

AGREEMENT

**BETWEEN THE TOWN OF PLYMOUTH AND
AMERICAN FEDERATION OF STATE, COUNTY AND
MUNICIPAL EMPLOYEES, COUNCIL 93 AFL-CIO POLICE
AND FIRE UNITS**

JULY 1, 2022 – JUNE 30, 2025

AGREEMENT

THIS AGREEMENT is made and entered into by the Town of Plymouth, New Hampshire, and the American Federation of State, County and Municipal Employees, AFL-CIO, Local 3380, representing certain employees of the Town of Plymouth, New Hampshire, who are members of the Bargaining Unit, as hereinafter defined.

THE PARTIES HERETO CONTRACT AND AGREE WITH EACH OTHER AS A RESULT OF COLLECTIVE BARGAINING AS FOLLOWS:

ARTICLE 1 **DEFINITIONS**

- 1.1** "Plymouth" or "Town" means the Town of Plymouth.
- 1.2** "Select Board" means the Select Board of Plymouth, or its duly authorized agents.
- 1.3** "Employee" means a regular, full-time employee who is employed in a position in the Bargaining Unit certified by PELRB on March 19, 1986, except for modification as previously agreed to by the Town and the Union.
- 1.4** "PELRB" means the Public Employee Labor Relations Board of the State of New Hampshire.
- 1.5** "Personnel Policy" means the Town of Plymouth's Personnel Policy.
- 1.6** "Union" means American Federation of State, County and Municipal Employees, Council 93, Local 3380.

ARTICLE 2 **RECOGNITION**

- 2.1** The Select Board, on behalf of the Town of Plymouth, hereby recognizes the Union as the exclusive bargaining representative pursuant to RSA 273-A and PELRB certification A-0477 (A) (Appendix B), for regular, full-time employees as defined in Article 1, Section 3. Excluded from recognition under this Agreement are all other employees of the Town. It is specifically agreed by the parties hereto that this Agreement applies only to regular, full-time employees in the job classifications expressly included in this Agreement.
- 2.2** All newly hired or appointed employees shall serve an initial evaluation period of not more than one (1) year as determined by the Select Board. Employees serving an initial evaluation period are not entitled to representation by the Union and are not covered by this Agreement. Upon successful completion of the initial evaluation period and attaining full-time employee status in one of the included job classifications, an Employee is entitled to be represented by the Union and covered by this Agreement.

Matters concerning employees serving an initial evaluation period are not subject to any grievance procedures.

2.3 The Town agrees to recognize the duly elected officers of Local 3380 and Council 93 as those authorized to conduct business between the Town and the Union.

ARTICLE 3

COMPLIANCE WITH LAWS: NON-DISCRIMINATION

3.1 Compliance with Laws: The Union, the Employees and the Town agree to abide by the terms of applicable State and Federal laws and regulations and local ordinances, including, without limitation by reason of enumeration, those pertaining to military leave; workers' compensation; strikes and job action under RSA 273-A.

3.2 Non-Discrimination: The Town and the Union agree not to discriminate in any way against any individual with respect to hiring, compensation or terms or conditions of employment because of such individual's religion, race, creed, color, national origin, sex, age, disability, marital status, sexual orientation or citizenship status. Nothing in this Agreement will prohibit Employer from making reasonable job assignments and/or reasonable accommodation where such are necessary to comply with the Americans with Disability Act or an employment decision where age or physical conditions are bona fide qualifications for employment.

ARTICLE 4

MANAGEMENT RIGHTS

4.1 Except as specifically limited by an express term of this Agreement, the management of the Departments whose Employees are members of this Bargaining Unit, in all phases and details, shall remain vested exclusively in the Select Board and their designated agents. The Select Board and their agents shall have jurisdiction over all matters concerning the management and operation of the Departments, including, but not limited to, the functions, programs and methods to be used for all of the operations for the Departments, including the use of technology; the standard of services to be provided and the standards of productivity and performance of employees; the Departments' organizational structures; the selection, direction and number of all personnel; as well as all rights retained by virtue of RSA 273-A. It is further specifically agreed that this Article is not subject to any grievance proceeding.

4.2 Delivery of services to the public in the most efficient, effective and productive manner is of paramount interest and importance to the Town and the Union. Such achievement is recognized to be a goal of both parties as they perform their respective roles and meet their respective responsibilities under this Agreement.

ARTICLE 5
UNION MEMBERSHIP: DEDUCTIONS

5.1 No Employee shall be required, as a condition of obtaining or retaining employment, to join or refrain from joining the Union.

5.2 The Town agrees to deduct from Employee payroll, Union dues for each Employee upon receipt of written authorization for such deductions. Requests for deductions shall be in writing, signed by the Employee, on an authorization card supplied by the Union in a form acceptable to the Town. Deductions shall be made from the Employee's paycheck, for the amount of the dues for that month, as certified by the Local Treasurer. The Town agrees to pay over to the Business Manager for AFSCME Council 93, the amounts so deducted on a monthly basis. The Union shall promptly inform the Town of the correct name and address of the Local Treasurer. Payment shall be sent by the 15th of the month for the previous months' deductions.

It is recognized that the negotiations for an administration of this Agreement entail expenses, which appropriately should be shared by all Employees who are beneficiaries of the Agreement. To this end, if an Employee in the Bargaining Union does not join the Union, such employee will be required to pay all expenses to the extent permissible by applicable law, prior to any representational duties taking place.

If an Employee has no check coming in any pay period, or if the check is not large enough after other deductions to pay dues or service payments, then no deduction is made for that Employee and no payment is required of the Town. In no case is the Town required to collect fines or assessments for the Union beyond regular dues or service payments.

5.3 Indemnification – The Union shall indemnify the Town and any Department of the Town and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by any reason of, any action taken by the Town or any Department of the Town for the purpose of complying with the provisions of this Article.

5.4 The Employer agrees to deduct from the wages of any Employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the Employee and may be revoked by the Employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union together with an itemized statement showing the name of the Employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

ARTICLE 6
PROMOTIONS: TRANSFERS: HIRING

6.1 The Town has the sole right to hire personnel, fill vacancies, and make promotions and transfers, subject only to the following:

Any Department Employee may apply for a vacancy. The Town may also fill the vacancy from outside the Bargaining Unit. Where merit, ability and capacity are equal, candidates with the greater seniority will be given first consideration. All candidates must meet the minimum qualification requirements of the position as defined in the job description.

6.2 The Town agrees that an Employee who is promoted within a Department shall serve for a six (6) month evaluation period. During this period, the Employee may elect to return to his/her former position or may be returned to said former position by the Town if he/she does not successfully perform the duties of the promotional position.

All Employees completing their initial evaluation period shall be known as regular Town Employees and their initial evaluation period shall be considered as part of their seniority time. Employees transferring from one Department to another shall be considered as probationary only for the purpose of job classification (e.g., 6 months) and shall be entitled to all benefits contained within the contract upon successful completion of the initial evaluation period.

ARTICLE 7
SENIORITY

7.1 In this Article, "Department Seniority" means the length of time that an Employee has been continuously employed, full-time within the same Department. (Except when subject to Article 2, Section 2). Until an Employee has successfully completed the initial evaluation period, the Employee shall have no seniority status. An Employee, serving an initial evaluation, who becomes a regular, full-time Employee, shall have seniority computed from the date of original hire in the Department.

7.2 Department seniority shall be a factor to be considered by the Town in promotions, transfers, layoffs and rehiring after layoffs, in addition to such other factors as are deemed necessary and appropriate by the Town.

ARTICLE 8
HOURS OF WORK: OVERTIME: CALL BACK

8.1 Hours of Work – the normal workweek and workday shall be established to comply with applicable State and Federal laws. As may be allowed by law, the workweek shall consist of 40 hours for Police Department personnel. The normal workweek for the Fire Department shall average 42 hours with 42 hours of pay. Fire and Police Department rules shall establish the normal workweek, workdays and shift

rotations. An Employee's regular work shift and regular days off shall not be temporarily changed to prevent payment of overtime except with the Employee's consent.

8.2 Overtime – Pay for work on overtime shall be at the rate of one and one-half (1 ½) times the Employee's then current regular, hourly rate. Overtime shall be worked as assigned, except for due cause. Employees shall receive overtime for all work performed outside of their regularly scheduled shift (with Fire Department Employees being regularly scheduled to average 42 hours). In an emergency, all able-bodied Employees are expected to work as may be assigned.

8.3 Call Back – Employees who are called back to duty after the conclusion of their regular work day shall be paid for a minimum of two (2) hours of service at the rate of one and one-half (1 ½) times their regular rate of pay. The minimum call back compensation shall apply only when an Employee is called back earlier than two (2) hours preceding a normally scheduled shift.

8.4 Shift Coverage – No police officer or fire fighter shall leave active duty until released by a duty office in charge. In the event of a shift opening, it shall be the duty of the officer in charge to see that the next shift is covered as required by this section before leaving duty.

FIRE DEPARTMENT

8.4A - An open 24-hour shift shall be broken into two 12-hour tours. The first Employee in the Rotation List will be offered a choice of the day or night tour of duty. If the Employee accepts, he/she will then be placed at the bottom of the Rotation List. The second Employee on the Rotation List will be contacted and offered the remaining tour. If that Employee accepts the remaining tour, they will be placed on the bottom of the Rotation List. If one of the tours cannot be filled, the Employee who accepted the day/night will be given the opportunity to work the corresponding tour.

The Rotation List shall be made up of full-time Employees only.

Shifts may be broken into smaller time frames if necessary. If it becomes necessary to break a shift into less than twelve (12) hours, and an Employee accepts, they will not lose their position on the Rotation List. If an Employee accrues twelve (12) hours of smaller portions of shifts, they will be moved to the bottom of the Rotation List.

If any portion of the tour cannot be filled by the Rotation List, then part-time Employees that meet the minimum requirements will be called. If any portion of the tour cannot be filled by the Rotation List or part-time Employees, then it will be filled by the Mandatory Recall List. If an Employee is mandatorily recalled for a time frame of less than twelve (12) hours, they will be given the option for the full twelve (12) hour tour. If an Employee is mandatorily recalled they shall not lose their position on the Rotation List. Approved leave such as vacation time, personal time, educational time and approved sick leave shall be given to the shift officer on the Monday of the week prior to said

leave in order for the shift officer to fill the opening. The shift officer shall follow the procedures set forth in order to fill the opening. If the shift officer is unable to complete the task, he/she shall pass the information on to the next shift.

If an Employee does not answer the telephone call or return a phone message (text or voice) within thirty (30) minutes, it will be considered a refusal.

In order to provide the best level of service to the Town and to maintain safe working conditions for Employees to be eligible to cover shifts, they must meet the following minimum criteria: NH Firefighter I, NH BEMS Licensed EMT-8, a Driver I Operator for Engine 3 and the ambulance. The Fire Chief and Deputy Chief are not eligible to cover open shifts. However, when emergency situations arise that are beyond the scope of the day-to-day operations and all other options have been exhausted, the Fire Chief and Deputy Chief may be called in to assist the duty personnel as well as other part-time Employees.

An Employee cannot be called back for any of the following reasons:

1. The call back would cause the Employee to work more than 48 consecutive hours in the Fire Department, except for in emergency situations;
2. The Employee is sick;
3. The Employee is on leave, vacation, personal day or bereavement.

POLICE DEPARTMENT

All open shifts will be posted so that all police Union Employees will have the opportunity to sign up for the shift. When a shift is not filled voluntarily or an emergency situation prevents the timely posting of the shift, the shift will be recalled as follows:

The purpose of these guidelines is to establish procedures when recalling personnel due at shift vacancies, unfilled details, and/or emergency situations that require additional personnel. Emergency call backs (such as riots) are at the discretion of Command Staff and DO NOT constitute a recall situation. Command Staff has the authority to force Officers to work over sixty (60) hours per week and/or more than sixteen (16) hours in a day if the situation warrants it.

The Mandatory Recall System will be set up in order of seniority, with the most senior Officer at the top of the list. When a shift needs to be filled, the Officer with the least number of hours will be recalled. If more than one Officer is at the same number of hours as another Officer, the least senior Officer will be recalled.

Employees are eligible for recall as long as:

1. The recall shift will not require them to work more than sixteen (16) continuous hours or more than sixty (60) hours in any work week;

2. They are not using annual, sick, personal, bonus or bereavement leave at the time. If an Officer is on any type of leave as mentioned, they are not eligible for recall until AFTER their next normally scheduled shift;
3. The Employee is fully qualified to work the shift and has completed his/her field training period.

The mandatory recall system can apply to any shift where there are three (3) or less days before the date of the actual shift. If an open shift is three (3) or less days away while a detail is simultaneously running, the open shift shall take priority over the detail.

If an Officer is being added into the Mandatory Recall List, they will be placed at the bottom of the list with the least amount of seniority. The Officer will be caught up to eight (8) hours below the lowest person on the list. If the lowest person on the list has zero (0) hours, the new Officer will also have zero (0) hours.

The hours on the Mandatory Recall List will be reset to zero (0) for every Officer on January 1st of each year.

In the event that all Officers on the Mandatory Recall List are above sixty (60) hours for the work week and an open shift/detail/emergency situation arises, the Officer with the least number of hours worked for the week will be recalled. If all Officers are at the same hours worked for the week, the Officer with the least number of hours on the Recall List and the lowest seniority will be recalled. EXCEPTIONS MAY BE MADE.

8.4B - A Mandatory Recall List shall be established and accurate records maintained regarding the use of the call-back system.

An Employee cannot be called for any of the following reasons:

1. The call back would cause the Employee to work more than sixteen (16) consecutive hours or more than sixty (60) hours in any workweek in the Police Department and forty-eight (48) consecutive hours in the Fire Department, except for in emergency circumstances;
2. The Employee is sick;
3. The Employee is on leave, i.e., vacation, personal day, bereavement or approved sick leave.

If an Employee is not recalled for one of the above reasons, they shall remain at the same position on the Callback List until such time that they are recalled.

8.4C - Dispatch – All open shifts will be posted so that any dispatch eligible Police Union Employee will have the opportunity to sign up for a shift. When a shift is not filled voluntarily, or an emergency situation prevents the timely posting of the shift, the shift will be recalled as follows:

A recall system will consist of all eligible dispatch Employees. The first person on the recall list will be required to fill the shift. Once the recall shift has been completed, the Employee moves to the bottom of the list. If the recalled employee reaches an agreement with another Employee to take up to four (4) hours of the recalled shift, they may do so at their discretion and still move to the bottom of the list.

8.4D - No senior Employee may bump a less senior Employee who has previously signed up for a detail without giving the Employee who is being bumped at least seventy-two (72) hours-notice.

It shall be the responsibility of the senior Employee to notify the Employee that has been bumped.

8.4E - No Employee may withdraw from a shift or detail that he/she signs up for without first making provisions for that shift or detail to be covered. That coverage must follow the outline in Paragraph A of this Section.

8.5 Detail Pay – All details shall be assigned through the Police and/or Fire Departments and shall be paid through normal payroll channels. Details shall be for a minimum of four (4) hours at Fifty Dollars (\$50.00) for each hour. Such payment shall be subject to all normal statutory deductions and contributions as is the regular payroll. The Town reserves the right to assess private employers an administrative fee to cover its actual cost.

An Employee may work a scheduled detail if the Employee is not recalled for regular shift work.

8.6 Court Time – For any time spent in Court outside of the Employee's regularly scheduled shift, an Employee shall be paid a minimum of four (4) hours at the rate of time and one-half (1 ½). All time spent in Court will be recorded on the weekly timesheet. Employees shall be conscientious regarding the recording of Court time. The State witness fee of Thirty Dollars (\$30.00) shall be forfeited to the Town.

If NH law changes during the life of this Agreement, that shall cause negotiations to reopen for the purpose of Court time payment ONLY.

8.7 Bargaining Unit Work – Chiefs shall not routinely perform work which is ordinarily performed by Bargaining Unit Employees. It is understood that Chiefs are required by statute to perform the duties of the office they hold when confronted with situations that may require actions of a person in that office. It is also understood and agreed that Chiefs perform line and staff functions.

ARTICLE 9

WAGES

9.1 For the period of this Contract, the wage rate for the Employees shall be as follows:

9.1A - Effective July 1, 2022, Police Department Employees shall receive a 2.5% wage increase. Fire Department Employees will not receive a wage increase.

9.1B - Effective July 1, 2023, Police Department Employees shall receive a 2.5% wage increase. Fire Department Employees shall receive a 1.5% wage increase.

9.1C - Effective July 1, 2024, Police Department Employees shall receive a 3.0% wage increase. Fire Department Employees shall receive a 1.5% wage increase.

9.2 In consideration of the wages paid under this Article, the Union and the Employees expressly agree that work shall be performed in a competent, workmanlike manner.

ARTICLE 10

BENEFITS

10.1 Holidays – Employees shall be entitled to the following official holidays with full pay:

New Year's Day
Civil Rights Day
Presidents' Birthday
Memorial Day
Fourth of July
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day
Day after Thanksgiving
Christmas

If an Employee is required to work on any of these days, except Thanksgiving or Christmas, the Employee shall receive their regular hourly rate for the time worked. If any of the above officially observed holidays fall on a Sunday, the following Monday shall be observed. If any of the above officially observed holidays falls on a Saturday, the Friday prior to the holiday shall be observed. An Employee required to work on either Thanksgiving Day or Christmas Day shall receive eight (8) hours of Holiday Pay plus be paid at time and one-half (1 ½) for all hours worked up to eight (8) hours.

The following is effective as of and for holidays occurring subsequent to July 1, 2004. Full-time Employees shall receive their yearly-accumulated holiday pay in a one-lump

sum paycheck the first (1st) week of December. This check shall include the previous calendar year's Christmas and all entitled holidays within the current calendar year. In the instance that an Employee ends employment with the Town of Plymouth prior to receiving the Holiday Pay check, an Employee shall be paid for all accumulated holidays up until the date the Employee finishes his/her employment with the Town of Plymouth.

10.2 Sick Leave – Regular full-time Employees shall be privileged to earn sick leave, with pay, to be used for workdays absent due to illness. Sick leave is subject to the following provisions:

10.2A - Sick time shall be granted for the following reasons:

1. Personal illness;
2. Medical or dental appointments;
3. Non-compensable bodily injury or disease;
4. Exposure to contagious diseases which may endanger the health of other persons requiring quarantine as directed by a medical doctor; or Care of immediate family members whose illness or condition requires the Employee to remain at home for no longer than one (1) day except that, with prior approval of the Department Head, an extension may be granted, provided however, that extensions will not be denied unreasonably.

10.2B - Employees shall be allowed to accumulate sick leave as follows:

10.2B-1 – Sick leave may be earned at the rate of eight (8) hours per month of continuous employment and may be accumulated to a maximum of ninety (90) days. Sick leave will count as hours worked and is counted against earned time.

10.2B-2 – If a full time Employee does not use sick leave for three (3) consecutive months in a designated calendar quarter (i.e., January through March, April through June, July through September, October through December), he/she will earn eight (8) hours of vacation time which can be used in accordance with the vacation provisions of this Article. The earned vacation day from October through December shall be awarded and utilized in the first quarter (January through March) of the following year.

Previously accumulated bonus days will be bought back from the Employee at the rate it was earned upon retirement or termination, or at the end of the fiscal year upon the recommendation of the Department Head and the Select Board if funds are available. In no case will earned sick leave be bought back, only earned bonus days. Employees may use any bonus days earned, provided eligibility for such day is cleared with the Department Head and Financial Officer in payroll preparation.

10.2C - Employees shall be required to furnish correspondence from an attending physician for all consecutive days of sickness absence in excess of four (4) working days in the Police Department or two (2) consecutive shifts in the Fire Department, or when the Department Head reasonably believes that the Employee is abusing the use of sick time. When the Department Head reasonably believes an Employee is abusing the use of sick time, the Department Head shall notify the available Union Officer of the request for a physician's correspondence and the basis for such a request in conjunction with notification to the Employee. If the physician's statement validates the Employee's use of sick leave, the Town shall be responsible for any cost to the Employee.

10.2D - Notification must be made to the Employee's Department Head immediately, indicating at that time, the length of time the Employee expects to be incapacitated and the nature of the illness.

10.2E - An Employee who terminates employment with the Town immediately loses all accumulated leave and shall not collect any compensation for accumulated sick leave so lost. Any person rehired by the Town will accumulate sick leave as does a new Employee. An Employee who transfers to another Department, with no break in service, shall have accumulated sick leave transferred to his/her credit.

10.2F - An Employee serving an initial evaluation period, who achieves regular status shall have sick leave computed retroactively to the date of hire.

10.2G - When an Employee has occasion to use sick leave, the Town will pay the difference between the Disability Coverage (as listed in Article 10.6B) amount and regular pay, not to include overtime pay. In order that the Employee's income will not be interrupted by delayed receipt of Disability coverage, the Town will continue the Employee's pay, computed as if the Employee was working eight (8) hours, or the regular number of daily work hours, not including overtime. This provision only applies if the Employee has earned leave time available. The Employee will be allowed to use sick leave until the Disability Coverage payments commence and to compliment the Disability Coverage thereafter. Each case may have a different circumstance, which will be resolved by the Department Head and the Financial Officer.

An Employee may also request a leave of absence without pay for up to two (2) weeks, request is renewable at the discretion of the Select Board. Employees who expect to be on sick leave for an extended period of time are encouraged to apply for FMLA benefits.

Town Employees receiving a combination of Group Disability payments, sick leave and/or Worker's Compensation payments may not receive total take home pay for any pay period greater than their normal take home pay based upon their

average workweek (a minimum of forty (40) hours per week). Employees who utilize sick leave to supplement Worker's Compensation would not be eligible to earn bonus leave as described in 10.2B-2 for the particular three (3) month period.

10.3 All vacations shall be figured on continuous employment from the date of hire as certified by payroll records and shall be figured from the date of last employment and on the basis of continuous and uninterrupted service. Any break other than authorized leaves of absence shall mean that if and when an Employee is rehired, that date must be considered in computing any and all benefits.

No vacation time shall be taken without the approval of the Department Head or the Town Manager.

With the prior approval of the Department Head, an Employee may carry a maximum of forty (40) hours (forty-two (42) for the Fire Department) forward into the next calendar year and may be paid for up to twenty-four (24) hours of the forty (40) hours (25.2 hours of the forty-two (42) for the Fire Department). Vacations will be computed based upon the date of hire (DOH). Employees shall not receive compensation for any other annual leave not taken during a given year, except in circumstances of termination of employment.

In the event an Employee shall change from one Department to another Department within the Town of Plymouth, this time does not constitute a break in service.

The rate of vacation earning shall be as follows:

Months of Service*	Accrual Rate	Leave Accrual**
0-12 Months	2.67 Hours/Month	32 Hours
13-48 Months	8 Hours/Month	96 Hours
49-120 Months	11.33 Hours/Month	136 Hours
121-180 Months	14.67 Hours/Month	176 Hours
181-240+ Months	18 Hours/Month	216 Hours

Employees may not use any vacation time during his/her first three (3) months of employment without authorization for Department Head

*From Date of Hire

**Fire Fighters leave accrual under the above shall be converted as follows:

0-12 Months	48 Hours	4 Hours/Month
13-48 Months	96 Hours	8 Hours/Month
49-120 Months	144 Hours	12 Hours/Month
121-180 Months	192 Hours	16 Hours/Month
181+ Months	240 Hours	20 Hours/Month

In each calendar year, an Employee may borrow up to that year's allotment of vacation days in advance of accrual, provided that the Employee signs a Pay Deduction Authorization Form, which authorizes the Town to deduct used, but unearned, vacation days from the Employee's last payment in the event the Employee terminates employment before the borrowed days are earned.

10.4 Bereavement Leave – An Employee is entitled to bereavement leave at full pay, not to exceed three (3) working days for a death in the immediate family. For the purpose of administering the provisions of bereavement leave, immediate family shall mean: A spouse, parent, grandparent, brother, sister, child, father-in-law, mother-in-law, step-parent, step-child, step-brother, step-sister or a person living within the household.

An Employee is entitled to bereavement leave at full pay for one (1) working day for the purpose of attending the funeral of a grandchild, brother-in-law, sister-in-law, aunt or uncle.

Special leave of up to three (3) days may be granted by the Department Head to an Employee in the event of the death of a person whose death presents special immediate family commitments, not to be added to leaves set forth above.

10.5 Health Insurance – The Town shall provide group health insurance for Employees under Blue Cross/Blue Shield, 2 Tier Plan, or equivalent, including major medical with Employees paying fifteen percent (15%) of the premium.

If the Select Board determines that comparable coverage, with no decrease in the level of benefits, under a different provider or program is available, the Select Board may, in their sole discretion, switch health insurance coverage to that provider or program. In such event, the Select Board shall provide the Union and the Employees with adequate advance notice of the proposed plan and shall fully consider any timely input or concerns related thereto expressed by the Union or Employees prior to implementation of the change.

The Town shall have the ability to provide an insurance "buyout" option for Employees that are covered by insurance from another source, other than the Town. In such situations, if the Employee elects **not** to be covered by the Town's health insurance, then the Town shall reimburse the Employee a percentage of the premium savings realized by the Town as a result of the Employee's election not to be covered. Such percentage shall be set by the Town as a managerial prerogative.

10.6 Other Insurance

10.6A - Life Insurance – the Town shall provide term life insurance in the amount of Fifty Thousand Dollars (\$50,000) for each employee in the unit, with the Town paying the premium. The Employee shall provide such information, including designation of beneficiary, as may reasonably be required.

10.6B - Disability – The Town shall provide and pay for the premium for a disability insurance program for the Employees as presently in effect. Coverage will be standard accident, death and dismemberment coverage, not job related.

10.7 Retirement Contribution – the Town shall continue to make contributions to the New Hampshire Retirement System as required by law.

10.8 Personal Days – Police Employees shall be entitled to sixteen hours (16) non-cumulative personal days off without pay per year. Fire Employees shall be entitled to one (1) 24-hour shift off with pay per year, to be taken only with the prior approval of the Department Head. The Department Head shall be given at least seventy-two (72) hours prior notice. An Employee who completes the initial evaluation period on or after July 1st in any year is entitled to one personal day/half shift in the Fire Department to be taken in accordance with this paragraph. An Employee who completes the initial evaluation period after September 1st is not entitled to any personal days for that year.

10.9 Jury and Armed Forces Reserve Leave – A regular Employee called for jury duty shall be excused from work for the duration of the Employee's service and shall receive the difference between his/her regular pay and his/her jury pay, provided that the Employee presents an official statement of pay received. All benefits shall continue to accrue during such absence.

Any full-time Employee called for military service shall be granted a special leave of absence from work for the duration of the Employee's service and shall receive the difference between his/or regular pay and military pay, provided the Employee presents an official statement of pay received. All benefits shall continue to accrue during such absence. Employees returning from military leave will be paid the same rate of pay and other benefits as if the Employee had worked continuously in the Town in the job held when such special leave was granted.

10.10 Educational Leave – Any Employee may apply for educational leave to the Department Head.

10.11 Employee Expenses – All Employees traveling on Town business, or using personal assets for Town purchases shall be entitled to reimbursement of their expenses according to the following schedule:

1. Automobile Expenses – IRS rate per mile
2. Lodging & Meals – all reasonable expenses
3. Purchases – all verified expenses

All travel expenses must be itemized, with receipts attached, if possible, on a Town expense voucher, to be approved by the Department Head, Town Manager and the Select Board prior to reimbursement.

10.12 Union Business Leave – The Town agrees to allow one (1) person a maximum of twenty-four (24) hours off per year without loss of pay to conduct Union business. The Union agrees to notify the Town of specific Union business to be conducted.

10.13 Family & Medical Leave – The Town shall comply with the requirements of the Family and Medical Leave Act of 1993 as amended.

10.14 Worker's Compensation Leave – Absence of an Employee for causes occurring while engaged in working for the Town and covered by Worker's Compensation (WC) as specified by the laws of the State of New Hampshire shall be treated as follows:

The Employee shall receive from the Town's insurer compensation in a dollar amount and for a period of time specified by State Law.

When an Employee utilizes WC leave, the Town will pay the difference between the compensation amount and regular pay, not to include overtime pay. This provision will be for a period not to exceed thirty (30) normal working days. In order that the Employee's income will not be interrupted by delayed receipt of WC, the Town will continue his/her weekly pay computed as if the Employee was working eight (8) hours, or the regular number of daily work hours, not including overtime. This provision only applied if the Employee has earned leave time available. The Employee will be allowed to use sick leave until the WC payments commence and to complement the WC thereafter. Each case may have different circumstance, which will be resolved by the Department Head and Financial Officer.

If the coverage reimburses the Employee two-thirds (2/3) percent, the Employee shall return the check to the Town thereby buying back two-thirds (2/3) of the compensated sick leave. This buy back applies only to sick leave.

Employees are required by State Law (RSA 281:16a) to report promptly to your Employer (the Town) any occupational injury or disease, even if it is deemed to be minor. The Town is required to submit forms to the NH Department of Labor immediately and certainly, no later than five (5) days after an incident. The Town requires that an Employee report any incident immediately to ensure that the requirement is met. If an injury results in four (4) or more days of disability, a Supplemental Report, Form No. #13 WCA, must be filed within ten (10) days of the incident. Failure to comply with these statutes carries an automatic civil penalty of Two Thousand Five Hundred Dollars (\$2,500).

Department Heads are responsible to see that proper filing of the Form 8-WC is completed and sent to the Town Finance Director/Human Resources Director.

Town Employees receiving a combination of WC and sick leave payments may not receive total take home pay for any pay period greater than their normal take home pay based upon their average work week (a minimum of forty (40) hours per week).

Employees who utilize sick leave to supplement WC would not be eligible to earn the one (1) vacation day for the particular quarter/three (3) month period.

10.15 Fire-Commercial License reimbursement – The Town agrees to reimburse regular Fire Department Employees for the difference between an Operator's License and a Commercial Driver's License.

10.16 Longevity Payment – Any full-time Employee who has completed five (5) years of continuous service shall be paid, in addition to his/her normal salary, the sum of Two Hundred Fifty Dollars (\$250) annually and an additional Two Hundred Fifty Dollars (\$250) for each additional five (5) years of continuous service. An Employee shall be eligible to receive this payment if his/her anniversary date is on or before December 1. The longevity payment shall be paid in the Employee's first paycheck received in December. An Employee who retires or terminates prior to December 1st, but after his/her anniversary date, which is on or after December 2nd, will be entitled to the appropriate longevity payment upon retirement or termination.

ARTICLE 11 **BULLETIN BOARDS**

11.1 Space shall be provided in each Department's facility for bulletin boards, measuring no larger than 3' x 2' for the posting of official notices of the Union addressed to its members. The Union shall post nothing controversial, inflammatory or defamatory thereon. The Union agrees to post signs consistent with the maintenance of a drug-free workplace.

ARTICLE 12 **SAFETY**

12.1 Concern for public safety and Employee safety are important to the Town and the Union. The Select Board, or their designee, have the right to adopt and modify regulations for the safety and health of the Employees and the public concerning the operation of the Departments. Employees shall comply with such regulations.

The Union shall designate a Safety Committee, of not more than two (2) members, to provide input into these regulations, which shall be given full consideration by the Select Board. In order to facilitate such consideration, the Select Board shall meet with the Safety Committee upon request, provided that the obligation to so meet is limited to not more than once every ninety (90) days except in the case of an emergency.

The Town shall supply the Employees with "defective equipment forms" with one copy for the appropriate Chief.

12.2 In the interest of safety, the Department shall be equipped as follows:

12.2A - Fire – NFPA approved safety equipment, including: one helmet, one turnout coat, one pair of turnout pants, one pair of fire boots, one hood (Nomex or PBI), one pair of gloves, personal alert devices affixed to breathing apparatus.

12.2B - Police – Cruisers shall be property equipped and mechanically sound.

12.3 Fire 701 Mandatory Hiring Standards require the candidate shall complete a pre-employment medical evaluation, as outlined in NFPA 1582 2013 Edition, available as provided in Appendix B. Based upon the medical evaluation, the hiring authority shall determine the candidates' ability to successfully and safely perform essential job tasks, as listed in NFPA 1582 2013 Edition, available as provided in Appendix B, without posing a safety or health risk to themselves, members of the department or civilians. Physicals are to be paid for by the Town of Plymouth as part of the hiring process.

ARTICLE 13 **UNIFORMS**

The Town shall provide the following for all Employees required to wear uniforms:

13.1 The Town will provide the Employee with uniforms and equipment reasonably necessary to accomplish their mission and maintain a professional image in doing so. This shall include the purchase of a ballistic vest for new full-time officer appointees.

13.2 Each Employee is responsible for the reasonable care and maintenance of equipment and uniforms so issued and shall wear same only when engaged in Town work.

13.3 Each Department Chief will order uniforms on an as-needed basis. Initial issues shall be new or in very good condition. Replacements will be issues as recommended by the Chiefs following established purchasing procedures.

13.4 Police Officers shall receive a cleaning allowance of Two Hundred Fifty Dollars (\$250) and Dispatchers shall receive a cleaning allowance of Two Hundred Dollars (\$200) to be issued in one payment each year as determined by the Select Board at the end of the year. The Town will provide the Fire Department Unit members a One Hundred Fifty Dollar (\$150)/ per year cleaning reimbursement for the provision and maintenance of personal linen used while on duty.

ARTICLE 14 **REQUIREMENTS OF EMPLOYEES**

14.1 Training – All Employees shall fully comply with all training requirements of their Departments. Off-duty personnel required to attend training shall be compensated for actual time worked during training as well as travel time. For purposes of this section, travel time is to be considered beginning the time the Employee leaves for training to

the time they arrive at the designated destination, as well as the time the Employee then leaves the designated destination and arrives back to Plymouth or to the Employee's residence. "Travel Time" shall not include travel to destinations within a 20-mile radius from Town Hall. Employees shall not do work that requires certification and/or training if they are not certified or trained to do so.

14.2 Residency – Fire Department Employees must reside within the area of the Department's third alarm mutual aid call. If the alarm area should change, an Employee will not be required to relocate to meet the requirements of this section. Police officers must reside within a 45-minute safe (operating at legal speed limits) response time from the police station.

14.3 Physical Fitness Assessment

14.3A - All full-time Police Officers and Firefighters are required to be physically fit for duty. Police Officers must submit to and pass a Fitness Test adhering to the minimum standards required by NH Police Standards and Training Council.

14.5 Off Duty Conduct of Employees – Employees shall conduct their private and professional lives in such a manner as to avoid bringing discredit upon themselves and/or the Department. No member of the Department shall, at any time, be guilty of an act or omission which impedes, injures or hinders progress, welfare, efficiency or the good name of the Department and/or the Town.

14.6 Station Maintenance – All Employees covered by this Agreement will perform such ordinary and normal station maintenance at their respective station (i.e., police, dispatch, fire) as may be required by the Department Head at any building or property used solely by the corresponding Department. The Town shall supply all necessary equipment and supplies for performance of station maintenance as defined by this Section.

ARTICLE 15 **DISCIPLINARY PROCEDURES**

15.1 Disciplinary action shall be applied in a fair and consistent manner as determined by the Department Head under a written policy, up to and including, a three (3) day suspension, without pay, after consultation with the Town Manager. Disciplinary action greater than a three (3) day suspension shall be made at the recommendation of the Department Head and brought to the Town Manager for his/her approval. The Town Manager's decision on a recommended discipline greater than three (3) days of suspension without pay may be reviewed by the Select Board at the request of the Employee.

15.2 Any discharge shall be stated in writing, with a copy given to the Employee at the time of discharge, or as soon thereafter as practicable. This sequence need not be followed if an infraction is sufficiently severe to merit other action; nor is this section

meant to limit the types of disciplinary actions available to management. Disciplinary action will normally be taken in the following order:

15.2A - Informal action, which may include verbal or written notices of counseling.

15.2B - Written reprimand.

15.2C - Suspension, with or without pay.

15.2D - Discharge.

15.3 Without limitation because of enumeration, discipline shall be justified for just cause including, as examples, the following:

15.3A - Misconduct during employment.

15.3B - Incompetence or inefficiency.

15.3C - Failure to perform assigned duties.

15.3D - Disobedience of Supervisor or order.

15.3E - Use of alcoholic beverages or non-prescribed controlled substances while on duty.

15.3F - Failure to observe rules and regulations established by the Select Board or their designees for the terms of this Agreement.

15.3G - Conviction of a Felony or Misdemeanor.

15.3H - Incompatibility with other employees.

15.3I - Unauthorized absence from duty.

15.4 An Employee's record shall be cleared, upon request, of written reprimands after a period of two (2) years as long as there are no similar infractions during the intervening period.

ARTICLE 16

GRIEVANCE PROCEDURE

16.1 The purpose of this Article is to provide a mutually acceptable procedure for adjusting grievances. It is intended that the procedure provided therein shall facilitate the resolution of Employee grievances at the lowest possible level, and the Town, the

Employees and the Union agree to work together toward that end. Grievances shall commence with an informed and informal discussion between the Employee and the immediate Supervisor and Unit Employee Representative, if desired.

16.2 "Grievance" means alleged violation, misinterpretation or misapplication with respect to one or more Employees of any provision of this Agreement which arises during the term of this Agreement and which is not expressly excluded from the grievance procedure.

16.3 The duly certified Union Representative, when requested by the Employee, shall assist in processing a grievance. If a Union Representative is so utilized, the Representative shall be given the opportunity to discuss the matter with the Employee and with any other Employees who reasonably may be expected to have information bearing on the matter. Such discussion and investigations shall be done with prior notices to Supervisors so as to allow scheduling which will not interfere with departmental business. In accordance with RSA 273-A:11, 1(a), any resolution of a grievance shall not be inconsistent with the terms of this Contract.

16.4 The grievance procedure shall be as specified in this Section, including the steps enumerated herein, up to and including, the Review Board, whose decision shall be final.

16.5 A grievance shall be filed in writing within fifteen (15) calendar days after the event giving rise to the alleged grievance, or rights under this Article shall be waived.

16.5A Department Head

16.5A-1 - The Employee and Union shall present to the Department Head all the facts pertaining to the problem or incident.

16.5A-2 - The Department Head shall address the problem at once or within seven (7) calendar days, notifying the Employee and the Union of the decision.

16.5B Town Manager

16.5B-1 - If the Employee or the Union feels that further review is justified, notification to that effect and a statement of all the facts pertaining to the problem shall be given in writing to the Town Manager within seven (7) calendar days from the day the Employee and the Union were informed of the decision. The notice shall specifically identify the basis for further action and shall state the grounds therefore.

16.5B-2 - The Town Manager shall review all of the facts, preferably with all parties concerned present, within seven (7) calendar days from the day the problem was submitted.

16.5B-3 - The Employee, the Union, and the Department Head concerned shall be notified in writing of the decision reached.

16.5C Select Board

16.5C-1 - If the Employee or the Union feels that a further review is justified, notification to that effect and a statement of all facts pertaining to the problem shall be given in writing to the Select Board within seven (7) calendar days from the day the Employee or the Union was informed of the decision of the Town Manager. The notice shall specifically identify the basis for further action and shall state the grounds therefore.

16.5C-2 - The Select Board shall review all of the facts, preferably with all parties concerned present, within fourteen (14) calendar days from the day the problem was submitted to them.

16.5C-3 - The Employee, the Union, the Department Head concerned and the Town Manager shall be notified in writing of the decision reached.

16.5D Personnel Board of Review

16.5D-1 - Should any Employee or the Union feel, after completing stages 16.5A, 16.5B and 16.5C, that the decisions given therein justify review, the Employee or the Union may request that the matter be heard by a Review Board. A Review Board shall be brought into being only as needed on a case-by-case basis. The Board shall consist of one member appointed by the Employee or the Union, noted at time of submission; one member appointed by the Employer or his/her designee who shall be appointed within the seven (7) days of grievance being filed at this level; and a third member who shall be a Resident of the Town of Plymouth, selected by the other two (2) members. If the third member cannot be agreed upon, each member shall submit five (5) names of individuals so qualified until agreement is reached. If no decision is reached within thirty (30) days, the Union and the Town Manager shall meet to determine the third party.

16.5D-2 - A hearing before the Review Board shall be initiated by written request to the Town Manager from the Employee or the Union for a hearing within seven (7) working days from receipt of the notice of the prior decision. The request shall be accompanied by a written statement of all facts pertaining to the problem, including specific allegation of error in prior decisions and the grounds therefore. The Town Manager shall immediately undertake steps to have the Review Board established under Subparagraph (1). The Review Board shall hold a hearing within seven (7) working days from the date it is established.

16.5D-3 - Any decision of the Review Board shall be in writing and rendered within seventy-two (72) hours after the hearing. The Employee, the Union and the Select Board shall be notified of the decision.

16.6 In applying this grievance procedure, the Review Board shall not have the power to add to, ignore, or modify any of the terms or conditions of this Agreement. The decision of the Review Board shall not go beyond what is necessary for the interpretation and application of express provisions of this Agreement. The Review Board shall not substitute its judgement for that of the parties in the exercise of the rights granted or retained by this Agreement.

16.7 The Review Board's decision, made in accordance with this Article, shall be binding on both parties. Any costs incurred in submitting a matter to the Review Board shall be split between the Town and the Union.

16.8 Time limits applicable to the grievance procedure may be extended by mutual agreement of the parties in writing.

ARTICLE 17 **NATURE OF THE AGREEMENT**

It is acknowledged that during the negotiations which have resulted in this Agreement, the Union had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining. Therefore, for the life of this Agreement, this Agreement shall constitute the total agreement between the parties. This Agreement may be amended only by mutual consent of both parties.

ARTICLE 18 **SAVING CLAUSE**

If any portion of this Agreement is found to violate State Law or Town Ordinance, or is to be found unlawful and unenforceable by any Court or competent jurisdiction, or has the effect of loss of Town funds made available through State or Federal law, rule or regulation, then such specific portion shall be amended to the extent necessary to conform with such law, rule or regulation; however, the remainder of this Agreement shall continue in full force and effect. The parties agree to meet to negotiate only that portion affected, but neither party is required to make concessions to reach agreement.

ARTICLE 19 **COST TERMS**

The cost items contained in this Agreement shall not become effective unless and until approved by Plymouth Town Meeting.

ARTICLE 20
ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Town and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively, with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed this Agreement. This Agreement may only be amended during its term by the parties' mutual agreement in writing.

This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and together with any letters of understanding executed concurrently (or after) with the Agreement, constitutes the complete and entire agreement between the parties and concludes collective bargaining (except as provided for in the grievance procedure) for its term.

ARTICLE 21
EFFECTIVE DATE: RENEWAL

This Agreement shall be in effect from July 1, 2022 through June 30, 2025. No provision in this contract shall be given retroactive effect or interpretation, except as expressly provided. By mutual agreement, the parties may extend the terms of this Agreement, with or without modification, as may be agreed by the parties. Either party desiring to extend this Contract or to enter negotiations for a new Contract upon the expiration hereof, shall give notice thereof at least One Hundred Twenty (120) days prior to the Plymouth Budget Submission Date in the year following its expiration.

IN WITNESS WHEREOF, the parties hereto have caused their signatures to be affixed, on the dates indicated, by their duly authorized officials or representatives.

Date: 2-14-22

Date: 2-14-22

2/14/22

2/14/22

Town of Plymouth, by its Select Board

Walter Bolte Jr

Fay Hill

[Signature]

Date: _____

Date: _____

Date: _____

AFSCME Local 3380

Date: 1/13/2022

Date: 1/13/2022

Date: 1/13/22

Date: 1/13/22

Date: _____

Jill A. Baran Jill A. Baran

Christopher Bridges Christopher Bridges

Brian Leck Brian Leck

Richard Raymond

ADDENDUM #1

TO THE 2022-2025 AGREEMENT
BETWEEN THE TOWN OF PLYMOUTH AND
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES, COUNCIL 93 AFL-CIO POLICE AND FIRE UNITS

This addendum #1 is to the 2022 – 2025 agreement between the Town of Plymouth and American Federation of State, County and Municipal Employees (AFSCME), Council 93, Local 3380, covering all Plymouth Police Department Union employees.

Effective July 1, 2022, the parties agree to amend section 10.8 of the Collective Bargaining Agreement as follows:

10.8 Personal Time – Police Employees shall be entitled to sixteen hours (16) non-cumulative personal time off WITH (~~without~~) pay per year. Fire Employees shall be entitled to one (1) 24-hour shift off with pay per year, to be taken only with the prior approval of the Department Head. The Department Head shall be given at least seventy-two (72) hours prior notice. An Employee who completes the initial evaluation period on or after July 1st in any year is entitled to **eight personal hours for the police department/ 12 hours** in the Fire Department to be taken in accordance with this paragraph. An Employee who completes the initial evaluation period after September 1st is not entitled to any personal days for that year.

This addendum shall remain in full force and effect to and including June 30, 2025.

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES, COUNCIL 93 AFL-CIO POLICE AND FIRE UNITS

To: Town of Plymouth Select Board

Date: April 8, 2022

From: Council 93, Local 3380, Police Units

Subject: Approve Addendum #1 which fixes a typographical error in section 10.8

Contact: Jill Bonan, President, 603-536-5880


Discussion: It is believed that a typographical error was made to the Collective Bargaining Agreement, specifically in section 10.8, which reads that police employees shall be entitled to 16 hours non-cumulative personal time off without pay per year. The prior Collective Bargaining Agreement stated that it was WITH pay per year.

Section 10.8 was not discussed during negotiations in terms of changing it from paid time off to time off with no pay.


Fiscal Impact: There will be no fiscal impact as a result of changing the wording from without too with pay, as it has already been accounted for that we receive pay for the 16 hours of personal time per year.

Respectfully submitted:

Jill Bonan
Local 3380 President


For the Town

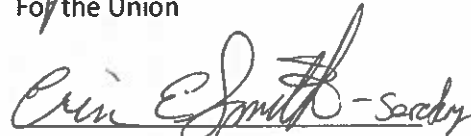
4/25/22
Date

 - President
For the Union

4/13/2022
Date



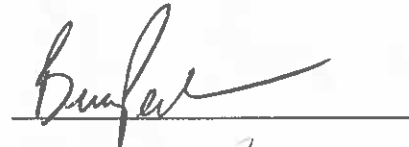
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 - Secretary

4-15-22



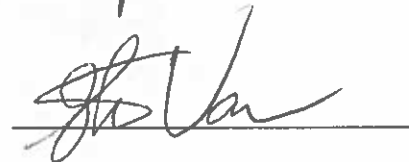
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4/15/22



4/25/22



4/15/22

Sample

**RECEIPT AND ACKNOWLEDGMENT
OF THE TOWN OF PLYMOUTH'S
PERSONNEL MANUAL**

I have received a copy of the Town of Plymouth's (the "Town") Personnel Manual, and I understand that I am responsible for reading the personnel policies and guidelines within it.

I understand that this Manual replaces all prior Manuals and may be changed any time without notice by the Town. I acknowledge that my employment is terminable at will, either by myself or the Town, at any time, regardless of the length of my employment or the granting of benefits of any kind. I further understand that this Manual does not create a contract of employment, either express or implied.

Updates to this manual dated 6/13/2022 include the following:

- All Town Administrator referenced to Town Manager
- Policy 3.10 Overtime Policy (Sick time included in time worked)
- Policy 6 Vacation (All days have been converted to hours)
- Policy 7 Sick Leave (All days have been converted to hours)
- Policy 9 Vacation Bonus Time (Final bonus earned day will be carried over, not count toward the 5 days allowed and must be utilized by March 31 of the following year)
- Policy 10 Personal Leave (All days have been converted to hours)
- Policy 12.1 Reporting Injuries (All accidents/injuries must be reported to the Finance Director within 24 hours of the incident)
- Policy 14.2.2 Benefits (The Town does not provide Long Term Disability. That language has been removed)
- Policy 19.1.1 Health Insurance Cash Out Stipend (Employees who are covered by their spouse who is also a Town Employee will not be entitled to the Cash Out Stipend)
- Policy 30.8 Removed (Old seatbelt policy)
- Policy 30.10 Removed (Smoking in Town Vehicles)
- Policy 30.11 Removed (Care and Maintenance of Vehicles)
- Policy 39 Performance Evaluations (new policy inserted)
- Policy 44 Retired Personnel (Monthly health & dental insurance bills will be disbursed by the health insurance company and not the Town of Plymouth)

If I have questions regarding the content or interpretation of this Manual, I will bring them to the attention of my supervisor or Department head.

Employee Name: _____ Date _____

Employee Signature: _____

Department: _____

PLEASE SIGN ABOVE AND RETURN THIS FORM TO YOUR SUPERVISOR.

TO: Council 83, Local 3380, Police/Fire Units

DATE: June 13, 2022

FROM: Town of Plymouth Select Board

SUBJECT: Approval Addendum #2 which clarifies section 10.5 Health Insurance

CONTACT: Zachary Tirrell, Select Board Chairman, 603-289-9221

Discussion: During a review and update of the Town of Plymouth personnel policies, it was discovered that Section 10.5 Health Insurance was not clear regarding stipend percentage offered to employees who covered under outside insurance policies and their spouse's insurance policy covered under the Town of Plymouth. This clarification will read:

The Town encourages any Town Employee who is eligible to be covered by any other outside health insurance plan(s) (provided by spouse or former employer, for example) to do so. In such situations, if the Employee elects not to be covered by the Town's health insurance, the Town shall pay the Employee a monthly stipend equivalent to ½ of a single premium payment that would have been made for the Employee by the Town. This stipend shall be considered a wage and will be paid through payroll. Employees who chose to accept the stipend must provide proof of coverage in the form of an active insurance card or letter from employer showing coverage annually. The stipend amount is a managerial prerogative that can only be changed by the Select Board. Employees who are covered by the Town's insurance by a spouse who is also a Town employee, will not be entitled to this stipend.


Purpose of this Amendment: To clarify the current percentage of buyout offered to employees who have health insurance through their spouse and when a stipend is offered to an employee of the Town who may have a spouse or partner who work for the Town as well.

Respectfully submitted:

Zachary Tirrell,
Chairman Select Board

FOR THE TOWN:


Zachary Tirrell 6/13/2022

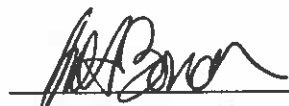

William Bolton 6/13/2022


Maryann Barnsley 6/13/2022


Theodore Wisniewski 6/13/2022


Neil McIver 6/13/2022

FOR THE UNION:

 6/28/2022

 6/28/22

 6/28/22

ADDENDUM #2

TO THE 2022-2025 AGREEMENT BETWEEN THE TOWN OF PLYMOUTH AND AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 93 AFL-CIO POLICE AND FIRE UNITS

This addendum #2 is to the 2022-2025 agreement between the Town of Plymouth and American Federation of State, County and Municipal Employees (AFSCME), Council 93, Local 3380, covering all Plymouth Police and Fire Department Union Employees.

Effective July 1, 2022, the parties agree to amend section 10.5 of the Collective Bargaining Agreement as follows:

10.5 Health Insurance – The Town shall provide group health insurance for employees under Blue Cross/Blue Shield, 2 Tier Plan, or equivalent, including major medical with Employees paying fifteen percent (15%) of the premium.

If the Select Board determines that comparable coverage, with no decrease in the level of benefits, under a different provider or program is available, the Select Board may, in their sole discretion, switch health insurance coverage to that provider or program. In such event, the Select Board shall provide the Union and the Employees with adequate advance notice of the proposed plan and shall fully consider any timely input or concerns related thereto expressed by the Union or Employees prior to implementation of the change.

PARAGRAPH TO BE REMOVED IN ITS ENTIRETY: The Town shall have the ability to provide an insurance “buyout” option for Employees that are covered by insurance from another source, other than the Town. In such situations, if the employee elects not to be covered by the Town’s health insurance, then the Town shall reimburse the Employee a percentage of the premium savings realized by the Town as a result of the Employee’s election not to be covered. Such percentage shall be set by the Town as a managerial prerogative.

PARAGRAPH TO BE ADDED IN ITS ENTIRETY: The Town encourages any Town Employee who is eligible to be covered by any other outside health insurance plan(s) (provided by spouse or former employer, for example) to do so. In such situations, if the Employee elects not to be covered by the Town’s health insurance, the Town shall pay the Employee a monthly stipend equivalent to ½ of a single premium payment that would have been made for the Employee by the Town. This stipend shall be considered a wage and will be paid through payroll. Employees who chose to accept the stipend must provide proof of coverage in the form of an active insurance card or letter from employer showing coverage annually. The stipend amount is a managerial prerogative that can only be changed by the Select Board. Employees who are covered by the Town’s insurance by a spouse who is also a Town employee, will not be entitled to this stipend.

This addendum shall remain in full force and effect to and including June 30, 2025.

AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES, COUNCIL 93 AFL-CIO POLICE AND FIRE UNITS

To: Town of Plymouth Select Board

Date: June 28, 2022

From: Council 93, Local 3380, Police Units

Subject: Approve Addendum #3 in regards to a new Firefighter position

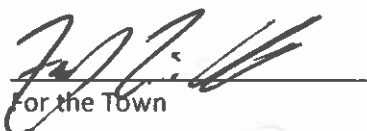
Contact: Jill Bonan, President, 603-536-5880

Discussion: The Plymouth Fire Department hired a new employee to work a 40 hour a week, week day position. This position would not follow what the current contract states, as firefighters are scheduled to work 24 hour shifts, as opposed to this new position. AFSMCE Local 3380 would like to include this position into the contract as written in Addendum #1.3.

Fiscal Impact: There will be no fiscal impact as a result of including this new position into the contract as the above mentioned request should have already been accounted for in the budget.

Respectfully submitted:


Jill Bonan
Local 3380 President


For the Town

7/11/22
Date


For the Union


8/2/2022
Date



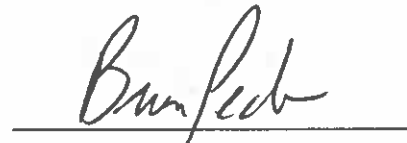
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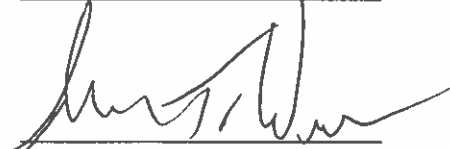


8/6/22



7-11-22





7-11-22





ADDENDUM #3

TO THE 2022-2025 AGREEMENT BETWEEN THE TOWN OF PLYMOUTH AND AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 93 AFL-CIO POLICE AND FIRE UNITS

This addendum #3 is to the 2022 – 2025 agreement between the Town of Plymouth and American Federation of State, County and Municipal Employees (AFSCME), Council 93, Local 3380, covering all Plymouth Police Department Union employees.

Effective July 1, 2022, the parties agree to amend the following articles of the Collective Bargaining Agreement as follows:

8.1 Hours of Work – the normal workweek and workday shall be established to comply with applicable State and Federal laws. As may be allowed by law, the workweek shall consist of 40 hours for Police Department personnel. The normal workweek for the Fire Department shall average 42 hours with 42 hours of pay (with the exception of the full-time day shift employee, who shall consist of 40 hours). Fire and Police Department rules shall establish the normal workweek, workdays and shift rotations. An Employee's regular work shift and regular days off shall not be temporarily changed to prevent payment of overtime except with the Employee's consent.

8.4A - An open 24-hour shift shall be broken into two 12-hour tours. The first Employee in the Rotation List will be offered a choice of the day or night tour of duty. If the Employee accepts, he/she will then be placed at the bottom of the Rotation List. The second Employee on the Rotation List will be contacted and offered the remaining tour. If that Employee accepts the remaining tour, they will be placed on the bottom of the Rotation List. If one of the tours cannot be filled, the Employee who accepted the day/night will be given the opportunity to work the corresponding tour.

The Rotation List shall be made up of full-time Employees only, this is to include the full-time, day shift employee.

Shifts may be broken into smaller time frames if necessary. If it becomes necessary to break a shift into less than twelve (12) hours, and an Employee accepts, they will not lose their position on the Rotation List. If an Employee accrues twelve (12) hours of smaller portions of shifts, they will be moved to the bottom of the Rotation List.

If any portion of the tour cannot be filled by the Rotation List, then part-time Employees that meet the minimum requirements will be called. If any portion of the tour cannot be filled by the Rotation List or part-time Employees, then it will be filled by the Mandatory Recall List. If an Employee is mandatorily recalled for a time frame of less than twelve (12) hours, they will be given the option for the full twelve (12) hour tour. If an Employee is mandatorily recalled they shall not lose their position on the Rotation List. Approved leave such as vacation time, personal time, educational time and approved sick leave shall be given to the shift officer on the Monday of the week prior to said leave in order for the shift officer to fill the opening. The shift officer shall follow the procedures set forth in order to fill the opening. If the shift officer is unable to complete the task, he/she shall pass the information on to the next shift.

If an Employee does not answer the telephone call or return a phone message (text or voice) within thirty (30) minutes, it will be considered a refusal.

In order to provide the best level of service to the Town and to maintain safe working conditions for Employees to be eligible to cover shifts, they must meet the following minimum criteria: NH Firefighter I, NH BEMS Licensed EMT-8, a Driver I Operator for Engine 3 and the ambulance. The Fire Chief and Deputy Chief are not eligible to cover open shifts. However, when emergency situations arise that are beyond the scope of the day-to-day operations and all other options have been exhausted, the Fire Chief and Deputy Chief may be called in to assist the duty personnel as well as other part-time Employees.

An Employee cannot be called back for any of the following reasons:

1. The call back would cause the Employee to work more than 48 consecutive hours in the Fire Department, except for in emergency situations;
2. The Employee is sick;
3. The Employee is on leave, vacation, personal day or bereavement.

THE EXPECTATION IS THAT THE FULL TIME DAY SHIFT FIRE DEPARTMENT POSITION WILL BE BACKFILLED FOR ALL SHIFTS, EXCLUSIVE OF HOLIDAYS.

10.3 All vacations shall be figured on continuous employment from the date of hire as certified by payroll records and shall be figured from the date of last employment and on the basis of continuous and uninterrupted service. Any break other than authorized leaves of absence shall mean that if and when an Employee is rehired, that date must be considered in computing any and all benefits.

No vacation time shall be taken without the approval of the Department Head or the Town Manager.

With the prior approval of the Department Head, an Employee may carry a maximum of forty (40) hours (forty-two (42) for the Fire Department) forward into the next calendar year and may be paid for up to twenty-four (24) hours of the forty (40) hours (25.2 hours of the forty-two (42) for the Fire Department). **The full-time day shift fire department employee will follow the hours allowed for the police department (40 hours of carry over, and paid for up to 24 hours of the 40 hours.** Vacations will be computed based upon the date of hire (DOH). Employees shall not receive compensation for any other annual leave not taken during a given year, except in circumstances of termination of employment.

In the event an Employee shall change from one Department to another Department within the Town of Plymouth, this time does not constitute a break in service.

The rate of vacation earning shall be as follows:

Months of Service*	Accrual Rate	Leave Accrual**
0-12 Months	2.67 Hours/Month	32 Hours
13-48 Months	8 Hours/Month	96 Hours
49-120 Months	11.33 Hours/Month	136 Hours
121-180 Months	14.67 Hours/Month	176 Hours
181-240+ Months	18 Hours/Month	216 Hours

Employees may not use any vacation time during his/her first three (3) months of employment without authorization for Department Head

*From Date of Hire

**Fire Fighters leave accrual under the above shall be converted as follows:

0-12 Months	48 Hours	4 Hours/Month
13-48 Months	96 Hours	8 Hours/Month
49-120 Months	144 Hours	12 Hours/Month
121-180 Months	192 Hours	16 Hours/Month
181+ Months	240 Hours	20 Hours/Month

The full-time day shift fire department employee will follow the rate of vacation earnings as outlined for the police department

In each calendar year, an Employee may borrow up to that year's allotment of vacation days in advance of accrual, provided that the Employee signs a Pay Deduction Authorization Form, which authorizes the Town to deduct used, but unearned, vacation days from the Employee's last payment in the event the Employee terminates employment before the borrowed days are earned.

10.8 Personal Days – Police Employees (In addition to the full-time fire department day shift employee) shall be entitled to sixteen hours (16) non-cumulative personal days off with pay per year. Fire Employees shall be entitled to one (1) 24-hour shift off with pay per year, to be taken only with the prior approval of the Department Head. The Department Head shall be given at least seventy-two (72) hours prior notice. An Employee who completes the initial evaluation period on or after July 1st in any year is entitled to one personal day/half shift in the Fire Department to be taken in accordance with this paragraph. An Employee who completes the initial evaluation period after September 1st is not entitled to any personal days for that year.

This addendum shall remain in full force and effect to and including June 30, 2025.

TO: Council 83, Local 3380, Police/Fire Units

DATE: July 11, 2022

FROM: Town of Plymouth Select Board

SUBJECT: Approval Addendum #4 which clarifies section 10.2 Sick Time

CONTACT: Zachary Tirrell, Select Board Chairman, 603-289-9221

Discussion: During a review and update of the Town of Plymouth personnel policies, it was discovered that Section 10.2 sick time did not allow for employees to borrow in advance from their annual allotment as is the common practice at this time. This following paragraph will be added to the end of the policy:


In each calendar year, an Employee may borrow up to that year's allotment of sick hours in advance of accrual, provided that the Employee signs a Pay Deduction Authorization Form, which authorizes the Town to deduct used, but unearned, sick days from the Employee's last payment in the event the Employee terminates employment before the borrowed hours are earned.

Purpose of this Amendment: To allow an employee to utilize up to the annual allotment of sick hours provided they sign a payroll deduction authorization form.


Respectfully submitted:

Zachary Tirrell,
Chairman Select Board

FOR THE TOWN:


Zachary Tirrell 7-11-2022


William Bolton 7-11-2022


Maryann Barnsley 7-11-2022

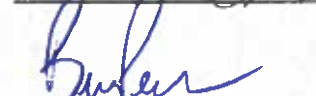

Theodore Wisniewski 7-11-2022

Neil McIver 7-11-2022

FOR THE UNION:


7/12/2022


7-12-22


7/12/22

ADDENDUM #4

**TO THE 2022-2025 AGREEMENT
BETWEEN THE TOWN OF PLYMOUTH AND
AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL
EMPLOYEES, COUNCIL 93 AFL-CIO POLICE AND FIRE UNITS**

This addendum #4 is to the 2022-2025 agreement between the Town of Plymouth and American Federation of State, County and Municipal Employees (AFSCME), Council 93, Local 3380, covering all Plymouth Police and Fire Department Union Employees.

Effective July 1, 2022, the parties agree to amend section 10.2 of the Collective Bargaining Agreement as follows:

10.2 Sick Leave – Regular full-time Employees shall be privileged to earn sick leave, with pay, to be used for workdays absent due to illness. Sick leave is subject to the following provisions:

10.2A - Sick time shall be granted for the following reasons:

1. Personal illness;
2. Medical or dental appointments;
3. Non-compensable bodily injury or disease;
4. Exposure to contagious diseases which may endanger the health of other persons requiring quarantine as directed by a medical doctor; or Care of immediate family members whose illness or condition requires the Employee to remain at home for no longer than one (1) day except that, with prior approval of the Department Head, an extension may be granted, provided however, that extensions will not be denied unreasonably.

10.2B - Employees shall be allowed to accumulate sick leave as follows:

10.2B-1 – Sick leave may be earned at the rate of eight (8) hours per month of continuous employment and may be accumulated to a maximum of ninety (90) days. Sick leave will count as hours worked and is counted against earned time.

10.2B-2 -- If a full time Employee does not use sick leave for three (3) consecutive months in a designated calendar quarter (i.e., January through March, April through June, July through September, October through December), he/she will earn eight (8) hours of vacation time which can be used in accordance with the vacation provisions of this Article. The earned vacation day from October through December shall be awarded and utilized in the first quarter (January through March) of the following year.

Previously accumulated bonus days will be bought back from the Employee at the rate it was earned upon retirement or termination, or at the end of the fiscal year upon the recommendation of the Department Head and the Select Board if funds are available. In no case will earned sick leave be bought back, only earned bonus days. Employees may use any bonus days earned, provided eligibility for such day is cleared with the Department Head and Financial Officer in payroll preparation.

10.2C - Employees shall be required to furnish correspondence from an attending physician for all consecutive days of sickness absence in excess of four (4) working days in the Police Department or two (2) consecutive shifts in the Fire Department, or when the Department Head reasonably believes that the Employee is abusing the use of sick time. When the Department Head reasonably believes an Employee is abusing the use of sick time, the Department Head shall notify the available Union Officer of the request for a physician's correspondence and the basis for such a request in conjunction with notification

to the Employee. If the physician's statement validates the Employee's use of sick leave, the Town shall be responsible for any cost to the Employee.

10.2D - Notification must be made to the Employee's Department Head immediately, indicating at that time, the length of time the Employee expects to be incapacitated and the nature of the illness.

10.2E - An Employee who terminates employment with the Town immediately loses all accumulated leave and shall not collect any compensation for accumulated sick leave so lost. Any person rehired by the Town will accumulate sick leave as does a new Employee. An Employee who transfers to another Department, with no break in service, shall have accumulated sick leave transferred to his/her credit.

10.2F - An Employee serving an initial evaluation period, who achieves regular status shall have sick leave computed retroactively to the date of hire.

10.2G - When an Employee has occasion to use sick leave, the Town will pay the difference between the Disability Coverage (as listed in Article 10.6B) amount and regular pay, not to include overtime pay. In order that the Employee's income will not be interrupted by delayed receipt of Disability coverage, the Town will continue the Employee's pay, computed as if the Employee was working eight (8) hours, or the regular number of daily work hours, not including overtime. This provision only applies if the Employee has earned leave time available. The Employee will be allowed to use sick leave until the Disability Coverage payments commence and to compliment the Disability Coverage thereafter. Each case may have a different circumstance, which will be resolved by the Department Head and the Financial Officer.

An Employee may also request a leave of absence without pay for up to two (2) weeks, request is renewable at the discretion of the Select Board. Employees who expect to be on sick leave for an extended period of time are encouraged to apply for FMLA benefits.

Town Employees receiving a combination of Group Disability payments, sick leave and/or Worker's Compensation payments may not receive total take home pay for any pay period greater than their normal take home pay based upon their average workweek (a minimum of forty (40) hours per week). Employees who utilize sick leave to supplement Worker's Compensation would not be eligible to earn bonus leave as described in 10.2B-2 for the particular three (3) month period.

In each calendar year, an Employee may borrow up to that year's allotment of sick hours in advance of accrual, provided that the Employee signs a Pay Deduction Authorization Form, which authorizes the Town to deduct used, but unearned, sick days from the Employee's last payment in the event the Employee terminates employment before the borrowed hours are earned.

This addendum shall remain in full force and effect to and including June 30, 2025.

ADDENDUM #6

TO THE 2022-2025 AGREEMENT BETWEEN THE TOWN OF PLYMOUTH AND AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, COUNCIL 93 AFL-CIO POLICE AND FIRE UNITS

This addendum #6 is to the 2022-2025 agreement between the Town of Plymouth and American Federation of State, County and Municipal Employees (AFSCME), Council 93, Local 3380, covering all Plymouth Police and Fire Department Union Employees.

Effective November 14, 2022, the Plymouth Selectboard agree to amend section 8.5 of the Collective Bargaining Agreement as follows:

8.5 Detail Pay - All details shall be assigned through the Police and/or Fire Departments and shall be paid through normal payroll channels. Details shall be for a minimum of four (4) hours at Sixty Dollars (\$60.00) for each hour. Such payment shall be subject to all normal statutory deductions and contributions as is the regular payroll. The Town reserves the right to assess private employers an administrative fee to cover its actual cost.

An Employee may work a scheduled detail if the Employee is not recalled for regular shift work.

TO: Council 83, Local 3380, Police/Fire Units

DATE: November 14/2022

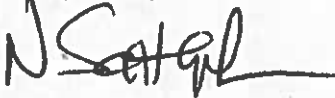
FROM: Town of Plymouth Select Board

SUBJECT: Approval Addendum #6 which amends section 8.5 Detail Pay

CONTACT: Town Manager, Scott Weden

Discussion: The Selectboard made a decision that detail pay to employees of the police and fire department will be paid at the rate of \$60/per hour. This is an update from the current rate of \$50/hr. This addendum will remain in effect until changed or the conclusion of the contract – 6/30/2025.

Respectfully submitted:



N Scott Weden
Town Manager

FOR THE TOWN:



Zachary Tirrell

11/14/22
11/14/2022

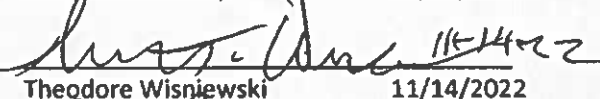


William Bolton

11-14-22
11/14/2022

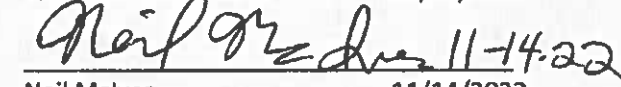
Maryann Barnsley

11/14/2022



Theodore Wisniewski

11-14-22
11/14/2022



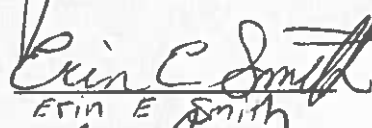
Neil McIver

11-14-22
11/14/2022

FOR THE UNION:

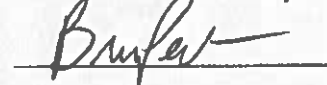


11-18-2022



Erin E. Smith

11-18-22



12-8-22

