

**COLLECTIVE BARGAINING
AGREEMENT**

between the

State of New Hampshire

and the

**New Hampshire
Troopers Association**

2011-2013

State of New Hampshire and New Hampshire Troopers Association

PREAMBLE

COLLECTIVE BARGAINING AGREEMENT

This Agreement is made and entered into between the NH Trooper's Association, hereinafter referred to as the "Association, and the Division of State Police, State of New Hampshire referred to as the "Employer," collectively referred to hereinafter as the "Parties." It is the intent and purpose of the Parties to this Agreement to promote and improve the efficient administration of the Division of State Police, State of New Hampshire, and the well being of the classified employees within the meaning of New Hampshire Revised Statutes Annotated 273-A, to establish a basic understanding relative to personnel policy, practices, and procedures and matters affecting conditions of employment with respect to which the Employer is empowered to negotiate, and to provide a means of amicable discussions and adjustment of matters of mutual interest. In consideration of the mutual covenants herein set forth, the parties hereto intending to be bound hereby agree as follows:

ARTICLE I

RECOGNITION AND UNIT DESCRIPTION

- 1.1.** The Employer recognizes the Association, which shall serve as exclusive Representative of all classified employees in the bargaining unit. The Association recognizes the responsibility of representing the interest of all employees in the unit without discrimination for the purpose as set forth in this Agreement.
- 1.2.** The Employer shall not enter into any agreements, regarding employment relations matters with any other organization or individual purporting to represent any group of employees in the bargaining unit, and shall not furnish any facilities or engage in any type of conduct, which would imply recognition of any group other than the Association as a representative of the employees in the unit.
- 1.3.** Reference to the "Association" as exclusive representative of the employees means the state organization of New Hampshire Trooper's Association. The Employer shall have no obligation to bargain with and shall not bargain or enter into agreements with any committee, chapter or district organization of the Association in matters covered by this Agreement, unless such persons or bodies are specifically designated by the Association as authorized representatives for such purpose. Further references to the Association in the Agreement means the New Hampshire Trooper's Association.
- 1.4.** Nothing in this section shall prevent the Employer from discussing matters of mutual concern with the employees of the Department.

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- 1.5. The provision of this Agreement shall be applied equally to all employees in the bargaining unit in accordance with state and federal law.

ARTICLE II

MANAGEMENT PREROGATIVES

- 2.1. The Employer retains all rights to manage, direct and control its operations, subject to the provisions of law, personnel regulations and the provisions of this Agreement, to the extent that they are applicable. These rights shall include but not be limited.
 - 2.1.1. Directing and supervising employees.
 - 2.1.2. Appointing, promoting, transferring, assigning, demoting, suspending, and discharging employees.
 - 2.1.3. Laying off unnecessary employees due to lack of work, for budgetary reasons or for other like considerations.
 - 2.1.4. Maintaining the efficiency of governmental operations.
 - 2.1.5. Determining the means, methods and personnel by which such operations are to be conducted.
 - 2.1.6. Taking whatever actions may be necessary to carry out the mission of the department in situations of emergency, the determination of such situations to be the prerogative of the Employer.
- 2.2. For purposes of this section "emergency" is defined as any conditions or situation out of the ordinary, which requires immediate action to avoid danger to life, property, or to prevent losses affecting the Employer, the employee or the general public.

ARTICLE III

ASSOCIATION RIGHTS

- 3.1. The Employer shall furnish reasonable space on bulletin boards for the use of the Association. The Association shall use this board for posting of notices pertaining to recreational and social activities, Association elections, reports of the Association, or its committees, Association meeting notices, legislative enactments, decisions of the Public Employee Labor Relations Board (PELRB), and judicial decisions affecting public employee labor relations. The Association shall not post any materials, which are obscene, defamatory, or impair the operation of the Employer or which constitute partisan, political campaign material. Where the

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Employer finds material posted on the bulletin board to be objectionable as violative of the Agreement, it will consult with the Association or any representative. If such consultation doesn't resolve the Employer's objections, the Association shall promptly remove the material in question from the bulletin board. The matter will then be immediately referred to the grievance procedure for resolution.

- 3.2.** The Employer shall furnish the Association with the names and business addresses of all permanent unit employees at least quarterly upon the request of the Association. The listing of permanent unit employees shall include the name, business address, labor grade and step, and shall indicate which employees are new unit employees.
 - 3.2.1.** The Employer agrees to provide to the Association a tape, disk or other format for the administration of dues deductions.
- 3.3.** The internal business of the Association shall be conducted by the employees during their non-duty hours.
 - 3.3.1.** The New Hampshire Troopers Association shall be allowed to utilize the Department of Safety Courier Services during its' normal routine schedule, the State Police E-mail system, and the State Police facsimile machines for Association-related business. Distribution and receipt of information is the responsibility of the Association. The Division reserves the right to refuse to deliver or transmit information which is deems inappropriate.
- 3.4.** Association committee or chapters shall be allowed the use of facilities of the Employer for meetings providing that written approval of the Employer is secured subject to the following conditions.
 - 3.4.1.** Such Employer Facilities are available and their use for such meetings would not conflict with the Employer's business.
 - 3.4.2.** Such approval shall be subject to such other reasonable conditions as may be imposed by the Employer.
 - 3.4.3.** Such approval, if given, will be limited to members of the committee, bargaining unit employees, Association staff members, and guest.
 - 3.4.4.** Nothing in this provision shall be construed as a limitation of the rights of the Association, its chapters or committees to utilize the Employer's facilities that are otherwise available for the public use.
- 3.5.** Representatives of the Association shall be allowed to visit work areas of employees during working hours and confer on conditions of employment to the extent that such visitations do not disrupt the work activities of the area being

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visited, Prior to entering the work area, the representative shall receive permission from the appropriate designees stating the reason(s) for the visitations.

- 3.6.** The Association president or his/her designee shall be allowed a total of three hundred and sixty (360) hours off per year without loss of time, pay or vacation for the purpose of conducting business of the Association or attending meetings, conventions or conferences related to the business of the Association. Meetings called by the Employer or legislative appearances authorized pursuant to Article 21,13. shall not be subtracted from the three hundred and sixty (360) hours.
- 3.7.** In addition to the leave provided for in 3.6., the Employer agrees to authorize four (4) days off, without loss of time or pay, for the Steward(s) to attend an Association training program. New Stewards of the contract shall receive three (3) days off. The Association shall notify the Employer not less than twenty (20) days in advance of such proposed training programs.
- 3.8.** The Employer may grant union administrative leave to employees at the request of the Association in addition to the leave provided for in 3.6. and 3.7. Such requests shall be made to the Bureau of Employee Relations for approval.
- 3.9.** The Association shall be allowed the use of a single payroll deduction for any group program(s) in addition to a dues deduction.
- 3.10.** Employer orientation programs and/or orientation handbooks shall inform new employees that the Employer is a bargaining unit represented by the State Trooper's Association. The Employer agrees to distribute informational packets provided by the Association to new employees.

ARTICLE IV

CONSULTATION AND LABOR MANAGEMENT COMMITTEE

- 4.1.** The Parties recognize their mutual obligation to meet and confer regarding problems arising out of the employment relationship.
- 4.2.** It is agreed and understood that policies and procedures related to terms or conditions of employment are appropriate matters for consultation between the Parties, providing however, that neither Party waives or relinquishes their right to negotiate mandatory subjects of collective bargaining providing, however, that the Parties may mutually agree to discuss any subject matter not otherwise included in 4.2.
- 4.3.** Consultation shall be requested by either Party in writing, stating the reason for the meeting and the agenda or topic of consultation. Consultation requests by the Association shall be made by the Director of the New Hampshire State Police by either the President or Vice President of the Association. The Director of the

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Division of State Police shall make consultation request by the Employer to the Association.

- 4.3.1.** A mutually agreeable meeting date shall be established providing that such date shall be within fifteen (15) work days of receipt of the written notice. The time limit may be extended by agreement.
- 4.3.2.** The Association shall be represented by not more than five (5) employees. The Association will state the names of the employees, if any, who are to attend the meeting. Representatives of the Employer shall meet with the Association representatives.
- 4.4.** The Parties agree to establish a Labor Management Committee consisting of not more than four (4) representatives of the Employer and not more than four (4) representatives of the Association.
 - 4.4.1.** The Committee shall meet as frequently as may be necessary to carry out its purpose and responsibilities as set forth in this Agreement.
- 4.5.** The purpose of the Committee shall be to ensure the application, clarification and administration of this Agreement.

ARTICLE V

DUES CHECK-OFF

- 5.1.** The Association shall be entitled to have payroll deductions for membership dues from its members.
 - 5.1.1.** Any full-time employee who is not a member of the Association shall be required to pay a fee to the Association as a condition of employment. The fee shall not exceed an amount that represents a prorated share of the actual cost of representing bargaining unit members.
- 5.2.** The Association shall be entitled to have payroll deductions for membership dues from any new member who indicates in writing that he/she wishes such deductions to be made.
- 5.3.** When Association members vote for a change in Association dues which necessitates a modification of payroll deductions and the Association wishes to implement such modification, it shall furnish a certificate evidencing the authorizing vote to the Comptroller of the State of New Hampshire, together with a written request for the modification in payroll deductions. The certificate shall be signed and sworn to by the Secretary of the Association with Corporate Seal.
- 5.4.** To the extent that action is necessary by the Employer to implement the dues

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deductions, the Employer shall make reasonable effort to insure that the payroll deductions are put into effect as soon as practicable.

- 5.5.** Those employees who are members of the Association on the effective date of the Agreement shall be notified in writing by the Association that they must retain their membership throughout the period (term) of the Agreement, except that each member shall have the opportunity to withdraw for a fifteen-day period beginning on August 15, 2011. Each individual notice of withdrawal of membership shall be in writing and postmarked no later than August 30, 2011.
- 5.6.** Membership application documents for employees who join the Association after the effective date of the Agreement shall contain a conspicuous notation that their commitment is effective for not less than the term of the Agreement.

ARTICLE VI

BASIC WORK PERIOD

- 6.1.** The basic work period for bargaining unit employees, with due allowance for authorized holidays and leaves of absence with pay, shall be one hundred sixty (160) hours in a twenty eight (28) consecutive day period. The Employer shall retain the schedule(s) existing on the effective date of this agreement.
- 6.2.** All hours worked beyond one hundred sixty (160) hours during any work period as defined in section 7.1. shall be compensated at one and one half (1 1/2) times the regular hourly rate. With the exception of training that a member requests and volunteers for, and special unit training (SWAT, K-9, EOD, TAR, Motorcycle Unit, Drill Team and DRE) all training shall be portal to portal. If the training is out-of-state, then travel time shall be considered hours worked.
- 6.3.** The Employer may alter scheduled days off and the Employer may relieve a bargaining unit employee of duty during the employee's regularly scheduled shift hours for reasons of safety or effectiveness.

ARTICLE VII

OVERTIME

- 7.1.** Employees shall be entitled to time and one-half of compensation for each hour of overtime worked.
- 7.2.** The following provision constitutes the understanding of the parties with respect to defining "time worked" for the purpose of determining the number of hours required for overtime compensation eligibility.

"Hours worked" shall include all hours actually worked and all hours on approved

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leave status including bona fide meal periods, bona fide rest periods and absences due to a compensable worker's compensation injury except any time worked for which specific compensation provisions have been established elsewhere in the Agreement.

- 7.3.** Employees called back to work without prior notice on the same day after once leaving work or before the next regular starting time, shall be guaranteed a minimum of not less than four (4) hours compensation.
- 7.4.** Employees called back to work pursuant to 7.3, shall have the hours worked computed from portal-to-portal, plus a twenty (20) minute allowance for preparation time.
- 7.5. Standby:** Any employee who is required by the Employer to be available for immediate return to duty, under conditions which do not allow the employee reasonable use of the time waiting to be called back to duty for his or her own purposes, shall be deemed to be in standby status. Time in standby status shall be considered time worked for regular compensation and overtime compensation purposes.
- 7.6.** Any employee who is not on duty and is required by the employer to appear in court or at an administrative hearing on behalf of the Employer shall be compensated for all hours worked at time and one half the regular rate and shall be granted a minimum of four (4) hours compensation. The employee shall be paid portal-to-portal. Employees scheduled to appear in a single court but at times separated by at least four (4) hours shall be entitled to the four (4) hour minimum for each scheduled time, provided that the two appearances do not involve the same case. If an employee is late for court and the case has already been disposed of by the time of his or her arrival, no compensation shall be paid. Witness fees paid to employees under these circumstances shall become the property of the Employer. Court/administrative hearings for employees who are not on duty shall be compensated with a four (4) hour minimum when the minimum does not cover duty hours.
- 7.6.1.** Any bargaining unit member who is canceled less than eight (8) hours in advance for an off-duty court appearance shall be paid a two (2) hour minimum.
- 7.7.** Overtime pay will be paid in the pay period immediately following the pay period during which the overtime was worked.
- 7.10. Compensatory Time:** For the period of this agreement an employee may receive compensatory time for other than court overtime in lieu of overtime pay upon mutual agreement between the appointing authority and the employee at a rate of not less than one and one-half hours for each overtime hour worked.

An employee may accrue not more than 80 hours of compensatory time to be paid

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out at the time of separation or retirement at the employee's rate of pay at that time. Any additional compensatory time must be used or paid out by the end of each fiscal year.

Whenever practicable, the appointing authority shall approve compensatory time off at a mutually agreeable time.

When an employee is paid for compensatory time, payment shall be at the employee's regular rate of pay at the time of payment. The parties agree that since the compensatory time was booked at the rate of one and one half, payment will be made for the compensatory time at straight time which is the equivalent dollar amount of time and one half.

At such time as the State's payroll accounting system is able to discriminate between court overtime and other overtime an employee may by mutual agreement receive compensatory time in lieu of overtime pay under the above provisions.

ARTICLE VIII

TRAFFIC CONTROL DUTY

- 8.1.** Employees may work approved construction/overtime details on off-duty hours in accordance with Division policy. Employees shall be compensated at one and one half (1 1/2) times the rate of pay for a Trooper II at maximum step and shall be guaranteed a minimum of four (4) hours compensation with compensation for time worked beyond four (4) hours to be paid in increments of one half (1/2) hour.
- 8.1.1.** If a bargaining unit employee is canceled for a construction/overtime detail with less than twelve (12) hours notice, the employee shall be paid the four (4) hour minimum, provided the person or entity ordering the detail can be billed by the State for the four (4) hours.

ARTICLE IX

HOLIDAYS

- 9.1.** If the calendar holiday falls on an employee's regularly scheduled day off, the employee shall receive pay for the day in an amount equal to the regular rate for eight (8) hours. If an Employee is required to work on a calendar holiday the Employee shall be paid eight (8) hours of compensation plus one and one-half (1 1/2) times the regular rate for all hours worked with a guaranteed minimum of eight (8) hours compensation for hours worked.
- 9.2.** The following days are holidays:

New Year's Day

Labor Day

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Martin Luther King, Jr./Civil Rights Day
 President's Day
 Fast Day
 Memorial Day
 Independence Day

Columbus Day
 Veteran's Day
 Thanksgiving Day
 Day after Thanksgiving
 Christmas

ARTICLE X

ANNUAL LEAVE

10.1. Employees will be entitled to annual leave with full pay based on the formula given below. Each employee's entitlement shall be computed at the end of each completed month of service. Annual leave shall be cumulative for not more than the prescribed days and shall not lapse.

Continuous Years Worked	Days Accrued per Month	Days Accrued Per Year	Maximum Accrual
0 thru 1	1	12	12*
2 thru 5	1 1/4	15	32
6 thru 10	1 1/2	18	38
11 thru 15	1 3/4	21	44
15 plus	2	24	50

1 ¼ days = 10 hours; 1 ½ days = 12 hours
 1 ¾ days = 14 hours; 2 days = 16 hours

* No payment for accrued but unused annual leave will be made upon separation from employment within the first twelve (12) months of employment

Employees in their first year of service accrue annual leave and may utilize any accrued annual leave as soon as it is accrued.

10.2. Should a conflict arise between two or more employees requesting the same period of time, the Employer shall, provided all other things are equal, use divisional longevity as the method of resolving the conflict.

10.3. Leave requests will be accepted by the Employer at reasonable times. The Employer agrees to provide copies of leave requests to the requesting employee. If the employee has not been notified by the 5th business day, the leave request shall be granted. Annual leave will be granted by the Employer at such times as, in the opinion of the Employer, will least interfere with the efficient operation of the Division. However, every reasonable effort will be made to accommodate the employee's request. To the extent possible, every employee will be afforded the opportunity to take two consecutive weeks of accumulated leave, at least once per

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calendar year. The Employer may direct employees to take at least one full calendar week of annual leave in a calendar year.

- 10.3.1.** Once an employee's annual leave has been approved, his/her leave shall not be canceled or modified for any reason, except with mutual agreement, or in the case of an emergency as defined by section 2.2. Employees whose annual leave has been cancelled in the case of an emergency shall have those hours worked compensated at one and one-half (1 ½) times the regular rate.
- 10.3.2.** Nothing contained in this section or under the terms of the application for leave shall be construed as preventing the employer from granting requested leave without a three-day notice; and further provided that an employee shall be granted leave on an emergency basis due to unforeseen circumstances. Verification of the emergency may be required by the Employer.
- 10.4.** Upon resignation, retirement, or dismissal of any employee, he/she shall receive a sum equal to the number of days of annual leave remaining to his/her credit, provided that any or all amounts may be applied to offset any amounts owed the state by the employee. In the event of death of an employee while in the bargaining unit, a sum equal to the number of days annual leave remaining shall be paid to his/her credit.
- 10.5.** Any employee who changes to another state agency without a break in service, shall at the time of said change have transferred all accumulated leave to his/her credit.
- 10.6.** All accumulated leave time earned by an employee shall be calculated and reported to each employee twice a year in January and July of each year, provided further that an employee may request at reasonable times an update of his/her annual leave accumulation status.
- 10.7.** Employees shall not be unreasonably denied time off without loss of pay or leave for the purpose of making blood donations.
- 10.8.** In the event that an employee is to be on annual leave for not less than two (2) calendar weeks, the employee, upon a request made at least two (2) weeks prior to his/her last work day, shall be afforded the opportunity to have his/her next regularly scheduled pay check forwarded in accordance with his/her wishes.
- 10.9.** Any employee who requests a leave of absence without pay shall not be required to utilize and exhaust his/her annual leave prior to being granted such leave of absence.

ARTICLE XI

SICK LEAVE

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11.1. Full-time employees in the bargaining unit will be entitled to accrue sick leave in accordance with the formula given below. The purpose of sick leave is to afford employees protection against lost income for absences due to illness or injury and, in particular long-term disability due to catastrophic illness or injury. Sick leave is not intended to supplement other leave provisions of this Agreement and is intended to be used only for the purpose set forth herein. Sick leave shall be computed at the end of each completed month of service. Sick leave shall be cumulative for not more than the prescribed days and shall not lapse.

Continuous Years Worked	Accrued/ Month	Years/Max.
0 thru 8	1 ¼ days	15/90
9 thru 15	1 ¼ days	15/105
16 plus	1 ¼ days	15/120

1 ¼ days = 10 hours

Employees in their first six (6) months of service accrue sick leave and may use accrued sick leave as soon as it accrued.

11.1.1. For purpose of utilization, sick leave shall be converted to hours.

11.1.2. Upon retirement under the provision of RSA 100-A:5 and RSA 100-A:6 only, or upon eligibility under RSA 100-A:5 but electing to receive a lump sum payment in lieu of an annuity, an employee shall receive payment in a sum equal to 50% of the number of sick leave days remaining to the employees credit. However, the total number of days eligible for payment shall not exceed sixty (60) days.

11.1.3. Upon retirement under RSA 100-A:5 or 6 or termination as a result of a reduction in force, an employee shall receive payment in a sum equal to 50% the number of sick leave days remaining to the employees credit. However, the number of days eligible for payment shall not exceed sixty (60) days.

11.1.4. Bonus leave days accrued by employees pursuant to the provisions of Article XI of previous collective bargaining agreements prior to July 1, 1997 shall not lapse and shall be administered in accordance with the provisions of Section 10.3. or paid for in accordance with the provisions of Section 10.4.

11.2. An employee may utilized his/her sick leave allowance for absences due to illness, injury, or exposure to contagious diseases endangering the health of other employees when requested by the attending physician, medical and dental appointments with prior approval, or death in the employee's immediate family and shall be deducted from his/her allowance on the basis of workdays and not calendar days. An employee may utilize up to fifteen (15) days of sick leave for the purpose

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of providing care to an ill or injured family member who is incapable of self-care or to accompany such person(s) to healthcare provider visits.

In addition to the fifteen (15) days authorized above, an employee may utilize up to twelve (12) weeks of sick leave per fiscal year for the purpose of providing care to an ill or injured family member who is incapable of self-care. This leave shall be counted as part of the employee's FMLA leave entitlement.

- 11.2.1.** An employee may utilize up to four (4) days sick leave for a death in the employee's immediate family.
- 11.2.2.** For the purpose of administering Articles 11.2 and 11.2.1, family shall be defined as: wife, husband, same sex domestic partner, children, the minor or dependent children of the same sex domestic partner, mother-in-law, father-in-law, parents, step- parents, step-children, step-brother, step-sister, foster children, grandparents, grandchildren, brothers, sisters, legal guardian, daughter-in-law, and son-in-law. This definition may be expanded to include other persons at the discretion of a requesting employee's supervisor on a case by case basis. If the supervisor agrees to expand the definition at the request of a subordinate employee, the number of days granted, up to five (5) days, shall also be at the discretion of the supervisor.
- 11.2.3.** Employees may utilize up to twelve weeks of non-intermittent sick leave for the birth of their baby or adoption of their child. The leave, if taken, shall be taken immediately following the birth or adoption and shall be counted as part of employees' Family Medical Leave Act entitlement.
- 11.2.4. Workers Compensation:** An employee who is absent due to a compensable work injury shall continue to have health and dental benefits paid, and shall not have seniority, longevity, increment, or leave accrual dates changed. Actual leave accrual will resume on the employee's return to work.
- 11.3.** To utilize his/her sick leave, the employee must file a written application with the Employer specifying the basis for the request. Employees shall be notified as to the approval or denial of their leave requests within a reasonable time. If denied, upon request, the Employer shall state the reason(s) for any denial.
- 11.4.** An employee may be required by the Employer to furnish the Employer with a certificate from the attending physician or other licensed health care practitioner when, for reasonable cause, the Employer believes that the employee's use of sick leave does not conform to the reasons and requirements for sick leave use set forth in this Agreement. Such certificate shall contain statement that in the practitioner's professional judgment sick leave is necessary. In addition, the Employer may, at state expense, have an independent physician examine one of his/her employees who, in the opinion of the Employer, may not be entitled to sick leave. The time related to such examination shall not be charged to the employee's leave.

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- 11.5.** Upon the resignation or dismissal of any employee the number of days of sick leave remaining to his/her credit shall lapse. In the event of death of any employee while in the state classified services, a sum equal to the number of days sick leave remaining shall be paid to his/her estate.
- 11.6.** Any employee who changes to another state agency, without a break in service, shall at the time of said change have transferred all accumulated leave to his/her credit.
- 11.7.** Whenever a former employee, who has been separated from the bargaining unit by a reduction in force formula, or for reasons without prejudice but for the convenience of the state, is reinstated within three years, the previously accumulated and unused balance of his/her sick leave allowance shall be revived and placed to his/her credit.
- 11.8.** All accumulated sick leave time earned by an employee shall be calculated and reported to each employee twice per year in January and July of each year, provided further that an employee might request at reasonable time an update of his/her sick leave accumulation status.
- 11.9.** The Sick Leave Bank provides full pay for a limited time to those employees who have exhausted their sick leave time and are suffering from a disabling injury or illness.

A governing board of the Sick Leave Bank will be comprised of the Director and two designees and two designees of the Association. One of the Director's designees shall be below the rank of lieutenant. The Director will cast a vote only in the event of a tie.

No employee shall be eligible to receive more than two years of consecutive Sick Leave Bank days. Evidence of disability must be provided by a licensed health care provider. An employee may be required to provide on-going certification of disability every 60 working days.

Employees may apply for assistance from the Bank only for their own disabling injury or sickness, including disability due to pregnancy or childbirth (as defined by F.M.L.A. guidelines) or immediately after the adoption of a child when they have fewer than 80 hours sick leave time available if injured or sick in the line of duty or when they have fewer than 80 hours of all leave (including sick leave, vacation, and bonus days) in all other cases.

To apply, the employee or his/her designee must submit the request in writing to the Director along with the evidence of disability.

The board will meet on an as needed basis within 10 working days of a request, but in no event fewer than twice per year or whenever the number of days in the bank

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drops below 100. The board may require all vested members to deposit an additional day(s) on an as needed basis, but in any case, no more than 4 days in any 12-month period. It will be left up to the discretion of the board to determine the minimum and maximum number of days per year to be deposited subject to the limits set forth above. New employees shall make their first deposit to the bank on September 1st in their second year of employment.

- 11.10.** In accordance with RSA 21-I:43-a employees may submit a letter directly to the Commissioner with a copy to the Director requesting the return of their annual and sick leave back due to a line of duty injury. The Commissioner shall respond within 60 calendar days.

BONUS LEAVE

- 11.11.** Employees shall receive bonus leave accrual based upon the number of sick leave hours used per fiscal year in accordance with the following formula:

Sick, FMLA or Sick Dependent leave used
Bonus Leave

24 hours or less	32 hours
40 hours or less	16 hours
48 hours or less	8 hours
More than 48 hours	0 hours

In addition to other bonus leave in the contract each member shall receive a non-recurring one-time award of 24 hours of additional bonus leave to be used at a mutually agreeable time.

Bonus leave earned under this provision shall be earned for completed fiscal years only. Proration of bonus leave will occur for any retirement or reduction in force. Bonus leave is accrued in addition to any other maximums provided in this Agreement and shall be administered in the same manner as other leave except as otherwise provided herein.

Employees may carry forward up to 64 hours of bonus leave to be paid out at the time of separation or retirement at the employee's rate of pay at that time. Any bonus leave in excess of 64 hours must be used within 365 days of the date on which it was accrued or it shall lapse. Any bonus time on the books at the inception of this agreement shall remain to the member's credit.

ARTICLE XII

ASSOCIATION REPRESENTATION

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12.1. The Employer agrees that the Association shall have eight (8) Stewards with the following placement:

- #1 Troop A, geographical area 1 Steward
- #2 Troop B, geographical area 1 Steward
- #3 Troop C, geographical area 1 Steward
- #4 Troop D, geographical area 1 Steward
- #5 Troop E, geographical area 1 Steward
- #6 Troop F, geographical area 1 Steward
- #7 Troop G, 1 Steward
- #8 Headquarters, 1 Steward

The Employer agrees that any time a new geographical area is created or revised that a new Steward shall be appointed by the Association for the new designated area.

12.2. The Employer agrees there shall be no discrimination against any Steward because of his or her duties as an Association official or member. The Association shall furnish the Employer a list of the Stewards representing the agency and keep the list current.

12.2.1. Representation of Employees: An employee shall be entitled to Association representation at an investigative interview or meeting if requested by the employee when that employee reasonably believes that the interview or meeting may result in disciplinary action against him/her. The Association representative's role at an investigative interview or meeting is to consult with the employee. The Employer is free to insist upon hearing the employee's own account of the matter(s) under investigation. The Parties agree that in all cases the principles of "Weingarten" and "Garrity" and other applicable case law shall be observed. "Disciplinary action" means action resulting in a written warning, the withholding of an annual increment, a suspension, a demotion or a dismissal, as stated in the Administrative Rules of the Division of Personnel

12.3. The Employer shall authorize a reasonable amount of time during the regular working hours without loss of the time or pay, to permit the Steward to carry out their responsibilities in accordance with the provisions of this Agreement. The Association agrees that it shall guard against the use of excessive time in handling such responsibilities. Each Steward, before leaving his/her assigned work area to transact appropriate Association business, shall first obtain the consent (which consent shall not be unreasonably withheld) of his/her immediate supervisor; upon entering a work area, other than their own, the Steward shall first advise the appropriate supervisor of his/her presence and specify the name(s) of the employee(s) to be contacted.

12.3.1. NHTA executive board members, to include the president, vice president, secretary and treasurer may attend one NHTA meeting per month whether on or off

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duty. All other internal business of the Association shall be conducted by the employees during their non-duty hours.

- 12.4.** Whenever an employee who is a Steward finds that he/she also is the "supervisor" in a grievance procedure, it is agreed that another authorized Steward shall function in that particular grievance.

ARTICLE XIII

SAFETY AND HEALTH PROTECTION

- 13.1.** It is mutually agreed that the prevention of accidents and injuries to state employees will result in greater efficiency of operations of state government. Toward this end, the employer shall make every reasonable effort to provide and maintain safe and healthy working conditions and the Association shall fully cooperate by encouraging employees to perform their assigned tasks in a safe manner.
- 13.2.** A Safety Committee composed of Association members representing management within the bargaining unit shall be established. The purpose of the committee shall be to develop programs of safety education, health protection and reasonable standards for compliance by both Employer and employee. Voluntary compliance will be sought initially to reduce injuries and lost workdays.
- 13.2.1.** The Safety Committee shall meet at the call of either the Employer or the Association, within ten (10) days.
- 13.3.** The Employer agrees to maintain first aid kits located in secure but readily accessible areas. All on-the-job injuries, regardless of seriousness, shall be reported to the Supervisor. The names and telephone numbers of emergency services, e.g., police, fire, licensed ambulance services and the poison control center at Mary Hitchcock Hospital shall be posted on official bulletin boards.
- 13.4.** Employees shall be allowed reasonable time off from their duties without loss of time or pay in order to participate in inoculations or diagnostic clinics, which are sponsored for public employees or authorized by the Division of Public Health. Such time off must be approved by the immediate supervisor and not be unreasonably denied.
- 13.5.** The Safety Committee shall ascertain the desirability and/or necessity of providing physical and ophthalmological examinations, immunization or other diagnostic screening of selected occupations.
- 13.6.** The Employer may authorize reasonable time off for safety committee members to attend safety and health seminars and training sessions.
- 13.7.** The Safety Committee shall investigate the feasibility of the establishment of

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employee assistance, comprehensive health and lifestyle programs and affect their implementation to the full extent found to be feasible.

- 13.8.** The Safety Committee shall establish guidelines that will insure the proper training for all employees who use unique or specialized equipment.
- 13.9.** The following areas shall be addressed for the purpose of establishing guidelines, implementing programs and/or providing equipment.

Protective clothing
Safety equipment
Fire prevention equipment
First aid kits and training
Self defense guidelines
Number of employees in selected situations
Work site hazards

Other areas of health and safety are subjects of concern for the Safety Committee.

- 13.10.** The Safety Committee shall have equal numbers from management and labor. The Association shall appoint labor representatives.
- 13.11.** The Employer shall provide within 30 days a written response to there commendations of the Safety Committee which indicates acceptance or rejection of the recommendations and the reasons therefore. An extension of 30 days is permitted upon written notification to the Safety Committee. Unresolved issues shall be grievable under Article XVI. Any grievance shall start with step III of the grievance procedure.

ARTICLE XIV

GRIEVANCE PROCEDURE

- 14.1.** The purpose of this Article is to provide a mutually acceptable procedure for adjusting grievances and disputes arising with respect to interpretation or application of any provision of this Agreement.
- 14.1.1.** It is intended that the procedure provided herein shall facilitate the resolution of any such disputes at the lowest possible level, and the Employer and the Association agree to work together towards this end. Nothing in this Article shall be interpreted as preventing or discouraging any employee from discussing any disputed matter in an informed and informal manner with the immediate supervisor or the Employer. Such discussion will not, however, interfere with the right to seek resolution of the dispute through the grievance procedure provided herein.
- 14.1.2.** The Steward, when requested by one or a number of employees whom he/she

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represents, may investigate the basis for any dispute arising under this Agreement and may, at any stage, assist the employee(s) in seeking resolution of such dispute through the grievance procedure provided herein. A representative of the Association may substitute in place of the Steward.

- 14.1.3.** Any employee having problems concerning the interpretation or application of any provision of this Agreement shall seek adjustment in the step order listed below. There shall not be less than two or more than five adjustment steps.
- 14.1.4. All time limits set herein may by mutual agreement between the grievant and the Employer be extended.
- 14.1.5.** Nothing in this Article shall be construed as an abrogation of the right of an employee to present a grievance without the intervention of the exclusive representative in accordance with RSA 273- A: 11(a).
- 14.1.6.** In any case the rights of the Association, as opposed to rights of members, are affected, the Association may file a grievance in its own name through any of its agents or officers.
- 14.1.7.** A grievance shall be filed within fifteen (15) work days of the time the grievant knew or should have known of the alleged violation.
- 14.1.8.** A grievance initiated by the Employer against the Association or its members shall be filed directly with the President of the Association and shall be considered a Step II appeal.
- 14.1.9.** A copy of all grievances, which have been reduced to writing, shall be forwarded to the Bureau of Employee Relations and to the offices of the Association.
- 14.1.10.** All grievances and their responses at all steps shall be submitted via e-mail. If e-mail is not available at the time the grievance or response is filed it may be delivered by other means as required by this Article.

14.2. STEP I - Employee and Immediate Supervisor.

- 14.2.1.** The employee and/or his/her Steward shall present to his/her supervisor all the facts pertaining to the dispute.
- 14.2.2.** The immediate supervisor shall resolve the dispute at once or notify the employee or his/her representative of the decision within five (5) working days from the date the problem was presented to him/her.

14.3. STEP II - Employee and Intermediate Supervisor.

- 14.3.1.** If subsequent to the immediate supervisor's decision, the employee and/or his/her

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Steward feels further review is justified, notification to that effect and a statement of all the facts pertaining to the problem, specifying the Article(s) and Sections(s) which have been allegedly violated shall be made in writing to the immediate supervisor, as well as the immediate supervisor, within ten (10) working days from the day the employee was informed of the immediate supervisor's decision.

14.3.2. The intermediate supervisor shall schedule a meeting with those concerned as soon as practicable after receipt of the written notification of appeal. Such meeting shall be scheduled within ten (10) working days.

14.3.3. The intermediate supervisor shall notify in writing the employee of his/her representative and his/her immediate supervisor of the decision reached within five (5) working days after the meeting.

14.4 STEP III - Employee and Director

14.4.1. If, subsequent to receipt of the intermediate supervisor's decision, the employee and his/her Steward feels that further review is justified, notification to that effect and statement of all the facts pertaining to the problem, specifying the Article(s) and Section(s) which have been allegedly violated, and shall be made in writing to the Director of the Division of State Police within ten (10) working days from the day the employee was informed of the decision reached.

14.4.2. The Director or his/her designated representative shall schedule a meeting with those concerned as soon as practicable after receipt of the written notification of appeal. Absent exigent circumstances, such meeting shall be scheduled within twenty (20) working days.

14.4.3. The Director or his/her designated representative shall notify in writing the employee or the Steward and the supervisors concerned of the decision reached and reasons therefore within fifteen (15) working days after the meeting.

14.5 STEP IV - Public Employees Labor Relations Board

14.5.1. If subsequent to the Director's decision the Association feels that further review is justified an unfair labor practice complaint may be submitted to the Public Employees Labor Relations Board. A copy of the complaint must be sent to the Employer at the same time. The decision of the Public Employees Labor Relations Board shall be final and binding.

14.6. Any resolution shall not be inconsistent with the terms of this Agreement.

14.6.1. Failure on the part of the supervisor or Director to comply with the time limit requirement of this Article shall elevate a grievance to the next step unless the Parties have agreed to extend the time limit requirement.

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ARTICLE XV

SEPARABILITY

15.1. In the event that any provision of this Agreement at any time after execution shall be declared to be invalid by any court of competent jurisdiction, or abrogated by law, such decision or law shall not invalidate the entire Agreement, it being the expressed intention of the parties hereto that all other provisions not thereby invalidated shall remain in full force and effect.

ARTICLE XVI

EMPLOYEE RECORDS

16.1. All employees shall be allowed access to their personnel files and records during normal working hours for inspection and/or copies of documents which will be provided by the Employer. Such inspection shall be made subject to prior arrangement with the Employer.

16.1.1. An employee shall be provided with a copy of letters of complaint by a third party and letters of commendation at the same time such letters are placed in the personnel file.

16.1.2. If requested, upon termination an employee will be advised of any recommendation for rehire which has been made a part of that employee's record.

16.2. Every employee shall be informed as to the existence and location of all personnel files. A personnel file shall be defined as any file kept by a supervisor or custodian of official records that relate directly in any way to an employee's status as an employee.

16.3. An employee who is not selected after applying for a posted position shall be informed in writing of his/her non-selection and, if requested, the reason therefore within a reasonable period of time.

16.4. All records pertaining to time worked, overtime, compensatory, sick leave and annual leave shall be maintained and be available for inspection at a designated area.

16.5. An employee who is the subject of an internal investigation, pursuant to division policy, shall be informed in writing when the investigation is complete and of the determination of the investigation. Internal investigations must be complete within ninety (90) days from the date the internal investigation began. The employer may request extensions every thirty (30) days from the Commissioner based on a showing of just cause as to why the investigation has not been completed. The Commissioner may grant or deny such extensions.

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- 16.6.** All employees shall be notified in writing of any changes in his/her job specifications and duties upon receipt of said changes from the Division of Personnel, and/or from directives from the Director or his/her designated representative.

ARTICLE XVII

NOTICES

- 17.1.** Whenever a written legal notice is required to be given by the State to the Association, such notice shall be given to the President and Vice President of the Association via e-mail. If e-mail is not available, notice shall be given to the state organization of the New Hampshire Troopers Association with offices in Concord, New Hampshire.
- 17.2.** Whenever written legal notice is required to be given by the Association to the Employer such notice shall be given to the Director of State Police via e-mail. If e-mail is not available notice shall be given in writing.

ARTICLE XVIII

WAIVER

- 18.1.** Waiver by either Party of the other's non-performance or violations of any term or condition of this Agreement shall not constitute a waiver of any other nonperformance or violation of any other term or conditions of this Agreement, or of the same nonperformance or violation in the future.

ARTICLE XIX

WAGES AND BENEFITS

- 19.1.** Employees shall be provided all the rights and benefits to which they are entitled by law and this Agreement.
- 19.2.** The parties agree to implement an eight step by thirty-five grade salary schedule effective December 28, 2001. Movement to additional steps beyond those assigned effective 12/28/01 shall require successful completion of one additional year of employment at Step 01, 02, 03 or 04; successful completion of two years of additional employment at Step 05 or 06; and, successful completion of three additional years of employment at Step 07.
- 19.2.1.** All salaries for classified bargaining unit employees shall increase fifty one (51) cents per hour on July 6, 2007 and shall be paid in accordance with the salary schedule contained in Appendix A.

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19.2.2. All salaries for classified bargaining unit employees shall increase by three and one half (3.5) percent on January 4, 2008 and shall be paid in accordance with the salary schedule contained in Appendix A.

19.2.3. All salaries for classified bargaining unit employees shall increase by five and one half (5.5) percent on January 2, 2009 and shall be paid in accordance with the salary schedule contained in Appendix A.

19.2.4. The parties agree to a one time delay of 7 pay periods (14 weeks) of pay step increments. If a member is due two steps in the biennium, this delay will only affect one of the pay step increments.

19.3. Payroll checks shall include as required information, a clear designation as to the amount and category, e.g., regular, overtime or holiday pay, or compensation for which payment is being made and sequence number of extra duty details.

19.3.1. The Employer agrees to make available to employees, to the extent that banking institutions cooperate, direct deposit of payroll checks.

19.3.2. Any applicable compensation for overtime and holidays shall be paid in conjunction with the employee's regular paycheck for the period in which such work was performed.

19.3.3. The Employer shall make every reasonable effort to provide a check stub breakdown of information on hours worked in every pay category and, all individual leave accruals (annual, sick, bonus, holiday).

19.4. Reimbursement for travel and meals shall conform to regulations established by the Department of Administrative Services with the approval of the Governor and Executive Council and to the terms of this Agreement.

The Employer agrees to reimburse an employee for valid travel expenses within fifteen (15) working days of the date the employee submits to the Employer a properly completed travel expense voucher. The employer agrees to treat travel reimbursement requests with the same priority as payroll. An employee may request an advance for anticipated travel expenses for approval by the Governor and Executive Council.

19.4.1. The Employer agrees to pay field training officers one half (1/2) hour of overtime per day when working with trainees. These field training officers must be working with the trainees on the date(s) for which they will be paid.

19.4.2. The Parties agree that employees who are required to use their private vehicles for State business shall be reimbursed for all miles incurred at the maximum rate then allowable by the U.S. Internal Revenue Service for the first mile of travel. The

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Parties further agree that changes in the mileage reimbursement rate, as a result of U.S. Internal Revenue Service action, shall be made prospectively. The Parties further agree that an employee shall record mileage incurred on State business from the odometer readings on his/her vehicle and the Employer shall reimburse for all reasonable travel incurred. In no instance, however, shall the Employer reimburse for travel incurred from an employee's home to or through the site of his/her official headquarters, or vice versa, unless such reimbursement is specifically authorized by this Agreement.

19.4.3. All employees shall be reimbursed for meals when traveling on State business in accordance with the following conditions and schedule:

- a. **In-State Travel:** When associated with necessary overnight stay, employees shall be reimbursed up to the following amounts without a receipt.

Breakfast \$8.00

Lunch \$12.00

Dinner \$21.00

Employees shall be reimbursed for the actual reasonable cost of breakfast, lunch and/or dinner upon presentation of a receipt. The Employer shall adjust the above rates in July of each year by adopting the then current travel per diem rates set by the General Services Administration for Merrimack County.

- b. **Out-of-State Travel:** When associated with State business, employees shall be reimbursed for meals at rates consistent with the General Services Administration (GSA) Travel Per Diem Rates for the destination city, in effect at the time of travel, without a receipt.

Employees shall be reimbursed for the actual reasonable cost of breakfast, lunch and/or dinner upon presentation of a receipt.

- c. The Employer may also authorize meal reimbursement for an employee who is required or who requests to attend an official function, banquet, dinner or meeting provided that authorization is given in advance and in writing. The Employer shall not require an employee to attend if reimbursement is not authorized. This section does not apply to meetings called by during normal working days.

19.4.4. The Employer agrees to reimburse employees for necessary lodging expenses incurred while on State business in accordance with regulations established by the Department of Administrative Services with the approval of the Governor and Executive Council.

19.4.5. Upon request, any employee shall be provided with access to all travel regulations and any changes promulgated thereto.

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- 19.5.** All employees shall receive portal-to-portal mileage reimbursement when on a call back.
- 19.6.** If the Employer, requires an employee, to wear a uniform, such uniform shall be issued to the employee subject to the approval of and an appropriation by the legislature,
- 19.6.1.** Detectives shall receive an annual clothing allowance of five hundred dollars (\$500).
- 19.6.2.** The employer shall pay cleaning expenses for uniforms and civilian clothing worn on duty in accordance with Division policy. Employees can wear civilian clothing when attending court; however the Division will not reimburse those cleaning expenses.
- 19.6.3.** The Employer shall not charge the employee for the repair/replacement of any issued equipment if loss or damage occurred in the normal performance of the employee's assigned duty.
- 19.6.4.** The Employer shall issue to all left-handed law enforcement employees' left-handed holsters, Sam Browne belts, and other left-handed oriented gear.
- 19.7.** Each employee shall have available to him/her all rules, regulations and directives relative to the Division.

19.8 Health Insurance

- a. Effective with the pay period beginning September 9, 2011, all employees who subscribe in either the Network or the POS plan shall pay \$30.00 per pay period for employee only coverage, two-person coverage, or family coverage.
- b. The Network plan design shall be as described in Appendix F. Additional benefits, terms of coverage, exclusions and limitations not described in and not inconsistent with Appendix F shall be comparable to those set out in the Benefits Booklet for active state employees in effect on the day preceding the effective date of this agreement. The office visit co-payments for the Network Plan shall increase to \$15.00* per visit for Primary Care Physicians and \$30.00 per visit for Specialists effective *September 1, 2011*. A \$100.00 per occurrence co-payment shall apply to emergency room services and a \$50.00 per occurrence co-payment shall apply to urgent care services, both of which shall be waived if the person for whom the service is provided is admitted.

*waived for preventative
- c. The POS plan design shall be as described in Appendix G. Additional benefits,

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terms of coverage, exclusions and limitations not described in and not inconsistent with Appendix G shall be comparable to those set out in the Benefits Booklet for active state employees in effect on the day preceding the effective date of this agreement. The office visit co-payments for the POS Plan shall increase to \$15.00 per visit for Primary Care Physicians and \$30.00 per visit for Specialists effective *September 1, 2011*. A \$50.00 \$100.00 per occurrence co-payment shall apply to emergency room services and a \$50.00 per occurrence co-payment shall apply to urgent care services, both of which shall be waived if the person for whom the service is provided is admitted.

*waived for preventative

- d. Domestic partners of employees who are the same sex as the employee shall be eligible for coverage under the Employer's available health benefit plans as though they were married spouses. Dependents of such domestic partners shall be eligible for coverage under the health plans as if they were dependents of the employee. Requirements for domestic partner benefit eligibility shall be in accordance with Domestic Partner Benefit Eligibility Requirements contained in Appendix E. Employees meeting such requirements shall then be authorized by the Employer to enroll their domestic partners and dependents.
- e. The Employer shall provide coverage under the health plans consistent with Chapter 321 of the Laws of 2006, and known as Michelle's Law and codified in RSA 415.
- f. Utilization of Cost-effective Providers - The Employer shall provide a voluntary employee incentive program that offers taxable cash payments to employees who utilize cost-effective health care providers. The Employer shall consult with the Association/Union regarding the design and implementation of the program. This provision shall expire on June 30, 2013.
- g. Utilization of Cost-effective Providers. The Employer shall provide a voluntary employee incentive program that offers taxable cash payments to employees who utilize cost-effective health care providers. The Employer shall consult with the Association regarding the design and implementation of the program. This provision shall take effect on July 1, 2010 and expire on June 30, 2013 unless mutually agreed otherwise by the parties.
- h. Health Promotion. The Employer shall provide a voluntary employee incentive program that offers taxable cash payments to employees who participate in health promotion activities and programs offered by the Employer. The Employer shall consult with the Association regarding the design and implementation of the program. Nothing herein shall obligate the Employer to any specific level of cash payments. This provision shall take effect on July 1, 2010 and expire on June 30, 2013 unless mutually agreed

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otherwise by the parties.

- i. **Prescription Drugs** – The prescription drug plan shall be amended effective September 1, 2011 to include the following:
 1. Mandatory Mail Order for Maintenance Drugs after three (3) retail purchases per prescription, with employee opt out.
 2. Mandatory Generic Substitution with DAW 2 (i.e., the only exception is physician ordered “Dispense as Written”)
 3. Co-payments:
 - a. Retail Co-payments - \$10 for each generic medicine/\$25 for each preferred brand name medicine/\$40 for each non-preferred brand name medicine.
 - b. Mail Order Co-Payments - \$1 for each generic medicine/\$40 for each preferred brand name medicine/\$70 for each non-preferred brand name medicine.
 4. Exclusive Specialty Pharmacy
 5. Traditional Generic Step Therapy
 6. Quantity Limits
 7. Pharmacy Advisor
 8. Maximum out of pocket expenses shall be ~~\$750.00~~ per individual per calendar year and ~~\$1,500.00~~ per family per calendar year.
- k. Coverage shall be provided for dependents to age twenty-six (26).
- l. Employees shall participate in working rate suspensions carried out by the Department of Administrative Services. Employee “premium” contributions shall be treated the same as other sources of revenue into the employee benefit risk management fund for purposes of the working rate suspension.
 - a. For the biennium ending June 30, 2013, this provision is subject to the Association’s fulfillment of its proportional share of the cost reduction obligation set forth in Chapter 224:202, Laws of 2011.
- m. A bargaining unit employee who is laid off and who elects to continue on the health plan shall not be required to submit a contribution for coverage for the first three months following lay off if the laid off employee is not eligible to

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retire and receive post-retirement benefits under RSA 21-I:26-36 or RSA 100-A:52-55, and is not eligible to receive medical or healthcare coverage under another employer, as the spouse of a person covered under the plan of another employer, or the state plan as the spouse of a state employee. This provision shall expire on June 30, 2013.

- 19.9.** Effective January 1, 2006, employees shall be provided with group term insurance of at least \$20,000.
- 19.10.** The employer shall make a reasonable attempt to provide parking for employees.
- 19.11.** Any employee who has completed ten (10) years of continuous service shall be paid, in addition to his/her normal salary, the sum of \$300.00 annually and an additional \$300.00 for each additional five years of continuous service. An employee shall be eligible to receive this payment if his/her anniversary date is on or before December 1. The longevity payment shall be paid in the employee's first paycheck received in December. An employee who retires or terminates prior to December 1, but after his/her anniversary date, which is on or after December 2, will be entitled to the appropriate longevity payment upon retirement or termination.
- 19.12.** Longevity payment shall be made in a separate check from their regular payroll check.
- 19.13.** Employees and their dependents shall be provided with dental benefits, which shall be paid in full by the Employer. The level of benefits shall be as described in Appendix D. Additional benefits, terms of coverage, exclusions and limitations not described in and not inconsistent with Appendix D shall be comparable to those set out in the Dental Plan Description for active state employees in effect as of June 30, 2007.
- 19.14.** The employer agrees that when an employee is required to move his/her residence for the "good of the state" after he/she has been permanently assigned, the actual moving expenses shall be borne by the Employer, in accordance with the Department of Administrative Services Manual of Procedure. Employees involved in voluntary moves or moves necessitated by promotion are liable for their own moving expenses.
- 19.15.** Any employee who has five (5) or more years of continuous service shall continue to have paid benefits as provided by 2 1.8 while on an authorized leave of absence without pay due to a non job related illness or injury for a period not to exceed six months. The employee shall be informed that he/she may purchase the same coverage at group rates for up to 39 weeks at the end of the six-month period if circumstances warrant. The spouse and dependents of a deceased employee shall be entitled to an additional month of medical coverage at State expense.

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- 19.16.** Any employee shall be entitled to a fifty-percent (50%) discount on the admission price of any State-owned recreational area. Employees must abide by the established discount rules and regulations to obtain the discount.
- 19.17.** Any bargaining unit employee who is assigned to the narcotics investigation unit, to the special investigation unit, to the major crime unit, as a troop detective, or to the executive security unit shall receive a differential equivalent to a two grade increase for all hours worked during the period of the assignment.
- 19.17.1.** Any bargaining unit member who is designated to serve as Acting Sergeant or Acting Lieutenant and performs the duties of a Sergeant or Lieutenant for more than 30 consecutive calendar days shall receive the rate of pay for the higher rank.
- 19.17.2.** Members of the bargaining unit who re assigned to the Special Weapons and Tactics (SWAT) Unit or who are division crisis negotiators shall receive a \$500.00 per year differential or prorated share thereof to be paid in January of each year.
- 19.17.3.** Member of the bargaining unit who are assigned to the Canine Unit shall be allowed one (1) continuous hour per day during regularly scheduled work time at the end of their shift to provide care for their canine.
- 19.18.** Any State Police Sergeant who performs the duties of Assistant Troop Commander or Assistant Unit Commander shall receive a differential equivalent to a one grade increase for all hours worked during the period of the assignment.
- 19.19.** In recognition of the diverse nature of the job duties of bargaining unit members, each bargaining unit member shall receive a payment above base wages in the amount of twenty-five (25) dollars per week. Bargaining unit members shall be entitled to receive this payment until such time as their labor grade assignments are adjusted upward to reflect this recognition.
- 19.20.** The Parties agree to establish a committee composed of an equal number of members appointed by the Employer and the Association for the purpose of developing a new salary matrix for bargaining unit members. The committee shall complete its work no later than October 1, 2008 and the product of the committee shall be presented to the parties for negotiation. Neither party shall be compelled to agree to any proposal in whole or in part.

ARTICLE XX

TRAINING AND EDUCATION

- 20.1.** Each employee who is selected and authorized by the Employer to participate in any organized training, retraining or staff development program offered by the State during on-duty hours, will be reimbursed for expenses incidental to such training.

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- 20.2.** The Employer shall allow any employee to take the minimum number of benefits earned through Veterans' Benefits for educational purposes, provided the benefits involved can be exercised on the employee's own time. The Employer shall not deprive any employee from their earned Veterans' Benefits at any time for any reason.
- 20.3.** Upon written request and approved by the Director, employees will be allowed to attend education courses on duty status.
- 20.4.** The Employer shall allow, when practical, for an employee to make adjustments in his/her work schedules to complete previously approved job-related courses.

ARTICLE XXI

MISCELLANEOUS

- 21.1.** The Division shall maintain a written policy defining when a sworn member of the Division shall be available for recall.
- 21.2.** An employee shall be allowed to have unlisted telephone numbers at his/her own discretion without the prior approval of the Director of any of his/her designated representatives with the stipulation that the number be listed at troop headquarters and headquarters in Concord.
- 21.3.** The president of the New Hampshire Troopers Association shall be allowed to submit, in writing, topics of employee concerns to the Commissioner and Director of State Police.
- 21.4.** The Division of State Police will provide each communication job site with updated SOP's. Job Specifications will be made available to employees on request.
- 21.5.** All promotional and non-promotional permanent troop assignments and non-promotional permanent assignments and any other vacant positions shall be posted throughout the Division for a minimum of five days.
- 21.6.** Any employee who is to complete his/her probationary period shall be notified in writing of the fact 30 days prior to the completion date and the Employer shall make every reasonable effort to inform the employee of his/her assignment at that time.
- 21.7.** Any employee may live within a town within a patrol area to which she/he is assigned or within a reasonable distance from his/her assigned patrol area.
- 21.8.** Each troop station shall make every effort to post, on its bulletin board, a copy of course offerings by Police Standards and Training.

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- 21.9.** The Employer shall continue its policy to permit outside employment by members, subject to such limitations and requirements as the Division may deem necessary for the best interest of the State.
- 21.10.** Any employee may grow and maintain a mustache if he so desires, so long as such mustache is kept neat and trimmed.
- 21.11.** The Employer agrees to keep one current roster of all State Police personnel who have a current license in alcohol concentration testing and accident reconstruction training. This list shall be maintained at Headquarters Communications Unit at the Hayes Building.
- 21.12.** The Commissioner of Safety or his/her designee agrees to meet and consult at least twice a year with a three-member committee appointed by the president of the New Hampshire Troopers Association for the purpose of discussing all equipment issue and re-issue.
- 21.12.1.** The President of the New Hampshire Troopers' Association, or his or her designee, shall be allowed, while on duty, to attend New Hampshire legislative hearings or legislative meetings such as subcommittees, work sessions and study committees on matters, which directly affect the Association or its membership. Such authorization shall not be unreasonably denied.
- 21.13.** Any full-time employee of the State who is a member of the National Guard or of a reserve component of the armed forces of the United States shall be entitled to military leave when such duty is in conflict with the employee's regular work schedule. The employee, regardless of funding source, shall be entitled to fifteen (15) days of paid military leave per training year to engage in temporary active duty when such duty is in conflict with the employee's work schedule.
- a. In time of armed conflict, members of the National Guard or Armed Forces Reserves who are assigned duties related to notification of next of kin, ceremonial or funeral details shall be released from their regular duties without loss of leave or pay. Such employees shall provide their supervisor with notice as soon as possible as to the date and expected duration of such assignments.
- 21.14.** Sunset of Certain Provisions: The provisions in this agreement relative to domestic partners of employees shall sunset six months after the effective date of legislation enacted by the Legislature of any law conferring the right upon persons of the same sex to form civil unions or to marry. If such legislation is later repealed, the domestic partner provisions in this agreement shall be reinstated upon the effective date of such repeal.
- 21.15.** A member of the NHTA board shall be notified when a division member is critically injured or killed. Notification will occur as other notifications are being

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made. The NHTA shall be added to the event sheet at HQ communications to ensure notification is made in a timely manner.

- 21.20.** Employees shall be able to wear their issued traffic vest, high visibility rain coat or any other safety equipment in accordance with the Department of Transportation, Federal Highway Administration Regulation 23 CFR 634 or when the employee feels it is necessary for their safety and protection.

ARTICLE XXII

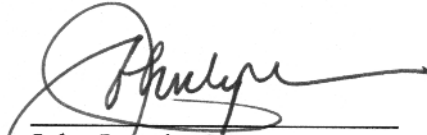
DURATION AND REOPENING

- 22.1.** This Agreement as executed by the Parties is effective on the date of execution unless otherwise indicated and shall remain in full force and effect through June 30, 2013, or until such time as a new Agreement is executed.
- 22.2.** Renegotiation of this Agreement will be effected by written notice by one party to the other not later than October 18, 2012 or earlier by mutual agreement. Negotiations shall commence within fifteen (15) days after the receipt of such notice.
- 22.3.** The Parties shall seek to reach agreement relative to the appointment of a mediator not later than the sixtieth (60) day preceding the budget submission date. The Parties shall seek to reach agreement relative to the appointment of a fact finder not later than the forty-fifth (45) day preceding the budget submission date. The parties shall consider but not be limited to the service of the Federal Mediation and Conciliation Service and the American Arbitration Association for a mediator and fact finder respectively. If the parties fail to reach an agreement on the choice of a mediator or fact finder, the PELRB shall be petitioned under the provisions of 273-A:12.


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State of New Hampshire and New Hampshire Troopers Association

IN WITNESS WHEREOF, the Parties hereto by their authorized representatives have executed this contract on the 30th day of September, 2011.



John Lynch, Governor
State of New Hampshire



Seth Cooper, President
New Hampshire Troopers Association

Thomas Manning,
Assistant Secretary of State
Chair, State Negotiating Committee

Patrick Curran, Vice President
New Hampshire Troopers Association

Matthew Newland
Manager Employee Relations

Sean Faherty, Secretary
New Hampshire Troopers Association

Sara Willingham,
Deputy Director, Personnel

Eric Shirley, Treasurer
New Hampshire Troopers Association

Earl Sweeney
Assistant Commissioner, Safety

Tara Reardon
Commissioner, Employment Security