

AGREEMENT BETWEEN

CITY OF MANCHESTER
(AIRPORT)
&
TEAMSTERS UNION LOCAL NO.633
Affiliated with the International Brotherhood of
Teamsters

July 1, 2022 - June 30, 2025

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PREAMBLE

The purpose and intent of the City of Manchester and the Teamsters Union Local No. 633 entering into this Agreement is to promote orderly and peaceful relations between the City, the Airport and the organized employees in the Bargaining Unit included in the following Agreement to provide on behalf of the citizens of Manchester and the general public approved services in an effective and efficient manner.

ARTICLE I - RECOGNITION

1. DEFINITIONS:

"Department" refers to the Department of Aviation, City of Manchester.

"Management" refers to the Airport and the Airport Director or his/her designee.

"Union" refers to Teamsters Union Local No. 633 of N.H.

"Regular" employee refers to a permanent employee who has completed an initial probation period and is in a budgeted permanent position.

2. EXCLUSIVE REPRESENTATION:

The Department of Aviation recognizes Teamsters Union Local No. 633 of NH, as the sole and exclusive representative of all regular employees in the Bargaining Unit, for the purpose of collective bargaining for salaries, wages, benefits and such working conditions as are covered by this Agreement and which are not excluded from negotiations under RSA 273-A: I, XL

3. BARGAINING UNIT:

- (A) The Bargaining Unit shall include all regular permanent full-time, and regular permanent part-time employees of the Department of Aviation as set forth in the certification on file with the PELRB, Decision No. 2002-068, and excluding those positions under RSA 273-A:2.IX and RSA 273-A:8.II.

The Bargaining Unit shall include Department of Aviation positions as follows: Airport Building Technicians, Airport Maintenance Workers I and II, Airport Operations and Maintenance Specialists, Equipment Mechanic I/II, Airport Communications/Operations Specialists and Inventory Specialist. The Parties agree to update the above referenced unit composition and certification as positions change title and as otherwise required by law.

- (B) In order to be eligible for fringe benefits provided under this agreement, regular permanent part-time employees must work at least twenty (20) hours per week.

ARTICLE II - NON-DISCRIMINATION

Non-Discrimination by the City:

The City and the Department covered by this Agreement agree not to discriminate in any way against employees covered by this Agreement on account of membership in the Union.

Non-Discrimination by the Union:

The Union Officers and members agree not to discriminate in any way against employees who are not members of the Union, or to bar employees from joining or remaining in the Union, except for non-payment of dues.

The City, the Departments covered by this Agreement and the Union agree not to discriminate in any way against employees covered by this Agreement on account of religion, race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, age, or disability, except where age or physical condition are bonafide qualifications for employment.

ARTICLE III - MAINTENANCE OF MEMBERSHIP

Each member of the bargaining unit who, on the effective date of this Agreement, is a member of the Union, and each employee who becomes a member of the bargaining unit and the Union after that date, shall continue his/her membership in the Union during the duration of this Agreement; provided, however, that an employee may at his/her discretion, and in writing, withdraw his/her membership from the Union anytime within twenty (20) calendar days prior to the anniversary date thereafter.

The Union shall post notices on departmental bulletin boards thirty (30) calendar days prior to the anniversary date of the contract notifying employees of their right to withdraw from the Union.

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 City harmless in any such dispute.

ARTICLE IV - RIGHTS OF EMPLOYEE REPRESENTATIVES

With the exception of processing and resolving grievances, negotiating contracts and discussing immediate safety hazards, the Union will not be allowed to transact any business on Department time. The Department Steward shall be allowed reasonable time for the handling of such grievances, provided such processing of grievances does not disrupt the normal operations of the Department.

The Steward shall ask the supervisor for permission to leave the job to investigate and adjust grievances, and such permission shall be granted without unreasonable delay, provided the job assignment is not of an emergency nature. It is further agreed that this provision shall be limited to periods of regular pay,

ARTICLE V - UNION DUES

Effective on the date of ratification of this Agreement, the Airport agrees to authorize the deduction of Union dues from each bargaining unit member who has signed an authorization card and to remit same to Teamsters Local No. 633 of New Hampshire on a monthly basis, on or before the twentieth (20th) day of the month.

No employee shall, as a condition of employment, be required to become a member of the Union. The Union agrees that it will not interfere with the rights of any or all non-members employed by the Manchester Airport.

At no time will the City be required to deduct fines or assessments beyond the regular monthly dues or initiation fees. If any bargaining unit member has no check coming to him/her or if his/her check is not large enough to satisfy the dues, then no deduction will be made from that employee.

The Airport shall be held harmless in any dispute arising between the union and the employee for the payment of regular monthly dues and/or initiation fees.

The City agrees to a D.R.I.V.E. check-off for bargaining unit members. Upon written authorization by the employee, the City shall deduct the amount specified by the employee on a weekly basis and shall remit same to the Granite State Teamsters' D.R.I.V.E. account. The employee shall provide written authorization in the form required by law.

ARTICLE VI - MANAGEMENT'S RIGHTS

The direction of Department operations and the determination of the methods and the means by which such operations are to be conducted shall be the function of Management. All rights and responsibilities not specifically modified by this agreement shall remain the function of Management and in accordance with the provisions of RSA 273-A:1, XL

ARTICLE VII - NO STRIKES OR LOCKOUTS

There shall be no strikes, work stoppages, concerted interference with normal operations, job actions or lockouts during the term of this Agreement.

The Union and its members agree that violation of this Article shall subject those in violation to disciplinary action, up to and including discharge.

Should any group of employees covered by this Agreement engage in a strike or any unlawful form of job action, the Union shall disavow any such unlawful action and shall take all reasonable means to induce such employees to terminate such illegal activity forthwith.

ARTICLE VIII - CONTRACTING AND SUBCONTRACTING OUT

The City recognizes the concern of the Union in regard to contracting or subcontracting work, which results in a reduction of the work force.

If the City or the Department changes its method of operations which involves contracting out work which is now being performed by bargaining unit employees, the City and/or the Department will give notice to the Union of its intention. Furthermore, the City will make every effort to absorb affected employees into other City positions. In those cases, where employees are not absorbed into other City positions, the City and/or Department will provide as much advance notice of pending layoffs as reasonably possible.

ARTICLE IX - SENIORITY

There shall be two types of seniority:

- (1) Departmental Seniority
- (2) Classification Seniority

Departmental seniority shall be defined as the length of time the employee has been employed within the Department and shall be based on his/her date of hire.

Lay-off and recall from layoff shall be based upon Departmental seniority.

Transfers and promotions shall be based on Departmental Seniority. However, no employee shall displace another employee in any classification based solely on Departmental seniority, unless by virtue of lay-off.

Vacation selection shall be based on Department seniority.

Shift preference shall be based on Classification seniority within each of the four (4) classifications:

- Field Crew- comprised of Airport Operations and Maintenance Specialists.
- Building Maintenance - comprised of Airport Building Technicians and Airport Maintenance Workers I and II.
- Mechanics - comprised of Equipment Mechanics I or II.
- Communications - comprised of Airport Communications/ Operations Specialists, Dispatchers.

Employees who transfer or are promoted to another classification shall be placed at the bottom of the new classification seniority list and shall not be placed ahead of any employee then in the classification regardless of his/her Departmental seniority listing. New employees, hired on the same day, shall have their respective seniority determined by the drawing of lots.

Layoff Procedure:

The following shall apply to all bargaining unit employees:

- The Airport shall have the sole right to determine employees to be

laid-off within each classification.

- (.) Probationary employees shall be laid-off first.
- (.) Non-certified employees shall be laid-off secondly.
- (.) Regular/Certified employees shall be laid off last by seniority within their classification.

When a recall to work is necessary, each employee shall be recalled within his/her classification by seniority, that is, the most senior employee shall be recalled first within each classification.

Such notice of recall shall be delivered by hand or certified mail, postage prepaid, to the last address given to the employer by the employee.

If the employee fails to respond to such notice within ten (10) calendar days after receipt of such notice, the employer may then go to the next employee, in seniority order, for notice of recall.

Employees shall remain on the recall list for a period of twenty-four (24) months after the effective date of lay-off unless:

- (.) Waives recall rights.
- (.) Resigns/Retires.
- (.) Fails to accept recall.
- (.) Fails to report after accepting recall within 14 calendar days after receipt of recall notice.

ARTICLE X - PROMOTIONS AND TRANSFERS

Management reserves and shall have the right to make promotions and transfers for positions included with the Bargaining Unit primarily on the basis of qualifications, ability and the performance of duty, but shall be governed by seniority where equal qualifications, ability and performance of duty, as determined by Management, have been demonstrated.

Bargaining Unit jobs to be filled through promotion shall be posted for a period of seven (7) working days.

Management shall make a determination of the filling of such posted position no later than thirty (30) working days after the close of the posting.

After an award is made of a promotion, the name of the person promoted shall be posted for five (5) working days following said award. Employees may file a grievance within five (5) working days of the date posted, in accordance with the Grievance Procedure.

Wherever possible, promotions shall be made from the ranks of regular employees who are employed by the Manchester Airport .

Employees who are absent during the entire posting period shall be automatically placed on the list for consideration for the position(s); provided, however, that such employees may, at his/her discretion, have his/her name removed from the list within five (5) work days of returning to work.

When a question as to the proper person having been chosen to fill any job arises and it cannot be resolved, it will be settled by using the Grievance Procedure.

Job posting shall include job specifications, rate of pay, job location, the shift, and also if the job is permanent with a permanent rating. The above procedures shall be followed in all promotions, vacancies and transfers whether temporary or permanent.

ARTICLE XI - WAGE RATES

Effective July 1, 2022, the Salary Schedules shall be increased by three percent (3%).

Effective July 1, 2023, the Salary Schedules shall be increased by four percent (4%).

Effective July 1, 2024, the Salary Schedules shall be increased by four percent (4%).

Employees will receive a step increase on their anniversary date of current position. This step increase will be subject to a satisfactory performance evaluation. An incomplete evaluation will be considered a satisfactory performance evaluation. This process may be changed at any time by mutual agreement. Evaluation step increases will stop when an employee reaches Step 13 on the included paymatrix.

Outstanding performance evaluation bonus payments will cease, effective on date of ratification.

Employee appeals on their annual performance evaluation will be according to the process mutually agreed to by the Union and the City.

The longevity waiting periods (for employees hired prior to July 1, 2017) shall be 5-10-15-20-25-30-35-40 and 45 years of service. The 5-year longevity increase is eliminated for those employees hired on or after July 1, 2017. An increase of three-percent (3%) will take effect on the employee's anniversary date of employment.

Employees being promoted from one grade to a higher grade shall be placed on the lowest step of the new grade, which will provide for a minimum of a ten-percent (10%) increase in salary.

Effective July 1, 2000, employees who have attained the requirements for the achievement grade (A-Step) associated with their positions will be placed on the corresponding step on the achievement grade in accordance with mutually agreed provisions which shall be attached as a sidebar letter.

ARTICLE XII - SHIFT DIFFERENTIAL

Effective July 1, 2012 the shift differential for employees at the Manchester Airport shall be ten percent (10.0%).

Further, effective on the date of ratification, employees who are assigned to the day shift shall receive the shift differential for all additional hours worked, whenever they work four (4) hours or more, before or after, but not during their normal day shift hours.

ARTICLE XIII - DISCIPLINARY ACTION

The right of Management to discharge, suspend, or otherwise discipline in a fair and impartial

manner is hereby acknowledged.

Written notice of an intent to discipline an employee shall be given to the employee and the Steward within five (5) working days after Management has knowledge of the alleged infraction.

The normal progression of discipline shall be:

- (.) Verbal warning.
- (.) Written warning.
- (.) Suspension.
- (.) Discharge.

Disciplinary action involving serious offenses need not proceed through the normal progression as listed above.

All disciplinary action taken against an employee shall, upon request of the Union, be subject to the Grievance Procedure.

With the exception of sick leave use warnings (Art. XXX), verbal warnings/reprimands and written warnings/reprimands shall be removed from the employee's personnel file twenty-four (24) months after the date of the warning/reprimand, provided there are no similar infractions committed in the intervening period. Letters of suspension shall remain in the employee's permanent record.

ARTICLE XIV - GRIEVANCE PROCEDURE

Definitions:

A grievance is defined as a claim or dispute arising out of the application or interpretation of this agreement, under express provisions of this Agreement, and shall be processed in the following manner:

The Union and Management must resort to the use of the Grievance Procedure established herein; provided, however, that this shall not be construed as requiring the Union Steward to process a grievance which he/she considers to have insufficient or no merit.

Procedure:

A. Step I - Informal Level

Prior to the institution of any formal grievance, an employee must attempt to resolve the matter with his/her supervisor. Any adjustment reached at this informal level without the presence of a designated representative of the Union, shall not establish a precedent on either party.

B. Step II - Formal Grievance

Absent resolution at the informal Step I level, the grievant, with the assistance of his/her Shop Steward, must place the grievance in writing within five (5) working days of the occurrence giving rise to the grievance. Such grievance must be filed with the Airport Director or his/her designee, in detail, on grievance forms provided by the Union. Upon receipt of said grievance by the Airport Director or his/her designee, a

meeting shall be called within five (5) working days between the grievant, the Shop Steward, the Airport Director and his/her designee and the Union Representative of Teamsters Local No. 633.

Subsequent to the above-mentioned meeting, the Airport Director or his/her designee must respond, in writing, as to the disposition of the grievance, within five (5) working days. Such response shall be given to the Shop Steward and copied to the Local Union.

If the resolution of the grievance is not reached by the parties, a pre-arbitration meeting shall be scheduled within five (5) days of receipt of the Step II response, by mutual agreement of the parties. The purpose of the meeting is to determine if the grievance can be resolved without arbitration.

C. Step III - Pre-Arbitration

The pre-arbitration panel shall consist of the City's labor counsel, the Airport Director and/or his/her designee, the Union's Business Officer and/or his designee, the Shop Steward, and the grievant. A written response to the Union relative to the disposition of the grievance heard at pre-arbitration shall be rendered five (5) working days from the date of such pre-arbitration meeting. Failure to reach resolution at pre-arbitration shall, upon request of either party, allow for the grievance to proceed to arbitration. Either party may submit a written demand for arbitration, with a copy to the other party, to a mutually agreed - upon neutral dispute resolution agency under its rules or failing agreement, to the American Arbitration Association.

D. Step IV - Arbitration

The Arbitrator shall schedule the arbitration hearing at a time and place mutually agreeable to the parties. The Arbitrator shall have no authority to hold a hearing on more than one grievance at any hearing unless the parties mutually agree to the submission of multiple grievances to one arbitrator.

The Arbitrator shall not have the power to alter, add to, or subtract from the terms of the Agreement. The Arbitrator shall have the flexibility to fashion a remedy to fit the violation, but his/her decision shall not go beyond what is necessary for the interpretation and application of the express provisions of the Agreement. The Arbitrator shall not substitute his/her judgment for that of the parties in the exercise of rights granted or retained under this Agreement. The Arbitrator shall have no authority to render a decision which required the payment of retroactive wages or adjustments which extend prior to the date of the occurrence giving rise to the grievance. The decision of the Arbitrator shall be final and binding upon the parties as to the matter in dispute.

The party submitting a grievance to arbitration shall pay the total administration fee for the processing of such grievance. Each party shall make arrangements to pay the expenses of witnesses who are called by them. The expenses of the arbitrator shall be shared equally by the parties. The parties agree that the party who requests a

postponement of any arbitration hearing shall be obligated to pay any related postponement costs or fees.

E. Miscellaneous

Failure of the grievant and/or the Union to abide by the time limits set forth in this Article shall result in the grievance being dismissed without action being taken with respect to such grievance.

Failure at any level of the grievance procedure of "management" to render a decision within the specified time limits shall permit the grievance to proceed to the next level.

It is agreed that the time limits above may be extended by mutual written agreement between the Airport Director and/or his/her designee and the Shop Steward and/or Local Union Representative.

The Airport Director and/or his/her designee may initiate a grievance against any bargaining unit member or the Union under the terms of this Article, by specifying to the Union, in writing, the specific name(s), date(s), alleged violation(s) or misapplication(s) and the provision(s) of this Agreement involved. Such a grievance shall be commenced at Step III. If such a grievance is not filed within ten (10) working days of the date(s) of the alleged violation(s) or misapplication(s), then the grievance will be considered waived.

ARTICLE XV - WORKDAY/WORKWEEK

The normal workweek shall run in five consecutive days, Sunday through Saturday, with two consecutive days off.

There shall be three shifts on the Airfield in each normal workday:

- a. Day Shift (1st Shift) 7:30 AM to 4:00 PM with a one-half (1/2) hour unpaid lunch.
- b. Evening Shift (2nd Shift) 3:30 PM to 12:00 midnight with a one – half (1/2) hour unpaid lunch.
- c. Night Shift (3rd Shift) 11:30 PM to 8:00 AM with a one-half (1/2) hour unpaid lunch.

Dispatcher Schedule: Eight (8) hour shifts:

Day Shift (First): 8:00 am to
4:00pm Sunday through Thursday
Tuesday through Saturday

Evening Shift (Second): 4:00pm. to 12.00 Midnight
Sunday through Thursday
Tuesday through Saturday

Night Shift (Third): 12:00 Midnight to 8:00am
Sunday through Thursday
Tuesday through Saturday

BREAK PERIODS

The present practice with respect to break periods at the Manchester Airport shall be continued. That is, each employee shall be entitled to two (2) fifteen (15) minute break periods within the eight (8) hour shift.

LUNCH PERIODS

With the exception of dispatchers, employees shall receive a one-half hour unpaid lunch and two (2) fifteen (15) minute paid breaks in the regular workday.

In the event the employees are unable to receive their one-half hour lunch period or two (2) fifteen (15) minute breaks due to snow emergencies, or other emergencies such as breakdown of equipment, power failures, or Acts of God, such lunch period shall be considered as time worked and, as such, shall be compensated at the appropriate rate.

WORK BEYOND REGULAR SHIFT

When an employee is required to work beyond his regular shift, he shall be entitled to one (1) fifteen (15) minute paid break, subject to the operational needs of the airport.

Those employees required to work four (4) hours beyond the completion of their regular shift shall be entitled to a one half (1/2) hour paid lunch period at the completion of four (4) hours overtime, subject to the operational needs of the airport.

Those employees who work in excess of twelve (12) hours shall be entitled to a second fifteen (15) minute paid break at the completion of fourteen (14) consecutive hours, subject to the operational needs of the airport.

Those employees who work in excess of sixteen (16) consecutive hours shall receive an additional one half (1/2) hour paid lunch, subject to the operational needs of the airport.

Dispatchers who are required to work beyond the end of their eight (8) hour shifts shall receive an additional fifteen (15) minute paid break, at the completion of each two (2) hours of overtime provided the dispatcher is required to continue to work beyond the two (2) hour period of scheduled or assigned overtime.

Any employee who does not receive his paid breaks or lunch periods as a result of the operational needs of the airport shall be compensated for same at the applicable rate of pay, in addition to his hours worked.

The schedules for land-side employees shall be five (5) consecutive days on the shift they bid for. Such schedule shall remain unchanged subsequent to semi-annual shift bidding unless the Union receives a two (2) week written notice to the intent to change the shift start times. The two (2) week notice may be waived in cases of emergencies or special projects of an unforeseen nature in which case the Union will be notified as soon as possible.

ARTICLE XVI - SHIFT PREFERENCE

Shift preference shall be applicable to all regular/certified employees, and shall be bid semi-annually by seniority within each classification, in April and November of each year.

New employees hired by the City may be assigned to any shift for their certification period but shall not be assigned to the shift for a period of more than nine (9) months for certification purpose, unless agreeable to by both Management and the Union.

Upon certification, all new employees shall be assigned to either the evening shift or the night shift in their respective classifications, if more senior employees desire the day shift.

Shift complements shall be determined by Management.

ARTICLE XVII - OVERTIME

All hours worked in excess of eight (8) hours per day shall be paid at the rate of time and one-half.

All hours worked in excess of forty (40) hours per week shall be paid at the rate of time and one-half.

Employees shall be paid double time for all hours worked in excess of sixteen (16) consecutive hours as the result of snow or other emergencies as determined by the Airport Director.

When the employee is relieved from duty during emergencies prior to the completion of his/her regular shift, the employee shall be compensated at one and one-half times his/her regular rate upon recall to work in advance of his next regular shift.

Paid holidays, vacation time, personal days, and sick time taken during the workweek shall not count in the computation of the determination of the forty-hour-week.

Effect of holidays, vacation time, sick time and personal days on work week. When a holiday, vacation time, sick time or personal day is observed during any employee's work week, such time will have the effect of reducing the work week by each hour or each day observed for the purpose of complying with the overtime provisions for payment at the overtime rate for work performed beyond the normal work week.

Compensation for work performed on holidays, employees who are required to perform work or to render services on one of the holidays shall be compensated therefore as follows:

Any employee in this labor and trades group shall receive their regular pay for the holiday plus payment at time and one-half their regular rate of pay for all hours worked on a holiday.

Forfeiture of holiday pay. Any employee shall forfeit his/her right to payment for any holiday if he/she has an unexcused absence on the last regular workday preceding such holiday or on the next regular workday following such holiday.

Any person who has left their place of employment and is recalled to work prior to the next normal shift will be paid for a minimum of three (3) hours at the rate of time and one-half; provided, further, that an employee who is called back for overtime or emergency work and who completes the required task and returns to his/her residence within the three (3) hour minimum guarantee may be called back for additional emergency or overtime without an additional three (3) hours minimum work guarantee. It is the purpose and intent of this section to assure an employee of at least three (3) hours of pay at overtime rates for the inconvenience of being called back to work between the normal shifts, but not to be separately paid for several callbacks within the three (3) hour minimum guarantee period.

Any employee who is called in immediately prior to the start of his/her normal shift shall receive such time at the overtime rate but is excluded from the three (3) hour minimum guarantee outlined in the previous subsection of this section.

Management may schedule employees to start their next day's shift at a time earlier than the regular time without extra compensation under the call-back provision of this section, provided such change in schedule is made prior to the completion of the shift the preceding day.

No temporary or seasonal employees shall be assigned to overtime work normally performed by regular employees until all regular employees in the classification which customarily performs the work have had the opportunity for such assignment. During winter operations and other emergencies, temporary and seasonal employees may work overtime as long as regular employees are provided with the first opportunities for the hours.

Overtime work which is scheduled in advance or which requires employees to be called in for unscheduled work shall be assigned first, on a rotating basis, among all qualified employees, by seniority, within the classification.

If the required overtime demands an additional number of employees be assigned, then such assignment shall be made by seniority amongst the qualified employees within the classification.

If Management is unable to staff due to lack of qualified volunteers within a classification, then the least senior qualified employee within that classification shall be required to work, unless he/she has a valid excuse, acceptable to the employer, in which case the next least senior qualified employee shall be required to work.

Overtime work required beyond the employee's regular shift shall first be offered to the employee/employees then performing the specific function giving rise to the need for such overtime. Should the employee/employees performing the job decline the overtime it shall be offered to the most senior qualified employee/employees within the classification on that shift. If no qualified employee on that shift will accept the overtime then the least senior qualified employee on that shift shall be required to work, unless he has a valid excuse acceptable to the employer, in which case the next least senior qualified employee shall be required to work.

Management shall give as much advance notice as possible in the notification of scheduled overtime.

ARTICLE XVIII - EMERGENCY WORK

The responsibility of employees to make themselves available during periods of emergency is hereby recognized.

When an employee responds to an emergency situation and, as a result of hours worked and/or physical exhaustion, such employee is relieved from working his/her normal work schedule, and said employee is subsequently scheduled to work on his/her normal day off, such work shall be paid for at the applicable overtime rate.

If an employee is called in to work due to an emergency situation, while on vacation, such employee shall be compensated at the rate of time and one-half for all hours worked. Employees who are on vacation and are unavailable or cannot be contacted by the Employer shall not be disciplined for failure to respond to an emergency.

Deliberate refusal to respond to such emergency situations without justification may result in disciplinary action.

If an employee responds to the emergency situation while on vacation, he/she shall receive an equal amount of days or days worked, while on vacation at a subsequent date, mutually agreeable to the employee and Management. (Such time shall be unpaid.)

Such "Comp-Time" shall be taken within the same calendar year in which the emergency condition occurred.

ARTICLE XIX- PLUS RATES

In any case when an employee is qualified for and is temporarily required to serve regularly in and accept the responsibility for work in a higher class of position, such employee shall receive the entrance rate of that class or one rate step above his present rate, whichever is higher, while so assigned, subject to the approval of the personnel director or personnel committee. Such temporary assignment to a higher class of positions, to qualify for the higher rate of pay, shall be regular and continuous in character for at least one workday. An employee may be temporarily assigned to the work of any position of the same or lower class grade without change in pay. In those cases, when an hourly rated employee is assigned to temporarily serve in a higher level salaried position then such hourly rated employees shall be granted a plus rate in accordance with this section if the assignment is for one full work day or longer.

ARTICLE XX- HOSPITAL/MEDICAL COVERAGE

Effective July 1, 2022, the City will offer three health insurance plans. The HDHP coupled with and HSA, the Access Blue New England Site of Service HMO 250 and the Access Blue New England HMO 1250 Plan all of which are more particularly described in the attached Appendix C. Effective July 1, 2022 refer to Statement of Benefits attached

Bargaining unit member hired before July 1, 2019, may select either the HDHP coupled with and HSA or the Access Blue New England Site of Service HMO 250.

Bargaining unit members hired on or after July 1, 2019, shall be limited to the HDHP coupled with an HSA or, if they do not qualify for the HDHP, the Access Blue New England HMO

1250 Plan until such time as they qualify for the HDHP coupled with an HSA.

For unit members hired prior to March 6, 2012, the City will pay eighty-four percent (84%) of the eligible premiums.

For unit members hired on or after March 6, 2012, the City will pay eighty percent (80%) of the eligible premiums.

The City shall offer a high deductible health insurance plan (HDHP) accompanied by the establishment of a Health Savings Account (HSA) for each enrolled bargaining unit member with an annual contribution of \$1,500.00 for an individual and \$3,000.00 for a two person or a family plan to an HSA for the term of this Agreement. The City agrees not to change the amount of the contribution (\$1,500/\$3,000) to the HSA during the period of this contract. All other conditions relative to the high deductible health plan shall apply.

Notwithstanding the City's practice of paying the HSA contributions in periodic payments, in the event of catastrophic illness or injury and payment arrangements with the health provider are not available the employee may request that he/she receives the entire amount at one time.

To a bargaining unit member who elects not to receive coverage under any City health insurance plan the City shall pay \$4,000.00 annually in lieu of health insurance coverage. The City shall make said payment in two equal payments of \$2,000.00. The first payment, in arrears, will be made in January/February and the second payment, in arrears will be made in July/August. Bargaining unit members who encounter a qualifying event so as to make them eligible for enrollment in the City's health insurance plans during either six-month period will receive a pro rata amount based on the next \$2,000.00 payment. Bargaining unit members will be able to enroll in the City health plans notwithstanding a qualifying event in the annual open enrollment period.

It is agreed by all parties concerned that the City reserves and shall have the right to change insurance carriers provided that the benefits are not decreased and the costs to bargaining unit members do not increase above those percentages set forth in paragraphs 16.4 & 16.5.

The City shall provide all bargaining unit members a Northeast Delta Dental plan equivalent to other City employees having such a benefit with a yearly maximum of \$1,500.00. The City shall pay eighty-five (85.0%) percent of each monthly premium for the entire year for the coverage selected by each employee. The City agrees to provide coverage under Delta Dental Insurance Plan Coverage A, B, and C as set forth in Appendix D attached hereto and made part of this Agreement. The City shall pay an amount not to exceed eighty-five percent (85.0%).

The City shall also offer an alternative dental plan with a yearly maximum of \$2500.00 to the extent such a plan can be offered practicably. The City's contribution to this alternative plan shall be the same as the City's contribution to the \$1500.00 maximum plan referenced above.

Bargaining unit members shall be entitled to full participation in the City's Employee Assistance Program (EAP). The parties agree that if the EAP is terminated by the City, this benefit will lapse.

ARTICLE XXI - LIFE INSURANCE

Effective September 1, 1999, or date of ratification, whichever is later, the City will provide for a Life Insurance fund to provide for the payment of a death benefit of an amount equal to the employee's last yearly base pay, but not to exceed \$50,000.00 to the named beneficiary or estate of any member of the Bargaining Unit who dies from any cause while employed by the City or within sixty (60) calendar days after retirement or resignation for health reasons.

The City reserves the right to obtain insurance coverage for the above amounts, and reserves the sole right to select such insurance carrier.

ARTICLE XXII- EDUCATION INCENTIVE REIMBURSEMENT

The Department agrees to provide reimbursement to employees who complete approved courses relating to their current responsibilities or as part of an approved career development program based upon the following standards: Payment of seventy-five percent (75%) of the cost of such courses, but not to exceed \$1050.00 per employee in a fiscal year and not to exceed the total budgeted amount per fiscal year of \$6,000 for this program.

Courses must be approved in advance by the Airport Director or his/her designee as meeting the requirement that the course is related to the employee's job or is part of a career development program. Approval must be obtained through the City's Human Resources Department of payment of the course through the established procedures.

Once a course has been approved as meeting the requirement an advance will be made to the employee of one-half (1/2) of the authorized seventy-five percent (75%) of the cost of the course tuition and books. The remainder of the course reimbursement will be paid to the employee upon presentation of a certificate of satisfactory completion of the course.

Approval for courses will be considered on the basis of relevancy of the course, number of employees applying and funds available.

If a course is paid for in whole or in part through a Federal or State program then the Department will not reimburse for such amount, it being the intent of this section to eliminate double payment of any course.

Commercial Drivers Licenses (CDL)

Effective on date of ratification of this Agreement, the Manchester Airport or the City of Manchester, N.H. shall pay for all Commercial Drivers Licenses (CDL) as required of the employees of the Manchester Airport .

ARTICLE XXIII - LEAVE OF ABSENCE

In addition to other leaves authorized by this Agreement, the Airport Director or his/her designee, with the approval of the mayor, may authorize an employee to be absent without pay for personal reasons for a period or periods not to exceed then (10) work days in a calendar year.

The board of mayor and aldermen may authorize special leaves of absence with or without pay for any period or periods not exceed one calendar year for the following purposes: Attendance at

college, university or business school for the purpose of training in subjects relating to the work of the employee and which will benefit the employee and the Aviation Department, urgent personal business requiring the employee's attention for an extended period, such as settling estates, liquidating a business, serving on a jury and attending court as a witness, and for purposes other than the above that are deemed beneficial to the city service.

ARTICLE XXIV - MILITARY LEAVE

Shall be governed by applicable State and Federal law.

ARTICLE XXV - MATERNITY LEAVE

Maternity leave shall be governed by applicable law.

ARTICLE XXVI - BEREAVEMENT LEAVE

Bereavement Leave of five (5) working days with pay between the date of death and the date of the funeral, inclusive, shall be granted to a permanent full-time employee who works at least half-time in the event of the death of his/her:

Spouse	Father	Mother
Sister	Brother	Child
Father-in-Law	Mother-in-Law	Daughter-in-Law
Son-in-Law		

or a blood relative or ward residing in the same household.

Permanent part-time employees who are normally scheduled to work twenty (20) hours per week or more shall be eligible for bereavement leave on the same basis as permanent full-time employees.

Under extenuating circumstances, two (2) additional days with pay may be granted under Section I, with the written approval of the Aviation Director or his/her designee; such days to be charged to the employee's accrued sick leave.

At the request of the employee, a Special Leave of one (1) working day with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of his/her:

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

Ex-spouse (provided there are minor children at the time of the death.) (of employee only)

Under no circumstances shall bereavement leave be paid on an overtime basis.

ARTICLE XXVII - JURY DUTY

Any bargaining unit member who is called for jury duty shall notify the Airport Director or his/her designee within five (5) workdays after being summoned to appear for jury duty. Notification to the Airport Director or his/her designee must be made in advance of the jury duty assignment with supporting documentation. An employee called as a juror will receive their normal day's pay. The employee will sign over the check they received from jury duty and make payable to the City of Manchester. If the check includes mileage reimbursement, the employee will cash the check and write a personal check payable to the City of Manchester including only the actual jury duty portion, without the mileage reimbursement.

Satisfactory evidence of actual jury duty must be submitted to the Airport Director or his/her designee.

Bargaining unit members who are excused from jury duty for a day or days shall be responsible to report to their assignment. Employees, serving as jurors in the courts of Rockingham, Merrimack or Hillsborough Counties shall, if there are more than two (2) hours remaining in the normal work day, be responsible to report to their work site as soon as possible after being released. Failure to report will disqualify the employee from the City's Jury Duty Leave payment. In this case, the employee will retain the daily stipend paid by the Court in which the employee serves as a juror.

ARTICLE XXVIII- HOLIDAYS

Permanent full-time employees and permanent part-time employees who are normally scheduled to work twenty (20) hours per week or more shall receive their regular compensation for the following named holidays:

New Year's Day	Martin Luther King Day	Columbus Day Biennial
Election Day	President's Day	Memorial Day Fourth of July
Labor Day	Veteran's Day, Thanksgiving Day	
Christmas Day	Juneteenth	

If a holiday falls on a Sunday and is celebrated on the following Monday or if a holiday falls on a Saturday and is celebrated on the previous Friday, all eligible employees will be paid for that day.

Any employee shall forfeit his/her right to payment of any holiday if he/she has an unexcused absence on the last day preceding such holiday (or the alternative day under section 2, above) or the next regular work day following such holiday (or such alternative day).

Eligible employees who are required to work on a holiday (or the alternative day under section 2, above) shall be paid in accordance with Article XVII, Overtime.

An employee who has regularly scheduled day off on a holiday that falls on a Monday shall use Tuesday as the holiday, as well as an employee who has regularly scheduled day off on a holiday that falls on a Friday shall use the proceeding Thursday as a holiday. Notwithstanding the foregoing,

up to two (2) employees per shift who regularly have a scheduled day off on a holiday that falls on a Monday (otherwise observed on Tuesday), as well as an employee who has regularly scheduled day off on a holiday that falls on a Friday (otherwise observed on the proceeding Thursday), shall have the option working on the day of the observed holiday and in lieu shall receive a floating holiday that may be used like a vacation day.

ARTICLE XXIX - VACATIONS

Effective July 1, 2012 all bargaining unit members shall be entitled to vacation leave with pay in accordance with the following schedule:

- a. Accrual rate for two (2) calendar weeks begins on date of hire.
- b. Accrual rate for three (3) calendar weeks begins at the beginning of six (6) years of continuous service.
- c. Accrual rate for four (4) calendar weeks begins at the beginning of ten (10) years of continuous service.
- d. Accrual rate for five (5) calendar weeks begins at the beginning of fifteen (15) years of continuous service.
- e. Accrual rate of six (6) calendar weeks begins at the beginning of twenty (20) years of continuous service.

Vacation credits shall accrue during the first six (6) working months of employment, but an employee shall not be eligible to use such vacation credits until the successful completion of his/her six (6) month probationary period. If an employee leaves or is terminated for any cause during his/her probationary period, he/she shall not have earned any vacation credits and shall not be eligible for payment for any vacation credits. Employees who are initially employed in a full-time temporary status and who are subsequently appointed to a permanent status, without break in service, as determined by the Personnel Department, shall be allowed credit for the time served in temporary status towards accrual of vacation benefits. Vacation pay shall be based upon the employee's regular daily rate of pay. Upon termination, permanent employees shall be paid for all unused vacation time, to a maximum of fifty (50) days, based upon their then current rate of pay.

No employees shall be permitted to accrue in excess of one and one-half (1-1/2) times his/her annual vacation; i.e. employees who earn ten (10) days of vacation per year shall have not more than fifteen (15) days earned vacation to their credit at any one time.

Maximum vacation accrual. Effective July 1, 2012 no employee shall be permitted to accrue in excess of two (2) times his/her annual earned vacation time, i.e. employees who earn ten (10) days of vacation per year shall have no more than twenty (20) days earned vacation to his/her credit at any time; employees who earn fifteen (15) days of vacation per year shall have no more than thirty (30) days earned vacation to his/her credit at any time; employees who earn twenty (20) days of vacation per year shall have no more than forty (40) days earned vacation to his/her credit at any time; employees who earn twenty five (25) days of vacation per year shall have no more than fifty (50) days earned vacation to his/her credit at any time. In no event shall an employee be allowed to accrue no more than fifty (50) days of vacation time.

Absence on account of sickness, injury or disability in excess of leave authorized in other articles may, at the request of the employee and within the discretion of the Airport Director or his/her designee, be charged against earned vacation leave allowance.

Vacation schedules shall be posted by Management in January of each year and vacation selections shall be completed by March 1st of each year.

Upon completion of the vacation schedule, the list will be reviewed by the Airport Director and the Union Steward for approval.

ARTICLE XXX- SICK LEAVE ACCRUAL AND PAYMENT

All employees of the Department of Aviation who have satisfactorily completed six (6) months of continuous employment shall be entitled to paid sick leave which shall accrue at the rate of one and one-quarter (1-1/4) work days with pay for each completed month of service. Accrual shall include the probationary period. Unused sick leave may be accumulated up to a maximum of one hundred and five (105) workdays. Effective July 1, 1999 or date of ratification, whichever is later, the maximum sick leave accrual shall be one hundred twenty days (120) days.

Any employee eligible for sick leave with pay may use such sick leave, for absence due to his or her illness, injury; the illness or injury of a spouse, child or other blood relative or ward residing in the same household when FMLA leave is approved; or for the exposure to contagious disease.

Employees shall be required to substantiate sick leave in excess of three (3) days with a letter from a qualified physician or any other excuse acceptable to the Employer. In case of chronic absenteeism or if the Airport Director has reason to believe that an employee is abusing his/her sick leave, he shall give a written warning. If the abuse continues, the Airport Director may request a doctor's certificate for each period of illness.

If, after a written warning has been issued, there is a substantial improvement in the employee's sick leave record for twelve (12) months, the written warning shall be removed from the employee's record.

When a member of the Bargaining Unit terminates his/her employment with the City of Manchester due to death, paid retirement or duty disability retirement all accrued sick leave up to a maximum of eighty days (sixteen weeks) shall be payable to the employee or the designated beneficiary.

Effective upon the date of ratification of this Agreement, such payment for accrued sick leave shall not exceed eighty (80) days of regular pay plus payment of one-quarter of the balance of the days accrued over eighty (80) but not more than one hundred twenty (120) days of accrued sick leave at their regular pay; provided however, employees hired after the date of ratification shall be limited to payment for accrued sick leave not to exceed sixty (60) days, plus payment of one-quarter of the balance over sixty (60) days, but not more than one hundred twenty (120) days.

ARTICLE XXXI - SICK LEAVE BANK

Bargaining unit members shall be eligible to participate in the City's Non-Affiliated Sick Leave Bank under its rules and regulations. Decisions of the Non-Affiliated Sick Leave Bank shall not be grievable.

ARTICLE XXXII - SAFETY

The Department shall have the right to make regulations for the safety and health of its employees during their hours of employment. Representatives of the Department and the Union may meet once in ninety (90) days at the request of either party, to discuss such regulations. The Union agrees that its members who are employees of the Department will comply with the Department's rules and regulations relating to safety. Unless otherwise directed, ANSI compliant safety outerwear will be worn at all times when performing work on the airfield and Airport walkways and roadways.

The Bargaining Unit members agree to exercise proper care and to be responsible for all department property issued or entrusted to them during their working hours. Unless otherwise agreed, such property issued by the Airport shall be on site and available for use as work necessitates.

Personal protective equipment (safety equipment) required by the Airport shall be provided to an individual as required to perform those duties specific to each job classification at no cost to the employee. No employee shall be required to wear the personal safety or protective equipment of another employee, i.e., boots, chaps, helmets, safety glasses or personal hearing equipment.

Personnel classified as; Airport Building Technicians, Airport Maintenance Workers I and II, Airport Operations and Maintenance Specialists, Equipment Mechanic II, and Inventory Specialist are required to maintain the safety equipment utilizing their allotted tool allowance. The equipment must be maintained in satisfactory condition or replaced in sufficient quantities. Personnel safety equipment may be verified annually.

Airport Maintenance Workers I and II, Airport Operations and Maintenance Specialists must maintain the following minimum safety equipment:

- Forestry Helmet System - Steel face screen and hearing protectors (STIHL #886-0100 or approved equal)
- Hard Hat System - P.E.T.G. Clear face shield and hearing protectors (STIHL #884-0175 or approved equal)
- Respirator- (Paper) Non-Mechanical
- Chainsaw Chaps
- Hand Protection - Normal Gloves
- Hearing Protection - Over the Ears
- Eye Protection - Safety Glasses
- Eye Protection - Safety Goggles
- Foot Protection - Rubber Boots
- Safety Boots (See Article XXXV)
- Safety vest and outerwear (ANSI Compliant)

Airport Building Technicians, Equipment Mechanic II, and Inventory Specialist must maintain the following minimum safety equipment:

- Hard Hat System - P.E.T.G. Clear face shield and hearing protectors (STIHL #884-0175 or approved equal)
- Respirator - (Paper) Non-Mechanical
- Hand Protection - Normal Gloves
- Heming Protection - Over the Ears
- Eye Protection - Safety Glasses
- Eye Protection - Safety Goggles
- Foot Protection - Rubber Boots
- Safety Boots (See Article XXXV)
- Safety vest and outerwear (ANSI Compliant)

When safe storage space is provided by the Department, employees shall be responsible for replacing articles issued to them.

Management agrees to furnish high visibility (ANSI Compliant) rain gear for all employees for whom such issue is necessary. Management may furnish gloves, special clothing, safety vests and safety helmets as needed for the health and safety of its employees. The employees agree to exercise due care in the use of such items. All replacements of previous issue shall be made only when an article is turned in or exchanged for the one issued.

The parties agree that there shall be a jointly-staffed safety committee comprised of a minimum of two (2) members of management and two (2) members of the Union. The committee shall be comprised of an equal number of Union and management representatives.

The Union Business Agent shall appoint the Union representatives to the safety committee.

The Airport Director or Designee shall appoint the Manchester Airport representatives to the committee.

The committee shall meet not less than quarterly at the Manchester Airport, or at a site mutually agreeable to the parties.

The committee shall be "advisory only" and, as such, shall not have the right or ability to change or modify any language contained in the collective bargaining agreement.

Effective on the date of ratification of this Agreement, the City agrees to provide one pair of prescription safety glasses in each calendar year to all employees covered by this collective bargaining agreement. Each employee shall be reimbursed up to \$350 towards the total cost of such prescription safety glasses upon receipt of purchase documentation.

The City is not obligated to replace or repair lost, stolen or broken prescription safety glasses

ARTICLE XXXIII -- BULLETIN BOARD

Space shall be provided by Management for the posting of official Union notices.

No Union notice shall be posted on the City's property other than on such space provided for the posting of such Union notices.

The Union agrees not to post any notice that is derogatory in nature. The Union will provide a copy of all notices to be posted to Management prior to posting.

ARTICLE XXXIV - STABILITY OF AGREEMENT

Should any article, section, or portion thereof, of this Agreement be declared invalid because it is in conflict with a Federal or State Law or Regulation or be held to be unenforceable by any court of competent jurisdiction, such determination shall apply only to the specific article, sections, or portion thereof, specified in the decision.

The parties to this Agreement agree to meet to negotiate only on the specific article or section, or portion thereof, which has been declared invalid or unenforceable, but neither party is required to make any concession in order to reach agreement on the specific article or section in question.

ARTICLE XXXV - UNIFORMS

The Department will continue to supply uniforms, etc. as it has in the past; provided, however, effective as soon as practicable after the expiration of the current contract with the uniform provider, the Department agrees to provide and clean the official uniforms, which employees will wear. Personnel supplied uniforms shall be responsible to maintain all garments in a condition suitable for use. Those individuals issued may be obligated to cover any charges incurred for lost garments or garments that are unaccounted for upon termination of employment, or termination of the uniform contract.

Effective July 1, 2022, the footwear allowance will be increased to \$250.00 per fiscal year, upon presentation of receipts for replacement workplace footwear that are appropriately suited for the workplace and the assigned job responsibilities. Management and Union shall jointly develop a list of preapproved workplace footwear. The workplace footwear must be considered part of an employee's uniform and worn as directed. Workplace footwear must extend and protect the ankle area, sneakers are not approved.

Tool Allowance - Effective on the date of ratification, the Department will reimburse bargaining unit members, excluding the positions of Airport Dispatcher, up to five hundred and fifty dollars (\$550.00) per fiscal year upon presentation of receipts, for pre-approved tools, including power tools and required safety equipment that will be utilized in the performance of the job.

Due to the nature of the position, Airport Dispatchers are not eligible for tool allowances, safety boot allowances and/or prescription safety glasses.

The Inventory Specialist is eligible for prescription safety glasses reimbursement of up to \$350.00 per year.

Further, effective on the date of ratification, the Department will reimburse bargaining unit members, in an aggregate amount, not to exceed five thousand dollars (\$5,000.00) per fiscal year, for special pre-approved tools which will belong to and remain in the Airport.

APPEARANCE XXXVI

Employees are required to report for duty in clean and complete airport provided uniforms.

Employees who select to grow facial hair must maintain a professional appearance. Facial hair will be trimmed and well groomed.

COMPENSATION TIME XXXVII

The following outlines the procedures to be followed in establishing a comp time program for Airport Operations, Building Maintenance and Dispatch personnel.

- The accrual and use of comp time is voluntary and not required to be used in lieu of regular overtime.
- Comp time may be accrued from November 15th through April 15th of each year and must be used between April 16th and November 14th unless otherwise specifically authorized, comp time is not usable November 15th through April 15th.
- Personnel may accrue up to 80 hours (maximum) of comp time each winter season.
- Comp time may accrue in fifteen minute (15 minute) increments and may be used in four (4) hour blocks, other than remaining yearly balance.
- Employees working eight (8) hours of time and one-half shall be credited with twelve (12) hours of comp time.
- Employees working eight (8) hours of double time shall be credited with sixteen (16) hours of comp time.
- On November 15th of each year, all comp time accruals will be set back to zero (0). Comp hours cannot be carried over into the next season. Every attempt will be made to use accrued comp time prior to November 14th.
- Comp time will be managed by an Airport Supervisor.
- Comp time requests and approvals will be made in writing following the same guidelines used in vacation scheduling, i.e. - minimum five (5) day prior request, approval by seniority, etc.
- Use of comp time will be granted based on the Airport's operational needs.
- Comp time earned before termination of the agreement must be used 'not later than November 14th of the year after termination.
- The comp time option is available to regular permanent full time employees only.

The ability to accrue and use comp time will only be available to those employees that have

used 48 hours or less sick time between January 1st and November 15th. Notwithstanding, sick time used in conjunction with a designated FMLA leave shall not be counted towards the 48-hour limitation set forth herein.

- The ability to accrue and use comp time will only be available to those employees that have used six (6) or less sick days between January 1st and November 15th.
- Employee will forgo unused comp time if terminated or otherwise leaves employment.
- All issues will be resolved through the employee's immediate supervisor and Union steward.
- Unresolved comp time issues may be appealed to the Airport Director and the Local Union President. The decision of the Director and President shall be final and shall not be subject to the Grievance and Arbitration Procedure.

ARTICLE XXXVIII - TRAVEL ALLOWANCE

Travel allowance shall be subject to City Ordinances.

ARTICLE XXXIX- CONSULTATION

A representative of the Union may meet with the Airport Director or his/her designee, once a month to discuss matters of mutual concern, including those matters necessary to the implementation of this Agreement. If there is to be a meeting, a written agenda shall be

submitted by the Airport Director to the Union or his/her designee, no less than five days before the scheduled meeting. At the discretion of the Union, additional matters for discussion may be placed on the agenda. Nothing contained herein shall prevent the Airport Director, or his/her designee, and the Union from meeting on a less frequent basis on mutual agreement.

Nothing contained herein shall prevent the Union from consulting with the Airport Director or his/her designee at any time, if matters of mutual concern arise of an urgent or emergency nature.

ARTICLE XXXX - EMPLOYEES INJURED IN LINE OF DUTY

The parties agree to be bound by Section 18-47 of the City Ordinances, entitled, "Employees Injured in the Line of Duty", as it may be amended from time to time.

ARTICLE XXXXI- EFFECT OF AGREEMENT

This instrument constitutes the entire Agreement of the City and the Union, arrived at as a result of collective bargaining negotiations, except such amendments hereto as shall have been reduced in writing and signed by the parties.

ARTICLE XXXXII- DURATION AND TERMINATION

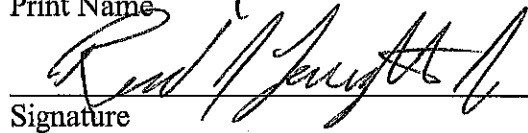
1. This agreement shall be in full force and effect from July 1, 2022 to and including June 30, 2025 or until either party serves written notice on the other party that changes are desired therein or that it desires to terminate the agreement.

This agreement is formally agreed to and signed this date: 5/11/2023

TEAMSTERS LOCAL 633


Signature

JEFFREY P. PELLERANO
Print Name

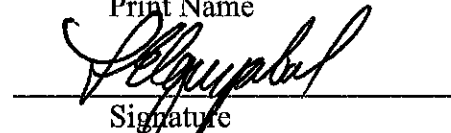

Signature

RICHARD J. LAUGHTON JR.
Print Name

CITY OF MANCHESTER
NEGOTIATING COMMITTEE

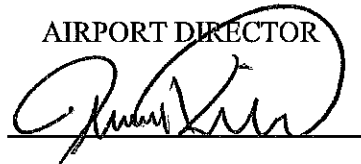

Signature

TOM MALAFRAUTE, A.A.E.
Print Name


Signature

LUIS ELQUEZABAL, A.A.E.
Print Name

AIRPORT DIRECTOR


Signature

Theodore S. Kitchens, A.A.E.