

MEMORANDUM OF AGREEMENT

BETWEEN

THE LEBANON POLICE BENEVOLENT ASSOCIATION (NEPBA)

AND

THE CITY OF LEBANON

JANUARY 1, 2022 - DECEMBER 31, 2024

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WHEREAS, the City of Lebanon (City) and the Lebanon Police Benevolent Association/NEPBA (Union) have previously had a Memorandum of Agreement concerning working conditions, salaries, wages, and other benefits, which memorandum has been amended **on several occasions**, and;

WHEREAS, the City of Lebanon and its police officers wish to protect the citizens of Lebanon by promoting the orderly and uninterrupted operations and functions of law enforcement in the City of Lebanon, and;

WHEREAS, New Hampshire Revised Statutes Annotated, Chapter 273-A, permits police officers to meet and confer with their employers with respect to working conditions, salaries, wages, and other benefits; and to negotiate with and enter into written Memoranda of Agreement with their employers, and;

WHEREAS, the City Council of the City of Lebanon, by vote on 15 May, 1974, recognized the Lebanon Police Benevolent Association as the employee organization for the employees of the City of Lebanon engaged in law enforcement activity, as defined by and with all of the rights, privileges, and duties contained in New Hampshire Revised Statutes Annotated, Chapter 273-A, and;

WHEREAS, representatives of the City of Lebanon and the Lebanon Police Benevolent Association/NEPBA have engaged in lengthy and fruitful discussions and negotiations;

NOW, THEREFORE, the City of Lebanon, by its City Manager duly authorized, and the Lebanon Police Benevolent Association/NEPBA, by its President duly authorized, enter into the following Memorandum of Agreement:

ARTICLE 1- PARTIES TO THE MEMORANDUM OF AGREEMENT

The parties to this Memorandum of Agreement are the City of Lebanon, as employer of persons holding police positions, and the Lebanon Police Benevolent Association/NEPBA, a voluntary corporation organized under the laws of the State of New Hampshire, with the purpose of improving working conditions and employee benefits for persons holding police positions in the City of Lebanon.

ARTICLE 2 - PURPOSES OF THE MEMORANDUM OF AGREEMENT

The purposes of this Memorandum of Agreement are to protect the public by promoting the orderly and uninterrupted operations and functions of law enforcement within the community; by fostering harmonious and cooperative relations between the City of Lebanon, as employer, and persons holding police positions in the City of Lebanon, as employees in determining and resolving in an orderly and rational manner the working conditions, salaries, wages, and other benefits applicable to persons holding police positions in the City of Lebanon.

ARTICLE 3 - ACKNOWLEDGMENT OF THE LEBANON POLICE BENEVOLENT ASSOCIATION/NEPBA

The City of Lebanon hereby recognizes the Lebanon Police Benevolent Association/NEPBA , a voluntary corporation organized under the laws of the State of New Hampshire, as the sole employee organization for the employees of the City of Lebanon engaged in law enforcement activity, as defined by and with all of the rights, privileges, and duties contained in New Hampshire Revised Statutes Annotated, Chapter 273 -A, or any successor to or amendment to said Chapter, for the term of this Memorandum of Agreement.

ARTICLE 4 - REPRESENTATION BY THE LEBANON POLICE BENEVOLENT ASSOCIATION / NEPBA

SECTION A-The Union shall be the exclusive representative of full-time officers of the City of Lebanon during such time as this Memorandum of Agreement shall be in effect. The unit is defined presently as full-time patrol officers, corporals, and sergeants.

SECTION B -The Union shall not represent any person holding a police position in the City of Lebanon, unless such person is included in the term "public employee", pursuant to New Hampshire Revised Statutes Annotated, Chapter 273-A, Section 1 (IX). "Public Employee" shall include all persons with the police powers except the Chief of Police, Deputy Police Chief, Captains, Lieutenants, and persons in a probationary status who have been employed by the City of Lebanon for less than twelve (12) months (or for a lesser period, at the sole discretion of the Chief), without regard to rank. The Chief of Police may, however, at his sole discretion, place an employee on an extended probationary period beyond the twelve (12) month probationary period.

SECTION C -Any member of the bargaining unit leaving the bargaining unit for a temporary assignment then returning to the bargaining unit, shall return to the bargaining unit at the rank attained prior to that assignment. All time served in temporary assignment shall run concurrent with all benefits afforded under the present agreement.

SECTION D - No employee shall be required to become a member of the LPBA/NEPBA. Upon receipt of a signed voluntary authorization by LPBA/NEPBA to the Finance Department; the EMPLOYER agrees to make a payroll deduction from the EMPLOYEE'S wages. The deduction shall be in an amount agreed upon by the UNION. Authorization for such payroll deductions shall be in a form satisfactory to the EMPLOYER and to the UNION. The UNION shall provide the EMPLOYER a 30-day advance notice of changes in the amount of payroll deductions.

ARTICLE 5 - RATIFICATION OF THE MEMORANDUM OF AGREEMENT

This Memorandum of Agreement shall become effective pursuant to Article 28, after it shall have been approved by a majority of the members of the Lebanon Police Benevolent Association/NEPBA, upon secret written ballot; by the City Council of the City of Lebanon; and shall have been executed by the duly authorized representative of each party.

ARTICLE 6 - RELATIONSHIP OF THE MEMORANDUM OF AGREEMENT TO THE CITY OF LEBANON MERIT PLAN

This Memorandum of Agreement, adopted in its entirety and as part of the City of Lebanon Ordinance #18, shall be considered the complete document concerning the working conditions, salaries, wages, and other benefits as they pertain to persons covered by this Agreement. Such persons shall not be covered in any way by any other part of the City of Lebanon merit plan or pay ordinance. The City maintains the right to continue to have working rules and regulations set forth by the Chief of Police and approved by the City Manager.

The terms and provisions of this Memorandum of Agreement shall remain in full force and effect until such time as the Memorandum of Agreement shall expire or terminate according to its provisions.

ARTICLE 7 - RIGHTS OF THE PARTIES

SECTION A - All persons holding bargaining unit positions in the City of Lebanon shall have the right, subject to the provisions of New Hampshire Revised Statutes Annotated, Chapter 273- A, to join, organize, assist or participate in the activities of the Lebanon Police Benevolent Association/NEPBA, and to be recognized through the Lebanon Police Benevolent Association/NEPBA for the purpose of meeting and conferring on a collective basis with the City of Lebanon, and to be represented by the Lebanon Police Benevolent Association/NEPBA in such activities concerning working conditions, salaries, wages, and other benefits.

SECTION B - No municipal officer, agent or employee shall interfere with, restrain, coerce or attempt to interfere with, restrain or coerce any person holding a police position by appointment of or employment by the City of Lebanon, with respect to joining or not joining the Union or participating in the formation of the Union or discriminate against such person by reason of such activity. The provisions of this Section shall apply to members of the Union as well as non-- members of the Union.

SECTION C - The City, subject to the language of this agreement, reserves to itself full jurisdiction and authority over matters of policy and retains the right, in accordance with its Charter and applicable laws and regulations, to direct and manage all activities of the City. The parties understand that neither the City Council nor the City Manager may lawfully delegate powers, discretions and authorities which by law are vested in them, and this agreement shall not be construed so as to limit or impair their respective statutory powers, discretions and authorities.

ARTICLE 8 - CHECK OFF

SECTION A-The City shall deduct Union dues from each paycheck for the employees who authorize the deduction in writing.

SECTION B - The dues so deducted shall be remitted by the City to the officer of the Union designated to receive such dues.

SECTION C - The written authorization of deduction shall remain effective unless revoked by the employee by written notice to the City and to the Union.

ARTICLE 9 - ASSOCIATION ACTIVITIES ON CITY PREMISES

SECTION A -The Union shall have the right to conduct its meetings, either of the entire membership or of its Board of Directors, whether involving only members or also non-members, on the premises of the City of Lebanon, which are used by the Police Department, provided, however, that such activities shall be scheduled at reasonable times and that such activities shall not substantially interfere with the normal conduct of the everyday activities of the Police Department.

SECTION B -The Union, and its non-member representatives, shall have the right to investigate any grievances, complaints or differences arising under the Memorandum of Agreement or in relation to wages, hours of work, and other conditions of employment.

SECTION C -Any employee who is involved directly in the resolution of grievances on behalf of the Union, shall have reasonable time off from regular duties, not to exceed 150 minutes in any working day, for which he/she shall be compensated, to investigate and prepare grievances, to attend grievance meetings with the City, or to do anything that the City may ask him/her to do in connection with the settlement of grievances. Any employee who is involved directly in negotiation or conferences held pursuant to New

Hampshire Revised Statutes Annotated, Chapter 273-A, or its successors, shall have reasonable time off from regular duties, for which he/ she shall be compensated, to participate in said negotiations or conferences, including reasonable time before and after said negotiations and conferences for discussions, consultations or inquiry of counsel or other representatives of the Union.

SECTION D - The City shall erect a bulletin board, not smaller than two feet by four feet, in a suitable place on the premises of the City of Lebanon used by the Police Department, in a location to be agreed upon by the City and the Union. Said bulletin board shall be used solely by the Union for its purposes. Notices on said bulletin board shall be restricted to the following types, except that additional notices may be posted by mutual consent: (a) Notice of Union recreational and social affairs; (b) Notice of Union elections, appointments, and results of Union elections; (c) Notice of Union meetings and other activities. The bulletin board shall not be used by the Association or other members to disseminate propaganda of any kind, to distribute political pamphlets or any other type of political matter, or for advertising.

ARTICLE 10 - GENERAL CONDITIONS OF EMPLOYMENT

SECTION A- In general, the tenure of employment of any person holding a police position by appointment of or employment by the City of Lebanon shall be predicated upon good behavior, the satisfactory performance of duties, necessity for the performance of duties, and the availability of funds.

SECTION B - Notwithstanding the provisions of Section A, no disciplinary action or termination of employment of any bargaining unit member shall be initiated or sought by the City Manager and/or the Chief of Police except for just cause. Just cause shall include, but not be limited to:

1. Acts of insubordination toward a supervisory employee, the Chief of Police or City Manager, including breaches of reasonable written standards of departmental operations or departmental decorum as established from time to time by the Chief of Police.
2. Willful and frequent neglect of duty, including absence without leave in excess of one work shift.
3. Intoxication or use of alcoholic beverages or illegal drugs/controlled substances while on duty or reporting for duty with alcohol noticeable on the employee's breath or because of the foregoing, reporting to work in a condition that is unfit for duty.
4. Use of alcoholic beverages while off duty to such excess as to reflect discredit upon the Police Department of the City of Lebanon.
5. Disregard for and frequent violations of City ordinances and State laws.
6. Conviction of any crime.
7. Willful misuse, misappropriation, destruction, theft or conversion to personal use and gain of City property, materials, equipment or services.
8. Frequent and habitual tardiness and/or absenteeism from duty.
9. Acceptance of cash, gifts or other items of value for performance of special favors through any municipal service so as to create a financial charge against any municipal budget account.
10. Failure, upon adequate notice and after a reasonable period of time within which to correct the condition in question, to correct a physical condition which interferes with the employee's ability to perform his/her assigned duties and which condition can be corrected by the voluntary action or restraint on the part of the employee.

SECTION C - Discipline will be progressive, but may be imposed at any level depending upon the severity of the offense, as follows:

- a. Verbal reprimand.
- b. Written reprimand.
- c. Suspension with or without pay.
- d. Demotion.
- e. Discharge.

SECTION D - No demotion, suspension with pay and benefits in excess of seven (7) days, suspension without pay but with benefits for any period, or dismissal shall be imposed until the employee shall have been furnished a written statement from the City Manager, endorsed by the Chief of Police, advising the employee of the reason(s) for the proposed action, and until such time as the employee shall have had a due process hearing before the City Manager. At the employee's sole option the employee may waive the necessity for a due process hearing before the City Manager and accept the City action.

SECTION E - Any appeal from the action of the City Manager under Section D shall be initiated exclusively at Step 4 of the grievance procedure.

ARTICLE 11 - JOB DESCRIPTIONS

SECTION A - The City shall not establish or modify any job description for a position of employment as a Law Enforcement Officer, of equal or less responsibility than the position of Sergeant, without first notifying the Union, in writing, of the proposed job description or modification, including all work responsibilities and any necessary information to determine the relationship of the new position or modified position to any other job description. Said notice shall be given to the Union at least thirty (30) days before the effective date of any new job description or modification. The job descriptions will be kept on file by the HR Department.

SECTION B -As of the date of the Memorandum of Agreement, the following is a list of the classified jobs and positions in the Police Department of the City of Lebanon with equal or less responsibility than the job or position of Sergeant, the requisites of which have been agreed to by the Union: Sergeant, Corporal, and Patrol Officer.

ARTICLE 12 - GRIEVANCE PROCEDURE

SECTION A - DEFINITION - "Grievance" means an alleged violation, misinterpretation, or misapplication, with respect to one or more employees, of any provision of this Agreement which arises during the term of this Agreement. No other matters are able to be grieved.

Any employee covered by this Agreement who has a grievance may first discuss it with the Bureau Commander in an attempt to resolve the matter mutually at that level. An individual employee may present an oral grievance to his/her employer without the intervention of the exclusive representative. Until the grievance is reduced to writing, the exclusive representative shall be excluded from a hearing if the employee so requests, but any resolution of the grievance shall not be inconsistent with the terms of an existing agreement between the parties.

SECTION B - PROCEDURE:

1. **Step One:** Bureau Commander -The aggrieved employee or the Union shall submit any grievance to his/her Bureau Commander within fifteen (15) calendar days that the employee knew or should have known of the alleged occurrence. The Bureau Commander shall render a decision within fifteen (15) calendar days. It is intended that most grievances will be resolved at this level through a complete discussion of the facts at hand. Any time limit extension shall not be unreasonably denied.
2. **Step Two:** The aggrieved employee or the Association may file an appeal of the Section B-1 decision to the Chief of Police, in writing, within fifteen (15) calendar days of the Section B-1 decision. The Chief of Police shall investigate the matter and render a decision, in writing,
3. within fifteen (15) calendar days of receipt of the appeal.

4. **Step Three:** The aggrieved employee or the Union may appeal the Section B-2 decision to the City Manager, in writing, within fifteen (15) calendar days of the Section B-2 decision. The City Manager shall hold a hearing within thirty (30) calendar days of the receipt of the appeal and shall render a written decision within thirty (30) calendar days following the hearing.

5. **Step Four:** If the decision of the City Manager does not resolve the grievance, the Union shall have the sole right to appeal that decision and the matter may be submitted to arbitration, providing the Union, within twenty (20) calendar days of receipt by the Union of the City Manager's decision:

- (a) notifies the City Manager in writing of its intention to arbitrate, which notice must contain a statement setting forth the nature of the dispute and the remedy sought, and
- (b) files a demand for arbitration with the American Arbitration Association under its rules.

SECTION C - MISCELLANEOUS

Once a grievance has been reduced to writing, the Union will be notified.

The entry level for grievances involving demotion, suspension or dismissal shall be step four.

Failure by the City or its agents to act upon a grievance within the specified time limits shall permit the grievant to proceed to the next step. Failure of the grievant in any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed a waiver of future appeal of the decision and will be considered acceptance of the decision rendered.

Each party shall bear the expense of its own representative. The cost of the arbitrator shall be borne equally by the parties.

The arbitrator shall limit himself to the issues submitted by the parties. He shall be bound by and must comply with all of the terms of this agreement. He shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement.

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

ARTICLE 13 - PAY PROVISIONS

SECTION A-

Employees covered by this agreement shall be paid according to the plan set forth in Appendix A and as stated below.

Salary grades for police officers and sergeants shall consist of 7 steps, including the grade minimum and maximum. Police officers promoted to the rank of corporal will be placed on the Step 1 of the sergeant wage scale. (see, Appendix A).

Police officers and Sergeants shall receive an annual Step increase effective his or her month and day of hire, or if promoted or demoted to another position since date of hire, his or her month and day of promotion or demotion, whichever occurred last, until such time as his or her salary reaches top Step (i.e., maximum pay rate of the applicable salary grade - Step 7). Corporals will remain at the step 1 rate of pay for sergeants until they are promoted to the rank of sergeant. Corporals will be eligible to receive the GWI when approved by city council. They will be evaluated annually but will not receive an annual step increase until a promotion to sergeant occurs.

During the 2023 calendar year, employees will receive their evaluation but will forgo step increases. Step increase will commence again in the year 2024 and continue through the end of this collective bargaining agreement – December 31, 2024.

For example, an employee hired January 15, 2000 and promoted on May 28, 2011 shall move to the next Step effective May 28th.

Similarly, an employee hired January 15, 2000, and promoted on May 28, 2011, and then demoted on June 19, 2011, shall move to the next Step effective June 19th.

Newly hired employees shall be hired at the Step 1 pay rate of the applicable salary grade (i.e., rank). The Chief of Police may, at his/her sole discretion, hire a new employee at a higher Step pay rate due to, for example, prior experience and/or training. Upon successful completion of one year of employment, a new employee may receive a Step increase to the next higher Step.

Employees promoted to a higher-grade position (i.e., rank) shall be promoted to the Step 1 pay rate for the new grade (i.e., rank) or at the discretion of the Police Chief and the City Manager the employee may be placed at a higher step within the applicable grade based upon education, experience, or training.

An employee demoted to a lower grade position (i.e., rank), whether voluntarily or involuntarily, shall be demoted to the Step pay rate of the lower grade position which is consistent with his/her years of experience with the Lebanon Police Department.

Salary grades shall be adjusted in accordance with the annual General Wage Increase (GWI), as noted below. Should the City provide a larger general wage increase to any other City bargaining unit during the term of this agreement, the same increase shall be provided to this unit.

Effective Date	Percentage Increase
January 1, 2022	3%
January 1, 2023	1 - 3%* (see below)
January 1, 2024	1- 3%* (see below)

*The January 1, 2022 GWI will be 3%. The January 1, 2023 GWI shall be based on the NE Urban CPI for previous June 2021 - June 2022 but in no case shall be less than one percent (1%) nor greater than three percent (3%). The January 1, 2024 GWI shall be based on the NE Urban CPI for June 2022 – June 2023, but in no case shall be less than one percent (1%) nor greater than three percent (3%).

SECTION B - Non-departmental work shall consist of all work which is not involved with the general and daily furnishings of police protection to the community at large. Non-departmental work shall include, but shall not be limited to, any work which is of a direct monetary or non-monetary benefit to the particular individual, corporation, association or organization seeking the services of a police officer, whether the services of said officer are required by law, ordinance or custom or whether the services of said officer are merely requested for the convenience of the individual, corporation, association or organization seeking the services of a police officer. The officer who shall perform such services shall be compensated according to the following:

Effective January 1, 2022 and upon City Council approval of this agreement, the hourly rate for this section will be 54.00 for year 2022, \$56.00 for year 2023, \$58.00 for year 2024 for all employees working under this section.

The officer who shall perform such services shall be compensated for a minimum of four(4) hours of work, whether actually worked or not, for each time an officer is called for or assigned such work. If the detail is cancelled within 2 hours of start time, the officer will be paid four (4) hours minimum. The detail may be offered for a lesser number of hours in advance of the assignment and by mutual agreement between the Chief of Police and NEPBA. In the case of an agreement for less than the four (4) hour minimum, the officer will be compensated for the agreed upon hours as a minimum and not less than that agreed upon amount of hours, whether actually worked or not.

1. Officers who wish to be considered for non-departmental detail work shall advise the Administrative Assistant, so they may be placed on the detail list maintained within the IMC Records System. The Detail Allotment function of the IMC Records System will be used to fulfill all details not being filled on an emergency basis. This process ensures that details will be filled in a fair and equitable manner.

2. The Detail Allotment function of IMC tracks both seniority and hours worked. Details are assigned to eligible members based upon availability and hours worked. Officers who are available to work a particular detail but refuse to be considered will be charged hours worked equal to the scheduled hours of the detail. Officers who are assigned a detail will be assessed hours worked equal to the hours of the detail. Only officers who are scheduled to work during an assigned detail will be "skipped" and not assigned hours.
3. Details that are requested on an emergency basis will be assigned on a first come, first served basis. An emergency detail is defined as any detail that is requested to be filled within 24 hours.
4. School details: Three (3) hr. minimum payouts will be allowed instead of the normal (4) hr. minimum for Lebanon School District outside overtime/details. This clause is only applicable to the school district.
5. The City and the Union may, by mutual agreement, agree to alter the system for assignment of outside details. The union may revoke such an agreement at any time, with advance notice of at least sixteen (16) weeks. The City may revoke said agreement by providing at least a four (4) week notice. The City and the Union may waive the notice requirements if both agree. Failure by the City to agree to alter any terms of this article shall not be able to be grieved.

SECTION C - Overtime shall be paid at time and one half for all hours worked in excess of the employee's scheduled work week. Time and one half shall also be paid for any hours worked in excess of the employee's scheduled daily work shift. All paid hours shall count as hours worked for the purpose of overtime.

A scheduled work week may be more than or less than 40 hours. Employees will be paid overtime based on two (2) consecutive scheduled work weeks.

For example:

	Scheduled Hours	Paid Hours (Straight Time)	Overtime Rate
Week1	48	40	Time and one half for all hours worked outside of the 48 hour schedule
Week2	32	40	Time and one half for all hours worked outside of the 32 hour schedule

See also, Article 15.

SECTION C-1- Compensatory Time

Non-exempt employees may elect to receive compensatory time off in lieu of overtime pay. Except as expressly provided in this section, all compensatory time off shall be administered in accordance with the Fair Labor Standards Act (FLSA).

An employee electing to receive compensatory time shall provide his or her prior written consent. The maximum number of compensatory time hours that may be earned in any given calendar year shall be 48 hours. Compensatory time shall be earned at the rate of one and one-half hours for each hour of overtime and must be taken in a minimum of ½ hour increments.

An employee with a balance of compensatory time as of December 20th shall be compensated for those hours effective the next pay period and at the employee's current hourly rate at the time of payout.

An employee terminating his/her employment with the City or transferring to a non-LPBA position shall receive payment for his/her unused compensatory time hours.

SECTION D - If an officer is not on duty at the time he or she is requested to perform work which would

qualify as overtime work, pursuant to Section C of this Article, then the officer shall be paid a minimum of three (3) hours in connection with being called to duty, even if said officer is on duty for less than three (3) hours in connection with the particular call-in. An officer shall only be required to work for as long as is required for the particular call-in; i.e., if a particular call-in is resolved in 2 hours, the officer will not be required to work an additional hour and shall be paid the minimum 3 hours. This minimum shall apply if the employee is scheduled to work starting less than three (3) hours after the time he or she starts working due to the call-in.

SECTION E-An employee required to attend a court or administrative hearing in connection with his/her duties and during his/her scheduled work shift shall not receive any additional pay for performing those duties. An employee that is required to attend a court or administrative hearing in connection with his or her duties when the employee would otherwise be off-duty, shall be paid a minimum of three (3) hours pay. This minimum pay shall cover the employee's time at any hearing or hearings that occur within a three hour period. (Example: If the employee has a court case at 9am and then another one at 10 :30am, the employee would be entitled to one minimum fee. If the employee's second court case started outside that three hour period, the employee would be entitled to another minimum of three (3) hours pay). The exception would be, when an employee is out on sick leave, short-term disability, etc., and is required to appear in court, then instead of being eligible for overtime pay, the employee will only be charged the amount of sick time for the day that was not spent in court.

Any statutory witness fees shall be signed over to the City. Compensation for all hours in excess of the employee's scheduled work week shall be at time and one-half, and any additional hours of such attendance shall be compensated as set forth above, as though the employee were on duty, with any hours counting toward time-and-one-half rates under Section D of this Article.

In connection with attendance at any court or administrative hearing, other than one held in Hanover or Lebanon, New Hampshire or White River Junction, Vermont, attendance shall include travel time from the employee's residence and the return thereto.

If an employee is not notified of a cancelled court or administrative hearing within 24 hours of the scheduled date and time, the employee shall be paid the minimum 3 hours required by this section. Notification of cancellation may be made electronically (e.g., email, voicemail to last known telephone contact number) to an employee and shall satisfy the 24 hour notice requirement. The provisions of this paragraph shall be effective upon City Council approval of this agreement.

SECTION F – LONGEVITY

Effective upon City Council approval of this agreement, employees shall receive an hourly rate longevity adjustment of 1%, 2% or 3%, in accordance with the current salary grade structure as set forth in Appendix A. Longevity adjustments are made in recognition of an employee's years of full-time continuous service with the City.

Longevity adjustments shall not be compounded (i.e., an employee shall receive only one longevity adjustment at any time).

Full-time employees will be eligible for longevity regardless of promotion or assignment, as long as they remain in a position covered by this Memorandum of Agreement.

SECTION G - EDUCATIONAL INCENTIVE - Those employees who have received a level of education above a High School Diploma shall receive a payment based upon the highest level of education (i.e., no compounding for lesser or multiple degrees) they have received in accordance with the schedule listed below.

Educational Incentive Pay shall be payable each year during the first payroll period in December.

<u>Level</u>	<u>Amount</u>
Associates Degree	2% of yearly base pay
Bachelor's Degree	3% of yearly base pay

Master's Degree
PhD

4% of yearly base pay
5% of yearly base pay

SECTION H - ASSIGNMENT INCENTIVE

Employees in the following assignments shall receive an annual stipend in the amounts described below, which shall be included in the employee's hourly rate:

Detective/drug task force
School resource officer (SRO)
Tactical Team:

<u>January 1, 2022 - \$1250</u>
<u>January 1, 2023 \$1250</u>
<u>January 1, 2024 \$1250</u>
<u>December 31, 2024 \$1250</u>

SECTION I - FIELD TRAINING OFFICER/ INSTRUCTOR INCENTIVE

An employee who acts as a Field Training Officer for an entire shift shall receive one half-hour overtime for that shift.

An employee who acts as a Firearms Instructor for at least two (2) hours of a shift shall receive one half-hour overtime for that shift. All scheduled firearms training for this purpose shall be pre-approved by the Bureau Commander or his/her designee.

An employee who acts as a Tactics Instructor (including, but not limited to, Defensive Tactics or OC) for at least two (2) hours of a shift shall receive one half-hour overtime for that shift. All scheduled tactics training for this purpose shall be pre-approved by the Bureau Commander or his/her designee.

SECTION J - PHYSICAL AGILITY INCENTIVE - Employees will be provided with the opportunity to participate in a physical agility incentive program, to be administered by the Chief of Police or his/her designee, Participation in the program is voluntary and not a condition of employment. Each employee will be required to submit a signed waiver prior to each period of participation, indicating that s/he is physically fit to participate and holding the City of Lebanon harmless.

The physical agility incentive program allows an employee to earn 24 hours of paid personal leave for meeting or exceeding established physical fitness standards. The standards shall be based upon the NH Police Standards and Training Council standards for the 35th percentile as of the testing date. The tests will include a mile and a half run, push-ups, and sit-ups, pursuant to the techniques as administered by NHPS&T. Testing will be conducted in the month of June.

Terms of the program are as follows:

1. Testing dates shall be set by the Chief of Police or his/her designee. A minimum of two (2) opportunities for testing will be offered in the month of June. Employees may participate in testing on duty if the testing date occurs during a regularly scheduled shift, dependent upon adequate staffing and approval by the Chief of Police. If the officer is required to satisfy NHPSTC's 3-year PT requirement in that particular year, the physical agility incentive test shall count toward that requirement, as long as the standards are met and the appropriate paperwork is completed.
2. A signed waiver shall be required for each testing opportunity.
3. Upon meeting or exceeding the required physical standards, an employee shall receive 24 hours of paid personal leave. Such hours shall be available to the employee as of the second pay period following the conclusion of the program testing period.
4. If an employee challenges the results of the testing, the employee shall be re-tested under the direction of the Chief of Police as soon as possible, with the Chiefs decision being final. An employee challenge of testing results must be made in writing and submitted to the Chief of Police within 5

calendar days of receipt of the notification of the initial test results.

5. Personal leave awarded under this program must be taken in whole hour increments; must be used by December 20th of the same calendar year; and may not be carried over to any subsequent calendar year. Hours awarded under this program shall not be paid out for any reason, including separation of any type.
6. No employee shall receive an increase of more than 24 hours of personal leave in a calendar year under this program.

SECTION K – OFFICER IN CHARGE (OIC) INCENTIVE –

In the event there is a need for Officer-in-Charge (OIC) coverage for a patrol shift, a patrol officer may be selected to serve as the OIC.

Officer In Charge: An employee assigned to temporarily assume the responsibilities of a position other than their own, shall receive increased compensation for such assignment; (for example a senior officer covering OIC, in the absence of a corporal or sergeant). The temporary service, out of rank assignment, must be voluntary and shall be no longer than 90 consecutive shifts in duration. The rate of increased compensation shall be at the minimum rate of pay for the position being fulfilled, or at a 5% pay increase, whichever is the larger amount.

The selection of patrol officers to serve as an OIC for a shift shall be made at the discretion of the Chief of Police. The Chief of Police may delegate this responsibility to a member of the Command Staff.

Prior to assigning a patrol officer to serve as the OIC, supervisors shall be given the right of first refusal. Supervisors are defined as officers with the rank of Sergeant or Corporal. In the event the open shift is 7-days or more in the future, the shift shall be posted for 48-hours and supervisors will have the opportunity to indicate their interest in filling the posted shift. If the vacant shift is within 7-days but more than 24-hours, the vacant shift shall be paged out to eligible supervisors, who shall have 24-hours to respond to indicate their interest on a first come, first served basis. If the shift is within 24-hours but more than 2-hours, the vacant shift shall be paged out to eligible supervisors who shall have 1-hour to respond if interested and will be granted on a first come, first served basis. If the shift is within 2-hours, it may be filled with a supervisor or a patrol officer/OIC at the discretion of the Patrol Bureau Commander or on-call Lieutenant. If the Patrol Bureau Commander or on-call Lieutenant is not available, it shall be at the discretion of the Chief of Police or his/her designee.

Selection of patrol officers to serve as the OIC shall be at the sole discretion of the Chief of Police and shall not be subject to the grievance.

ARTICLE 14 - HOLIDAY PROVISIONS

SECTION A-

The following shall be legal holidays:

- 1) January 1
- 2) Martin Luther King Day (3rd Monday in January)
- 3) President's Day (3rd Monday in February)
- 4) Memorial Day (last Monday in May)
- 5) July 4
- 6) Labor Day
- 7) Veteran's Day (November 11th)
- 8) Thanksgiving Day
- 9) Friday after Thanksgiving
- 10) Christmas Eve (the day before or day after Christmas)
- 11) Christmas Day

Columbus Day will be replaced with a day added to reflect either the day before Christmas or the day after Christmas as a new holiday. The election of the day prior to or the day after Christmas will be determined by the City Manager at the beginning of each calendar year.

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

SECTION B - Each employee may be assigned to work on legal holidays, pursuant to the regular Police Department schedule drawn pursuant to the authority of the Chief of Police. All employees who are required to work on any of the following six (6) selected holidays (New Year's Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day) shall be paid at a rate of time and one half (1.5) of his/her hourly rate of pay. Employees will be paid time and one half (1.5) for one shift that begins or ends on these holidays, but not for two scheduled shifts. A regularly scheduled shift is only the hours an employee is scheduled to work (i.e., 8, 8.5, 10 or 12 hours).

In addition, if an officer is scheduled for a shift ending on December 24th, but then works through to December 25th, s/he shall only be paid time and one half for the overtime hours worked. The purpose of this provision is to pay overtime for those who are regularly scheduled to work on actual premium holidays. This shall not preclude employees being paid at their overtime rate for working any overtime on these holidays.

Detectives shall not be required to work holidays.

SECTION C - Whether or not an employee actually works any legal holiday (as described in section A above) Section A above) he/she shall receive 8 hours of holiday pay at his/her hourly rate of pay. Holiday pay will be paid at the direction of the employee; payment shall either be made in the pay period in which the holiday falls, or they may elect to receive payment for all their annual holidays during the first pay period in December of each year. Prior to January 1st of each year, the employee must notify the Finance Department through the Chief of Police as to the manner in which holiday pay is to be made for the upcoming year.

SECTION D - An employee under suspension without pay or on leave of absence without pay on a particular legal holiday shall not be eligible for holiday pay for that particular holiday.

ARTICLE 15 - WORK SCHEDULES

SECTION A -At the sole discretion of the Chief of Police, a work shift may be 8, 8.5, 10 or 12 hours in duration. In addition, a scheduled work week may be more than or less than 40 hours. The Chiefs exercise of his/her sole discretion in this regard shall not be subject to the grievance procedure. Breaks shall be set by department policy.

This provision shall not be construed as a guarantee of work for any particular number of hours or a limitation of the scheduling of work.

SECTION B -The beginning hour and minute for a work shift shall be established by the Chief of Police. The computation of a normal work week shall begin with the first full work shift after 12:01 a.m. on Sunday of each calendar week for each particular employee.

SECTION C -Any work performed in excess of an employee's scheduled work shift or work week as defined in Section 15-A, above, shall be considered overtime.

SECTION D - No employee shall be required to work more than sixteen hours continuously, except in emergencies.

SECTION E -Schedules will be for 16 weeks with advance notice provided. Schedules will be posted a minimum of 12 weeks in advance. Input for the establishment of schedules will be accepted by the Chief of Police from LPBA members. The Chief of Police, however, shall retain sole discretion with respect to the implementation or non-implementation of LPBA member input and such implementation or non-implementation shall not be subject to the grievance procedure.

If, in management's judgment, a shift needs to be filled or a shift needs to be adjusted, it has the right to order this change. Except that for any change exceeding 2 hours which continues for more than five days, the employee will be paid time and one-half for the amount of the shift time changed for the first five days.

SECTION F -The City and the Union may, upon written mutual agreement, alter any of the terms of this article. Failure by the City to agree to alter any terms of this article shall not be able to be grieved.

ARTICLE 16 - CLOTHING AND PERSONAL PROPERTY

SECTION A - The City shall furnish, at its own expense, to persons holding the position of Sergeant, Corporal or Patrol Officer, when said persons are required to wear a uniform, complete summer and winter uniforms, to include shirts, pants, skirts, ties, coats, hats,

weapons, protective equipment, in a sufficient quality and quantity as necessary for the proper performance of the duties required of said police officers. The uniforms to be worn in the summer and winter seasons shall be appropriate in weight, design, and quality for the particular weather conditions encountered in those seasons.

The Chief of Police shall specify the dates for changes from winter to summer and from summer to winter uniforms. Each person will be supplied with clothing in a sufficient quantity to permit at least two changes of shirts and pants per calendar week.

SECTION B -The City shall furnish, at its own expense, to persons holding the position of Sergeant, Corporal or Patrol Officer, whether in uniform or not, shoes or boots suitable for law enforcement work, to be adequate for the particular season and for the safety and protection of the persons involved. Non-uniformed Sergeants, Corporal or Patrol Officer shall be furnished with no more pairs of shoes than the average for the uniformed officers.

SECTION C - The Police Department budget for uniforms and equipment shall be administered by the Chief of Police, provided, however, that each non-uniformed Sergeant,

Corporal or Patrol Officer shall be entitled to reimbursement, upon proof of purchase of clothing actually used in the course of employment, in cash, in a dollar amount equal to the particular officer's prorata portion of the Police Department budget of uniforms.

SECTION D - All personal property of employees of the Police Department damaged or destroyed while the employee is performing his/her duties shall be repaired or replaced except when the damage or destruction is caused by the negligence of the employee.

SECTION E - The City shall furnish, at its own expense, the dry cleaning and laundering of the uniforms provided under Section A of this Article, at such regular intervals as are necessary to insure the proper appearance of all employees covered by this Memorandum of Agreement during the performance of their duties. Each non-uniformed Sergeant, Corporal or Patrol Officer shall be entitled to dry cleaning of clothing used in performance of their duties, to be obtained through the same firm or organization retained by the City for uniforms, in a dollar value equal to the dollar value of a prorata portion of the Department expenses for care of uniforms.

ARTICLE 17 - LIFE INSURANCE

The City shall furnish, at its own expense, group term life insurance on the lives of its employees, in a principal amount equal to one and one-half times (1 ½) the annual salary of the employee upon the date of death, rounded to the next highest even one thousand dollar amount to a maximum of \$200,000 , plus accidental death and dismemberment benefits (ADD) equal to the base insurance amount, such ADD reduced by fifty percent (50%) after the employee reaches seventy (70) years of age.

Each employee shall be permitted to designate the beneficiaries of said insurance.

Each employee shall be allowed, pursuant to the terms in said policies, to convert said group term insurance to at least an equivalent amount of life insurance pursuant to the particular insurance carrier's program, upon the termination of employment with the City for any reason or upon retirement.

The City reserves the right, at any time, to self-insure with respect to this coverage. The City further reserves the right, at its option, to contract with a qualified insurance carrier of its choice to provide these benefits.

ARTICLE 18 - INCOME PROTECTION INSURANCE

SECTION A- Short Term Disability

The City shall furnish, at its own expense, income protection insurance (short term disability insurance) for each of its employees, providing for the payment of benefits equal to sixty six and two thirds (66 2/3) percent of the weekly salary of each employee, up to a maximum of \$1,500.00, for a period of twenty-six (26) weeks beginning on the fifteenth (15th) day of non-work-related illness, injury or disability.

The Income Protection Plan provided by the City shall consist of the application of the income protection insurance benefit and accumulated sick leave, accumulated vacation leave and available personal leave to each day or week of illness, injury or disability, regardless of its origin, with the objective of maintaining the employee at or as close to one hundred percent (100%) of his/her weekly salary for the longest period possible. In this regard, for each day of illness, injury or disability, the following sources of income to the employee shall be applied as follows:

1. Income protection insurance benefits actually received by the employee;
2. Accumulated sick leave to be applied in full or partial days until accumulated sick leave is exhausted; then
3. At the discretion of and in the order so designated in writing by the employee to the Benefits Coordinator, accumulated vacation leave and available personal leave to be applied in full or partial days.

The City reserves the right, at any time, to self-insure with respect to this coverage. The City further reserves the right, at its option, to contract with a qualified insurance carrier of its choice to provide these benefits.

SECTION B - Workers Compensation

- A) An employee injured on the job, however slightly, must report the fact immediately to his/her supervisor. The City shall provide workers' compensation benefits in accordance with RSA 281-A.
- B) During the waiting period, an employee's determination for workers' compensation benefits could be delayed or denied due to lack of medical evidence. In that event, an employee shall be required to use his/her accumulated sick leave. Upon exhausting accumulated sick leave, an employee may then use his/her accumulated vacation and available personal leave at his or her discretion and in the order s/he shall designate in writing to the Benefits Coordinator.
- C) Separate from the income protection insurance provided, the City shall also provide worker's compensation benefits for work related illness, injury or disability. The income protection plan provided by the City shall consist of the application of worker's compensation benefits and accumulated sick leave, accumulated vacation leave and available personal leave with the objective of maintaining the employee at or as close to one hundred percent (100%) of his/her weekly salary for the longest period possible. In this regard, for each day of illness, injury or disability, the following sources of income to employees shall be applied as follows:
 - 1) Worker's compensation actually received by the employee, exclusive of any medical reimbursements or credits.
 - 2) Salary continuance payments as outlined below. Any health premiums, dues, and contributions to the New Hampshire Retirement System will be deducted from these salary continuance payments. If sufficient salary continuance is not available, any health premiums due will need to be paid directly to the City, by the employee, on a weekly/monthly basis.
 - i. Accumulated sick leave to be applied in full or partial days until accumulated sick leave is exhausted; then
 - ii. At the discretion of and in the order so designated in writing by the employee to the Benefits Coordinator, accumulated vacation and available personal leave to be applied in full or partial days.
- D. In the event the employee's claim is denied, the employee may apply for the income protection benefit.
- E. If an employee receives workers' compensation from a second job, the employee must payback any portion of his/her combined income and paid leave (i.e., sick, vacation and personal) that is in excess of his/her total weekly base pay to the City. Paid leave may be denied if the necessary proof of other compensation is not provided.

The City reserves the right, at any time, to self-insure with respect to this coverage. The City further reserves the right, at its option, to contract with a qualified insurance carrier of its choice to provide these benefits.

ARTICLE 19 - SICK LEAVE

SECTION A - The purpose of sick leave is to prevent the further spreading of disease or viruses to other employees and/or to afford the employee time to recover from said sickness and/or injury. Each employee will accrue 10 hours of sick leave for each full month they have been employed by the City. Each employee shall be entitled eligible to accrue up to a maximum of 480 hours. Current employees whose sick accruals exceed 480 hours will be Grandfathered and allowed to keep their current sick accruals. Grandfathered employees will not accrue additional sick time until their sick accruals fall below 600 hours. Grandfathered employees will be able to accrue up to a maximum of 600 sick hours thereafter. Current employees whose sick accruals are at or below 480 sick hours and employees hired after 1-01-2022 will accrue up to a maximum of 480 sick hours.

Employees may also use sick leave for the illness or injury of an immediate family member, defined as the employee's parents, step- parents, spouse or domestic life partner (not both and domestic life partner as

defined in Article 24, Bereavement Leave, child(ren) and step-child(ren). Employees may also use sick leave for their own or their immediate family members' doctor appointments.

An employee requesting sick leave for an entire shift shall be charged with the number of sick leave hours for that shift (e.g., 12 hours of sick leave charged for a 12-hour shift),

For FMLA qualifying conditions, the use of sick leave shall comport with those requirements set forth in the City's FMLA policy.

SECTION B –If possible, the employee shall notify the Police Chief at least twenty-four (24) hours prior to hospitalization or other treatment, upon such written forms as the City shall designate, which notice shall be submitted by the Chief of Police to the City Manager for approval.

SECTION C - In the event that illness, injury, hospitalization or disability prevents the employee from giving the notice required by Section B, the employee or his/her family shall notify the Chief of Police within four (4) hours after the time set for the beginning of the employee's normal work shift.

SECTION D - Sick days shall not accrue to any employee who is not working due to illness or injury during the entire calendar month.

SECTION E -Accumulated sick leave shall not be payable to any employee who is terminated for just cause or who involuntarily leaves their employment. To be eligible for payment for unused sick leave, an employee who retires or resigns from service must provide a 2-week notice and work through the notice period unless an early release is authorized by the City Manager. The appropriate amount of sick leave will be determined by the employee's years of service. Termination through retirement, death or disability shall be paid in accordance with the New Hampshire Retirement System, NH State Law and as designated by the employee in their beneficiary documents on file. Compensation for accumulated sick leave shall be based on the employee's hourly rate of pay as of the date of termination. The limitation on accumulated sick leave to be paid shall be 240 hours after ten years and 480 hours after twenty years.

ARTICLE 20 - HOSPITALIZATION/MEDICAL INSURANCE

Article 20: Insurance

20: Health Insurance Hospitalization/Medical Insurance

A. The City agrees to provide the Lumenos Plan or equivalent coverage to full-time employees. In addition, the City will make available, through a carrier of its choice, other plans as long as they are available and at no additional cost to the City.

B. The City shall be responsible for the below health rates:

Effective January 1, 2022 an amount equal to 85% of the Lumenos premium cost for health insurance.

Effective January 1, 2023 n amount equal to 85% of the Lumenos premium cost for health insurance.

Effective January 1, 2024 an amount equal to 85% of the Lumenos premium cost for health insurance.

C. Points available from the City annually will be based upon the Lumenos Plan or equivalent, dental, short-term disability, and life insurance points required for renewal.

D. Health insurance payroll deductions will be made in accordance with section 125 of the Internal Revenue Service Code.

E. In lieu of the above coverage, an employee may, at their discretion and upon proof of coverage through another employer sponsored plan, other than one sponsored by the City of the Lebanon School District, elect alternative benefit options from the menu provided in the City's flexible benefit plan cash payments under the flexible benefit plan shall be limited to not more than the sum of \$300.00/per month for single plans and \$500.00 for 2 person and family plans.

An EMPLOYEE shall not receive such stipend when both spouses work for the City. For this purpose, the City includes all City Departments and all City of Lebanon School systems. Further the City will not provide dual health coverage if an EMPLOYEE is already covered by the same or similar health plan through another employer. If the EMPLOYEE is found to have dual coverage, the EMPLOYEE must pay back to the City an amount equal to the premiums paid by the City during the dual coverage. In lieu of the above coverage, an EMPLOYEE may at his/her discretion elect alternative benefit options from the menu provided in the City's flexible benefit plan

F. The City will fund by the 2nd business day of January (for employees hired after January 1 upon eligibility for insurance) an HSA in the amount of \$4,500 for family and 2-Person Lumenos plans and \$,2000 for a single Lumenos.

In year two, the City will fund by the 2nd business day of January (for employees hired after January 1 upon eligibility for insurance) an HSA in the amount of \$4,500 for family and 2-Person Lumenos plans and \$2,000 for a single Lumenos.

In year three, the City will fund by the 2nd business day of January (for employees hired after January 1 upon eligibility for insurance) an HSA in the amount of \$4,500 for family and 2-Person Lumenos plans and \$2,000 for a single Lumenos.

G. The City will also continue to offer a generic maintenance prescription drug rider. The City and the Union acknowledge and agree that insurance carriers may, from time to time, discontinue or make changes to their health insurance plan design, including, but not limited to, prescription drug formularies. The City shall have no obligation to continue to offer or to find an alternative to a health insurance plan that is discontinued by a carrier. If a health insurance carrier makes changes to a health insurance plan offered by the City, other than a change in prescription drug formulary, either party may request to reopen negotiations with regard to the benefits described in this Article.

H. Notwithstanding the foregoing, the City and the Union agree that if any portion of the parties' negotiated health insurance plan will trigger the application of the so-called "Cadillac Tax," or an excise tax on high-cost employer-sponsored health coverage that will impact the City, the parties shall also follow the procedure below:

I. It is agreed that the City or Union may immediately reopen this Agreement solely for the purpose of negotiating any changes in the health insurance plan that may be necessary to avoid the application of the Cadillac Tax to the City or any plan administrator, insurer, risk pool or plan participant, or to assure that the plan is legally compliant. An initial bargaining session shall be held within ten (10) business days of a request to reopen, unless another schedule is agreed to by the parties. The City shall assist the Union in obtaining plan design and pricing information from insurance providers.

Notwithstanding the foregoing, the City and the Union agree that if any portion of the parties' negotiated health insurance plan will trigger the application of the so-called "Cadillac Tax," or an excise tax on high-cost employer-sponsored health coverage that will impact the City as it may be amended, the parties shall also follow the procedure below:

J. It is agreed that the City or Union may immediately reopen this Agreement solely for the purpose of negotiating any changes in the health insurance plan that may be necessary to avoid the application of the Cadillac Tax to the City or any plan administrator, insurer, risk pool or plan participant, or to assure that the plan is legally compliant. An initial bargaining session shall be held within ten (10) business days of a request to reopen, unless another schedule is agreed to by the parties. The City shall assist the Union in obtaining plan design and pricing information from insurance providers.

Should the CBA expire in December 2024 without a successor agreement in place, the City will contribute 100% of the HSA contribution at the 2024 level by the 2nd business day for January 2025. Employees may elect other health insurance benefits offered by the City, but the City's premium contribution is capped at 85% of the applicable Lumenos premium. Additionally, if the city changes health plans and a High Deductible Plan is not offered, the employee will reimburse the city 50% of the employee's HSA contribution provided to the employee through a higher premium deduction.

K. FSA – Dependent Care - The City will provide a matching contribution up to \$2,500 to a dependent care FSA established through the City's healthcare provider for the 2022 calendar year for each eligible employee. Employees must be otherwise eligible and enrolled in the dependent care FSA. Employees must provide a one for one match to be eligible to receive the City's contribution. The City will make a prorated contribution on a weekly basis to the dependent care FSA. The City may make contributions in subsequent years solely at the discretion of the City Manager in amounts determined by the City Manager.

ARTICLE 21 - OUTSIDE EMPLOYMENT

SECTION A- No employee shall engage in regular full-time additional employment outside his/her normal work shift, unless approved by the Chief of Police. "Full-time additional employment" shall mean employment for more than twenty 20 hours in any calendar week.

SECTION B - No employee, who shall have notified the Chief of Police or other officer in charge at least 48 hours in advance of any commitment to additional employment outside his/her normal work shift, shall be required to work overtime which would be in conflict with his/her commitment to additional employment outside his/her normal work shift, unless a bona fide emergency exists requiring his/her performance of official police duties.

ARTICLE 22 - MEDICAL EXAMINATION

All employees may be required, at the City's option and at the City's expense, to undergo full fitness for duty examination to be conducted by a physician or physicians of the City's choice. Any medical examination performed pursuant to this section may include but not be limited to: x-rays (chest and as otherwise determined by the designated physician[s]), eye examinations, cardiovascular and hematological examinations. Prior to the City's requiring the examination, the City shall provide to the employee a written justification for the need of such action.

In the event that the City seeks to have an employee undergo a medical examination, the employee will have the option of seeing his/her own physician, at the City's expense. The City may require the employee to see another physician in addition to his/her own physician.

ARTICLE 23 - VACATION PROVISIONS

SECTION A- Each employee who has completed the indicated period of employment with the City will be eligible to the indicated hours of paid vacation.

* -	Continuous Employment	Hours earned per/month	Maximum Allowed
	0 through 2 years (0 – 24 months)	7.5	170
	3rd year through 4th year (25th month – 48th month)	8.5	182
	5th year through 6th year (49th month – 72nd month)	10	200
	7th year through 9th year (73rd month – 108th month)	12	224
	10th year through 14th year (109th month – 168th month)	14	248
	15th year and above (starting on the 169th month)	15	260

Maximum total vacation accrual allowed to be carried over on anniversary month without preapproval of special circumstances by the City Manager, the request received a minimum of six (6) weeks before the anniversary month.

An employee requesting vacation leave for an entire shift shall be charged with the number of vacation hours for that shift (e.g., 10 hours of vacation leave charged for a 10-hour shift).

SECTION B - No employee shall take more than 200 hours of earned or accumulated vacation in any vacation year. The Chief of Police may approve an officer to take more than 200 hours under special circumstances and his/her decision cannot be grieved.

SECTION C -The scheduling of vacations for those employees covered by this agreement shall be accomplished on the basis of seniority of employment, without regard to the current rank of a particular employee. The Chief of Police shall establish a procedure which shall insure that the selection of vacation for each calendar year shall be accomplished in such a manner as to ensure that those employees with the most seniority have selected their vacation dates before any employee with less seniority shall have selected his/her vacation dates.

SECTION D -Any form of paid leave (e.g., vacation, personal) shall only be granted to the extent as satisfactory coverage for any individual is available and approved by the Chief of Police.

SECTION E - No employee shall be granted vacation unless a fourteen (14) day notice is given prior to the start of said vacation. This Section may be waived by the Chief of Police or any other individual designated by the Chief of Police.

SECTION F -Any employee who requests vacation shall be advised of the disposition of the request before the expiration of one-half of the period of advance notice.

SECTION G – Vacation hours shall not accrue to any employee who does not work due to a non-work-related illness or non-work-related injury during an entire calendar month.

SECTION H- To be eligible for payment for unused sick leave, an employee who retires or resigns from service must provide a 2-week notice and work through the notice period unless an early release is authorized by the City Manager.

ARTICLE 24 - BEREAVEMENT LEAVE

SECTION A - Immediate Family Leave

Upon the death of an employee's immediate family member, the employee may request leave of up to 40 hours following such death without loss of pay. Absent extenuating circumstances and written approval of the City Manager, immediate family bereavement leave must be taken within seven (7) calendar days of the death.

Immediate family shall include the employee's parents, step-parents, spouse or domestic life partner, children, step-children and siblings. Domestic Life Partner is defined as two (2) persons in a committed relationship of a two (2) year or longer duration and residing in the same domicile. In any calendar year, an employee may receive bereavement leave for the death of his or her spouse or domestic life partner, but not for both.

SECTION B - Extended Family Leave

Upon the death of an employee's extended family member, the employee may request leave of up to 16 hours following such death without loss of pay. Absent extenuating circumstances and written approval of the City Manager, extended family bereavement leave must be taken within seven (7) calendar days of the death.

Extended family shall include the employee's grandparents, aunt or uncle, grandchild, parents- in-law, and brother or sister-in-law. In-law bereavement leave may be granted for an employee's spouse's or domestic life partner's (see definition of domestic life partner in A., above) parents or siblings, but in any calendar year, an employee may not receive bereavement leave for both (e.g., if an employee's spouse's sister and domestic life partner's brother passes away, the employee may receive bereavement leave for either the spouse's sister or domestic life partner's brother, but not both).

SECTION C - Additional Leave

Upon prior written request and approval by the Chief of Police or his/her designee and the City Manager, an employee, in addition to the above-defined leave, may utilize vacation, sick or personal leave to supplement bereavement leave.

ARTICLE 25 - PERSONAL LEAVE

SECTION A - Employees shall receive 48 hours of personal leave per calendar year. Personal leave shall be credited to employees as of the first pay date in January of each calendar year.

Personal leave shall not be accumulated from year to year and shall not be paid for if not used in the applicable calendar year. All personal leave must be used by December 20th for payroll purposes.

Personal leave may be taken in fifteen (15) minute increments. An employee requesting personal leave for an entire shift shall be charged with the number of personal hours for that shift (e.g., 10 hours of personal leave charged for a 10-hour shift).

SECTION B - Unused personal leave shall not be paid upon separation of **any** type (e.g., retirement, voluntary resignation, layoff, discharge, etc.).

SECTION C - Each employee shall notify the Chief of Police or officer in-charge at least twenty- four (24) hours before the beginning of his/her normal work shift on the day he/she intends to take personal leave. Approval of leave is subject to proper shift coverage in the Chief of Police or his/her designee's opinion. This does not apply to 16 hours of personal leave, which will be referred to as Emergency Personal Leave (EP), which is when the city receives notification of 24 hours or less.

SECTION D - Personal leave may be used in conjunction with or at the beginning or ending of any vacation period.

SECTION E - No explanation by the employee as to the purpose of or reason for taking said personal leave shall be required by the Chief of Police, City Manager or any other City Official; provided, however, that the Chief of Police, in his/her sole discretion, may deny personal leave if the Chief of Police cannot provide adequate coverage for the employee. Personal leave shall be subject to the man-power limits established in Article 23, Section D.

ARTICLE 26 - FALSE ARREST & CIVIL RIGHTS VIOLATION LIABILITY

SECTION A - The City shall furnish, at its own expense, liability insurance covering each employee in a principal amount of at least \$300,000 in connection with allegations of false arrest, malicious prosecution, and other events in connection with the performance of duties and responsibilities of police officers.

SECTION B -The City shall furnish, at its own expense, liability indemnification, in a method at its discretion, covering each employee in connection with allegations of violations of Federal or State Civil Rights of individuals, occurring in connection with the performance of duties and responsibilities of police officers.

ARTICLE 27 - EDUCATIONAL PROVISIONS

SECTION A -Any employee who shall be pursuing post-high school educational advancement in police work or law enforcement, or fields related directly to police work or law enforcement, shall receive the encouragement and support of the City, in order to foster a more professional and competent force for the community.

SECTION B - Professional Leave. A leave of absence with pay may be granted with the approval of the Police Chief and the City Manager to an employee who is pursuing a regular course of law studies leading to any recognized degree in police work or law enforcement or fields related directly to police work or law enforcement. Leaves of absence with pay shall not exceed 30 consecutive calendar days.

Professional leave less than 30 days may also be granted by the Police Chief to an employee to attend training schools, professional meetings, conferences or conventions, or any other justifiable reasons considered to be in the best interest of the City. Reimbursement may include travel expenses depending upon the available funds and must be approved prior to the justifiable reason.

Any employee while in the employ of the City, may be granted a leave of absence up to 90 days without pay to attend educational classes and to travel (within a radius of 100 miles) to and from their residence. Funding for tuition, books, mileage and/educational supplies, must be approved in advance if funding is available. Expenses for the unpaid leave of absence ~~without pay~~ shall cover no more than three courses in any recognized term with the approval from the Chief of Police prior to commencement. The City reserves the right to limit or cap the number of classes or expenses at any time.

If such travel and class attendance is scheduled during the employee's duty hours, he/she shall be compensated in the same manner if he/she had been working, and he/she shall be excused from duty while pursuing said studies, provided, however, that he/she shall not be compensated for any time after the end of his/her normal work shift for the particular day in question.

SECTION C - Should the employee have applied to the LEAA or any other governmental agency or foundation for loans, grants or other funding of tuition and fee costs involved in the education referred to in Section B, and been notified that said loans, grants or other funding will be made to the officer, but the funds have not arrived on the date upon which tuition and fees are due, the City shall advance to the officer the amount necessary to cover said tuition and fees, to be reimbursed when the loans, grants or other funding are received by the employee.

SECTION D - All books directly related to courses in police work or law enforcement shall be furnished by the City, to remain the property of the employee pursuing the courses involved. It is the position of the Union that the employee involved should donate these books, upon completion of the courses involved, to a library to be established and maintained in the Police Department, to be available to others within the Department and to those taking similar courses in subsequent years.

The Union will encourage its members to make donations as in the best interests of all Union members, but the final decision shall rest with the employee involved. All books in courses of a liberal arts, scientific or non-police or non-law enforcement nature will be furnished by the City, provided they remain the property of the City to be placed in the library previously referred to, available for the use of employees pursuing similar courses in subsequent years.

~~**SECTION E** - Any employee attending any institute, course of study, seminar or continuing educational program which does not lead to a degree, when such attendance is with the approval of the Chief of Police or at the request of the Chief of Police, shall be compensated and shall be provided with transportation as though performing regular duties within the Department.~~

SECTION F - Sections 27-A through 27-D are subject to sufficient funds being available for the indicated purpose.

ARTICLE 28 - EFFECTIVE DATES, TERM, & MODIFICATION OF MEMORANDUM OF AGREEMENT

SECTION A- Unless there is language to the contrary, the provisions of this Agreement shall be effective January 1, 2022.

SECTION B - The provisions of this Memorandum of Agreement shall continue in full force and effect through **December 31, 2024**, shall continue in effect until such time as a successor agreement is reached.

Agreement by July 1 of the year prior to the expiration of the Memorandum of Agreement. The failure to give such notice shall not preclude mutual agreement by the City and Union to negotiate.

SECTION D – INTENTIONALLY LEFT BLANK

SECTION E - Notwithstanding the provisions of Section B or C above, the provisions of this Memorandum of Agreement shall terminate upon the completion of a valid election of another organization as the exclusive employee organization for persons holding police positions by appointment of or employment by the City of Lebanon, pursuant to New Hampshire Revised Statutes Annotated, Chapter 273-A, Section 10.

SECTION E - Either party may, by written notice, request the modification or amendment of any portion of this Memorandum of Agreement, or request additions to this Memorandum of Agreement.

Such request for modification, amendment or addition shall be treated by both parties as a request to meet and confer pursuant to New Hampshire Revised Statutes Annotated, Chapter 273-A, or its successor, but until a final agreement shall have been reached as to the requested modification, amendment or addition, the terms of the Memorandum of Agreement shall remain in full force and effect.

ARTICLE 29 - EVALUATION REPORTS

SECTION A - Employees shall receive a performance evaluation twice a year; in December and June of each calendar year.

Within fourteen (14) days of the completion of said evaluation report, the employee's immediate supervisor or the Chief of Police or other supervisory officer designated by the Chief of Police shall personally review the evaluation report with the employee. No evaluation report on the employee may be placed in and become a part of the employee's personnel records until such time as the personal review shall have been completed. In any event, failing evaluations are subject to grievance procedure, which is a part of this Agreement.

SECTION B - Evaluation reports shall be prepared by the employee's immediate superior officer. If more than one officer is responsible for the employee's activities during the evaluation period, then the evaluation shall be jointly made by all officers having supervision of the employee during the period.

SECTION C - All evaluation reports are subject to review by the Chief of Police, who shall make such corrections, additions or explanations as he/she shall deem proper in providing an objective review of the employee's performance.

SECTION D -The factors which shall be taken into consideration in preparing such evaluation reports shall include such categories as agreed to by the Chief of Police and LPBA/NEPBA. The evaluation form may be amended by mutual agreement.

ARTICLE 30 - COVERAGE

SECTION A- In the event that it shall come to the attention of the Chief of Police or officer in- charge that an employee shall not be available, for any reason, to work on a regularly assigned work shift or for any portion thereof, and such knowledge shall have been received more than 48 hours before the particular work shift or portion thereof which must be staffed, the Chief of Police or officer in-charge shall provide notice informing all employees of the necessity of providing coverage for the work shift or portion thereof in question.

Notwithstanding the above, the provisions of this Article, including all Sections thereof, need not be applied to extended periods of coverage required because of illness or injury requiring absence from duty for more than five work shifts, vacations, educational coverage (when attending the New Hampshire Police Standards and Training Council's Police Training Academy or other intensive educational courses or seminars) or any other absence from duty for more than five work shifts.

SECTION B - No particular work shift, or portion thereof, which must be staffed, shall be filled with officers other than full-time employees of the Lebanon Police Department until full-time employees have had an opportunity to indicate their interest in filling the posted work shift vacancy. After the work shift, or portion thereof, is made available to full-time police department employees for a period of 48 hours, and goes unfilled, it may be offered to part-time employees. Employees who indicate their desire to work a posted work shift will be compensated as provided in Articles 13 and 15.

Employees of rank (i.e., Sergeant and Corporal) shall not be allowed to fill non-OIC work shift coverage until non-rankling full-time police officers have been given an opportunity, for a minimum of 48 hours, to fill the posted work shift vacancy.

SECTION C -The notice provided in Section A shall be posted by the Chief of Police or officer in-charge

as soon as he/she shall have been notified of the necessity of providing coverage for the particular work shift or portion thereof. The method of posting the work shift vacancy shall be solely determined by the Chief of Police and shall not be able to be grieved.

SECTION D - If within twenty-four hours before the particular work shift or portion thereof which must be staffed, no officer shall have indicated his/her desire to cover the work shift or portion thereof which must be staffed, then the Chief of Police or officer in-charge may assign a full time officer to cover the work shift or portion thereof which shall insure to the fullest extent possible, that the required assignments are evenly and equitably distributed among the full time officers of the Police Department, first, and then among the other officers, if necessary.

ARTICLE 31 - PERSONNEL RECORDS

SECTION A - Each employee shall have the right, during the regular office hours of the City Offices, to have access to and review the contents of his/her personnel file or any records in connection with his/her employment, compensation or status as an employee of the City of Lebanon. Each employee may, by written authorization, permit any representative, including legal counsel, to have similar access. Each employee or his/her duly authorized representative shall have a right to copy any document contained in his/her personnel file or any records in connection with his/her employment, compensation or status as an employee of the City of Lebanon, including the right to have photocopies of any such documents made at his/her reasonable expense by the City.

SECTION B - No document, memorandum note or other written instrument may be inserted or added to the personnel files of the City of Lebanon unless and until the employee shall have been notified of (1) the existence of the document in question (2) the summary of the document contents, and (3) the identity of the person preparing or furnishing the document in question. This right of notice shall apply to any evaluation reports which are prepared by any person in a position superior to that of the employee.

SECTION C - Each employee shall have the right to have corrected any errors or discrepancies in his/her personnel files or any records in connection with his/her employment, compensation or status as an employee of the City of Lebanon by means of the Grievance Procedures set forth in Article 12.

SECTION D - Before any evaluation report shall be inserted or added to a personnel file, the Chief of Police or his designee shall discuss the contents of said report, personally with the employee involved, in an effort to bring to the attention of the employee involved any shortcomings or improvements which may be noted by the evaluation report, in order to furnish each employee the maximum opportunity to improve his/her performance in those areas indicated.

SECTION E

NON-DISCIPLINARY MATTER

A non-disciplinary matter to include but not limited to training events, or counseling entries shall not be retained in an employee's blue book/year-to-date file for more than twenty four (24) months from the date of entry provided there is no additional disciplinary action taken within that time. All employees must notify the Chief of Police or his/her designee, in writing, to have the record expunged. Training events and counseling notices shall not be placed in an employee's personnel file unless the notice is included as part of subsequent discipline.

DISCIPLINARY MATTER

A disciplinary matter to include but not limited to a verbal reprimand, written reprimand, suspension with or without pay shall not be retained in any employee's personnel file for more than forty-eight (48) months from the date of entry provided there is no additional disciplinary action taken within that time. All employees must notify the Chief of Police or his/her designee, in writing, to have the record expunged. The intent is to apply this provision as written which differs from past practice as previously applied.

ARTICLE 32 - CHAPTER 54 OF THE CODE OF THE CITY OF LEBANON

SECTION A - No officer shall solicit or accept any gratuity, favor or anything of monetary value from any contractor or potential contractor with the City of Lebanon relative to the procurement of any supplies, equipment, construction, and/or other services with municipal, State, and/or Federal Grant Funds; and the offering and/or giving of such matter of monetary value by such a contractor or their agents to any officer who violates any provision of this Memorandum of Agreement shall be subject to an appropriate disciplinary action including the case of an officer, removal from office, subject to the grievance procedures of this Memorandum of Agreement.

SECTION B - Violation of any provisions of Ordinance 46 of the City of Lebanon shall also constitute a misdemeanor and be punished as prescribed in the Criminal Code of the State of New Hampshire as may be amended from time to time.

SECTION C - Subject to the grievance procedures of this Memorandum of Agreement, as amended, Chapter 54 of the Code of the City of Lebanon shall be held to be applicable to all officers covered by this Memorandum of Agreement.

ARTICLE 33 - HEALTH AND SAFETY

The Department recognizes its obligation to comply with all applicable Federal, State, and local laws and policies. It agrees to establish a Health and Safety Committee comprising of two members selected by management, two selected by the Union, who will meet when either side requests to discuss matters of health and safety and to make recommendations to the Chief.

ARTICLE 34 - FAMILY AND MEDICAL LEAVES OF ABSENCE

34.1 Employees may be eligible for leave per the provisions of the federal Family Medical Leave Act. Requests for FMLA leave should be directed to the Benefits Coordinator for evaluation and approval in accordance with the City's FMLA policy.

ARTICLE 35 - ENTIRE AGREEMENT

The parties acknowledge that during negotiations, which resulted in this Agreement, each had the opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and LPBA/ NEPBA, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to, or covered in this Agreement, even though such subjects or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. This Agreement may only be amended during its term by the parties' mutual agreement in writing.

ARTICLE 36 - EMERGENCY CONDITIONS

Notwithstanding the previous provisions of the article, if it is determined, in the discretion of the City Manager, that a civil emergency condition exists which requires an enhanced police presence to maintain or restore public safety, including but not limited to riots, civil disorders, hurricane conditions, or similar catastrophes, the provisions of this agreement may be suspended by the department head, or his/her designee, during the time of the declared emergency, provided that wage rates and monetary fringe benefits shall not be suspended. As soon as possible after he/ she determines that such civil emergency conditions exist, the City Manager or his/her designee shall notify the Union President.

IN WITNESS WHEREOF, the parties have, by their duly authorized representatives, executed this Memorandum of Agreement on this 20th day of October 2021.

CITY OF LEBANON

DocuSigned by:
Shaun Mulholland
BY: _____ 10/20/2021
AE8C225904D9436
Shaun Mulholland, City Manager
Duly Authorized

LEBANON POLICE BENEVOLENT ASSOCIATION/NEPBA

DocuSigned by:
Brady Harwood
BY: _____ 10/20/2021
513D4D882BEB45A
Brady Harwood, President

**Lebanon Police Benevolent Association
2022 Wage Scale with 3% GWI
Effective January 1, 2022
Appendix A**

LEBANON POLICE BENEVOLENT ASSOCIATION - 2022 SALARY GRADES With 3% GWI							
<u>Minimum</u>	<u>Maximum</u>						
<u>Position Title</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Patrol Officer	\$27.87	\$29.49	\$30.51	\$32.02	\$33.63	\$35.33	\$36.84
Corporal	\$37.90						
Sergeant	\$37.90	\$38.70	\$39.69	\$40.71	\$41.70	\$42.69	\$43.74

Police Longevity
October 10, 2021 – December 31, 2021
Appendix B

POLICE SALARY GRADES		Oct-10-2021 – Dec. 31, 2021						
POSITION	YEARS OF SERVICE(%)	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
PATROL OFFICER	1 - 9	26.86	28.20	29.17	30.38	31.62	32.93	34.08
	10 - 14 (1%)	0.27	0.28	0.29	0.30	0.32	0.33	0.34
	15 - 19 (2%)	0.54	0.56	0.58	0.61	0.63	0.66	0.68
	20 + (3%)	0.81	0.85	0.88	0.91	0.95	0.99	1.02
CORPORAL	1 - 9	36.60	0.00	0.00	0.00	0.00	0.00	0.00
	10 - 14 (1%)	0.37	0.00	0.00	0.00	0.00	0.00	0.00
	15 - 19 (2%)	0.73	0.00	0.00	0.00	0.00	0.00	0.00
	20 + (3%)	1.10	0.00	0.00	0.00	0.00	0.00	0.00
SERGEANT	1 - 9	36.60	37.32	38.03	38.76	39.49	40.20	41.22
	10 - 14 (1%)	0.37	0.37	0.38	0.39	0.39	0.40	0.41
	15 - 19 (2%)	0.73	0.75	0.76	0.78	0.79	0.80	0.82
	20 + (3%)	1.10	1.12	1.14	1.16	1.18	1.21	1.24

Police Longevity
January 1, 2022 – December 31, 2022

POLICE SALARY GRADES		3.00% Jan 1, 2022 - December 31,						
POSITION	YEARS OF SERVICE(%)	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
PATROL OFFICER	1 - 9	27.87	29.49	30.51	32.02	33.63	35.33	36.84
	10 - 14 (1%)	0.28	0.29	0.31	0.32	0.34	0.35	0.37
	15 - 19 (2%)	0.56	0.59	0.61	0.64	0.67	0.71	0.74
	20 + (3%)	0.84	0.88	0.92	0.96	1.01	1.06	1.11
CORPORAL	1 - 9	37.90	0.00	0.00	0.00	0.00	0.00	0.00
	10 - 14 (1%)	0.38	0.00	0.00	0.00	0.00	0.00	0.00
	15 - 19 (2%)	0.76	0.00	0.00	0.00	0.00	0.00	0.00
	20 + (3%)	1.14	0.00	0.00	0.00	0.00	0.00	0.00
SERGEANT	1 - 9	37.90	38.70	39.69	40.71	41.70	42.69	43.74
	10 - 14 (1%)	0.38	0.39	0.40	0.41	0.42	0.43	0.44
	15 - 19 (2%)	0.76	0.77	0.79	0.81	0.83	0.85	0.87
	20 + (3%)	1.14	1.16	1.19	1.22	1.25	1.28	1.31

**SIDEBAR AGREEMENT
BETWEEN
THE LEBANON POLICE BENEVOLENT ASSOCIATION (NEPBA)
AND
THE CITY OF LEBANON**

Effective Date: January 1, 2023, through December 31, 2023

Revision to Article 13 – PAY PROVISIONS – SECTION A, fourth paragraph,

In 2023, Police Officers and Sergeants shall receive a Step increase effective their month and day of hire, or if promoted or demoted to another position since date of hire, their month and day of promotion or demotion, whichever occurred last, until such time as his or her salary reaches top Step (i.e., maximum pay rate of the applicable salary grade – Step 7). Employee. Employees will not forgo their step as previously agreed at the time of signing.

Revision to Article 20 – Hospitalization/Medical Insurance – Section K, FSA – Dependent Care

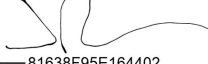
The City will provide a contribution up to \$5,000.00 to a dependent care FSA established through the City’s healthcare provider for the 2023 calendar year for each eligible employee. Employees must be eligible and enrolled in the dependent care FSA. The City will make a prorated contribution on a weekly basis to the dependent care FSA. The City may make contributions in subsequent years solely at the discretion of the City Manager in amounts determined by the City Manager.

DocuSigned by:

AF8C225904D9436...
Shaun Mulholland
City Manager

12/15/2022

Date:

DocuSigned by:

81638F95E164402...
Jeremy Perkins
President of the LPBA

12/15/2022

Date: