

AGREEMENT BETWEEN
THE TOWN OF HANOVER, NEW HAMPSHIRE
AND
HANOVER POLICE DEPARTMENT
AFSCME COUNCIL 93, LOCAL 3657

July 1, 2023 - June 30, 2024

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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 AFSCME Council 93, Local 3657, 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 sergeants, police officers, corporals, 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, Communication Coordinator, Administrative Assistant, 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).

APPOINTING AUTHORITY: The Town Manager is the appointing authority for all classified positions, in his absence, the designated Acting Town Manager.

APPOINTMENT: The designation of a person as an employee of the Town and induction into a position.

CLASSIFICATION: The assignment of an individual position to an appropriate labor grade on the basis of kind of work, duties, authority, and responsibilities of the position.

COMPENSATION: The salary, wages, fees, and all other forms of valuable consideration, earned or paid to any employee by reason of service in the position, but not including allowances for expenses authorized and incurred as incidents to employment.

DEMOTION: The change of an employee to a position having a lower labor grade.

DISABILITY LEAVE: A leave given to an employee due to absence caused by a non-job related accident, injury, or disease, including leave taken for the period of temporary physical disability resulting from pregnancy, childbirth, or related medical conditions.

DISMISSAL: Involuntary separation of an employee from service as a result of disciplinary action, inability to perform the duties of the position, or for other reasons at the discretion of the Town.

ELIGIBLE: A person who has met the minimum qualification requirements established for a position or has met the requirements established to receive benefits from the Town.

EMPLOYEE – REGULAR: A classified employee, whose position is included in the bargaining unit, who has satisfactorily completed the required initial evaluation period of employment.

EMPLOYEE – REGULAR PART TIME: An employee, whose position is included in the bargaining unit, who works an average of at least twenty (20) hours per week, but less than the 35 or 40-hour work week (depending on the position), year-round. Regular part time employees are eligible for a pro rata portion of all fringe benefits.

EMPLOYMENT DATE: The date of hire.

EXAMINATION: Any test of fitness used to evaluate the ability of applicants to perform the essential functions of a position; for example, oral board, written test, performance test, physical examination, or assessment center.

FULL BENEFIT DATE: The first of the month following six months from the employment date.

INCUMBENT: An individual currently occupying a specific position.

INITIAL EVALUATION PERIOD: A working test period, usually a one year 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,

demotion, changes in hours, reclassification, resignation, suspension, dismissal, and placement in leave status.

POSITION: A regularly established job in the service of the Town.

PROMOTION: The change of an employee to a position in a higher labor grade.

RECLASSIFICATION: A change in classification of an individual position by raising it to a higher labor grade or reducing it to a lower labor grade on the basis of the duties, authority, and responsibilities of the position.

REGULAR RATE: The actual step an employee has reached within the labor grade established for their position.

RESIGNATION: Separation of an employee from Town employment by his own voluntary act.

RETIREMENT: Separation of an employee from Town employment in accordance with the provisions of the New Hampshire Retirement System.

SEPARATION: The termination of an employee from employment by the Town through retirement, resignation, layoff, or dismissal.

STEP INCREASE: A pay increase, granted as a result of acceptable job performance, to a higher step within the labor grade established for the position.

SUSPENSION: An enforced leave of absence for disciplinary purposes or pending an investigation of charges made against an employee.

TEMPORARY APPOINTMENT: An appointment to an approved position for a period generally not to exceed six (6) months of actual work in a calendar year.

TRANSFER: A change of an employee from one position to another position.

ARTICLE II – ADMINISTRATIVE AND EMPLOYEE RESPONSIBILITIES

SECTION 2.1 – MANAGEMENT RIGHTS

Except as otherwise specifically provided in this Agreement, the management and direction of Police Department operations, as well as the means by which such operations are to be conducted, shall remain the sole and exclusive responsibility of the Town. All rights and responsibilities not specifically modified by this Agreement shall continue to remain as the sole and exclusive function of the Town.

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 Employment Policies 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 AFSCME annual 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.
- B. Nothing contained herein shall prevent the Union and the Chief from consulting at any time if matters of mutual concern arise of an urgent or emergency nature.

ARTICLE III – DUES CHECK OFF

SECTION 3.1 – UNION DUES

Upon individually written authorization by a Union member and approved by the Union President, the Town agrees to deduct from the pay of each Union member so authorized, the current Union dues, as certified to the Town by the Treasurer of the Union and deliver the same once a month to AFSCME Council 93, Attn. Business Manager, 8 Beacon Street, Boston MA, 02108. Said deduction shall be made on each pay period. However, if a member has no check coming to him or the check is not large enough to satisfy the deduction, then and in that event no collection will be made from said member for that pay period. In no case shall the Town attempt to collect fines or assessments for the Union beyond the regular dues. The Union agrees to hold the Town harmless from any claim or liability arising out of the deduction of Union dues.

ARTICLE IV – SAVINGS CLAUSE

If any provision of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE V – UNION SECURITY

Each member of the bargaining unit who, on the effective date of this Agreement, is a member of the Union and each employee who becomes a member of the Union after that date shall continue his membership in the Union during the duration of this Agreement; provided, however, that an employee may at his discretion, and in writing, with a copy to the Town withdraw his membership from the Union within five (5) calendar days prior to the first day of January, May and September of each calendar year

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 Chief and, upon recommendation of the Chief and approval of the Town Manager, such records may be removed from the employee's personnel file.

ARTICLE VIII – GRIEVANCE PROCEDURE

SECTION 8.1 – DEFINITION

A grievance is defined as a dispute, claim or complaint raised by an employee or employees covered by this Agreement involving the meaning, interpretation or application of the express provision(s) of this Agreement. The Union may file a grievance on behalf of its members. A grievance shall be in writing, describing the grounds upon which it is based, including the relevant provision(s) of this Agreement, and the relief sought.

SECTION 8.2 – GRIEVANCE PROCEDURE

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.

SECTION 8.3 – FILING A GRIEVANCE

Prior to the institution of the formal grievance procedure, any employee who believes to have been aggrieved may attempt to informally resolve the matter with a supervisor. The supervisor has the responsibility to attempt to resolve the employee's grievance if the Supervisor has the authority to do so. Any resolution shall not be inconsistent with the terms of this collective bargaining agreement.

The employee involved shall file the grievance in writing within fifteen (15) working days from the date of the event or discovery of the event that gives rise to the alleged grievance.

SECTION 8.4 – PROCESSING A GRIEVANCE

The Police Chief, or his designee, shall meet with the Union and/or employee within ten (10) working days of receipt of the grievance.

SECTION 8.5 – RESPONSE BY POLICE CHIEF

The Police Chief or his designee shall respond within ten (10) working days of the meeting that is 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 appeal and shall accept and consider evidence relative to the issue(s) at hand. The Town Manager or his/her 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.

ARTICLE IX – SENIORITY

SECTION 9.1 – TYPES OF SENIORITY

There shall be two (2) types of Seniority:

- A. Department Seniority – Shall relate to the time an employee has been continuously employed by the Department. It is understood that full time employees shall rank above regular part time employees.
- B. Classification Seniority – Shall relate to the length of time an employee has been employed in a particular classification. It is understood that full time employees shall rank above regular part time employees.

SECTION 9.2 – ESTABLISHMENT OF SENIORITY

- A. Department Seniority: Shall be determined by continuous service in a permanently appointed position within the Department.
- B. Classification Seniority: Upon receiving a promotion, an employee's name shall be entered at the bottom of that particular Classification Seniority list to which the employee has been promoted, regardless of the employee's Department Seniority.

SECTION 9.3 – SIMULTANEOUS APPOINTMENT

- A. Department Seniority: In the event that two or more employees have the same appointment date, their placement on the Department Seniority list shall be determined by the Police Chief or his designee.
- B. Classification Seniority: In the event that two or more employees have the same classification appointment date, their placement on the Classification Seniority list shall be determined by Department Seniority.

SECTION 9.4 – PROBATION PERIOD

Until a newly hired employee has successfully completed an initial evaluation period, it shall be deemed that the employee has no seniority status, and the employee may be discharged without cause and such discharge or lay-off shall not be subject to the Grievance Procedure. Department Seniority and Classification Seniority are effective upon successful completion of the initial evaluation period.

SECTION 9.5 – BREAK IN SERVICE

Seniority shall be broken only by resignation, discharge for just cause, leave of absence in excess of twelve (12) months, or retirement.

SECTION 9.6 – APPLICATION OF SENIORITY

- A. Department Seniority (Police): 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. Classification Seniority (Police):
 - 1. When an outside detail is posted with more than ten (10) days' notice from the actual event, only union members shall be able to sign up for the detail for the first seventy-two (72) hours).
 - a. The most senior member that requests the assignment within that seventy-two (72) period shall be assigned.
 - b. After seventy-two (72) hours from initial posting of the detail or shift listed in (A) (1), all eligible HPD employees may sign up for the available detail.
 - c. Bumping rights end at 10 days out from the detail.

2. When an outside detail is posted with six (6) days' to ten (10) days' notice from the actual event, only union members shall be able to sign up for the detail for the first twenty-four (24 hours). Bumping rights end after 24 hours from time of posting.

3. When an outside detail is posted with three (3) days to five (5) days' notice from the actual event, only union members shall be able to sign up for the detail for the first four hours (4 hours). Bumping rights end after 4 hours from the time of posting.

4. When an outside detail is posted with less than three (3) days' notice from the actual event, only union members shall be able to sign up for the detail for the first two (2 hours). Bumping Rights end after 2 hours from the time of posting.

5. An employee may exercise Department Seniority (also known as bumping) over another employee having a less senior status from an outside detail, including part-time officers, the Chief, Captain, Lieutenants, Sergeants, and Outside Agencies.

6. Each employee may only do so a total of four (4) times in a calendar year.

7. The member bumping another from an or outside detail shall personally notify the person being bumped.

8. The member bumping another shall also notify the Patrol Lieutenant by email each time they exercise such authority.

9. The Patrol Lieutenant shall record each occasion where an employee bumps another and shall make the information accessible to employees.

C. Department Seniority (Communications): 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 shall have first reference to fill overtime opportunities for that shift based upon department seniority. Department seniority also shall prevail in matters concerning lay-off and re-hiring.

D. Classification Seniority (Communications): Shall prevail in matters of the daily operation of the Department.

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 part-time Communications Officers and the Communications Coordinator.

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 Communications Coordinator in writing or by e-mail each time they exercise such authority.
5. The Communications Coordinator 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.

SECTION 9.7 – EXCEPTION TO APPLICATION OF SENIORITY

- A. Police: 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 an assignment needs to be filled by a supervisor or specific employee based on the department's operational needs for that particular shift or outside detail.
- B. Communications: Under certain occasions, the Communications Coordinator, or his designee, may allocate shift assignment, specific detail assignment, or specific overtime shifts contrary to the procedures outlined above. The Communications Coordinator, 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
 2. When a shift or outside detail has to be filled within 24 hours of receiving said notice.

SECTION 9.8 – POSTING OF SENIORITY LIST

The Department Seniority and Classification Seniority Lists (for both police and communications) shall be posted by the Police Department administration on the bulletin board in the squad room annually, in January, and shall be updated as changes occur.

ARTICLE X – HOURS OF WORK AND OVERTIME

SECTION 10.1 – HOURS OF WORK

- A. The regular work schedule for police officers, detectives, parking control officers, communications officers, parking control/facility technicians, and parking facility cashiers shall consist of a forty (40) hour workweek within a designated shift. However, the regular work schedule for police officers assigned to the “midnight shift” shall consist of four (4) ten (10) hour work days. The 10-hour shift may be temporarily suspended during a staffing crisis, defined as a drop in full time certified Patrol Officers below the level of eight (8). Any such suspension may occur upon a two-week notice to the union prior thereto. When

the staffing level returns to eight (8) full time certified Patrol Officers, the “midnight shift” will be restored to the four (4) ten (10) hour workdays. Employees subject to shift work shall rotate in accordance with the schedule established and agreed to by the Town and the Union. Rotation shall not occur until January 2017, to allow management and the Union additional time to develop a rotating schedule on mutually agreeable terms.

- B. The regular work schedule for records coordinators and administrative clerks shall consist of five (5) seven (7) hour workdays.
- C. Shift work is applicable to all positions except records coordinator and administrative clerk.
- D. The foregoing provisions regarding hours of work shall not preclude the parties from agreeing to alternative work schedules or shifts during the term of this contract.

SECTION 10.2 – 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. Overtime must be approved in advance, if practicable, by a supervisor.

SECTION 10.3 – ACCOUNTING FOR ABSENCES

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 on or 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. Except in extenuating circumstances, maximum shift duration will be sixteen (16) hours.

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

- A. Detectives, Police Officers, and Communication Officers shall receive a paid day off, accrued as annual leave time at the rate of 7.33 hours per month, to be utilized as annual leave time.
- B. Other employees shall be paid based upon the number of hours that normally would have been worked that day if the day had not been a holiday. Part-time employees shall receive pro-rated pay.
- C. All employees who are required to work on the following six (6) holidays shall be paid time and a half their pay for that scheduled shift: New Year's Day, Independence Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day, in addition to their normal shift pay. Employees will be paid time and a half pay for one shift that begins or ends on these holidays, but not for two scheduled shifts. This shall not preclude employees being paid at their overtime rate for working any overtime on these holidays.

ARTICLE XII – SAFETY AND HEALTH

The Town agrees to maintain the highest possible standards for a safe and healthy work environment. The Town and Union shall cooperate in the enforcement of safety rules and regulations.

ARTICLE XIII – CLOTHING AND MAINTENANCE

SECTION 13.1 – UNIFORMS AND EQUIPMENT

The Town shall provide all articles of uniforms and equipment that are required for duty. All such articles, which are determined by the Chief of Police, or his designee, to have been damaged or worn out from use, shall be repaired or replaced by the Town. These uniforms and equipment are the property of the Town and must be returned to the Town upon termination of employment.

SECTION 13.2 – CLEANING AND MAINTENANCE

The Town shall provide for the cleaning of all clothing that is required for duty under SECTION 13.1.

SECTION 13.3 – GROOMING STANDARDS

Employees shall maintain a smart, conservative, well-groomed appearance in accordance with the Hanover Police Department's Personal Appearance Policy, General Order #302.

ARTICLE XIV – JOB DESCRIPTIONS

The Job Description for Corporal is attached to this Agreement as Appendix A.
The Job Description for Police Officer is attached to this Agreement as Appendix B.
The Job Description for Master Police Officer is attached to this Agreement as Appendix C.
The Job Description for Communications Officer is attached to this Agreement as Appendix D
The Job Description for Parking Admin. Clerk is attached to this Agreement as Appendix E.
The Job Description for Parking Control Officer is attached to this Agreement as Appendix F.
The Job Description for Records & Evidence Coordinator is attached to this Agreement as Appendix G.
The Job Description for Parking Facility Cashier is attached to this Agreement as Appendix H.
The Job Description for Detective is attached to this Agreement as Appendix I.

These shall constitute the Job Descriptions for employees of the bargaining unit represented by the Union.

ARTICLE XV – COMPENSATION

SECTION 15.1 – WAGES

Wages: All increases in wages and cost items are contingent upon approval by the Board of Selectmen and a successful vote at the 2023 Town meeting.

- A. Wages and Labor Grade and Step schedule shall be as specified in Appendix J and are hereby incorporated by reference. The wage scale shall reflect a 5.0% Cost of Living Adjustment on July 1, 2023. In addition, employees shall receive a one-time lump sum pay increase of \$1250.00 in the first full pay period of July 2023, for those that received a step in 2023-2024 and \$1750.00 for those that did not receive a step in 2023-2024. Wages and Labor Grade and Step schedule shall be specified in Appendix H, and are hereby incorporated by reference.

- B. Entry-level police recruits shall be placed at Step 14-A on the Labor Grade and Step Schedule until such time that they graduate from the N.H. Police Standards & Training Academy and become certified police officers. After graduation, such police recruits shall be moved to Step 14-B. At the completion of the Academy and 6 months of service, entry-level police recruits shall move to Step 14-F. (The entry-level recruit shall move to Step 14-B after the completion of the PSTC Academy or 6 months of service, whichever comes first. The date of completion of 6 months of service will become the employee's new anniversary date for the purpose of annual increases.)
- C. Entry-level Communications Officers shall be placed at Step 13-A on the Labor Grade and Step Schedule. At such time the Communications Officer graduates from the Communications Training Program and receives certifications in APCO PST-1 and NHSP CJIS/SPOTS, they shall be moved to Step 13-B. At the completion of the Communications Training Program, the above listed certifications, and six months of service, Communications Officers shall be moved to Step 13-D. (Entry-level Communications Officers shall move to Step 13-B after (1) completion of the Communications Training Program and obtaining the required above listed certifications or (2) six months of service, whichever comes first. The date of completion of six months of service will become the employee's new anniversary date for the purpose of annual increases.)

SECTION 15.2 – ANNUAL STEP INCREASES

- A. Upon successful completion of six months of service 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 step increase for just cause. The burden of proving just cause is upon the Town and is subject to the grievance procedure as set forth in Article VIII.
- B. The Town Manager may grant an extra one step at any time during the year after reviewing a detailed written recommendation from the Police Chief outlining the employee's exceptional performance, reclassification of the incumbent's position, or the existence of unusual conditions that make such action necessary.
 - 1. Performance Evaluation: For purposes of annual step increases, every employee's performance shall be evaluated in writing prior to their anniversary date. Failure to complete an employee's evaluation by the anniversary date, through no fault of the employee, shall not delay the granting of the employee's step increase.
 - 2. Each employee will receive written confirmation of annual step increases.

SECTION 15.3 – CALL-IN/CALL-BACK PAY

A. CALL-IN

Employees are entitled to “call-in” pay if he/she is ordered to report to work by the Chief of Police and/or his designee with less than forty-eight hours’ notice. Any employee reporting to work as a “call-in” shall be guaranteed a minimum of four (4) hours at their overtime rate of pay. “Call-Ins” do not include off duty training, off duty meetings, and off duty court appearances.

B. Meetings

1. If any required meeting takes place that begins and ends while the employee is off duty and the employee is required to travel to any location to attend such meeting, they shall be guaranteed a minimum of three (3) hours of pay at their overtime rate.
2. If any required meeting takes place that begins and ends while the employee is off duty and they can attend and are approved either by phone or via an online method (e.g., Zoom, Skype) they shall be guaranteed a minimum of two (2) hours of pay at their overtime rate.
3. Any meeting or training that is contiguous with the employee’s regular work schedule and continues into or after their regular work schedule shall be paid hour for hour at the employee’s overtime rate of pay with a minimum guarantee of one (1) hour at their overtime rate of pay.

- C. The Chief may hold a maximum of two (2) mandatory departmental meetings at which time employees shall be compensated at their overtime rate for either the length of the meeting or two (2) hours, whichever is greater. Similarly, the Chief may hold a maximum of two (2) mandatory communications (dispatch) meetings at which time employees shall be compensated for their overtime rate for either the length of the meeting or two (2) hours, whichever is greater.

SECTION 15.4 – COURT TIME

Any employee required by the Town to attend Court or a hearing during their off-duty hours shall be paid a three (3) hour minimum at their overtime rate, but shall pay to the Town any and all witness fees paid to them for attending the Court or hearing. This will include any local, state or federal courts, or any matter or proceeding related thereto (i.e. depositions, ALS hearings).

To the extent caused by an oversight of the prosecutor, employees who receive notification of the cancellation of their court appearance or hearing with less than twelve (12) hours prior notice shall receive a guaranteed three (3) hour minimum compensation.

SECTION 15.5 – INCENTIVE PAY

The Town’s Incentive Pay Program for the Police Department shall be as follows:

The Education component described in paragraph A of this section, below, is hereby amended to allow bargaining unit employees to receive incentive points for a degree upon hire.

The Physical Fitness (PT) component described in paragraph B of this section, below, is hereby amended to allow newly hired bargaining unit employees to test for this incentive at a mutually agreed upon time after hire, and to receive compensation for this incentive upon successful completion of the test. All employees still must successfully complete the required test during the regular semi-annual testing periods, in order to receive or continue receiving compensation for this incentive.

- A. Education Incentive: This is an ongoing process for those not having a degree. Those who have a Master’s, Bachelor’s or Associate’s Degree when hired assume the incentive upon employment. In order to collect the incentive pay, the degree must consist of recognized credits toward a degree in any one field. If an individual strives for a degree while employed with the Town, incentive pay will only be awarded for programs that can reasonably construed as relating to positions within the police department. A collection of college course credits that have no specificity does not constitute a degree even if they total the number of credits required for a degree.

The number of college credits for a Bachelor’s Degree is based on a standard 125 credit hours. An Associate’s Degree is 60 credit hours.

The incentive shall be as follows and shall only be awarded for the highest degree held:

- | | |
|-----------------------|----|
| 1. Associate’s Degree | 2% |
| 2. Bachelor’s Degree | 4% |
| 3. Master’s Degree | 6% |

Once employees have earned their degree, they will earn the incentive pay. Those active in obtaining a degree will provide the following information:

1. Verification of Institute/Program enrollment;
2. Criteria for successful completion—credit amount required;
3. The Degree being sought.

- B. Physical Fitness (PT) Incentive: The PT Incentive is voluntary and distinctly separate from the State’s three-year testing as required for certified police officers.
1. The PT Incentive provides the opportunity for bargaining unit employees to perform specific athletic activities in a contemporaneous series to demonstrate their physical fitness based upon the 50th percentile Cooper Aerobics Institute standards effective on January 1, 2014 as published by the NH Police Standards and Training Council.

2. The PT participant is required to achieve baseline standards/scores at both semi-annual testing intervals in the below activities in order to receive an initial 2% incentive pay increase. The participants achieving continuous scores within the incentive standard at both semi-annual testing intervals will receive an additional 1% bonus to a maximum of 8%. A participant who fails to maintain a score outlined for the incentive at any testing interval shall forfeit 2% of their total accumulated bonus. If the employee meets the baseline standards/scores at the next testing interval they shall earn back 1.0% of the previously forfeited incentive. Any employee that fails to meet the standard at two successive semi-annual testing intervals shall forfeit all their accumulated incentive (return to 0%). The activities include a 1.5-mile run, sit-ups and push-ups. The order of the includee:
 - a) Run: The 1.5 mile run will usually occur along Lyme Road (but may be performed at a track). Beginning at the access to the HPD parking lot the participant shall run north to the utility pole after the access to Kendal of Hanover, turn around, and return to the starting point. The speed at which this exercise is performed is determined by the participant.
 - b) Push-ups: The participant shall perform push-ups. There is no time limit. The participant may only rest in the “up” position (arms extended, maximum height).
 - c) Sit-ups: The participant shall perform common sit-ups in which their arms are crossed at their chest. Beginning in the “up” position the participant shall lay back to the floor, (“down” position), and then return to the “up” position; touching the area in close proximity to their knees with their elbows. This is a timed one minute exercise. The participant may only rest in the “up” position. The participant may opt to have their feet held to the floor by a person or object.
3. Standards: 2014 Cooper Standards at the 50th Percentile for age and gender.
4. Testing dates shall occur twice a year. Before testing, each participant shall execute a waiver of liability holding the Town of Hanover and its Police Department harmless. It shall be the burden of the participant to file timely written requests for a continuance of these testing dates to the Chief of Police. The Chief of Police shall make a determination if a testing continuance or other considerations are appropriate. The participants shall have up to two (2) attempts after a failed attempt to successfully complete this physical testing with the thirty (30) day semi-annual testing period. Failure to complete the PT assessment within the specified semi-annual testing period (or in accordance with any continuance granted) shall be deemed a failure.

SECTION 15.6 – OUTSIDE DETAILS

Outside or private work details shall be paid at the overtime rate equal to 60.00 per hour for details and shall include payment of a guaranteed four (4) 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 four (4) hours minimum.

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 or completion of the State's required PT testing is compensable at the employee's overtime rate of pay if it occurs outside the employee's regular workday and is approved by the Chief of Police and/or his designee. The overtime payment shall be hour for hour for a minimum of two (2) hours in the event the training begins while off duty and ends at least one hour prior to the start of the following scheduled workday/shift. If participation in such events is a continuation of the employee's regular workday/shift or immediately proceeds the start of an employee's scheduled workday/shift, overtime shall be paid only for the actual time worked.

SECTION 15.9 – PARKING

The Town shall provide parking spaces at the Police Station at no cost to the employees during their work hours.

SECTION 15.10 – STIPENDS

The Detective position shall be filled on a rotating basis and the rate of pay shall correspond to the employee's prior rate of pay plus a \$600.00 annual stipend paid in the first full pay period of December. Detectives shall be also entitled to a \$400.00 uniform allowance subject to proper documentation of the purchase of qualified items of clothing.

Employees who are designated by the Chief of Police as Field Training Officers (FTO) or Communications Training Officers (CTO) shall receive a \$1000.00 annual stipend awarded on the first full pay period of December. Designations of FTO and CTO officers shall be made at the beginning of each contract year. Nothing herein shall prevent subsequent changes in such designations due to personnel changes or as otherwise determined to be in the best interest of the Department. The stipend for FTO/CTO shall be prorated for any partial year.

Scheduling: Shift bids for patrol will be posted by September 15th and collected by October 1st. A minimum of 6 months of the following year's schedule will be completed and posted no later than November 1st. The Union agrees to participate in a committee to discuss scheduling.

SECTION 15.11 EXTRAORDINARY BONUSES

The Town may awarded Extraordinary Bonuses to employees that perform services to the general public that go above and beyond the call of duty. Such application for projects that would result in bonuses shall be reviewed and approved by a committee comprised of the Town Manager, Director of Human Resources and one other person appointed by the Town Manager.

To be considered for an Extraordinary Bonus associated with an employee initiated special project, the employee shall submit an application for prior approval to carry out a specific community or interdepartmental based initiative or project that provides a distinct public benefit. The application shall include such details as a description of the project, any funding required by the Town, when the work will be undertaken/completed and approval from the Director of Public Works. The Selectboard agrees to budget up to \$10,000 the first year town-wide for such Extraordinary Bonuses, which shall be limited to no more than \$2000.00 per employee/per fiscal year. Awards or denial of an Extraordinary Bonus shall not be subject to the grievances process.

SECTION 15.12 REFERRAL BONUSES

For the 2023-2024 contract year, employees that refer a new employee to the Town who is ultimately hired into a full time position shall receive a referral bonus of \$1000 upon hire of the referred employee and \$1000 after that employee's successful completion of probation. Employees that refer a new employee to the Town who is ultimately hired into a regular part time position shall receive a referral bonus of \$500 upon hire of the referred employee and \$500 after that employee's successful completion of probation.

SECTION 15.13 VACATION SELL BACK PILOT

For the 2023-2024 contract year, full time employees may sell back to the Town up to 20 hours of vacation time on their anniversary date of hire.

ARTICLE XVI – LEAVE

SECTION 16.1 – GENERAL POLICY

Leave is a period of authorized absence during regularly scheduled work hours that is approved by proper authority, during which time the employee does not work, but is still considered to be in the employ of the Town. Leave may be authorized with or without pay and shall be granted in accordance with these rules on the basis of the work requirements of the department, and whenever possible, the personal wishes of the employee.

SECTION 16.2 – PROCEDURE FOR REQUESTING LEAVE

All leave other than sick, injury, or emergency leave must be requested in writing, electronically or as otherwise approved by the Chief of Police, in the department's required format and approved by the direct supervisor or Police Chief prior to the taking of leave. In the case of illness, injury, or emergency, employees shall notify the supervisor or Police Chief as soon as possible prior to the time set for regularly scheduled working hours.

An employee may not cancel any scheduled leave with less than 48 hours notice to his shift supervisor, and Police Chief, except in special circumstances, which must be approved by the Police Chief.

Requests for leave without pay must be submitted in writing to the Police Chief and approved by the Town Manager. An employee will not be paid for any absence from scheduled working hours unless such absence is approved by the Police Chief, or his designee.

SECTION 16.3 – VACATION LEAVE

Each employee shall be eligible for a leave with pay for the purpose of taking a vacation. Vacation time will begin to accrue from the first day of employment. The seniority listing in ARTICLE IX shall be used for the purpose of determining the time and the length of vacation.

SECTION 16.4 – LENGTH OF VACATION

Each regular full-time employee shall accrue annual vacation leave according to the following schedule:

1. During the first year of employment and until the completion of five (5) years of continuous service, two (2) work weeks annually, to be accrued in monthly increments.
2. Upon completion of five (5) years of continuous service, three work weeks annually, to be accrued in monthly increments.
3. Upon completion of ten (10) years of continuous service, four work weeks annually, to be accrued in monthly increments.

Prior service with the Town will count toward these five (5) and ten (10) year thresholds for purposes of calculating vacation accruals for all employees on the effective date of this contract. 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. Vacation time on the pay slips shall include a calculation for Holiday time, where applicable.

SECTION 16.7 – VACATION SCHEDULING

Vacation leave will be scheduled by the shift Sergeant, with approval of the Police Chief, taking into consideration the best interest of the Town, the particular needs of the department, and the desire of the employee. A conflict in scheduling vacation leave among employees will be resolved by the shift Sergeant, with approval of the Police Chief, on the basis of the time the request is submitted, seniority, particular assignments of employees, and upcoming department work load.

The shift supervisor shall be responsible for scheduling adequate coverage when vacation requests are received with 48 hours prior notice. With less than 48 hours notice, it shall be the responsibility of the employee seeking time off to arrange for another employee to cover their shift or outside detail. The employee covering a shift or outside detail is obliged to comply with these same provisions.

SECTION 16.8 – VACATION LEAVE SETTLEMENT UPON TERMINATION OF EMPLOYMENT

Employees who are eligible for vacation, and whose employment has been terminated for any reason shall be paid an amount equal to all accumulated vacation leave.

SECTION 16.9 – DEATH OF AN EMPLOYEE ELIGIBLE FOR VACATION LEAVE

Upon the death of an employee who is eligible for vacation, payment shall be made to the beneficiary as listed in the employee's personnel file in an amount equal to the accumulated leave.

SECTION 16.10 – VACATION AS SICK LEAVE

Vacation time may be used by employees in addition to, or in lieu of sick leave, with the approval of the Town Manager.

SECTION 16.11 – SICKNESS WHILE ON VACATION

With the approval of the Town Manager, an employee who becomes ill while on vacation may change those days when ill to sick leave.

SECTION 16.12 – SICK LEAVE POLICY

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. Notwithstanding, for employees hired after July 1, 2011, earned sick leave is accumulated on a continuous basis from date of hire and may be accumulated to a maximum of sixty (60) days or 420 hours for a 35 hour/week employee and 480 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. See Appendix K, Sick Leave Donation Policy.

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.

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

SECTION 16.16 – SICK LEAVE SETTLEMENT UPON TERMINATION OF EMPLOYMENT

Employees, employed by the Town of Hanover for one (1) to nineteen (19) years, who have accrued sick leave credits and whose employment is terminated for any reason shall be paid one half of the actual amount of sick time accumulated, but not expended. For employees employed by the Town of Hanover for more than twenty (20) years, the following sick leave reimbursements shall apply:

- A. Employees employed 20 - 24 years, reimbursement shall be 60% of sick leave accumulation.
- B. Employees employed 25 - 29 years, reimbursement shall be 70% of sick leave accumulation.
- C. Employees employed 30 - 34 years, reimbursement shall be 80% of sick leave accumulation.
- D. Employees employed 35 - 39 years, reimbursement shall be 90% of sick leave accumulation.
- E. Employees employed over 40 years, reimbursement shall be 100% of sick leave accumulation.

Upon the death of an employee who has accrued sick leave, payment shall be made to the beneficiary of the deceased employee in an amount as stipulated above.

The Town Manager's Office will maintain a record of all credits and debits to the sick leave account of each employee. The employee may inspect this record at any time.

SECTION 16.17 – DISABILITY LEAVE

DISABILITY LEAVE, as distinguished from sick leave, shall mean paid leave given to an employee due to absence caused by a non-job related accident, injury, or disease.

SECTION 16.18 – INJURY LEAVE

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

Employees are responsible for notifying their supervisor as soon as possible of any injury. The supervisor is then responsible for seeing that a report of injury is filed with the Human Resources Department, that Department will then be responsible for filing the required state and insurance reports.

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. For all employees hired after July 1, 2011, the difference in pay between the amount of the employee’s Worker’s Compensation and full pay shall be deducted proportionately from the employee’s accumulated sick or vacation leave. This provision shall not apply to work related injuries which the Workers Compensation Review Committee (comprised of the

Chief of Police, HR Director and a Union Representative) concludes were incurred in the line of duty.

- E. 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. The number of hours credited as a “day” of personal leave shall be equivalent to the employee’s regular daily shift hours as of July 1st.
- B. Personal leave with pay will be granted to employees to conduct personal business, subject to review and approval, and shall not be unreasonably denied.
- C. Employees will be paid their regular rate of pay for each personal day, or part thereof taken. Personal time may not be held over at the end of the fiscal year.

SECTION 16.22 – BEREAVEMENT LEAVE

The purpose of bereavement leave is to enable an employee to take care of personal arrangements and problems caused by the death of a member of his immediate family and to relieve himself of the concern over the loss of earnings on regularly scheduled work days immediately following the death.

The Town Manager shall grant, upon the request of a permanent employee, five (5) working days of bereavement leave without loss of pay upon the death in such employee’s immediate family. IMMEDIATE FAMILY shall mean the employee’s spouse, child, mother, father, brother, sister, father-in-law, mother-in-law or other person living in the immediate household. The Town Manager may grant bereavement leave upon the death of an individual whose close association with the employee is equivalent to the family relationships listed above.

SECTION 16.23 – MILITARY LEAVE

An employee entering the regular military service or military reserves will be provided a leave of absence without pay (except as provided below) as required by Federal law. Uniformed service includes active duty, active duty for training, inactive duty for training (such as drills), initial active duty for training, and examination to determine fitness to perform any such duty. If the employee’s absence creates an undue hardship, the Police Chief may contact military officials.

It is the employee’s responsibility to:

- A. Provide the Police Chief with as much advanced notice of military service as possible, with the dates(s) the employee is leaving for military service.

- B. Provide written proof from military or selective service officials to the Police Chief, including date of departure and length of service required if possible.
- C. Fulfill originally scheduled work obligations if military leave is cancelled for the date(s) requested.
- D. Submit a military pay voucher or military pay form to the Police Chief to confirm that the requested military service was performed. A DD 214 will be accepted as proof of time served for extended (over 30 day) deployments.

The employee's failure to fulfill these responsibilities may result in disciplinary action.

An employee in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the department, provided that such payment by the department shall be limited to a period not to exceed two (2) weeks for a total of fourteen (14) 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. The Town shall temporarily adjust an employee's weekly schedule (i.e., scheduled days off) in order to accommodate the employee's military reserve service.

Employees may, at their request, use accrued vacation 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 its equivalent, and retain the same status, rights and benefits earned prior to taking such leave.

SECTION 16.27 – PARENTAL LEAVE

A leave of absence shall be granted at the request of the employee for a period of time, twelve (12) weeks, for paternity/adoption leave, or for such needs directly related to the adoption, foster care or placement of a child. Such leave may be treated as sick leave, vacation leave, personal leave, leave without pay, or any combination of the above.

Upon return from leave for paternity/adoption leave, an employee will be reinstated to his former job, and retain the same status, rights, and benefits earned prior to taking such leave.

SECTION 16.28 – LEAVE FOR INTERSTATE FIRE CREWS

Employees who are members of the New Hampshire or Vermont Forest Fire Crews and who are called up to respond with the crew, will be allowed a leave period of up to three (3) weeks duty time from the day following the call-up, limited to one (1) call-up per calendar year. Leave time shall be used from the employee's vacation or personal leave time accumulation or taken without pay.

SECTION 16.29 – LEAVE OF ABSENCE WITHOUT PAY

The Town Manager may grant an employee a leave of absence for up to one (1) year upon written request of the employee, and approved by Police Chief, stating the reason for the request. Leave without pay shall be granted only when it will not result in undue prejudice to the interests of the Town. It shall be the responsibility of the employee, if the leave is granted, to make the necessary financial arrangements with the accounting division in order to maintain and keep current the employee's benefits, including, but not limited to medical and/or dental insurance, retirement, disability, and life insurance.

No leave shall be granted primarily in the interests of the employee, except in the case of an employee who has shown by his record of service to be of more than average value to the Town, and whose service it is desirable to retain, even at some sacrifice.

Upon expiration of an approved leave without pay, the employee shall be reinstated to the position held at the time leave was granted, without the loss of seniority, status, or benefits. Failure on the part of an employee on leave to report for duty promptly at its expiration may be cause for disciplinary action.

ARTICLE XVII – INSURANCE

SECTION 17.1 – EMPLOYEE HEALTH INSURANCE PROGRAM

- A. The Town shall maintain the current flexible benefit program to qualifying employees with various options available. Qualifying employees are regular employees who work over twenty (20) hours per week. The type of coverage the Town will provide is Blue Cross/Blue Shield Blue Choice 2 Tier BC2T20 with R10/25/40 M10/40/70 prescription plan; Access Blue AB20 (f/k/a Matthew Thornton Blue MTB20) with R10/25/40 M10/40/70 prescription plan; Lumenos 2500; and Medicomp with and without R10/25/40 M10/40/70 prescription plan, or the substantial equivalent of these plans. The Town shall meet with the Union 30 days prior to any such change of plan so that the Union can consider the change and whether the proposed change in plan is substantially equivalent to the then current coverage.
- B. The Town shall fund each eligible employee's flexible benefit account based upon the full cost of the Blue Cross Blue Shield Access Blue AB20 (f/k/a Matthew Thornton Blue MTB20) with R10/25/40 M10/40/70 prescription plan, minus the employee cost share as noted in F. below.
- C. An eligible employee may receive 40% of the cost of the above plan if the employee elects not to have any health insurance coverage. The Opt Out cash payment for bargaining unit employees on the active payroll as of July 1, 2008 will be capped at \$6504.00. For all bargaining unit employees hired after July 1, 2008, the Opt Out cash payment will be capped at \$2500.00. Notwithstanding, any employee who is eligible for flex benefits that was hired before July 1, 2008, who opts out of the health insurance plan after July 1, 2011, shall receive 40% of the cost of the plan up to a maximum of \$5000.00. Employees opting out must provide proof of health insurance coverage from other sources.
- 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. The Opt Down cash payment is capped at \$6504.00. For all bargaining unit employees hired after July 1, 2008, the Opt Down cash payment is capped at \$2500.00. Notwithstanding, any employee who is eligible for flex benefits that was hired before July 1, 2008, who opts down after July 1, 2011, shall receive 40% of the cost difference between eligible coverage and elected coverage up to a maximum of \$5000.00.
- E. All employees will be eligible for health insurance coverage the first of the month following the completion of 30 days employment.

- F. Each employee will cost share health insurance coverage according to the following formula:
1. Employees hired prior to July 1, 2019 with gross base salary of less than \$45,000 will contribute 10% of the medical insurance premium.
 2. Employees hired after July 1, 2019 and those employees with a gross base salary of between \$45,001.00 to \$55,000 will contribute 12% of the medical insurance premium.
 3. Employees with a gross base salary of more than \$55,000 will contribute 15% of the medical insurance premium.
 4. Notwithstanding the foregoing, the percentage of health insurance premiums paid by employees for the 2023-2024 contract year shall not increase from the percentages paid during the 2022-2023 contract year.
- 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.
- H. In the event that the cost of health insurance premiums for the 2020-2021 fiscal year are projected to exceed ten percent (10.0%), the Town reserves the right to reopen the entire contract for negotiations. The Town shall notify the Union of its intent to reopen within ten (10) days of receiving the guaranteed maximum rate notification from the insurance carrier.

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.

SECTION 17.3 NH PAID FAMILY MEDICAL LEAVE


The Town will participate in the New Hampshire Paid Family Medical leave program offered by the state through MET Life. The Town will pay fifty percent (50%) of the premiums that for any employee who enrolls. Payments for the employee's share of the premiums shall be by payroll deductions.

ARTICLE XVIII - DURATION AND RENEWAL

This Agreement shall be effective from the first day of July 2023 until the thirtieth day of June 2024 and shall remain in full force and effect until a successor contract has been agreed upon and signed by all of the parties unless otherwise reopened in accordance with Article 17.

For the Town of Hanover:

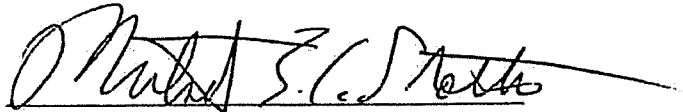
Dated: 7/6/23



Alex Torpey, Town Manager

For Local 3657 AFSCME:

Dated: 7/6/23



Union President

APPENDIX A



Police Sergeant

PD/4

Police Department

JOB SUMMARY

The Police Sergeant embodies, exemplifies, and demonstrates the core values of the Hanover Police Department: Integrity, Respect, Fairness, Excellence and Positivity. Assigned to the Patrol, Detective, and/or Parking Divisions, this position provides first level of supervision of corporals, officers, and civilian employees and performs all the duties of a police officer. The Sergeant must be thoroughly familiar with the duties of all employees under his or her supervision in order to provide them appropriate guidance, training and assistance in carrying out their job duties. As a front-line supervisor, the Sergeant manages the conduct, appearance, discipline, and overall job performance of assigned subordinates. This includes but is not limited to ensuring that employees comply with all applicable laws, regulations, policies and procedures in performing their duties. The Sergeant promptly addresses any infractions that occur and reports all violations to his or her superiors.

MAJOR DUTIES

- Ensures services are provided to the public in a manner that supports the core values of the Hanover Police Department (Integrity, Respect, Fairness, Excellence and Positivity), the philosophies of community policing and effective customer service.
- Directs, schedules, organizes, supervises, mentors and evaluates the activities of assigned officers and/or civilian employees (supervisees) in the Patrol, Detectives, or Parking Divisions, under the general supervision of superior officers.
- Reviews reports, records, complaints and other pertinent documents prepared by supervisees to ensure accuracy and thoroughness and that these are submitted and maintained in accordance with department policies and legal requirements. Drafts and prepares these materials with advanced proficiency.
- Plans and oversees shift operations in consultation with superiors as appropriate. Maintains contact with supervisees throughout shift, providing guidance and field assistance as needed to ensure proper execution of job duties. Assigns, oversees, and ensures completion of supervisees' activities, including special assignments and projects.

- Inspects supervisees before each shift for proper personal appearance and equipment in accordance with department and division-specific procedures and protocols.

- Conducts shift briefings at the start of each shift in accordance with department and division-specific procedures and protocols.

- Ensures that supervisees are properly instructed and guided in the performance of their duties, taking special care to see that they are informed and trained on current policies and procedures and advised of any changes to these. Similarly ensures that supervisees are informed of relevant legal developments, (e.g., court opinions, new or revised statutes, etc.)

- Assesses the professional development needs of supervisees as divisional goals evolve and new technologies emerge. Recommends appropriate professional development courses and similar opportunities to superiors for approval.

- Conducts performance evaluations of supervisees for review by superiors. Counsels supervisees on job performance and makes disciplinary recommendations to supervisor when appropriate.

- Recommends supervisees for recognition or commendation.

- Participates in divisional hiring processes.

- Fosters a constructive, team-oriented attitude among employees that helps create a positive work environment.

- Supports, follows, and implements policies established by the Chief of Police and the Town of Hanover. Participates in the development of department and divisional policies and procedures and recommends changes.

- Maintains thorough knowledge of all applicable laws, rules, policies, procedures and protocols to ensure compliance by supervisees. Addresses violations and applies appropriate corrective measures in consultation with superiors.

- Identifies police-related neighborhood and community problems. Develops problem-solving measures in consultation with superiors. Implements these measures by utilizing and guiding supervisees.

- Reports any serious or unusual occurrences to superiors.
- Regularly inspects and arranges proper maintenance of equipment used by employees under his/her supervision. Coordinates with supervisor regarding the appearance, condition and maintenance of department facilities, work areas, vehicles, communications equipment, and any other types of equipment.
- Ensures that supervisees follow applicable confidentiality laws, rules and policies for all cases and administrative matters.
- Reviews and approves supervisees' payroll timesheets/time records. Ensures accurate recording of all hours worked.
- May be authorized to issue uniforms and equipment to department personnel.
- Performs all the major duties of a police officer as needed and/or assigned, including but not limited to responding to major, routine and emergency calls for service.
- Takes command of emergency situations upon arrival and until relieved by a superior officer.

Additional Duties, **Detectives Division:**

- Supervises and provides day to day guidance to detective(s) in investigative and related matters.
- Performs all major job duties of a detective as needed or assigned.
- Coordinates child abuse and related sexual assaults through DCYF;
- May be assigned to perform duties of department prosecutor in his or her absence.

Additional duties, **Parking Division:**

- Oversees and coordinates day to day parking operations and enforcement of Town parking ordinances. Issues parking tickets and prepares arrest warrants as necessary. Generates late notices and court summonses for unpaid parking tickets. Manages vehicle immobilizations. Communicates with court staff on cases related to parking. Responds to special parking requests. Coordinates parking for special events.

- Maintains records and monitors and evaluates data pertaining to parking fund operations, including but not limited to parking facility and surface parking space inventory, use, transactions, revenue, and expenses. Prepares related reports.
- Manages long-and short-term parking space rentals. Maintains billing, wait list and related records. Issues and track permits in lease and free peripheral areas.
- Coordinates and implements maintenance of and repair to parking facility and surface parking infrastructure. Participates in developing long-term maintenance plans and addressing major repair needs. Briefs supervisor on significant maintenance and repair issues as these arise.
- Manages equipment and forms inventory. Prepares purchase orders for approval. Resolves equipment warranty and service issues. Serves as a divisional contact for third party consultants, professionals, and vendors.
- Oversees parking signage in consultation with the Chief of Police or designated superior officer. Orders signs, reviews requests for additional or replacement signs and coordinates placement, installation, and removal.
- Assists in developing and implementing marketing and validation programs to promote use of parking facility.
- Assists in planning for future parking needs and development of facilities, as assigned.

KNOWLEDGE AND SKILLS REQUIRED FOR THE POSITION

Knowledge of:

- The principles and practices of police administration.
- Management and supervisory practices and procedures.
- Law enforcement practices and procedures.
- Parking operations practices, procedures and administration.
- Federal and state laws, rules and regulations, local ordinances, and town and department policies, procedures, protocols.

- Judicial proceedings and decisions.
- Town geography and boundaries.
- CPR, AED and first aid procedures.

Skill in:

- Supervision of officers and civilian employees
- Interview and interrogation techniques.
- Operating standard and specialized equipment, including firearms, communications equipment, digital camera and video camera, computers, recorders, intoximeters, RADAR, and processing kits.
- Operating police vehicles and emergency equipment.
- Operating parking-related equipment and software.
- Planning, organizing, and decision making.
- Oral and written communication.
- Community relations and customer service.

SUPERVISORY CONTROLS

Patrol and Detectives Divisions: The Lieutenant assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the results. The Lieutenant and/or higher-ranking officers regularly review the Sergeant's work performance through

reports, regular supervisory meetings, observation, and formal and informal evaluations. Parking Division: These supervisory controls are provided by the Chief of Police or a designated superior officer.

GUIDELINES

Guidelines include federal, state and local laws, rules, regulations and ordinances, judicial decisions, and department policies, procedures and protocols. These guidelines are mostly clear but may require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and technical duties. The variety of situations encountered contributes to the complexity of the work.
- The work requires judgment and discretion in directing, ordering and otherwise supervising employees in the performance of their job duties.
- The purpose of this position is to supervise subordinate officers and employees and otherwise ensure proper day-to-day operations within assigned divisions. Successful performance helps ensure effective law enforcement practices, contributes to the safety of the general public and protection of property, and promotes efficient functioning of shift or divisional operations.

CONTACTS

- Contacts are typically with co-workers, public safety and law enforcement personnel, health service and support workers, business owners, attorneys, other town employees, representatives of the court system, and the general public.
- Contacts are typically to give and exchange information, provide services, resolve problems, supervise employees, and interview victims, witnesses and suspects.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must lift light and heavy objects, climb ladders, use tools or 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.
- The work is typically performed in an office, in a vehicle, or outdoors. The employee is exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, inclement weather, and life-threatening situations. The work requires the use of protective equipment and clothing.
- The employee must satisfy and maintain physical fitness requirements established by the New Hampshire Police Standards and Training Council (Cooper Standards).

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- Patrol Division: Directly supervises police officers (3-4). Detectives Division: Directly supervises detectives (1). Parking Division: Directly supervises (3) full time and (5) part-time or per diem civilian employees.

MINIMUM QUALIFICATIONS

- Sworn police officer with at least three (3) years continuous police service in this or another police department.
- Associate's Degree or equivalent combination of education, training and experience sufficient to excel at all facets of the position.
- Writing skills sufficiently advanced to review, edit and approve subordinates' reports and other written materials for content, clarity, completeness and accuracy.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of New Hampshire.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Successful completion of Supervisory Leadership Training within one (1) year of appointment.

Updated July 19, 2019

APPENDIX B



Police Corporal Police Department

PD/5

JOB SUMMARY

The Police Corporal embodies the core values of the Hanover Police Department (Integrity, Respect, Fairness, Excellence and Positivity), and is committed to the philosophies of community policing and effective customer service. Reporting to the Sergeant, the Corporal supervises the work of subordinate officers on an assigned shift, in addition to performing all the major duties of a Police Officer. Job duties include assigning daily job duties, transmitting orders, assessing officers' field performance, and delivering training, and serving as shift supervisor in the Sergeant's absence.

MAJOR DUTIES

- Performs all major duties of a Police Officer.
- Provides supervision, direction, and mentoring to Police Officers on an assigned patrol shift in consultation with or as directed by the Sergeant as may be appropriate. Exercises control over subordinates actions to ensure efficiency, discipline, appearance and proper conduct. May recommend commendation or corrective action to Sergeant.
- Supports, follows and implements policies established by the Chief of Police and the Town of Hanover. Helps ensure subordinates are informed and trained in current policies, procedures and developments in the law and any changes or updates to these.
- Helps direct shift operations. Participates in and/or conducts shift briefings. Maintains appropriate contact with subordinates throughout the shift, providing front-line supervision, guidance, training and other assistance as needed to ensure that all officers are properly carrying out their work. These duties are enhanced in the Sergeant's absence.
-

- Monitors and participates in patrol duties. Addresses citizen complaints and writes reports. Responds to routine, major, and emergency calls for service. Provides field assistance to officers. Calls in specialized personnel to major crime scenes as necessary.
- In the absence of the Sergeant, makes notifications to department administration and leadership as needed. Takes command of emergency situations upon arrival until relieved by a higher-ranking officer.
- Assists the Sergeant in assigning and overseeing significant investigations and work projects.
- Reviews reports, complaints and other pertinent paperwork for accuracy and thoroughness, in consultation with the Sergeant. Ensures these are submitted in accordance with department policies and statutory requirements.
- Identifies police-related neighborhood and community concerns. Works with Sergeant and senior command to develop and implement problem-solving measures utilizing the members of his/her shift, subject to review and approval by the Sergeant and higher-ranking officers.
- Maintains appearance and condition of department facilities, work areas, and vehicles.
- Maintains serviceability, accountability, and readiness of department arms and equipment. Works with Sergeant to ensure all inspection and maintenance protocols are followed. Coordinates with Sergeant and appropriate Lieutenant regarding maintenance of vehicles, communications equipment, and other job-related equipment.
- Documents complaints of misconduct or inappropriate action; fills out and submits administrative reports and forms. Reports all serious or unusual issues or incidents of any type to supervisor.
- May be assigned to serve as a field training officer.
- May be assigned to Detectives division
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of general law enforcement practices and procedures.

- Knowledge of federal and state laws and regulations, applicable state and federal case-law, judicial processes and procedures, local ordinances, and departmental and Town policies.
- Knowledge of supervisory practices and procedures.
- Knowledge of town geography and boundaries.
- Knowledge of CPR, AED and first aid procedures.
- Skill in operating standard and specialized law enforcement equipment, including but not limited to firearms, communications equipment, digital camera and video camera, computers, recorders, intoximeters, RADAR, and evidence processing kits.
- Skill in operating police vehicles and emergency equipment.
- Skill in planning, organizing, and decision making.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

Corporals work under the general supervision of a Sergeant and are accountable to other higher-ranking officers within the chain-of-command. The Sergeant assigns work in terms of general or specific instructions or orders as appropriate, depending on the nature of the work/duties involved. Completed work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal and state criminal and civil statutes, regulations, and applicable case-law, NH and local traffic laws and rules, Town ordinances, and department and Town policies and procedures. These guidelines, although generally clear, may require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied supervisory and technical duties. The variety of situations encountered contributes to the complexity of the work.
- The purpose of this position is to help oversee patrol operations within an assigned shift and provide front-line supervision and mentoring to patrol officers. Successful

performance helps ensure effective law enforcement practices, contributes to the safety of the general public and protection of property, and promotes efficient functioning of shift and divisional operations.

CONTACTS

Contacts are typically with co-workers, public safety and law enforcement personnel, health service and support workers, business owners, attorneys, other town employees, representatives of the court system, and the general public. Contacts are typically to give and exchange information, provide services, resolve problems, supervise personnel, and interview victims, witnesses and suspects.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

The work is typically performed while sitting, standing, walking, running, bending, crouching, or stooping. The employee must lift light and heavy objects, climb ladders, use tools or 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. The work is typically performed in an office, in a vehicle, or outside. The employee is exposed to noise, dust, dirt, machinery with moving parts, contagious or infectious diseases, inclement weather, and life-threatening situations. The work requires the use of protective equipment and clothing.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Corporals have chain-of-command authority over Police Officers, functionally supervise the work of assigned officers as described herein, and also serve as shift supervisor in the Sergeant's absence. Corporals are accountable for the performance and actions of assigned subordinates, consistent with the supervisory duties of the position. Job duties for this position do not include higher-level supervisory and/or managerial responsibilities, such as hiring, formally evaluating, promoting, disciplining, or terminating employees.

MINIMUM QUALIFICATIONS

- High School Diploma or the equivalent.
- Sworn police officer with at least two (2) years continuous police service in this or another police department. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of New Hampshire.
- Service record that embodies, exemplifies and demonstrates the department's core values of Integrity, Respect, Fairness, Excellence and Positivity, and that also reflects a commitment to the philosophies of community policing and effective customer service.

- Experience sufficient to thoroughly understand the work of subordinate positions, answer questions and resolve problems.
- Possession of or ability to readily obtain a driver's license valid in the State of New Hampshire or Vermont for the type of vehicle or equipment operated.

APPENDIX C



Police Officer Police Department

PD/6

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 Master Police Officer after completing a minimum of 10 years of service and satisfying other criteria specified in the Master Police Officer job description.

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.

- Performs investigative duties on a rotating basis as assigned.
- 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.
- Assists with training of department personnel as assigned; serves as Field Training Officer as assigned.
- Prepares criminal and search warrants, complaints, and affidavits; serves criminal and court-related paperwork.
- Investigates animal complaints.
- Checks vacant residences and businesses.
- Attends ongoing training classes as required.
- Performs the work of the Police Sergeant in his or her absence as assigned.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the town.
- Knowledge of first aid and CPR techniques.
- Knowledge of the court system and judicial procedures.
- Skill in the use of a computer.

- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating cameras, video camera recorders.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Police 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/SCOPE OF WORK

- 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.
- The purpose of this position is to protect life and property and enforce federal, state, and local laws. Successful performance contributes to the detection and deterrence of crime and to the protection of life and property.

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.

- Contacts are typically to give or exchange information, provide services, interview persons, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 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.
- 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.
- 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.

APPENDIX D



Master Police Officer Police Department

PD/10

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.
- Investigates animal complaints.
- Checks vacant residences and businesses.
- Serves criminal and court-related paper work.
- Attends ongoing training classes as required.
- May serve as a field training officer for the department.
- May supervise a shift of Police Officers in the absence of the Sergeant.
- Performs other related duties as assigned.

• KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of relevant federal and state laws, criminal and traffic codes, search and seizure laws, town ordinances, and department policies and procedures.
- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the town.
- Knowledge of first aid and CPR techniques.
- Knowledge of the court system and judicial procedures.

- Skill in the use of a computer.
- Skill in operating police vehicles, firearms, and emergency equipment.
- Skill in operating cameras, video camera recorders.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in restraining persons without causing physical harm.
- Skill in oral and written communication.

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.
- Ability to meet current requirements set forth by the Police Standards and Training Council for the State of New Hampshire.
- Ten (10) years of consecutive service with the Hanover Police Department.
- Intoxilyzer certified (classification will only be effected by a lapse in certification long enough to trigger the State mandated training required for recertification).
- Radar Certified.
- Successful completion of both the Practical and Investigative Advanced Officer Schools offered by Police Standards and Training within one (1) year of appointment.

(Extensions may be granted depending on Council training schedule and the officer's date of appointment.)

- No more than one (1) avoidable accident (substantial accidents where the officer is at fault in the last two years).
- Only eligible to those officers who have exhibited good conduct as reflected by no disciplinary action exceeding one written reprimand in the past two (2) years.
- Passing score of 80% in the written test (retesting will only be required if the officer has been demoted from Master Police Officer for more than three consecutive years).
- More than two (2) transgressions that result in written reprimands during any 12-month period shall be cause for reduction from Master Police Officer status.

It is the responsibility of any officer wanting to be appointed to the Master Police Officer status to apply in writing to the Chief of Police.

No appointment to the Master Police Officer status should be considered permanent. The officer must maintain the stated minimum qualifications to be assured of holding his or her position, absent the written test, which is a one-time event. Any officer who fails to pass the written test is not eligible to reapply until one (1) year has gone by from the date of the failed test. The officer's status will be reviewed on an annual basis. If an officer is not maintaining the stated minimums, his or her supervisor shall outline in memorandum form the events and deficiencies that would warrant a reduction in status. The Chief of Police shall conduct a hearing with the officer and his or her supervisor to make the final determination on whether a reduction in status is in order. The decision of the Chief is final.

To reapply for Master Police Officer status a minimum of 12 months must have passed from the previous determination before reconsideration is to be made. The retaking of the written test will not be necessary.

APPENDIX E



Communications Officer Police Department, Dispatch Division

DD/2

JOB SUMMARY

This position is responsible for receiving calls for assistance from the public, dispatching appropriate public safety personnel, and maintaining a variety of department records for a variety of police, fire and emergency medical services agencies.

MAJOR DUTIES

- Receives and screens incoming telephone calls from the public and other public safety agencies; categorizes and prioritizes calls.
- Dispatches appropriate emergency personnel to incident locations; monitors status of emergency personnel; provides pre-arrival instructions to callers.
- Maintains a log of incoming telephone and radio calls; logs incoming calls for all participating agencies; prepares monthly activity reports.
- Monitors and routes incoming messages from national and state computer networks; enters and removes information as requested into National Crime Information Center (NCIC) and State Police Online Telecommunications (SPOT) networks, including information on missing persons or stolen property; validates information as required.
- Maintains a contact list of phone numbers for business and residential alarm customers; monitors and maintains the digitized alarm system for area businesses and residents.
- Initiates and assists other police personnel in gathering information for incident, accident, arrest/booking and other reports.
- Prepares videotapes of arrests and lock-ups for town, county, and state police as required.

- Monitors motor vehicle stops; records time and performs driver background checks.
- Processes NICS checks for agencies without terminals who are issuing pistol permits.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of applicable federal, state and local statutes and department policies and procedures.
- Knowledge of SPOT and NCIC rules and regulations.
- Knowledge of the geography and street system of the service area.
- Knowledge of public safety radio codes.
- Knowledge of dispatching procedures.
- Skill in the use of computers and job-related software programs.
- Skill in the operation of radio/communications equipment.
- Skill in the operation of audio and video surveillance equipment.
- Skill in making decisions in high pressure and emergency situations.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Communications Services Coordinator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

GUIDELINES

Guidelines include relevant federal and state laws, town ordinances, mutual aid agreements, SPOT and NCIC guidelines, and department standard operating procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related emergency dispatch and technical duties. The necessity of responding to unforeseen and emergency situations contributes to the complexity of the work.
- The purpose of this position is to receive incoming emergency and non-emergency calls and to dispatch appropriate emergency service personnel. Successful performance contributes to the efficient and effective response to emergency and life-threatening situations.

CONTACTS

- Contacts are typically with co-workers, other town employees, representatives of other public safety agencies, alarm company employees, representatives of other local governments, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

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.
- 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.

APPENDIX F



Administrative Clerk – Parking Division Police Department

PF/5

JOB SUMMARY

This position is responsible for providing clerical support to the Hanover Police Department Parking Division. May be assigned to provide support to other Town of Hanover departments.

MAJOR DUTIES

- Ensures services are provided to the public in a manner that supports the core values of the Hanover Police Department (Integrity, Respect, Fairness, Excellence and Positivity), and effective customer service.
- Serves as point of contact for customers regarding parking related questions, complaints and issues.
- Prepares correspondence at Parking Sergeant's direction.
- Maintains monthly permit and lease data.
- Helps process invoices for payment.
- Processes parking ticket collections.
- Processes late notices and court summonses for unpaid parking tickets at the Parking Sergeant's direction.
- Assists Parking Sergeant in managing parking boot warnings and resolutions.
- Helps reconcile meter revenue.

- Generates monthly activity reports.
- Conducts routine parking account maintenance, e.g., creates new permit accounts, account merges, address updates, etc.)
- Assists Parking Sergeant in updating website with parking-related notices and information.
- Operates the State Police Online Telecommunications System (SPOTS) computer; maintains certifications required for this work. Verifies vehicle and owner information in the Parking Division's database pursuant to established protocols and directives.
- Orders supplies, including but not limited to general office supplies, parking garage and parking kiosk supplies.
- Helps monitor meter maintenance service needs and generates daily reports for service.
- Sends, retrieves and distributes mail.
- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of town and department policies and procedures.
- Knowledge of bookkeeping practices and procedures.
- Knowledge of computers and job-related software.
- Skill in oral and written communication.
- Skill in performing basic mathematical calculations.
- Skill in operating office equipment such as computer, scanner, fax and copier.
- Skill in maintaining accurate files and records.
- Skill in oral and written communication.

- Skill in prioritizing and organizing work.
- Skill in providing excellent customer service, including the ability to respond calmly, professionally, and effectively to members of the public, including those who present as angry or upset.

SUPERVISORY CONTROLS

The Parking Division Sergeant supervises the Administrative Clerk by providing general and specific guidance and direction as needed to ensure work is completed accurately and in compliance with established procedures.

GUIDELINES

Guidelines include town and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

The work requires strict attention to detail in addition to frequent interactions with the public.

CONTACTS

- Contacts are typically with Parking Division co-workers, other town employees, and members of the public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed indoors in an office setting while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, crouching or walking. The employee occasionally lifts light and heavy objects.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent. Proficiency in reading, writing, and performing basic mathematical calculations.
- Experience sufficient to perform all major job duties of the position, usually associated with one to two years of relevant work experience, which may include training or internship experience.
- Excellent customer service skills. Must be able to remain calm, professional, and courteous when interacting with members of the public, including those who may present as angry or upset.
- Computer skills sufficient to perform routine tasks in multiple databases and help manage and maintain the data therein.

APPENDIX G



Parking Control Officer Police Department, Parking Division

PF/3

JOB SUMMARY

This position is responsible for the enforcement of the town's parking ordinances.

MAJOR DUTIES

- Issues parking tickets for expired meter, overtime, prohibited zone, handicapped and other violations.
- Maintains parking meters; clears jammed meter mechanisms; replaces batteries.
- Collects and bags meter revenue.
- Responds to questions and comments from the general public related to parking and traffic regulations and policies.
- Assists motorists with traffic accidents, locked vehicles, and disabled vehicles; relays information to the dispatcher as needed.
- Assists with traffic control at motor vehicle accidents.
- Testifies in court as needed.
- Answers telephones and greets visitors; provides information and assistance.
- Issues boot warning letters; boots vehicles for non-payment.
- May be assigned to perform crossing guard duties at local schools.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of parking enforcement principles.
- Knowledge of local ordinances and relevant state and federal laws.
- Knowledge of traffic laws.
- Knowledge of parking meter maintenance principles.
- Skill in the use of computers and job-related software programs.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Parking Division Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include town parking codes and ordinances, traffic laws, and town policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related parking enforcement duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to enforce parking ordinances. Successful performance results in the enforcement of parking regulations and the maintenance of parking meters.

CONTACTS

- Contacts are typically with department personnel, other town employees, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing or walking. The employee frequently lifts light and heavy objects.
- The work is typically performed outdoors, occasionally in cold or inclement weather.

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 a valid driver's license issued by the State of New Hampshire for the type of vehicle or equipment operated.

APPENDIX H



Records and Evidence Coordinator Police Department

PD09

JOB SUMMARY

This position is responsible for (1) coordinating the preparation and maintenance of Police Department records and performing department court-related duties; (2) coordinating and supervising the department's evidence and property functions to include clerical and technical work in the receipt, preservation, and release of evidence and property in accordance with applicable federal and state laws, town ordinances, and departmental policies and procedures.

MAJOR DUTIES

Records Coordination

- Maintains warrant files to include criminal arrest, criminal bench, and electronic bench warrants; updates warrants as necessary.
- Reviews officer arrest and offense reports for accuracy, completeness and compliance. Troubleshoots errors and notifies officers as needed of any problems identified. (These duties are performed in a non-supervisory capacity). Files reports as necessary
- Prepares arrest files for prosecution.
- Prepares copies of reports for victims and insurance companies.
- Prepares and submits all required forms, cards, and reports to state and federal agencies.
- Prepares monthly NIBRS reports, troubleshoots any errors, and submits to the State.
- Coordinates and tracks juvenile and adult participation in court-recognized diversion programs.

- Conducts criminal and driver history checks and background checks and maintains files for weapon permits upon approval of Police Chief.
- Enters annulments and sealed records to computer; maintains related files.
- Maintains booking log for juvenile offenders to include submission for compliance monitoring.
- Submits data from Lethality Assessment Protocol Screenings to the Office of the NH Attorney General.
- Registers sex offenders working or residing in town; maintains sexual offender files for compliance.
- Processes motor vehicle complaints and Town ordinance violations; assigns case numbers.
- Validates monthly listing of stolen goods and identities; prepares correspondence for verification.
- Prepares copies of records/documents for release under NH RSA 91:A (Right-to-Know law) as assigned.

Evidence and Property Coordination

- Coordinates, administers, and oversees the receipt, preservation and release of property and evidence in accordance with applicable federal and state laws, town ordinances, and departmental policies and procedures. Maintains precise and accurate records of all property and ensures a high degree of security with respect to all items. Tracks items temporarily signed out for any reason.
- Maintains chain of custody of all property connected with police investigations.
- Develops and implements accurate, efficient and administrative procedures and protocols pertaining to receipt, storage, accounting, retrieval, control, and disposition of all seized property including associated records, forms, reports, and related statistical information, in consultation with department leadership.
- Ensures that department personnel packages and submits evidence/property in accordance with established procedures and protocols. Provides instruction and training to department employees as needed to ensure compliance. (These duties are

performed in a non-supervisory capacity). Checks evidence lockers daily; receives, records and stores property from evidence lockers and prepares lockers for re-use.

- Maintains evidence and property storage areas in a secure and orderly manner, and ensures that high risk items requiring greater levels of security (firearms, narcotics, cash, or high valued items) are appropriately secured. Conducts appropriate audits and inventories with respect to these and other items in department's possession, custody and control. Accounts for all evidence keys.
- Transports evidence to and from NH State Crime Laboratory for examination as needed; submits retrieved items into HPD Records system and maintains chain of custody.
- Presents evidence and testifies in court trials when necessary
- Communicates with victims, other police agencies, and members of the public to facilitate prompt return of property following completion of an investigation or as authorized by court of competent jurisdiction.
- Works to identify owners of unclaimed property. Notifies and releases lost or stolen property to owners upon proof of ownership and lawful authorization. Coordinates auctions of unclaimed property. Accounts for unclaimed property pending auction, destruction, or other approved methods of removal from the property/evidence management system.
- Prepares and files Motions for Destruction of property and evidence as authorized by command staff. Oversees destruction of evidence after securing a court order by relinquishing or transporting items to approved destruction sites.
- Attends training courses as needed regarding records, evidence and property management best practices.

Miscellaneous

- Provides fingerprint services to citizens and employees utilizing the AFIS machine or card method.
- Maintains the lobby drug receptacle for prescribed medication. Will empty, store, and maintain the prescribed medication until the appropriate time to destroy.
- Notarizes documents.
- Performs related and other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office practices and procedures.
- Knowledge of town and departmental policies and procedures.
- Knowledge of evidence chain of custody procedures and requirements.
- Knowledge of inventory control and appropriate methods for storage of narcotics, firearms, and cash, maintain and move items. Familiarity with the basics of police firearms and firearms safety.
- Knowledge of criminal and civil processes and court procedures.
- Knowledge of legal terminology.
- Knowledge of National Crime Information Center (NCIC) policies and procedures.
- Knowledge of computers and job-related software programs. Skill in the use of a keyboard, computer, scanner, fax machine, bar code scanner, copier, and conduct inquiries to obtain information. Ability to type forms, statements, letters.
- Skill in prioritizing and organizing work and paying close attention to details.
- Skill in securely maintaining files, records, property, and evidence and ensuring privacy requirements are followed as appropriate to the types of items handled.
- Skill in verbal and written communication. Uses correct spelling and proper grammar in written communications.
- Skill in providing customer service.
- Skill in establishing and maintaining effective and positive working relationships with department employees, State and Federal authorities, and members of the public.

SUPERVISORY CONTROLS

The Police Captain assigns work in terms of general instructions and reviews and approves new or modified records, evidence or property handling protocols or procedures that may significantly impact department operations and/or the work of sworn officers. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of final results.

GUIDELINES

Guidelines include State laws, NCIC and NIBRS guidelines, court decisions, and town and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Strict timelines and regulations contribute to the complexity of the position.
- The purpose of this position is to coordinate the preparation and maintenance of department records and manage the day-to-day handling of property and evidence that comes into the department's possession. Successful performance contributes to the efficiency and effectiveness of department operations

CONTACTS

- Contacts are typically with co-workers, other town employees, business and insurance company representatives, government officials, attorneys, court personnel, judges, defendants, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office, and enclosed spaces with restricted access storing property and evidence.

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.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with having had a similar position for at least one to two years.
- Valid driver's license.
- Special requirements: Successful completion of comprehensive pre-employment background check, including polygraph, and psychological and medical examinations.

APPENDIX I



Parking Facility Cashier Police Department, Parking Division

PF/4

JOB SUMMARY

This position performs cashiering and customer service duties in support of the operation of the parking facility.

MAJOR DUTIES

- Collects revenue from customers; posts payments to electronic and hard copy files; maintains cash funds.
- Assists customers with questions and directions.
- Monitors video surveillance cameras.
- Performs minor repairs to gate equipment.
- Issues parking tickets.
- Balances daily receipts.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the parking enforcement principles.
- Knowledge of parking facility operations policies and procedures.
- Knowledge of customer service principles.

- Skill in the use of computers and job-related software programs.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Parking Facility Operations Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include town parking codes and ordinances and division policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related cashiering and customer service duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to assist patrons at the parking facility. Successful performance results in the efficiency and effectiveness of parking facility operations.

CONTACTS

- Contacts are typically with department personnel, other town employees, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing or walking. The employee frequently lifts light and heavy objects.
- The work is typically performed in a parking facility.

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.

APPENDIX J



Police Detective Police Department

PD/4

JOB SUMMARY

This position is responsible for the investigation of assigned criminal cases to determine the nature of criminal activity, to prevent or solve crimes, and to identify and apprehend offenders.

MAJOR DUTIES

- Responds to crime scenes; receives reports from uniformed Police Officers; examines crime scenes to obtain clues and gather evidence; identifies, collects, marks and preserves physical evidence; takes videos and photographs; identifies and collects fingerprints; makes castings and composites.
- Interviews or interrogates complainants, witnesses, victims, suspects and informants; obtains and receives signed statements.
- Develops informant sources.
- Writes and files reports and supplemental on completed cases; details witnesses and testimony, occurrence of events, and criminal history of suspects; describes actions taken and results obtained.
- Investigates known or suspected criminals or facts of particular cases to detect or deter criminal activity.
- Obtains and serves criminal search and arrest warrants; obtains and serves subpoenas and motions.
- Installs and operates video surveillance systems.
- Apprehends and arrests suspects.

- Prepares, submits and presents cases for prosecution to the local prosecutor, County Attorney, Attorney General or United States Attorney; assists in developing court presentations; presents evidence and testimony in court.
- Conducts background investigations.
- Administers the Upper Valley Law Enforcement Intelligent Group; assists other law enforcement agencies with investigations as requested.
- Provides leadership and guidance to Police Officers as required.
- Enforces motor vehicle laws; performs foot and motor vehicle patrol activities to detect and deter crime.
- Maintains the Firearms Room/Armory; supervises the Use of Force program; instructs personnel in firearm use.
- Responds to and commands major crime scenes until relieved by a senior officer.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local ordinances and relevant state and federal laws.
- Knowledge of the criminal justice system.
- Knowledge of criminal investigation principles and practices.
- Knowledge of crime scene processing and evidence collection methods.
- Knowledge of criminal and motor vehicle laws.
- Knowledge of evidence collection, retention and disposal requirements.
- Skill in the use of computers and job-related software programs.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in the use of firearms and other standard and specialized equipment.

- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Police Captain assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include department policies and procedures, federal and state laws, court rules, and town ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, investigative and law enforcement duties. The unique nature of each case contributes to the complexity of the work.
- The purpose of this position is to conduct criminal investigations. Successful performance helps ensure the efficient and effective enforcement of laws and the successful arrest and prosecution of perpetrators.

CONTACTS

- Contacts are typically with department personnel, other town employees, the County Prosecutor, judges, attorneys, representatives of other law enforcement agencies, victims, witnesses, suspects, business owners, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate persons, and settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed in an office and outdoors, occasionally in inclement weather. The employee may be exposed to dust, dirt, grease, machinery with moving parts, and contagious or infectious diseases. The work requires the use of specialized law enforcement equipment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over personnel as assigned.

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.
- 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 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.

**APPENDIX K
LABOR GRADE AND STEP SCHEDULE
EFFECTIVE 7/1/23**

40 HOURS – POLICE UNION

	GRADE 7	GRADE 9	GRADE 10	GRADE 13	GRADE 14	GRADE 15
STEP A	17.68	19.53	20.53	23.79	25	26.26
STEP B	18.02	19.92	20.93	24.26	25.49	26.79
STEP C	18.4	20.31	21.34	24.74	26.01	27.33
STEP D	18.76	20.72	21.77	25.23	26.52	27.88
STEP E	19.13	21.14	22.21	25.74	27.06	28.44
STEP F	19.52	21.58	22.66	26.26	27.59	29.01
STEP G	19.91	22	23.1	26.79	28.15	29.6
STEP H	20.3	22.43	23.55	27.33	28.71	30.2
STEP I	20.71	22.88	24.03	27.88	29.28	30.8
STEP J	21.13	23.34	24.51	28.44	29.86	31.42
STEP K	21.57	23.81	25.01	29.01	30.47	32.05
STEP L	21.99	24.28	25.5	29.6	31.06	32.71
STEP M	22.42	24.76	26.02	30.2	31.69	33.36
STEP N	22.87	25.25	26.53	30.8	32.32	34.01
STEP O	23.33	25.76	27.07	31.42	32.95	34.68
STEP P	23.8	26.28	27.6	32.05	33.61	35.37
STEP Q	24.27	26.81	28.16	32.71	34.28	36.1
STEP R	24.75	27.35	28.72	33.36	34.99	36.81
STEP S	25.24	27.9	29.3	34.01	35.68	37.54
STEP T	25.75	28.47	29.87	34.68	36.38	38.3
STEP U	26.27	29.04	30.48	35.37	37.13	39.06
STEP V	26.8	29.62	31.07	36.1	37.86	39.83

Positions:

Grade 7: Parking Facility Cashier
Grade 9: Parking Control Officer
Grade 13: Communications Officer
Grade 14: Police Officer
Grade 15: Police Corporal

APPENDIX J (CONT'D)
LABOR GRADE AND STEP SCHEDULE
EFFECTIVE 7/1/23

35 HOURS POLICE UNION

	GRADE 10	GRADE 13
STEP A	23.44	27.2
STEP B	23.91	27.73
STEP C	24.39	28.31
STEP D	24.9	28.86
STEP E	25.38	29.46
STEP F	25.88	30.04
STEP G	26.4	30.65
STEP H	26.92	31.27
STEP I	27.46	31.89
STEP J	28.01	32.53
STEP K	28.57	33.18
STEP L	29.14	33.85
STEP M	29.72	34.52
STEP N	30.31	35.21
STEP O	30.92	35.93
STEP P	31.55	36.64
STEP Q	32.16	37.37
STEP R	32.81	38.13
STEP S	33.46	38.88
STEP T	34.14	39.65
STEP U	34.84	40.45
STEP V	35.53	41.24

Positions:

Grade 10 – Parking Administrative Clerk
Grade 13 – Records and Evidence Coordinator

APPENDIX J (CONT'D)
WAGES EFFECTIVE 7/1/23

NAME	JOB TITLE	GRADE/STEP	PAY RATE
Lisa Camarra	Communications Officer	13-V	\$36.10
Diana Marx	Communications Officer	13-E	\$25.74
Brian Paine	Communications Officer	13-H	\$27.33
David Saturley	Communications Officer	13-V	\$36.10
Caitlyn Town	Communications Officer	13-E	\$25.74
Michael Trottier	Communications Officer	13-E	\$25.74
Daniel Fowler	Police Sergeant	19-O	\$42.23
Taylor Louk	Police Sergeant	19-L	\$39.77
Nicholas McNutt	Police Sergeant	19-L	\$39.77
Christopher Swain	Police Sergeant	19-P	\$43.06
Matthew Ufford	Police Sergeant	19-Q	\$43.94
Michael Alterisio	Police Corporal	15-O	\$34.68
Ryan Kennett	Police Corporal	15-T	\$38.30
Ethan Martin	Police Corporal	15-K	\$32.05
Timothy Meenagh	Police Corporal	15-M	\$33.36
Aaron Frank	Police Officer	14-G	\$28.15
Joseph Landry	Police Officer	14-L	\$31.06
Lincoln Tracey	Police Officer	14-F	\$27.59
Audra Weber	Police Officer	14-O	\$32.95
James Zeblysky	Police Officer	14-G	\$28.15
Sean Grady	Parking Control Officer	9-D	\$20.72
Douglas Lantz	Parking Control Officer	9-H	\$22.43
Richard Sorochak	Parking Facility Cashier	7-F	\$19.52
Sheryl Tallman	Records and Evidence Coord.	13-V	\$41.24
Anthony Scezla	Parking Facility Cashier	7-B	\$18.02

APPENDIX K
Town of Hanover Sick Leave Donation Policy

Section 1: Purpose

- 1.1 The purpose of this policy is to establish a sick leave donation program to provide benefits eligible employees, and non-probationary employees a more extensive sick leave plan to use in the event of a non-occupational catastrophic personal or immediate family illness, injury, or temporary disability. Catastrophic illness or injury is defined as an illness or injury that requires a leave of absence from work that is anticipated for at least 10 days.

Section 2: Definition

- 2.1 Immediate family is father, mother, spouse, son, daughter, ward, or person domiciled within the living unit.

Section 3: Eligibility

- 3.1 An employee requesting a donation of sick leave hours must (a) be eligible to accrue sick, vacation, or earned time, (b) have completed six (6) consecutive months of employment and successfully passed their probationary period, (c) have an absence due to a non-occupational, personal or immediate family illness or disability for which they have medical documentation (medical documentation must be provided at the time donations are requested and at any time thereafter as required), and (d) have exhausted all sick leave and other all other accrued and annual leave hours. Forms for Sick Leave Donation (Receiver) are available from Human Resources.

Section 4: Administration of Donated Sick Leave Program

- 4.1 An employee may request the donation of sick leave within their department, within the same collective bargaining unit, **and Town wide**. Exempt and non-union employees may request the donation from non-union employees, exempt employees, employees within their department, **and Town wide**. The employee must meet all requirements of eligibility as listed in Section 3.
- 4.2 An employee requesting the donation of sick leave must first submit a written request to the Human Resources Department including (a) a current medical statement with a diagnosis of the personal or immediate family member's illness and (b) an expected return date to work. If an employee is physically or mentally unable to make a request for sick leave donation, a family member or designee may file the request, with proper documentation, on the employee's behalf. At the time of the request, a Donated Sick Leave Review Committee will be formed, and will include 1 person from the Human Resources Dept., 1 non-union Town employee, and 1 union employee outside of the requesting

- employee's department. A representative from the requesting employee's department shall be allowed to serve in a non-voting advisory capacity to the Committee.
- 4.3 An employee wishing to donate sick leave or other accrued leave to another employee must submit the donation of leave in writing to the Human Resources Department specifying how many days of sick leave they wish to donate and to whom they wish to donate this time. An employee can donate sick leave or other accrued leave in increments of full work day(s) only. Days are equivalent to the donor's normal work day (ex. 7 hrs., 8 hrs., 10 hrs., 14 hrs., or part time daily hrs.). Forms for Sick Leave Donation (Donor) are available from Human Resources.
- 4.4 An employee donating leave days cannot donate an amount which will cause the donating employee's accumulated leave accrual balance to fall below the equivalent of 2 full work weeks.
- 4.5 An employee's donated day will be computed based on a day for day basis (donor day will be equal to the same value).
- 4.6 The Accounting Dept. will reduce the accrued donated leave from the donor(s) on an as needed basis so that the accrued donations can be tracked and not taken from the donor until it has been used by the requesting employee. Therefore, only days that are used by the requestor will be subtracted from the appropriate accrued leave of the donor.
- 4.7 The role of the Town is to facilitate the administration of the sick leave donation program, not to encourage or discourage participation in the program, nor disseminate information about those employees in need of donations of time. The donation of sick or other accrued leave to an employee eligible to receive donated sick leave is completely voluntary by each employee and is up to his/her discretion whether to donate. A donor can choose to remain anonymous to the requester. No employee shall threaten, coerce, or attempt to threaten or coerce another employee for the purpose of interfering with rights involving leave donation, receipt of leave donation, or the use of donated leave.
- 4.8 Donated sick leave days do not count toward minimum usage requirements, **nor will denotations of sick leave be counted against the donor to affect the additional vacation day earned if sick time** is not used during that four-month period. Donations may be made to more than one person.
- 4.9 **Use of donated sick leave.** An employee receiving donated sick leave will not accrue vacation/sick/personal, or earned time for time paid to the employee with sick leave donated from others.
- 4.10 **Termination of Leave.** An employee's use of donated sick leave ends when one or more of the following occur: the employee returns to work; the medical documentation for the employee or immediate family member releases the employee to return to work; when the employee is eligible to apply for long term disability benefits, or if the Town of Hanover is not in control of issuing payroll checks, the employee terminates employment; or there are no more donations to the employee.

- 4.11 If an employee was granted donated leave and it was found the employee received such leave on the basis of misstated, erroneous, or false statements, the employee will be required to reimburse the donated leave and will be subject to disciplinary action.

