AGREEMENT

BETWEEN THE CITY OF MANCHESTER, NH
Central Fleet Management Department

AND

LOCAL 298, AFSCME, AFL-CIO

July 1, 2013 to June 30, 2015

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PREAMBLE

The purpose and intent of the City of Manchester and the Union entering into this Agreement is to promote orderly and peaceful relations between the City and the organized employees in the Bargaining Units included in the following Agreement and to provide on behalf of the citizens of Manchester approved services in an effective and efficient manner.

ARTICLE 1
RECOGNITION

1.1 The City of Manchester, NH hereby recognizes Local #298, AFSCME, as the exclusive representative of the bargaining units contained herein for the purpose of collective bargaining with respect to rates of pay, wages, hours and other conditions of employment, other than those managerial policies referred to in RSA-273-A:1, XI, which are the exclusive prerogative of management.

Full-time, non-probationary employees of the Central Fleet Maintenance Department and in the following classifications are members of the respective bargaining unit.

Equipment Service Tech I and II
Inventory Specialist II
Equipment Mechanic I and II

ARTICLE 2
NON-DISCRIMINATION

2.1 **NON-DISCRIMINATION BY THE CITY**

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

2.2 **NON-DISCRIMINATION BY THE UNION**

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

2.3 The City, the Department covered by this Agreement and the Union agree not to discriminate in any way against employees covered by this Agreement on account of religion, race, creed, color, national origin, sex, age or physical handicap, except where age or physical condition are bona fide qualifications for employment.

ARTICLE 3
MAINTENANCE OF MEMBERSHIP

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

3.2 Any member of the bargaining unit who are not members of the Union shall be required to pay agency fees, in lieu of union dues, to the Union.

3.3 Should there be a dispute between an employee and the Union over the matter of an employee's Union membership, or agency fees, the Union agrees to hold the City harmless in any such dispute.

3.4 The Union shall post notices on departmental bulletin boards thirty (30) calendar days prior to the anniversary date.

ARTICLE 4
DUES DEDUCTION

4.1 The City agrees to authorize the deduction of Local 298 dues from each employee who has signed an authorization and send said dues along with a statement indicating who has paid dues to: The Treasurer of Local 298, AFSCME.

4.2 The Union will keep the City informed of the correct name and address of the Treasurer of Local 298, AFSCME.

4.3 This deduction of dues shall be made on a weekly basis and shall be sent monthly to the Treasurer of Local 298, AFSCME.

4.4 If any employee has no check coming to him/her, or if his/her check is not large enough to satisfy the dues then no deduction will be made from that employee. In no case will the City attempt to collect fines or assessments for the Union beyond the regular dues.

4.5 The City will notify the Treasurer of Local 298, AFSCME, in writing within two (2) working days of the cancellation of dues deduction by an employee who had previously signed an authorization for said deduction.

ARTICLE 5
SENIORITY

5.1 There shall be two types of seniority:

(a) Department Seniority
(b) Classification Seniority

Department Seniority shall relate to the time an employee has been continuously employed by the Department.

Classification Seniority shall relate to the length of time an employee has been employed in a particular grade classification.

5.2 Department Seniority shall prevail in matters concerning layoffs and rehirings. Qualified and available permanent employees shall be reinstated before new employees are hired.

5.3 Department Seniority shall be the type considered in matters concerning "promotions" and "transfers" as set forth in Article VI of this Agreement.

5.4 No employee shall have the right to replace another employee in any classification by virtue of Department Seniority alone, except that, in the event of a permanent lack of work in any classification, those employees concerned in that classification shall be assigned to the next lower classification for which they are qualified and for which they have Department Seniority. Such employees shall retain their same rate of pay for a period of 12 months from the date of such reduction in classification and pay grade. After 12 months the employees will be reduced to the proper pay step in the lower pay grade.

Displaced employees in those lower classifications shall have the same rights of reassignment as referred to in this Section 5.4.

5.5 Upon receiving a promotion an employee's name shall be entered at the bottom of that particular classification seniority list to which he/she has been promoted, regardless of his/her Department seniority, and he/she shall be considered to be the junior or youngest employee in that classification regardless of the Department seniority of other employees already in that job, until such time as other promotions are made into this classification. New promotions shall be entered at the bottom of that particular classification seniority list concerned.

5.6 Until an employee has served the six (6) month initial probationary period, it shall be deemed that he/she has no seniority status, and he/she may be discharged or laid off with or without cause, and such discharge or layoff shall not be subject to the grievance procedure.

5.7 An employee shall not forfeit seniority during absences caused by:

(a) Illness resulting in total temporary disability due to his/her regular work with the Department involved, certified to by an affidavit from Workmen's Compensation Carrier.

(b) Illness not the result of his/her misconduct, resulting in total temporary disability, certified to by a physician's affidavit every three months.

(c) Maternity Leave will not affect the seniority of an employee.

5.8 An employee shall lose his/her seniority for, but not limited to the following reasons:

(a) If an employee is discharged and if such discharge is not overruled by an appropriate authority.

(b) If he/she resigns.

5.9 The employees' present classification seniority as of the effective date of this contract, shall be the only type of seniority considered for the purpose of establishing the classification seniority system called for in this Article. This classification seniority must have been continuous in nature to merit consideration under this section.

5.10 The preparation and maintenance of the Department and Classification Seniority Rosters shall be the responsibility of the City, approved by the Union, and is to be a part of this Agreement. The Department and Classification Seniority lists are to be drawn up and posted once a year in May.

5.11 All personnel who transferred from the Department of Public Works into the Fleet Management Department shall maintain both their classifications and department seniority.

ARTICLE 6
PROMOTIONS AND TRANSFERS

6.1 The Department reserve and shall have the right to make promotions and transfers primarily on the basis of qualifications, ability and performance of duty, but shall be governed by departmental seniority where equal qualifications, ability and performance of duty, as determined by the Department, have been demonstrated.

When a position becomes vacant as the result of a promotion or retirement, the Department, within thirty (30) days shall notify the Union in writing of its intentions regarding the filling of the vacancy. This notification shall be advisory only and shall not be subject to the grievance and arbitration provisions of this Agreement.

6.2 Jobs to be filled through promotion shall be posted on the department bulletin boards in which the vacancy occurs for a period of five (5) working days.

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

6.3 After an award is made of a promotion the name of the person promoted shall be posted for five (5) working days following said award. Employees may file a grievance within eight (8) working days of the date posted, in accordance with the grievance procedure.

6.4 Vacancies in management positions which are excluded from the bargaining units shall be posted on the departmental bulletin boards, provided, however, that appointment to these positions shall not be subject to the grievance procedure of this contract.

6.5 Wherever possible, promotions shall be made from the ranks of regular employees who are employed by the department in which the vacancy occurs.

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

6.7 When a question as to the proper person having been chosen to fill any job arises and it cannot be resolved it will be settled by using the grievance procedure in Article 30.

6.8 Job posting shall include job specifications, rate of pay, job location, the shift and also if the job is permanent with a permanent rating.

6.9 The above procedures shall be followed in all promotions, vacancies and transfers whether temporary or permanent.

6.10 If qualified candidates are not available or have not responded to the posting within a department where a vacancy occurs the job will then be posted throughout the City Departments. Preference will be given to City employees who meet the qualification, ability and performance of duty standards before seeking applicants outside the City service. Candidates from departments other than the department in which the vacancy occurs shall be notified by the department of the status of his/her application and the reason(s) for not being selected for the position. A candidate for positions in departments other than the department in which he/she is employed shall not have the right to file a grievance if not selected for such position(s).

6.11 An employee who meets the minimum qualifications and is promoted to a higher level position shall be placed in a probationary status for not to exceed six (6) months in the higher position. The employee shall periodically be evaluated to determine if he/she is performing the job in a satisfactory manner. If an employee is not able to satisfactorily perform the higher level

duties then he/she shall be reduced in status to the same classification pay grade and pay step as he/she had obtained prior to promotion.

6.12 **LATERAL TRANSFERS:**
An employee who has been promoted or transferred shall only be eligible for additional lateral transfers within the same pay grade after one (1) year on the job, unless the financial rewards are greater, or at the discretion of the Department Head, if he/she seeks such a lateral transfer within a shorter time period.

ARTICLE 7
WAGE RATES

7.1 Effective July 1, 2014, the Salary Schedule shall be increased by one percent 1.0%).

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

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

7.4 Employee appeals on their annual performance evaluation will be according to the process mutually agreed to by the Union and the City. See Appendix A, attached.

7.5 The longevity waiting periods for employees shall be 5-10-15-20-25-30-35-40 and 45 years of service. An increase of three-percent (3%) will take effect on the employee's anniversary date of employment.

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

7.7 Employees who have attained the requirements for the achievement grade (A-Step) associated with their positions will be placed on the corresponding step on the achievement grade in accordance with the following mutually agreed provisions as detailed on attached Appendix B to this agreement.

ARTICLE 8
HOURS OF WORK AND OVERTIME

8.1 The normal work week shall consist of any work performed up to forty (40) hours per week Monday through Friday at straight time pay. The normal work day shall consist of any work performed up to eight (8) hours in any one day.

8.2 All times worked in excess of the normal work day and all time worked in excess of the normal work week shall be paid at the rate of time and one-half. Paid holidays and paid vacation occurring during the work weeks shall be counted as hours worked for purpose of determining the forty (40) straight time hours. (Exceptions to the above, noted in Article 11, Special Emergency Rates.)

Employees working at overtime rates prior to 12:30 a.m. for snow removal operations will continue to receive the overtime rate if they continue to work after the start of the next regular work day; provided, however, no employees will be permitted to use sick leave during snow removal operations, except in cases of bona fide health emergencies.

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

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

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

8.4 The workday or workweek will not be interrupted to avoid the payment of overtime.

8.5 Overtime work which is scheduled in advance or which requires employees to be called in for unscheduled work shall be assigned on a rotating basis among all qualified employees by classification seniority. There are two types of overtime:

Planned overtime occurs when the Department knows about the overtime requirement at least 24 hours in advance. This overtime is offered to all qualified employees by classification seniority.

Unplanned overtime occurs when the Department knows about the overtime requirement less than 24 hours in advance of the overtime. This requirement is generally associated with personnel remaining on shift to complete a job. Thus the overtime is offered to qualified employees on shift by classification seniority. During the period of the year when fleet has weekend standby personnel, unplanned overtime is offered to qualified employees on standby for that period by classification seniority.

In the event an employee is inadvertently passed over for an overtime opportunity, that employee will be offered the next replacement overtime opportunity, off the same list.

8.6 No temporary employees shall be assigned to overtime work until all regular employees shall have had the opportunity for such assignment.

8.7 Employees shall have first right to overtime work by classification. If insufficient coverage is volunteered then Foremen shall be offered the overtime work before it is assigned to the classification.

If for any reason the department is unable to staff a shift, the employee with the least classification seniority must make himself/herself available for such overtime work. If the employee with the least seniority is unavailable for a legitimate reason, then the overtime will be assigned to the employee with the next lowest classification seniority. In other words, overtime will be assigned to employees in the reverse order of classification seniority (least to most).

ARTICLE 9
PLUS RATES

Effective upon the date of ratification of this agreement hourly paid employees in the bargaining unit will be compensated on a Plus Rate basis of one pay step (no less than 5% to the nearest whole cent) above his/her present rate or the entrance rate, whichever is higher, for working in higher level classifications for each completed hour of work in such higher level assignment.

9.1 Effective upon the date of ratification of this

agreement salaried employees in the bargaining unit will be compensated on a Plus Rate as stated above for each completed work day of assignment in higher level classifications.

9.2 An employee may be temporarily assigned for a period not to exceed thirty (30) calendar days to the work of any position of the same or lower grade without a change in rate of pay.

9.3 In those cases when an hourly rated employee is assigned to temporarily serve in a higher level salaried position, such as a Superintendent's position in the Central Fleet Maintenance Department, then such hourly rated employees shall be granted a plus rate in accordance with this section if the assignment is for one full work day or longer.

9.4 Assignments to higher paying job classifications, temporary or otherwise, shall be made in accordance with the provisions of Article 6, Section 1, of this Agreement.

9.5 All new positions, promotions or transfers contemplated beyond a period of thirty (30) days shall be posted on the department bulletin boards for at least five (5) working days and any interested employee shall have the opportunity to apply for such positions, promotions or transfers.

ARTICLE 10
EMERGENCY WORK

10.1 It shall be the duty of all able bodied employees to make themselves available during the course of emergency situations. Deliberate refusal to work during such situations without adequate justification may result in disciplinary action.

10.2 When an employee responds to an emergency work situation and due to hours worked and/or physical exhaustion, is relieved from working the normal work schedule, and such employee is required to work on a Saturday then such Saturday work shall be paid at the overtime rate.

10.3 If an employee is called back from vacation due to an emergency situation then all hours of work shall be paid at the time and one-half rate of pay until the employee returns to his/her regular work schedule.

ARTICLE 11
SPECIAL EMERGENCY RATES

11.1 Employees in said bargaining units shall be paid double time for all work performed in excess of sixteen (16) consecutive hours as the result of snow or other emergencies as determined by the departments involved.

11.2 When an employee is relieved from duty during emergencies prior to the completion of his/her regular work shift, either at the request of the supervisor, or at the request of the employee, with the approval of the proper authority because of long hours of work and/or exhaustion as the result of said emergency, and said employee is required to return to work prior to the start of his/her regular work shift, he/she shall be paid at his/her overtime rate for such hours of work performed prior to the start of said employee's next regular shift.

ARTICLE 12
STANDBY TIME COMPENSATION

12.1 Stand-by-Status will be given to five (5) Equipment Mechanic II, one (1) Inventory Specialist, one (1) Equipment Service Technician, one (1) Equipment Service Technician II from 12:01am on Saturday until Sunday 11:50pm from the first weekend in December through the last weekend in March by seniority on a rotating basis. Article 12 section 3 will not affect the individuals who are on Standby under the guidelines of this agreement. The Union agrees that in no way does it affect the responsibility for all employees to make themselves available for emergency work as determined by the department head.

For the purpose of this Article a standby day shall mean Monday through Friday (16 hours per day) and Saturday and Sunday (24 hours per day). Effective the date of ratification, the standby duty rate shall be $25.00 per day for Monday through Friday and $30.00 per day for Saturday, Sunday and Holidays.

12.2 There shall be no reduction of the standby rate as defined in the preceding section in the event an employee on standby is called in and reports to work.

12.3 Foremen who are assigned to standby duty and who are called in and report to work may perform any duties and/or operate any equipment they are qualified to operate provided that such equipment is not normally operated by an employee in a classification with a higher pay grade.

ARTICLE 13
NIGHT SHIFT DIFFERENTIAL

13.1 Any permanent full-time employee covered by this Agreement who is assigned to a permanent second or third shift or on periodic rotating basis to the second shift shall be paid an additional ten

percent (10% of their hourly rate) in addition to the regular rate of pay/for such assignment.

Such premium shall apply when half or more of the shift is scheduled after 6:00 PM and before 8:00 AM and shall be paid for all hours worked on such shift .

13.2 Night shift payments shall not be pyramided, compounded or paid at an overtime rate, but shall be based on the flat cents per hour as provided in Sections 13.1, 13.2 and 13.3.

13.3 An employee shall be paid a night shift differential only while the employee is actually working on such a shift or is on authorized vacation or sick leave with pay, provided that
he/she is so assigned both immediately before and after such leave; provided, however, that such premium pay shall not continue for more than thirty (30) days while on paid sick leave.

13.4 The City of Manchester shall offer shift bids for the mechanics every year. Said bids shall be done by classifications seniority.

ARTICLE 14
HOLIDAYS

14.1 All employees, shall be paid for the following named holidays and any other day proclaimed as a holiday by the Board of Mayor and Aldermen.
Should a holiday fall on a Sunday and be celebrated on a Monday, all regular employees shall be paid for this day. Should a holiday fall on a Saturday, the preceding Friday shall be considered the holiday.

New Year's Day
Washington's Birthday
Civil Rights Day*
Memorial Day
Veteran's Day
Christmas Day
Independence Day
Labor Day
Columbus Day
Election Day
Thanksgiving Day

* Civil Rights Day shall be celebrated as a floating holiday, subject to the same scheduling provisions as found in section 15.6 of this Agreement.

14.2 All work performed on a holiday shall be paid at the rate of time and one-half over and above regular hours paid for the holiday, for all hours worked.

14.3 An employee shall be entitled to the holiday pay referred to in Section 14.1 if he/she works the day preceding and the day following the particular holiday, but not otherwise

except for a substantial reason or emergency.

14.4 Paid Holidays occurring during the work week shall be counted as hours worked for the purpose of determining the forty (40) straight time hours.

ARTICLE 15
ANNUAL VACATIONS

15.1 Effective on the date of ratification, permanent employees who have been in the continuous employ of the Department for one (1) year or more will be allowed vacations in accordance with the following schedule:

(a) Accrual rate for two (2) calendar weeks begins on date of hire. Employees serving in an initial probationary period accrue vacation, but are not eligible to use vacation during the first six months of employment. Such probationary employees are not entitled to any vacation benefits if terminated during the initial probation period.

(b) Accrual rate for three (3) calendar weeks begins at the beginning of six (6) years of continuous service.

(c) Accrual rate for four (4) calendar weeks begins at the beginning of fifteen (15) years of continuous service.

(d) Accrual rate for six (6) calendar weeks begins at the beginning of twenty (20) years of continuous service.

15.2 Vacations shall be scheduled within the departments at the discretion of the Department Heads to provide the least disruption of departmental operations.

Selection of vacation periods shall be by department seniority and shall be granted insofar as possible at the times requested by the employee, in accordance with operating requirements; provided, however, that summer vacation shall not extend beyond two weeks until all eligible persons have had an opportunity to select a summer vacation. Furthermore, a department head may deny a vacation request of an employee if it will result in a disruption of the department or division operations.

15.3 No employee shall be permitted to accrue in excess of one and one-half (1 1/2) times his/her annual earned vacation; i.e. employees who earned (10) days of vacation per year shall have no more than (15) days earned vacation to his/her credit at any one time; employees who earned (15) days of vacation per year shall have no more than 22 1/2 days earned vacation to his/her credit at any one time.

ARTICLE 16
SICK LEAVE

16.1
Each permanent full-time employee shall earn sick leave with pay at the rate of 1 1/4 days of sick leave for each completed month of service. Sick leave shall not be taken in advance of earning same.

16.2 Employees who are initially employed in a temporary status and who are assigned to permanent status in the same Department, without a break in service, shall be allowed credit for the time served in the temporary status towards accrual of sick leave benefits.

16.3
The maximum sick leave accumulation is one hundred twenty (120) days. It is agreed and understood that there will be no retroactive payments of any kind. Further, there will be no retroactive adjustments to the sick leave bank.

Accrual shall include the six (6)month probationary period, but employees will not be allowed to use sick leave until they satisfactorily complete the probationary period.

16.4 Employees who are absent from work on legal holidays, during sick leave, vacation, for disability arising from injuries sustained in the course of their employment and for all authorized leaves of absence with pay shall continue to accumulate sick leave at the regularly prescribed rate as though they were on duty, subject to the maximum limitation herein provided. Employees who are absent on authorized leaves of absence without pay for not over 10 work days in any 30 calendar day period shall continue to accrue sick leave at the regularly prescribed rate during such absences as though they were on duty, subject to the maximum limitation herein provided.

16.5 An employee eligible for sick leave with pay may use such sick leave for absences due to his/her illness or injury; the illness or injury of a spouse, child or other blood relative or ward residing in the same household when FMLA leave is approved, or for exposure to contagious disease. Upon approval of his/her department head, he/she may use sick leave for dental appointments, physical examinations or prescribed treatment by a physician. The Department Head shall require a doctor's certificate before approving sick leave with pay for a period or periods of absences of more than three (3) work days.

Any employee who receives sick leave benefits and who subsequently receives payment through Worker's Compensation or through an insurance carrier for wages for the same days shall repay the City for the sick leave benefits.

16.6 Department Head and the Union may require an employee to justify each day of absence for sick leave if the employee's absentee record indicates a patterned use of sick leave which is in excess of the average days used by employees of the department.

16.7 Absences for a fraction or part of a day that are chargeable to sick leave in accordance with these provisions shall be charged proportionately in an amount not smaller than one hour.

16.8 During periods of absence for approved paid sick leave the employee shall be entitled to full pay for such period at the regular rate of compensation, provided, however, that hourly employees shall be compensated on the basis of straight time pay not to exceed eight (8) hours per day and not to exceed forty (40) hours per week. No sick leave benefits shall be paid on the basis of time and one-half.

16.9 On separation from City service, all sick leave credits shall be cancelled except in a case of paid retirement, duty disability retirement, or death while in active service.

Effective on the date of ratification, all accrued sick leave up to, but not to exceed eighty (80) work days shall be paid

plus payment of one-quarter of the balance of the days accrued over eighty (80) but not more than one hundred twenty (120) days of accrued sick leave at their regular pay. Employees hired after July 4, 2004, shall be entitled to payment for up to sixty (60) days, plus one-quarter of the balance of their accrued sick leave up to one hundred twenty (120) days.

Effective on July 1, 2004 or the date of ratification, whichever comes later, employees shall also be entitled to the benefits under City Ordinance 33.081 (G), as it may be amended from time to time.

16.10 SICK LEAVE NON-ABUSE

Employees who use six (6) days of sick leave or less in the preceding calendar year will receive two (2) personal leave days, to be scheduled by the Departments. Personal Leave days must be used during the calendar year they are credited and shall not accumulate and shall not be carried over year after year.

16.11 CHANGING VACATION TO SICK LEAVE

Employees who are on paid vacation who are hospitalized for injury or illness may, at their option and provided they have sick leave credits accrued, have their vacation time changed to paid sick leave for the period of time they are actually hospitalized.

ARTICLE 17
SICK LEAVE BANK

17.1 A voluntary sick leave bank, to cover employees in the bargaining units covered under the Master Agreement and other contracts with Local 298, AFSCME, is hereby established. The operation of such sick leave bank shall be subject to the rules and guidelines set forth in this Article.

17.2 The purpose of the sick leave bank is to provide assistance to employees who suffer long-term illness or injuries which are non-job connected. It is established to provide additional paid benefit days beyond the employee's accrued days when an employee has exhausted his accrued sick leave and continues disabled for an additional fifteen (15) consecutive calendar days. For example, it is not established to provide relief for one or two days beyond the employee's accrued sick leave.

17.3 ADMINISTRATION

The Sick Leave Bank shall be administered by a five member Administrative Committee.

Three (3) members of the Committee shall be appointed by the Union from employees in the bargaining units who are enrolled in the Sick Leave Bank, provided that no more than one member shall be appointed from the same bargaining unit at any one time.

Two (2) members of the Committee shall be appointed by the Mayor from the Management of the Departments wherein the bargaining units are located, with no more than one member from a department serving at any time.

The first Committee members shall be appointed in the following manner:

One member appointed by the Union for a one (1) year term; one member appointed for a two (2) year term and one member appointed for a three (3) year term. Subsequent appointments shall be for three (3) year terms. Vacancies, when they occur, shall be filled by appointment in the same manner as the original appointments.

One original appointee of the Mayor shall be for a one year term and one appointee shall be for a three (3) year term and subsequent appointments shall be for a three (3) year term.

17.4 MEETINGS

The Committee shall meet at least once each month or more often as deemed necessary by the Chairman. Three (3) members, including at least one (1) Administration member, shall constitute a quorum. A majority of those members present and voting shall decide all questions. Members who are absent for either three (3) consecutive meetings or any six (6) meetings in any twelve (12) months period shall be automatically terminated from the Committee and their terms declared vacant.

17.5 MEMBERSHIP

Effective in 1987:

17.5(A) All the days that are now in the Sick Leave Bank will remain in the Bank as is. These days are to be used up first in accordance with the current contract.

17.5(B) Once this contract has been ratified, each member of the Bargaining Unit will give one (1) day of his/her day's pay on January 1st of each year.

17.5(C) Above-mentioned money will be deposited into a bank in Manchester in January of each year.

17.5(D) It will be the duty of the Finance Officer to see that the above-mentioned money is deposited into the bank in January of each year.

17.5(E) The deposit will be to the bank service which offers the best interest rate.

17.5(F) When withdrawals are necessary, the Finance Officer and one dues-paying member of the Sick Leave Bank will be present, and the signature of each will be required.

17.5(G) Application for membership shall be made on a form provided by the Committee.

Membership by all employees will be subject to the following restrictions:

(1) Probationary employees who are serving an initial probation period are not eligible for membership.

(2) Full-time employees, except those with less than one year of service, shall have not less than fifteen (15) days of accrued sick leave as of the date of their application for membership. An employee whose sick leave balance falls below fifteen (15) days of accrual due to recent illness or injury may be admitted at the discretion of the Committee.

Employees whose sick leave falls below fifteen (15) days after they are admitted to the Sick Leave Bank, where the usage of sick leave was not the result of extended illness or injury, shall have their membership status reviewed by the Committee. The Committee may temporarily suspend the employee from membership in the Bank if it deems such action to be in the best interest of the Bank.

(1) Employees who have less than one year of service may be admitted to the Bank upon the majority vote of the Committee after a review is made of their status with the Department. Upon admission to membership the conditions stated in the preceding paragraphs will apply.

(2) Full-time employees having less than 30% of their Accumulated sick leave days limit as of the date of their application shall be limited category members if accepted as members by the Administrative Committee.

17.6 **BENEFITS**

Effective January 1, 1990 a member in good standing shall become eligible to request extended sick leave benefits from the Bank for an incapacitating illness or non-service connected injury, provided he has exhausted all his accrued sick leave and his incapacitation extends at least eight (8)consecutive calendar days beyond the exhaustion of his sick leave accrual.

Effective January 1, 1991, the waiting period shall be reduced to five (5) consecutive calendar days. Upon presentation of satisfactory medical evidence of illness or injury to the Administrative Committee, the Committee may approve up to thirty (30) work days of sick leave benefit days from the Bank to be granted to the member. Such sick leave benefit days may be made retroactive to the first work day after exhaustion of his accrued sick leave credits. Should the member still be incapacitated after this time from the same illness or injury he/she may present his/her case for review and be granted additional benefit days, but such additional days may be restricted in number according to the number of benefit days in the Bank at the time. Additional days of benefits shall not exceed thirty (30) work days for each period of incapacitation; provided however, exceptions may be made in cases of long term illness or injury at the discretion of the Committee.

An employee who is receiving Sick Leave credits from the Sick Leave Bank and who subsequently receives payment through Workmen's Compensation or through an insurance carrier for wages for the same days shall repay the City for such benefits.

Employees shall not be granted any time from the Bank until said employee has reached the 30% requirement as stated above.

17.7 **BANK STABILITY AND LIMITATIONS**

All employees who shall become members of the Sick Leave Bank shall continue in the Bank until December 31st of the current calendar year. Employees shall automatically continue in the Sick Leave Bank for each calendar year thereafter unless the employee shall withdraw from membership prior to December 31st of any calendar year. Withdrawal shall be in writing, duly signed and dated and submitted to the Administrative Committee prior to December 31st. No benefits shall accrue to the withdrawn member thereafter and any sick leave days previously donated to the Bank shall remain in the bank to be disbursed by the Committee.

The number of benefit days in the Bank shall not exceed 1,500 benefit days on December 31st of any calendar year. All excessive days shall be discarded. In the event the Bank is terminated, all sick leave benefit days remaining in the Bank shall be null and void.

17.8 **ADMINISTRATIVE OVERSIGHT**

In the event there is a question concerning a recipient's eligibility to receive benefits from the Bank, the City may require of the Administrative Committee and the employee proof of each eligibility as well as a physician's certified report of the disabling illness or injury of the recipient. A copy of the minutes of each meeting shall be provided to the President of Local 298 and to the City Personnel Director.

The President of Local 298 or the Personnel Director may request a meeting with the Administrative Committee to discuss any action which has been taken by the Committee and such meeting shall be scheduled as soon as possible after such request.

17.9 **AMENDMENTS**

This Article or any section thereof, may not be amended except through the collective bargaining process or mutual written agreement of the Union and the City representative concerned in that process.

17.10 **EFFECTIVE DATES**

The provisions of this Article shall be effective from January 1, 1986 through December 31, 1988, inclusive, and shall terminate December 31, 1988 unless mutually agreed to continue beyond that date. Such continuation must be agreed to in writing by the parties to this agreement.

ARTICLE 18
LEAVE OF ABSENCE

18.1 The City agrees to allow Union representatives, stewards and/or aggrieved employees reasonable time, without loss of pay, during regular working hours for the purpose of processing grievances, provided such time away from work does not interfere with the work of the department involved. Such time shall not be withheld unreasonably. The Union representatives shall obtain prior permission to absent themselves from work before leaving a work site and shall obtain prior permission of the immediate superior involved before interrupting the work of an employee located at a different work site.

18.2 Time lost by representatives of the Union on grievance settlements or negotiations shall be paid for by the City as provided in RSA 273-A 11.

18.2 When an employee is elected President of Local #298 and has to do work which takes him/her away from his/her regular employment with the City, he/she shall, at the written request of the Union, be granted a leave of absence without pay, not to exceed three (3) years, and with no loss of seniority, provided satisfactory arrangements can be made for a substitute during such leave of absence.

18.3 Employees elected as delegates to either the AFSCME International Convention, NH Public Employees Convention, Council #93 or the NH State Labor Council Convention shall be allowed a leave of absence with pay, not to exceed a total of ten (10) working days per year.

ARTICLE 19

BEREAVEMENT LEAVE

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

Spouse	Sister
Father	Brother
Mother	Child
Father-in-law	Mother-in-law
Son-in-law	Daugher-in-law

Paternal or Maternal Grandfather (excluding step grand parent)
Paternal or Material Grandmother (excluding step grandparent)
A blood relative or ward residing in the same household.

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

Grandchild	Sister-in-law
Brother-in-law	Aunt
	Uncle

19.2.1 Under extenuating circumstances, two (2) additional days with pay may be granted under Section 18.1 with written approval of the Department head; such days to be charged to the employee's accrued sick leave.

19.3 Under no circumstances shall bereavement leave be paid on an overtime basis; however, bereavement leave time shall be counted as hours worked for overtime computation purposes.

ARTICLE 20
MATERNITY LEAVE

20.1 Upon application of the employee on forms to be provided by the City a maternity leave of absence without pay shall be granted to permanent, full-time female employees who have been employed at least one (1) year before said application, said leave to commence at the time recommended by the employee's attending physician and to extend for a period not to exceed six (6) months after the birth of the child. If an employee who has been granted a maternity leave of absence in accordance with this provision shall fail to return to work upon the expiration

of such leave of absence she shall be deemed to have voluntarily terminated her employment, unless she has been certified by her physician as being physically unable to perform her duties.

20.2 An employee shall be entitled to draw her accumulated sick leave benefits with pay for a period not to exceed sixty (60) work days from the date of confinement or the birth of the child, during which time the employee is certified as being unable to perform her regular duties, as certified to by an affidavit of the attending physician every thirty (30) days. Requests for such sick leave benefits must be submitted in writing to the Department head no later than thirty (30) days after the date of confinement in order to be eligible for sick leave benefits.

20.2 Extensions of the thirty (30) day paid sick leave benefits may be made by the Department head if circumstances so warrant.

20.3 An employee shall not forfeit seniority or other benefits during this leave of absence.

ARTICLE 21
MILITARY SERVICE

21.1 Shall be governed by existing law.

ARTICLE 22
JURY DUTY

22.1 An employee called as a juror will be paid the difference between the fee received for such service and the amount of straight time earnings lost by reason of such services. Satisfactory evidence of such service must be submitted to the employee's immediate supervisor.

22.2 Employees who are called to jury duty and are excused from the jury duty for a day or days shall report to their regular work assignments as soon as possible after being excused.

ARTICLE 23
EDUCATION INCENTIVE REIMBURSEMENT

23.1 The following education reimbursement policy will apply to members of the Bargaining Units covered by this policy.

23.2 The City agrees to provide reimbursements to employees who complete approved courses relating to their current responsibilities or as part of an approved career development program based upon the following standards. Payment of seventy-five percent (75%) of the cost of such courses, but not exceed $1,000.00 per employee in a calendar year.

23.3 Courses must be approved in advance by the Department head concerned as meeting the requirement that the course is related to the employee's job or is part of a career development program. Approval must be obtained through the Personnel Department for payment of the course. A procedure will be established to effectuate these payments.

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

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

ARTICLE 24
LIFE INSURANCE

24.1
The City will provide for a Life Insurance fund to provide for the payment of a death benefit of an amount equal to the employee's last yearly base pay, but not to exceed $50,000.00 to the named beneficiary or estate of any member of the Bargaining Unit who dies from any cause while employed by the City or within sixty (60) calendar days after resignation for health reasons.

24.2 The City reserves the right to contract with a qualified insurance carrier of its choosing to provide the above amounts of benefits.

ARTICLE 25
HOSPITAL/MEDICAL INSURANCE

25.1 The bargaining unit members will have the option to enroll in the BlueChoice New England POS Plan on a voluntary basis. Or Access Blue New England Plan, the City shall pay eighty-five (85) percent of a single, two person and family plan premium.

The City will pay eighty-five percent (85%) of the premium for the BlueChoice New England POS Plan or the Access Blue New England Plan.

The following co-pays will apply to both the BlueChoice New England POS Plan and the Access Blue New England Plan:

- Office Visit-$20.00
- Specialist Visit-$20.00
- Chiropractice-$20.00
- Emergency Room Visit-$150.00
- Inpatient care, Outpatient surgery, skilled nursing or rehab facility-$100/$200 co-pay (single/two person family)
- Prescriptions other than mail order (one month supply)-$10/$30/$50 (Generic, Preferred, Premium)
- Mail Order Prescriptions (three month supply)$20/$60/$100 (generic, preferred, premium)

Bargaining unit members hired on or after May 1, 2012 who are eligible for Health Insurance the City shall pay eighty percent (80%)of the premium. The BlueChoice New England POS Plan and the Access Blue New England Plan will have increased co-pays $250/$500 (single/2 person or family) for inpatient care, outpatient surgery, skilled nursing and rehab facilities.

The City may offer a high deductible health insurance plan accompanied by the establishment of a Health Savings Account (HSA) for each enrolled bargaining unit member with a present contribution of $1,500.00 for an individual and $3,000.00 for a two person or family plan. The City retains the right to set the annual City contribution and shall each year prior t the open enrollment period disclose any changes to high deductible benefit plan and/or its contribution to the HSA or continuation of the HAS in the following fiscal year. The City shall pay 85% of the premium. Bargaining unit members will be charged on the basis of a single, two person or family plan irrespective of the single, two person or family plan designation in the plan itself.

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

25.3 It is agreed by all parties concerned that the City reserves and shall have the right to change insurance carriers provided that the benefits are not decreased and the costs to bargaining unit members do not increase above those percentages set forth in paragraph 25.1

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

Effective July 1, 2003, the total yearly maximum benefit is $1,500.00.

ARTICLE 26
UNIFORMS

26.1 The Department agrees to provide work uniforms through a laundry cleaning agency of the Department's choosing. Such uniforms shall be provided to all equipment mechanics, equipment technicians and inventory specialists. Such uniforms shall not exceed thirteen

(13) changes in a two (2) week period. Uniforms shall be determined by Department management. Summer and winter uniforms may be provided if there is no increase in cost to the Department for seasonal uniforms.

ARTICLE 27
TRAVEL ALLOWANCE

27.1 The employees who are required to use their personal vehicles for authorized City business will be reimbursed at the current I.R.S. mileage rate.

27.2 In the event the Department provides a City vehicle for an employee to conduct daily work activities the monthly travel allowance will be discontinued.

27.3 If an employee is absent for 30 calendar days or longer the monthly travel allowance will not be paid for that period.

ARTICLE 28
SAFETY & Other Operational Policies and Procedures

28.1 The Department shall have the right to make regulations for the safety and health of its employees during their hours of employment. Representatives of the Department and the Union may meet once in ninety (90) days at the request of either party to discuss such regulations. The union agrees that its members who are employees of the Department will comply with the Department's rules and regulations relating to safety, economy, and efficiency of services.

28.2 The union and its members agree to exercise proper care and to be responsible for all Department property issued or entrusted to them during working hours. Where safe storage space is provided by the Department, employees shall be responsible for replacing articles issued to them if the same type of article has been lost twice in the same twelve month period. In such cases the employee shall replace the second lost article.

28.3 The City agrees to furnish raincoats for employees use during road calls.

28.4 The City shall furnish gloves, safety vest, safety helmets, non-prescription eye protection and hearing protection as needed for the safety of its employees.

28.5 All bargaining unit members who do not hold CDL licenses shall be subject to the same drug and alcohol testing as CDL employees. Results related to these tests shall be compiled and recorded separately from CDL records required by federal regulations.

ARTICLE 29

BULLETIN BOARDS

29.1 The Department shall provide space for bulletin boards for the posting of notices of the department addressed to the employees and notices of the Union addressed to the members. The Departments shall locate its bulletin boards at convenient places within the Department. No Union notice shall be posted in or around the Department's property except on such boards and no notice shall be posted until it has been signed either by the President or Secretary of the Union with the approval of the Department head or his/her designated representative.

ARTICLE 30
DISCIPLINARY PROCEDURES

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

30.2 (A) All suspensions and discharges shall be stated in writing and the reasons stated and a copy given to the employee(s) and the Union within five (5) work days from the date of suspension or discharge.

(B) If the Department does not follow Section 30.2 (A) above in the case of a suspension then it shall be deemed that the suspension is without merit. When Section 30.2 (A) above is not followed in the case of a discharge said discharge shall be changed to a two (2) week suspension which shall be grievable.

30.3 Disciplinary actions will normally be taken in the following order:

(A) Verbal warning
(B) Written warning
(C) Suspension without pay
(D) Discharge

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

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

30.4 Employees who are absent from work for more than five (5) working days and who have not been granted a leave of absence during that period, or who do not present

justifiable evidence showing they were unable to report, shall be deemed to have quit.

30.5 The Personnel record of an employee will be cleared of written reprimands after a period of one (1) year from the date of the reprimand, provided there are no similar infractions committed during the intervening period.

30.6 The personnel record of an employee will be cleared of suspension notices after a period of three (3) years from the date of suspension, provided there are no similar infractions committed during the intervening period.

ARTICLE 31
GRIEVANCE PROCEDURE

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

31.2 **STEP 1**

An employee having a grievance must discuss the grievance with the employee's immediate supervisor or the supervisor responsible for the matter being grieved within eight (8) working days from the date of the event giving rise to the grievance or the date the employee could reasonably have been first made aware of the event. Such grievance shall be discussed between the employee, a Union representative and the supervisor. The supervisor shall give his/her answer within two (2) working days from the date he/she receives notice of the grievance.

31.3 **STEP 2**

If the grievant or the Union disagrees with the decision of the supervisor and desires to proceed with the grievance then such grievance must be submitted in writing, listing the article and section violated, the specific grievance and the remedy desired to the employee's department head within five (5) work days from the date the decision of the supervisor was rendered. The Department head shall render his/her decision within three (3) work days from the date he/she receives the grievance.

31.4 If the Department Head is the immediate supervisor of the employee involved in the grievance then the grievance shall be filed directly with the Board, omitting Step 1 and 2 as contained in Sections 31.2 and 31.3 above.

31.5 (1) If the Union is not satisfied with the disposition of the grievance by the Department Head or no decision has been rendered, the Union must file a request for a pre-arbitration meeting within ten (10) work days after the grievance was filed with the Department Head or the grievance will be null and void. Representatives of the Department involved and

the Union will meet with the Chief Negotiator/Contract Administrator within ten (10) work days after the Union makes such request for said meeting, the purpose of which is to determine if the grievance can be settled without

arbitration. A representative of the Personnel Department and/or the City Solicitor's Office shall attend only as necessary, provided that there is mutual agreement of the parties.

(2) If no settlement is reached as a result of the meeting as stated in 31.6 (1) above, the Union may submit in writing a request to a mutually agreed upon neutral arbitration agency or to the Public Employee Labor Relations Board (PELRB) to appoint an arbitrator to resolve said grievance, such action to be filed within ten (10) working days after the meeting under 31.6 (1) has occurred or a decision has been reached, but not later than five (5) working days after the meeting.

If the Union fails to submit such written request for the appointment of an arbitrator within said ten (10) working days, the grievance shall be deemed abandoned and no further action shall be taken with respect to such grievance.

31.6 A grievance by a Department Head against the Union shall be presented in writing to the Union President, and shall be discussed at a meeting to be held within five (5) working days after the grievance is presented, said meeting to take place during the normal working hours.

If a satisfactory agreement is not reached at the meeting as stated above then the Department Head may proceed within ten (10) working days of said meeting to present the grievance to arbitration in accordance with Section 31.6 of this grievance procedure.

31.7 The arbitrator shall not have the power to add to, ignore or modify any of the terms and conditions of this agreement.

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

31.9 The expenses of the arbitrator shall be borne by the losing party. The arbitrator shall be required to declare the losing party. Each party shall make arrangements for and pay the expenses of witnesses who are not City employees who are called by them.

31.10 Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the Department, and having the grievance adjusted without the

intervention of the Union, provided the adjustment is not inconsistent with the terms of this agreement and that the Union has been given the opportunity to be present at such adjustment and to state its views.

31.11 If said grievance is not reported and/or processed within the time limits set forth in Sections 31.2, 31.3, 31.5 and 31.6 the matter shall be dismissed and no further action shall be taken with respect to such grievance.

31.12 The above times may be extended or by-passed by mutual written agreement of the parties.

31.12 All decisions involving wages, wage rates, promotions, transfers, hours worked and not worked, shall be retroactive to the date the grievance first occurred, at the discretion of the arbitrator.

ARTICLE 32
MANAGEMENT'S RIGHTS

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

32.2 It shall be the right of the Union, however, to present and process grievances of its members whose wages, working conditions or status of employment are changed as a result of Management's exercising the above mentioned rights, whenever such grievances exist.

ARTICLE 33
STRIKES PROHIBITED

33.1 Under no circumstances will the Union cause, encourage, sponsor or participate in any strike, sit-down, stay-in, stay-out, sick-in, sick-out, work slowdowns, withholding of services or any curtailment of work or restriction or interference with the operations of the Departments or the City of Manchester during the term of this agreement.

ARTICLE 34
CONTRACTING AND SUBCONTRACTING OUT

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

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

ARTICLE 35
STABILITY OF AGREEMENT

35.1 Should any article, section or portion thereof, of this Agreement be declared invalid because it is in conflict with a Federal or State law or be held to be unenforceable by any court of competent jurisdiction, such determination shall apply only to the specific article, section or portion thereof, specified in the decision. The parties to this agreement to meet to negotiate only on the specific article or section, or portion thereof, which has been declared invalid or unenforceable, but neither party is required to make concession in order to reach agreement on the specific article or section in question.

ARTICLE 36
TRAINING

36.1 **New Position Training Definition:** Training a current Department employee with one job description to perform the duties of another job description. Generally but not always associated with preparing a person for promotion.

36.2 When the Department determines there is a need for a formal training program for one of its classifications, then the training program will be posted on the Department Bulletin board for 5 work days.

36.3 Employees shall submit their names to the Department Director for consideration for the training program. Employees who submit their names most possess a valid license and/or certificates required for the classification.

36.4 Employee qualifications, attendance, overtime and safety records will be considered when selecting tainees

36.5 Only those employees who have a minimum of 20 years of service (Department seniority) can submit their names for training for a lower graded position.

36.6 Training shall be done by an incumbent in the position and by the Superintendent overseeing the position.

36.7 Training shall be done by an incumbent in the position and by the Superintendent overseeing the position.

36.8 Incumbents who refuse to train employees will be subject to discipline.

36.9 An employee who successfully completes training is required to fill the position as necessary, in compliance with plus rates and other provisions of the contract and City Employee policies.

36.10 The duration of the training program for the various classifications will be determined by management in coordination with the union.

36.11 Employees who are selected for training programs may be removed from the program before the completion of the program if they are unable to satisfactorily complete the program, other than due to illness injury.

36.12 Employees who satisfactorily complete the training program will be awarded certificates of completion.

36.13 **Equipment Specific Professional Development Training Definition:** Specialized equipment focused training required to diagnose and repair manufacturers' equipment that the City owns. For example: Training on Caterpillar's or Cummins' diagnostic software. This does not include generic development training such as understanding low voltage electrical systems/wiring diagrams, or welding. Employees are required to have and maintain their skills in these areas.

36.14: This training may occur during regularly scheduled duty hours or after hours. This training will be considered duty time.

36.15: Only qualified employees (those employees that have the prerequisite skills) and are in good standing will be considered for the training. Employees who have stated that they intend to retire within the next year or two may not considered qualified employees for the purposes of this training.

36.16: All qualified employees will receive basic + level training as time and funds allows. The object of basic+ level training is to prepare all employees to perform basic and intermediate level trouble shooting and repair to include using the manufacturer's diagnostic system.

36.17: Advance level training: The object of advanced level training is to prepare employees to perform advance diagnostics and repairs on a vehicle that may require the use of a manufacturer's

diagnostic system. An employee may not receive advanced diagnostic training on more than 2 manufacturers until all qualified personnel have received training on their initial 2 manufacturers advanced training.

36.18: Employees signup for manufacturers. Based on seniority and skills a manufacturer distribution plan is created. If employees do not volunteer for a manufacturer then it is assigned to a qualified employee based on seniority from the bottom up.

36.19: Training is scheduled as it is available and as time and money allow.

36.20: **Regulatory Training:** Federal and State governments impose new environmental and other non-safety regulations on maintenance facilities and mechanics. Some of these regulations mandate training and/or certificates required to perform the essential functions of their duties. Employees will be required to obtain their certifications in a time that is determined by the regulation's implementing instructions if any or by the complexity and duration of the required training.

ARTICLE 37
MISCELLANEOUS

37.1 The City agrees to print fifty (50) copies of this Agreement within sixty (60) days of its signing.

37.2 The City agrees to provide for a payroll deduction slot for an insurance program, subject to approval by the City Finance Department.

37.3 **FMLA POLICY**

The Union agrees to accept the City's Family and Medical Leave Act (FMLA) Policy, subject to its review by the Union's attorney, with the understanding that the policy will not be changed except by mutual agreement.

37.4 **CDL LICENSES**

The City will pay for commercial drivers licenses and any endorsements for employees who are required by the Department to have them.

ARTICLE 38
TERMINATION

Upon ratification by the respective parties the Agreement shall be in effect from July 1, 2013 through June 30, 2015, with effective dates for specific provisions as stated on the various Articles.

ARTICLE 39

SERERVANCE BENEFITS

(A) In recognition of prior service to the City any bargaining unit member who is eligible to retire and who does retie on or after March 1, 2012 and prior to June 30, 2015 shall have earned a severance benefit of $13,000.00. The City may withhold from this benefit such amounts as are necessary to pay the employer and the employee contributions to the Manchester Municipal Employees Retirement System.

(B) In lieu of severance benefit of $13,000.00 the member may elect to participate in the high deductible, single person health insurance program offered by the City for two (2) years.

ARTICLE 40
ME TOO CLAUSE
Health Benefits and Salary Increases

41.1 Should, subsequent to January 1, 2012, and any other bargaining unit within the City of Manchester, New Hampshire negotiate health care benefits set forth in paragraph 20.1 of this agreement which are more favorable that the health care benefits contained in paragraph 25.1 and 25.2 and the AFSCME Local 298 shall be entitled to receive the more favorable benefits.

ARTICLE 41
Right to Return

41.1: All current personnel who were transferred from the Department of Public Works to the new Fleet Department shall maintain their seniority within the Department of Public Works for the purpose of bumping rights in the event of lay offs or applying for positions within the DPW. Pursuant to the MOA dated May 21, 2012.

ARTICLE 42
SUCCESSOR AGREEMENT CLAUSE

All 298 AFSCME Council 93 contracts shall remain in effect, except wages until a successor agreement has been reached between the City of Manchester and all AFSCME Local 298 units. THIS CLAUSE SHALL NOT BE CONSIDERED FOR THE PURPOSE OF Wages AND AN EVERGREEN PROVISION.

APPENDI

APPENDIX A

EMPLOYEE DEVELOPMENT APPEALS PROCESS

Only employees who are denied a merit step increase on their anniversary date of position due to a su standard performance evaluation may file an appeal. All appeals shall be initially filed with the employee department head. Any employee receiving a satisfactory performance evaluation shall not have the right appeal or grieve their evaluation, their pay step or the supervisor's comments. In the event that there is disagreement between the employee and his/her supervisor over the EDP goals, the employee, after discussin the disagreement with the Department Head or his/her designee may with the concurrence of the Union, file grievance.

If the department head rules in the employee's favor, the employee shall receive his/her merit step as o their anniversary date of position. If the department head rules against the employee, the employee shall hav the right to appeal the decision to the city-wide appeals committee.

Employees will have thirty (30) days from the date of denial by their department head to file an appea with the Human Resources Director or their right to appeal shall be forfeited.

An appeals committee shall be comprised of the following representatives:

- Two union representatives appointed by the unions (with two alternates).
- One department head (with one alternate).
- One non-affiliated (with one alternate).
- An independent neutral party to act as tie breaker. This person to be selected through agreement between the City and the unions. If no decision can be reached, the neutral shall be appointed by the P.E.L.R.B. Any costs associated with the neutral party hearing appeals shall be borne half by the City and half proportionally split amongst the unions whose members are appealing. The unions shall not be responsible for any costs incurred in appeal hearings from non-affiliated employees.
- The Human Resources Director as non-voting chairman to provide staff resources.

Members cannot sit in on appeals where the appellant is a member of the same department or union.

Terms of the members on this committee shall be staggered with two (2) year terms and members cannot serve more than two consecutive terms. Members must take at least one year off after serving two terms before being allowed to serve on the committee again. Alternates shall have no term limitations.

Unless agreed to by the appellant and the Human Resources Director the committee shall have sixty (60) days from receipt of the appeal to conduct a hearing on the matter.

The committee shall have thirty (30) days to render a decision on the matter.

FOR LOCAL 298, AFSCME, AFL-CIO

Staff Rep

DATE SIGNED: 9-30-13

FOR ALDERMANIC NEGOTIATING TEAM

DATE SIGNED: 11-19-13

APPENDIX B

City of Manchester
Department of Highways

227 Maple Street
Manchester, New Hampshire 03103-5596
(603) 624-6444 Fax # (603) 624-6487

Commission
George F. Gatsas
Chairman
Robert J. Joos
James E. Connolly, Jr.
William F. Kelley
Henry Bourgeois

Frank C. Thomas, P.E.
Public Works Director

Kevin A. Sheppard P.E.
Deputy Public Works Director

MEMORANDUM TO: Department Superintendents

From: Kevin A. Sheppard, P.E.
Deputy Public Works Director

Date: February 2, 2001

Re: *A-Steps*

Attached, please find the Department's A-Step procedure for A.F.S.C.M.E. members. Also attached is the City's Policy Manual for Achievement Pay Standards. Please make yourself familiar with the procedure.

It is important that we are consistent with our A-Step requirements. I would recommend that you review the positions within your Division and should there be specific requirements that you would require for an A-Step, please let me know. I would like to make that part of the written document.

Any questions on this matter, should be directed to Mr. Robert Lynch or myself.

/cd

cc: Frank C. Thomas, P.E.
Thomas W. Selgle, P.E.
Ms. Tina Parsons
Edward J. Beleski
Stephen M. Tierney
Bruce Thomas, P.E.
Vic Hyman
Ms. Barbara Connor
Kevin Padden
Brian Fitzpatrick
Don Pinard
Robert Neveu

HIGHWAY DEPARTMENT
"A" Step Skill Requirements

Examples of Skills
(Department pre-approval required)

- Commercial Driver's License
- Tractor Trailer License
- CPR Certification
- Defensive Driving [6 Hrs.]
- First Aid Certification
- Haz-Mat Certification
- Equipment Certification
- Work Zone Safety Training
- OSHA Certification
- ASE Certification
- Others as approved

Pay Grade Requirement Points

10 – 11	=	1	Obtained & Maintained
12 – 13	=	2	
14 – 15	=	3	
16 – 17	=	4	
18 – 19	=	5	

Note: Based on a determination by the Director, some skills may be worth more than one point.

CITY OF MANCHESTER, NEW HAMPSHIR ' SCHEDULE - (FY2014) - 1%

GRADE		2014 STEP 1	2014 STEP 2	2014 STEP 3	2014 STEP 4	2014 STEP 5	2014 STEP 6	2014 STEP 7	2014 STEP 8	2014 STEP 9	2014 STEP 10	2014 STEP 11	2014 STEP 12	2014 STEP 13	2014 STEP AL1
GRADE 1	Ex	14,321.26	14,750.92	15,193.42	15,649.24	16,118.72	16,602.28	17,100.36	17,613.36	18,141.75	18,686.00	19,246.60	19,824.01	20,418.72	21,031.27
	H	6.96	7.16	7.38	7.61	7.83	8.05	8.31	8.55	8.81	9.08	9.35	9.63	9.93	10.22
	O	10.440	10.740	11.070	11.415	11.745	12.075	12.465	12.825	13.215	13.620	14.025	14.445	14.895	15.330
GRADE 1A	Ex	14,822.51	15,267.20	15,725.18	16,196.97	16,682.86	17,183.34	17,698.87	18,229.83	18,776.73	19,340.02	19,920.23	20,517.84	21,133.36	21,767.36
	H	7.13	7.34	7.56	7.79	8.03	8.26	8.51	8.78	9.02	9.29	9.57	9.88	10.16	10.48
	O	10.695	11.010	11.340	11.685	12.045	12.390	12.765	13.170	13.530	13.935	14.355	14.820	15.240	15.720
GRADE 2	Ex	15,323.75	15,783.46	16,256.99	16,744.69	17,247.04	17,764.46	18,297.35	18,846.27	19,411.68	19,994.02	20,593.85	21,211.66	21,848.02	22,503.46
	H	7.35	7.60	7.81	8.05	8.30	8.54	8.82	9.08	9.35	9.63	9.93	10.22	10.52	10.83
	O	11.025	11.400	11.715	12.075	12.450	12.810	13.230	13.620	14.025	14.445	14.895	15.330	15.780	16.245
GRADE 2A	Ex	15,860.09	16,335.90	16,825.97	17,330.74	17,850.67	18,386.17	18,937.76	19,505.91	20,091.10	20,693.80	21,314.63	21,954.08	22,612.71	23,291.07
	H	7.65	7.86	8.10	8.34	8.59	8.85	9.11	9.38	9.66	9.96	10.25	10.57	10.88	11.20
	O	11.475	11.790	12.150	12.510	12.885	13.275	13.665	14.070	14.490	14.940	15.375	15.855	16.320	16.800
GRADE 3 (6A0)	Ex	16,396.42	16,888.30	17,394.97	17,916.83	18,454.31	19,007.94	19,578.19	20,165.54	20,770.52	21,393.61	22,035.44	22,696.48	23,377.38	24,078.69
	H	7.89	8.12	8.37	8.63	8.88	9.15	9.41	9.70	10.00	10.28	10.61	10.93	11.25	11.56
	O	11.835	12.180	12.555	12.945	13.320	13.725	14.115	14.550	15.000	15.420	15.915	16.395	16.875	17.340
GRADE 3A (6AA)	Ex	16,970.29	17,479.40	18,003.80	18,543.91	19,100.24	19,673.21	20,263.42	20,871.32	21,497.48	22,142.40	22,806.67	23,490.87	24,195.58	24,921.44
	H	8.15	8.40	8.66	8.92	9.19	9.46	9.76	10.05	10.33	10.66	10.98	11.31	11.66	12.00
	O	12.225	12.600	12.990	13.380	13.785	14.190	14.640	15.075	15.495	15.990	16.470	16.965	17.490	18.000
GRADE 4 (6B0)	Ex	17,544.16	18,070.50	18,612.60	19,170.98	19,746.11	20,338.49	20,948.67	21,577.10	22,224.43	22,891.17	23,577.90	24,285.23	25,013.80	25,764.21
	H	8.45	8.72	8.96	9.24	9.50	9.80	10.09	10.37	10.70	11.04	11.35	11.71	12.05	12.40
	O	12.675	13.080	13.440	13.860	14.250	14.700	15.135	15.555	16.050	16.560	17.025	17.565	18.075	18.600
GRADE 4A (6BA)	Ex	18,158.23	18,702.95	19,264.06	19,841.99	20,437.25	21,050.36	21,681.86	22,332.30	23,002.30	23,692.35	24,403.10	25,135.21	25,889.28	26,665.98
	H	8.73	9.00	9.27	9.53	9.85	10.12	10.44	10.74	11.08	11.41	11.75	12.11	12.45	12.84
	O	13.095	13.500	13.905	14.295	14.775	15.180	15.660	16.110	16.620	17.115	17.625	18.165	18.675	19.260
GRADE 5 (6C0)	Ex	18,772.26	19,335.41	19,915.50	20,512.96	21,128.34	21,762.21	22,415.06	23,087.53	23,780.15	24,493.53	25,228.35	25,985.20	26,764.77	27,567.71
	H	9.04	9.30	9.57	9.88	10.16	10.48	10.78	11.11	11.44	11.78	12.14	12.49	12.88	13.25
	O	13.560	13.950	14.355	14.820	15.240	15.720	16.170	16.665	17.160	17.670	18.210	18.735	19.320	19.875
GRADE 5A (6CA)	Ex	19,429.29	20,012.16	20,612.52	21,230.92	21,867.83	22,523.87	23,199.60	23,895.58	24,612.45	25,350.82	26,111.36	26,894.67	27,701.52	28,532.58
	H	9.34	9.64	9.94	10.23	10.54	10.86	11.18	11.50	11.86	12.23	12.58	12.96	13.35	13.75
	O	14.010	14.460	14.910	15.345	15.810	16.290	16.770	17.250	17.790	18.345	18.870	19.440	20.025	20.625
GRADE 6 (6D0)	Ex	20,086.31	20,688.90	21,309.57	21,948.86	22,607.32	23,285.55	23,984.14	24,703.66	25,444.75	26,208.11	26,994.34	27,804.18	28,638.28	29,497.43
	H	9.67	9.98	10.26	10.58	10.89	11.21	11.53	11.89	12.26	12.61	12.99	13.40	13.78	14.19
	O	14.505	14.970	15.390	15.870	16.335	16.815	17.295	17.835	18.390	18.915	19.485	20.100	20.670	21.285
GRADE 6A (6DA)	Ex	20,789.35	21,413.03	22,055.41	22,717.07	23,398.60	24,100.54	24,823.57	25,568.27	26,335.30	27,125.38	27,939.16	28,777.31	29,640.63	30,529.87
	H	10.00	10.29	10.62	10.94	11.27	11.60	11.95	12.31	12.68	13.05	13.46	13.84	14.26	14.71
	O	15.000	15.435	15.930	16.410	16.905	17.400	17.925	18.465	19.020	19.575	20.190	20.760	21.390	22.065
GRADE 7 (6E0)	Ex	21,492.37	22,137.14	22,801.26	23,485.30	24,189.84	24,915.19	25,663.01	26,432.88	27,225.88	28,042.66	28,883.94	29,750.46	30,642.96	31,562.27
	H	10.32	10.65	10.98	11.31	11.65	12.00	12.35	12.72	13.09	13.51	13.91	14.33	14.76	15.19
	O	15.480	15.975	16.470	16.965	17.475	18.000	18.525	19.080	19.635	20.265	20.865	21.495	22.140	22.785

CITY OF MANCHESTER, NEW HAMPSHIRE PAY SCHEDULE - (FY2014) - 1%

GRADE		2014 STEP 1	2014 STEP 2	2014 STEP 3	2014 STEP 4	2014 STEP 5	2014 STEP 6	2014 STEP 7	2014 STEP 8	2014 STEP 9	2014 STEP 10	2014 STEP 11	2014 STEP 12	2014 STEP 13	2014 STEP AL1
GRADE 7A	Ex	22,244.60	22,911.95	23,599.30	24,307.27	25,036.49	25,787.56	26,561.23	27,358.04	28,178.79	29,024.15	29,894.88	30,791.75	31,715.48	32,666.95
(6EA)	H	10.69	11.04	11.35	11.71	12.06	12.41	12.80	13.17	13.56	13.98	14.39	14.82	15.25	15.71
	O	16.035	16.560	17.025	17.565	18.090	18.615	19.200	19.755	20.340	20.970	21.585	22.230	22.875	23.565
GRADE 8	Ex	22,996.84	23,686.73	24,397.35	25,129.26	25,883.15	26,659.64	27,459.42	28,283.21	29,131.70	30,005.66	30,905.80	31,833.02	32,787.97	33,771.62
(6F0)	H	11.07	11.40	11.74	12.10	12.44	12.83	13.21	13.60	14.02	14.44	14.88	15.30	15.79	16.25
	O	16.605	17.100	17.610	18.150	18.660	19.245	19.815	20.400	21.030	21.660	22.320	22.950	23.685	24.375
GRADE 8A	Ex	23,801.70	24,515.78	25,251.24	26,008.78	26,789.05	27,592.73	28,420.49	29,273.12	30,151.31	31,055.84	31,987.53	32,947.15	33,935.59	34,953.64
(6FA)	H	11.43	11.77	12.14	12.49	12.89	13.26	13.67	14.08	14.50	14.94	15.38	15.86	16.32	16.84
	O	17.145	17.655	18.210	18.735	19.335	19.890	20.505	21.120	21.750	22.410	23.070	23.790	24.480	25.260
GRADE 9	Ex	24,606.62	25,344.83	26,105.17	26,888.31	27,694.97	28,525.79	29,381.57	30,263.02	31,170.92	32,106.05	33,069.22	34,061.31	35,083.14	36,135.63
(6G0)	H	11.83	12.22	12.57	12.95	13.34	13.74	14.15	14.58	15.03	15.49	15.95	16.42	16.92	17.41
	O	17.745	18.330	18.855	19.425	20.010	20.610	21.225	21.870	22.545	23.235	23.925	24.630	25.380	26.115
GRADE 9A	Ex	25,467.86	26,231.87	27,018.84	27,829.39	28,664.28	29,524.20	30,409.96	31,322.24	32,261.89	33,229.76	34,226.64	35,253.46	36,311.07	37,400.35
(6GA)	H	12.26	12.61	12.99	13.40	13.78	14.19	14.65	15.08	15.54	15.99	16.47	16.98	17.46	18.00
	O	18.390	18.915	19.485	20.100	20.670	21.285	21.975	22.620	23.310	23.985	24.705	25.470	26.190	27.000
GRADE 10	Ex	26,329.06	27,118.96	27,932.50	28,770.51	29,633.59	30,522.63	31,438.29	32,381.46	33,352.90	34,363.46	35,384.08	36,445.61	37,538.95	38,665.12
(6H0)	H	12.66	13.02	13.43	13.82	14.23	14.69	15.13	15.59	16.04	16.51	17.02	17.50	18.06	18.59
	O	18.990	19.530	20.145	20.730	21.345	22.035	22.695	23.385	24.060	24.765	25.530	26.250	27.090	27.885
GRADE 10A	Ex	27,250.59	28,068.11	28,910.15	29,777.47	30,670.78	31,590.90	32,538.62	33,514.81	34,520.24	35,555.84	36,622.53	37,721.19	38,852.82	40,018.39
(6HA)	H	13.09	13.52	13.92	14.34	14.77	15.20	15.66	16.11	16.59	17.09	17.62	18.15	18.69	19.24
	O	19.635	20.280	20.880	21.510	22.155	22.800	23.490	24.165	24.885	25.635	26.430	27.225	28.035	28.860
GRADE 11	Ex	28,172.10	29,017.26	29,887.79	30,784.42	31,707.96	32,659.20	33,638.99	34,648.13	35,687.56	36,758.19	37,860.96	38,996.81	40,166.68	41,371.70
(6I0)	H	13.56	13.96	14.38	14.81	15.24	15.71	16.19	16.67	17.15	17.69	18.21	18.76	19.33	19.90
	O	20.340	20.940	21.570	22.215	22.860	23.565	24.285	25.005	25.725	26.535	27.315	28.140	28.995	29.850
GRADE 11A	Ex	29,158.11	30,032.89	30,933.85	31,861.87	32,817.74	33,802.26	34,816.34	35,860.82	36,936.62	38,044.76	39,186.08	40,361.67	41,572.51	42,819.69
(6IA)	H	14.03	14.45	14.89	15.32	15.81	16.27	16.78	17.28	17.80	18.32	18.87	19.44	20.02	20.62
	O	21.045	21.675	22.335	22.980	23.715	24.405	25.170	25.920	26.700	27.480	28.305	29.160	30.030	30.930
GRADE 12	Ex	30,144.16	31,048.45	31,979.91	32,939.31	33,927.52	34,945.33	35,993.69	37,073.48	38,185.71	39,331.30	40,511.21	41,726.55	42,978.36	44,267.69
(6J0)	H	14.49	14.93	15.37	15.85	16.31	16.82	17.32	17.85	18.37	18.92	19.48	20.06	20.68	21.31
	O	21.735	22.395	23.055	23.775	24.465	25.230	25.980	26.775	27.555	28.380	29.220	30.090	31.020	31.965
GRADE 12A	Ex	31,199.19	32,135.21	33,099.26	34,092.20	35,114.94	3,848.42	37,253.46	38,371.06	39,522.19	40,707.88	41,929.14	43,186.98	44,482.61	45,817.06
(6JA)	H	15.00	15.45	15.92	16.40	16.90	17.39	17.92	18.47	19.02	19.58	20.19	20.78	21.40	22.04
	O	22.500	23.175	23.880	24.600	25.350	26.085	26.880	27.705	28.530	29.370	30.285	31.170	32.100	33.060
GRADE 13	Ex	32,254.23	33,221.89	34,218.54	35,245.07	36,302.43	37,391.51	38,513.25	39,668.64	40,858.69	42,084.48	43,347.04	44,647.40	45,986.87	47,366.44
(6K0)	H	15.53	15.98	16.45	16.97	17.45	17.99	18.53	19.10	19.64	20.26	20.85	21.49	22.12	22.80
	O	23.295	23.970	24.675	25.455	26.175	26.985	27.795	28.650	29.460	30.390	31.275	32.235	33.180	34.200
GRADE 13A	Ex	33,383.15	34,384.63	35,416.20	36,478.66	37,573.02	38,700.22	39,861.21	41,057.06	42,288.76	43,557.43	44,864.14	46,210.11	47,596.37	49,024.28
(6KA)	H	16.04	16.52	17.04	17.53	18.08	18.61	19.18	19.75	20.34	20.96	21.58	22.22	22.90	23.60
	O	24.060	24.780	25.560	26.295	27.120	27.915	28.770	29.625	30.510	31.440	32.370	33.330	34.350	35.400

CITY OF MANCHESTER, NEW HAMPSHIR ' SCHEDULE - (FY2014) - 1%

GRADE		2014 STEP 1	2014 STEP 2	2014 STEP 3	2014 STEP 4	2014 STEP 5	2014 STEP 6	2014 STEP 7	2014 STEP 8	2014 STEP 9	2014 STEP 10	2014 STEP 11	2014 STEP 12	2014 STEP 13	2014 STEP AL1
GRADE 14	Ex	34,512.06	35,547.42	36,613.83	37,712.24	38,843.60	40,008.91	41,209.19	42,445.48	43,718.83	45,030.40	46,381.27	47,772.74	49,205.93	50,682.10
(6L0)	H	16.57	17.09	17.62	18.14	18.66	19.23	19.83	20.40	21.03	21.65	22.32	22.99	23.68	24.38
	O	24.855	25.635	26.430	27.210	27.990	28.845	29.745	30.600	31.545	32.475	33.480	34.485	35.520	36.570
GRADE 14A	Ex	35,719.97	36,791.56	37,895.31	39,032.16	40,203.14	41,409.20	42,651.51	43,931.07	45,248.99	46,606.46	48,004.64	49,444.78	50,928.10	52,455.99
(6LA)	H	17.15	17.70	18.22	18.77	19.34	19.92	20.51	21.12	21.76	22.42	23.09	23.78	24.48	25.22
	O	25.725	26.550	27.330	28.155	29.010	29.880	30.765	31.680	32.640	33.630	34.635	35.670	36.720	37.830
GRADE 15	Ex	36,927.88	38,035.73	39,176.80	40,352.11	41,562.66	42,809.55	44,093.83	45,416.66	46,779.15	48,182.52	49,627.99	51,116.83	52,650.32	54,229.85
(6M0)	H	17.76	18.28	18.83	19.42	20.00	20.60	21.22	21.84	22.50	23.18	23.87	24.57	25.32	26.09
	O	26.640	27.420	28.245	29.130	30.000	30.900	31.830	32.760	33.750	34.770	35.805	36.855	37.980	39.135
GRADE 15A	Ex	38,220.36	39,366.97	40,547.97	41,764.43	43,017.35	44,307.87	45,637.12	47,006.24	48,416.42	49,868.90	51,364.97	52,905.92	54,493.09	56,127.89
(6MA)	H	18.39	18.93	19.50	20.10	20.72	21.34	21.97	22.62	23.28	23.99	24.72	25.45	26.22	27.01
	O	27.585	28.395	29.250	30.150	31.080	32.010	32.955	33.930	34.920	35.985	37.080	38.175	39.330	40.515
GRADE 16	Ex	39,512.85	40,698.22	41,919.17	43,176.72	44,472.05	45,806.20	47,180.39	48,595.81	50,053.67	51,555.30	53,101.95	54,695.00	56,335.85	58,025.91
(6N0)	H	19.01	19.57	20.19	20.78	21.40	22.04	22.69	23.36	24.09	24.82	25.55	26.32	27.11	27.90
	O	28.515	29.355	30.285	31.170	32.100	33.060	34.035	35.040	36.135	37.230	38.325	39.480	40.665	41.850
GRADE 16A	Ex	40,895.79	42,122.66	43,386.34	44,687.96	46,028.56	47,409.42	48,831.72	50,296.65	51,805.57	53,359.72	54,960.52	56,609.32	58,307.60	60,056.82
(6NA)	H	19.64	20.26	20.85	21.49	22.14	22.82	23.52	24.21	24.94	25.66	26.46	27.26	28.08	28.92
	O	29.460	30.390	31.275	32.235	33.210	34.230	35.280	36.315	37.410	38.490	39.690	40.890	42.120	43.380
GRADE 17	Ex	42,278.74	43,547.11	44,853.51	46,199.12	47,585.09	49,012.65	50,483.01	51,997.53	53,557.43	55,164.15	56,819.07	58,523.65	60,279.36	62,087.74
(6O0)	H	20.33	20.95	21.57	22.21	22.89	23.59	24.29	25.01	25.77	26.54	27.32	28.14	28.98	29.86
	O	30.495	31.425	32.355	33.315	34.335	35.385	36.435	37.515	38.655	39.810	40.980	42.210	43.470	44.790
GRADE 17A	Ex	43,758.51	45,071.24	46,423.39	47,816.09	49,250.55	50,728.08	52,249.93	53,817.42	55,431.95	57,094.92	58,807.74	60,571.97	62,389.13	64,260.82
(6OA)	H	21.04	21.66	22.33	23.00	23.69	24.39	25.12	25.89	26.64	27.44	28.30	29.13	30.00	30.93
	O	31.560	32.490	33.495	34.500	35.535	36.585	37.680	38.835	39.960	41.160	42.450	43.695	45.000	46.395
GRADE 18	Ex	45,238.24	46,595.39	47,993.25	49,433.06	50,916.05	52,443.53	54,016.84	55,637.34	57,306.46	59,025.64	60,796.41	62,620.31	64,498.90	66,433.88
(6P0)	H	21.75	22.41	23.07	23.76	24.47	25.21	25.99	26.75	27.57	28.42	29.27	30.15	31.04	31.98
	O	32.625	33.615	34.605	35.640	36.705	37.815	38.985	40.125	41.355	42.630	43.905	45.225	46.560	47.970
GRADE 18A	Ex	46,821.59	48,226.22	49,673.02	51,163.23	52,698.09	54,279.06	55,907.41	57,584.65	59,312.20	61,091.54	62,924.30	64,812.02	66,756.38	68,759.08
(6PA)	H	22.51	23.19	23.88	24.59	25.34	26.11	26.89	27.70	28.52	29.37	30.25	31.14	32.12	33.07
	O	33.765	34.785	35.820	36.885	38.010	39.165	40.335	41.550	42.780	44.055	45.375	46.710	48.180	49.605
GRADE 19	Ex	48,404.93	49,857.08	51,352.78	52,893.37	54,480.17	56,114.59	57,798.02	59,531.96	61,317.92	63,157.43	65,052.17	67,003.74	69,013.85	71,084.25
(6Q0)	H	23.27	23.97	24.70	25.43	26.19	27.00	27.81	28.62	29.50	30.37	31.31	32.23	33.20	34.21
	O	34.905	35.955	37.050	38.145	39.285	40.500	41.715	42.930	44.250	45.555	46.965	48.345	49.800	51.315
GRADE 19A	Ex	50,099.09	51,602.07	53,150.12	54,744.63	56,386.98	58,078.60	59,820.92	61,615.59	63,464.04	65,367.95	67,328.99	69,348.87	71,429.33	73,572.20
(6QA)	H	24.11	24.85	25.57	26.34	27.14	27.93	28.76	29.64	30.54	31.46	32.38	33.36	34.37	35.41
	O	36.165	37.275	38.355	39.510	40.710	41.895	43.140	44.460	45.810	47.190	48.570	50.040	51.555	53.115
GRADE 20	Ex	51,793.26	53,347.03	54,947.45	56,595.91	58,293.78	60,042.59	61,843.88	63,699.20	65,610.16	67,578.46	69,605.82	71,693.98	73,844.82	76,060.17
(6R0)	H	24.91	25.63	26.42	27.24	28.06	28.90	29.75	30.66	31.56	32.52	33.49	34.48	35.53	36.60
	O	37.365	38.445	39.630	40.860	42.090	43.350	44.625	45.990	47.340	48.780	50.235	51.720	53.295	54.900

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GRADE		2014 STEP 1	2014 STEP 2	2014 STEP 3	2014 STEP 4	2014 STEP 5	2014 STEP 6	2014 STEP 7	2014 STEP 8	2014 STEP 9	2014 STEP 10	2014 STEP 11	2014 STEP 12	2014 STEP 13	2014 STEP AL1
GRADE 20A	Ex	53,606.03	55,214.21	56,870.65	58,576.77	60,334.07	62,144.09	64,008.39	65,928.64	67,906.51	69,943.69	72,042.03	74,203.29	76,429.36	78,722.26
(6RA)	H	25.80	26.57	27.35	28.17	29.01	29.89	30.79	31.72	32.68	33.64	34.65	35.69	36.76	37.86
	O	38.700	39.855	41.025	42.255	43.515	44.835	46.185	47.580	49.020	50.460	51.975	53.535	55.140	56.790
GRADE 21	Ex	55,418.78	57,081.34	58,793.80	60,557.62	62,374.33	64,245.58	66,172.93	68,158.11	70,202.86	72,308.95	74,478.24	76,712.56	79,013.97	81,384.37
(6S0)	H	26.63	27.44	28.29	29.12	29.99	30.92	31.84	32.78	33.78	34.77	35.80	36.89	38.01	39.15
	O	39.945	41.160	42.435	43.680	44.985	46.380	47.760	49.170	50.670	52.155	53.700	55.335	57.015	58.725
GRADE 21A	Ex	57,358.45	59,079.21	60,851.59	62,677.13	64,557.44	66,494.17	68,488.97	70,543.67	72,659.97	74,839.78	77,084.96	79,397.52	81,779.42	84,232.82
(6SA)	H	27.59	28.44	29.29	30.17	31.06	32.01	32.97	33.95	34.98	36.03	37.10	38.21	39.36	40.54
	O	41.385	42.660	43.935	45.255	46.590	48.015	49.455	50.925	52.470	54.045	55.650	57.315	59.040	60.810
GRADE 22	Ex	59,298.11	61,077.03	62,909.34	64,796.65	66,740.54	68,742.78	70,805.04	72,929.19	75,117.06	77,370.58	79,691.69	82,082.46	84,544.91	87,081.25
(6T0)	H	28.51	29.36	30.24	31.13	32.11	33.06	34.03	35.08	36.12	37.23	38.33	39.48	40.67	41.88
	O	42.765	44.040	45.360	46.695	48.165	49.590	51.045	52.620	54.180	55.845	57.495	59.220	61.005	62.820
GRADE 22A	Ex	61,373.54	63,214.75	65,111.21	67,064.51	69,076.47	71,148.76	73,283.24	75,481.69	77,746.17	80,078.55	82,480.92	84,955.36	87,504.00	90,129.14
(6TA)	H	29.52	30.39	31.33	32.25	33.22	34.25	35.23	36.31	37.38	38.51	39.65	40.84	42.09	43.34
	O	44.280	45.585	46.995	48.375	49.830	51.375	52.845	54.465	56.070	57.765	59.475	61.260	63.135	65.010
GRADE 23	Ex	63,448.97	65,352.44	67,313.04	69,332.39	71,412.40	73,554.73	75,761.39	78,034.25	80,375.26	82,786.53	85,270.12	87,828.22	90,463.06	93,176.95
(6U0)	H	30.48	31.44	32.36	33.34	34.35	35.38	36.44	37.51	38.65	39.80	41.00	42.22	43.51	44.79
	O	45.720	47.160	48.540	50.010	51.525	53.070	54.660	56.265	57.975	59.700	61.500	63.330	65.265	67.185
GRADE 23A	Ex	65,869.68	67,639.79	69,668.97	71,759.04	73,911.81	76,129.18	78,413.04	80,765.43	83,188.41	85,684.05	88,254.57	90,902.20	93,629.26	96,438.15
(6UA)	H	31.56	32.52	33.49	34.49	35.55	36.61	37.71	38.84	40.01	41.19	42.43	43.71	45.03	46.38
	O	47.340	48.780	50.235	51.735	53.325	54.915	56.565	58.260	60.015	61.785	63.645	65.565	67.545	69.570
GRADE 24	Ex	67,890.40	69,927.11	72,024.95	74,185.69	76,411.25	78,703.59	81,064.67	83,496.63	86,001.54	88,581.60	91,239.02	93,976.19	96,795.49	99,699.35
(6V0)	H	32.64	33.61	34.63	35.66	36.74	37.84	38.98	40.16	41.36	42.58	43.86	45.21	46.55	47.95
	O	48.960	50.415	51.945	53.490	55.110	56.760	58.470	60.240	62.040	63.870	65.790	67.815	69.825	71.925
GRADE 24A	Ex	70,266.58	72,374.58	74,545.81	76,782.18	79,085.65	81,458.21	83,901.96	86,419.00	89,011.58	91,681.92	94,432.37	97,265.37	100,183.32	103,188.82
(6VA)	H	33.79	34.79	35.82	36.91	38.03	39.17	40.33	41.54	42.80	44.09	45.41	46.76	48.16	49.61
	O	50.685	52.185	53.730	55.365	57.045	58.755	60.495	62.310	64.200	66.135	68.115	70.140	72.240	74.415
GRADE 25	Ex	72,642.74	74,822.01	77,066.67	79,378.67	81,760.04	84,212.87	86,739.22	89,341.39	92,021.67	94,782.29	97,625.76	100,554.54	103,571.18	106,678.30
(6W0)	H	34.93	35.98	37.04	38.17	39.31	40.49	41.72	42.97	44.25	45.57	46.94	48.34	49.79	51.30
	O	52.395	53.970	55.560	57.255	58.965	60.735	62.580	64.455	66.375	68.355	70.410	72.510	74.685	76.950
GRADE 25A	Ex	75,185.24	77,440.80	79,763.98	82,156.94	84,621.65	87,160.27	89,775.10	92,468.35	95,242.42	98,099.68	101,042.68	104,073.95	107,196.17	110,412.04
(6WA)	H	36.15	37.25	38.36	39.50	40.69	41.92	43.18	44.47	45.81	47.18	48.60	50.06	51.54	53.10
	O	54.225	55.875	57.540	59.250	61.035	62.880	64.770	66.705	68.715	70.770	72.900	75.090	77.310	79.650
GRADE 26	Ex	77,727.72	80,059.56	82,461.35	84,935.17	87,483.22	90,107.75	92,810.97	95,595.31	98,463.15	101,417.06	104,459.55	107,593.36	110,821.13	114,145.78
(6X0)	H	37.38	38.51	39.65	40.84	42.08	43.33	44.63	45.96	47.35	48.77	50.22	51.73	53.29	54.87
	O	56.070	57.765	59.475	61.260	63.120	64.995	66.945	68.940	71.025	73.155	75.330	77.595	79.935	82.305
GRADE 26A	Ex	80,448.21	82,861.65	85,347.50	87,907.93	90,545.15	93,312.00	96,059.35	98,941.14	101,909.37	104,966.64	108,115.64	111,359.09	114,699.90	118,140.89
(6XA)	H	38.68	39.85	41.05	42.28	43.55	44.83	46.20	47.59	49.01	50.49	51.98	53.56	55.17	56.81
	O	58.020	59.775	61.575	63.420	65.325	67.245	69.300	71.385	73.515	75.735	77.970	80.340	82.755	85.215

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GRADE		2014 STEP 1	2014 STEP 2	2014 STEP 3	2014 STEP 4	2014 STEP 5	2014 STEP 6	2014 STEP 7	2014 STEP 8	2014 STEP 9	2014 STEP 10	2014 STEP 11	2014 STEP 12	2014 STEP 13	2014 STEP AL1
GRADE 27 (6Y0)	Ex	83,168.66	85,663.72	88,233.64	90,880.64	93,607.06	96,415.28	99,307.73	102,286.98	105,355.56	108,516.23	111,771.74	115,124.87	118,578.65	122,135.98
	H	40.00	41.18	42.42	43.70	45.02	46.37	47.73	49.18	50.65	52.19	53.74	55.36	57.02	58.74
	O	60.000	61.770	63.630	65.550	67.530	69.555	71.595	73.770	75.975	78.285	80.610	83.040	85.530	88.110
GRADE 27A (6YA)	Ex	86,079.56	88,661.94	91,321.82	94,061.47	96,883.31	99,789.81	102,783.49	105,867.00	109,043.03	112,314.31	115,683.72	119,154.25	122,728.87	126,410.76
	H	41.40	42.61	43.89	45.24	46.59	47.99	49.41	50.91	52.44	53.98	55.62	57.29	59.01	60.77
	O	62.100	63.915	65.835	67.860	69.885	71.985	74.115	76.365	78.660	80.970	83.430	85.935	88.515	91.155
GRADE 28 (6Z0)	Ex	88,990.47	91,660.19	94,409.97	97,242.32	100,159.57	103,164.37	106,259.27	109,447.05	112,730.46	116,112.38	119,595.75	123,183.63	126,879.15	130,685.50
	H	42.78	44.07	45.39	46.75	48.15	49.59	51.09	52.62	54.21	55.85	57.53	59.26	61.02	62.86
	O	64.170	66.105	68.085	70.125	72.225	74.385	76.635	78.930	81.315	83.775	86.295	88.890	91.530	94.290
GRADE 28A (6ZA)	Ex	92,105.14	94,868.28	97,714.33	100,645.79	103,665.15	106,775.11	109,978.35	113,277.71	116,676.04	120,176.32	123,781.58	127,495.08	131,319.92	135,259.50
	H	44.28	45.63	46.99	48.39	49.84	51.35	52.88	54.47	56.09	57.77	59.51	61.29	63.14	65.03
	O	66.420	68.445	70.485	72.585	74.760	77.025	79.320	81.705	84.135	86.655	89.265	91.935	94.710	97.545
GRADE 29 (600)	Ex	95,219.79	98,076.40	101,018.70	104,049.26	107,170.73	110,385.84	113,697.44	117,108.34	120,621.59	124,240.25	127,967.47	131,806.47	135,760.68	139,833.50
	H	45.80	47.17	48.58	50.05	51.53	53.09	54.69	56.33	58.03	59.76	61.56	63.38	65.30	67.25
	O	68.700	70.755	72.870	75.075	77.295	79.635	82.035	84.495	87.045	89.640	92.340	95.070	97.950	100.875
GRADE 29A (60A)	Ex	98,552.49	101,509.06	104,554.35	107,690.99	110,921.70	114,249.36	117,676.85	121,207.14	124,843.35	128,588.67	132,446.31	136,419.71	140,512.31	144,727.68
	H	47.38	48.81	50.27	51.78	53.35	54.94	56.60	58.30	60.04	61.83	63.70	65.60	67.57	69.59
	O	71.070	73.215	75.405	77.670	80.025	82.410	84.900	87.450	90.060	92.745	95.550	98.400	101.355	104.385
GRADE 30 (610)	Ex	101,885.16	104,941.75	108,089.99	111,332.71	114,672.66	118,112.85	121,656.24	125,305.93	129,065.10	132,937.08	136,925.17	141,032.93	145,263.90	149,621.85
	H	48.96	50.45	51.95	53.54	55.14	56.79	58.48	60.27	62.05	63.94	65.85	67.81	69.86	71.95
	O	73.440	75.675	77.925	80.310	82.710	85.185	87.720	90.405	93.075	95.910	98.775	101.715	104.790	107.925
GRADE 30A (61A)	Ex	105,451.16	108,614.71	111,873.14	115,229.35	118,686.24	122,246.81	125,914.21	129,691.64	133,582.40	137,589.86	141,717.55	145,969.08	150,348.15	154,858.59
	H	50.70	52.24	53.81	55.42	57.10	58.80	60.56	62.39	64.24	66.18	68.16	70.20	72.32	74.47
	O	76.050	78.360	80.715	83.130	85.650	88.200	90.840	93.585	96.360	99.270	102.240	105.300	108.480	111.705
GRADE 31 (620)	Ex	109,017.16	112,287.68	115,656.31	119,126.00	122,699.77	126,380.77	130,172.19	134,077.35	138,099.68	142,242.66	146,509.93	150,905.11	155,432.40	160,095.36
	H	52.43	53.97	55.60	57.27	58.98	60.75	62.57	64.46	66.39	68.40	70.47	72.57	74.73	76.98
	O	78.645	80.955	83.400	85.905	88.470	91.125	93.855	96.690	99.585	102.600	105.705	108.855	112.095	115.470
GRADE 31A (62A)	Ex	112,832.76	116,217.73	119,704.26	123,295.40	126,994.25	130,804.08	134,728.19	138,770.05	142,933.15	147,221.17	151,637.77	156,186.92	160,872.54	165,698.71
	H	54.25	55.88	57.56	59.30	61.06	62.90	64.79	66.71	68.73	70.78	72.92	75.10	77.37	79.68
	O	81.375	83.820	86.340	88.950	91.590	94.350	97.185	100.065	103.095	106.170	109.380	112.650	116.055	119.520
GRADE 32 (630)	Ex	116,648.37	120,147.80	123,752.23	127,464.81	131,288.74	135,227.42	139,284.22	143,462.75	147,766.64	152,199.65	156,765.61	161,468.59	166,312.65	171,302.05
	H	56.07	57.75	59.50	61.28	63.13	65.02	66.97	68.98	71.05	73.17	75.38	77.65	79.98	82.39
	O	84.105	86.625	89.250	91.920	94.695	97.530	100.455	103.470	106.575	109.755	113.070	116.475	119.940	123.585
GRADE 32A (63A)	Ex	120,731.03	124,352.98	128,083.58	131,926.08	135,883.87	139,960.38	144,159.20	148,483.96	152,938.47	157,526.62	162,252.42	167,119.99	172,133.60	177,297.62
	H	58.05	59.80	61.61	63.44	65.34	67.31	69.34	71.39	73.54	75.74	78.02	80.36	82.77	85.27
	O	87.075	89.700	92.415	95.160	98.010	100.965	104.010	107.085	110.310	113.610	117.030	120.540	124.155	127.905
GRADE 33 (640)	Ex	124,813.72	128,558.16	132,414.90	136,387.33	140,478.96	144,693.32	149,034.13	153,505.13	158,110.30	162,853.59	167,739.25	172,771.38	177,954.56	183,293.18
	H	60.00	61.80	63.68	65.58	67.55	69.57	71.67	73.81	76.02	78.30	80.66	83.09	85.57	88.13
	O	90.000	92.700	95.520	98.370	101.325	104.355	107.505	110.715	114.030	117.450	120.990	124.635	128.355	132.195

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GRADE		2014 STEP 1	2014 STEP 2	2014 STEP 3	2014 STEP 4	2014 STEP 5	2014 STEP 6	2014 STEP 7	2014 STEP 8	2014 STEP 9	2014 STEP 10	2014 STEP 11	2014 STEP 12	2014 STEP 13	2014 STEP AL1
GRADE 33A	Ex	129,182.21	133,057.69	137,049.43	141,160.90	145,395.73	149,757.59	154,250.30	158,877.80	163,644.16	168,553.51	173,610.10	178,818.41	184,182.96	189,708.44
(64A)	H	62.09	63.98	65.89	67.87	69.91	72.00	74.16	76.38	78.68	81.03	83.48	86.00	88.56	91.20
	O	93.135	95.970	98.835	101.805	104.865	108.000	111.240	114.570	118.020	121.545	125.220	129.000	132.840	136.800
GRADE 34	Ex	133,550.67	137,557.24	141,683.94	145,934.46	150,312.48	154,821.88	159,466.51	164,250.51	169,178.02	174,253.37	179,480.98	184,865.38	190,411.38	196,123.71
(650)	H	64.20	66.13	68.13	70.15	72.28	74.44	76.68	78.97	81.35	83.78	86.29	88.90	91.57	94.31
	O	96.300	99.195	102.195	105.225	108.420	111.660	115.020	118.455	122.025	125.670	129.435	133.350	137.355	141.465
GRADE 34A	Ex	138,224.96	142,371.73	146,642.87	151,042.18	155,573.42	160,240.62	165,047.84	169,999.27	175,099.26	180,352.23	185,762.81	191,335.67	197,075.80	202,988.05
(65A)	H	66.47	68.44	70.52	72.62	74.79	77.04	79.36	81.73	84.18	86.70	89.30	92.01	94.75	97.59
	O	99.705	102.660	105.780	108.930	112.185	115.560	119.040	122.595	126.270	130.050	133.950	138.015	142.125	146.385
GRADE 35	Ex	142,899.23	147,186.21	151,601.81	156,149.87	160,834.36	165,659.40	170,629.17	175,748.04	181,020.48	186,451.10	192,044.66	197,805.93	203,740.17	209,852.35
(660)	H	68.71	70.77	72.90	75.08	77.35	79.66	82.04	84.51	87.03	89.66	92.35	95.11	97.98	100.92
	O	103.065	106.155	109.350	112.620	116.025	119.490	123.060	126.765	130.545	134.490	138.525	142.665	146.970	151.380
GRADE 35A	Ex	147,900.71	152,337.76	156,907.86	161,615.11	166,463.56	171,457.47	176,601.19	181,899.22	187,356.20	192,976.88	198,766.24	204,729.16	210,871.07	217,197.20
(66A)	H	71.11	73.25	75.44	77.70	80.02	82.44	84.91	87.47	90.09	92.78	95.57	98.43	101.38	104.41
	O	106.665	109.875	113.160	116.550	120.030	123.660	127.365	131.205	135.135	139.170	143.355	147.645	152.070	156.615
GRADE 36	Ex	152,902.19	157,489.27	162,213.95	167,080.34	172,092.77	177,255.56	182,573.23	188,050.41	193,691.93	199,502.67	205,487.78	211,652.39	218,002.00	224,542.04
(670)	H	73.52	75.71	77.99	80.33	82.74	85.23	87.79	90.42	93.15	95.94	98.82	101.78	104.82	107.96
	O	110.280	113.565	116.985	120.495	124.110	127.845	131.685	135.630	139.725	143.910	148.230	152.670	157.230	161.940
GRADE 36A	Ex	158,253.75	163,001.41	167,891.43	172,928.16	178,116.03	183,459.49	188,963.27	194,632.16	200,471.12	206,485.26	212,679.84	219,060.22	225,632.05	232,401.00
(67A)	H	76.10	78.38	80.73	83.16	85.65	88.21	90.87	93.57	96.37	99.26	102.23	105.31	108.47	111.75
	O	114.150	117.570	121.095	124.740	128.475	132.315	136.305	140.355	144.555	148.890	153.345	157.965	162.705	167.625

GRADE		2014 STEP AL2	2014 STEP AL3	2014 STEP AL4	2014 STEP AL5	2014 STEP AL6	2014 STEP AL7
GRADE 1	Ex	21,662.21	22,316.94	22,981.44	23,670.89	24,381.00	25,112.43
	H	10.52	10.83	11.16	11.49	11.84	12.19
	O	15.780	16.245	16.740	17.235	17.760	18.285
GRADE 1A	Ex	22,420.38	23,098.04	23,785.78	24,499.36	25,234.37	25,991.38
	H	10.78	11.10	11.44	11.78	12.14	12.49
	O	16.170	16.650	17.160	17.670	18.210	18.735
GRADE 2	Ex	23,178.56	23,879.14	24,590.14	25,327.85	26,087.68	26,870.29
	H	11.16	11.50	11.83	12.20	12.55	12.93
	O	16.740	17.250	17.745	18.300	18.825	19.395
GRADE 2A	Ex	23,989.81	24,714.91	25,450.78	26,214.30	27,000.77	27,810.77
	H	11.52	11.88	12.26	12.61	12.99	13.40
	O	17.280	17.820	18.390	18.915	19.485	20.100
GRADE 3	Ex	24,801.08	25,550.68	26,311.44	27,100.78	27,913.77	28,751.23
(6A0)	H	11.92	12.29	12.66	13.02	13.43	13.82
	O	17.880	18.435	18.990	19.530	20.145	20.730
GRADE 3A	Ex	25,669.09	26,444.93	27,232.35	28,049.33	28,890.80	29,757.52
(6AA)	H	12.35	12.72	13.09	13.51	13.91	14.33
	O	18.525	19.080	19.635	20.265	20.865	21.495
GRADE 4	Ex	26,537.12	27,339.21	28,153.25	28,997.84	29,867.78	30,763.81
(6B0)	H	12.78	13.16	13.55	13.95	14.37	14.80
	O	19.170	19.740	20.325	20.925	21.555	22.200
GRADE 4A	Ex	27,465.95	28,296.11	29,138.59	30,012.77	30,913.16	31,840.54
(6BA)	H	13.21	13.60	14.02	14.44	14.88	15.30
	O	19.815	20.400	21.030	21.660	22.320	22.950
GRADE 5	Ex	28,394.73	29,252.94	30,123.97	31,027.67	31,958.52	32,917.26
(6C0)	H	13.66	14.07	14.48	14.92	15.36	15.84
	O	20.490	21.105	21.720	22.380	23.040	23.760
GRADE 5A	Ex	29,388.55	30,276.80	31,178.32	32,113.67	33,077.06	34,069.37
(6CA)	H	14.16	14.60	15.04	15.50	15.96	16.43
	O	21.240	21.900	22.560	23.250	23.940	24.645
GRADE 6	Ex	30,382.37	31,300.67	32,232.66	33,199.64	34,195.61	35,221.50
(6D0)	H	14.65	15.08	15.54	15.99	16.47	16.98
	O	21.975	22.620	23.310	23.985	24.705	25.470
GRADE 6A	Ex	31,445.75	32,396.20	33,360.79	34,361.60	35,392.47	36,454.24
(6DA)	H	15.14	15.60	16.05	16.53	17.04	17.53
	O	22.710	23.400	24.075	24.795	25.560	26.295
GRADE 7	Ex	32,509.13	33,491.71	34,488.94	35,523.60	36,589.30	37,687.00
(6E0)	H	15.64	16.10	16.58	17.08	17.60	18.12
	O	23.460	24.150	24.870	25.620	26.400	27.180

GRADE		2014 STEP AL2	2014 STEP AL3	2014 STEP AL4	2014 STEP AL5	2014 STEP AL6	2014 STEP AL7
GRADE 7A	Ex	33,646.94	34,663.92	35,696.08	36,766.92	37,869.93	39,006.06
(6EA)	H	16.19	16.67	17.15	17.69	18.21	18.76
	O	24.285	25.005	25.725	26.535	27.315	28.140
GRADE 8	Ex	34,784.77	35,836.14	36,903.17	38,010.26	39,150.56	40,325.09
(6F0)	H	16.74	17.25	17.76	18.27	18.82	19.40
	O	25.110	25.875	26.640	27.405	28.230	29.100
GRADE 8A	Ex	36,002.24	37,090.41	38,194.78	39,340.61	40,520.84	41,736.44
(6FA)	H	17.33	17.86	18.39	18.93	19.49	20.09
	O	25.995	26.790	27.585	28.395	29.235	30.135
GRADE 9	Ex	37,219.71	38,344.67	39,486.40	40,670.98	41,891.11	43,147.84
(6G0)	H	17.95	18.49	19.06	19.60	20.21	20.80
	O	26.925	27.735	28.590	29.400	30.315	31.200
GRADE 9A	Ex	38,522.41	39,686.76	40,868.42	42,094.47	43,357.27	44,658.02
(6GA)	H	18.54	19.11	19.65	20.27	20.86	21.50
	O	27.810	28.665	29.475	30.405	31.290	32.250
GRADE 10	Ex	39,825.11	41,028.83	42,250.43	43,517.94	44,823.46	46,168.18
(6H0)	H	19.16	19.72	20.32	20.93	21.55	22.20
	O	28.740	29.580	30.480	31.395	32.325	33.300
GRADE 10A	Ex	41,218.95	42,464.79	43,729.19	45,041.07	46,392.29	47,784.08
(6HA)	H	19.83	20.40	21.03	21.65	22.32	22.99
	O	29.745	30.600	31.545	32.475	33.480	34.485
GRADE 11	Ex	42,612.84	43,900.80	45,207.96	46,564.19	47,961.13	49,399.95
(6I0)	H	20.48	21.11	21.75	22.41	23.07	23.76
	O	30.720	31.665	32.625	33.615	34.605	35.640
GRADE 11A	Ex	44,104.28	45,437.31	46,790.23	48,193.94	49,639.77	51,128.97
(6IA)	H	21.24	21.89	22.52	23.20	23.90	24.61
	O	31.860	32.835	33.780	34.800	35.850	36.915
GRADE 12	Ex	45,595.73	46,973.86	48,372.53	49,823.67	51,318.40	52,857.96
(6J0)	H	21.95	22.59	23.26	23.96	24.69	25.42
	O	32.925	33.885	34.890	35.940	37.035	38.130
GRADE 12A	Ex	47,191.57	48,617.94	50,065.53	51,567.51	53,114.55	54,707.98
(6JA)	H	22.69	23.37	24.10	24.84	25.56	26.33
	O	34.035	35.055	36.150	37.260	38.340	39.495
GRADE 13	Ex	48,787.44	50,251.05	51,758.59	53,311.32	54,910.68	56,558.01
(6K0)	H	23.50	24.19	24.92	25.64	26.42	27.24
	O	35.250	36.285	37.380	38.460	39.630	40.860
GRADE 13A	Ex	50,495.00	52,021.22	53,570.14	55,177.24	56,832.56	58,537.55
(6KA)	H	24.31	25.03	25.79	26.56	27.34	28.16
	O	36.465	37.545	38.685	39.840	41.010	42.240

GRADE		2014 STEP AL2	2014 STEP AL3	2014 STEP AL4	2014 STEP AL5	2014 STEP AL6	2014 STEP AL7
GRADE 14	Ex	52,202.56	53,780.38	55,381.70	57,043.15	58,754.45	60,517.07
(6L0)	H	25.12	25.89	26.64	27.44	28.27	29.11
	O	37.680	38.835	39.960	41.160	42.405	43.665
GRADE 14A	Ex	54,029.66	55,662.71	57,320.07	59,039.64	60,810.87	62,635.18
(6LA)	H	26.00	26.77	27.58	28.43	29.28	30.16
	O	39.000	40.155	41.370	42.645	43.920	45.240
GRADE 15	Ex	55,856.72	57,544.99	59,258.41	61,036.17	62,867.26	64,753.27
(6M0)	H	26.88	27.69	28.51	29.36	30.24	31.13
	O	40.320	41.535	42.765	44.040	45.360	46.695
GRADE 15A	Ex	57,811.71	59,559.08	61,332.45	63,172.44	65,067.59	67,019.64
(6MA)	H	27.82	28.63	29.51	30.38	31.31	32.23
	O	41.730	42.945	44.265	45.570	46.965	48.345
GRADE 16	Ex	59,766.71	61,559.71	63,406.49	65,308.70	67,267.97	69,286.00
(6N0)	H	28.73	29.61	30.49	31.42	32.34	33.32
	O	43.095	44.415	45.735	47.130	48.510	49.980
GRADE 16A	Ex	61,858.53	63,728.20	65,625.73	67,594.49	69,622.34	71,711.00
(6NA)	H	29.78	30.68	31.58	32.55	33.52	34.51
	O	44.670	46.020	47.370	48.825	50.280	51.765
GRADE 17	Ex	63,950.37	65,883.26	67,844.95	69,880.30	71,976.71	74,136.02
(6O0)	H	30.75	31.69	32.64	33.61	34.62	35.65
	O	46.125	47.535	48.960	50.415	51.930	53.475
GRADE 17A	Ex	66,188.63	68,189.18	70,219.52	72,326.12	74,495.88	76,730.76
(6OA)	H	31.85	32.79	33.79	34.79	35.82	36.90
	O	47.775	49.185	50.685	52.185	53.730	55.350
GRADE 18	Ex	68,426.88	70,495.09	72,594.13	74,771.94	77,015.09	79,325.51
(6P0)	H	32.95	33.93	34.96	36.01	37.08	38.19
	O	49.425	50.895	52.440	54.015	55.620	57.285
GRADE 18A	Ex	70,821.85	72,962.43	75,134.88	77,388.95	79,710.59	82,101.90
(6PA)	H	34.04	35.09	36.13	37.23	38.33	39.48
	O	51.060	52.635	54.195	55.845	57.495	59.220
GRADE 19	Ex	73,216.80	75,429.79	77,675.72	80,005.94	82,406.14	84,878.32
(6Q0)	H	35.21	36.28	37.37	38.50	39.64	40.83
	O	52.815	54.420	56.055	57.750	59.460	61.245
GRADE 19A	Ex	75,779.37	78,069.81	80,394.33	82,806.18	85,290.36	87,849.08
(6QA)	H	36.46	37.54	38.67	39.83	41.04	42.27
	O	54.690	56.310	58.005	59.745	61.560	63.405
GRADE 20	Ex	78,341.96	80,692.23	83,112.99	85,606.40	88,174.57	90,819.82
(6R0)	H	37.70	38.82	40.00	41.18	42.42	43.70
	O	56.550	58.230	60.000	61.770	63.630	65.550

GRADE		2014 STEP AL2	2014 STEP AL3	2014 STEP AL4	2014 STEP AL5	2014 STEP AL6	2014 STEP AL7
GRADE 20A	Ex	81,083.92	83,534.68	86,021.93	88,602.60	91,260.68	93,998.50
(6RA)	H	39.02	40.19	41.39	42.60	43.88	45.22
	O	58.530	60.285	62.085	63.900	65.820	67.830
GRADE 21	Ex	83,825.89	86,359.53	88,930.90	91,598.81	94,346.77	97,177.18
(6S0)	H	40.31	41.52	42.78	44.07	45.39	46.74
	O	60.465	62.280	64.170	66.105	68.085	70.110
GRADE 21A	Ex	86,759.79	89,382.10	92,043.49	94,804.79	97,648.93	100,578.39
(6SA)	H	41.75	43.00	44.28	45.61	46.98	48.38
	O	62.625	64.500	66.420	68.415	70.470	72.570
GRADE 22	Ex	89,693.72	92,404.72	95,156.05	98,010.73	100,951.05	103,979.58
(6T0)	H	43.16	44.45	45.79	47.14	48.55	50.02
	O	64.740	66.675	68.685	70.710	72.825	75.030
GRADE 22A	Ex	92,833.00	95,638.88	98,486.51	101,441.11	104,484.36	107,618.85
(6TA)	H	44.64	45.97	47.36	48.78	50.24	51.74
	O	66.960	68.955	71.040	73.170	75.360	77.610
GRADE 23	Ex	95,972.26	98,873.03	101,816.97	104,871.50	108,017.63	111,258.16
(6U0)	H	46.15	47.54	48.94	50.43	51.92	53.52
	O	69.225	71.310	73.410	75.645	77.880	80.280
GRADE 23A	Ex	99,331.31	102,333.60	105,380.59	108,541.97	111,798.23	115,152.20
(6UA)	H	47.76	49.20	50.67	52.21	53.76	55.38
	O	71.640	73.800	76.005	78.315	80.640	83.070
GRADE 24	Ex	102,690.33	105,794.16	108,944.18	112,212.49	115,578.88	119,046.23
(6V0)	H	49.38	50.88	52.40	53.95	55.56	57.24
	O	74.070	76.320	78.600	80.925	83.340	85.860
GRADE 24A	Ex	106,284.50	109,496.95	112,757.21	116,139.94	119,624.14	123,212.88
(6VA)	H	51.10	52.63	54.23	55.86	57.54	59.27
	O	76.650	78.945	81.345	83.790	86.310	88.905
GRADE 25	Ex	109,878.64	113,199.73	116,570.28	120,067.38	123,669.40	127,379.48
(6W0)	H	52.83	54.42	56.04	57.72	59.47	61.25
	O	79.245	81.630	84.060	86.580	89.205	91.875
GRADE 25A	Ex	113,724.40	117,161.73	120,650.21	124,269.73	127,997.84	131,837.75
(6WA)	H	54.70	56.34	58.04	59.77	61.58	63.39
	O	82.050	84.510	87.060	89.655	92.370	95.085
GRADE 26	Ex	117,570.14	121,123.70	124,730.17	128,472.07	132,326.23	136,296.02
(6X0)	H	56.53	58.23	59.97	61.77	63.64	65.53
	O	84.795	87.345	89.955	92.655	95.460	98.295
GRADE 26A	Ex	121,685.10	125,363.04	129,095.75	132,968.61	136,957.65	141,066.41
(6XA)	H	58.50	60.29	62.08	63.96	65.87	67.83
	O	87.750	90.435	93.120	95.940	98.805	101.745

GRADE		2014 STEP AL2	2014 STEP AL3	2014 STEP AL4	2014 STEP AL5	2014 STEP AL6	2014 STEP AL7
GRADE 27	Ex	125,800.07	129,602.37	133,461.31	137,465.13	141,589.09	145,836.76
(6Y0)	H	60.51	62.34	64.18	66.11	68.09	70.13
	O	90.765	93.510	96.270	99.165	102.135	105.195
GRADE 27A	Ex	130,203.06	134,138.45	138,132.43	142,276.41	146,544.70	150,941.05
(6YA)	H	62.59	64.48	66.43	68.41	70.49	72.59
	O	93.885	96.720	99.645	102.615	105.735	108.885
GRADE 28	Ex	134,606.07	138,674.54	142,803.58	147,087.67	151,500.32	156,045.34
(6Z0)	H	64.74	66.67	68.69	70.74	72.86	75.05
	O	97.110	100.005	103.035	106.110	109.290	112.575
GRADE 28A	Ex	139,317.29	143,528.16	147,801.70	152,235.77	156,802.83	161,506.92
(6ZA)	H	66.98	68.99	71.07	73.19	75.40	77.66
	O	100.470	103.485	106.605	109.785	113.100	116.490
GRADE 29	Ex	144,028.49	148,381.77	152,799.86	157,383.84	162,105.33	166,968.49
(600)	H	69.27	71.34	73.49	75.69	77.97	80.31
	O	103.905	107.010	110.235	113.535	116.955	120.465
GRADE 29A	Ex	149,069.48	153,575.10	158,147.83	162,892.25	167,779.02	172,812.39
(60A)	H	71.70	73.85	76.05	78.34	80.69	83.13
	O	107.550	110.775	114.075	117.510	121.035	124.695
GRADE 30	Ex	154,110.50	158,768.48	163,495.82	168,400.69	173,452.69	178,656.30
(610)	H	74.11	76.33	78.64	80.99	83.41	85.90
	O	111.165	114.495	117.960	121.485	125.115	128.850
GRADE 30A	Ex	159,504.35	164,325.37	169,218.17	174,294.72	179,523.56	184,909.26
(61A)	H	76.71	79.01	81.38	83.80	86.30	88.91
	O	115.065	118.515	122.070	125.700	129.450	133.365
GRADE 31	Ex	164,898.23	169,882.28	174,940.53	180,188.74	185,594.40	191,162.25
(620)	H	79.27	81.66	84.13	86.65	89.24	91.93
	O	118.905	122.490	126.195	129.975	133.860	137.895
GRADE 31A	Ex	170,669.67	175,828.15	181,063.46	186,495.36	192,090.21	197,852.92
(62A)	H	82.06	84.53	87.04	89.69	92.36	95.12
	O	123.090	126.795	130.560	134.535	138.540	142.680
GRADE 32	Ex	176,441.09	181,774.03	187,186.37	192,801.96	198,586.03	204,543.60
(630)	H	84.85	87.39	89.99	92.71	95.51	98.36
	O	127.275	131.085	134.985	139.065	143.265	147.540
GRADE 32A	Ex	182,616.52	188,136.10	193,737.89	199,550.01	205,536.54	211,702.63
(63A)	H	87.83	90.45	93.18	95.97	98.84	101.80
	O	131.745	135.675	139.770	143.955	148.260	152.700
GRADE 33	Ex	188,791.97	194,498.21	200,289.41	206,298.08	212,487.02	218,861.64
(640)	H	90.77	93.50	96.30	99.20	102.17	105.25
	O	136.155	140.250	144.450	148.800	153.255	157.875

GRADE		2014 STEP AL2	2014 STEP AL3	2014 STEP AL4	2014 STEP AL5	2014 STEP AL6	2014 STEP AL7
GRADE 33A	Ex	195,399.69	201,305.64	207,299.52	213,518.51	219,924.07	226,521.79
(64A)	H	93.94	96.78	99.68	102.66	105.74	108.93
	O	140.910	145.170	149.520	153.990	158.610	163.395
GRADE 34	Ex	202,007.43	208,113.11	214,309.69	220,738.95	227,361.12	234,181.95
(650)	H	97.14	100.06	103.05	106.14	109.33	112.60
	O	145.710	150.090	154.575	159.210	163.995	168.900
GRADE 34A	Ex	209,077.69	215,397.04	221,810.50	228,464.82	235,318.76	242,378.34
(65A)	H	100.53	103.55	106.64	109.84	113.15	116.53
	O	150.795	155.325	159.960	164.760	169.725	174.795
GRADE 35	Ex	216,147.92	222,681.00	229,311.35	236,190.69	243,276.39	250,574.70
(660)	H	103.95	107.07	110.26	113.57	116.99	120.49
	O	155.925	160.605	165.390	170.355	175.485	180.735
GRADE 35A	Ex	223,713.11	230,474.84	237,337.24	244,457.35	251,791.07	259,344.79
(66A)	H	107.55	110.79	114.12	117.55	121.07	124.69
	O	161.325	166.185	171.180	176.325	181.605	187.035
GRADE 36	Ex	231,278.28	238,268.68	245,363.13	252,724.04	260,305.73	268,114.92
(670)	H	111.21	114.55	117.97	121.50	125.18	128.94
	O	166.815	171.825	176.955	182.250	187.770	193.410
GRADE 36A	Ex	239,373.03	246,608.08	253,950.84	261,569.36	269,416.44	277,498.92
(67A)	H	115.08	118.53	122.09	125.76	129.52	133.42
	O	172.620	177.795	183.135	188.640	194.280	200.130