, or other person living in the same household.

All permanent full time employees will be eligible for sick leave with full pay at the rate of twelve (12) days per year, or 7 hours per month for a 35 hour/week employee and 8 hours per month for a 40 hour/week employee, to be credited to the employee during the first pay period of each month.

Sick leave shall not be considered a privilege which an employee may use at his discretion, but shall be allowed only in the case of necessity and actual illness or disability of the employee, or because of illness or disability in the employee's immediate family, or to take, for himself or his immediate family, physical or dental examinations.

An employee who does not utilize sick leave in any four (4) month period, beginning with the first day of each month following use of a sick day or portion thereof, shall be credited with one additional vacation day.

SECTION 16.13 – ACCUMULATION OF SICK LEAVE

Earned sick leave is accumulated on a continuous basis, from date of hire, and may be accumulated to a maximum of ninety (90) days or 630 hours for a 35 hour/week employee and 720 hours for a 40 hour/week employee.

Sick leave shall not accrue to any employee who is on sick leave for one full calendar month or more. However sick leave shall continue to accumulate to any employee who is on injury leave, regardless of the length of the injury leave.

SECTION 16.14 – ADDITIONAL SICK LEAVE REQUEST

If the accumulated sick and vacation leave credits have been or are about to be exhausted, an employee may make application in writing for an additional allowance of sick leave.

Such additional allowances may be authorized by the Town Manager after reviewing all the circumstances, performance and other facts relevant to the request for the additional allowance. Any loan of sick time hours is to be repaid to the town as soon as possible after returning to duty.

SECTION 16.15 – ON DUTY EMERGENCY LEAVE

Members covered under this agreement will be allowed, without loss of pay, up to four hours of emergency leave from duty at any time, with reasonable notice to the shift supervisor to transport his immediate family to a medical facility for emergency treatment. This article will apply to childbirth, however this article is not intended to apply to non-emergency scheduled appointments.

In the case of a slight injury which requires only "first aid", the employee and the supervisor are still responsible for completing and filing an injury report with the Human Resources Department. If the injury later requires medical treatment, the employee and the supervisor should then notify the Human Resources Department immediately that it has become a medical claim.

SECTION 16.19 – COMPENSATION WHILE ON SICK OR DISABILITY LEAVE

- A. Accumulated sick leave may be used by the employee during the first thirty (30) consecutive days of a disability leave.
- B. Should any disability continue beyond thirty (30) days, the employee will receive income protection coverage for sixty (60) percent of the employee's salary, if the employee has elected short-term disability coverage in his flexible benefits program.
- C. At any time after thirty (30) days disability, the employee may request that his accumulated sick and vacation leave be used as a special disability leave to supplement the income protection coverage.

SECTION 16.20 – COMPENSATION WHILE ON INJURY LEAVE

- A. The employee shall receive 100% of his base salary for the duration of any injury suffered while in the performance of duty, or as a result of having performed his duties in service to the Town of Hanover Police Department, until such time as the employee has returned to work, settled the worker's compensation claim with the Town's insurance carrier, or been accepted by the New Hampshire Retirement System to receive a Disability Retirement Pension.
- B. During the period the employee is receiving 100% of his salary, the employee shall pay to the Town all worker's compensation benefits.
- C. During the period of injury, the Town shall maintain regular payments into all medical and pension plans to ensure continued coverage for the employee and his dependents. However, it shall be the responsibility of the employee to arrange with the accounting division for payments into the flex benefits program for coverage for which the employee is normally responsible.
- D. Seniority, vacation, sick leave benefits and pension credits shall be maintained for the duration of the time spent on such leave.

SECTION 16.21 – PERSONAL LEAVE

- A. Employees covered by this Agreement will be allowed two (2) days of personal leave in each fiscal year to be earned at one day for each six months of service, beginning from the date of hire and credited to the employee on July 1st and January 1st.

provided that such payment by the department shall be limited to a period not to exceed two (2) days a month and two (2) weeks annual training for a total of thirty-eight (38) days in any twelve (12) month period and shall not include payment to members of the National Guard who may be mobilized during an emergency in the State.

Employees may, at their request, use accrued leave time, excluding sick leave, during an approved military leave.

SECTION 16.24 - JURY DUTY

An employee called to court or jury duty, or for any other required appearance before a court as a result of duties pertaining to his employment as a Town of Hanover employee, will be granted a leave of absence with pay for the required time necessary to perform this duty. An employee who receives a jury notice, or subpoena to testify, should notify the department head immediately.

If a subpoena is for job related testimony, the employee shall receive his regular salary if performed during scheduled work time, or overtime for time spent outside of his regular duty shift, including travel time.

An employee who receives compensation from the court will sign over the court pay to the Town to receive his or her regular pay.

Employees in court on personal business, or business related to employment other than as a Town of Hanover employee, will take unpaid leave, personal or vacation leave.

SECTION 16.25 - ADMINISTRATIVE LEAVE

The Town Manager may grant administrative leave with pay so that an employee may attend official meetings, official training courses, or to participate in other official activities.

SECTION 16.26 - MATERNITY LEAVE

A leave of absence for maternity reasons may be granted, on approval of the Town Manager, for the period of incapacitation due to pregnancy, and for any time after delivery needed to adjust or make arrangements for care of the child.

A physician's explanation will be required if the leave of absence lasts more than ninety (90) days.

Such absence may be treated as sick leave, vacation leave, personal leave, leave without pay, or any combination of the above.

Upon the return from leave for maternity reasons, an employee will be reinstated to her former job, or it's equivalent, and retain the same status, rights and benefits earned prior to taking such leave.

SECTION 16.27 - PATERNITY/ADOPTION LEAVE

- C. An eligible employee may receive 40% of the cost of that plan if the employee elects not to have any health insurance coverage.
- D. If an employee elects coverage different from that for which the employee is eligible (single rather than family or two-person, two-person rather than family), the employee shall receive 40% of the cost difference between the eligible coverage and the elected coverage.
- E. All employees will be eligible for health insurance coverage the first of the month following the completion of 30 days employment. The Town will provide an indemnity plan, a point of service plan, and a health maintenance organization plan (Appendix L).
- F. Beginning July 1, 2005, each employee will cost share health insurance coverage according to the following formula:
 - 1. Employees with gross base salary of less than \$30,000 will contribute 5.5% of the medical insurance premium; and
 - 2. Employees with gross base salary of between \$30,001 to \$45,000 will contribute 8.0%; and
 - 3. Employees with gross base salary of between \$45,001 to \$55,000 will contribute 9.0%, and
 - 4. Employees with gross base salary greater than \$55,000 will contribute 10.0%.
- G. At any time during the term of this contract the Town may introduce a new health insurance coverage option, so long as that coverage is optional.

SECTION 17.2 – LIABILITY INSURANCE

The Town shall indemnify and defend all employees in actions arising out of, and within the scope of, their employment with the Town, including claims of False Arrest.

APPENDIX A

JOB TITLE: Police Officer PD/8

DEPARTMENT: Police, Town of Hanover

JOB SUMMARY: This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property. An incumbent in this position may be designated as a Senior Police Officer.

MAJOR DUTIES:

- Patrols an assigned zone on foot and by vehicle to detect and deter criminal activity and traffic violations.
- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Provides first aid and CPR to victims as necessary.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- May perform investigative duties on a rotating basis.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- May assist with training of department personnel.
- Prepares criminal and search warrants, complaints, and affidavits.

SUPERVISORY CONTROLS: The Sergeant assigns work in terms of general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws, traffic laws, town ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance helps ensure the safety and well-being of citizens and contributes to the efficient and effective operation of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other town employees, other emergency service providers, college staff and officials, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- No experience requirements.

APPENDIX B

JOB TITLE: Master Police Officer

PD/7

DEPARTMENT: Police, Town of Hanover

JOB SUMMARY: This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property. An incumbent in this position may be designated as a Senior Police Officer.

MAJOR DUTIES:

- Patrols an assigned zone on foot and by vehicle to detect and deter criminal activity and traffic violations.
- Responds to calls relayed by communications officers, including domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Conducts preliminary investigations into traffic accidents and other incidents, including interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Apprehends, arrests, and processes offenders, including fugitives; subpoenas witnesses.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Provides first aid and CPR to victims as necessary.
- Provides traffic direction as needed for events such as parades, funerals, events, and school crossings.
- May perform investigative duties on a rotating basis.
- Testifies in judicial proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- May assist with training of department personnel.
- Prepares criminal and search warrants, complaints, and affidavits.

SUPERVISORY CONTROLS: The Sergeant assigns work in terms of general instructions. Work is reviewed for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include state and federal laws, traffic laws, town ordinances, court rulings, constitutional guidelines, training manuals, and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance helps ensure the safety and well-being of citizens and contributes to the efficient and effective operation of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other town employees, other emergency service providers, college staff and officials, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, use equipment requiring a high degree of dexterity, be able to distinguish between shades of color, and use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT: The work is performed indoors, in a vehicle, and outdoors. The employee may be exposed to inclement weather, infectious diseases, and life-threatening situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Limited to an as-needed basis based on staffing levels.

MINIMUM QUALIFICATIONS:

- Possession of a high school diploma or equivalent.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.

APPENDIX C

JOB TITLE: Detective

PD/6

DEPARTMENT: Police, Town of Hanover

JOB SUMMARY: This position is responsible for investigating reported and suspected criminal activity, processing and preserving evidence from crime scenes, determining the chain of events leading to the commission of crimes, and providing support and testimony to assist attorneys in the prosecution of those responsible for committing crimes.

MAJOR DUTIES:

- Carries out investigations of assigned cases to determine the nature of criminal activity in order to identify and apprehend offenders, prevent crimes and/or solve criminal cases; conducts follow-ups on assigned cases.
- Responds to crime scenes, receives initial report from uniformed patrol officer, and examines scene of crime to obtain clues and gather evidence.
- Interviews complainants, witnesses, victims, suspects and informants in person and by telephone; obtains/receives written and/or signed statements.
- Investigates known or suspected criminals or facts of particular cases to detect suspected criminal activity or clues.
- Identifies, collects, marks, and preserves physical evidence; photographs crime scenes, lifts fingerprints, and makes composites.
- Obtains and serves search and criminal warrants; apprehends and arrests suspects.
- Reviews investigative information; writes and files reports and supplementals on completed cases detailing witnesses and testimony, occurrence of events, and criminal history of suspect; describes action taken and results obtained.
- Plans court presentations with prosecuting attorneys; presents collected evidence and information to grand jury and court; testifies in judicial proceedings.
- Assists other law enforcement agencies with investigations upon request; provides information on criminal activity to federal, state and local law enforcement agents.
- May perform special duty assignments.
- Traces and recovers stolen property.
- Develops informant sources to obtain information on criminal activity.

Detective, Police

Page 3

SCOPE AND EFFECT: The purpose of this position is to investigate crimes, build a chain of events through such investigations that will lead to the prosecution of perpetrators of crimes,

prevent criminal activity, and protect life and property. Successful performance contributes to the effective prosecution of cases and a sense of security in the community.

PERSONAL CONTACTS: Contacts are typically with co-workers, commercial business representatives, judges, attorneys, victims, suspects, persons convicted of criminal acts, the general public, and law enforcement representatives from federal, state, and local agencies.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, resolve problems, negotiate matters, and interview victims, suspects, and witnesses.

PHYSICAL DEMANDS: Work is typically performed while sitting at a desk with intermittent standing and walking.

WORK ENVIRONMENT: Work is typically performed in an office and at various field locations. The employee may be exposed to inclement weather and potentially life-threatening situations. The work requires the use of protective devices and equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of New Hampshire.

Communications Officer, Police

Page 2

- May serve as division liaison at mutual aid association meetings.
- Monitors radio communications for the Public Works Department as necessary.
- Assists officers by using the SPOTS and NCIC computers to run criminal and license histories and vehicle information.
- Monitors the booking and cell areas by video and audio surveillance.
- Enters information such as dispatch cards, dog licenses, traffic citations, police reports, and case data to the computer.
- Monitors location and time of Public Works employees working in confined spaces or dangerous situations.
- Serves as back-up for the Lebanon Communications Center.
- Maintains call list for wrecker services used.
- Monitors the Dartmouth College fire alarm system.
- Informs officers on upcoming shifts of events occurring during the current shift.
- Assists the public by providing directions and information.
- May assist in training other communications officers in NCIC network procedures.
- May maintain the department's Internet home page.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of applicable federal, state, and local statutes and department policies and procedures.
- Knowledge of the regulations and procedures of state and national crime information centers.
- Knowledge of the geography and street system for covered service areas.
- Knowledge of the radio codes used in public safety work.

Communications Officer, Police

Page 4

PURPOSE OF CONTACTS: Contacts are typically to exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, with intermittent standing or stooping. The employee must occasionally lift light objects and use tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain SPOTS/NCIC certification.

Parking Control Officer, Police

Page 2

- Knowledge of the geography of the town, including street names and locations.
- Knowledge of town parking regulations and ordinances.
- Knowledge of applicable traffic laws.
- Knowledge of court procedures.
- Skill in identifying a large number of makes and models of automobiles.
- Skill in the use of a computer.
- Skill in the use of radios/communications equipment.
- Skill in performing basic mathematical calculations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant - Parking Division assigns work in terms of somewhat general instructions. Completed work is reviewed for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include town parking ordinances, department rules and regulations, and instructions from the supervisor. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in the ticketing of parking violators. Inclement weather conditions contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to ensure compliance with parking regulations. Successful performance helps ensure effective parking control, generates revenue, and contributes to the smooth flow of traffic and safety of the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while standing and walking for long periods of time. The employee must lift heavy objects, use equipment requiring a high degree of dexterity, and distinguish between shades of color.

APPENDIX F

JOB TITLE: Records Coordinator

PD/9

DEPARTMENT: Police, Town of Hanover

JOB SUMMARY: This position is responsible for providing record-keeping support to the department. This position also provides administrative support in the prosecution of juvenile and criminal cases.

MAJOR DUTIES:

- Reviews arrest and accident reports for accuracy, completeness, and compliance with applicable regulations; troubleshoots errors and notifies officers as necessary.
- Files and maintains reports and records in accordance with the department's retention schedule.
- Validates monthly listing of stolen goods; prepares correspondence verifying stolen goods.
- Maintains warrant files, including criminal arrest, criminal bench, and parking bench warrants; prepares monthly warrant reports; updates warrants as necessary.
- Copies and distributes reports as required.
- Prepares monthly, quarterly, and annual reports on department activities.
- Processes booking files in preparation for court process when offenders are released.
- Conducts criminal and driver history checks.
- Issues gun permits upon approval of the Chief of Police.
- Maintains all photographs of crime and accident scenes taken by department personnel.
- Enters annulments and sealed records to computer; maintains related files.
- Approves all reports in compliance with the U.S. Department of Justice.
- Conducts background checks for government officials and other law enforcement officials.
- Registers sex offenders residing in town; maintains sexual offender forms.

- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures.
- Knowledge of department policies and procedures.
- Knowledge of criminal and civil processes and court procedures.
- Knowledge of the boundaries and geography of the town.
- Knowledge of legal terminology.
- Knowledge of the regulations and procedures of national crime information center.
- Skill in prioritizing and organizing work.
- Skill in maintaining accurate files and records.
- Skill in operating such office equipment as a dictation machine, typewriter, calculator, facsimile machine, computer, copier, and shredder.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Captain assigns work in terms of general instructions. Completed work is spot-checked for accuracy, compliance with procedures, and the nature and propriety of results.

GUIDELINES: Guidelines include state laws, general office procedures, town and department policies and procedures, court decisions, and NCIC regulations. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related administrative and record-keeping duties. The need to adhere to strict time requirements, legal guidelines, and schedules contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to provide record-keeping and administrative support to the department. Successful performance contributes to the efficient and effective operation of the department and the accuracy of department records.

APPENDIX G

JOB TITLE: Administrative Clerk

PD/14

DEPARTMENT: Police, Town of Hanover

JOB SUMMARY: This position is responsible for providing clerical support to the division.

MAJOR DUTIES:

- Processes ticket collections.
- Processes citations, late notices, and court summonses.
- Prepares late notices and court summonses for unpaid parking tickets.
- Picks up department mail from post office; sorts and distributes mail.
- Operates the State Police Online Telecommunications System (SPOTS) computer; maintains required certification.
- Verifies vehicle and owner information.
- Provides information to the public.
- Returns bad checks for payment.
- Maintains division files.
- Completes meter service request forms as necessary.
- Prepares monthly activity reports.
- Compiles and prints monthly ticket lists.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures.
- Knowledge of department policies and procedures.
- Knowledge of filing systems.

Administrative Clerk, Police

Page 3

- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of department policies and procedures.
- Knowledge of management practices.
- Skill in supervision.
- Skill in equipment maintenance and repair.
- Skill in performing basic mathematical calculations.
- Skill in the use of a computer.
- Skill in the use of radios/communications equipment.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant - Parking Division assigns work in terms of somewhat general instructions. Completed work is evaluated for technical soundness, appropriateness, and conformity to policy.

GUIDELINES: Guidelines include town parking ordinances, department rules and regulations, and instructions from the supervisor. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of duties related to the operation of the parking facility.

SCOPE AND EFFECT: The purpose of this position is to ensure efficient facility operations. Successful performance helps ensure effective parking control, generates revenue, and contributes to the smooth flow of traffic and safety of the general public.

PERSONAL CONTACTS: Contacts are typically with co-workers and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing and walking. The employee uses equipment that requires a high degree of dexterity, and the ability to distinguish between shades of color.

APPENDIX I

JOB TITLE: Parking Facility Cashier

PD/18

DEPARTMENT: Police, Town of Hanover

JOB SUMMARY: This position is responsible for services at the parking facility.

MAJOR DUTIES:

- Operates facility cashier equipment
- Works closely with the general public; including providing information and responding to complaints; forwarding complaints to Parking Division Supervisor as needed.
- Operates parking computer software programs
- Handles cash transactions, collects and accounts for daily facility revenue
- Receives facility panic alarm activations and forwards to police department
- Uses communication systems (radio, telephone, intercom, etc.)
- Monitors parking facility use and activity by patrolling throughout the work shift
- Performs light maintenance on facility equipment
- Performs other related duties as assigned

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of department policies and procedures.
- Skill in performing basic mathematical calculations.
- Skill in the use of a computer.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Lieutenant - Parking Division assigns work in terms of general instructions. Completed work is reviewed for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department rules and regulations, and instructions from the supervisor. These guidelines are detailed and specific.

Town of Hanover
 FY2007 Salary Schedule - Hourly Rates
 35 Hour/Week Employees - IBPO and Non Union

1	10.67	10.88	11.10	11.32	11.55	11.78	12.01	12.25	12.50	12.75	13.00	13.26	13.53	13.80	14.08	14.36	14.64	14.94	15.24	15.54	15.85	16
2	11.20	11.43	11.65	11.89	12.13	12.37	12.62	12.87	13.12	13.39	13.65	13.93	14.21	14.49	14.78	15.08	15.38	15.69	16.00	16.32	16.65	16
3	11.76	12.00	12.24	12.49	12.73	12.99	13.25	13.51	13.78	14.06	14.34	14.62	14.92	15.22	15.52	15.83	16.15	16.47	16.80	17.14	17.48	17
4	12.35	12.60	12.85	13.11	13.37	13.64	13.91	14.19	14.47	14.76	15.05	15.36	15.66	15.98	16.30	16.62	16.95	17.29	17.64	17.99	18.35	18
5	12.97	13.23	13.49	13.76	14.04	14.32	14.60	14.90	15.19	15.50	15.81	16.12	16.45	16.77	17.11	17.45	17.80	18.16	18.52	18.89	19.27	19
6	13.62	13.89	14.17	14.45	14.74	15.03	15.33	15.64	15.95	16.27	16.60	16.93	17.27	17.61	17.97	18.33	18.69	19.07	19.45	19.84	20.23	20
7	14.30	14.58	14.87	15.17	15.47	15.78	16.10	16.42	16.75	17.09	17.43	17.78	18.13	18.49	18.86	19.24	19.63	20.02	20.42	20.83	21.24	21
8	15.01	15.31	15.62	15.93	16.25	16.57	16.90	17.24	17.59	17.94	18.30	18.66	19.04	19.42	19.81	20.20	20.61	21.02	21.44	21.87	22.30	22
9	15.76	16.08	16.40	16.73	17.06	17.40	17.75	18.11	18.47	18.84	19.21	19.60	19.99	20.39	20.80	21.21	21.64	22.07	22.51	22.96	23.42	23
10	16.55	16.88	17.22	17.56	17.91	18.27	18.64	19.01	19.39	19.78	20.17	20.58	20.99	21.41	21.84	22.27	22.72	23.17	23.61	24.11	24.59	25
11	17.38	17.73	18.08	18.44	18.81	19.19	19.57	19.96	20.36	20.77	21.18	21.61	22.04	22.48	22.93	23.39	23.85	24.33	24.82	25.31	25.82	26
12	18.25	18.61	18.98	19.36	19.75	20.15	20.55	20.96	21.38	21.81	22.24	22.69	23.14	23.60	24.08	24.56	25.05	25.55	26.06	26.58	27.11	27
13	19.16	19.54	19.93	20.33	20.74	21.15	21.58	22.01	22.45	22.90	23.35	23.82	24.30	24.78	25.28	25.78	26.30	26.83	27.36	27.91	28.47	29
14	20.12	20.52	20.93	21.35	21.77	22.21	22.65	23.11	23.57	24.04	24.52	25.01	25.51	26.02	26.54	27.07	27.61	28.17	28.73	29.30	29.89	30
15	21.12	21.54	21.98	22.41	22.86	23.32	23.79	24.26	24.75	25.24	25.75	26.26	26.79	27.32	27.87	28.43	29.00	29.58	30.17	30.77	31.39	32
16	22.18	22.62	23.07	23.54	24.01	24.49	24.98	25.48	25.98	26.50	27.03	27.58	28.13	28.69	29.26	29.85	30.45	31.05	31.67	32.31	32.95	33
17	23.29	23.75	24.23	24.71	25.21	25.71	26.23	26.75	27.29	27.83	28.39	28.96	29.53	30.13	30.73	31.34	31.97	32.61	33.26	33.93	34.61	35
18	24.45	24.94	25.44	25.95	26.47	27.00	27.54	28.09	28.65	29.22	29.81	30.40	31.01	31.63	32.26	32.91	33.57	34.24	34.92	35.62	36.33	37
19	25.67	26.19	26.71	27.25	27.79	28.35	28.91	29.49	30.08	30.66	31.30	31.92	32.56	33.21	33.88	34.55	35.24	35.95	36.67	37.40	38.15	38
20	26.96	27.50	28.05	28.61	29.18	29.76	30.36	30.96	31.58	32.22	32.86	33.52	34.19	34.87	35.57	36.28	37.01	37.75	38.50	39.27	40.06	40
21	28.30	28.87	29.45	30.04	30.64	31.25	31.88	32.51	33.16	33.83	34.50	35.19	35.90	36.61	37.35	38.09	38.86	39.63	40.43	41.23	42.06	42
22	29.72	30.31	30.92	31.54	32.17	32.81	33.47	34.14	34.82	35.52	36.23	36.95	37.69	38.45	39.22	40.00	40.80	41.62	42.45	43.30	44.16	45
23	31.21	31.83	32.47	33.12	33.78	34.45	35.14	35.85	36.56	37.30	38.04	38.80	39.58	40.37	41.18	42.00	42.84	43.70	44.57	45.46	46.37	47
24	32.77	33.42	34.09	34.77	35.47	36.18	36.90	37.64	38.39	39.16	39.94	40.74	41.56	42.39	43.24	44.10	44.98	45.88	46.80	47.74	48.69	49
25	34.41	35.09	35.80	36.51	37.24	37.99	38.75	39.52	40.31	41.12	41.94	42.78	43.63	44.51	45.40	46.30	47.23	48.18	49.14	50.12	51.12	52