



**AGREEMENT**

BETWEEN THE

CARROLL COUNTY COMMISSIONERS

FOR THE

MOUNTAIN VIEW COMMUNITY

AND THE

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

**LOCAL 3685/COUNCIL 93, AFSCME, AFL-CIO**

**April 1, 2023 through April 1, 2024**

## TABLE OF CONTENTS

PREAMBLE	.....	3
ARTICLE 1	RECOGNITION.....	3
ARTICLE 2	MANAGEMENT CLAUSE.....	4
ARTICLE 3	INTERFERENCE WITH OPERATIONS AND LOCKOUTS PROHIBITED.....	5
ARTICLE 4	PROBATIONARY EMPLOYEES.....	5
ARTICLE 5	HOLIDAYS.....	6
ARTICLE 6	EARNED TIME.....	7
ARTICLE 7	UNIFORM REQUIREMENTS.....	10
ARTICLE 8	SENIORITY.....	11
ARTICLE 9	DISCIPLINARY PROCEDURE.....	13
ARTICLE 10	GRIEVANCE PROCEDURE.....	14
ARTICLE 11	PROMOTIONS AND TRANSFERS.....	16
ARTICLE 12	SHORT TERM DISABILITY.....	16
ARTICLE 13	MILITARY LEAVE .....	17
ARTICLE 14	FAMILY MEDICAL LEAVE .....	17
ARTICLE 15	JURY DUTY.....	18
ARTICLE 16	BEREAVEMENT LEAVE.....	18
ARTICLE 17	BULLETIN BOARDS.....	19
ARTICLE 18	EMPLOYEE RIGHTS.....	19
ARTICLE 19	DUES AND DEDUCTIONS.....	20
ARTICLE 20	STATE RETIREMENT.....	21
ARTICLE 21	SAFETY AND HEALTH.....	21
ARTICLE 22	HOURS OF WORK AND OVERTIME.....	21
ARTICLE 23	EMPLOYMENT.....	22
ARTICLE 24	WAGES.....	25
ARTICLE 25	INSURANCE.....	26
ARTICLE 26	SEPARABILITY.....	27
ARTICLE 27	EFFECT OF AGREEMENT.....	27
ARTICLE 28	EXPENDITURE OF PUBLIC FUNDS.....	27
ARTICLE 29	DURATION.....	28

## **PREAMBLE**

The Carroll County Commissioners and the Mountain View Administrator (hereinafter referred to as the "Employer") and Local 3685 of the American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter referred to as the "Union") hereby agree as follows:

## **ARTICLE 1 RECOGNITION**

1.1 The Employer hereby recognizes the Union as the exclusive bargaining representative pursuant to the provisions of New Hampshire RSA 273-A for all regular full-time and regular part-time licensed practical nurses (LPN), licensed nurse assistants (LNA), medication nurse assistants (MNA), physical therapy aides, activity aides; food service employees in the classification of dietary aide, relief cook, and dishwasher; and housekeeping and maintenance employees in the classifications of housekeeper, laundry worker, floor maintenance worker, and maintenance worker.

Excluded from recognition or coverage under this agreement are the nursing home administrator, director of nursing, assistant director of nursing, director of social services, director of recreational therapy, director of maintenance and housekeeping, registered nurses, licensed practical nurse shift supervisor, registered physical therapist, cook supervisors, social services assistant, purchasing and payables clerk, administrative coordinator, receptionist, medical records, bus driver, hairdresser, all per diem employees, and all other supervisors, professional and confidential employees, and persons in a probationary or temporary status, employed seasonally, irregularly or on call.

1.2 It is specifically agreed by the parties hereto that any rights, duties or authority existing by virtue of the New Hampshire Revised Statutes Annotated or other law shall in no way be abridged or limited by any of the provisions of this Agreement and to the extent that any provision of the Agreement is inconsistent with any such law, the provision(s) of law shall prevail.

1.3 For the purpose of this Agreement, regular part-time employees shall be only those employees who, as of January 1st of each year, have worked during the preceding year on a regular and permanent basis and have worked at least 1,040 hours of the entire year immediately preceding January 1st.

1.4 If a regular part-time employee has finished their probationary period (as defined in article 4) as of January 1st, but has not been employed by the Employer for an entire year, then, whether or not such employee shall be considered a regular part-time employee and

covered by this Agreement shall be determined as follows: If such employee has averaged twenty (20) hours of work or more each week for their period of employment prior to January 1st, which averaged shall be determined by dividing the total number of hours worked during such period by the number of weeks employed by the Employer, then such employee shall be considered a regular part-time employee and covered by this Agreement. If such employee has not averaged twenty (20) hours a week during their period of employment, then the employee shall not be considered a regular part-time employee and shall not be covered by the Agreement.

- 1.5 All part-time employees who have worked the necessary number of hours to be considered regular part-time employees, as defined above, shall be covered by the terms of this Agreement as of January 1st.
- 1.6 For purposes of this Agreement, "per diem" employees shall be defined as interim employees used as needed with no guarantee of continued employment.
- 1.7 An employee who is hired for only a limited period of time to fill a vacant permanent full-time or part-time employee position, not to exceed one (1) year, shall not be entitled to the terms of this Agreement.

## **ARTICLE 2 MANAGEMENT CLAUSE**

Except as specifically limited or abridged by the terms of this Agreement, the management of Mountain View Community of Carroll County in all its phases and details shall remain vested exclusively in the Employer and its designated agents.

The Employer and its agents shall have jurisdiction over all matters concerning the management of Mountain View Community of Carroll County including, but not limited to: the exercise of all the rights, responsibilities and prerogatives that are inherent in the employer or its agents by virtue of any statutes and/or ordinances, as well as all rights, responsibilities and prerogatives relating to, including, but not limited to, the direction of the work force, the establishment of proper rules and regulations, the right to hire, supervise, discipline or discharge, relieving employees from duty for lack of work or funds, the right to decide proper classifications, the right to abolish positions, the right to determine schedules of work, the right to determine the methods, processes and manner of performing work and the general control of all of the operations of Mountain View Community of Carroll County in all its phases and details as well as all rights retained by virtue of, including, but not limited to, New Hampshire RSA Chapter 273-A, and any other provision(s) of the Revised Statutes Annotated or other laws.

It is agreed that these enumerations of management rights shall not be deemed to exclude other proper management rights not specifically herein enumerated. It is further specifically agreed that this Article and the exercise of any management rights shall not be subject to any grievance proceedings as hereinafter set forth.

### **ARTICLE 3 INTERFERENCE WITH OPERATIONS AND LOCKOUTS PROHIBITED**

3.1 Under no circumstances will the Union cause, encourage, sponsor or participate in any strike, work slowdowns, sanctions, picketing or patrolling of any kind, multiple resignations, any form of job action, withholding of any services or any curtailment of work or any restriction or interference with operations of Mountain View Community of Carroll County or the Carroll County government during the term of this Agreement.

The Employer will not lock out any employees during the term of this Agreement. In the event of any such activity set forth above, the Employer shall not be required to negotiate on the merits of the dispute which gave rise to any such activity until any and all such activity has ceased.

3.2 Should any employee or group of employees covered by this Agreement engage in any activity prohibited by Section 1. Above, the Union shall forthwith disavow any such activity and shall take all lawful means to induce such employee or group of employees to terminate such activity forthwith, including, but not limited to, any and all disciplinary measures which may be taken pursuant to the Unions Constitution and By-Laws as from time to time amended. It is understood that any employee violating this Article shall be subject to immediate termination of employment.

### **ARTICLE 4 PROBATIONARY EMPLOYEES**

4.1 All newly hired or appointed employees must serve a probationary period of ninety (90) continuous days from the date of hire and such probationary employee shall not be entitled to representation by the Union or covered by any of the terms of this Agreement, including, but not limited to, that which is set forth in Section 4.2.

4.2 Probationary employees may be disciplined, including but not limited to, suspended or terminated for any reason and at any time by the Employer in its sole discretion and neither the employee so disciplined, suspended or terminated, nor the Union shall have recourse to the grievance procedure or the PELRB concerning any such discipline, suspension or termination.

- 4.3 All employees whose position requires State Certification must be certified and licensed under State law as a condition of continued employment.
- 4.4 The parties agree that the Employer may extend an employee's probationary period for a time not to exceed an additional ninety (90) days provided written notice of such action is given to the employee prior to the end of that employee's first ninety (90) days of employment. During such extension, the provisions of Sections 4.1, 4.2 and 4.3 shall apply.

#### **ARTICLE 5 HOLIDAYS**

- 5.1 The following holidays are recognized by the parties to this Agreement:

New Year's Day	Labor Day
Presidents Birthday	Columbus Day
Civil Rights Day	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

Employees who work forty (40) hours per week shall be entitled to eleven (11) holidays, employees who work thirty (30) hours per week shall be entitled to nine (9) holidays, and employees who work twenty (20) hours per week shall be entitled to six (6) holidays.

Employees receiving less than eleven (11) holidays shall designate, in writing, no later than January 1st of each year, the holidays to be taken by the employee. A holiday equates to one (1) eight-hour shift. Should an employee switch status (e.g. full-time to part-time or part-time to full-time), the employee will be granted the appropriate number of holidays in accordance with their regularly scheduled hours.

- 5.2 If a non-probationary employee is entitled to a holiday in accordance with Section 5.1 and works on a holiday, or a holiday is on the employee's scheduled day off, the employee shall be eligible to receive a subsequent day off without diminution of salary.

Probationary employees are not eligible for holiday pay. The employee will receive holiday pay for the day off only if the employee works the last scheduled day preceding and first scheduled day following the holiday, unless that employee's failure to work on either day results from an excused absence.

For purposes of this section, "excused absence" shall be defined as illness of self or family supported by a physician's note, bereavement or jury duty. Days off in lieu of actual holidays shall be scheduled in accordance with the employee's preference and the needs of the department and shall be taken from the date the holiday occurs and within the following sixty (60) days. If unable to use the day off, the employee will be paid for the holiday in the following pay period., The county shall provide approval or disapproval of the requests no less than one (1) month in advance of the first days of the scheduled day off and not change the decision thereafter. The operational needs of the Department shall be the determining factor regarding the number of employees allowed leave during the same period. Once days off in lieu of holidays have been approved, no bumping on the basis of seniority shall be permitted.

- 5.3 When a holiday falls while an employee is on approved vacation or paid leave the holiday will not be charged against the employee's vacation or leave.
- 5.4 When a regularly scheduled shift bridges two (2) calendar days (i.e. the third shift) one (1) of which is a holiday, it shall be considered a holiday shift if it ends on the holiday.
- 5.5 Employees who retire or resign after then (10) years of service with the County shall be paid for all accrued but unused holidays.
- 5.6 Upon at least ten (10) days written notice prior to a holiday, an employee may choose to receive holiday pay in lieu of a day off, not to exceed a total of five (5) holidays for non-nursing employees and ten (10) holidays for nursing employees each year. Management may authorize additional holiday pay in lieu of a day off, when there may be a low staffing pattern.

## **ARTICLE 6 EARNED TIME**

- 6.1 Carroll County offers Earned Time in place of sick, vacation, and personal days. Earned Time provides a single pool of paid time off for employees to use for personal needs – vacation time; child, pet and elder care; medical and dental appointments; personal business or emergencies, etc.

Employees are encouraged to use their Earned Time to take time away from the workplace to disconnect, as well as to manage the demands outside of life outside the workplace.

- 6.2 Full-time employees who regularly work 35 or more hours per week shall accrue Earned Time on a weekly basis.

6.3 Earned Time includes the equivalent of eight (8) sick days per year (64 hours), two (2) personal days (16 hours) and vacation time based on years of service. The accrual rates are:

Years of Completed Service	Hours Accrued Per Week (rounded)	Total Hours per Year (if annualized; accrued weekly)	Total Days per Year (if annualized; accrued weekly)
0-5	3.08	160	20
6-10	3.85	200	25
11-15	4.62	240	30
16+	5.38	280	35

6.4 Part-time employees who regularly work 16-19 hours per week will accrue .31 hours of Earned Time per week (2 Earned Time days/16 hours if annualized). Employees who regularly work 20-34 hours per week will accrue Earned Time on a weekly prorated basis.

6.5 Earned Time can be used in hourly or daily increments. Hourly employees must use Earned Time for each hour taken off during their regularly scheduled work hours.

6.6 Employees who have exhausted their accrued Earned Time and who find themselves in need, due to prolonged illness or accident, may be eligible for additional paid leave from the Sick Leave Bank (*see Sick Leave Bank Policy adopted March 3, 2022*).

6.7 If an employee is unable to report to work, he/she is required to notify his/her supervisor or designee for each day of absence. If the absence is due to illness or injury and the employee is absent three or more consecutive days, the employee may be required to provide a physician's note clearing the employee's return to work.

6.8 If an employee fails to notify his/her supervisor or designee and is a "no-show" for two consecutive or three non-consecutive days, the employee will be deemed to have quit and will be terminated immediately.

6.9 Planned vacations or leaves require pre-approval. Selection of vacation period shall be by County seniority. A Department Head may deny a vacation request if it will result in disruption of the Department operations.

A vacation selection sign-up sheet shall be posted four times per year on January 1st, April 1st, July 1st, and October 1st.



The County shall provide approval or disapproval for the vacation requests on a quarterly basis, and cannot change that decision thereafter. The operational needs of the Department shall be the deterring factor regarding the number of employees allowed vacation during the same period.

Once vacations have been approved, no bumping on the basis of seniority shall be permitted. During the secondary sign-up, if two requests for the same day(s) are received at the same time, seniority shall prevail.

No vacation leave shall be granted unless the request is made at least one week prior to the beginning of the shift for which vacation is requested. Employees will not be required to find coverage for a requested vacation, unless such request is submitted with less than four weeks of notice prior to the shift.

6.10 Earned Time begins to accrue on date of hire but cannot be utilized during an employee's probationary period. The probationary period is defined by the employee's offer letter, but shall be no less than 90 days.

6.11 Earned Time may be continuously accrued, up to a cap of two hundred and eighty (280) hours or 35 days. Employees who reach the cap of 280 hours (35 days) will continue to accrue Earned Time at their rate based on years of service with the County during that year. However, any Earned Time accrued over the 280 hours and not used by December 31 of that year will be forfeited.

The Nursing Home Administrator or his/her designee may allow an employee to carry over up to a maximum of forty (40) hours of Earned Time until July 1 of the following calendar year if the employee was not able to use his/her Earned Time for reasons beyond the employee's control.

6.12 Employees on the payroll on April 1, 2023 will receive 100% of their accrued Earned Time paid out upon resignation or retirement, provided proper notice requirements are met (unless explicitly waived by the County).

6.13 Employees hired after April 1, 2023 will receive a percentage of their accrued Earned Time based on years of service (as outlined in the chart below) paid out upon resignation or retirement, provided proper notice conditions are met (unless explicitly waived by the County). The payout will be as follows:

Years of Completed Service	Percentage
Less than five years	25%
5-10 years	50%
11-15 years	75%
16+ years	100%

6.14 Proper Notice: Employees must provide two weeks' notice and work the entire two-week notice term at the nursing home, or alternative location approved by the Administrator or Board of Commissioners. Employees whose employment is terminated by the County (with or without cause) are not entitled to any payout of accrued Earned Time.

6.15 Employees who have more than 280 vacation hours accrued March 31, 2023 will receive a buy-out of those overage hours, at their current rate of pay. Remaining vacation hours will be converted to Earned Time. Starting April 1, 2023, the County will no longer provide any annual buyout of Earned Time or vacation time.

6.16 Employees who have sick leave and personal hours accrued as of April 1, 2023 will not lose those hours.

Rather, the hours will be banked for use by the employee for any sick leave time needed. Sick leave hours will no longer accrue (Earned Time replaces) and the County will no longer provide any sick leave buyouts.

6.17 The parties will also implement a Joint Labor Management Committee to discuss possible alternatives to scheduling leave that are more equitable and consistent. Bargaining Unit members asked to participate will be paid at straight time for the time spent in such meetings.

**ARTICLE 7 UNIFORM REQUIREMENTS**

7.1 All employees, except business office, social services, administration, and activity staff are required to wear uniforms. Employees shall wear uniforms which are neat, clean, and well maintained. Dangling earrings or other jewelry, and long hair shall not be worn if safety is compromised or said items interfere with the employee's ability to work.

7.2 Nursing  
LNAs, MNAs and LPNs shall be required to wear uniforms or matching scrub sets with closed toe shoes. If shorts are worn to work, they must be no more than two inches (2") above the knee

#### Housekeeping/Laundry

Department personnel shall wear blue pants/skirts/culottes and solid color, print or white tops, or blue scrub pants with matching tops.

#### Dietary

Personnel shall wear white, brown, navy or tan pants, skirts or culottes and solid color or print shirts. Hairnets to be worn as appropriate.

#### Maintenance

The county shall provide five (5) sets of uniforms upon initial employment. These shall be replaced on an as-needed basis and returned upon severance of service. These shall be a cotton/poly blend and gray in color.

7.3 The following shall be excluded throughout the facility:

T-shirts; tank tops; mini or short shorts/skirts, painter's pants; sweatpants, or all types of jeans, unless approved for wearing by the administrator or blue jeans, except on dress down day.

7.4 The County will reimburse bargaining unit members (except maintenance, recreation, business office, administration, and social service employees) for documented expenditures of up to one hundred twenty- five dollars (\$125.00) each year for uniform articles (outer garments only) as required under Section 7.2 above.

### **ARTICLE 8 SENIORITY**

8.1 Seniority shall be defined as the employee's total time of continuous employment at the facility, time worked as per diem employee shall not be counted towards seniority.

8.2 Probationary employees shall not be covered by this Article until they have completed the initial probationary period and have become either regular full-time or regular part-time employees at which time their seniority shall be computed from their date of original hire by the County. This provision shall no include time worked as per diem employee.

8.3 In the event of a lay-off or reduction in the work force, such lay-off or reduction shall be governed by performance evaluations within the Department (i.e., the employee with the lowest evaluation shall be laid off first) In the event that the Administrator determines that performance evaluations of two or more employees are equal, the least senior employee shall be laid off first.

- 8.4 In the event of a recall to work after lay-off or reduction in the department personnel employees shall be recalled in accordance with the qualifications necessary in consideration of the appropriate job description and previous performance evaluations within the Department, as determined solely by the County, for available positions in each job classification.

In the event the County determines that employees to be recalled are equally qualified, seniority shall be the governing factor. Notice to recall shall be sent to the laid off employee's last known address as shown in the County's records. The recall notice shall state the time and date on which the employee is to return. A recalled employee shall be given at least seven (7) calendar days' notice to report to work. In the event a recall is necessary on less than seven (7) calendar days' notice, the County shall call upon the laid off employees in reverse order of their lay-off, either personally or by telephone until an employee who is able to return to work immediately is located. In such event, the employee who is able to return to work immediately will be given a temporary assignment not to exceed seven (7) calendar days and the employees who are otherwise qualified to perform the work immediately will be given notice to report to work at the end of said (7) calendar days' period.

Qualified employees who have been given notice to report to work must, unless confined due to proven illness or injury, make themselves available after the notice has been given or they shall forfeit all recall rights and such seniority status as they have accrued with the County. Recall rights and seniority shall continue for (1) year after the date of lay-off of the employee. However, should there be no work assignment when the employee does report with the seven (7) calendar days set forth therein then the employee shall retain the employee's seniority status and shall be entitled to another notice of recall.

- 8.5 An employee's seniority shall be lost for, but not limited to the following reasons:
- a. Discharge, not overturned by an appropriate authority.
  - b. Voluntary quit resignation or retirement.
  - c. Failure to respond to a notice of recall as specified.
  - d. Remaining on leave of absence for more than twelve (12) consecutive month's works without advising the County and giving satisfactory reasons of the County for such absence, or giving a false reason for leave of absence.
  - e. Illness or injury not covered by Worker's Compensation resulting in inability to perform the employee's regular work with the County which lasts longer than the approved leave of absence.

f. Workers' Compensation absence that extends beyond six (6) months. County shall not be required to make co-payment on Health and Dental insurance after one hundred eighty (180) consecutive day's absence.

g. Any time worked in a non-bargaining unit position shall not count towards seniority. (Grievance side bar settlement).

## **ARTICLE 9 DISCIPLINARY PROCEDURES**

9.1 All suspensions and discharges shall be stated in writing with the reasons stated and a copy given to the employee and the Union at the time of suspension or discharge.

9.2 If the County does not follow Section 9.1 above in the case of suspension, then it shall be deemed that the suspension is without merit.

9.3 Disciplinary action will normally be taken in the following order, but the Management reserves the right to suspend or discharge an employee without warning for serious acts of misconduct.

- a. Verbal Warning
- b. Written Warning
- c. Suspension without Pay
- d. Discharge

9.4 No employee shall be disciplined, suspended or discharged without just cause. For the purposes of this Agreement, "just cause" for discipline, suspension or discharge shall be deemed to be documented misconduct or unsatisfactory performance.

9.5 In the event an employee receives a written warning, suspension, demotion or other disciplinary action, the employee's personnel file shall be cleared of such discipline after three (3) years from the date of the discipline, provided there are no written warnings, suspensions, demotions or other disciplinary actions during the three (3) year period. Verbal warnings shall be documented in writing but are not subject to the grievance procedure.

9.6 The MVC Administrator, or in his/her absence the Acting Administrator shall have full authority to suspend and or discharge an employee for just cause including misconduct or unsatisfactory performance.

## ARTICLE 10 GRIEVANCE PROCEDURES

- 10.1 For the purpose of this agreement, a grievance is defined as a complaint or claim by an employee or group of employees in the bargaining unit or the union specifying the names of the bargaining unit employees involved, the date (s) of the alleged offense (s) and the specific contract provision (s) involved which arises under and during the term of this agreement. Grievances are limited to matters of interpretation and/or application of specific provisions of this agreement. The following procedure shall be utilized in the handling of grievances:

**Step One:** The employee involved and the union's steward shall first discuss the grievance with the Department Head within five (5) workdays of the event giving rise to the grievance or the date the employee, by reasonable diligence, could have been first made aware of the event. The Department Head shall render a decision within five (5) workdays following the discussion. In the matter of a disciplinary action, the grievant and the steward shall present the grievance in writing stating the date of the alleged offense and the nature of the grievance, including contract provisions involved, to the department head, or person so designated, within five (5) workdays from the date of the disciplinary action. The department head, or person so designated, shall have (10) workdays from receipt of the grievance to render a decision in writing.

**Step Two:** If the grievant is not satisfied with the disposition of the grievance or if no decision has been rendered within timeframe stipulated in Step One the grievant and the steward shall present the grievance, in writing, stating the date of the alleged offense and the nature of the grievance, including contract provisions involved, to the administrator within five (5) workdays from the date the supervisor was required to render their step one decision. The administrator shall have ten (10) workdays from receipt of the grievance to render the decision in writing.

**Step Three:** If the grievant is not satisfied with the disposition of the grievance by the Administrator or if no decision has been rendered within ten work days the grievant and the steward may file, within five (5) work days from the date of the Administrator's decision or the date the administrator was required to render their step two decisions, a written grievance with the County Director of Human Resources. The County Director of Human Resources shall have ten (10) workdays from receipt of the grievance to render a decision in writing.

**Step Four:** If the grievant is not satisfied with the disposition of the grievance by the

County Director of Human Resources or if no decision has been rendered within ten work days the grievant and the steward may file, within ten (10) work days from the date of the County Director of Human Resources' decision or the date the Director was required to render their step three decisions, a written grievance with the County Commissioners. The County Commissioners shall have ten (10) workdays from receipt of the grievance to render a decision in writing

**Step Five:** If the union is not satisfied with the disposition of the grievance by the County Commissioners if no decision has been rendered by the County Commissioners within ten (10) work days the union may submit a written request, within Ten (10) workdays, to the New Hampshire Public Employee Labor Relations board to appoint an arbitrator to resolve said grievance. If the union fails to submit such written request for the appointment of an arbitrator with said ten (10) work days (not including the day of receipt), the grievance shall be deemed waived.

- 10.2 The decision of the arbitrator shall be final and binding on the parties as to the matter in dispute. Either party may appeal the arbitrator's decision in the Superior Court in accordance with RSA 542.
- 10.3 The arbitrator shall not have the power to add to, ignore or modify any of the terms and/or Conditions of this Agreement. The arbitrator's decision shall not go beyond what is necessary for the interpretation and application of express provisions of this Agreement. The arbitrator's judgment shall not substitute for that of the parties in the exercise of rights granted or retained by this Agreement.
- 10.4 If the grievance is not reported and/or processed within the time limits set for above, the matter shall be deemed waived and no further action will be taken with respect to such grievance unless both parties mutually agree to an extension of said time limits.
- 10.5 The expense of the arbitrator shall be shared equally by the parties. Each party shall make arrangements for and pay the expense of witnesses which are called by them who are not County employees.
- 10.6 For the purpose of the above Grievance Procedure, the phrase "work days" shall mean normal Nursing Home Administrative work days Monday through Friday, excluding holidays.

- 10.7. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Nursing Home Administration and have the grievance adjusted without intervention of the Union provided the adjustment is not inconsistent with the terms of this Agreement and the Union is given the complete settlement agreement in writing.

## **ARTICLE 11 PROMOTIONS AND TRANSFERS**

- 11.1 The County will post job vacancies for positions within this bargaining unit for seven (7) days on the facility's bulletin boards in order to allow present employees the opportunity to apply for the available position (s).
- 11.2 The job posting shall include department, job title, base rate of pay, job status (temporary, on call or regular) and the number of hours per week.
- 11.3 The County will post openings for management positions. The final hiring decision for the management positions shall be made by the Administrator and the decision shall not be subject to the grievance procedure.
- 11.4 If an internal candidate and an external candidate are equally qualified, the position will go to the internal candidate.
- 11.5 An employee who is granted a voluntary transfer must wait at least one (1) full calendar year before applying for another voluntary transfer.

## **ARTICLE 12 SHORT-TERM DISABILITY INSURANCE**

- 12.1 The County will provide a short-term disability policy for all permanent full-time employees.
- 12.2 Coverage to be provided (subject to eligibility requirements) is: Sixty-six and two-thirds percent (66 2/3%) of basic weekly earnings to a maximum of \$1,200 per week. Benefit waiting period is 1<sup>st</sup> day of accident, 8<sup>th</sup> day following illness. Maximum benefit period is 26 weeks.
- 12.3 Earned Time may be used to supplement the remaining 33 1/3% of basic weekly earnings and to cover any benefit waiting period. The County retains the discretion to change or eliminate the short-term disability policy with notice to employees.



## **ARTICLE 13    MILITARY LEAVE**

Any employee who is a member of any reserve component of the United States or of this State shall be granted not more than fifteen (15) days military leave with pay in any one (1) calendar year for the purpose of engaging in military drill, training or other temporary duty under military or naval authority. No earned time, which the employee may have accumulated, shall be lost because of military leave, provided, however, that upon entrance or extended active duty, an employee shall be paid, if the employee request, for earned time over the minimum usage in accordance with Article V, Section 5.3c.

Payment shall be upon entrance or extended active duty, not the December payment date stated in Article 5, Section 5.3c. Employees, who enlist, after their initial date of hire with the County, shall be required to request a leave of absence to cover the time necessary for basic training.

## **ARTICLE 14    FAMILY MEDICAL LEAVE**

14.1    Written medical leaves of absence without pay shall be granted by the Administrator for a period not to exceed twelve (12) work weeks in any "rolling" twelve (12) month period. A "rolling" twelve (12) month period is twelve (12) months measured backward from the date leave is used. Medical leaves of absence shall only be granted to full-time regular employees and part-time regular employees, who have worked for the County at least twelve (12) months and worked at least one thousand two hundred fifty (1,250) hours during the year preceding the start of the leave, for purposes of a serious health condition of the employee, spouse, child or parent, or because of the birth or adoption of a child or placement of a foster child in the employee's home. While on medical leave, each employee must keep the department head advised as to the medical recover progress. To be eligible for leave without pay for medical reasons the medical condition of the employee or of the family members for which leave is taken must be certified with a physician's written medical statement.

14.2    During a medical leave of absence without pay, an employee shall have no loss of accrued benefits or s seniority but will not continue to accrue any such benefits. Health insurance benefit payments will be paid by the Department in accordance with the established level of contribution during periods when the employee is on medical leave without pay. While on an unpaid medical leave of absence the employee will be responsible for paying the employee's share of the premium by submitting payment to the business office on or before each regular payday. The county may recover its share of the premiums for maintaining coverage for the employees under such group health plans during the period

of leave if the employee fails to return to work for reasons other than the continuation or onset of a serious health condition entitling the member to leave, or other circumstances beyond the employee's control.

Certification of inability to return to work as specified and allowed by this medical leave of absence may be required.

- 14.3 A medical leave of absence shall not be granted until all of the employee's accumulated vacation leave and accumulated sick leave (in the case of serious health conditions of the employee, spouse, child, or parent) has been taken. The combination of paid and unpaid leave shall not exceed twelve (12) work weeks in any twelve (12) months period.
- 14.4 Upon expiration of the leave, the employee shall be reinstated to the same or an equivalent position to that held before the leave was granted. Failure to the employee to report promptly for work at the expiration of the leave shall be cause for dismissal. Employees who use paid leave for twelve (12) or more weeks shall not be entitled to said twelve (12) unpaid medical leave of absence in addition to the paid leave unless a medical leave of absence is granted in accordance with Section 15.5 of this Article.
- 14.5 Upon the approval of the Administrator an employee may receive an extension of the medical leave of absence without pay for a period beyond twelve (12) work weeks provided notice is given at least ten (10) work days prior to the commencement of said extension. An employee shall have no loss of accrued benefit or seniority, but will not continue to accrue any such benefits during said extension. Continuation of the health insurance benefit during the extension period shall be at employee's expense.

## **ARTICLE 15 JURY DUTY**

An employee shall be given time off without loss of pay or annual leave when performing jury duty or when subpoenaed to appear before a court, public body or commission on behalf of the County. Any fees paid for such appearances shall be deducted from the regular daily rate of pay.

## **ARTICLE 16 BEREAVEMENT LEAVE**

- 16.1 An employee is entitled leave at full pay (including regular shift differential), not to exceed three (3) work days for a death in the immediately family. For the purpose of administering the provisions of funeral leave, immediate family shall mean the following:

Husband	Wife
Father	Mother
Step-Father	Step-Mother
Brother	Sister
Step-Brother	Step-Sister
Son	Daughter
Step-Son	Step-Daughter
Grandfather	Grandmother
Step-Grandfather	Step-Grandmother
Father-in-Law	Mother-in-Law
Brother-in-Law	Sister-in-Law
Son-in Law	Daughter-in Law
Grandchild	Step-Grandchild
Ward or member of the family living within the employee's household	

An employee is entitled to leave at full pay (including regular shift differential) for up to one (1) workday for the death of the employee's or his/her spouse's Aunt or Uncle.

#### **ARTICLE 17 BULLETIN BOARDS**

The County agrees to provide suitable space on bulletin boards at convenient locations for the posting of notices of the Administrator addressed to the employees and for Union announcements, notices, social events and other non-controversial matters addressed to its members. The Union shall confine postings to the designated bulletin boards. The Administrator agrees to locate said bulletin boards as follows: one (1) in dietary, one (1) in Nurse's Lounge. No Union notice shall be posted until it has been signed by the President or Secretary of the Union and a copy of the said notice has been provided to the Administrator. The bulletin board space shall not be used for controversial matters which include, but are not limited to, advertising, political matters, or any kind of literature other than herein provided.

#### **ARTICLE 18 EMPLOYEES RIGHTS**

18.1 The County and the Union agree not to discriminate against any employee covered by this Agreement in conditions of employment in order to discourage or encourage membership in the Union or to discriminate against any employee because the employee has given testimony or taken part in a grievance procedure or proceeding of the Union.

- 18.2 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-member employed by the County. No bargaining unit member will be permitted to remain on the clock while conducting Union business unless the county specifically approves beforehand. The county will permit Union Officers who are on the clock in a regularly scheduled shift during the Union's monthly Officers' meeting to participate in that meeting for no more than one hour, providing that these Union Officers will remain available to resume work immediately if the need arises. At no time will bargaining unit members ever be permitted to clock-in for the purpose to attending to Union business.
- 18.3 The County and the Union reaffirm and will maintain the policy not to discriminate against any person because of race, color, national origin, citizenship, religion, sex, marital status, age or disability and any other status or characteristic protected by Federal, State, or Local law or ordinance

#### **ARTICLE 19 DUES AND DEDUCTIONS**

- 19.1 Upon individual written authorization by a Union member, covered by this Agreement, and approved by the Union President, the Employer, through the Employer's designated agents, agrees to deduct from the pay of each employee, so authorized, the current Union dues or representative fee, as certified to the Administrator by the Treasurer of the Union. Said deductions shall be made each pay period, provided, however, that if any employee has no check coming or the check is not large enough to satisfy the deduction, then and in that even, no collection will be made from said employee for that pay period. The County shall send the amount so deducted at least (1) time per month to the Business Manager, AFSCME Council 93, 8 Beacon Street, Boston, MA 02108, along with a statement indicating who has paid dues and /or representative fees. In no case shall the County attempt to collect fines or assessments for the Union beyond the regular dues. Should there be a dispute between an employee and the Union over the matter of deductions, the Union agrees to defend and hold the County harmless in any such dispute.
- 19.2 If an employee is in a bargaining unit position, but does not join the Union, the Employee shall acknowledge that if representation by the Union is requested by the Employee (i.e. to advise in a disciplinary proceeding, to resolve a grievance with management), the Employee will be required to pay the union all expenses to the extent permissible by applicable law, prior to any representational duties taking place.

- 19.3 The County agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided in a proper written legal authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to the County and the Union. The County agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance. The deduction process must be at NO COST to the County and all obligations of the County hereunder are contingent on the deduction process being without cost.

#### **ARTICLE 20 STATE RETIREMENT**

- 20.1 Regular employees working thirty-five (35) hours or more per week shall be required to participate in and contribute to the New Hampshire Retirement System.
- 20.2 Those employees who are currently grandfathered shall continue to enjoy that status.

#### **ARTICLE 21 SAFETY AND HEALTH**

- 21.1 The parties agree that a Joint Loss Management Committee shall be established in the unit comprised of six (6) members: three (3) appointed by the Union and three (3) appointed by the County. The purpose of this committee is to bring the attention of the county areas where conditions detrimental to health and/or safety exist and make recommendations for the elimination of same.
- 21.2 The County agrees to provide adequate and appropriate training and equipment to ensure the safety of Nursing Home employees. Such training may include, but not necessarily be limited to fire safety, CPR, suppression techniques and techniques for dealing with unusual situations which might threaten the life or safety of any resident or employee. The Joint Loss Management Committee shall convene to implement this provision. It is specifically agreed that this Section and the exercise of any of the provisions established in this Section are not subject to the Grievance Procedure.

#### **ARTICLE 22 HOURS OF WORK AND OVERTIME**

- 22.1 For the purposes of this Agreement only, the current shift schedules will not be significantly altered. However, the Administrator reserves the right to assign employees to specific shifts.

- 22.2 The Administrator shall continue to exercise discretion on the payment of an overtime rate for hours in excess of eight (8) in a work day.
- 22.3 Employees will be provided at thirty (30) minute duty-free lunch period. Employees are required to remain on the County property during the lunch break unless Supervisor permission to leave has been granted.
- 22.4 Bargaining unit members will be granted three (3) paid fifteen (15) minute breaks per twelve (12) hour shift, such paid breaks to be taken with the prior approval of the employee's supervisor and not in conjunction with the employee's meal break. Two fifteen (15) minute breaks and the thirty (30) minute lunch break will be taken in the first 8 hours of the shift, with a fifteen (15) minute break taken in the remaining four (4) hours of the shift. Employees working a twelve (12) hour shift schedule will sign a Waiver form acknowledging scheduled breaks.

## **ARTICLE 23 EMPLOYMENT**

### 23.1 Sexual Harassment

Carroll County will not tolerate the sexual harassment of any employee, client, resident, inmate, vendor or any other person dealing with the County. Conduct will be considered sexual harassment if:

- a. Submission to or rejection of a request for a sexual favor is used as the basis for employment decisions affecting the person who did the submitting or rejecting; or
- b. Submission to a request for sexual favors is made either explicitly or implicitly a condition of the individual's initial or continued employment; or
- c. Unwelcomed sexual advance and other verbal or physical conduct of a sexual nature interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

All complaints of sexual harassment should be referred immediately to the employee's supervisor, department head and the Administrator. In the event the Administrator is named as the perpetrator the employee should report to the Human Resources Director. All complaints shall be promptly investigated. Confidentiality will be maintained to the extent possible consistent with the need to conduct a prompt and thorough investigation

of a complaint. Retaliating or discriminating against an employee for complaining about sexual harassment is prohibited.

Any instance of sexual harassment as described herein, any act of retaliation, or any failure to cooperate in the investigation or resolution of a sexual harassment complaint may result in disciplinary action or termination.

### 23.2 Physicals (Health Requirements)

Each new employee must undergo a physical examination prior to employment to attest that the employee is in good health and free of communicable disease when hired. The employee's health record shall be kept current with entries of illnesses, injuries and checkups as mandated by state law. Employees rehired within (1) year are not required to undergo another physical examination.

### 23.3 Drug and Alcohol Policy

Employees shall not possess, use, or sell illegal controlled substances or alcoholic beverages during work hours. Possession shall include, but not be limited to, concealment or storage in a locker, bag, or other place accessible to the employee during work hours.

Employees shall not report to work or attempt to work while under the influence of illegal controlled substances or alcoholic beverages. Employees shall not report to work or attempt to work while suffering from the effects of prescription or over-the counter drugs or medications.

The Employer may enforce this policy by requiring employees to submit to drug and alcohol tests (including, but not limited to, providing urine and blood samples) when there is a reasonable suspicion of drug or alcohol use, as well as on a random basis and at the County's expense.

The Employer may authorize searches of personal belongings and/or lockers located on the County premises only when the Employer has reasonable suspicion that the employee is concealing controlled substances or alcohol in the area to be searched.

Employees shall be discharged from employment or subject to other disciplinary action as the County may determine if the employee:

- a. Fails to comply with this policy or to cooperate with the Employer in the administration of this policy.
- b. Exhibits behavior that is harmful or potentially harmful to the residents, public or other employees.

- c. Does not obtain professional treatment for alcohol or drug dependency.
- d. Refuses to provide documentation of treatment.
- e. Does not meet the goals of the treatment plan in a timely fashion as presented in such treatment plan.
- f. Refuses to submit to independent testing at the County's expense, if requested to do so by the Employer.

Employees are encouraged to use the services of a medical professional or accredited treatment facility which can provide counseling and rehabilitation service to the employee.

Any employee who is diagnosed as dependent on alcohol or drugs by a medical professional, a certified counselor or an accredited treatment facility shall receive the same consideration as employees with other serious illnesses.

The employee will be placed administrative leave under the terms of this contract while undergoing a plan for treatment from a medical professional, a certified counselor or an accredited treatment facility. The employee will be required to present periodic documentation from the medical professional, certified counselor or accredited treatment facility, of ongoing treatment whether the employee remains on sick leave or returns to work.

#### 23.4 Swapping of Shifts

The swapping of shifts shall be allowed with prior written approval of the Administrator or designee. The swapping of shifts shall not result in any cost to the County. The employee accepting the swap shall be responsible to ensure the involved shift is covered.

#### 23.5 Worker's Compensation

- a. In the event an employee is injured on the job, the injury shall be reported immediately the employee's supervisor. In the event that said injury or occupational disease occurs on the job and is compensable under Worker's Compensation, the employee shall be placed on Workers' Compensation Leave and shall be paid by the County's Workers' Compensation Insurance Carrier.



- b. Employees absent from work as a result of a bona fide Workers' Compensation Injury is eligible for reinstatement to the employee's former position within eighteen (18) months of the date of injury, provided that:
  - (i) The employee requests reinstatement.
  - (ii) The employee is capable of performing the duties of the position, as determined by the attending physician; and
  - (iii) The position exists and is available.
- c. The County shall provide alternative work opportunities (light duty) as determined by the Administrator, said opportunities being consistent with the employee's limitations as certified by the attending physicians, and the appropriate provisions of R.S.A. 281-A:64 and rules promulgated by the New Hampshire Department of Labor.

23.6 The parties agree to adopt and abide by the County's Social Media Policy. A copy of which is attached.

## **ARTICLE 24 WAGES**

24.1 \$2.50/ hour wage increase for all bargaining unit positions

24.2 The differential for the second shift shall be one dollar and five cents (\$1.05) per hour and third shift shall be one dollar and fifteen cents (\$1.15) per hour. Weekend differential shall be one dollar and thirty-five cents (\$1.35) per hour. These differentials shall apply to sick time, vacation time, holiday and personal time.

24.3 All increase in staff pay rates shall be subject to a performance review conducted at least annually.

24.4 A premium of two dollars (\$2.00) per hour will be paid to MNAs. These premiums shall not be cumulative.

24.5 The County reserves the discretion to raise the starting wage of the LNA, MNA and LPN positions during the term of this agreement, provided that no new-hire will be paid more

than a current employee. In an effort to attract new workers, the County reserves the right to offer a one-time hiring bonus, to any position that they deem necessary.

- 24.6 The parties agree that one (1) time during the term of this agreement, the County may conduct a wage study and adjust the wages of any position that the County determines remains below market value.

## **ARTICLE 25 INSURANCE**

- 25.1 The County will pay 85% of the premium for single, two-person or family plan coverage under the Interlocal Trust HMO (MD 21375), with Premium four (4) tier prescription benefit, or a substantially similar plan

For any employee hired after March 31, 2019 who regularly works 30-39 hours per week, the County will pay seventy percent (70.0%) of the premium for the Single, Two Person or Family Plan.

\*All current 32 hour employees shall maintain the current premium split of eighty percent (80.0%) by the County, twenty percent (20.0%) by the employee.

### **25.1.1 WAIVER PAYMENT FOR OTHER INSURANCE COVERAGE**

Employees who elect coverage on a spouse's health plan, other than a Carroll County health plan, will be eligible for a waiver of benefits and shall be compensated, fifty (\$50.00) per week. To be eligible for the benefit, the employee must have and show proof of their coverage on their spouse's plan prior to payments being made. It should be noted that once insurance is waived, the employee cannot re-enroll until the yearly open enrollment period; currently June for a July 1 start date. It shall be the employee's responsibility to notify the County when they no longer are covered by their spouse's insurance. At such time, they will become ineligible for compensation.

- 25.2 The County will pay 100% of the premium for employee only dental insurance coverage.

Any employee hired after March 31, 2019 to regularly work 30-39 hours per week, will pay five dollars (\$5.00) per week for employee Dental Coverage.

\*All current 32 hour employees shall maintain the current benefit of the County paying one-hundred percent (100%) of the premium for the employee.

Management agrees to provide two (2) person and family dental insurance at the cost to the employee of the difference between the single person premium rate and the two (2) person premium or family premium rate, dependent upon the level of coverage selected by the employee. Single person coverage for dental coverage shall be provided to all eligible full time 40 hour per week employees.

- 25.3 Either party may request to reopen negotiations to review health insurance proposals provided the coverage is comparable to the present policy and it is economically advantageous to both parties

#### **ARTICLE 26 SEPARABILITY**

If any Article of this Agreement or any application of any portion of any Article of this Agreement to any employee or groups of employees is held to be contrary to law, then such Article shall not be deemed valid, but all other Articles shall continue in full force and effect.

#### **ARTICLE 27 EFFECT OF AGREEMENT**

27.1 This agreement constitutes the entire agreement and final resolution of all matters in dispute between the Employer of the Union arrived at as a result of collective bargaining negotiations, except such amendments hereto as shall have been reduced to writing and signed by the parties.

27.2 The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands 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 that opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered by this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

#### **ARTICLE 28 EXPENDITURE OF PUBLIC FUNDS**

Any agreement reached which requires the expenditure of public funds for its implementation shall not be binding upon the Employer, unless and until, the necessary specific appropriations

have been made by the Carroll County Delegation at each of its appropriate annual or special meetings during the term of this Agreement. The Employer shall make a good-faith effort to secure the funds necessary to implement said agreement at each of the appropriate annual or special County Delegation meetings. If such funds are not forthcoming, the Employer and the Union shall resume negotiations regarding the matters affected.

**ARTICLE 29 DURATION**

The provisions of this Agreement shall be effective April 1, 2023 through March 31, 2024

<p>CARROLL COUNTY:</p> <p>Date: <u>April 19, 2023</u></p> <p><u>Terry M. Carthy</u> Commissioner Terry McCarthy</p> <p><u>Matthew Plache</u> Commissioner Matthew Plache</p> <p><u>Kimberly J. Tessari</u> Commissioner Kimberly J. Tessari</p>	<p>AMERICAN FEDERATION OF STATE COUNTY AND MUNICIPAL EMPLOYEES COUNCIL 93, AFL-CIO, LOCAL 3685:</p> <p>Date: <u>4/14/23</u></p> <p><u>Victoria L. Ireland</u></p> <p><u>Cyndi Coulters</u> <u>CL 9366 Conc. 193</u></p>
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