

**Hillsborough County Nursing Home Agreement**

**Between**

**Hillsborough County Commissioners**

**and**

**Local # 2715 of the American Federation of State, County and  
Municipal Employees AFL/CIO**

**Expires June 30, 2008**

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## AGREEMENT

The County Commissioners of Hillsborough County, State of New Hampshire (hereinafter referred to as the "Commissioners") and Local #2715 of the American Federation of State, County and Municipal Employees, AFL/CIO (hereinafter referred to as "Union") hereby agrees as follows:

### Article I Recognition

1.1 - The Commissioners hereby recognize the Union as the exclusive bargaining representative pursuant to the provisions of New Hampshire RSA 273-A for all full-time employees and regular permanent part-time employees as defined in 1.2 below of the Hillsborough County Nursing Home in the job classifications as set forth in Article 18.1. Excluded from recognition or coverage under this Agreement are all employees of said Nursing Home that are not within the job classifications set forth in Article 18.1, also excluding any patients, students, seasonal or casual employees and any management or supervisory employees of said Nursing Home who have the authority to either hire, promote, discharge, discipline, direct the work force or effectively recommend same. It is specifically agreed by the parties hereto that the terms of as defined in Section 1.2 of the County Nursing Home work within the job classifications set forth in Article 18.1.

1.2 - For the purpose of this Agreement, regular, part-time employees shall be only those employees who, as of January 1 of each year, have worked during the preceding year on a regular and permanent basis and have worked at least 1040 hours of the entire year immediately preceding January 1.

If a permanent part-time employee has finished his/her probationary period (as defined in Article II) as of January 1, but has not been employed by the Division for an entire year, then whether or not such employee shall be considered a regular permanent part-time employee and covered by this Agreement shall be determined as follows: If such employee has averaged twenty (20) hours of work each week for their period of employment prior to January 1, which average shall be determined by dividing the total number of hours worked during such period by the number of weeks employed by the Division, then such employees shall be considered as regular permanent part-time employees and covered by this Agreement. If such employee has not averaged twenty (20) hours a week during his/her period of employment, then he/she shall not be covered by this Contract.

If a permanent part-time employee has not finished his/her probationary period as of January 1, then such employee shall not be eligible for coverage under this Agreement until January 1 of the next year.

All part-time employees who have worked the necessary number of hours to be considered regular part-time employees as defined above shall be covered by the terms of this Agreement as of January 1.

1.3 - Should there be a dispute between an employee and the Union over the matter of an employee's Union membership, the Union agrees to hold the County harmless in any such dispute.

1.4 - Any employee who is in the bargaining unit and is not a member of the Union, but wishes to have the Union represent them in grievances, shall assume full responsibilities as to the actual costs of processing said grievances.

ARTICLE II  
Probationary Period

2.1 – Employees in the job classifications set forth in Article 18.1 shall serve a probationary period of one hundred twenty days (120) or 960 hours (absences shall not be counted) during which time they will be termed ‘probationary employees’.

Probationary employees’ service with the Division may be suspended or terminated for any reason and at any time by the Division in its sole discretion and neither the employee so suspended or terminated, nor the Union, shall have recourse to the grievance procedure concerning any such suspension or termination.

During the probationary period, an employee shall not be covered by this Agreement or eligible for employee benefits. After an employee has served his/her probationary period of employment, he/she will become a regular full-time or regular permanent part-time employee, as defined in Article I, Section 1.2, of this Agreement, entitled ‘Recognition’, and his/her period of employment shall be computed from the original date of hire by the Division.

There shall be no extension of the probationary period except by mutual agreement of the parties hereto.

2.2 - Any employee during their probationary period who transfers from part-time to full-time status shall not be required to serve more than the total probationary period in Section 2.1 above.

ARTICLE III  
Interference with County Operations and Lockouts Prohibited

3.1 – The Union and the County agree that they both desire uninterrupted service and, therefore, in consideration of this Agreement, the Union, its officers, and agents agree they will not authorize, sanction or condone a strike, stoppage, work slowdown, boycott or any other action interfering with or designated to interfere with the work or operations of the Nursing Home or Hillsborough County government during the term of this Agreement. The County agrees that it will not engage in any lockout during the term of this Agreement.

3.2 – Both parties agree they will immediately disavow any such activity and shall take all reasonable means to induce such employee or groups of employees to terminate such activity forthwith, including, but not limited to, such action as may be available pursuant to New Hampshire RSA 273-A:13, may be amended during the term of this Agreement.

ARTICLE IV  
Dues Deductions

4.1 – Upon individually written authorization by a Union member covered by the Contract and approved by the Union President, the Commissioners, through their designated agents, agree to deduct from the pay of each Union Member so authorized, the current Union Association dues as certified to the

Commissioners by the Treasurer of the Union. Said deduction shall be made each pay period, provided, however, that if any employee has no check coming to him/her or the check is not large enough to satisfy the deduction, then in that event no collection will be made from said employee for that pay period. The Commissioners or their designated agents shall send the amount so deducted at least one time per month to the treasurer of the Union.

In no case will the Commissioners attempt to collect fines or assessments for the Union beyond the regular dues. Should there be a dispute between an employee and the Union or the Commissioners over the matter of deductions, the Union agrees to defend and hold the Commissioners harmless in any such dispute.

4.2 - When an employee has signed a dues deduction authorization card, he/she shall continue dues deductions until July 1. Upon written request by said employee, dues deduction shall be stopped.

The Union shall post by June 1 of each year in a conspicuous location, notification that the window for stopping dues deduction will be open from June 15-30.

## ARTICLE V Hours of Work and Overtime

5.1 - The normal work week shall be forty (40) hours of actual work per week and the normal work day shall be eight (8) consecutive hours of work per day in any one day, provided, however, that nothing in this provision shall in any way limit or restrict the right or ability of the Nursing Home Administrator to in any way change the starting and dismissal times for any employee or group of employees provided that any change shall be no longer than one (1) hour earlier or later than the present schedule which consists of three (3) shifts commencing at 7 am, 3 pm, and 11 pm.

5.2 - (a) Authorized time worked in excess of eight (8) hours in one day or authorized time worked in excess of forty (40) hours in one week shall be compensated at the rate of one and one-half (1½) times the employee's regular hourly rate of pay; provided, however, that in determining whether an employee is entitled to compensation at the overtime rate for authorized hours worked in excess of forty (40) hours in one regular week, any time worked in excess of eight (8) hours during a single work day shall not be counted. The overtime premium or rate shall not be pyramided, compounded, added together or paid twice for the same time worked. Absence for any reason other than absence because of a paid holiday by those employees whose normal work week is fixed at Monday through Friday shall not be counted as hours or days worked in determining whether or not an employee is entitled to compensation at the overtime rate.

(b) It shall be the responsibility of all able bodied employees to make themselves available during the course of emergencies.

5.3 - The parties agree that overtime shall be distributed as equally as possible within a reasonable period of time and within the classifications affected among all employees who are available and capable of performing the work. Each department shall have an overtime roster posted weekly for the coming week and no part-time employees shall be assigned to overtime work, provided full-time employees within the

job classifications affected are available and capable of performing the work and have signed up for such overtime on the department roster. Employees who agree to work a specific overtime shift but fail to work the shift shall not be eligible for the overtime roster for a period of one (1) month unless the absence was due to illness and the employee provides a doctor's certificate verifying such illness. A subsequent failure to work a specific overtime shift that the employee has agreed to work within six (6) months after the first such incident shall lead to a two (2) month period of ineligibility.

An employee covered by this Agreement who has left his normal place of work for his residence and is called back for overtime work shall be guaranteed a minimum of four (4) hours work at time and one-half the employee's regular hourly rate of pay.

5.4 – Employees covered by this Contract who are required to attend jury duty or witness duty shall receive their regular rate of pay for such time spent. Any funds received by the employee from said Court will be immediately turned over to the Administrator and/or agent.

5.5 - Employees may, by mutual agreement with the Administrator, elect to work a three (3) day twelve (12) hour per day schedule. Overtime, in excess of eight (8) hours in one day, as provided for in section 5.2(a) shall be waived with regard to such shifts. Employees regularly scheduled to work a 3 day/36 hour schedule shall be considered as full time for the purpose of benefit and insurance eligibility.

## ARTICLE VI Seniority

6.1 – There shall be two types of seniority:

(a) Division seniority, which shall be determined by an employee's total time of continuous employment with the Hillsborough County Nursing Home, and

(b) Job seniority, which shall be determined by an employee's continuous length of service in a specific job classification.

Probationary employees shall not be covered by this Article until they have completed their probationary period as defined in Article II and have been either permanent full-time or permanent part-time employees at which time their seniority shall be computed from their date of original hire by the Division.

6.2 – Division seniority for permanent full-time employees shall be used for the purpose of selection of vacation from the vacation schedule as set forth in Article IX, entitled "Vacations".

6.3 – Preference shall be given to employees in the order of their job seniority:

(a) Work opportunities in the event of layoff or reduction of personnel within their job classifications of five (5) working days or less, provided, however that any such layoff or reduction of personnel must be for at least one full work day, and

(b) only in the event there are no lower job classifications within the department for the displaced employee to take under Paragraph (a) Section 5 above, they shall be given an opportunity to apply for a similar or lower job classification in another department in accordance with their division seniority.

In the event there are similar job classifications in other departments the Administrator shall make the final determination as to which department the displaced employee is assigned provided they are qualified for the position.

6.4 – In the event of layoff or reduction in the work force for at least one full work day, probationary employees in the job classification affected will be laid off first. Next, employees with the least job seniority will be laid off according to their job seniority within the affected job classification pursuant to the provisions of Section 3 of this Article.

6.5 –(a) In the event of a layoff or reduction of work force in any job classification for more than five (5) work days, employees shall be laid off from that classification and assigned to the next lower job for which, in the Administrator's reasonable opinion, they have the necessary ability, experience, and training provided, however, that they shall not be assigned to any such lower job unless they have longer Division seniority than other employees in the lower job classification pursuant to the provisions of the Section, said employee shall be compensated at the wage rate assigned to that lower job classification. Displaced employees in the lower job classification shall have the same rights of reassignment to other job classifications as set forth in this Section 5.

(b) Only in the event there are no lower job classifications within the department for the displaced employee to take under part (a) Section 5 above, they shall be given an opportunity to apply for a similar or lower job classification in another department in accordance with their division seniority.

In the event there are similar job classifications in other departments, the Administrator shall make the final determination as to which other departments the displaced employee is assigned provided they are qualified for the position.

6.6 - Upon receiving a promotion, an employee's name shall be entered at the bottom of the seniority list for that job classification to which they have been promoted, regardless of their Division seniority, and he or she shall be considered to be the junior or youngest employee in that job, regardless of the Division seniority or other employees already in that job, until such time as subsequent promotions are made to this job. New promotions shall be entered at the bottom of the particular job seniority list concerned.

6.7 – In the event of a recall to work after layoff or reduction in Division personnel, notice of recall shall be sent to the laid off employee's last known address as shown on the Division's records. The recall notice shall state the time and date on which the employee is to return to work. A recalled employee shall be given at least seven (7) calendar days notice to report.

In the event a recall is necessary on less than seven (7) calendar days notice, the Division may call upon the laid off employee in the order of their seniority in accordance with the provisions set forth above either personally or by telephone until an employee who is able to return to work immediately is located. In such case, the employee who is able to return back to work immediately will be given a temporary assignment not to exceed seven (7) calendar days and employees who are otherwise qualified to perform the work but were passed over because of their inability to return to work immediately will be given notice to report to work at the end of said seven (7) calendar day period. Qualified employees who have been given notice to report to work must, unless confined due to proven illness or injury, make themselves available for such work assignment no later than said seven (7) calendar day period after the

notice has been given or they shall forfeit such seniority status as they have accrued with the Division. However, should there be no work assignment when the employee does report within the seven (7) calendar days set forth herein, then the employee shall retain his seniority status and shall be entitled to another notice of recall.

6.8 – An employee's seniority shall be lost for, but not limited to as follows:

- (a) Discharge.
- (b) Voluntary quit, resignation, or retirement.
- (c) Failure to respond to a notice of recall, as specified in Section 7 of this Article.
- (d) Remaining on leave for more than twelve (12) months work without advising the Division and giving reasons satisfactory to the Administration for such absence, or giving a false reason for the leave of absence.
- (e) Illness or injury resulting in inability to perform his/her regular work with the Division, which lasts longer than twelve (12) months.
- (f) Employees who have been absent for more than twelve (12) consecutive months because of a work incurred injury, subsequently make themselves available for work during the next ensuing twelve (12) months, the County will give them the first opportunity to any available work within their capabilities of a similar or lower job classification which they held prior to injury.

6.9 – (a) An employee who is hired for only a limited period of time to fill a vacant permanent full-time employee's or permanent part-time employee's position for a limited duration, not exceeding one (1) year, shall not be entitled to the terms of this Agreement until such employee has served in this position for the appropriate probation period. Upon the return of the regular employee to his/her position, the employee who has been filling this position shall lose all rights guaranteed under this Agreement.

(b) When an employee is elected President of Local #2715 and has to do work which takes him/her away from his/her regular employment with the County, he/she shall, at the written request of the Union, be granted a leave of absence without pay, not to exceed three (3) years and with no loss of seniority, provided satisfactory arrangements can be made for a substitute during such leave of absence. Upon his/her return to their original job, the employee who has been filling the position shall lose all rights guaranteed under this Agreement.

6.10 – The Division shall establish separate seniority lists for regular full-time employees and regular part-time employees, as defined in Article I, Section 2, entitled "Recognition", as of January 1 of each year. Any objection to the seniority lists as established must be reported to the Administrator within fifteen (15) days of the list being posted or will stand approved and be final.

6.11 – It is specifically agreed that in the event any of the provisions of this Article conflict with any ordinance or other law or regulations, then any such provision of this article or application thereof will not be deemed valid and subsisting and any such ordinance, law, or regulation shall supersede the provisions of this Article. In the event of any such conflict, all other provisions of this Agreement and applications thereof will continue in full force and effect.

6.12 – Employees elected as delegates to either the AFSCME International Convention, NH Public Employees Convention, Council 93 Convention, or the NH State Labor Council Convention shall be

allowed a leave without pay not to exceed ten (10) working days per year. This leave may be granted to a maximum of two (2) Union employees per event.

## ARTICLE VII Promotions and Transfers

7.1 – If a permanent job opening or permanent vacancy occurs in a job classification set forth in Article 18.1 and covered by this Agreement, and the Division determines to fill such openings, the open job will be posted for a period of five (5) administrative work days (Monday through Friday, excluding Saturdays, Sundays, and Holidays). The notice of the open job shall contain a brief description of the job and its rate of pay. Permanent full-time employees covered by the Agreement who desire such open job may submit their application for such job to the Administrator of the Nursing Home in writing within the five (5) day posting period.

In the event no applicants have, in the Administrator's opinion, the necessary ability and/or qualifications, the open job will be re-posted for an additional five (5) administrative work days as defined below. During the second posting period, the Division shall consider applications received regardless of whether or not they are full-time employees covered by the Agreement or employed by Hillsborough County. Full-time employees who submitted applications for the open job during the second posting period will be considered on the basis of their original application.

At the end of the first five (5) day posting period, the Administrator shall, upon request, give the Union President a list of those full-time employees covered by this Agreement who have been absent for the entire five (5) day posting period, and any such absent employee shall have five (5) administrative work days from the date the Union President received the list to apply for the open job. Only those full-time employees who have been absent for the entire first five (5) days posting period will be eligible to apply for the open job within the additional five (5) days set forth in the preceding sentence.

Any such job opening may be filled temporarily by the Administrator until there has been a permanent assignment to the job.

7.2 – It is specifically agreed by the parties hereto that the Division has the sole right to decide upon and select the most qualified applicant for the open job. If two or more full-time employees covered by this Agreement are, in the Administrator's opinion, equally qualified, Division seniority, as defined in Article VI, Section 1(a) entitled "Seniority" shall prevail. Qualifications as indicated in paragraph 1 shall include the requirements outlined in the job description, work experience, work record, responsibility, efficiency and a bona fide occupational necessity.

A full-time employee who has applied for the open job in accordance with the provisions of this Article shall have the right to grieve the Administrator's decision in accordance with the provisions of Article XVI entitled "Grievance Procedure", but only if the Administrator's decision was arbitrary, unjust or without any basis in fact.

7.3 – An applicant who has been selected for the open job will be given a period of sixty (60) days within which to qualify for the job. During the qualifying period, he/she will receive the rate of pay for the job being filled. If, at any time within the sixty (60) day qualifying period, the employee does not, in the opinion of the Administrator, qualify for the job, he/she shall be returned to the permanent job he/she held

immediately prior to being chosen to fill the open job. Likewise, if, during the sixty (60) day qualifying period, the applicant chosen wishes to return to his/her permanent job immediately prior to his/her selection, then said applicant shall be returned to that job.

7.4 – If there are no qualified applicants for any open and posted jobs, the Administrator shall have the right to fill such jobs in his or her discretion.

7.5 – An employee covered by this Agreement may be temporarily assigned to the work of any position of the same or lower job classification pay grade without any change in pay. Upon the termination of such temporary assignment, such employee shall be returned to his/her original job classification.

If an assignment to a lower job classification pay grade is made due to a layoff or reduction of personnel, pursuant to the seniority “bumping” provisions in Article VI, Section 5, then the employee’s pay grade for such assignment shall be the wage rate assigned to the lower job classification.

When an employee is temporarily assigned to work in a higher job classification or pay grade for a period of one full work day or longer, such employee shall receive the rate of the higher pay grade during such temporary assignment. Upon the termination of such temporary assignment, such employee shall be returned to his/her original job classification at his/her original rate of pay prior to the temporary assignment.

7.6 – When an employee is promoted to a higher grade classification they shall be paid on a basis of their current qualifications, experience and job seniority in that classification, but no less than ten per cent (10%) above the employees current rate of pay adjusted to the step on the new pay grade which is next, higher, than that rate of pay. If an employee is demoted to a lower grade classification they shall be paid on a basis of their current Division seniority.

7.7 – Regular permanent part-time employees as defined in Article I, Section 2, shall be covered by the provisions of this article for the promotional process only.

## ARTICLE VIII

### Holidays

8.1 – The following days will be recognized as holidays:

New Year’s Day  
President’s Day  
Memorial Day  
Independence Day  
Labor Day  
Yom Kippur  
Columbus Day

Veteran’s Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
Rosh Hashanah  
Employee’s Birthday

Holidays for rotating schedule employees will be the actual date for New Years on 1/1, Independence Day on 7/4, Veterans Day on 11/11 and Christmas on 12/25.

(a) Employees working the 3-11 and 11-7 shifts shall be allowed to take Christmas Eve and New Year's Eve as the holiday. When an employee has chosen Christmas Eve or New Year's Eve as their holiday, then the following day will not be counted as working on the holiday.

8.2 – Permanent full-time employees whose regular work schedule is based on an administrative work week of Monday through Friday, shall receive time off for the holiday with pay. If a full-time employee, whose regular work schedule is based on an administrative work week on Monday through Friday, is required to work on one of the holidays listed on Section 8.1, then that employee shall be paid in accordance with the overtime provisions of Article V, Section 2 (a), in addition to a regular day's pay for the holiday.

Those permanent full-time employees whose regular five day work schedule changes due to rotating work schedules and whose normal work schedule require work on holidays, Saturdays and Sundays shall be paid an additional day's pay for each of the Holidays set forth in Section 8.1 above. In the event a permanent full-time employee working a rotating schedule is called in to work on their regularly scheduled holiday off, they shall be compensated in accordance with the overtime provisions of Article V in addition to the holiday pay.

8.3 – An employee shall be entitled to holiday pay if he/she works the day preceding, and the day following the particular holiday, unless that employee's failure to work on either day results from an excused absence. If such absence is due to illness, the employee must provide a doctor's certificate certifying to such illness in order to be eligible for the holiday pay.

8.4 – It is understood that those employees observing Yom Kippur and Rosh Hashanah shall not be granted holiday pay for Christmas and New Year's Day.

8.5 – It is agreed by the parties hereto, that permanent part-time employees as defined in Article 1, Section 2, shall be paid holiday pay when said employee is actually working on any of the designated holidays as defined in Article 8, Section 1.

8.6 - Administrative work-week employees may, upon request, with the approval by the Nursing Home Administrator or his/her designee, be granted another day off if they elect to work on a recognized holiday. The employee will receive a regular weeks pay the week of the holiday and will be, with approval, granted a day off with pay at straight time at a later date.

## ARTICLE IX

### Vacations

9.1 – Full-time employees of the Hillsborough County Nursing Home covered by this Agreement shall be entitled to paid vacations as follows:

Two (2) Weeks – (10 work days) upon completion of twelve (12) continuous months of employment.

Three (3) Weeks – (15 work days) upon completion of four (4) years of continuous employment.

Four (4) Weeks – (20 work days) upon completion of ten (10) years of continuous employment.

Five (5) Weeks – (25 work days) upon completion of fifteen (15) years of continuous employment.

The Nursing Home Administrator shall determine the time and the order in which vacations may be taken. Vacation time will not be cumulative.

(a) Employees hired on or after July 1, 2002, on a full-time basis shall be entitled to paid vacations as follows:

Two (2) Weeks – (10 work days) upon completion of twelve (12) continuous months of employment.

Three (3) Weeks – (15 work days) upon completion of five (5) years of continuous employment.

Four (4) Weeks – (20 work days) upon completion of fifteen (15) years of continuous employment.

Five (5) Weeks – (25 work days) upon completion of twenty (20) years of continuous employment.

Employees hired prior to July 1, 2002 will continue to accrue vacations at the current schedule.

9.2 – The Department Head or Supervisor shall use every reasonable effort to give at least thirty (30) days prior notice of the vacation schedule to the employees, provided, however, that the Administrator has the right to change said vacation schedule so as to prevent any interruption or interference with the normal operations of the Nursing Home.

9.3 – Vacations are provided for the purpose of rest and recuperation with a view toward future service.

Every employee shall on their anniversary date of hire, be credited with the appropriate vacation hours. These hours may be taken at any time within the ensuing year. Vacation hours not taken by the next anniversary date shall not accrue, but be forfeited.

9.4 – In the event that a regular full-time employee is prevented from taking their scheduled vacation, through no fault of their own, they shall be given the opportunity of being compensated or choose another vacation period upon written approval of the Department Head and notice to the Administrator.

9.5 - It is agreed that an employee's annual vacation allowance may be taken, one day at a time, provided the request is submitted to the Department Head for approval two (2) weeks prior to taking said day or days.

One week vacation can be used for emergency without two (2) week notice upon the approval of the employee's supervisor.

9.6 – Regular permanent part-time employees as defined in Article 1, shall receive vacation pay on a pro-rated basis of hours worked.

9.7 – Any employee who desires to change their approved dates of vacation shall not be allowed to bump any other employee who has had their vacation time approved by the department.

9.8 - Vacation time for the months of June, July and August shall be determined by bidding based on division seniority. Such bidding shall take place during the period of January 1 to March 31 each year with the result of notifying employees of their vacation schedule by May 1 or that year.

## ARTICLE X Other Leave

### Sick Leave

10.1 - During a full-time employee's first year of employment, sick leave with pay shall be earned at a rate of one and one third days per month through December 31, of the year in which the employee was hired, provided, however, that no sick leave will be granted until the new employee has finished his probationary period as set forth in Article II. As of January 1 of each year, full-time employees who have finished their probationary period shall be entitled to sixteen (16) days sick leave with pay per year. There

shall be no accumulation of sick leave beyond December 31 of each year. All regular full-time and permanent part-time employees who have unused sick days at the end of the calendar year shall be reimbursed at the rate of 100% of all unused sick leave during the next month following. Sick pay may be taken in increments of no less than 1 hour.

10.2 - Employees who go on vacation and who do not report to work the last working day prior to said vacation or on the day after their vacation ends due to illness must bring in a doctor's certificate certifying that the employee was ill in order to collect his/her sick leave pay. When an employee's illness is in excess of three (3) days, the employee must bring in a doctor's certificate certifying that the employee was ill in order to collect his/her sick leave pay.

10.3 - Any employee establishing a questionable or excessive pattern of sick leave usage will be required to meet with the employer and Union to resolve the matter. Continued patterns of such use may result in disciplinary action including suspension and discharge.

10.4 - Regular permanent part-time employees as defined in Article 1, Section 1.3, shall receive sick leave pay on a pro-rated basis of hours worked.

Personal Leave

10.5 - Two (2) days of sick leave may be used as personal days. Two (2) additional personal days may be taken as personal days, but not subject to reimbursement; however, those employees who have completed twenty (20) years of service shall be entitled to sixteen (16) sick days and four (4) personal days during the calendar year. In both cases, personal days will not be subject to reimbursement.

No personal days will be allowed on Saturday or Sunday, nor may they be taken consecutively in advance or at the end of scheduled vacation and/or holiday time.

All employees taking a personal day must notify and obtain approval from their supervisor twenty-four (24) hours in advance. Those employees who work every Saturday and Sunday may be allowed to take not more than two (2) personal days on a Saturday or Sunday upon approval of their supervisor, nor may they be taken consecutively in advance or at the end of scheduled vacation and/or holidays.

Military Leave

10.6 - The County agrees to comply with current Federal law pertaining to the privileges of employees ordered to extended active duty by the United States Government.

ARTICLE XI  
Bereavement Leave

11.1 - Bereavement leave of three (3) days with pay between the date of death and the date of funeral inclusive, shall be granted to any employee in the event of the death of his or her:

- |               |                |             |
|---------------|----------------|-------------|
| Spouse        | Father         | Mother      |
| Father-in-law | Mother-in-law  | Child       |
| Sister-in-law | Brother-in-law | Grandmother |
| Grandfather   | Uncle          | Aunt        |
| Sister        | Brother        | Grandchild  |

OR

A blood relative or ward residing in the same household.

Bereavement leave will be paid only if they are absent during their regularly scheduled day of work.

Bereavement leave will be allowed for either biological or step parents, but not for both.

11.2 – Under extenuating circumstances, two (2) additional days with pay may be granted under Section 11.1 with the written approval of the Department Head.

11.3 – Bereavement leave will be paid only if employee is absent during a regularly scheduled day of work. However, if an employee is on vacation and a covered death occurs, the employee can change up to three days (if affected) to bereavement days. In the event an employee's anniversary occurs during this time period, the residual vacation day will be added to the next anniversary year's allowance.

11.4 – Proof of relationship of the employee to the deceased may be requested by Administration. Examples of proof could be newspaper obituary, death certificate, birth certificate, etc.

## ARTICLE XII

### Insurance

12.1 – The County will make available to every full-time employee, the first of the month following forty five (45) days of employment, the following insurance coverage:

Health Insurance, Vision Insurance, Dental Insurance and Prescription Coverage. Effective as of September 14, 2007, Twenty-two and one-half percent (22.5%) of the total cost of the HMO and POS coverage will be paid by the employee. The prescription drug co-pay will be up to ten dollars (\$10.00) for generic, twenty dollars (\$20.00) for Formulary Brand Name thirty dollars (\$30.00) for Non-Formulary Brand Name. A mail order benefit will be provided (90-day supply) for \$10/\$20/\$30.

12.2 – The County will provide one times the annual salary for Life Insurance on all permanent full-time employees covered by this Agreement. Cost of such insurance will be paid 100% by the County.

12.3 – The County will provide weekly disability income benefits to all permanent full-time employees covered by this Agreement up to 2/3 of their regular weekly salary but not exceeding \$300.00 per week for no more than twenty-six (26) weeks. Cost of such insurance shall be paid 100% by the County.

12.4 – The County and the Union shall be permitted to have a Broker of Record of their choice on the health insurance program covering the employees.

12.5 - Full-time employees who waive their health insurance, vision insurance, dental insurance and prescription coverage and provides proof of coverage under another medical insurance plan will receive an additional hourly wage payment of sixty cents (60¢) per hour for the period during which said insurances are waived. Requests for waiver of insurance and proof of alternative coverage must be received during the period of open enrollment or, if applicable, the period of original eligibility. Waiver payments will continue for only the period of waiver of County coverage.

12.6 - Regular permanent part-time employees as defined in Article I, Section 2 shall be afforded the opportunity to enroll in the County's Health Insurance group with the employee paying the full cost of the plan option selected by them. Such opportunity shall be conditioned by the Insurance Provider, ie: Harvard Pilgrim through Primex.

ARTICLE XIII  
Standby Time Compensation

13.1 – Employees who are assigned during their normal off duty hours by the Division to standby duty, in immediate communication with their department or the Division during the standby period, and available to report to work on immediate notice shall be compensated at the rate of fourteen (14) dollars per standby day they are assigned to standby. For the purpose of this Article, a standby day shall mean either; (a) sixteen (16) consecutive hours off duty time immediately after an employee has worked pursuant to his or her normal work schedule or, (b) twenty-four (24) consecutive hours of off duty time when an employee is not assigned to work pursuant to his/her normal work schedule. There shall be no reduction of the standby rate of fourteen (14) dollars per standby day as defined in the preceding sentence in the event an employee on standby is called in and reports to work.

ARTICLE XIV  
Safety and Health

14.1 – The Division shall have the right to make rules and regulations for the safety and health of the employees during their hours of employment as the Division deems necessary. Three (3) representatives of the Union may meet once every ninety (90) days or sooner if necessary at the request of either party given at least one week in advance of such meeting to discuss said rules and regulations. It is specifically agreed by the parties hereto that any such meeting will be held during off duty hours and in non-work areas. It is further specifically agreed by the parties hereto that any discussions shall be limited solely to matters relating to rules and regulations concerning the health and safety of the Division's employees. The Union agrees that the employees of the Division will comply with the Division's rules and regulations relating to safety, health, economy, and efficiency of services to the Division and the public. The Union and the Division's employees agree to exercise proper care and to be responsible for all Division property issued or entrusted to them.

ARTICLE XV  
Bulletin Boards

15.1 – The Commissioners agree to provide suitable space for bulletin boards for the posting of notices of the Nursing Home addressed to the employees, and for Union announcements, notices, social events and other non-controversial matters addressed to its members. The Commissioners agree to locate said bulletin boards at convenient places. No Union notice shall be posted until it shall have been signed by the President or Secretary of the Union and a copy of said notice has been provided to the Administrator of the Nursing Home. The bulletin board space shall not be used for controversial matters which shall include, but not be limited to, advertising, political matters, or any kind of literature other than herein provided.

ARTICLE XVI  
Grievance Procedure

16.1 – For the purpose of this Contract, a grievance is defined as a complaint or claim by an employee or group of employees in the bargaining unit or the Union specifying the names of the bargaining unit

employees involved, the date(s) of the alleged offense(s) and the specific Contract provision(s) involved which arises under and during the terms of this Agreement. The following procedure shall be utilized in the handling of a grievance:

(a) The employee involved and the Union's shop steward shall first discuss the grievance with the grievant's immediate supervisor who shall render a decision concerning the grievance within two (2) workdays:

(b) If the grievant is not satisfied with the disposition of his grievance, or if no decision has been reached within two (2) workdays after discussing the matter with the grievant's supervisor, the grievant and the Union's shop steward shall present the grievance in writing, stating the date of the alleged offense and the nature of the grievance (including the Contract provision involved) to the Administrator who shall render a decision within four (4) workdays from the date the written grievance was presented. A grievance must be reduced to writing in the form set forth above and presented to the Administrator within ten (10) workdays of the date of the event, which gives rise to the alleged grievance or the grievance shall be deemed waived.

(c) If the grievant is not satisfied with the disposition of his grievance by the Administrator or if no decision has been rendered within four (4) workdays after filing the same with said Administrator, the grievant and the Union's shop steward may file the written grievance with the Commissioners who shall meet with the grievant and the Union's representatives. The grievant and/or the Union must present the written grievance to the Commissioners within five (5) workdays after the Administrator's decision has been rendered, or if none, within nine (9) workdays after the date of the meeting with the Administrator or the grievance will be deemed waived.

(d) If the Union is not satisfied with the disposition of the grievance by the Commissioners or if no decision has been rendered by the Commissioners within said three (3) workdays, the Union may submit a written request to the New Hampshire Public Employees Labor Relations Board to appoint an arbitrator to resolve said grievance within ten (10) workdays after the meeting at which time the Commissioners considered such grievance. If the Union fails to submit such written request for the appointment of an arbitrator to the New Hampshire Public Employees Labor Relations Board within said ten (10) workdays, the grievance shall be deemed waived.

16.2 – The decision of the arbitrator shall be final and binding upon the parties as to the matter in dispute.

16.3 – The arbitrator shall not have the power to add to, ignore or modify any of the terms or conditions of this Agreement, nor shall said arbitrator have the power to hold hearings for more than one grievance unless mutually agreed by both parties. Multiple grievances before the same arbitrator will not be allowed. His decision shall not go beyond what is necessary for the interpretation and application of express provisions of this Agreement. The arbitrator shall not substitute his judgement for that of the parties in the exercise of rights granted or retained by this Agreement.

16.4 – If the grievance is not reported and/or processed within the time limits set forth above, the matter shall be deemed waived and no further action will be taken with respect to such grievance unless both parties mutually agree to an extension of said time limits.

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

16.6 – For the purpose of the above grievance procedure, the phrase “workdays” means the normal Nursing Home administrative work days of Monday through Friday, excluding holidays.

16.7 – Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Department, and having the grievance adjusted without the intervention of the Union who has given the prior opportunity to be present at such adjustment and to state its views.

#### 16.8 – Disciplinary Procedures

(a) All disciplinary actions shall be in a fair manner and shall be consistent with the infractions for which disciplinary action is being taken.

(b) All suspensions and discharges shall be stated in writing and the reasons stated and given to the employee(s) and the Union within (5) workdays from the date of suspension or discharge.

(c) If the Department does not follow 16.8b above (in the case of suspension) then it shall be deemed that the suspension is without merit. When Section 16.8b above is not followed (in the case of a discharge), said discharge shall be changed to a two (2) week suspension which shall be grievable.

Disciplinary actions will normally be taken in the following order:

1. verbal warning, with documentation of such warning placed in employee’s file
2. written warning
3. suspension without pay
4. discharge

However, the above sequence need not be followed if an infraction is sufficiently severe to merit suspension or discharge.

No employee shall be penalized, disciplined, suspended, or discharged without just cause.

(d) Employees who are absent and have not notified their supervisor for more than three consecutive scheduled working days shall be deemed to have quit.

(e) Employees who are absent from work for more than five consecutive scheduled working days and have notified their supervisor, and who have not been granted a leave of absence during that period or do not present justifiable evidence during the five day period showing they were unable to report, shall be deemed to have quit.

ARTICLE XVII  
Separability

17.1 – If any provision of this Agreement or any application of the Agreement to any employee or group of employees is found to be contrary to law, then such provision or application will not be deemed valid and subsisting except to the extent permitted bylaw, provided, however, that all other provisions of this Agreement and applications thereof will continue in full force and effect.

ARTICLE XVIII  
Wage Rates

18.1 – The following increase in wages will be granted during the term of this Agreement and as reflected in this section and Appendix A.

- a. All employees in the bargaining unit shall be increased One Grade Level effective as of September 14, 2007. No employee will receive a step increase.
- b. All employees in the bargaining unit will be entitled to a three and one-half percent (3.5%) base wage adjustment effective as of September 14, 2007.
- c. The Administrator may place new employees in the positions of Nurse I, Nurse II, Charge Nurse (LPN), Charge Nurse (RN), COTA and PTA up to the mid-point between the minimum and maximum wage rates in the appropriate pay range provided that if a new full-time employee is paid more than a current full-time employee in the same position with education, experience and training comparable to or greater than the new-hire, that current full-time employee may request that the Administrator review and adjust his/her pay rate. The County shall give the Union written notice of the new employee's pay rate when the new employee successfully completes the probationary period. Any readjustment of pay due to the pay rate of a new employee will occur no sooner than the date that the new employee successfully completes the probationary period. A request for readjustment shall not be unreasonably denied.

Grade Schedule Effective As Of September 14, 2007

Clerk I	6	Cosmetologist	12
Clerk II	8	Laundry Worker	7
Clerk Typist I	12	Laundry Worker-Super	13
Clerk Typist II	14	Seamstress	11
Secretary I	14	Unit Aide	9
Secretary II	16	Licensed Nurses Assistant	12
Acct. Clerk I	12	Nurse I (LPN)	17
Acct. Clerk II	14	Nurse II (RN)	21
Acct. Clerk III	16	Charge Nurse (LPN)	18
Stores Clerk	11	Charge Nurse (RN)	22
Telephone/Security	10	Unit Coordinator	14
Food Service Worker I	7	Housekeeping Attendant	7
Food Service Worker II	9	COTA	17
Cook I	12	LNA/Restorative Service	12
Cook II	15	CTRS	19
Cook II – Clinical	15	RMT (Music Therapist)	19
Diet Tech	17	PTA	17
Dietitian Assistant	16	LNA/Transport	12
Maintenance Worker I	13	Driver/Messenger	11
Maintenance Worker II	15	Messenger	10
Maintenance Worker III	16	Social Service Worker	20
Floor Maintenance Worker	7	LNA/Activity Aide	12
Assistant MDS Coordinator	23	MNA	15
Preceptor	13		

\*1a. – Any LPN or RN who is designated to perform as a “Charge Nurse” shall be paid the Charge Nurse rate of pay for those hours in that capacity.

18.2 – In addition to the rates shown in Section 18.1, all personnel working on the 3-11 and 11-7 shift shall receive shift premium of eighty cents (\$.80) per hour. All other personnel to receive shift premium must have a two (2) hour lapover on an above mentioned shift.

18.3 – Weekend shift differential: In addition to those differentials in Section 18.2, employees working weekends shall receive two dollars \$2.00 per hour.

18.4 – Retroactive wages, if any, will be paid within 30 days of approval of this Agreement by both County and Union.

18.5 – The President of Local will be furnished with a copy of Nursing Home Policies which apply to personnel only.

18.6 – Payroll periods may provide for either weekly or bi-weekly paychecks. the Business Office, at the discretion of the Commissioners, shall determine the frequency thereof. Employee will be provided with a ninety (90) day advance notice of any change.

18.7 - An employee who is absent from work, for any reason, for a period greater than twelve (12) weeks, during the anniversary year, shall have his/her anniversary date for purpose of receipt of his/her step increase and longevity payment delayed by the period of absence in excess of twelve (12) weeks.

18.8 Part-time employees who are “promoted” to a full-time position will receive pro-rata credit for their previous service when being assigned to the appropriate steps of the wage schedule. Seniority shall not be affected by said promotion.

18.9 – When the paychecks are available by the close of the regular business schedule on Wednesday the County will make a good faith effort to effect distribution to third shift employees before they leave the work premises at 7 a.m. on Thursday morning.

## ARTICLE XIX Employee Improvement

19.1 – A full-time permanent employee covered by this Agreement and approval for reimbursement as provided for in section 19.4 shall, upon presentation of his/her transcript and bursar’s receipt, be reimbursed in a lump sum for the cost of tuition for courses taken provided:

- a) The reimbursement shall not exceed 70% of the actual cost of tuition with a \$1,000 maximum.
- b) The courses are of a content related to any occupation of the Nursing Home, including those courses which may be mandatory in a degree program. Elective courses are not reimbursable.
- c) The employee has received a “C” grade or better.

19.2 – The total reimbursement to all employees shall not exceed \$10,000 in any fiscal year.

19.3 – Date of approval of assistance will be the beginning date of the class. Any employee denied reimbursement because the fund is depleted but still takes the course on their own may be reimbursed at the end of the fiscal year if any funds are unused in accordance with Article 19.1a. Any surplus remaining at the end of a fiscal year in the \$10,000 appropriation will be paid to those employees up to 70% of their cost. In the event there is not enough, the balance will be prorated.

19.4 - It is agreed the Administrator has the sole right to decide upon and select the number of applicants to be allowed to pursue courses as above.

19.5 - A full-time employee who has been denied course approval, shall have the right to grieve the Administrator's decision in accordance with the provisions of Article XV entitled "Grievance Procedure", but only if the Administrator's decision was arbitrary, unjust, or without any basis in fact. It is agreed that any grievance under this article shall not go beyond the step ending with the County Commissioners. Their decision shall be final and binding.

19.6 - Employees required to purchase clothing to meet a dress code that is not usual street wear, shall be allowed up to \$50 per calendar year. Nursing Department employees shall be allowed up to \$75 per calendar year. Reimbursement will be made twice a year (December and June) after purchase receipts are given to the employee's supervisor.

#### ARTICLE XX

##### Meals

20.1 - Employees who are provided with their meals by the Nursing Home shall be obligated to pay one (1) dollar per meal. Beverages will be provided without charge. A voucher system will be established to facilitate the payment for meals.

#### ARTICLE XXI

##### Termination and Renewal

21.1 This Agreement shall be in full force and effect when executed and shall remain in full force and effect until June 30, 2008 and shall continue from year to year thereafter unless written notice of desire to modify, cancel, or terminate the Agreement is served by either party upon the other at least one hundred twenty (120) days prior to the date of expiration, in which event this Agreement shall terminate June 30, 2008.

21.2 It is agreed by the parties hereto that negotiations concerning revisions or changes to this Agreement shall be pursuant to the New Hampshire RSA Chapter 273-A.

21.3 The parties, mutually, agree to commence negotiations for the purpose of bargaining a successor Agreement no later than December 1, 2007.

#### ARTICLE XXII

##### Labor Management Committee

22.1 The parties mutually agree to establish a joint labor union-management committee, consisting of three-members from each, to develop a 3-tier LNA classification structure to be utilized as the basis for future employment and compensation of employees so employed. Upon reaching a mutual agreement a recommendation by the committee will be presented.

ARTICLE XXIII  
Signatures

IN WITNESS HERETO the parties have hereunto set their hands and seals by their duly authorized officers and representatives, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

For: HILLSBOROUGH COUNTY COMMISSIONERS

[Signature]  
[Signature]  
[Signature]

12/20/07  
Date  
12/20/07  
Date  
12/20/07  
Date  
\_\_\_\_\_  
Date

Chief Negotiator

By: LOCAL 2715 OF THE AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, AFL/CIO

[Signature]  
[Signature]

12-20-07  
Date  
12/20/07  
Date

Appendix A

GRADE	1 YR	2 YR	3 YR	4 YR	5 YR	6 YR	9 YR	12 YR	15 YR	18 YR	21 YR	24 YR	27 YR	30 YR	33 YR	36 YR
1	7.15	7.51	7.90	8.31	8.67	9.15	9.58	10.09	10.58	10.84	11.12	11.40	11.67	11.98	12.24	12.55
2	7.51	7.90	8.31	8.67	9.15	9.58	10.09	10.58	11.12	11.40	11.67	11.98	12.24	12.55	12.84	13.18
3	7.90	8.31	8.67	9.15	9.58	10.09	10.58	11.12	11.67	11.98	12.24	12.55	12.84	13.18	13.50	13.83
4	8.31	8.67	9.15	9.58	10.09	10.58	11.12	11.67	12.24	12.55	12.84	13.18	13.50	13.83	14.17	14.53
5	8.67	9.15	9.58	10.09	10.58	11.12	11.67	12.24	12.84	13.18	13.50	13.83	14.17	14.53	14.87	15.24
6	9.15	9.58	10.09	10.58	11.12	11.67	12.24	12.84	13.50	13.83	14.17	14.53	14.87	15.24	15.62	16.00
7	9.58	10.09	10.58	11.12	11.67	12.24	12.84	13.50	14.17	14.53	14.87	15.24	15.62	16.00	16.40	16.83
8	10.09	10.58	11.12	11.67	12.24	12.84	13.50	14.17	14.87	15.24	15.62	16.00	16.40	16.83	17.24	17.66
9	10.58	11.12	11.67	12.24	12.84	13.50	14.17	14.87	15.62	16.00	16.40	16.83	17.24	17.66	18.09	18.54
10	11.12	11.67	12.24	12.84	13.50	14.17	14.87	15.62	16.40	16.83	17.24	17.66	18.09	18.54	19.00	19.49
11	11.67	12.24	12.84	13.50	14.17	14.87	15.62	16.40	17.24	17.66	18.09	18.54	19.00	19.49	20.09	20.45
12	12.24	12.84	13.50	14.17	14.87	15.62	16.40	17.24	18.09	18.54	19.00	19.49	19.95	20.45	20.98	21.49
13	12.84	13.50	14.17	14.87	15.62	16.40	17.24	18.09	19.00	19.49	19.95	20.45	20.98	21.49	22.01	22.56
14	13.50	14.17	14.87	15.62	16.40	17.24	18.09	19.00	19.95	20.45	20.98	21.49	22.01	22.56	23.12	23.69
15	14.17	14.87	15.62	16.40	17.24	18.09	19.00	19.95	20.98	21.49	22.01	22.56	23.12	23.69	24.26	24.87
16	14.87	15.62	16.40	17.24	18.09	19.00	19.95	20.98	22.01	22.56	23.12	23.69	24.26	24.87	25.46	26.10
17	15.62	16.40	17.24	18.09	19.00	19.95	20.98	22.01	23.12	23.69	24.26	24.87	25.46	26.10	26.75	27.41
18	16.40	17.24	18.09	19.00	19.95	20.98	22.01	23.12	24.26	24.87	25.46	26.10	26.75	27.41	28.08	28.79
19	17.24	18.09	19.00	19.95	20.98	22.01	23.12	24.26	25.46	26.10	26.75	27.41	28.08	28.79	29.48	30.21
20	18.09	19.00	19.95	20.98	22.01	23.12	24.26	25.46	26.75	27.41	28.08	28.79	29.48	30.21	30.95	31.72
21	19.00	19.95	20.98	22.01	23.12	24.26	25.46	26.75	28.08	28.79	29.48	30.21	30.95	31.72	32.52	33.33
22	19.95	20.98	22.01	23.12	24.26	25.46	26.75	28.08	29.48	30.21	30.95	31.72	32.52	33.33	34.13	34.98
23	20.98	22.01	23.12	24.26	25.46	26.75	28.08	29.48	30.95	31.72	32.52	33.33	34.13	34.98	35.49	36.72
24	22.01	23.12	24.26	25.46	26.75	28.08	29.48	30.95	32.52	33.33	34.13	34.98	35.49	36.72	37.27	38.56
25	23.12	24.26	25.46	26.75	28.08	29.48	30.95	32.52	34.13	34.98	35.49	36.72	37.27	38.56	39.13	40.49
26	24.26	25.46	26.75	28.08	29.48	30.95	32.52	34.13	35.49	36.72	37.27	38.56	39.13	40.49	41.08	42.51
27	25.46	26.75	28.08	29.48	30.95	32.52	34.13	35.49	37.27	38.56	39.13	40.49	41.08	42.51	43.15	44.64
28	26.75	28.08	29.48	30.95	32.52	34.13	35.49	37.27	39.13	40.49	41.08	42.51	43.15	44.64	45.30	46.88
29	28.08	29.48	30.95	32.52	34.13	35.49	37.27	39.13	41.08	42.51	43.15	44.64	45.30	46.88	47.56	49.21
30	29.48	30.95	32.52	34.13	35.49	37.27	39.13	41.08	43.15	44.64	45.30	46.88	47.56	49.21	50.94	52.96
31	30.95	32.52	34.13	35.49	37.27	39.13	41.08	43.15	45.30	46.88	47.56	49.21	50.94	52.96	54.31	56.65
32	32.52	34.13	35.49	37.27	39.13	41.08	43.15	45.30	47.56	49.21	50.94	52.96	54.31	56.65	58.47	60.93
33	34.13	35.49	37.27	39.13	41.08	43.15	45.30	47.56	49.94	51.68	52.96	54.31	56.65	58.47	60.93	63.93