

AGREEMENT BETWEEN

THE TOWN OF HANOVER, NEW HAMPSHIRE

AND

**THE PROFESSIONAL FIREFIGHTERS OF HANOVER
LOCAL 3288, IAFF**

7/01/11 - 6/30/14

TABLE OF CONTENTS

CHAPTER 1	PURPOSE AND POLICIES	
Article 1.1	Preamble.....	1
Article 1.2	Recognition.....	1
Article 1.3	Discrimination.....	1
Article 1.4	Gender.....	1
CHAPTER 2	ADMINISTRATIVE & EMPLOYEE RESPONSIBILITIES	
Article 2.1	Management Rights.....	1
Article 2.2	Union Activity.....	2
Article 2.3	Union Business.....	2
Article 2.4	Union Office.....	2
Article 2.5	Consultation Clause.....	3
Article 2.6	Printing and Supplies.....	3
CHAPTER 3	DEFINITIONS	
Article 3.1	Definitions.....	3
Article 3.2	Seniority.....	4
Article 3.3	Anniversary Dates.....	5
CHAPTER 4	JOB DESCRIPTIONS	
Article 4.1	Job Descriptions.....	5
CHAPTER 5	COMPENSATION SYSTEM	
Article 5.1	Pay Policy.....	5
Article 5.2	Payroll Deduction of Dues	6
Article 5.2.A	Direct Deposit of Paychecks	6
Article 5.3	Additional Steps Pay	6
Article 5.4	Pay Increases.....	7
Article 5.5	Base Rate of Pay.....	7
Article 5.6	Compensation for Overtime.....	7
Article 5.7	Call-Back Pay.....	7
Article 5.8	Drill Pay.....	7
Article 5.9	On Call Allowance.....	8
CHAPTER 6	HOURS OF WORK AND OVERTIME	
Article 6.1	Hours of Work.....	8
Article 6.2	Shift Exchange.....	8
Article 6.3	Administration of Overtime.....	8

Article 6.4	Holiday Pay.....	9
Article 6.5	Compensation for Holidays.....	9
Article 6.6	Working Out of Classification.....	10

CHAPTER 7 LEAVE

Article 7.1	General Policy.....	10
Article 7.2	Procedure for Requesting Leave.....	10
Article 7.3-1	Vacation Leave.....	11
Article 7.3-2	Length of Vacation.....	11
Article 7.3-3	Use of Vacation Leave.....	11
Article 7.3-4	Vacation Time.....	12
Article 7.3-5	Vacation Scheduling.....	12
Article 7.4	Vacation Leave Settlement Upon Termination of Employment.....	12
Article 7.5	Death of an Employee Eligible for Vacation Leave.....	13
Article 7.6	Vacation as Sick Leave.....	13
Article 7.7	Sickness While on Vacation.....	13
Article 7.8-1	Sick Leave Policy.....	13
Article 7.8-2	Accumulation of Sick Leave.....	14
Article 7.8-3	Additional Sick Leave Request.....	14
Article 7.8-4	On Duty Emergency Leave.....	14
Article 7.9	Sick Leave Settlement Upon Termination of Employment.....	14
Article 7.10	Disability Leave.....	15
Article 7.11	Injury Leave.....	15
Article 7.12	Compensation While on Sick, or Disability Leave.....	15
Article 7.13	Compensation While on Injury Leave.....	15
Article 7.14	Personal Leave.....	16
Article 7.15	Bereavement Leave.....	16
Article 7.16	Military Leave.....	16
Article 7.17	Jury Duty.....	17
Article 7.18	Administrative Leave.....	17
Article 7.19	Maternity Leave.....	18
Article 7.20	Paternity/Adoption Leave.....	18
Article 7.21	Leave for Interstate Fire Crews.....	18
Article 7.22	Leave for Absence Without Pay.....	18

CHAPTER 8 RECRUITMENT, SELECTION & APPOINTMENT

Article 8.1	Personnel Reduction.....	19
Article 8.2	Notice of Lay-Off Decision.....	19
Article 8.3	Right to be Rehired.....	19

CHAPTER 9 PROBATIONARY PERIOD

Article 9.1	Probationary Extension.....	19
Article 9.2	Issued Equipment on Appointment.....	20

CHAPTER 10 PROMOTION

Article 10.1 Promotion Policy.....20

CHAPTER 11 TRAINING AND CAREER DEVELOPMENT

Article 11.1 Purpose.....22
Article 11.2 Administration of the Program.....22
Article 11.3 Identifying Training Needs.....23
Article 11.4 Training Guidelines.....23

CHAPTER 12 DISCIPLINARY ACTIONS

Article 12.1 Discipline Policy.....24
Article 12.2 Types of Disciplinary Action.....24
Article 12.3 Representation at Disciplinary Hearing.....24
Article 12.4 Notification of Action.....24
Article 12.5 Disciplinary Records.....24
Article 12.6 Appeal of Reprimand.....24

CHAPTER 13 GRIEVANCE PROCEDURES

Article 13.1 Definition.....25
Article 13.2 Grievance Procedure.....25
Article 13.3 Filing a Grievance.....25
Article 13.4 Processing the Grievance.....25
Article 13.5 Response by Fire Chief.....25
Article 13.6 Appeal to the Town Manager.....25
Article 13.7 Time Limit - Union.....26
Article 13.8 Time Limit - Town.....26
Article 13.9 Waiver of Time Limitation.....26

CHAPTER 14 RETIREMENT AND OTHER FRINGE BENEFITS

Article 14.1 Employee Health Insurance Program.....26
Article 14.2 Commencement of Benefits.....27

CHAPTER 15 STATION UNIFORMS

Article 15.1 Uniforms.....27
Article 15.2 Uniform Supply Officer.....28
Article 15.3 Miscellaneous.....28

CHAPTER 16 TRANSPORTATION AND TRAVEL

Article 16.1 Transportation and Travel.....29

CHAPTER 17 AMBULANCE SERVICE

Article 17.1 Ambulance Service.....29

CHAPTER 18 PERSONNEL RECORDS

Article 18.1 Policy.....29

CHAPTER 19 SMOKING POLICY

Article 19.1 Smoking Policy.....30

CHAPTER 20 SAFETY & HEALTH

Article 20.1 Safety and Health.....30
Article 20.2 Protective Clothing and Equipment30
Article 20.3 Leather Helmets.....31
Article 20.4 Safety and Health Training.....31
Article 20.5 Testing of Aerial Devices.....31
Article 20.6 Medical Surveillance.....32
Article 20.7 Job Stress Counseling.....32
Article 20.8 Physical Fitness.....32
Article 21 Shift Scheduling.....32
Article 22 Relief Crews at Fires and Extended Emergencies32
Article 23 Hiring of Coverage.....32
Article 24 Savings Clause.....33
Article 25 Duration of Agreement.....33
Article 26 Agency Fee.....33
Article 27 Union Security.....33
Article 28 Catastrophic Leave Bank.....33
Article 29 Indemnification Liability Insurance.....36
Article 30 Hazmat.....36
Article 31 CDL License.....36

Signature Page.....37

APPENDIX A Firefighter/Emergency Medical Technician - Basic Job Description
APPENDIX B Firefighter/Emergency Medical Technician - Intermediate Job Description
APPENDIX C Firefighter/Emergency Medical Technician - Paramedic Job Description
APPENDIX D Salary Scale July 1, 2011
APPENDIX E Salary Scale December 18, 2012
APPENDIX F Salary Scale July 1, 2013

**Agreement between the Town of Hanover, New Hampshire,
and
The Professional Firefighters of Hanover,
Local 3288, I.A.F.F.**

CHAPTER 1: PURPOSE AND POLICIES

ARTICLE 1.1 - Preamble

This agreement is entered into by and between the Town of Hanover, New Hampshire, hereinafter referred to as the employer, and Local #3288, International Association of Firefighters, hereinafter referred to as the Union. It is the purpose of this agreement to achieve and maintain harmonious relations between the Town and the Union, and to provide for the equitable and peaceful adjustment of contractual differences which may arise, through proactive, constructive, and cooperative interaction, and to continue the existing harmonious relationship between the Fire Department and its permanent employees, and to promote the efficiency, morale, well being, and security of the departments employees, and to establish proper standards of wages and benefits, hours, and other conditions of employment.

ARTICLE 1.2 - Recognition

The employer recognizes the Union as the sole and exclusive bargaining agent for all full time Firefighter/Emergency Medical Technicians, excluding the Fire Prevention Officer.

ARTICLE 1.3 - Discrimination

The parties to this agreement agree not to discriminate against any employee because of age, race, color, creed, gender, national origin, marital status, physical or mental disability, veteran status, religious creed, sexual orientation or any other protected classes required by law.

ARTICLE 1.4 - Gender

Whenever a male gender is used in this agreement it shall be construed to include and refer to all employees in job classifications regardless of sex.

CHAPTER 2: ADMINISTRATIVE AND EMPLOYEE RESPONSIBILITIES

ARTICLE 2.1 - Management Rights

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

The Town retains the sole responsibility to determine the total number of employees required to perform the duties of the Fire Department, and to adjust the assignment of those employees as necessary for the efficient management of the department.

The Hanover Personnel Policy Manual in effect as of the signing of this agreement will prevail in all matters, except where there is a specific provision in this agreement.

Nothing in this agreement shall be construed to limit the right of the Fire Chief or his designee to command the Fire Department in any and all emergency situations as they deem appropriate.

Nothing in this section shall be construed to limit the rights of employees under law.

ARTICLE 2.2 - Union Activity

There shall be no discrimination, interference, restraint, or coercion by the parties against any employee for his activity on behalf of, or membership or non-membership in the union.

ARTICLE 2.3 - Union Business

One employee will be allowed to represent the Union, without loss of pay or benefits to perform their Union functions including, but not limited to, attendance at regular and special meetings, conventions, seminars and conferences without loss of pay. These meetings shall include, but not be limited to, bi-monthly Professional Firefighters of New Hampshire meetings and Professional Firefighters of New Hampshire bi-annual convention. Members of the Union negotiating team, or grievance committee, not to exceed one employee per shift shall be allowed time off with pay for all negotiating meetings and activities related to the grievance procedure, which shall be mutually set by the employer and the Union, without loss of pay. On-duty members will be allowed to attend meetings at the fire station provided that they remain available for emergencies and public inquiry.

ARTICLE 2.4 - Union Office

The employer agrees to allow the union to have space for a desk in the fire station, and use of the area in the fire station known as the "library" for union informational activities including but not limited to bulletin board space, and reference library, provided that the area will be kept in a neat manner, and that any use of the area does not interfere with the operation of the fire department.

The employer agrees that the Union may maintain and utilize a computer, at its own expense, in the Union office. Further, the Town agrees that the Union may make reasonable modifications and alterations to the Fire Station to allow for a dedicated electronic connection, whether through a telephone line or other, for access to the information network. All software, hardware, email, voice mail, or any communication via the Union computer is the sole and exclusive property of the Union. Any and all communication by a Union member is considered confidential and any violation of that confidentiality, without the express permission of the Union, will be deemed a violation of this confidentiality. The employer expressly agrees that the computer software and

communications policies and procedures and any other rules and regulations, standard operating procedures, or any other Town policy relating to computer use shall not apply to the Union's use of their own computer.

ARTICLE 2.5 - Consultation Clause

1. Two representatives of the Union shall meet with the Chief once a month to discuss matters of mutual concern, including matters necessary to the implementation of this agreement. An agenda shall be submitted by the Union to the Chief no less than five days prior to the scheduled meeting. Additional matters may be placed on the agenda at the discretion of the Chief. Nothing contained herein shall prevent the Chief and the Union from meeting on a less frequent basis by mutual agreement.
2. Nothing contained herein shall prevent the Union and the Chief from consulting at any time if matters of mutual concern arise of an urgent or emergency nature.

ARTICLE 2.6 - Printing and Supplies

The employer will allow the union a reasonable amount of time to use the town copying machine and town computers provided that the use of such equipment does not interfere with the operation of town business. The Union will purchase a "counter key" or use their assigned code, and will be charged for copies at the same rate departments are charged when copies are made on the town copying machine.

CHAPTER 3: DEFINITIONS

ARTICLE 3.1 - Definitions

Whenever used in this agreement, the following terms and words shall be defined as indicated below:

ANNIVERSARY DATE: Date of completion of initial probationary period or most recent reclassification date. (This date changes upon reclassification.)

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

APPOINTMENT - The designation of a person as an employee of the Town and induction into a position in the classified service on either a temporary, probationary or permanent basis.

CLASSIFICATION - The assignment of an individual position to an appropriate class on the basis of kind of work, duties and responsibilities of the position.

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

EMPLOYMENT DATE - - Date of hire.

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

JOB DESCRIPTION - The written description of the duties and responsibilities of a classification of positions along with its fitness and qualifications requirements.

PERSONNEL ACTION - All activities affecting any aspect of an employee's status. Includes appointments, original hiring, re-employment, transfer, promotion, demotion, changes in hours, reclassification, resignation, suspension, dismissal, and placement in leave status.

POSITION - A regularly established job in the classified service of the town.

REGULAR RATE - The actual step an employee has reached within the pay range established for his reclassification of positions.

STEP INCREASE - A pay increase, granted as a result of acceptable job performance, to the next higher step within the classification level established for that classification level.

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

ARTICLE 3.2 - Seniority

SENIORITY - Seniority shall be determined by continuous service in the fire department calculated from the date of employment. Continuous service shall be broken only by resignation, discharge, Long Term Disability for a duty related injury in excess of two years, Long Term Disability for a non-duty related injury in excess of twelve months, leave of absence in excess of twelve months, or retirement. Employees with the same employment date shall be assigned to the seniority list in the order of their ranking in the hiring test, or in the event of a tie, by birth date. The seniority list and anniversary dates shall be posted by the Fire Department administration on the bulletin board in the hallway annually, in January, and shall update them as changes occur.

ARTICLE 3.3 - Anniversary Dates

The anniversary dates are subject to confirmation with the individual Union members pursuant to the definition provided in 3.1.

CHAPTER 4: JOB DESCRIPTIONS

ARTICLE 4.1 - Job Descriptions

At the date of execution of this agreement, the Job Description for Firefighter/Emergency Medical Technician Basic is contained in Appendix A, the Job Description for Firefighter/Emergency Medical Technician Intermediate is contained in Appendix B, the Job Description for Firefighter/Paramedic is contained in Appendix C. These shall constitute the Job Descriptions for the members of the bargaining unit.

CHAPTER 5: COMPENSATION SYSTEM

ARTICLE 5.1 - Pay Policy

- A. All increases in wages and cost items are contingent upon BOS approval and a successful vote at the 2011 Town meeting.

Effective July 1, 2011, the labor Grade and Step increase will be increased by 1.5% (Appendix D). One additional Step shall be added to the top of the 2011-2012 Labor Grade and Step schedule. This new step shall be 1.0% higher than the previous step and is identified as W-1.

Effective July 1, 2012, the Labor Grade and Step increase will be 1.5% (Appendix E). One additional Step shall be added to the top of the 2012-2013 Labor Grade and Step schedule. This new step shall be 1.0% higher than the previous step and is identified as W-2.

Effective July 1, 2013, the Labor Grade and Step schedule (Appendix E) shall be adjusted to reflect a 2.0% cost of living increase.

Effective July 1, 2013, employees that were on Step W-2 during the 2012-2013 fiscal year shall receive a one-time cash payment of \$500.00 in addition to any cost of living adjustment to Step W-2. Where applicable, this one time cash payment of \$500.00 will be paid in the employee's paycheck in full on or before July 18, 2013.

At the successful completion of the probationary period, the affected employee shall move one step higher. Each subsequent step will be achieved by successful completion of one year of service and upon recommendation of the Fire Chief. The Fire Chief may deny a step increase for just cause. The burden of proving just cause is upon the Town and is subject to the grievance procedure delineated in Article 13.

Upon successful completion of a paramedic course, New Hampshire Paramedic licensure and local medical protocols, the employee shall be placed at the step in Labor Grade 14 that is one step below their current step in Labor Grade 12. For example, a

Firefighter/Emergency Medical Technician-Intermediate currently at Labor Grade Step E upon attaining the above requirements shall be placed at Labor Grade 14, Step D.

B. Performance Evaluation

For purposes of annual step increases, every employee's performance shall be evaluated in writing prior to their anniversary date. Failure to complete and employee's evaluation, through no fault of the employee, shall not delay the granting of the employee's step increase.

Every employee shall be evaluated in writing at least annually beginning at least three weeks prior to their anniversary date. Performance evaluations shall be completed on the forms developed by the Human Resources Department of the Town for that purpose, as they exist as of the date of this agreement.

ARTICLE 5.2 - Payroll Deduction of Dues

The employer agrees to deduct from each paycheck dues in an amount certified to be current by the treasurer of the local union from the pay of all members covered in this agreement. The total amount of all such deductions shall be remitted each month by the employer to the treasurer of the local union.

ARTICLE 5.2.A - Direct Deposit of Paychecks

The Town will make direct deposits of employee checks available to banks specified by the employee.

The Town agrees that it currently pays all employees on a weekly basis. The Town endeavors to change its weekly paycheck system to a bi-weekly system. However, the Town agrees not to implement this bi-weekly paycheck system until such time as they have reached an agreement with the Union in order to implement this program without any financial or other hardship to the affected employees.

ARTICLE 5.3 - Additional Steps Pay

The Town agrees that the successful completion of one of the following modules will be recognized by the Town with an extra step increase:

- a) Driver/Operator
- b) Firefighter Level III
- c) Certified Company Officer

These modules may only be taken in accordance with the provisions of Article 11.

ARTICLE 5.4 - Pay Increases

The Town Manager may grant an extra one step at any time during the year after reviewing a detailed written recommendation from the department head outlining the employee's exceptional performance, reclassification of the incumbent's position, or the existence of unusual conditions that make such action necessary. Each employee will receive written confirmation of annual step increases.

ARTICLE 5.5 - Base Rate of Pay

The regular hourly rate of pay shall be the weekly salary of the employee divided by 42.

ARTICLE 5.6 - Compensation for Overtime

Employees not exempted from the provisions of the Fair Labor Standards Act shall receive overtime pay at the rate of one and one half times the regular rate of pay for work in excess of the regularly scheduled duty hours, calculated to the nearest quarter hour, except as provided in the Call-back Pay Article 5.7.

ARTICLE 5.7 - Call-back Pay

Off-Duty employees who are called in to work outside their shift hours shall be paid, regardless of how long they actually work, a minimum compensation of not less than two hours at their overtime rate, provided however that compensation shall not be included in the hours worked during the work day or work week for purposes of calculating overtime, except to the extent of time actually worked during such period. Call-back does not include being held over at the end of a shift or being scheduled early for a shift, where the employee shall receive their overtime rate of one and one-half times their regular rate of pay calculated to the nearest quarter hour.

The call-back shall be considered to be completed at the time the shift supervisor shall declare the call-back over. In the event that the employee works in excess of two (2) hours, the employee shall receive their overtime rate of one and one-half times their regular rate of pay calculated to the nearest quarter hour.

ARTICLE 5.8 - Drill Pay

Members covered under this agreement will be paid overtime pay when off duty for time actually spent attending the following drills:

- A. Monthly fire department fire/EMS drills.
- B. Monthly EMS District A 6 Training / Critique.
- C. Required EMT Refresher and required EMT Intermediate Module. Members who do not take the refresher offered by the Hanover Fire Department will not be paid overtime for time spent attending the refresher, unless previously approved by the Chief .
- D. Paramedics would only be paid up to maximum of the Intermediate level for their required refresher.
- E. Any other drill that Hanover Fire Department management requires members to attend.

ARTICLE 5.9 - On Call Allowance

The members covered under this agreement will be paid One (\$1.00) Dollar per hour for each hour that they commit themselves to be available for callback, and must report fit for duty within twenty (20) minutes of the callback.

CHAPTER 6: HOURS OF WORK AND OVERTIME

ARTICLE 6.1 - Hours of Work

The hours of work for the members covered under this agreement shall be two ten-hour days from 07:00 to 17:00 followed by two 14-hour nights from 17:00 to 07:00 for a total of 48 hours, which averaged over an eight-week cycle will constitute a 42-hour work week.

Notwithstanding, the parties agree to a temporary trial period of 24-hour shifts. This trial period shall extend for 6 months beginning at the start of eight week scheduling cycle and will be implemented no later than December 1, 2011. At the conclusion of the temporary trial period of 24-hour shifts, both the union and management agree to continue the 24-hour shifts on a permanent basis with the approval of both parties.

Prior to the implementation of the trial period, the parties shall also approve an addendum to this contract which shall make appropriate adjustments to leave and other benefits so as to proportionately reflect the change in shift duration. The parties acknowledge that all such approvals (permanent basis and leave/benefits adjustments) shall not be unreasonably withheld.

ARTICLE 6.2 - Shift Exchange

Employees shall have the right to exchange shifts when the change does not interfere with the operation of the Fire Department.

SHIFT - A shift is defined as one work period; either 10 or 14 hours.

ARTICLE 6.3 - Administration of Overtime

Supervisors are authorized to schedule overtime when necessary due to the taking of leave, or because of the maximum number of hours that employees may work in any continuous shift. Fire Department employees shall not be allowed to work more than three (3) scheduled consecutive shifts, or 38 consecutive work hours, in any work week, unless the last shift is extended by an emergency. The Chief or his designee shall authorize overtime as necessary.

Overtime shift coverage shall be distributed as equitably as possible from a shift overtime list which will include all shift coverage or details in excess of three (3) hours.

The employer shall post or cause to be posted a current listing of all overtime shift coverage, and any overtime shift coverage or details shall be awarded based on ranking in the overtime list, with the employee with the least overtime hours given first opportunity for the overtime.

The employee eligible for the overtime shall be called on the telephone first, and if he is not at home, then he shall be Alpha Numeric paged and given ten minutes to respond to the page before the next eligible employee is called.

In the event that you receive any type of message “failed notice” on the paging software, the employee shall be radio paged and given ten minutes to call in. An exception to this procedure may be granted in the event that notification of the shift to be covered is given with less than three (3) hours notice.

The union recognizes that it is occasionally necessary to cover shifts with little or no advance warning, and will make a reasonable effort to be available for shift coverage as needed.

No more than two (2) employees may request to opt off of the overtime shift coverage listing at any one time.

ARTICLE 6.4 - Holiday Pay

The Town of Hanover recognizes the following days as holidays:

New Year’s Day	Labor Day
Martin Luther King, Jr. Day	Veterans’ Day
Presidents’ Day	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day	Christmas
Columbus Day	**Biennial Election Day

In addition, any other official legal holiday as declared by statute by the State of New Hampshire General Court.

**Biennial election day is an unpaid holiday, however, employees who are on duty on the biennial election days and do not have an opportunity to vote during non-working hours shall be allowed a reasonable amount of time to vote without a loss of pay or benefits.

Employees who are required to work on the following five (5) holidays shall be paid time and a half their pay for that scheduled shift: New Year’s Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Employees will be paid time and one half for hours worked between 0001 and 2400 on these holidays.

ARTICLE 6.5 - Compensation for Holidays

Employees covered under this agreement shall receive twelve hours of regular pay for each holiday, in addition to their regular weeks salary, whether they actually work on the holiday or not.

In the event that all town employees receive extra time off for the holidays, the firefighters who are scheduled and on regular shift duty at that time shall also receive an equal amount of time off.

ARTICLE 6.6 - Working Out of Classification

TEMPORARY APPOINTMENT - An appointment to an approved position for a period of limited duration, normally not more than six months.

1. When an employee is temporarily assigned to work in a classification at a higher level of pay than the employee's regular classification for a period of five hours or more, the employee shall be paid a differential for the time so assigned. The differential shall amount to the difference between the employee's regular rate of pay and the minimum rate for the classification of temporary assignment or 3% of the employee's base hourly rate, whichever is greater.
2. When an employee is temporarily assigned to a position in another classification for which the minimum rate of pay is the same as the employee's regular class, or to a class with a lower or minimum rate of pay, the employee's pay during the temporary assignment shall remain the same.
3. Temporary duty shall be offered by seniority of those on duty who possess NHFST Certified Company Officer (NFPA 1021).

Should it become medically certain that the employee will be unable to resume his original duties, then the position shall be posted for a promotional exam when notice of medical disability retirement is filed by the employee.

CHAPTER 7: LEAVE

ARTICLE 7.1 - General Policy

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

ARTICLE 7.2 - Procedure for Requesting Leave

All leave other than sick, injury, or emergency leave must be requested and approved by the supervisor or department head prior to the taking of leave. In the case of illness, injury, or emergency, employees shall notify the supervisor or department head as soon as possible prior to the time set for regularly scheduled working hours.

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

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

ARTICLE 7.3-1 - Vacation Leave

Each employee shall be eligible for a leave with pay for the purpose of taking a vacation.

ARTICLE 7.3-2 - Length of Vacation

Each employee shall accrue annual vacation leave from date of hire according to the following schedule:

- (a) During the first year of employment and until the completion of five (5) years of continuous service, two work weeks (96 hours) annually, to be accrued at 8 hours per month.
- (b) Upon completion of five (5) years of continuous service, three work weeks (144 hours) annually, to be accrued at 12 hours per month.
- (c) Upon completion of ten (10) years of continuous service, four work weeks (192 hours) annually, to be accrued at 16 hours per month.

Absences cannot be charged against vacation leave that has not yet accrued.

ARTICLE 7.3-3 - Use of Vacation Leave

Vacation leave may be taken all at once, several days at a time, in parts of days, or accumulated and carried over into the following year.

Employees will not be allowed to carry over vacation time in excess of the following schedule:

- Employees with 1 - 5 years of service will not be allowed to have more than 200 hours of accumulated vacation leave time on the books at any time.

- Employees with 6 - 14 years of service will not be allowed to have more than 300 hours of accumulated vacation leave time on the books at any time.
- Employees with 15 years or more of service will not be allowed to have more than 400 hours of accumulated vacation leave time on the books at any time.

Exceptions to 7.3-3 may only be granted by specific written permission of the Town Manager after a written request is received from the employee with the written recommendation of the department head. Employees are advised to take their vacation during the year in which it is earned.

If an employee wishes to be paid prior to going on vacation, the employee should notify the department head at least ten days in advance of the last working day before the vacation.

ARTICLE 7.3-4 - Vacation Time

Vacation time will be allocated to each employee as vacation time is earned, will be shown on the pay slip of the employee, and will be updated on the first pay period of every month.

ARTICLE 7.3-5 - Vacation Scheduling

Vacation leave will be scheduled by the shift officer, with approval of the department head, taking into consideration the best interest of the town, the particular needs of the department, and the desire of the employee. A conflict in scheduling vacation leave among employees will be resolved by the shift officer, with approval of the department head, on the basis of seniority, particular assignments of employees, and upcoming department work load.

When there is a full four person crew on duty, one person may be allowed to take vacation time off without advance notice, with the approval of the shift supervisor.

Denial of vacation leave shall not be based solely upon the fact of another employee's absence from the same shift. Every reasonable effort shall be made by the town to allow more than one employee to use earned leave at his request, even if the leave is scheduled at the same time as another shift member.

No more than two employees from one shift shall be allowed to take simultaneous vacation leave days.

ARTICLE 7.4 - Vacation Leave Settlement upon Termination of Employment

Employees who are eligible for vacation, and whose employment has been terminated for any reason shall be paid an amount equal to all accumulated vacation leave earned, but not taken.

An employee who has received vacation pay or taken a vacation which, upon termination has not been accrued, will have the amount of the unearned vacation pay previously received, deducted

from his final compensation payment, or in the event that there is insufficient final compensation to cover the unearned vacation leave, the employee will be billed for the difference.

ARTICLE 7.5 - Death of an Employee Eligible for Vacation Leave

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

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

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

ARTICLE 7.6 - Vacation as Sick Leave

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

ARTICLE 7.7 - Sickness While on Vacation

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

ARTICLE 7.8-1 - Sick Leave Policy

SICK LEAVE - Sick leave shall be for the purpose of actual illness or disability of the employee, or because of illness or disability in the employee's immediate family, or to take, for himself or his immediate family, physical or dental examinations.

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

Employees will be eligible for sick leave with full pay at the rate of twelve (12) hours per month, for those working a 42 hour week, to be credited to the employee during the first pay period of each month from date of hire.

Sick leave shall not be considered a privilege which an employee may use at his discretion, but shall be allowed only in the case of necessity and actual illness or disability of the employee, or because of illness or disability in the employee's immediate family, or to take, for himself or his immediate family, physical or dental examinations.

An employee who does not utilize sick leave in any four (4) month period, beginning with the first day of each month following use of a sick day or portion thereof, shall be credited with one

additional vacation day. Such vacation day shall be taken at a time mutually agreeable to the employee and the department head.

ARTICLE 7.8-2 - Accumulation of Sick Leave

Earned sick leave is accumulated on a continuous basis and may be accumulated to a maximum of one hundred twenty (120) days or fourteen hundred forty (1440) hours. For all employees hired after July 1, 2011, earned sick leave is accumulated on a continuous basis and may be accumulated to a maximum of eighty (80) days or nine hundred and sixty (960) hours.

Sick leave shall not accrue to any employee who is on sick leave for one full calendar month or more, however sick leave shall continue to accumulate to any employee who is on injury leave, regardless of the length of the injury leave.

ARTICLE 7.8-3 - Additional Sick Leave Request

If the accumulated sick and vacation leave credits have been or are about to be exhausted, an employee may make application in writing for an additional allowance of sick leave.

Such additional allowances may be authorized by the Town Manager after reviewing all the circumstances, performance and other facts relevant to the request for the additional allowance. Any loan of sick time hours is to be repaid to the town as soon as possible after returning to duty.

ARTICLE 7.8-4 - On Duty Emergency Leave

Members covered under this agreement will be allowed, without loss of pay, up to four hours of emergency leave from duty at any time, with reasonable notice to the shift supervisor to transport his immediate family to a medical facility for emergency treatment. This article will apply to childbirth, however this article is not intended to apply to non-emergency scheduled appointments.

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

ARTICLE 7.9 - Sick Leave Settlement upon Termination of Employment

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

1. Employees employed 20 - 24 years: reimbursement shall be 60% of sick leave accumulation.
2. Employees employed 25 - 29 years: reimbursement shall be 70% of sick leave accumulation.

3. Employees employed 30 - 34 years: reimbursement shall be 80% of sick leave accumulation.
4. Employees employed 35 - 39 years: reimbursement shall be 90% of sick leave accumulation.
5. Employees employed over 40 years: reimbursement shall be 100% of sick leave accumulation.

ARTICLE 7.10 - Disability Leave

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

ARTICLE 7.11 - Injury Leave

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

In the case of a slight injury which requires only "first aid", the employee and the supervisor are still responsible for completing and filing an injury report with the personnel office. If the injury later requires medical treatment, the employee and the supervisor should then notify the personnel office immediately that it has become a medical claim.

ARTICLE 7.12 - Compensation While on Sick or Disability Leave

1. Accumulated sick leave may be used by the employee during the first thirty consecutive days of a disability leave.
2. Should any disability continue beyond thirty days, the employee may receive income protection coverage for sixty (60) percent of the employee's salary if the employee has elected short-term disability as part of their flexible benefits program.
3. At any time after thirty days disability, the employee will be allowed to utilize the accumulated sick and vacation leave as a special disability leave to supplement the income protection coverage.
4. Should any disability continue beyond ninety days, the employee will receive income protection coverage for sixty (60) percent of the employee's salary, in accordance with the long-term disability coverage provided as part of the flexible benefits program.

ARTICLE 7.13 - Compensation While on Injury Leave

- 1) The employee shall receive 100% of his base salary for the duration of any injury suffered while in the performance of duty, or as a result of having performed his duties in service to the Town of Hanover Fire Department, until such time as the employee has returned to work, settled the worker's compensation claim with the town's insurance

carrier, or been accepted by the New Hampshire Retirement System to receive Accidental Disability Retirement Pension.

- 2) During the period the employee is receiving 100% of his salary, the employee shall pay to the Town all worker's compensation benefits.
- 3) During the period of injury, the employer shall maintain regular payments into all medical and pension plans to ensure continued coverage for the employee and his dependents. However, it shall be the responsibility of the employee to arrange with the accounting division for payments into the flex benefits program for coverage which the employee is normally responsible for.

Seniority, vacation, sick leave benefits and pension credits shall be maintained for the duration of the time spent on such leave.

ARTICLE 7.14 - Personal Leave

Non-exempt employees covered by this agreement will be allowed two (2) days, or twenty four (24) hours, of personal leave in each fiscal year to be earned at the rate of one day for each six months of service, beginning from the date of hire and credited to the employee on July 1st and January 1st.

Personal leave with pay will be granted to employees to conduct urgent business which cannot be otherwise conducted during non-working hours.

Employees will be paid their regular rate of pay for each personal day, or part thereof, taken. Personal time may not be held over at the end of the fiscal year.

ARTICLE 7.15 - Bereavement Leave

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

The Town Manager shall grant, upon the request of a permanent employee, four (4) working days of bereavement leave without loss of pay upon the death in such employee's immediate family of such employee's spouse, child, mother, father, brother, sister, father-in-law, mother-in-law or other person living in the immediate household. The Town Manager may grant bereavement leave upon the death of an individual whose close association with the employee is equivalent to the family relationships listed above.

ARTICLE 7.16 - Military Leave

An employee entering the regular military service or the military reserves will be provided a leave of absence without pay as required by federal law.

An employee who applies within ninety days after honorable discharge from military service, other than for training, in which case within thirty-one days, or hospitalization, will be restored to his prior position, or one of like status and pay which the employee is qualified to perform, without loss of seniority.

Upon return from military leave, an employee will be reinstated with the same rights and benefits earned prior to taking such leave.

An employee in the military reserve shall be paid the difference between compensation received while on reserve duty, and regular compensation paid to the employee by the town, provided that such payment will be limited to a period not to exceed two days a month, and two weeks of summer camp, for a total of 38 days in any twelve month period, and shall not include payment to members of the National Guard who may be mobilized during an emergency in the state.

It is the employee's responsibility to:

- A. Notify the department head of the date(s) he is leaving for military service.
- B. Provide written proof from military or selective service officials to the Town Manager, including date of departure, and length of service required.

ARTICLE 7.17 - Jury Duty

An employee called to court or jury duty, or for any other required appearance before a court or for any other required appearance before a court as a result of duties pertaining to his employment as a Town of Hanover employee, will be granted a leave of absence with pay for the required time necessary to perform this duty. An employee who receives a jury notice or subpoena to testify should notify the department head immediately.

If a subpoena is for job related testimony, the employee shall receive his regular salary if performed during scheduled work time, or overtime for time spent outside of his regular duty shift, including travel time.

An employee who receives compensation from the court will sign over the court pay to the Town to receive his or her regular pay.

Employees in court on personal business, or business related to employment other than as a Town of Hanover employee, will take unpaid leave, personal or vacation leave.

ARTICLE 7.18 - Administrative Leave

The Town Manager may grant administrative leave with pay so that an employee may attend official meetings, official training courses, or to participate in other official activities.

ARTICLE 7.19 - Maternity Leave

A leave of absence for maternity reasons may be granted, on approval of the Town Manager, for the period of incapacitation due to pregnancy, and for any time after delivery needed to adjust or make arrangements for care of the child.

A physician's explanation will be required if the leave of absence lasts more than ninety (90) days.

Such absence may be treated as sick leave, vacation leave, personal leave, leave without pay, or any combination of the above.

Upon the return from leave for maternity reasons, an employee will be reinstated to her old job, or its equivalent, and retain the same status, rights and benefits earned prior to taking such leave.

Nothing in this article is meant to deny or limit an individual's rights as allowed by law.

ARTICLE 7.20 - Paternity/Adoption Leave

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

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

Nothing in this article is meant to deny or limit an individual's rights as allowed by law.

ARTICLE 7.21 - Leave for Interstate Fire Crews

Employees who are members of the New Hampshire Forest Fire Crew and who are called up to respond with the crew, will be allowed a leave period of two weeks duty time from the day following the call-up.

Leave time shall be used from the employee's vacation or personal leave time accumulation, or taken without pay.

ARTICLE 7.22 - Leave of Absence Without Pay

The Town Manager may grant an employee a leave of absence for up to one (1) year upon written request of the employee, and approved by the Fire Chief, stating the reason for the request. Leave without pay shall be granted only when it will not result in undue prejudice to the interests of the Town. This leave will only be available to those employees whose record of service to the Town has been acceptable as defined by the Town. The Town may cancel or modify a leave, with reasonable notice, if it determines the purpose of the leave has changed.

It shall be the responsibility of the employee, if the leave is granted, to make the necessary financial arrangements with the accounting division in order to maintain and keep current the employee's benefits, including, but not limited to medical and/or dental insurance, retirement, disability, and life insurance.

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

CHAPTER 8: RECRUITMENT, SELECTION & APPOINTMENT OF EMPLOYEES

ARTICLE 8.1 - Personnel Reduction

In the case of a personnel reduction the employee with the least seniority shall be laid off first. Employees shall be recalled in the order of their seniority. No new employee shall be hired until all laid off employees have been given an opportunity to return to work.

ARTICLE 8.2 - Notice of Lay-Off Decision

LAY-OFF shall be defined as: involuntary separation of an employee resulting from a reduction in force due to a lack of work, lack of funds, or abolishment of the employee's position.

Employees to be affected by a reduction in force shall be given written notice by the Town Manager at least sixty (60) calendar days prior to the effective date of the action to be taken, the reasons therefore, and the effective date of the action.

ARTICLE 8.3 - Right to be Rehired

The right to be rehired shall last for a period of three (3) years from the date of lay-off, provided that it shall be the responsibility of the employee to maintain required certifications, and to contact the town at least annually, or any time the employee changes addresses, to inform the town of his continued desire to return.

CHAPTER 9: PROBATIONARY PERIOD

ARTICLE 9.1 - Probationary Extension

PROBATIONARY PERIOD - A working test period, following initial appointment or promotion, during which an employee is required to demonstrate by conduct and actual performance their fitness for the position to which they have been appointed. For those positions requiring certification, transfer to regular status cannot occur until certification is received.

Positions which require certification as a condition of employment may have the probationary period extended without prejudice when that certification cannot be completed within the normal six month probationary period. In such cases, if the department head believes that the employee's service has been such that only certification is required for the end of probation, the department head may recommend that full benefit date be set at the end of six months of service.

ARTICLE 9.2 - Issued Equipment on Appointment

The Town of Hanover shall issue to every newly hired fire department employee the following NFPA compliant, when applicable, protective clothing:

1. One Pair Structural Fire Bunker Pants
2. One Structural Fire Bunker Coat
3. One Pair Structural Fire Bunker Boots
4. One Structural Fire Helmet
5. One Pair Structural Fire Gloves
6. One Pair Double Wool Mittens
7. One Structural Fire Hood
8. One Protective Jacket, suitable to protect against the elements, such as rain, snow and blood born pathogen.
9. One Pair Winter Gloves
10. Winter Pack Boots
11. One - "Class A" Uniform
12. One Forestry Shirt, one helmet, goggles and gloves
13. Alpha Numeric Pager
14. NFPA Personal Escape ropes

The Town shall be responsible for the cost of care and maintenance of all protective clothing with the limited exception that the employee shall be responsible for the normal care and maintenance of the Class A uniform.

CHAPTER 10: PROMOTION

ARTICLE 10.1 - Promotion Policy

PROMOTION - The change of an employee from a position in one classification level to a classification level which provides a higher maximum rate of pay.

The following procedure shall govern all promotions within the fire department, excluding the advancement of Emergency Medical Technician Immediate to Paramedic.

- A. All examinations shall be impartial, and shall relate to those matters which will fairly test the candidate's abilities to discharge the duties of the position to be filled. Candidates with less than five (5) years full time service with the Hanover Fire Department and less

than N.H.F.S.T. Certified Company Officer or its equivalent certification shall not be eligible for promotion.

If after an in-house examination for promotion, no employee passes the examination, the Fire Chief reserves the right to open the examination process to outside applicants in conformance with the provisions in this article, provided that the outside applicants shall meet the same minimum qualifications and five (5) years experience with a full-time fire department and N.H.F.S.T. Certified Company Officer or its equivalent certification. Anyone who desires to participate in the process may do so, but will not be eligible for promotion until the "five year" requirement is met.

When a Town employee's qualifications are equal to those of outside applicants, the Town employee shall be given preference.

The promotion of eligible candidates shall be based on:

- | | |
|---------------------------|-----|
| 1. Written Examination | 60% |
| 2. Oral Examination | 30% |
| 3. Education and Training | 10% |

- B. Examination material may consist of N.H.F.S.T. promotional exam for the position hired. Test and reference materials that will be most beneficial for study purposes will be listed at least 30 days prior to the examination.

The Fire Chief may make use of an Assessment Center as an alternative to, or in conjunction with the testing process above. The Chief shall post at least thirty (30) days prior to examination whether he shall have an assessment center. Failure of the Chief to properly post the use of an Assessment Center will preclude its use.

- C. The oral examination shall be given by a 3 member panel consisting of 3 personnel from outside the department holding the rank of the position desired or greater. Questions shall be in keeping with the knowledge and requirements of the rank being considered.

- D. In the event that a candidate from within the Hanover Fire Department (in-house candidate) fails to pass the first exam, another exam may be given to include the use of outside candidates. However, any in-house candidate who so chooses may also take the examination again. Periodically, the Town may evaluate the testing procedure and EMT criteria to ensure that it is in compliance with the New Hampshire Fire Standards and Training.

- E. The parties agree that the passing score will be an aggregate of 70% based on the following percentage allocation:

- | | |
|---------------------------|-----|
| 1. Written Examination | 60% |
| 2. Oral Examination | 30% |
| 3. Education and Training | 10% |

- F. Members within the Department, if qualified, will be given preferential treatment. The State of New Hampshire Fire Standards and Training Division, the Town of Hanover Human Resources Department or an equivalent organization agreed upon in writing by the Town and the Union shall conduct and supervise the written and oral examination for available promotions within the Town of Hanover Fire Department. Should a conflict of interest arise the Town and Union shall agree upon an organization in writing to conduct and supervise the written and oral examinations. A conflict of interest may include an employee or former employee of the N.H.F.S.T who is sitting for a promotional exam.
- G. Announcement for promotional examinations shall be posted at least 30 days before the closing date for applications. Applications received after the closing dates will not be considered.
- H. All applicants will be notified of their final score and their relative standing. The period of eligibility of one promotional list shall be for one (1) year.
- I. Promotions shall be by recommendation from the Fire Chief to the Town Manager. The Fire Chief shall submit a recommendation to the Town Manager recommending one of the top three candidates if one vacancy is to be filled; and the Fire Chief will submit two recommendations to the Town Manager from the top five candidates if there are two vacancies to be filled.

CHAPTER 11: TRAINING AND CAREER DEVELOPMENT

ARTICLE 11.1 - Purpose

It shall be the responsibility of the Town Manager and Fire Chief to promote the training of employees for the purpose of improving the quality of services provided by the fire department and aiding employees to equip themselves for career advancement in the Town.

ARTICLE 11.2 - Administration of the Program

1. It is the responsibility of the Town Manager to review the annual requested budget for the department's training program, and to approve reasonable requests within available funds.
2. The Fire Department will maintain records of approved training courses and records of all successfully completed courses and programs of all employees.
3. It is the department head's responsibility to prepare yearly a proposed budget for the training program. Once the budget is approved, employee requests for the use of training money to finance a course of study, workshop, etc., will be reviewed by 1) the shift supervisor, 2) by the training officer, 3) and then by the Fire Chief or designee, and approved or disapproved on these bases subject to the availability of funds:

- a. The course or workshop will enhance or improve the department;
- b. The course or workshop will satisfy or fulfill certification requirements;
- c. Courses or workshops, if approved, will be subject to availability of funds;
- d. Reasons for the disapproval of courses shall be returned to the employee in writing.

ARTICLE 11.3 - Identifying Training Needs

At the time of the annual performance review, the supervisor and employee should discuss areas of interest to the employee, and areas where training is desirable for the improvement of job performance skills, or where training is likely to develop additional skills for growth into other positions in town service. Specific courses and training to be taken should be identified if possible.

ARTICLE 11.4 - Training Guidelines

Any member wishing to attend training sessions outside of the department must complete a "Request for Training" Application at least one month prior to the date of the school being applied for, unless there are extenuating circumstances which do not allow a month's notice.

This application must be submitted to your shift officer, approval or denial (denials require a written reason) will be based on the following criteria:

- a. What benefit will the Hanover Fire Department derive from this training?
- b. What benefit will the affected member receive from this training?
- c. What is the cost of this training?
- d. Is there money available for this training?
- e. Will this training become available locally within the next year?

It will not be the responsibility of any individual member to provide his own shift coverage to attend any approved training session.

CHAPTER 12: DISCIPLINARY ACTIONS

ARTICLE 12.1 - Discipline Policy

No employee shall be disciplined but for just cause. Any discipline shall be commensurate with the alleged violation and shall be progressive and corrective in nature. The objective of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future. An employee may be discharged if their continued behavior demonstrates a failure to accomplish these objectives.

ARTICLE 12.2 - Types of Disciplinary Action

The type of disciplinary action taken will vary with the severity of the situation and may include the following measures: Oral or Written Reprimand, Suspension, Disciplinary Probation, Discharge.

ARTICLE 12.3 - Representation at Disciplinary Hearing

The Union shall have the right to be present at all meetings, hearings, discussions, etc. when management shall issue discipline to any unit member. No discipline shall be issued unless the Union is present at said meeting, hearing, discussion, etc., or unless the Union has expressly waived this right.

ARTICLE 12.4 - Notification of Action

The Union shall be notified within three (3) days of the issuance of any disciplinary action.

ARTICLE 12.5 - Disciplinary Records

All records of disciplinary action shall be removed from the personnel file after two (2) years. In the event that an employee is suspended and this suspension is upheld the record of the suspension may stay in the employee's personnel file for three (3) years.

ARTICLE 12.6 - Appeal of Reprimand

Any employee receiving a reprimand shall have the right to appeal the reprimand through the Grievance Procedure outlined in this contract.

CHAPTER 13: GRIEVANCE PROCEDURES

ARTICLE 13.1 - Definition

The term Grievance as referred to in this contract shall mean an appeal of any disciplinary action, or alleged violation of this contract.

ARTICLE 13.2 - Grievance Procedure

Whenever an employee in the bargaining unit has a grievance as defined above, the following procedure shall be utilized or such grievance shall be deemed waived.

ARTICLE 13.3 - Filing a Grievance

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

ARTICLE 13.4 - Processing the Grievance

Within ten (10) working days after the grievance is filed with the Union, the Union shall, if wishing to process the grievance, file the grievance with the Fire Chief or his designated official for disposition.

If the Union does not wish to process the grievance, or if the employee wishes to process the grievance without the intervention and representation of the Union, the employee may file said grievance with the Fire Chief or his designated official for disposition within ten (10) working days after the grievance was filed with the Union.

ARTICLE 13.5 - Response by Fire Chief

The Fire Chief or his designee shall respond within ten (10) working days to the employee and/or Union filing the grievance. If the employee and/or the Union is not satisfied with the response from the Fire Chief, an appeal may be filed with the Town Manager within ten (10) working days of receipt of the response from the Fire Chief or his designee.

ARTICLE 13.6 - Appeal to the Town Manager

The Town Manager shall respond within ten (10) working days of receipt of the grievance to the employee and/or Union filing the grievance.

If the employee and/or the Union is not satisfied with the disposition of the grievance by the Town Manager, or if no written decision is rendered within ten (10) working days after filing the grievance with said Town Manager, the employee and/or Union may file within ten (10) working days with the Town Manager the employee's and/or Union's intent to submit the grievance to an arbitrator selected through the procedures of the New Hampshire Public Employee's Labor Relations Board within sixty (60) calendar days. The decision of said arbitrator will be considered final and binding upon the Town and Union, and the Town and Union will share the expense of the arbitrator equally.

ARTICLE 13.7 - Time Limit - Union

If said grievance is not processed within the time limits imposed on the Union it will be considered to be dismissed and no further action will be taken.

ARTICLE 13.8 - Time Limit - Town

If said grievance is not processed within the time limits imposed on the Town, it will be considered to be settled in favor of the grievant.

ARTICLE 13.9 - Waiver of Time Limitation

All time limits referred to in this section may be extended or waived upon mutual agreement of both the Town and the Union.

CHAPTER 14: RETIREMENT AND OTHER FRINGE BENEFITS

ARTICLE 14.1 - Employee Health Insurance Program

The Town will contribute to the employee's flexible benefits program an amount equal to the Town's proportionate share (net of employee's cost share) calculated on the cost of the Blue Cross/Blue Shield, Blue Choice Three Tier 10/20/45 and as further determined by family status/eligibility to qualifying employees with various options available (qualifying employees are those employees who are permanent employees working over 20 hours per week).

The type of coverage the Town will make available as coverage options is the Anthem Blue Cross/Blue Shield \$200 Comprehensive Plan 10/20/45, Matthew Thornton Blue 10/20/45, BlueChoice 3-Tier 10/20/45, and Medicomp, each with a 10/20/45 prescription plan.

Each employee will cost share health insurance coverage according to the following formula:

1. Employees with gross base salary of less than \$45,000 will contribute 10% of the medical insurance premium.
2. Employees with gross base salary of between \$45,000 and \$55,000 will contribute 12% of the medical insurance premium.
3. Employees with gross base salary of greater than \$55,000 will contribute 15% of the medical insurance premium.

The Opt Out cash payment for bargaining unit employees on the active payroll as of July 1, 2008 and who are receiving an opt out payment as of July 1, 2011 will be capped at \$6504.00. For all bargaining unit employees hired after July 1, 2008, the Opt Out cash payment will be capped at \$2500.00. Notwithstanding, any employee who is flex benefits eligible and was hired before July 1, 2008, who opts out of the health insurance plan after July 1, 2011, shall receive no more than \$5000.00.

The Town will fund medical insurance by crediting the flex benefit account of each eligible employee with the full cost to the most expensive plan, minus the employee cost share listed above. Provided that in no case shall the employee's cost share called for under this Article result in an employee's base pay being less than the base pay in the previous fiscal year.

The Town will continue to fund the employees' flex benefit program consistent with the current practice.

Employees should read their policy contracts carefully to become familiar with the existing benefits, conditions, restrictions, and exclusions of the agreements.

Employees who retire with vested rights in the N.H. Retirement System will be allowed to remain in the Town's group health insurance plan at their own expense.

ARTICLE 14.2 - Commencement of Benefits

A new employee is eligible for health insurance and participation in the Town's the flexible benefits plan the first of the month following the completion of thirty (30) days employment. All other benefit options will be available to them at the completion of the probationary period.

CHAPTER 15 - STATION UNIFORMS

ARTICLE 15.1 - Uniforms

The employer agrees that it will provide the following station uniforms:

1. One black belt, leather.
2. Two pair footwear, black, either boot or shoe. The option of either a boot or shoe is solely at the discretion of the employee.
3. Eight pair of long pants, navy blue, Lions type or its equivalent. The employee shall have the choice of three types of clothing: a poly cotton blend; a flame retardant, such as "Flamex"; or "Nomex".
4. Two long-sleeve uniform shirts, navy blue, Lions type or its equivalent. The employee shall have the choice of three types of clothing: a poly cotton blend; a flame retardant, such as "Flamex;" or "Nomex".
5. Two short-sleeve uniform shirts, navy blue, Lions type or its equivalent. The employee shall have the choice of a poly cotton blend, a flame retardant, such as "Flamex", or "Nomex".
6. Two T-shirts, navy blue, Hanover Fire Department insignia (new employees will receive four T-shirts at the commencement of employment and thereafter will be governed by this paragraph).
7. Two Hanover Fire Department badges and nameplates. In addition, the requisite patches for each and every uniform shirt.
8. Two sweatshirts, navy blue, Lions type or its equivalent.
9. One Lions type jacket or the equivalent, navy blue with patches, etc.
10. Two head gear, one summer, one winter watch cap, navy blue with Hanover Fire Department insignia.
11. One jumpsuit, navy blue with patches. The employee shall have the choice of three types of clothing: a poly cotton blend; a flame retardant, such as "Flamex"; or "Nomex".
12. Four short sleeve golf shirts, navy blue.

All uniforms that have been provided which are determined by the Uniform Supply Officer or the Fire Chief to have been damaged or worn out shall be repaired or replaced.

ARTICLE 15.2 – Uniform Supply Officer

The Uniform Supply Officer shall be responsible to coordinate the purchase and distribution of uniforms pursuant to this Article. The Uniform Supply Officer, under the direction and supervision of the Chief, shall insure that every employee has the minimum required station uniforms prior to allowing the expenditure of funds for additional uniforms or accessories. The Uniform Supply Officer shall procure the distribution of required uniforms and accessories to all personnel. The parties agree that the employer and the Union will cooperate in issuing a standard operating procedure in regard to the quartermaster system. The employer agrees not to institute a standard operating procedure in regard to this particular matter without the mutual agreement of the parties.

ARTICLE 15.3 – Miscellaneous

The employer agrees that a working washing machine and dryer shall be provided at no charge to the employees at the fire station.

The employees agree that station uniforms will be kept in a clean and neat fashion so as to project the most favorable image or professionalism of the Hanover Fire Department.

The employer agrees that any item of personal clothing damaged or destroyed as a result of a job-related activity by the employee shall be repaired or replaced at the expense of the employer. This provision includes, but is not restricted to, such items as glasses, contact lenses, watches, footwear, and personal clothing.

CHAPTER 16: TRANSPORTATION & TRAVEL

ARTICLE 16.1 - Transportation and Travel.

- 1) The employer may make a town vehicle available to employees to attend schools, seminars, or conferences that have been approved for attendance.
- 2) If an employee, in the performance of his/her duties must travel, the employee will be reimbursed for transportation if using a private vehicle at the allowable federal rate per mile as well as meals, lodgings, and incidental expenses if such travel is authorized in advance by the Department head and approved by the Town Manager.

CHAPTER 17: AMBULANCE SERVICE

ARTICLE 17.1 - Ambulance Service

- 1) Any employee or dependent will receive ambulance service within the Hanover Fire Department service area provided by the Hanover Fire Department Ambulance.

- 2) The Town will pay for all uncovered costs, including the insurance deductible.

CHAPTER 18: PERSONNEL RECORDS

ARTICLE 18.1 - Policy

The Town Manager or his designated representative shall be responsible for the maintenance of personnel records for each employee, including the original application for employment, the results of all tests and examinations taken to demonstrate qualifications, history of attendance and leave records, commendations, records of disciplinary actions, training records and any other records pertinent to the employee's service.

- 1) All personnel records shall be maintained on a current basis for each employee and shall not be disposed of within the lifetime of the employee, except as provided for in the disciplinary section of this contract.
- 2) Any employee upon request to the Fire Chief may arrange to see any of his personnel records.
- 3) The Fire Chief shall be responsible for initiating all personnel record changes pertaining to changes in classification, step increases, appointment, completion of probationary period, dismissal, suspension, transfer or promotion.
- 4) Changes indicating changes in address, name, telephone number, marital status, dependents, etc. shall be submitted to the Chief in writing within two (2) weeks of said change or proposal. The Chief will then process the changes as indicated above.
- 5) The employee shall be responsible for maintenance of certification, but not for the cost or scheduling of certification.
- 6) Significant changes, such as intent to retire, shall be submitted to the Fire Chief no less than ninety (90) days prior to the proposed retirement date.

CHAPTER 19: SMOKING POLICY

ARTICLE 19.1 - Smoking Policy

The U.S. Surgeon General has named smoking "Public Health Enemy #1" in light of its role as the leading cause of premature death and disability in our country. Research has shown that non-smokers with chronic heart or lung disease can experience severe distress when exposed to sufficient concentrations of secondhand smoke. Many allergic individuals and even the majority of healthy non-smokers report discomfort when exposed to secondhand smoke on the job. Furthermore, recent medical studies indicate that long term exposure to involuntary smoking may increase non-smokers risks of developing severe lung disease.

The Town of Hanover is committed to providing a safe, healthy, comfortable, and productive work environment for our employees. This goal can be achieved only through ongoing efforts to protect non-smokers and to help employees adjust to restrictions on smoking.

In order to maintain the integrity of our non-smoking environment there shall be no smoking of any type within the confines of the building, or in Fire Department vehicles.

CHAPTER 20: SAFETY AND HEALTH

ARTICLE 20.1 - Safety and Health

The employer agrees to provide the highest possible standards of safety and health in the fire department, in order to eliminate to the extent possible: accidents, deaths, injuries, and illness in the fire service.

ARTICLE 20.2 - Protective Clothing and Equipment

The employer shall furnish, at no cost to the employee, and the employee shall thereafter maintain in good condition, all respiratory apparatus, protective clothing such as boots, gloves, helmets, and other firefighting and/or rescue protective equipment necessary to preserve and protect the safety and health of Firefighters. The parties will meet to establish minimum air quality testing standards for the Department.

All protective clothing shall meet a standard that provides the highest possible level of worker protection from among federal, state, or voluntary consensus standards as determined by a joint committee of two (2) Union representatives, and two (2) management representatives.

Only personnel who have been trained and certified by the manufacturer or applicable federal agency shall be permitted to perform maintenance other than daily preventive maintenance or repairs on self-contained breathing apparatus.

The Safety and Health committee will establish a replacement schedule for all protective clothing issued by the Town. The replacement schedule will be advisory, and the replacement date may be revised for a particular item, depending on the actual performance versus the anticipated performance of that item.

Individual items may be replaced on an as needed basis, by review of the committee, and approval of the Fire Chief.

ARTICLE 20.3 - Leather Helmets

The use of N.F.P.A. approved leather helmets is allowed by the Town of Hanover. The employee must meet the following conditions to wear a leather helmet.

- 1) The helmet must be purchased by the employee.
- 2) The employee must provide to the Fire Chief certification that his helmet meets N.F.P.A. standards.

ARTICLE 20.4 - Safety and Health Training

The employer agrees to provide a continuing program of safety and health education for all employees to develop an ongoing safety awareness aptitude. In the event of the introduction of new technology or other changes in work processes, the employees affected shall be trained in the health and safety aspects of the new procedure, work process or equipment.

ARTICLE 20.5 - Testing of Aerial Devices

The employer agrees to pay for the inspection and testing of the structural integrity and safety of aerial devices using N.F.P.A. recommended or equivalent test procedures by an independent testing company other than the original manufacturer prior to the acceptance of a new aerial apparatus, and at least once every five years thereafter. A copy of the test results and verification that the aerial devices satisfy the testing procedure will be verified and certified to the Union via the Union President.

ARTICLE 20.6 - Medical Surveillance

The Safety and Health committee will develop a recommendation for a program of systematic medical testing for potential work related illness or disabilities which may arise because of the nature of the work process, and the exposure of the employees to dangerous substances or diseases. The program shall be carried out at no cost to the employee during regular working hours. All medical records shall be kept confidential from the employer, except upon written consent of the employee.

ARTICLE 20.7 - Job Stress Counseling

The insurance package provided shall provide for professional counseling services subject to coverage under the employees medical insurance for the employee, their spouse and children, to help alleviate problems that may exist due to occupational stress. These counseling sessions shall remain confidential between the employee, the employee's family, and the counselor. Information shall be released only upon the written consent of the employee.

ARTICLE 20.8 - Physical Fitness

The Town and the Union recognize the importance of members maintaining physical fitness standards necessary for adequate job performance.

ARTICLE 21 - Shift Scheduling

- 1) The regularly scheduled duty shift shall consist of 1 Captain, and 3 Firefighters.
- 2) If the on-duty crew is reduced to 2 people due to leave of any type, at least 1 additional person will be hired in to cover that shift.

ARTICLE 22 - Relief Crews at fires and Extended Emergencies

The Incident Commander shall be responsible for ensuring that adequate shelter, nourishing food and liquids are provided for personnel and their relief at the scene of a major incident, whenever possible, for the purpose of alleviating fire ground injuries and illness due to excessive fatigue.

ARTICLE 23 - Hiring of Coverage

All reasonable efforts shall be used to hire a full-time member for shift coverage or coverage for special details.

ARTICLE 24 - Savings Clause

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

ARTICLE 25 - Duration of Agreement

This Agreement shall be effective from the first day of July 2011 until the 30th day of June 2014 and shall remain in full force and effect until a successor contract has been agreed upon and signed by all of the parties.

ARTICLE 26 - Agency Fee

Upon individually written authorization by the Union member and approved by the Union President, the Town agrees to deduct from the Pay of each Union member so authorized, the current Union dues, as certified to the Town by the Treasurer of the Union, and deliver the same to the Union Treasurer. Due payments shall be transmitted monthly to the Union's depository, provided such monthly transmittal is approved by the Finance Director and does not incur a substantial increase in the Town's costs of processing such payments. Said deduction shall be made on each pay period. However, if a member has no check coming to him/her or the check is not large enough to satisfy the assignment, then and in that event no collection will be made from said member for that pay period.

ARTICLE 27 - Union Security

Each member of the bargaining unit who, on the effective date of this agreement, is a member of the Union and each employee who becomes a member of the bargaining unit and the Union after

that date shall continue his/her membership in the Union during the duration of this Agreement; provided, however, than an employee may at his/her discretion, and in writing, with a copy to the Town withdraw his/her membership from the Union within twenty (20) calendar days prior to the anniversary date thereafter.

Effective upon the ratification of this agreement, any member of the bargaining unit who is not a member of the Union shall pay the Union an amount as provided for in Article 26.

CHAPTER 28: Catastrophic Leave Bank

Replaced with Sick Leave Donation Policy, Appendix D

ARTICLE 29 – Indemnification Liability Insurance

The Town shall indemnify and defend all employees in actions arising out of, and within the scope of, their employment with the Town.

ARTICLE 30 – Hazmat

The Town and the bargaining unit will discuss Hazmat issues in Joint Labor and Management Committee meetings.

ARTICLE 31 – CDL License

The Town agrees to pay the difference between a regular license and a CDL, as appropriate for fire service apparatus, and no extra endorsements.

This Agreement shall be effective from the first day of July 2011 until the thirtieth day of June 2014 and shall remain in full force and effect until a successor contract has been agreed upon and signed by all of the parties.

For the Town of Hanover:

Dated: _____

Julia N. Griffin, Town Manager

For Local 3288, IAFF:

Dated: _____

APPENDIX A

JOB TITLE: Firefighter/Emergency Medical Technician - Basic

FD/6

DEPARTMENT: Fire, Town of Hanover

LABOR GRADE: 12

JOB SUMMARY: This position is responsible for fire fighting entailing the combating, extinguishing, and prevention of fires, public education, the saving of life and property, the evaluation, treatment, stabilization and transportation of patients suffering from a wide variety of illness or injuries.

This position is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazards. Routine duties include the maintenance of firefighting and EMS equipment and fire department property.

MAJOR DUTIES:

- Responds to fire alarms and uses firefighting skills to evaluate and carry out actions to most efficiently control the emergency at hand.
- Responds to medical emergencies and uses EMS skills to evaluate, treat, stabilize and transport patients to the appropriate medical facility.
- Carries out the specific orders and directions as received from a superior officer in the normal course of routine duties and in firefighting, rescue, hazardous materials and EMS activities.
- Considerable independence of judgment and action is expected in circumstances of extreme urgency where referral to a superior for instruction is not possible.
- In the absence of the regular full-time captain, the senior firefighter on shift will assume the duties and responsibilities of the captain for the period of the absence. This includes responding to and coordinating fire suppression activities at fire scenes and serving as commanding officer until relieved by another officer of higher rank.
- Employs the use of advanced EMS procedures, keeping within the individual's qualifications to provide an accepted level of care to any individual requiring medical aid.
- Drives and operates motor driven firefighting and EMS equipment as assigned.

Firefighter/Emergency Medical Technician - Basic, Fire
Page 2

- Inspects equipment to ensure that it is in proper working order; washes and cleans equipment on a regular basis; repairs and performs routine maintenance of equipment.
- Performs housekeeping, grounds keeping and building maintenance duties.
- Performs fire prevention inspections and activities as assigned.
- Assists in installation and maintenance of municipal alarm systems.
- Completes required reports and paperwork for fire and medical incidents occurring during an assigned shift.
- Performs overhaul and salvage activities.
- Insures the proper functioning of all emergency medical equipment and vehicles through regular inspection.
- Insures that an adequate inventory of supplies is aboard emergency vehicles through regular inspections.
- Cleans and disinfects assigned vehicle and equipment after each use.
- Participates and assists with training sessions, fire drills, building inspection and pre-fire plans.
- Provides fire prevention information to the public; may assist with the teaching of fire safety and CPR classes.
- Guides tours of the fire station.
- Issues burning permits.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Thorough knowledge of the operation of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue/EMS work.
- Thorough knowledge of rules, regulations, and standard operating procedures of the fire department.

Firefighter/Emergency Medical Technician - Basic, Fire
Page 3

- Thorough knowledge of maintenance of equipment.
- Basic knowledge of building construction and related codes, fire-ground hydraulics and the location of hazardous occupancies in the municipality.
- Considerable mechanical aptitude.
- Basic knowledge of hydrant locations, water systems and water mains.
- Agility and strength to do prolonged and arduous work under adverse conditions.
- Ability to react quickly and remain calm under duress and strain.
- Ability to understand and follow oral and written instructions.
- Skill in the operation of all firefighting, rescue and EMS equipment, including motor vehicles.
- Interest and willingness to participate in department activities intended to promote the fire service.
- Knowledge of local, state, and federal fire codes.
- Knowledge of the geography, streets, buildings, and water supply sources of the town.
- Knowledge of universal precautions relating to infection control.
- Knowledge of basic anatomy and physiology.
- Knowledge of basic algebra, pharmacology, and chemistry.
- Knowledge of potential fire hazards.
- Knowledge of hazardous materials.
- Skill in extrication techniques.
- Skill in patient assessment.
- Skill in the use of a computer.

- Skill in the use of radios and communication equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Knowledge of emergency medical principles and applications.
- Knowledge of Firefighting standards, practices, strategies, tactics, and equipment.

SUPERVISORY CONTROLS: The Captain assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include town, state and federal fire codes, state laws pertaining to emergency medical treatment, established medical protocols, *New Hampshire Revised Statutes Annotated*, National Fire Prevention Association guidelines, local ordinances, building codes, and department operating procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY: The work consists of related fire suppression, rescue, and emergency medical service duties. The variety of emergency situations encountered contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect lives and property through fire prevention and suppression activities and provision of emergency medical services. Successful performance helps ensure the safety of lives and property in the community.

PERSONAL CONTACTS: Contacts are typically with co-workers, fire and emergency victims, law enforcement personnel, medical personnel, college staff, other emergency personnel, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light or heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is performed inside a fire station and outside at fire and emergency scenes. The employee is exposed to noise, dirt, and machinery with moving

parts, heat, smoke, infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The employee in this position may at times become the shift supervisor during the absence of the shift Captain, and may also occasionally be called upon to be in charge of multiple jurisdictional agency responses, assuming responsibility for the actions and safety of all personnel involved in the incident, including both emergency responders and the civilian population.

MINIMUM QUALIFICATIONS:

- Graduation from high school and successful completion of a written exam and oral interview, and demonstrated experience in firefighting, OR specialized training in firefighting techniques, OR an equivalent combination of experience and education demonstrating the ability to learn and perform the above duties.
- Within one year of hiring, shall achieve and maintain certification levels National Registry EMT-I, N.H. Career Level Firefighter, and N.H. Ambulance Attendant license. However, this requirement shall only apply to those individuals hired after July 1, 1999. The parties agree that all employees who have Emergency Medical Technician Intermediate certification as of July 1, 1999 shall maintain that level of certification.
- Must be able to move, lift and carry 125 lbs. And will be required to climb ladders.
- Possession of or ability to readily obtain and maintain a valid Commercial Driver's License, at a minimum Class B.
- Ability to meet current requirements for firefighter certification in the State of New Hampshire.

APPENDIX B

JOB TITLE: Firefighter/Emergency Medical Technician - Intermediate

FD/4

DEPARTMENT: Fire, Town of Hanover

LABOR GRADE: 12

JOB SUMMARY: This position is responsible for fire fighting entailing the combating, extinguishing, and prevention of fires, public education, the saving of life and property, the evaluation, treatment, stabilization and transportation of patients suffering from a wide variety of illness or injuries.

This position is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazards. Routine duties include the maintenance of firefighting and EMS equipment and fire department property.

MAJOR DUTIES:

- Responds to fire alarms and uses firefighting skills to evaluate and carry out actions to most efficiently control the emergency at hand.
- Responds to medical emergencies and uses EMS skills to evaluate, treat, stabilize and transport patients to the appropriate medical facility.
- Carries out the specific orders and directions as received from a superior officer in the normal course of routine duties and in firefighting, rescue, hazardous materials and EMS activities.
- Exercises functional supervisory control over EMT – Basics relating to patient care.
- Considerable independence of judgment and action is expected in circumstances of extreme urgency where referral to a superior for instruction is not possible.
- In the absence of the regular full-time captain, the senior firefighter on shift will assume the duties and responsibilities of the captain for the period of the absence. This includes responding to and coordinating fire suppression activities at fire scenes and serving as commanding officer until relieved by another officer of higher rank.
- Employs the use of advanced EMS procedures, keeping within the individual's qualifications to provide an accepted level of care to any individual requiring medical aid.

Firefighter/Emergency Medical Technician - Intermediate, Fire
Page 2

- Drives and operates motor driven firefighting and EMS equipment as assigned.
- Inspects equipment to ensure that it is in proper working order; washes and cleans equipment on a regular basis; repairs and performs routine maintenance of equipment.
- Performs housekeeping, grounds keeping and building maintenance duties.
- Performs fire prevention inspections and activities as assigned.
- Assists in installation and maintenance of municipal alarm systems.
- Completes required reports and paperwork for fire and medical incidents occurring during an assigned shift.
- Performs overhaul and salvage activities.
- Insures the proper functioning of all emergency medical equipment and vehicles through regular inspection.
- Insures that an adequate inventory of supplies is aboard emergency vehicles through regular inspections.
- Cleans and disinfects assigned vehicle and equipment after each use.
- Participates and assists with training sessions, fire drills, building inspection and pre-fire plans.
- Provides fire prevention information to the public; may assist with the teaching of fire safety and CPR classes.
- Guides tours of the fire station.
- Issues burning permits.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Thorough knowledge of the operation of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue/EMS work.

Firefighter/Emergency Medical Technician - Intermediate, Fire
Page 3

- Thorough knowledge of rules, regulations, and standard operating procedures of the fire department.
- Thorough knowledge of maintenance of equipment.
- Basic knowledge of building construction and related codes, fire-ground hydraulics and the location of hazardous occupancies in the municipality.
- Considerable mechanical aptitude.
- Basic knowledge of hydrant locations, water systems and water mains.
- Agility and strength to do prolonged and arduous work under adverse conditions.
- Ability to react quickly and remain calm under duress and strain.
- Ability to understand and follow oral and written instructions.
- Skill in the operation of all firefighting, rescue and EMS equipment, including motor vehicles.
- Interest and willingness to participate in department activities intended to promote the fire service.
- Knowledge of local, state, and federal fire codes.
- Knowledge of the geography, streets, buildings, and water supply sources of the town.
- Knowledge of universal precautions relating to infection control.
- Knowledge of basic anatomy and physiology.
- Knowledge of basic algebra, pharmacology, and chemistry.
- Knowledge of potential fire hazards.
- Knowledge of hazardous materials.
- Skill in extrication techniques.
- Skill in patient assessment.

- Skill in the use of a computer.
- Skill in the use of radios and communication equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Knowledge of emergency medical principles and applications.
- Knowledge of Firefighting standards, practices, strategies, tactics, and equipment.

SUPERVISORY CONTROLS: The Captain assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include town, state and federal fire codes, state laws pertaining to emergency medical treatment, established medical protocols, *New Hampshire Revised Statutes Annotated*, National Fire Prevention Association guidelines, local ordinances, building codes, and department operating procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY: The work consists of related fire suppression, rescue, and emergency medical service duties. The variety of emergency situations encountered contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect lives and property through fire prevention and suppression activities and provision of emergency medical services. Successful performance helps ensure the safety of lives and property in the community.

PERSONAL CONTACTS: Contacts are typically with co-workers, fire and emergency victims, law enforcement personnel, medical personnel, college staff, other emergency personnel, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light or heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is performed inside a fire station and outside at fire and emergency scenes. The employee is exposed to noise, dirt, and machinery with moving parts, heat, smoke, infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The employee in this position may at times become the shift supervisor during the absence of the shift Captain, and may also occasionally be called upon to be in charge of multiple jurisdictional agency responses, assuming responsibility for the actions and safety of all personnel involved in the incident, including both emergency responders and the civilian population.

MINIMUM QUALIFICATIONS:

- Graduation from high school and successful completion of a written exam and oral interview, and demonstrated experience in firefighting, OR specialized training in firefighting techniques, OR an equivalent combination of experience and education demonstrating the ability to learn and perform the above duties.
- Within one year of hiring, shall achieve and maintain certification levels National Registry EMT-I, N.H. Career Level Firefighter, and N.H. Ambulance Attendant license. However, this requirement shall only apply to those individuals hired after July 1, 1999. The parties agree that all employees who have Emergency Medical Technician Intermediate certification as of July 1, 1999 shall maintain that level of certification.
- Must be able to move, lift and carry 125 lbs. And will be required to climb ladders.
- Possession of or ability to readily obtain and maintain a valid Commercial Driver's License, at a minimum Class B.
- Ability to meet current requirements for firefighter certification in the State of New Hampshire.

APPENDIX C

JOB TITLE: Firefighter/Emergency Medical Technician - Paramedic

FD/3

DEPARTMENT: Fire, Town of Hanover

LABOR GRADE: 14

JOB SUMMARY: This position is responsible for fire fighting entailing the combating, extinguishing, and prevention of fires, public education, the saving of life and property, the evaluation, treatment, stabilization and transportation of patients suffering from a wide variety of illness or injuries.

This position is responsible for rapidly and efficiently performing various duties under emergency conditions, frequently involving considerable hazards. Routine duties include the maintenance of firefighting and EMS equipment and fire department property.

MAJOR DUTIES:

- Responds to fire alarms and uses firefighting skills to evaluate and carry out actions to most efficiently control the emergency at hand.
- Responds to medical emergencies and uses EMS skills to evaluate, treat, stabilize and transport patients to the appropriate medical facility.
- Carries out the specific orders and directions as received from a superior officer in the normal course of routine duties and in firefighting, rescue, hazardous materials and EMS activities.
- Exercises functional supervisory control over EMT – Intermediates and Basics relating to patient care.
- Considerable independence of judgment and action is expected in circumstances of extreme urgency where referral to a superior for instruction is not possible.
- In the absence of the regular full-time captain, the senior firefighter on shift will assume the duties and responsibilities of the captain for the period of the absence. This includes responding to and coordinating fire suppression activities at fire scenes and serving as commanding officer until relieved by another officer of higher rank.
- Employs the use of advanced EMS procedures, keeping within the individual's qualifications to provide an accepted level of care to any individual requiring medical aid.

Firefighter/Emergency Medical Technician - Paramedic, Fire
Page 2

- Drives and operates motor driven firefighting and EMS equipment as assigned.
- Inspects equipment to ensure that it is in proper working order; washes and cleans equipment on a regular basis; repairs and performs routine maintenance of equipment.
- Performs housekeeping, grounds keeping and building maintenance duties.
- Performs fire prevention inspections and activities as assigned.
- Assists in installation and maintenance of municipal alarm systems.
- Completes required reports and paperwork for fire and medical incidents occurring during an assigned shift.
- Coordinates with the hospital pharmacy for the procurement and tracking of medications, including federal scheduled narcotics.
- Performs overhaul and salvage activities.
- Insures the proper functioning of all emergency medical equipment and vehicles through regular inspection.
- Insures that an adequate inventory of supplies is aboard emergency vehicles through regular inspections.
- Cleans and disinfects assigned vehicle and equipment after each use.
- Participates and assists with training sessions, fire drills, building inspection and pre-fire plans.
- Provides fire prevention information to the public; may assist with the teaching of fire safety and CPR classes.
- Guides tours of the fire station.
- Issues burning permits.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Thorough knowledge of the operation of all apparatus and equipment and methods used in combating, extinguishing and preventing fires and in rescue/EMS work.
- Thorough knowledge of rules, regulations, and standard operating procedures of the fire department.
- Thorough knowledge of maintenance of equipment.
- Basic knowledge of building construction and related codes, fire-ground hydraulics and the location of hazardous occupancies in the municipality.
- Considerable mechanical aptitude.
- Considerable mathematical aptitude.
- Basic knowledge of hydrant locations, water systems and water mains.
- Agility and strength to do prolonged and arduous work under adverse conditions.
- Ability to react quickly and remain calm under duress and strain.
- Ability to understand and follow oral and written instructions.
- Skill in the operation of all firefighting, rescue and EMS equipment, including motor vehicles.
- Interest and willingness to participate in department activities intended to promote the fire service.
- Knowledge of local, state, and federal fire codes.
- Knowledge of the geography, streets, buildings, and water supply sources of the town.
- Knowledge of universal precautions relating to infection control.
- Extensive knowledge of human anatomy and physiology.
- Extensive knowledge of algebra, pharmacology, and chemistry.

- Knowledge of potential fire hazards.
- Knowledge of hazardous materials.
- Skill in extrication techniques.
- Skill in patient assessment.
- Skill in the use of a computer.
- Skill in the use of radios and communication equipment.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Extensive knowledge of emergency medical principles and applications.
- Knowledge of Firefighting standards, practices, strategies, tactics, and equipment.

SUPERVISORY CONTROLS: The Captain assigns work in terms of general instructions. Completed work is spot-checked for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include town, state and federal fire codes, state laws pertaining to emergency medical treatment, established medical protocols, *New Hampshire Revised Statutes Annotated*, National Fire Prevention Association guidelines, local ordinances, building codes, and department operating procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY: The work consists of related fire suppression, rescue, and emergency medical service duties. The variety of emergency situations encountered contributes to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to protect lives and property through fire prevention and suppression activities and provision of emergency medical services. Successful performance helps ensure the safety of lives and property in the community.

PERSONAL CONTACTS: Contacts are typically with co-workers, fire and emergency victims, law enforcement personnel, medical personnel, college staff, other emergency personnel, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light or heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

WORK ENVIRONMENT: The work is performed inside a fire station and outside at fire and emergency scenes. The employee is exposed to noise, dirt, and machinery with moving parts, heat, smoke, infectious diseases, irritating chemicals, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: The employee in this position may at times become the shift supervisor during the absence of the shift Captain, and may also occasionally be called upon to be in charge of multiple jurisdictional agency responses, assuming responsibility for the actions and safety of all personnel involved in the incident, including both emergency responders and the civilian population. This position has functional supervision over Firefighter/Emergency medical technicians in patient care.

MINIMUM QUALIFICATIONS:

- Graduation from high school and successful completion of a written exam and oral interview, and demonstrated experience in firefighting, OR specialized training in firefighting techniques, OR an equivalent combination of experience and education demonstrating the ability to learn and perform the above duties.
- Within one year of hiring, shall achieve and maintain certification levels, Career Level Firefighter, and N.H. Ambulance Attendant license, and maintain National Registry EMT - Paramedic. However, this requirement shall only apply to those individuals hired after July 1, 1999. The parties agree that all employees who have Emergency Medical Technician Intermediate certification as of July 1, 1999 shall maintain that level of certification.
- Must be able to move, lift and carry 125 lbs. And will be required to climb ladders.
- Possession of or ability to readily obtain and maintain a valid Commercial Driver's License, at a minimum Class B.
- Ability to meet current requirements for firefighter certification in the State of New Hampshire.
- Possession of or ability to readily obtain State of New Hampshire licensure and local medical protocols at the paramedic level.

Appendix D

Town of Hanover Sick Leave Donation Policy

Section 1: Purpose

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

Section 2: Definition

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

Section 3: Eligibility

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

Section 4: Administration of Donated Sick Leave Program

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

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

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

TOWN OF HANOVER

Salary Schedule Listing

Base Amount Payroll Version

FIRE U 42H / 42 HOUR UNION FIREFIGHTERS
2012

	12	14
A	\$17.42	\$19.21
B	\$17.77	\$19.59
C	\$18.12	\$19.98
D	\$18.49	\$20.38
E	\$18.86	\$20.79
F	\$19.23	\$21.20
G	\$19.62	\$21.63
H	\$20.01	\$22.06
I	\$20.41	\$22.50
J	\$20.82	\$22.95
K	\$21.23	\$23.41
L	\$21.66	\$23.88
M	\$22.09	\$24.36
N	\$22.53	\$24.84
O	\$22.99	\$25.34
P	\$23.45	\$25.85
Q	\$23.91	\$26.37
R	\$24.39	\$26.89
S	\$24.88	\$27.43
T	\$25.38	\$27.98
U	\$25.89	\$28.54
V	\$26.40	\$29.11
W-1	\$26.67	\$29.40

Salary Schedule Listing

FIRE U 42H / 42 HOUR UNION FIREFIGHTERS
2013

	12	14
A	\$17.68	\$19.49
B	\$18.03	\$19.88
C	\$18.39	\$20.28
D	\$18.76	\$20.69
E	\$19.14	\$21.10
F	\$19.52	\$21.52
G	\$19.91	\$21.95
H	\$20.31	\$22.39
I	\$20.71	\$22.84
J	\$21.13	\$23.29
K	\$21.55	\$23.76
L	\$21.98	\$24.24
M	\$22.42	\$24.72
N	\$22.87	\$25.22
O	\$23.33	\$25.72
P	\$23.79	\$26.23
Q	\$24.27	\$26.76
R	\$24.76	\$27.29
S	\$25.25	\$27.84
T	\$25.76	\$28.40
U	\$26.27	\$28.96
V	\$26.80	\$29.54
W-1	\$27.06	\$29.84
W-2	\$27.34	\$30.14

TOWN OF HANOVER

Salary Schedule Listing

FIRE U 42H / 42 HOUR UNION FIREFIGHTERS
2014

	12	14
A	\$18.03	\$19.88
B	\$18.39	\$20.28
C	\$18.76	\$20.68
D	\$19.13	\$21.09
E	\$19.52	\$21.52
F	\$19.91	\$21.95
G	\$20.30	\$22.39
H	\$20.71	\$22.83
I	\$21.13	\$23.29
J	\$21.55	\$23.76
K	\$21.98	\$24.23
L	\$22.42	\$24.72
M	\$22.87	\$25.21
N	\$23.32	\$25.71
O	\$23.79	\$26.23
P	\$24.27	\$26.75
Q	\$24.75	\$27.29
R	\$25.25	\$27.83
S	\$25.75	\$28.39
T	\$26.27	\$28.96
U	\$26.79	\$29.54
V	\$27.33	\$30.13
W	\$27.87	\$30.73
W-1	\$27.60	\$30.43

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FIGHTERS

that date shall continue his/her membership in the Union during the duration of this Agreement; provided, however, than an employee may at his/her discretion, and in writing, with a copy to the Town withdraw his/her membership from the Union within twenty (20) calendar days prior to the anniversary date thereafter.

Effective upon the ratification of this agreement, any member of the bargaining unit who is not a member of the Union shall pay the Union an amount as provided for in Article 26.

CHAPTER 28: Catastrophic Leave Bank

Replaced with Sick Leave Donation Policy, Appendix D

ARTICLE 29 – Indemnification Liability Insurance

The Town shall indemnify and defend all employees in actions arising out of, and within the scope of, their employment with the Town.

ARTICLE 30 – Hazmat

The Town and the bargaining unit will discuss Hazmat issues in Joint Labor and Management Committee meetings.

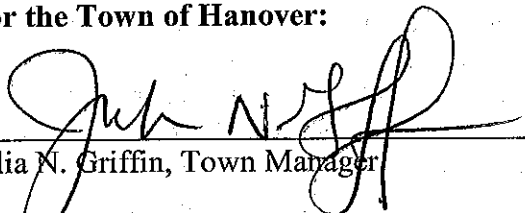
ARTICLE 31 – CDL License

The Town agrees to pay the difference between a regular license and a CDL, as appropriate for fire service apparatus, and no extra endorsements.

This Agreement shall be effective from the first day of July 2011 until the thirtieth day of June 2014 and shall remain in full force and effect until a successor contract has been agreed upon and signed by all of the parties.

For the Town of Hanover:

Dated: 6/30/11



Julia N. Griffin, Town Manager

For Local 3288, IAFF:

Dated: 6/30/2011

