COLLECTIVE BARGAINING AGREEMENT

between the

STATE OF NEW HAMPSHIRE

and the

NEW ENGLAND POLICE BENEVOLENT ASSOCIATION, Inc.

Local 270

2018 - 2019

Preamble

This Agreement is made and entered into between the Local 270 of the New England Police Benevolent Association, Inc., (NEPBA) representing Probation/Parole Officer III's (Supervisors or "Chiefs"), hereinafter referred to as the "Union", the "Association" or "Unit Employee(s)", and the State of New Hampshire, Department of Corrections, Division of Field Services, hereinafter 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 NH Department of Corrections, Division of Field Services 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:

NOTE: Hereinafter, many individual sections of this Agreement open with a title presented in bold face type. These titles are not intended to be read as part of the negotiated language; they are intended only to improve the readability of the Agreement.

Recognition and Unit Description

1.1. Recognition: The Employer recognizes the NEPBA Local 270 hereinafter referred to as the "Union" or the "Association" which shall serve as exclusive representative of all permanent full-time classified employees (Probation/Parole Officer III's (Supervisors or "Chiefs")) in the bargaining unit with the exception of those classified employees excluded from the definition of public employee under the provisions of RSA 273-A:1, IX. The Union 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. Other Agreements: 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 Union as a representative of the employees in the unit.

1.3. Union: Reference to the "Union" or the "Association" as exclusive representative of the employees, means Local 270 of the New England Police Benevolent Association, as appropriate under the authority of RSA 273-A, and the Employer shall have no obligation to bargain with and shall not bargain or enter into agreements with any committee, local or district organization of the Union in matters covered by this Agreement, unless such persons or bodies are specifically designated by the Union as authorized representative for such purposes. Further references to the Union in this Agreement means Local 270, of the New England Police Benevolent Association as appropriate under the authority of RSA 273-A.

1.4. Mutual Concern: Nothing in this section shall prevent the Employer from discussing matters of mutual concern with the employees of the Department.

1.5. Equal Application: The provisions of this Agreement shall be applied equally to all employees in the bargaining unit in accordance with state and federal law

Management Prerogatives and Rights

2.1. Rights Retained: The Employer retains all rights to manage, direct and control its operations in all particulars, 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 to:

2.1.1. Directing and supervising employees;

2.1.2. Appointing, promoting, transferring, assigning, demoting, suspending, and discharging employees;

2.1.3. Laying off 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 of Corrections in situations of emergency, the determination of such situations to be the prerogative of the Employer.

2.2. "Emergency" Defined: For purposes of this section "emergency" is defined as any condition 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.

2.3. "Department" Defined: For purposes of this Agreement "Department" means the New Hampshire Department of Corrections or its successor.

2.4. Privatization and Contracting Out: The Parties recognize the Employer's right to direct and control State services and the Union's interest in the effect of those activities on Unit Employees subject to the following:

a. The Employer agrees to provide the Union with forty-five (45) days prior notice and an opportunity to consult and offer alternatives prior to issuing a Request for Proposal (RFP) concerning contracting out or privatizing existing state services that would result in the layoff of current full-time Unit Employees, a reduction in

the base hours or wages of current full-time Unit Employees, or would result in a contract that would place current full-time unit employees under the supervision of a contractor.

b. The Employer shall not prohibit any contractor from hiring unit employees unless law or ethics policies prohibit it.

Union Rights

3.1. Bulletin Boards: The Employer shall furnish reasonable space on bulletin boards for the use of the Union. The Union shall use this board for posting of notices pertaining to recreational and social activities, Union elections, reports of the Union, or its committees, Union meetings notices, legislative enactments, decisions of the Public Employee Labor Relations Board (PELRB), and judicial decisions affecting public employee labor relations. The Union shall not post any materials which are obscene, defamatory, or impair the operation of the Department of Corrections; or which constitute partisan, political campaign material. Where the Employer finds material posted on the bulletin board to be objectionable as a violation of the Agreement, it will consult with the Union. If such consultation doesn't resolve the Employer's objections, the material in question shall be promptly removed from the bulletin board by the Union. The matter will then be immediately referred to the grievance procedure for resolution. Where the Union posts material on bulletin boards in violation of this Agreement, the Employer may require advance approval of all future material to be posted.

3.2. Member and Employee Reports: The Employer agrees to provide payroll deduction information to the Union on a computer disk or other mutually agreed format at least biweekly for the administration of dues deductions and Union programs.

In addition, the Employer shall notify the Union of all newly hired full-time employees, the names and business addresses of all permanent unit employees, and employees who have terminated state service at least monthly on a computer disk, or other mutually agreed format.

These reports shall include, at least, the following:

- employee's name
- employee's home address for Union members only
- employee's work e-mail address if applicable
- employee's state identification number
- employee's payroll number
- employee's labor grade and step
- employee's salary schedule
- employee's business address
- employee's job classification
- employee's date of employment
- employee's adjusted seniority date

3.3. Union Business: The internal business of the Union is required to be conducted by Unit Employees during their non-duty hours. Exceptions to this requirement may be granted by the Employer.

3.3.1. Union locals may utilize the Employer's messenger service and, to the extent that they do or may exist, electronic mail system(s) for the duration of this Agreement for internal Union business, provided that said mailings are clearly identified as the property of the Union

3.4. Use of Facilities: Union committees or locals shall be allowed the use of facilities of the Employer for meetings providing that approval of the Employer is secured subject to the following conditions:

a. Such Employer facilities are available and their use for such meetings would not conflict with the Employer's business;

b. Such approval shall be subject to such other reasonable conditions as may be imposed by the Employer;

c. Such approval, if given, will be limited to members of the committee, Unit Employees, Union staff members, and guests;

d. Nothing in this provision shall be construed as a limitation of the rights of the Union, to utilize the Employer's facilities that are otherwise available for public use.

3.5. Access to Employees: Staff representatives of the Union 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 visited. Prior to entering the work area, the representative shall receive permission from the appropriate department head or his/her designee stating the reason(s) for such visitations. Permission shall not be unreasonably denied.

3.6 Union Time Off: Each Union Official shall be allowed a reasonable amount of time off without loss of time or pay with prior approval of the Employer for the purpose of attending meetings, conventions, conferences relative to labor relations and legislative appearances.

3.6.1 President's Leave: The President of the Local, or his/her designee shall be allowed a cumulative total of 416 hours off per year without loss of time or pay for the purpose of attending meetings, conventions, conferences relative to labor relations and legislative appearances.

3.6.2. The employer shall approve reasonable preparation time, not to exceed one day per week, during even-numbered years beginning September 1st until negotiations begin for up to two (2) members of the Union's state-level bargaining team.

3.6.3. Time spent in bargaining and approved bargaining preparation by the duly-appointed two member state-level bargaining team of the Association shall be considered time worked to the extent that such time conflicts with a team member's regularly scheduled work hours. The Employer agrees to refrain from altering a team member's schedule for the purpose of avoiding a conflict between bargaining, approved bargaining preparation and the team members work schedule unless by mutual agreement.

3.7. Access to Employer Intranet Website: The Employer agrees to provide the Union access to the Employer's intranet website, currently known as Sunspot, on a read-only basis. Such access shall be provided to the Union in a manner that preserves the security and integrity of the Employer's system.

Consultation and Labor Management Committee

4.1. Consultation

4.1.1. Obligation to Meet: The Parties recognize their mutual obligation to meet and confer regarding problems arising out of the employment relationship between the Employer and Unit Employees.

4.1.2. Matters for Consultation: 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.

4.1.3. Requests: 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 Union shall be made to the Bureau of Employee Relations or to the Commissioner of the Department of Corrections or another appropriate supervisor by either the Local President or his/her designee, from the Union, or any other Union Official with a copy to the Bureau of Employee Relations. Consultation requests by the Employer shall be made to the Local President or his/her designee.

4.1.4. Meetings: 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.

4.1.5. Attendees: A Union representative shall represent the Local alone, or with not more than five (5) employees. The Union will state the names and work areas of the employees, if any, who are to attend the meeting. Representatives of the Employer shall meet with the Union representatives. The Manager of Employee Relations may attend such consultations providing that his/her attendance may be specifically requested by notice of either the Union or the Employer.

4.2. Labor Management Committee: It is mutually agreed that fostering open communication about policy and other matters related to the employment situation is desirable. The Parties may establish a labor management committee by mutual consent of the Parties. The Labor Management Committee may be dissolved by advance notice of one party to the other. The composition of the Labor Management Committee, its agenda and the frequency of its meetings shall be decided by the Labor Management Committee.

Dues Check-Off

5.1. Payroll Deduction: In addition to a dues deduction, the Association shall be allowed the use of up to five (5) payroll deductions for any group program(s).

5.2. Written Authorization: The Union 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. Dues Change: When Union members vote for a change in Union dues which necessitates a modification of payroll deductions and the Union 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 Union with Corporate Seal.

5.4. Timing/Changes: To the extent that action is necessary by the Employer to implement the dues deductions, the Employer shall make reasonable efforts to insure that the payroll deductions are put into effect as soon as possible.

5.5. Withdrawal: Unit Employees who are members of the Association may withdraw their membership at anytime. The withdrawal shall be in writing and addressed to:

New England Police Benevolent Association, Inc.
c/o Treasurer
7 Technology Drive, Suite 102
Chelmsford, MA 01824

5.6. Timing/Withdrawals: To the extent that action is necessary by the Employer to stop dues deductions, the Employer shall make a reasonable effort to insure that the payroll deductions are ended as soon as possible.

5.7. Recovery of Cost: An individual who is not a member of the Association who requests services of the Association in grievance representation shall be charged the full fair cost to the Association of such non-member representation.

Basic Work Week

6.1. Work Period: The basic work period for Unit Employees shall consist of one hundred sixty (160) hours in a twenty-eight (28) consecutive day period.

6.2. Rest Periods: No reduction shall be made from the basic workday for rest periods of fifteen (15) minutes in every four (4) hours working time or major fraction thereof; such rest period to be taken insofar as practicable in the middle of such working time. Such rest periods are to be taken in such a manner that the normal delivery of services will not be interrupted.

6.3. Meal Periods: Unit Employees shall be allowed a meal period of not less than one half (½) hour nor more than one (1) hour. Such lunch periods shall not be considered working time. However, exceptions to this provision may be made upon mutual agreement between the Unit Employee and the Employer.

6.4. Schedules: Unit Employees shall have the right to a flexible or alternative work schedule due to the nature of their employment. Unit Employees shall submit to the Employer/supervisor an office and/or field work schedule for the current and upcoming work week which shall take into account his/her assistance in providing appropriate office coverage. Unit Employees agree to inform the Employer/supervisor of any changes to said schedule in a timely manner. The Parties agree that Unit Employees will not be required to work in the evening prior to any holiday as defined by this Agreement.

Overtime

7.1. Overtime: Overtime is defined as authorized work performed in excess of the basic work period of one hundred sixty (160) hours in a twenty-eight (28) consecutive day period.

7.1.1. There shall be no pyramiding or duplication of compensation by reason of overtime or holiday or other premium pay provisions of this agreement.

7.2. Time Worked: 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 leave status including bona fide meal periods, bona fide rest periods and absences due to a compensable worker's compensation injury except unscheduled sick leave that results in the shift being filled at overtime and any time worked for which specific compensation provisions have been established elsewhere in the Agreement.

For the purpose of this provision, 'unscheduled sick leave', with the exception of bereavement leave, shall be defined as any sick leave taken with less than three (3) work days' notice.

7.3. Overtime Status: All Unit Employees covered under this agreement will be classified as non-exempt law enforcement employees.

7.4. Overtime Rates: Unit Employees, in recognition of their law enforcement status and their off-duty availability shall be paid wages in accordance with the wage schedule identified by the Employer as L416 and contained in appendix A. The wages are in lieu of any compensation for recall status and the Parties agree that Unit Employees covered by this provision are expected to be available for return to duty during off-duty hours when notified of the expectation or when necessary during an emergency. For the purpose of this section an emergency is defined as any condition or situation out of the ordinary which requires immediate action to avoid danger to life, property or to prevent losses affecting the Employer, a Unit Employee or the general public.

7.5. Overtime Administration: The compensation due to Unit Employees who perform authorized overtime work is as follows:

a. Rate: Non-exempt Unit Employees shall be entitled to one and one-half times the appropriate hourly rate of compensation for each hour of overtime worked.

b. Work at Higher Rate: If an employee is required to work overtime, overtime will be computed at the employee's regular rate as established in 7.3. above unless the rate of the position assigned is higher, in which case the employee shall receive the higher rate .

c. Work at Lower Rate: If an employee is required to work overtime in a position with a lower rate of pay, the employee's overtime shall be computed at the employee's regular rate as established in 7.3. above. If an employee volunteers for overtime work in a position at a lower rate of pay, then the overtime is computed at the lower rate as established in 7.3. above.

d. Notices: The supervisor shall give as much notice as is practicable when overtime will be worked and shall inform the employee whether the overtime is voluntary or required. The supervisor shall give at least four (4) hours notice to the employee(s) whenever possible.

7.6. Overtime Funding: Whenever funds are not available, Unit Employees who work authorized overtime shall receive compensatory time off equal to one and one-half (1 1/2) times the number of actual hours worked. Compensatory time off shall be used by mutual agreement within one year of the date on which it was earned. If compensatory time off cannot be taken within one year from the date on which it was earned, it must be paid.

7.7. Return to Work

7.7.1. Call Back: Unit 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 three (3) hours compensation and shall have their "time worked" computed from portal to portal.

7.7.2. On call: Any Unit Employee who is required by the Employer to be available for return to duty under conditions which 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 on call status.

Time spent in on call status shall not be considered time worked for regular compensation and overtime compensation purposes and Unit Employees shall not be entitled to any compensation for being in on call status in keeping with the intent of 7.4. above.

7.7.3. Standby: Any Unit 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.

7.8. Payment for Compensatory Time: When a Unit Employee is paid for compensatory time it shall be at the Unit Employee's rate of pay at the time of payment.

7.9 Compensatory Time: Accrued comp time must be taken within one year from the date the compensatory time is earned. The Employer shall give compensatory time off at mutually agreeable time within said year or the Employer shall make payment for the compensatory time.

An employee may accrue not more than 80 hours of compensatory time to be paid out at the time of separation or retirement at the employee's rate of pay at that time.

Holidays

8.1. Eligibility: All Unit Employees shall be entitled to all holidays listed below provided the employee is on pay status on the employee's next regularly scheduled work day preceding and subsequent to the holiday, and employees shall be compensated as provided herein for work performed on these days.

8.2. Holidays Listed: The following days are holidays:

New Year's Day
Martin Luther King, Jr. / Civil Rights Day
President's Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas

8.3. Weekend Holidays

8.3.1. A Unit Employee who works a Monday through Friday schedule and the calendar holiday falls on a Saturday, the employee shall be allowed the preceding day off. When a holiday falls on a Sunday, the employee shall be allowed the following day off. If the employee works the day preceding or following such a holiday, he/she shall be given another workday off with pay or shall receive payment for that day at the regular rate.

8.3.2. A Unit Employee who works other than a Monday through Friday schedule and who is not scheduled to work on a calendar holiday shall be given at the discretion of the Employer

(1) another scheduled workday off with pay, or (2) an additional day's pay at his/her regular rate if funds are available.

8.4. Holidays Worked: When a Unit Employee works on a calendar holiday, he/she shall receive payment of the holiday at the regular rate and in addition, at the discretion of the Employer, (1) be paid at one and one half times the regular hourly rate for hours actually worked on the holiday or (2) be given compensatory time off equal to one and one half times the number of hours actually worked.

8.5. Holidays on Flex Schedules: The premium compensation provided by 8.4. for those employees on flexible or alternative work schedules shall be limited to eight (8) hours.

8.6. Floating Holidays: In addition to the authorized days in 8.2., each employee shall be authorized two (2) floating holidays of his/her choice per fiscal year.

8.6.1. Accrual: Unit Employees shall accrue one (1) day on July 1, and one (1) day on January 1 of each fiscal year.

8.6.2. Equivalence: A day shall be worth 8 hours.

8.6.3. Usage: Days accrued under this provision must be requested in whole days, and granted within the fiscal years covered by this Agreement.

8.6.4.. Application: Requests for, and the granting of, shall conform to the pertinent requirements and standards set forth in Section 10.3.

8.6.5. Denial of Application: A Unit Employee may grieve a denial by the Employer of a requested floating holiday. The grievance shall be filed in accordance with the grievance procedure in this Agreement.

8.6.6. Payment of Accrued Time: Any Unit Employee who terminates for any reason shall be paid for all days earned under section 8.6. if not taken.

Annual Leave

9.1. Accrual: Full-time employees in the bargaining unit shall accrue annual leave with full pay based on the formula given below. Each employee's accrual shall be computed at the end of each completed month of service. Employees rendering seasonal or temporary service in excess of six (6) months shall be entitled to annual leave at the same rate for time actually worked. Annual leave shall be cumulative for not more than the prescribed days and shall not lapse.

Continuous Years Worked	Days accrued per Month	Year	Maximum Accrual
0 thru 1	1	12	12*
2 thru 5	1 ¼	15	34

6 thru 10	1 ½	18	40
11 thru 15	1 ¾	21	46
16 thru 20	2	24	52
21 plus	2 ¼	27	58

1 day = 8 hours; 1 1/4 days = 10 hours; 1 1/2 days = 12 hours; 1 3/4 days = 14 hours; 2 days = 16 hours; and 2 ¼ days = 18 hours

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

9.1.1. Accounting: For purposes of utilization, leave time shall be converted to hours.

9.2. Application Conflicts: 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 departmental longevity as the method of resolving the conflict.

9.3. Application for Use:

a. The Employer agrees to accept properly executed leave applications within six (6) months of the first day of the period of leave being requested.

b. The Employer agrees to indicate approval or rejection of the requested leave within seven (7) calendar day after receiving a properly executed application for leave.

c. The parties agree that leave shall be granted at mutually agreeable times and the Employer agrees not to unreasonably deny leave requests.

d. To the extent possible, every employee will be afforded the opportunity to take two (2) consecutive weeks of accumulated leave at least once per calendar year. The Employer may direct employees to take at least one full calendar week of annual leave in a calendar year.

e. The Employer agrees to provide copies of leave requests to the requesting employee.

f. 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 five (5) day notice.

g. An employee shall be granted leave on an emergency basis due to unforeseen circumstances. Verification of the emergency may be required by the Employer.

9.4. Payment of Annual Leave: Upon resignation, retirement, or dismissal of any Unit Employee in the bargaining unit, he/she shall receive a sum equal to the number of days and/or hours of annual leave remaining to his/her credit, provided that any or all amounts may be applied to offset any amounts owed to the State by the employee. In the event of

death of a Unit Employee, a sum equal to the number of days and/or hours of annual leave remaining shall be paid to his/her estate.

9.5. **Agency Transfers:** Any Unit Employee who changes from the service of one State agency to another, without a break in service, shall at the time of said change have transferred all accumulated leave to his/her credit.

9.6. **Blood Donations and Bone Marrow Registry Testing:** Unit Employees shall not be unreasonably denied time off without loss of pay or leave for the purpose of making blood donations or undergoing bone marrow registry testing.

9.7. **Inclement Weather:** The Employer shall not arbitrarily or capriciously withhold approval of annual leave requested due to and during periods of severe inclement weather. When the Governor or his/her designee determines that inclement weather is severe enough to close or delay opening State offices, employees who are not already on leave and who are relieved of work due to such a determination, will not be charged leave for the period of closure. Employees who do report to work during periods of closure shall only be entitled to their normal rate of compensation and shall not receive additional leave or compensatory time.

9.8. **Civic Duties:** A Unit Employee who is late for work as a result of duties as a volunteer fire fighter or licensed ambulance attendant or licensed rescue squad attendant, shall be granted use of annual leave and/or accrued compensatory leave to cover the period of lateness, provided that performance of said duties may be verified by the Employer.

9.9. **Civil Leave:** A Unit Employee shall be granted civil leave without loss of pay or leave under either of the following conditions:

(1) When performing jury duty; or

(2) When subpoenaed by a governmental body to appear before a court or administrative tribunal in a matter to which the employee is not a party.

(3) This provision shall not apply to subpoenas issued to an employee that are due in any way to that employee's outside employment.

Civil leave shall be granted to a Unit Employee on the day(s) the employee is scheduled to work regardless of whether the jury duty or the subpoena obligation and the work hours conflict. Such civil leave shall be granted in an amount equal to the time needed to perform the jury duty or the subpoena obligation, including travel time.

A Unit Employee on civil leave shall surrender to the State any fees received for such activity, less mileage imbursement for use of the employee's own vehicle.

9.10. Leave of Absence: Any Unit 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.

9.11. Recall from Leave: 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.

9.12. A Unit Employee who has had a break in service shall be credited with prior periods of full-time state employment for leave accrual purposes if that employee's current period of full-time state employment has been three (3) or more continuous years in duration. Only prior periods of full-time state employment of two (2) or more consecutive years in duration shall be eligible for crediting.

9.13. Any full-time Unit 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 in accordance with the law, but in no event shall the employee be entitled to less than fifteen (15) days.

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.

Sick Leave

10.1. Accrual: Unit Employees shall accrue sick leave in accordance with the formula given below. The purpose of sick leave is to afford employees protection against lost income from 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	Days Accrued per Month	Days Accrued per Year	Maximum Accrual
0 through 8	1 ¼ day	15	90
9 through 15	1 ¼ day	15	105
16 Plus	1 ¼ day	15	120

For all employees, 1 ¼ day equals 10 hours

10.1.1. Bonus Leave: Any employee who retires from State service under the provisions of RSA 100-A or who is laid off from State service and who has unused bonus leave to his/her credit shall be paid for such unused bonus leave at the time of separation.

Any and all bonus time on the books at the inception of this agreement shall remain to the employees' credit.

10.2. Allowable Uses: An employee shall utilize 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, Advanced Practice Registered Nurse (APRN) or their clinical representative, medical and dental appointments with prior approval, or death in the employee's family and shall be deducted from his/her allowance on the basis of work days and not calendar days.

An employee may utilize up to five (5) days 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" within the meaning of the Family and Medical Leave Act (FMLA), or to accompany such person(s) to healthcare provider visits.

In addition to the five (5) days authorized above, an employee may utilize up to fifteen (15) days of sick leave per fiscal year for the purpose of providing care to an ill or injured family member who has an FMLA-qualified illness or injury and is "incapable of self-care" within the meaning of the FMLA. This leave shall not be counted as part of the employee's FMLA leave entitlement unless the family member is the employee's parent, spouse or child.

10.2.1. Bereavement Leave: A Unit Employee may use up to a total of ten (10) days paid leave for a death in the employee's family during the two years covered by this Agreement, but the employee may only use up to five (5) days per occurrence. Bereavement Leave is a separate benefit from Sick Leave and shall not be deducted from the employee's Sick Leave Account. However, Bereavement Leave needed in excess of ten (10) days may come from the employee's Sick Leave account; up to five (5) days per occurrence.

10.2.2. Family: For the purpose of administering Articles 10.2 and 10.2.1, family shall be defined as: Spouse, children, the minor or dependent children of the spouse, mother-in-law, father-in-law, parents, step-parents, step-children, step-brother, step-sister, foster child, 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.

10.2.3. Unit 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 employee's Family Medical Leave Act (FMLA) entitlement.

10.2.4. Workers Compensation: A Unit Employee who is absent due to a compensable work injury shall continue to have health and dental benefits paid, and shall not have seniority, increment, longevity or leave accrual dates changed. Actual leave accrual will resume on the Unit Employee's return to work.

10.3. Application for Use: To utilize his/her sick leave allowance, the Unit Employee must submit an "absence request" with the Employer specifying what the basis of the request is:

"illness",
"injury",
"serious health condition as defined by the FMLA",
"dependent care",
"medical/dental appointment", or
"bereavement"

Unit Employees shall be notified as to the approval or denial of their leave requests within a reasonable period of time.

10.4. Certification: A Unit Employee may be required by the Employer to furnish the Employer with a certificate from the attending physician, Advanced Practice Registered Nurse (APRN) or their clinical representative, 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 a 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 Unit Employee's leave.

10.5. Payment - Termination; Death: Upon the resignation or dismissal of any Unit Employee the number of days of sick leave remaining to his/her credit shall lapse. In the event of death of any Unit Employee while in the state classified service, a sum equal to the number of days of sick leave remaining shall be paid to his/her estate.

10.6. In-State Transfer: Any Unit Employee who changes from the service of one appointing authority to another, without a break in service, shall at the time of said change have transferred all accumulated leave to his/her credit.

10.7. Payment - RIF: Whenever a former employee, who has been separated from the Local 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.

10.8. The Employer is authorized to provide additional sick leave to an employee under the following conditions:

a. A request for additional sick leave shall be forwarded to the Bureau of Employee Relations by the employee or the Employer stating the reason(s) for the request and the amount of additional sick leave requested.

b. The Bureau of Employee Relations shall request a recommendation from the Employer of the requesting employee/agency. The recommendation shall be made known only to those who will act upon the request.

c. The request and recommendation shall be forwarded to the Labor Management Committee established by Article IV, Section 4.2, who shall approve or deny the request in whole or in part.

d. The response to the request shall be transmitted to the requester by the Bureau of Employee Relations.

e. If the request is approved, the Manager of Employee Relations shall direct the Employer to solicit donations from employees within the requesting employee's agency who wish to contribute unused sick leave up to the amount of the authorization. If the request is not approved, no further action shall be taken by the parties or by the requesting employee or Employer on that request.

f. No request shall be approved for more than ninety (90) days, although nothing shall prohibit additional requests.

g. This supplemental sick leave program shall terminate upon the implementation of the short term disability program.

10.10. A Unit Employee who has had a break in service shall be credited with prior periods of full-time State employment for leave accrual purposes if that employee's current period of full-time state employment has been three (3) or more continuous years in duration. Only prior periods of full-time state employment of two (2) or more consecutive years in duration shall be eligible for crediting

Union Representation

11.1. Stewards: The Employer agrees to recognize up to one (1) Steward who is duly authorized by the Union.

11.2. Non-discrimination: The Employer agrees there shall be no discrimination against any Steward because of his or her duties as a Union Official or member. The Union shall furnish the Employer a list of the Stewards representing the Association and keep the list current.

11.3. Use of Work Time: The Employer shall authorize a reasonable amount of time during the regular working hours without loss of time or pay, and make reasonable adjustments to the Steward's workload, to permit the Steward to carry out their responsibilities in accordance with the provisions of this Agreement. The Union shall guard against the use of excessive time in handling such responsibilities. Each Steward, before carrying out his/her responsibilities in accordance with the provisions of this Agreement, shall first obtain the consent of his/her immediate supervisor which shall not be unreasonably withheld. 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.

11.4. Training: The Employer agrees to authorize two (2) days off in each contract year, without loss of time or pay for the Steward(s) to attend a Union training program. The Union shall notify the Employer not less than ten (10) days in advance of such proposed training program.

11.5. Temporary Replacement: Whenever a Unit 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.

11.6. Incur No Expense: The Employer will not bear any expense, other than with respect to the Steward's time involved during regular duty hours, for the functions of any Steward. The Union shall reimburse the Employer for any other expense to the State incurred as a result of the Steward's function.

11.7. Steward/Agency Meetings: The Division Director shall meet with steward(s) upon written notice from the Union. Such meetings will be held within ten (10) working days from the request date, unless it is mutually agreed to extend the time frame.

11.8. Representation of Employees: A Unit Employee shall be entitled to Union 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 Union 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.

Safety and Health Protection

12.1. Work Environment: 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 Union shall fully cooperate by encouraging Unit Employees to perform their assigned tasks in a safe manner.

12.2. Safety Committee: A Safety Committee composed of members representing Unit Employees and management within the Local or multiple Locals within the same location 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 employees. Voluntary compliance will be sought initially to reduce injuries and lost workdays.

12.2.1. Meetings: The Safety Committee shall meet at the call of either the Employer or the Union, within ten (10) days.

12.3. Access to Aid, Information: 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 shall be posted on official bulletin boards.

12.4. Access to Inoculations, Diagnostic Clinics: Unit 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.

12.5. Special Services: The Safety Committee shall ascertain the desirability and/or necessity of providing physical and ophthalmologic examinations, immunization or other diagnostic screening of selected occupations.

12.6. Leave for Training: The Employer may authorize reasonable time off for Safety Committee members to attend safety and health seminars and training sessions.

12.7. Training for Specialized Equipment: The Safety Committee shall establish guidelines that will insure the proper training for all unit employees who use unique or specialized equipment.

12.8. Areas of Interest: The following areas shall be addressed for the purpose of establishing guidelines, implementing programs and/or providing equipment:

a. Protective clothing
b. Safety equipment
c. Fire prevention equipment
d. First aid kits, and first aid training
e. Self defense guidelines where appropriate
f. Transportation of clients
g. Number of employees in selected situations
h. Work site hazards
i. Air quality
j. Ergonomics
k. Exposure to infectious diseases
l. Training in Universal Precautions
m. Other areas of health and safety are subjects of concern for the Safety Committee.

12.9. Response to Recommendations: The Employer shall provide, within thirty (30) days, a written response to the recommendations of the Safety Committee which indicates

acceptance or rejection of the recommendations and the reasons therefore. An extension of thirty (30) days is permitted upon written notification to the Safety Committee. Unresolved issues shall be submitted to the Labor Management Committee for resolution according to a majority vote of its members. If the LMC is evenly split on an issue, the Union retains the right to submit the matter to arbitration under Article XIV, Section 14.5.

12.10. Inclement Weather: In cases of inclement weather the Employer shall make every reasonable effort to insure that the Unit Employee parking areas, walkways and stairways are properly plowed, shoveled and/or treated by 7:30 AM.

Grievance Procedure

13.1. Purpose: 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.

13.1.1. Intentions: 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 Union agree to work together towards this end. Nothing in this article shall be interpreted as preventing or discouraging any unit employee from discussing any disputed matter in an informed and informal manner with the immediate supervisor or the Employer. Such discussions will not, however, interfere with the right to seek resolution of the dispute through the grievance procedure provided herein.

13.1.2. Investigations: The Steward, when requested by one or a number of employees whom he/she 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 staff representative of the Union may substitute in place of the Steward at the third step (Agency Head) or sooner if the agency is represented by other than the supervisor or intermediate supervisor. The Union may substitute a Union staff person in place of the Steward if the Steward is not available.

13.1.3. Procedure: Any employee having problems concerning the interpretation or application of any provision of this Agreement shall seek adjustment in the step order listed below (2) according to the organizational pattern of his/her agency. There shall be not less than two nor more than five (5) adjustment steps. Nothing in this Agreement shall prevent a grievance from being initiated at a higher step or skipping a step if it is apparent to the Parties that the grievance must be addressed at the next step in the process provided that all the persons responsible for hearing the prior steps are copied.

13.1.4. Time Limits: All time limits set herein may by mutual agreement between the grievant and the Employer may be extended.

13.1.5. Non-Intervention: Nothing in this Article shall be construed as an abrogation of the right of any Unit Employee to present a grievance without the intervention of the exclusive representative in accordance with RSA 273-A: 11(a).

13.1.6. Group Grievances: If a group of Unit Employees file a grievance, not more than three (3) Unit Employees shall represent the group at any scheduled meeting provided for in the steps listed below.

13.1.7. In any case where the rights of the Union, as opposed to rights of members, are affected, the Union may file a grievance in its own name through any of its agents or officers and shall be filed directly with the Manager of Employee Relations and shall be considered a Step III appeal.

13.1.8. A grievance initiated by the Employer against the Union or its members shall be filed directly with the Executive Director of the Union and shall be considered a Step III appeal.

13.1.9. Filings: A grievance shall be filed within fifteen (15) work days of the time the grievant knew or should have known of the alleged violation.

13.1.10. Written Notices: 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 Union.

13.2. Grievance Procedure - ***STEP I - Employee and Immediate Supervisor***

13.2.1. The employee and/or his/her Steward shall present to his/her supervisor all the facts pertaining to the dispute.

13.2.2. 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 day the problem was presented to him/her.

13.3. Grievance Procedure - ***STEP II - Employee and Intermediate Supervisor***

13.3.1. If, subsequent to the immediate supervisor's decision, the Unit Employee and/or his/her 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 Section(s) which have been allegedly violated shall be made in writing to the intermediate supervisor, as well as the immediate supervisor, within five (5) working days from the day the employee was informed of the immediate supervisor's decision.

13.3.2. 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.

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

13.4. Grievance Procedure - ***STEP III - Employee and Agency Head***

13.4.1. If, subsequent to receipt of the intermediate supervisor's decision, the Unit Employee and/or his/her Steward feels that further review is justified, notification to that effect and a 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 Agency Head within five (5) working days from the day the employee was informed of the decision reached.

13.4.2. The Agency Head 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 ten (10) working days.

13.4.3. The Agency Head or his/her designated representative shall notify in writing the Unit Employee or the Steward and the supervisors concerned of the decision reached and reasons therefore within ten (10) working days after the meeting.

13.4.4. All grievances regardless of step, shall be filed by mail or electronically.

13.5. Grievance Procedure - ***STEP IV – ARBITRATION***

13.5.1. If subsequent to the Agency Head's decision the Union feels that further review is justified a petition may be submitted for the selection of an Arbitrator.

a. The Parties shall agree on the person to be appointed arbitrator from a list of arbitrators maintained by the Public Employees Labor Relations Board. The Parties shall agree on an arbitrator within fourteen (14) days of the receipt of the demand for arbitration from either party. If an agreement cannot be reached within the fourteen (14) days, both Parties shall jointly petition the Public Employees Labor Relations Board for the appointment of an arbitrator. Neither party shall unreasonably withhold its signature from said petition. The unreasonable withholding of a signature to the petition by either party shall be deemed a violation of RSA 273-A.

13.5.2. Arbitrator's Powers: The arbitrator shall have no power to render a decision that will add to, subtract from or alter, change or modify the terms of this Agreement, and his/her power shall be limited to interpretation or application of the express terms of this Agreement, and all other matters shall be excluded from arbitration. To the extent that a matter is properly before an arbitrator in accordance with this provision, the arbitrator's decision thereon shall be final and binding providing it is not contrary to existing law or regulation nor requires an appropriation of additional funds, in either of which case it will be advisory in nature.

The Parties further agree that questions of arbitrability are proper issues for the arbitrator to decide.

13.5.3. Cost of arbitration: If there is any expense charged by the arbitrator it shall be borne equally by the Parties.

13.5.4. Arbitrator Panel: Within forty-five (45) days after the execution of this Agreement the Parties shall establish a procedure for the selection of arbitrators.

13.5.4.1. Arbitrator: The parties shall agree on the person to be appointed arbitrator from a list of arbitrators provided by the Public Employees Labor Relations Board. The parties shall

agree within fourteen (14) days of the receipt of the demand for arbitration by the Labor Management Committee. If an agreement cannot be reached within the fourteen (14) days, either party may petition the Public Employees Labor Relations Board for the appointment of an arbitrator. The parties agree to request a hearing date from the arbitrator selected or appointed within thirty (30) days of the arbitrator's selection or appointment.

13.5.5. Panel Conditions: Arbitrators appointed to the panel shall agree to the following conditions:

a. Daily fees will not exceed a mutually agreed upon amount, per day plus reasonable expenses;
b. Except in unusual cases one day of Arbitrator's study time will be allowed for each day of hearing;
c. The arbitrator will provide a hearing date within sixty (60) days of a request for hearing. If unable to do so, the Arbitrator's name will be placed on the bottom of the list and the next member will be appointed;
d. An arbitration decision shall be rendered within thirty (30) days of the close of the hearing.

13.6. General Provisions

13.6.1. Consistency with Agreement: Any resolution of a grievance shall not be inconsistent with the terms of this Agreement.

13.6.2. Missed Time Limits: Failure on the part of the supervisor or Agency Head 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.

Separability

14.1. 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.

Employee Records and Rights

15.1. Access to Personnel Files: All Unit Employees shall be allowed access to their personnel files 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.

15.1.1. Copies of Letters: A Unit 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.

15.1.2. Employment Recommendations: If requested, upon termination a Unit Employee will be advised of any recommendation for rehire which has been made a part of that employee's record.

15.2. Location of Files: Every Unit 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 which relates directly in any way to an employee's status as an employee.

15.2.1. Unit Employees shall receive a performance evaluation in accordance with existing law, regulation and/or Department policy.

15.2.2. The Employer's failure to provide a timely evaluation shall not constitute a valid reason for withholding a salary step increment.

15.3. Reasons for Non-Selection: A Unit Employee who is not selected after applying for a posted position shall be informed in writing of his/her non-selection and the reason within 15 calendar days as required by Per. 602.02.d. of the Administrative Rules of the Division of Personnel.

15.4. Pay and Leave Records: 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.

15.5. Disciplinary Investigations: A Unit Employee who becomes the subject of an investigation shall be notified in writing of such an investigation within seven (7) working days. Notification shall include the reason(s) and/or cause(s) of the investigation. A Unit Employee who becomes the subject of a disciplinary investigation shall, in addition to being notified of such within seven (7) working days shall also be notified in writing when the investigation is complete and of the determination of the investigation.

a. All investigations shall be completed and the final report forwarded to the Commissioner within forty five (45) working days. The deadline of forty five (45) may only be extended by the Commissioner for exceptional reasons. Notice of an extension shall be provided to the Unit Employee within the original forty five (45) days. The notice of extension shall include the reasons for the extension and the duration of the extension.

b. During any investigation the Unit Employee shall retain his/her status, assignment, wages and like rights unless the Commissioner determines that for the good of the complainant or the Unit Employee being investigated, the Unit Employee needs to be removed from his/her current status or work assignment.

c. In all cases where the investigation determines that the allegation(s) in a complaint are unfounded, all reports and documents pertaining thereto shall be labeled "UNFOUNDED," sealed and stored by the Commissioner separate from the Unit Employee's personnel records and file.

d. Any transfer or reassignment of a Unit Employee that occurred pursuant to the provisions of this article shall be immediately and completely reversed.

15.5.1. In the event that a Unit Employee is suspended from duty pending completion of an investigation, all benefits as described within this Agreement shall remain in effect as provided below:

a. All persons suspended without pay shall maintain their medical and dental benefits during the suspension.

b. All persons suspended with pay or placed on Administrative leave shall maintain their medical and dental benefits.

c. If reinstated, seniority, eligibility for step increases and creditable service toward retirement shall be restored for the period of suspension without pay.

d. In all cases any person suspended shall be afforded their due process under law, statute, policy, rules and/or procedures.

15.6. Changes of Job Specifications: All Unit 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 Commissioner/Agency Head or any of his/her designated representative.

15.7. Privacy: The Employer agrees to make every reasonable effort to counsel and/or reprimand Unit Employees in private and to limit discussion of any employee's problems by supervisors to essential parties.

15.8. Employee Permanent Status: Notwithstanding any rule to the contrary, an agency appointing authority may request approval from the Division of Personnel for permanent status for any probationary Unit Employee prior to the end of that employee's probationary period but not sooner than six months following that employee's date of hire. This provision shall not apply to Unit Employees in positions for which a year-long training or evaluation period is required.

15.9. Personal Information: A Unit Employee shall not be required to include his/her home telephone number, personal cell phone number or home email address on a business card.

15.10. The Employer agrees not to engage in, nor permit any restriction of the right of Unit Employees to:

a. Express personally held views or opinions in any forum consistent with the U.S. Constitution and RSA-E;

b. Legally assemble;

c. Participate in demonstrations of personally held views or opinions;

d. Be free from visual, photographic, audio and/or video recording or surveillance by the Employer, caused by the Employer, permitted by the Employer, or any of its agents, of any personal, union related or other non-work activity.

Notices

16.1. Notice to Union: Whenever a written legal notice is required to be given by the State to the Union, such notice shall be forwarded to the Association at 7 Technology Drive, Suite 102, Chelmsford, MA 01824, or by email if agreed upon by the Parties.

16.2. Notice to State: Whenever written legal notice is required to be given by the Union to the Employer such notice shall be given to the Manager, Bureau of Employee Relations at the Division of Personnel.

Waiver

17.1. 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 non performance or violation of any other term or conditions of this Agreement, or of the same non-performance or violation in the future.

Wages and Benefits

18.1. Unit Employees shall be entitled to all the rights and benefits provided by this Agreement.

18.2. Wages

18.2.1. Each Unit Employee shall be paid in accordance with the L416 salary schedule contained in Appendix A.

a. Notwithstanding any Rule to the contrary, nothing in this Agreement shall prevent the Employer from requesting higher step placements from the Division of Personnel for Unit Employees who are promoted, demoted or transferred into another position within their own unit or in a different unit.

18.2.2. The Parties agree that there shall be an additional step added to the salary matrices effective the first pay period following January 1, 2019. Unit Employees shall be eligible to move to the sixth step after successful completion of two years at the fifth step. An employee shall be eligible to move to the seventh step after successful completion of two years at the sixth step. An employee shall be eligible to move to the eighth step after successful completion of two years at the seventh step. An employee shall be eligible to move to the ninth step after successful completion of three years at the eighth step. For the purposes of this section, successful completion means that an employee shall have received satisfactory annual performance evaluations for the period. The waiting periods specified herein shall not apply to, and an increment date shall not be adjusted for, promotions and reallocations resulting in a higher labor grade.

18.2.3. All salaries for classified bargaining unit employees shall increase 1.50% effective at the beginning of the first pay period immediately following execution of the contract, and shall be paid in accordance with the salary schedule contained in Appendix A.

18.2.4. All salaries for classified bargaining unit employees shall increase 1.50% effective at the beginning of the first pay period immediately following January 1, 2019 and shall be paid in accordance with the salary schedule contained in Appendix A.

18.3. Payroll Information: Payroll checks shall include all required information, a clear designation as to the amount and category (e.g. regular, overtime or holiday pay) of compensation for which payment is being made.

18.3.1. Direct Deposit: Unit Employees shall be paid by direct deposit.

18.3.2. Applicable Rates: Any applicable compensation for overtime and holidays shall be paid in conjunction with the unit employees' regular pay check for the pay period in which such work was performed.

18.3.3. Itemization of Compensation: 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).

18.4 Travel Reimbursement

18.4.1. Conformance with Regulations: 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 that it will not adopt any travel or meal regulation for Unit Employees without first consulting with the **Union** pursuant to the provisions of Article IV.

18.4.2. Reimbursements and Advances: The Employer agrees to reimburse all Unit Employees 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.

Upon request, employees shall receive either a cash advance or a state-issued credit card to cover out-of-state travel expenses.

18.4.3. Mileage: The Parties agree that all Unit 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 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.

18.4.4. Meals: All Unit 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

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, in effect at the time of travel, without a receipt.

c. The Employer may also authorize meal reimbursement for an employee who is required to work beyond his/her regularly scheduled hours or who requests to attend an official function, banquet, dinner, or meeting associated with a meal, provided that authorization is given in advance and in writing. The Employer shall not require an employee to attend an official function, banquet, dinner, or meeting associated with a meal if reimbursement is not authorized.

18.4.5. Lodging: The Employer agrees to reimburse all Unit 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.

18.4.6. Access to Regulations: Upon request, any Unit Employee shall be provided with access to all travel regulations and any changes promulgated thereto.

18.5. Portal-to-Portal: All Unit Employees shall receive portal to portal mileage reimbursement when on a call back.

18.6. Uniforms: All required uniforms shall be issued to the employee by the Employer.

18.7. Access to Rules and Regulations: All Unit Employees shall have available to them all rules, regulations and directives relative to the department by which they are employed

18.8. Health Insurance

18.8. Health Insurance

18.8.1. The Employer shall make available to employees and their dependents a Network health benefit plan (i.e. HMO) and a Point-of-Service (i.e. POS) health benefit plan both with site-of-service components. An employee's eligibility and opportunity to elect available health care options shall be in accordance with the "Benefits Highlights" set forth in Appendix F and G and the enrollment conditions of the respective plans. Appendices F and G are incorporated by reference into the health provisions of this Agreement. The Employer shall make available a complete listing of site of service providers and shall keep the listing current.

The Association acknowledges that the HMO plan and POS plan provider(s) shall be chosen by the Employer, and that the election by any employee(s) to participate in either plan shall not entitle said employee(s) to any further benefits not expressly provided for by this Agreement.

The level of benefits, cost-sharing, dependent coverage and Employer premium contributions, of the HMO and POS health plans offered under this provision shall be in accordance with the following provisions and with the specifications for a competitive bid. All services and procedures shall be subject to medical necessity.

a. All employees who subscribe in either the HMO or the POS plan shall pay $32.00 per pay period for employee only coverage, $42.00 per pay period for two-person coverage, or $52.00 per pay period for family coverage.

b. The HMO 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 HMO Plan shall be $15.00 per visit for Primary Care Physicians and $30.00 per visit for Specialists. A $100.00 per occurrence co-payment shall apply to emergency room services which shall be waived if the person for whom the service is provided is admitted, $50.00 per occurrence co-payment shall apply to urgent care services and $30.00 per occurrence co-payment shall apply to walk in centers.

c. The POS plan design shall be as described in Appendix G. Additional benefits, 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 $15.00 per visit for Primary Care Physicians and $30.00 per visit for Specialists. A $100.00 per occurrence co-payment shall apply to emergency room services which shall be waived if the person for whom the service is provided is admitted, $50.00 per occurrence co-payment shall apply to urgent care services and $30.00 per occurrence co-payment shall apply to walk in centers.

d. Subscribers in either the HMO or POS plans shall be eligible to participate annually in a health reimbursement arrangement established by the Employer, upon annual completion and proper submission of the health risk appraisal provided for under the respective plan. The arrangement shall provide funds for the payment of any out-of-pocket costs associated with health care services, to include reimbursement for deductibles incurred and products obtained under the health plan, including vision exams and eyewear, up to the amount of $200.

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.

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 remain in effect until it can be shown that it is no longer effective as a cost-saving measure or until the plan administrator ceases to administer the program.

h. Health Promotion. Effective January 1, 2014, the Employer shall provide a voluntary employee incentive program that offers taxable cash payments not to exceed $300 per employee per calendar year to employees who participate in health promotion activities and programs offered by the Employer. The Employer shall establish the specifics of the programs through the Health Benefit Committee. This provision shall expire on June 30, 2019 unless mutually agreed otherwise by the parties. All approved vendors contracted with the health plan administrator shall be permitted to provide services on state premises for employees.

i. Prescription Drugs – The prescription drug plan shall 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.

j. A Smoking Cessation Program will be maintained.

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.

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 month following lay off if the laid off employee is not eligible to 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, 2019.

n. No individual may be covered as a dependent of more than one employee and no employee can be covered as both an employee and as a dependent.

o. Site of Service Locations: As Site of Service locations are added they will be added to the list of accessible locations.

1. Employees or their family members who live or receive services outside the State of New Hampshire are subject to the deductibles if they do not go to a Site of Service location.

2. This provision shall take effect on January 1, 2014.

p. Additionally, all full-time employees, and part-time employee subscribers in the health plan, will receive two lump sum Health Benefit Savings Incentive payments of $300 each that shall be made in the first paychecks of January 2014 and 2015.

q. The parties agree that the Legislature has approved a certain amount of funds for employee compensation, including health insurance. This provision shall include a "Healthcare Savings Goal." In the event that health insurance costs for active employees (excluding NHTA & retirees) are less than anticipated or are greater than necessary, the remainder shall be redistributed uniformly to all active

employee subscribers to the health plan in the form of a Health Benefit Savings Incentive payment. The savings shall be determined in January 2015 by identifying the surplus dollars based on an accrual method of accounting for active employee subscribers that are beyond the required reserves required by law for the calendar year ending December 31, 2014. These surplus dollars will be paid out in quarter 1 of 2015. This clause shall expire June 30, 2015. The distribution to employees excludes the prescription drug savings from the most recent PBM contract negotiation as those dollars were used to help satisfy the $25M reduction.

For the biennium ending June 30, 2015, the Employer shall not carry out working rate suspensions except for the purpose of funding employee Health Benefit Savings Incentive payments referenced in 19.8.1 (p) and (q). If any funds remain in Fund 60, in excess of statutory reserves, after all such Health Benefit Savings Incentive payments are made, the parties agree that, consistent with RSA 21-I:30-e, the funds shall remain in Fund 60 and be used for employee health care costs.

18.8.2. Health Benefit Committee: There shall be a health benefit committee composed of seven members appointed by the Employer, four members appointed by Local 1984 of the Service Employees International Union (Association), one member appointed by the New England Police Benevolent Association (NEPBA), one member appointed by the Teamsters Local 633 (Teamsters) and one member appointed by the NH Troopers Association (Troopers). One Association appointee, chosen by the Association, shall be placed on the evaluation teams responsible for scoring the responses to the Employer's solicitations for health plan administrators, dental plan administrators and pharmacy benefit plan administrators. The Association appointee shall agree to be bound by RSA 21-I: 13-a, II and any other confidentiality obligation as may be imposed on the Employer.

a. The purpose of the committee is: (1) to work with the Employer on all issues related to the purchase and administration of health benefit plans authorized or required by this agreement; and (2) to make recommendations to the Employer for changes in benefit design, utilization management, and/or provider payment policies that will preserve the continued viability of the health plan by limiting the growth in claims costs while improving the quality of care, including, but not limited to, recommendations concerning health education, wellness incentives, incentives to utilize "centers of excellence" or more efficient providers, preventive medical services, case management, disease management, high-risk intervention, aligning provider payment policies with quality improvement, and providing consumer information on treatment alternatives and provider cost-effectiveness.

b. The Employer shall make available to the committee such expert advice and assistance as is reasonably necessary to accomplish its mission and the committee shall be entitled to receive any information relevant to its mission which does not violate Federal or State individual privacy rights or is not deemed to be confidential by law.

c. The Employer shall consider the reports and recommendations of the committee on issues related to the purchase and administration of the health benefit plan before making final purchasing decisions, provided that the reports and recommendations are timely filed. Nothing contained in this section shall prevent the Association's representatives on the Committee from contacting the Governor and Executive Council members about any health benefit vendor contract subject to any non disclosure agreement or statutory disclosure prohibition. The Department of Administrative Services shall notify the Association's Committee representatives of its intent to place such contract onto the Governor and Executive Council agenda by providing a copy of the contract to be submitted as many days in advance of the specific meeting at which it intends to bring forward such contract for Governor and Executive Council approval as is permitted by law.

d. The Employer shall consider the reports and recommendations of the committee on issues related to claims costs and quality of care before making proposals for health benefit plan changes in renegotiation of this Agreement, provided that the reports and recommendations are filed by July 1 of even-numbered years.

e. The Committee shall meet at least monthly unless mutually agreed otherwise.

f. The Employer, the Association, the NEPBA, the Teamsters and the Troopers shall receive a copy of any report or recommendations prepared by the Health Benefit Committee.

18.8.3. Additional Health Benefit Advisory Committee Duties: The Committee shall develop recommendations for the parties to secure alternative funding and provide for future retiree health expenses as described in NH RSA 21-I: 30.

a. The committee shall also develop annual recommendations to the Commissioner of Administrative Services for current retiree health plan design changes that ensure the long-term sustainability and provision of the retiree health benefit.

b. The Employer shall make available to the committee such expert advice and assistance as is reasonably necessary to accomplish this duty.

18.8.4. Short Term Disability Income Protection. The Employer agrees to provide Short Term Disability Income Protection (STDIP) benefits providing replacement income for full-time Unit Employees who through non-occupational Illness or Injury become Totally Disabled and are unable to perform the duties of their occupation. Specific conditions and benefits are in accordance with Appendix H.

a. The employees Accrued Annual Leave may be used by the employee to offset any reduction of the weekly benefit up to 100% of Weekly Base Earnings.

b. An employee who is absent under this provision shall continue to have the employers share of health and dental benefits paid, and shall not have seniority, increment, longevity or leave accrual dates changed. Actual leave accrual will resume on the employee's return to work.

18.9. Term Life Insurance: Unit Employees shall be provided with group term life insurance of fifty thousand dollars ($50,000). In addition, the Employer shall make available to the Unit Employee optional paid term life insurance coverage via payroll deduction 1x, 2x, 3x, and 4x the Unit Employee's base annual salary. Voluntary selection of the 1x base annual salary is not subject to evidence of insurability.

18.10. Longevity: Any Unit 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 November. 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.

18.11. Dental Insurance: Full-time employees, spouses and their dependents shall be provided with dental benefits, which shall be paid in full by the Employer with the exception of an employee per pay period contribution. 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.

The per pay period contribution shall be:

Employee	$2.00
Employee +1	$4.00
Family	$6.00

The Employer shall provide coverage under the dental plans consistent with Chapter 321 of the Laws of 2006, (i.e., Michelle's Law).

Part-time employees shall receive dental insurance benefits where applicable by law.

18.12. Change of Residence: The Employer agrees that when any Unit 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.

18.13. Unpaid Leave of Absence: Any Unit Employee who has five (5) or more years of continuous service shall continue to have paid benefits as provided by 19.8. 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.

18.14. Personnel Reclassifications: Any Unit Employee whose position is reallocated to a higher salary grade as a result of a decision by the Director of Personnel to reclassify or reallocate that position shall be entitled to the appropriate pay at the new rate on:

a. The first day of the pay period following written notification by the Director or the Director's designee of the decision if less than 90 days from filing; or

b. Retroactively to the first day of the pay period following the 91st day from filing if written notification by the Director or the Director's designee of the decision exceeds 90 days.

This section shall not apply to the decisions that are reconsidered or appealed.

18.15. Mother's Care: The Employer, in accordance with federal law, shall provide a private area and sufficient time for Unit Employee postnatal mothers to tend to lactation needs.

18.16. Discount at State Recreational Areas: Any Unit 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.

18.17. Payroll Confidentiality: The Employer agrees that Unit Employee pay checks, pay stubs, and payroll advice forms shall be distributed in a manner which maintains the confidentiality of personal and payroll information. Maintenance of confidentiality shall not, however, be interpreted so as to hinder the normal functioning of the payroll system, or to limit access to personal and payroll information by employees whose job function requires such access.

18.18. Officer-In-Charge: The Supervisor shall designate an Officer-In-Charge (OIC) of the office in his/her absence.

18.19. Lateral Transfers: All Field Services vacancies shall be posted for not less than seven (7) working days. Selection of a Unit Employee for lateral transfer from one District Office to another District Office shall be from the responses to the posting and shall be made on the basis of seniority within the Division of Field Services, unless there are specific performance based reasons for not allowing the transfer as determined by the Commissioner and/or Division Director. In the event that the most senior Unit Employee

is not selected for the lateral transfer the Employer shall inform the Unit Employee in writing outlining the reason(s) why within ten (10)calendar days.

18.20. Involuntary Transfers: The Employer shall provide sixty (60) days written notice to any Unit Employee who is to be involuntarily transferred from their current work assignment or District Office; unless the transfer is temporary due to a disciplinary investigation.

18.21. Bumping Rights: A Unit Employee who has ten (10) or more years of continuous full-time State service who receives a notice of layoff shall be entitled to displace (bump) another employee within the same Division under the following conditions:

1. The employee receiving the notice of layoff notifies the Employer of the intent to bump an employee within the same division within five (5) working days of receipt of the notice of layoff;
2. The employee who is to be bumped has less than ten (10) years of continuous full-time State service and is in a position with a lower salary grade;
3. The employee receiving the notice of layoff and wishing to bump an employee within the same Division is certified by the Employer as qualified for the position of the employee who is to be displaced;
4. An employee who receives a notice of lay off and fails to notify the Employer of an intent to bump another employee within the same Division within the five (5) working days shall lose the right to bump;

18.22. A Unit Employee who is laid off may continue on the health plan in which he/she is enrolled at the level at which he/she is enrolled at the Employer's expense for the three (3) months following the time when his/her benefits would otherwise terminate. This provision shall expire on June 30, 2013.

18.23. Rehire or Reinstatement: Whenever a former Unit Employee who has been laid off is reinstated to or rehired into State service within three (3) years from the date of lay off, that former employee shall be entitled to the rights and benefits afforded a recalled employee pursuant to Per 1101.06 (c), (d) and (e) in effect as October 18, 2006.

18.24. Clothing/Equipment Allowance: Each Unit Employee shall receive a clothing and equipment reimbursement of up to five hundred fifty dollars ($550) from the Employer.

The Labor Management Committee, as established in Section 4.2, shall develop and implement all guidelines for acceptable expenditures, forms for submitting reimbursement requests and payment to employees.

All clothing and equipment purchased with this allowance shall remain the property of the Unit Employee.

18.25. Cell Phone Stipend: Each Unit Employee shall receive a cell phone stipend in the amount of forty-five dollars ($45.00) per month toward obtaining a cell phone; or the Unit Employee may elect to apply said allowance to his/her current personal cell phone plan. The Employer shall not require the Unit Employee to answer his/her cell phone, or be considered "on call" at any particular time or location as a result of receiving this stipend. This provision shall expire upon the mutual agreement of the Labor Management Committee (LMC).

18.26. The Employer agrees that articles of uniform, protective clothing and devices, or equipment currently provided shall continue to be provided and shall be uniformly provided within job classifications. The Labor Management Committee may make changes to articles of uniform, protective clothing and devices, or equipment currently provided when it is reasonable to do so.

18.27. Equipment Replacement: The Employer shall not charge any Unit Employee for repair/replacement of any issued equipment if loss or damage occurred in the normal performance of the employee's assigned duty.

18.28. Ammunition: The Employer shall supply all ammunition for all firearms trainings, including practice ranges. The Employer may require up to three (3) practice ranges per year but shall offer at least two (2) practice ranges per year for all Unit Employees.

Training and Education

19.1. Expense Reimbursement: Each Unit 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.

19.2. Education Schedule Adjustments: The Employer shall allow when practical, for a Unit Employee to make adjustments in his/her work schedules to complete previously approved job related courses.

Duration and Re-opening

20.1. Duration: This Agreement as executed by the Parties is effective on the date of execution and shall remain in full force and effect through June 30, 2019 or until such time as a new Agreement is executed.

20.2. Renegotiation: Renegotiation of this Agreement will be effected by written notice by one Party to the other not later than October 15, 2018 or earlier by mutual agreement. Negotiations shall commence within fifteen (15) days after the receipt of such notice.

20.3. Impasse Procedures: 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 Union 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.

20.4. 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.

20.5. Re-Opening: In the event that the Employer agrees to grant a general wage increase, agrees to a different health plan design, or agrees to less contributions to the health plan working rates with any other bargaining unit, agrees to a different definition of time worked for law enforcement bargaining units, during the term of this Agreement, the Parties may reopen negotiations within thirty (30) days after the Association makes a written demand upon the Employer to exercise this re-opener.

~end~

IN WITNESS WHEREOF, the Parties hereto by their authorized representatives have executed this contract on the 7 day of June, 2018.

Christopher T. Sununu, Governor
State of New Hampshire

Seifu Ragassa, Vice President
Probation/Parole Officer's III
(Supervisors or "Chiefs")
NEPBA Local 270

6-7-18

Matthew Newland, Chair
State Negotiating Committee

Paul Jacques, President
Probation/Parole Officer's III
(Supervisors or "Chiefs")
NEPBA Local 270

Tom Manning,
Assistant Secretary of State

Ronald Scaccia, Chief Negotiator
New England Police Benevolent Association

Mike Wilkey
Director Compliance and Consumer Services
Department of Insurance

Deborah Pendergast
Dir. Of Fire Standards and Training and EMS
Department of Safety

Rich Lavers
Deputy Commissioner
Employment Security