

AGREEMENT BETWEEN
THE TOWN OF DERRY, NEW HAMPSHIRE
AND
LOCAL #1801 AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES
AFL-CIO
ADMINISTRATIVE SUPPORT STAFF

July 1, 2021 – June 30, 2026

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I. Agreement

This Agreement between the Town of Derry (hereinafter called the “Town”) and Local #1801 of the American Federation of State, County and Municipal Employees AFL-CIO Administrative Support Staff Unit (hereinafter called the “Union”) is made and entered into on this **2nd** day of **June 2021**.

II. Purpose

The general purpose of this Agreement is to set forth agreements reached between the Town and the Union with respect to wages, hours and other terms and conditions of employment for Administrative Support Staff personnel in the bargaining unit described in Article III – Recognition.

III. Recognition

1. The Town recognizes the Union as the exclusive bargaining agent for all regular permanent members of the Administrative Support Staff listed on the Compensation and Classification Plan in Appendix A.
2. The term “employee” as used herein refers to members of this unit as listed above.
3. It is understood that nothing contained in this Article shall be construed to prevent the Town or appropriate Representatives thereof from meeting with any individual or organization to hear views on any matters, except that as to matters so presented which are the proper subject of collective bargaining negotiations, and covered by a term of this Agreement, any changes shall be made only through negotiations and agreement with the Union.

IV. Probation

1. Each new employee and each employee promoted to a higher classification shall serve a probationary period of six (6) months. Newly hired dispatchers will serve a one (1) year probationary period. Promoted/transferred dispatchers may serve up to a one (1) year probationary period at the discretion of the Town.
2. Until a newly hired employee has served the six (or twelve) month probationary period, it shall be deemed that he/she has no seniority status, and he/she may be discharged or laid off with or without cause. Such discharge or lay-off shall not be subject to grievance procedure. This clause does not apply to promoted/transferred employees.

V. Exclusions

1. The inclusion or exclusion in the bargaining unit of new personnel classifications established by the Town shall be preceded by discussion with the Union. Any impasse in this area shall be submitted to the Public Employee Labor Relations Board for resolution.
2. The exclusion of members from the unit for the purpose of assuming confidential status shall be preceded by discussion with the Union. Any impasse in this area shall be submitted to the Public Employee Labor Relations Board for resolution.

VI. Non-Discrimination

The Town of Derry and the Union agree that the provisions of this Agreement shall be applied to all employees without discrimination due to age, sex, transgender status, race, color, creed, marital status, physical or mental disability, national origin, sexual orientation, religious belief or any other legally protected classification. There shall be no intimidation or coercion of employees who exercise their rights to bargain collectively through the Union because of their membership therein or their activities on behalf of the Union in accordance with the provisions of RSA 273-A.

VII. Management Rights

1. The parties agree that all the rights and responsibilities of the Town which have not been specifically provided for in this Agreement are retained in the sole discretion of the Town whose right to determine and structure the goals, purposes, functions, and the policies of the Town without being subject to the grievance and arbitration procedures of this Agreement shall include but not be limited to the following: (a) the right to direct employees; to determine qualifications, promotional criteria, hiring criteria, standards for work, and to hire, suspend, demote, discharge or take other disciplinary actions against an employee for proper and just cause, subject to the other provisions of this Agreement, including grievance and arbitration; (b) the right to relieve an employee from work because of lack of work or other legitimate reasons; (c) the right to take such action as in its judgment it deems necessary to maintain the efficiency of Town's operations; (d) the right to determine the means, methods, budgetary, and financial procedures, and personnel by which the Town's operations are to be conducted; (e) the right to take such actions as may be necessary to carry out the missions of the Town in case of emergencies; (f) the right to make rules, regulations, and policies not inconsistent with the provisions of this Agreement and to require compliance therewith; and (g) the right to subcontract.
2. It shall also be the right of the Union, however, to present and process grievances of its members whose wages, hours or working conditions are changed in violation of this Agreement as a result of management exercising the above mentioned rights, whenever such grievances exist.

VIII. Stability of Agreement

Should any article, section or subsection thereof of this Agreement be declared invalid because it is in conflict with a federal or state law or be held to be unenforceable by any court of competent jurisdiction, such determination shall apply only to the specific article, section, or subsection thereof which has been declared invalid or unenforceable. Neither party is required to make a concession in order to reach agreement on the specific article, section or subsection in question.

IX. Union Business

1. The Town agrees to allow Union representatives, stewards and/or aggrieved employees reasonable time without loss of pay during regular working hours for the purpose of collective bargaining or processing grievances, provided such time away from work does not interfere with the work of the department involved. The Union representatives shall obtain prior permission to absent themselves from work before leaving a work site and

shall obtain prior permission of the immediate supervisor involved before interrupting the work of an employee located at a different work site.

2. Employees elected as delegates to the AFSCME International Convention, AFSCME New Hampshire Council #93 Convention, or the NH State Labor Council AFL-CIO convention shall be allowed a leave of absence with pay, not to exceed three (3) working days per year. This leave of absence shall be granted to an individual employee to attend the above mentioned conventions.
3. New employees hired into a position represented by the Union may, after completion of probation, either join the Union, voluntarily authorize deduction of an agency fee, or not join the Union nor voluntarily authorize a deduction of an agency fee. Such employee choice shall be made freely, and without threat of repercussions or reprisals.
4. Should there be a dispute between an employee and the Union over the matter of an employee's Union membership, the Union agrees to hold the Town harmless in any such dispute.

X. Disciplinary Procedures

1. All disciplinary action shall be in a fair manner and shall be consistent with the infraction for which disciplinary action is being taken.
2. All suspensions and discharges shall be stated in writing and a copy given to the employee and the union at the time of suspension or discharge.
3. Disciplinary action will normally be taken in the following order:
 - a) Verbal warning
 - b) Written warning
 - c) Suspension without pay
 - d) Discharge
4. No employee shall be penalized, disciplined, suspended or discharged without just cause.

XI. Consultation

Representatives of the Union may meet with the Town Administrator or his/her designee at any time to discuss matters of concern. However, grievances must be submitted in accordance with the procedure contained in this Agreement.

XII. Grievance Procedure

1. Definition: A grievance under this Article is defined as an alleged violation of any provision of this Agreement in which the individual grievant alleges a personal loss or injury.
2. Informal Procedure: An employee who has a complaint must take up the complaint with his/her immediate supervisor verbally before he/she can process the complaint as a

formal grievance. The immediate supervisor shall respond within three (3) days. It is anticipated that nearly all complaints can be resolved informally without grievance.

3. Formal Procedure:

Each grievance must be submitted in writing by the Union and must contain a statement of the facts surrounding the grievance, the provision(s) of this Agreement allegedly violated, and the relief requested.

Step One: An employee desiring to process a grievance must file a written statement of the grievance to the Department Head involved no later than ten (10) business days after the employee knew the facts on which the grievance is based, and in no case more than one (1) year from the occurrence of the act by the Town causing the grievance. The Department Head shall meet with the employee within five (5) business days following receipt of the notice and shall give a written decision within five (5) business days thereafter.

Step Two: If the employee is not satisfied with the decision of the Department Head, he/she may file, within ten (10) business days following the Department Head's decision, a written appeal to the Town Administrator setting forth the specific reasons why he/she believes the Agreement is being violated by the Town. (If the Town Administrator is the Department Head, then the employee may go directly to Step Three.) Within ten (10) business days following receipt of the appeal, the Town Administrator or his/her designee shall either issue a written decision or schedule a hearing. Said hearing shall be held no later than thirty (30) calendar days following receipt of the appeal and a written decision shall be rendered within five (5) business days thereafter.

Step Three: Grievance Mediation may take place after Step Two if agreed to by both parties. Mediation services through the Federal Mediation and Conciliation Service shall be used.

Step Four: If the employee is not satisfied with the decision of the Town Administrator, or if Grievance Mediation is used and no resolution found, the Union may file within twenty (20) business days following mediation or the receipt of the decision of the Town Administrator or designee, a request for arbitration to the Public Employees Labor Relations Board. The decisions of the arbitrator shall be final and binding on the Parties.

The cost of arbitration shall be borne by the party for whom the arbitrator has ruled against.

The foregoing time limitations may be extended by mutual agreement of the Parties.

Failure of the grievant to abide by the time limits set out in this article shall result in the grievance being deemed settled on the basis of the last decision made by the Town. Failure of the Town or its representatives to provide a decision at any step of the procedure shall result in the grievance automatically progressing to the next step of the procedure.

A grievant may be present at all steps of the procedure.

XIII. No Strike

The Union and its members agree not to cause, condone, sanction, or participate in any strike, walkout, slowdown, or work stoppage.

XIV. Personnel Reduction and Recall

1. In the case of a personnel reduction, the Town shall consider employees' qualifications and performance. When qualifications and performance are equal, Bargaining Unit seniority shall be the determining factor in the decision to layoff.
2. In the event of a permanent lack of work the displaced employee(s) shall have the right of replacing another employee(s) in any classification by virtue of Bargaining Unit Seniority for which they are qualified and have Bargaining Unit Seniority. Such placement shall be at the employee's present step except that in no case shall such placement result in a wage rate in excess of the maximum rate of the lower classification. Displaced employee(s) shall have the same right of reassignment as referred to in this section.
3. The names of employees laid off from the bargaining unit will be maintained on a recall list for two (2) years from the date of such lay off by the Town. A copy of this list shall be forwarded to the Secretary of the Local #1801, within ten (10) days. Such employees will be offered recall when or if vacancies occur in the bargaining unit for which they are qualified. If a laid off employee is notified by telephone or by certified letter sent to his/her last known address on the records of the Town to return to work, he/she must notify the Town within three (3) days of his or her intention to reject or accept and must report to work within two (2) weeks of such acceptance or he/she shall cease to have any rights based on seniority and shall be terminated.

Recalled employees who return to work will be credited with prior length of service.

4. In cases of personnel reduction, probationary, and part-time employees shall be laid off prior to any permanent full-time employee, except in specialized positions where such action would diminish the effectiveness of a Department, for example Evidence Clerk.

XV. Holidays

Employees, other than those on a four (4) day ten (10) hour schedule, shall be excused from work and shall receive their regularly scheduled pay for the following eleven (11) holidays.

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
Washington's Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Day before Christmas
	Christmas Day

Employees on a four (4) day ten (10) hour schedule shall be excused from work and shall receive their regularly scheduled pay for the following nine (9) holidays.

New Year's Day	Labor Day
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Martin Luther King Day
 Washington's Birthday
 Memorial Day
 Independence Day

Veteran's Day
 Thanksgiving Day
 Christmas Day

XVI. Holiday Pay

1. If a holiday falls on an employee's regularly scheduled day off he/she shall celebrate the holiday on his/her closest regularly scheduled working day, when practical as determined by the Department Head.
2. If an employee is required to work on a holiday, he/she shall be granted another day off in lieu of the holiday or shall be paid for the holiday at the rate of time and one-half over and above the pay for the holiday, for all hours worked at the employee's option.
3. An employee shall be entitled to holiday pay if he/she works the regular workdays preceding and following the holiday, but not otherwise, unless the absence is paid by Earned Time, Personal Day, Bereavement or Jury Duty pay.

XVII. Earned Time

1. Earned Time is an alternative approach to the traditional manner of providing paid vacation and paid sick time by combining these days into a single benefit. Earned Time is available as soon as it is accrued. Eligible new hires on probation accrue Earned Time.
2. Coverage: Employees who are employed in a permanent position of at least 75 percent time are covered by Earned Time. The accrual rates are as follows:

Years Of <u>Service</u>	Fraction of A Day Earned <u>per Hour</u>	Days Accrued (approx.) <u>per Month</u>	Annual <u>Days</u>
0 thru 5	.012	2.08	25
6 thru 10	.0144	2.50	30
after 10	.0173	3.00	36

3. For the purpose of this policy, years of service will be calculated based on the employee's years of full time service with the Town. Employees accumulate Earned Time based on regularly scheduled hours worked or in pay status up to those hours budgeted for the position (other non-status hours worked and supplemental compensation such as overtime are excluded) and on years of service to the Town.
4. Restoration of Service Credit: An employee whose break in service from the Town (due to resignation, layoff or approved leave of absence) is less than one year will have his/her service bridged for purposes of computing Earned Time accrual. For breaks of more than one year, an individual will earn one year credit for each year of employment after return until the total past credit is accrued. After nine (9) years of employment following return to work, credit for all previous service will be given.
5. Usage: Earned Time may be taken to cover absence for any reason and may be used any time after being earned, including during an employee's probationary period. All planned absences shall be mutually agreed upon by the employee and his/her supervisor

prior to the date of absence.

Non-exempt employees who do not work their full regularly scheduled work week will be automatically paid Earned Time (if available) to make up the full week.

There shall be a selection period for Earned Time requests beginning January 1st until March 1st of each year. Employees who wish to do so may select their first two preferred weeks of Earned Time. Bargaining Unit seniority shall be used to resolve priority questions. Requests made after March 1st shall be granted 1st come 1st serve.

Earned Time benefits may be used to “make an employee whole” if there is any shortfall in net earnings because of a disability related absence. Any employee who qualifies for FMLA for their own serious health condition or for the serious health condition of a covered family member may, at their option, convert earned time days in excess of 360 hours (45 days) to “sick days” at the rate of one earned time day for two “sick days.” Sick days may be used only during periods of approved FMLA.

Emergency Earned Time shall be granted upon request, contingent upon substantiation of the emergency to the satisfaction of the Department Head, (to include but not limited to mental and physical sickness, and personal emergencies). Upon request of emergency Earned Time, the employee(s) shall state the nature of the emergency. (i.e. nature of illness, personal emergency, etc.)

Emergency Earned Time will not affect any other employee who has already been granted Earned Time.

Employees utilizing emergency Earned Time while on duty shall be charged only for the actual time taken. (i.e. 1, 2, 3 hours, etc.) All non-emergency Earned Time usage may be taken in one hour increments, except Dispatchers who must use Earned Time in 4 hour increments.

6. Minimum Usage: There is a minimum usage of Earned Time days required each year. See schedule below:

<u>Years of Service</u>	<u>Minimum Usage per Year*</u>
0 thru 5	13 days
6 thru 10	15 days
After 10	18 days

*Computation of minimum usage will occur as of December 31st of each year.

Employees with less than six months of service are exempt from minimum usage requirements. Employees hired before July 1, 2016, in any event, may not accumulate more than ninety (90) days of Earned Time, and employees hired on or after July 1, 2016 may not accumulate more than sixty (60) days of Earned Time.

7. Buy Back

- a) On Demand

The Town shall buy back, upon request by an employee, any Earned Time days accrued in excess of the employee’s applicable annual accrual amount, at the rate

of one (1) Earned Time day for one (1) day's pay. On-demand buy backs shall be exclusive of the minimum usage requirement.

b) Annual

The Town shall buy back from each employee unused Earned Time days accrued in excess of each employee's applicable maximum accrual at the rate of one (1) for one (1). Annual buy backs shall be paid no later than the third Thursday in January of each year based on the prior year's activity and shall be exclusive of minimum usage.

8. Termination: The balance of all unused Earned Time will be paid at the time of termination or retirement at the current base pay rate. Employees may leave Earned Time earnings intact, pending recall, if the nature of their absence from employment is layoff.

In the event of the death of an employee, his/her Earned Time benefit shall be paid in full to his/her beneficiary as noted on the employee's group life insurance beneficiary form.

9. Personal Day: Each employee will be entitled to two (2) paid personal days per calendar year; employees with fifteen (15) years of service will be entitled to three (3) paid personal days per calendar year. This time is additional to the Earned Time benefit and cannot be carried over from year to year. Each day must be scheduled with the employee's immediate supervisor.

XVIII. Bereavement Leave

1. Bereavement leave of five (5) working days with pay shall be granted an employee in the event of the death of his/her:

Spouse	Sister
Father	Brother
Mother	Child
Father-in-law	Mother-in-law
Son-in-law	Daughter-in-law
Step-Mother	Step-Father
Step-Child	Step-Brother
Step-Sister	

or

A relative domiciled in the employee's household.

2. Bereavement leave of three (3) working days with pay shall be granted an employee in the event of the death of his/her:

Grandchild	Sister-in-law
Grandmother	Brother-in-law
Grandfather	Aunt
Uncle	Niece
	Nephew

3. Bereavement leave must be utilized within thirty (30) days of the death, except as approved by the Department Head or designee upon a showing of good cause.

XIX. [Reserved]

XX. Workers' Compensation

1. All employees of the Town who incur lost time due to a job-related illness or injury shall receive their base weekly wages until they begin receiving Workers' Compensation payments or are denied such benefits by the insurance carrier or the appropriate state agency.
 - a) All Workers' Compensation benefits received retroactively by an employee for a period during which the Town was providing base salary will be assigned by the employee ("sign over" the checks) to the Town.
 - b) If an employee is denied benefits he/she must repay the Town for all compensation received by virtue of payments provided under Section XX.1. Repayment will be accomplished by charging Earned Time accumulations, both current and future, until the overpayment has been rectified, provided, however, that any repayment of sums due from Earned Time will not be reduced below the level where the employee cannot take at least one week of Earned Time each year.
2. While on Workers' Compensation leave, employees will remain eligible for full benefits up to a maximum of six months. After six months, and if still employed, employees shall be responsible for the full cost of benefits (e.g. health, dental, STD, LTD, life, etc.) and shall not accrue seniority or Earned Time.

XXI. Seniority

1. There shall be three (3) types of Seniority:
 - a) Bargaining Unit Seniority - Bargaining Unit Seniority shall relate to the time an employee has been a member of the Bargaining Unit.
 - b) Department Seniority - Department Seniority shall relate to the time an employee has been continuously employed by the Department. When different departments merge, employees shall maintain their department seniority in the new department.
 - c) Classification Seniority - Classification Seniority shall relate to the length of time an employee has been continuously employed in a particular classification.
2. Bargaining Unit Seniority shall prevail in matters concerning lay-offs and reinstatements. Qualified and available former permanent employees shall be reinstated before new employees are hired following a lay-off.
3. Department seniority shall be the type considered in matters concerning "promotions" and "transfers" as set forth in Article XXV of the agreement.
4. If a promoted employee does not successfully complete his/her new position's probationary period then he/she shall be returned to his/her prior classification and regain his/her former classification seniority.
5. An employee shall not forfeit seniority during absences caused by:

- a) Illness resulting in total temporary disability due to his/her regular work with the Department, certified to by an affidavit from Workers' Compensation carrier.
6. An employee shall forfeit his/her seniority for, but not limited to the following reasons:
 - a) Discharge for just cause;
 - b) If he/she resigns.
7. Shift Assignments. In scheduling shifts, the Department shall give preference based on classification seniority.

XXII. Benefits

1. Health Insurance

The Town shall provide employees with the option to enroll in either the Lumenos plan or the AB15IPDED-RX 10/20/45 plan provided by HealthTrust for family, two person, or single person coverage. Employees will provide the Town, through equal weekly payroll deductions, an insurance premium cost-sharing of the following percentages of the total monthly premium for that employee's level of coverage: 12.5% for the Lumenos plan and 12.5% for the AB15IPDED plan.

Employees who opt to enroll in the Lumenos plan are eligible to open a health savings account ("HSA"), except as stipulated below. During the term of this contract, for each year an employee is enrolled in the Lumenos plan the Town shall contribute \$2,000 for employees enrolled in a family or two-person coverage, and \$1,000 for employees enrolled in single coverage. The Town's contributions shall be made in equal installments on a semiannual basis.

Employees enrolled in the Lumenos plan may contribute to their HSA through payroll deduction, but not in excess of the amount that would cause the health insurance plan to be subject to the Cadillac Tax after consideration of the total premium cost for the Lumenos plan and the amount of the Town's contribution to the HSA, as stipulated above. Upon the effective date of the Cadillac Tax, the Town shall annually notify employees enrolled in the Lumenos plan of the employees' HSA contribution limit pursuant to this provision.

If, in any year of the contract, the combination of the total premium cost for the Lumenos plan and the HSA contribution as stipulated above will cause the health insurance plan to be subject to the Cadillac Tax, the Town's HSA contribution will be reduced by the amount necessary to prevent the plan from becoming subject to the Cadillac Tax. In the event such a reduction is necessary, the Town will provide affected employees with a wage stipend in an amount equal to the reduction amount.

Employees enrolled in the AB15IPDED plan are not eligible to open an HSA account. Such employees are eligible, however, to participate in a medical expense reimbursement account, "Flexible Spending Account" (FSA), which provides for reimbursement of qualifying medical expenses per the provisions of the Internal Revenue Code and the Affordable Care Act.

Employee health insurance premium costs for the Lumenos or the AB15IPDED plan and Town HSA contributions in effect on June 30, 2026 shall remain frozen at those rates until such time as a successor agreement is reached.

Employees may also enroll in AB10 – RX10/20/45 provided by HealthTrust for single, 2-person, or family coverage. The Town shall share the cost of enrollment in the AB10 – RX10/20/45 with participating employee up to the dollar value contributed by the Town to employees enrolled in the AB15IPDED plan, as set forth in this Article. The remainder of the premium cost for the AB10 – RX10/20/45 shall be paid by the employee through equal weekly payroll deductions.

In the event that any portion of the AB10 – RX10/20/45 will trigger the application of the so-called “Cadillac Tax,” as it may be amended, the Town shall unilaterally discontinue offering the AB10 – RX10/20/45 for employee enrollment and shall have no obligation to engage in impact bargaining related to its discontinuance.

- b) The parties agree to cooperate with respect to investigating alternative health care providers. Any change in providers shall be mutually agreed upon between the parties. The parties further agree to a re-opener limited to health insurance coverage/cost sharing if alternative plan/options are jointly agreed upon during the term of this agreement.
- c) Employees who opt out of the Town’s health insurance coverage are eligible for a buy-out (in lieu of health insurance) of \$458.29 monthly, upon proof of alternate employer-sponsored coverage. Sharon Beauvais will continue to receive \$854.59 monthly, upon proof of alternate employer-sponsored coverage, for so long as she continues to opt out of the health insurance coverage offered by the Town and provides proof of alternate employer-sponsored coverage. In the event Sharon Beauvais opts to enroll in health insurance coverage through the Town in any year and subsequently opts out, she will be eligible to receive only the buy-out offered to all other bargaining unit members.
- d) The Town shall make available to employees 125 Plan Health Care and Dependent Care Flexible Spending accounts.
- e) Notwithstanding the foregoing, the Town and the Union agree that if any portion of the parties’ negotiated health insurance plan, other than the AB10 – RX10/20/45 as set forth in Art. XXII(1), will trigger the application of the so-called “Cadillac Tax,” as it may be amended, the parties shall also follow the procedure below:
 - i. It is agreed that the Town or Union may immediately reopen this Agreement solely for the purpose of negotiating any changes in the health insurance plan that may be necessary to avoid the application of the Cadillac Tax to the Town or any plan administrator, insurer, risk pool or plan participant, or to assure that the plan is legally compliant. An initial bargaining session shall be held within ten (10) business days of a request to reopen, unless another schedule is agreed to by the parties. The Town shall assist the Union in obtaining plan design and pricing information from insurance providers.

- ii. If within ninety (90) days of either party's request to reopen this Agreement, the parties are unable to agree on changes in the health insurance plan necessary to avoid the Cadillac Tax and/or achieve legal compliance, then the issue shall be submitted to expedited binding interest arbitration. The interest arbitration shall proceed as follows:
 - 1. The parties agree that the special nature of this issue may require an arbitrator with specific knowledge of the Affordable Care Act; therefore, the parties will make every effort to mutually agree on an arbitrator with such specialized knowledge. If the parties cannot agree upon an arbitrator, an arbitrator shall be selected using the procedures described in Article XII, Paragraph 3, Step 4.
 - 2. The interest arbitration hearing shall be held no later than thirty (30) days after either party declares that the reopened negotiations on health insurance are at impasse, unless otherwise agreed to by the parties.
 - 3. The Town and the Union shall each submit to the selected arbitrator a proposal for modifying the negotiated health insurance which shall avoid the Cadillac Tax. The Town and the Union shall exchange their proposals not less than ten (10) days prior to the arbitration hearing.
 - 4. The arbitrator shall be empowered to select either the Town's proposal or the Union's proposal ("final offer" arbitration) and is expressly not empowered to fashion his or her own modifications to the negotiated health insurance plan.
 - 5. The Town commits to sharing any cost savings that may result 70% (Town) and 30% (Union).

- 2. Dental Insurance: The Town agrees to make available Dental Insurance as provided by HealthTrust, Option I - Coverage A - 100%; Coverage B - 80%; Coverage C - 50%; Coverage D - 50% with \$25/\$75 deductible and \$1,000 max per person. The Town shall pay 100% of the single membership and shall make available, at the employee's expense, two-person and family coverage, which shall be payroll deducted from any such employee's pay. Employee contributions shall be made on a Section 125 pre-tax basis.
- 3. Short-Term Disability: The Town shall provide an accident and sickness wage continuation policy ("Short Term Disability Insurance") covering all employees at Town expense for twenty-six (26) weeks at 70% of their base pay. Such benefit to begin after eight (8) consecutive days in the case of illness and one (1) day in the case of an accident.
- 4. Long Term Disability: Employees shall be provided industry standard, commercially available Long Term Disability insurance coverage designed to provide a wage continuation benefit equal to 60% of basic monthly earnings to a maximum of \$5,000; less other income benefits, up to age sixty-five (65). Coverage will begin after six (6) months of disability.

5. Life Insurance: The Town shall provide each member of the unit life insurance coverage in the amount of two (2) years annual base salary, to the next higher thousand dollars up to \$100,000 maximum benefit and an additional one (1) year's salary for accidental death and dismemberment. Upon the attainment of age 70, the coverage is reduced to fifty percent (50%). Upon termination of employment, life insurance coverage terminates.
6. Medicare Supplemental Insurance: All employees reaching age 65 and qualifying for retirement under the rules and regulations of the New Hampshire Retirement System after July 1, 1989 will be provided with Medi-Comp III coverage by the Town when they retire from employment with the Town, provided that such employees have worked for the Town a minimum of ten (10) years; except that all employees hired after April 23, 2009, reaching age 65 and qualifying for retirement under the rules and regulations of the New Hampshire Retirement System will be provided with a subsidy for Medi-Comp III coverage by the Town when they retire from employment with the Town, provided that such employees have worked for the Town a minimum of twenty (20) years. The amount of the subsidy for employees hired after April 23, 2009 shall be limited to the amount of the July 1, 2009 Medi-Comp III premium.
7. Deferred Compensation: The Town shall make a 457 Savings Plan available to employees of this unit. Employees opting to participate may make payroll deducted contributions to the Plan by designation of earned time (exclusive of minimum usage provisions) and/or wages up to the allowable maximum. The Town will make no contribution to the Plan.
8. Continuing Education: Any employee covered by this contract shall be reimbursed for up to two courses per year, if applicable to job and/or advanced employment within the town and with the approval of their Department Head. This is not to effect employees on an approved degree program as provided for in Article XXV.5.
9. Uniforms: The Town will supply uniforms and a heavy winter coat to the Building Inspector at no cost to the employee. Maintenance, labeling and cleaning of those uniforms and heavy winter coats shall be provided by the Town. These uniforms and coats are Town property and must be returned upon leaving the employ of the Town. Rain gear will be provided to the employees when required to work in inclement weather. The color of the uniforms provided shall be different than those worn by Public Works employees.

XXIII. Payroll Deduction of Dues

1. The Town agrees to withhold the weekly deduction of Local #1801 dues or agency fees from each employee who has completed the probation period and signed an authorization card and send said dues monthly to the Treasurer of AFSCME Local #1801.
2. If any employee has no check coming to him/her, or if his/her check is not large enough to satisfy the dues then no deduction will be made from that employee. In no case will the Town attempt to collect fines assessments for the Union beyond the regular dues.

XXIV. Wages, Hours and Overtime

1. Effective July 1, 2021, all members of the unit will receive a bonus equivalent to one and one-half percent (1.5%) of the employee's 2020 annualized wages based on their regular schedule. Wage rates in effect on July 1, 2021 for all unit positions are presented in Appendix A.

Effective July 1, 2022, all members of the unit will receive a two percent (2%) cost of living increase. Wage rates in effect on July 1, 2022 for all unit positions are presented in Appendix B.

Effective July 1, 2023, all members of the unit will receive a two percent (2%) cost of living increase. Wage rates in effect on July 1, 2023 for all unit positions are presented in Appendix C.

Effective July 1, 2024, all members of the unit will receive a two percent (2%) cost of living increase. Wage rates in effect on July 1, 2024 for all unit positions are presented in Appendix D.

Effective July 1, 2025, all members of the unit will receive a two percent (2%) cost of living increase. Wage rates in effect on July 1, 2025 for all unit positions are presented in Appendix E.

In general, the step rate program is intended to operate as follows: A new employee will be hired at Step 1. Upon subsequent annual employment anniversary dates, employees will advance up the step scale. Typically, an employee will reach Step 6 on their 5 year anniversary.

Further, as is the case on July 1, 2021, the parties may negotiate an increase to the salary scales that is effective on a specific date. In this case, the pay rate of an employee at a given Step will increase to the new amount of that given Step on the effective date of the negotiated increase.

(The parties acknowledge that there may be candidate qualification or availability circumstances which lead to hiring a new employee at a step greater than Step 1. The parties agree that the Town may hire an employee at Step 1, 2, or 3. The Town will inform the Union prior to hiring an employee at any step greater than Step 1.)

2. Hours of work are established by the Department Head. The normal workweek for full-time employees is 40 hours and the normal workday is 8 hours, but either may vary in accordance with various departments' schedules.

Flex-time schedules may be established to address the needs of the Town. No schedule shall consist of more than a 10-hour normal workday. The Town and the Union may agree, on a department-by-department basis, to institute a four (4) day, ten (10) hour schedule. Any changes in the work schedule involving Saturday work will be preceded by discussion and negotiation with the Union.

- a) All time worked in excess of forty (40) hours in one week or eight (8) hours in any one workday shall be paid at the rate of time and one-half. If both parties agree to a flex-time schedule, overtime may not be applicable after 8 hours. (For

example, overtime shall be applicable after 9 hours or 10 hours in a workday.)

- b) Employees shall be paid double-time for all work performed in excess of sixteen (16) consecutive hours.
3. Employees who are not able to work on any day or any part of a day must notify their immediate supervisor no more than one-quarter hour after the start of the workday. If the immediate supervisor is not available, notification shall be to the Department Head or his/her secretary.
4. Any absence of employee from duty, including any absence from a single day or part of a day, that is not authorized by a specific granting of a leave of absence will be deemed to be an absence without leave. Any such absence shall be without pay and may be subject to disciplinary action.
5. Holiday pay (excluding Dispatchers), Earned Time, jury duty, personal days and bereavement leave shall count as time worked for the purpose of computing overtime pay eligibility.
6. Any member covered by this contract hired before July 1, 2016 who has served five years of regular appointed duty with the Town of Derry will be paid \$5.00 per week in addition to their regular weekly salary. For each additional five years thereafter, an additional \$5.00 per pay week above the normal weekly wage will be paid for every five years served.

Any member covered by this contract hired on or after July 1, 2016 who has served five years of regular appointed duty with the Town of Derry will be paid \$2.50 per week in addition to their regular weekly salary. For each additional five years thereafter, an additional \$2.50 per week above the normal weekly wage will be paid for every five years served.
7. Employees who are required to attend or work at meetings held outside of the normally scheduled work week will be paid a minimum of three (3) hours pay at the rate of time and one-half, unless the meeting immediately follows the normally scheduled work day, or, in the case of 2nd shift, immediately precedes the work day.
8. All paychecks are to be picked up personally by the employee or his/her authorized agent. Such agent shall present a written statement signed by the employee indicating that the agent is permitted to receive the paycheck.
9. When an employee is assigned to a position in a higher wage classification, he/she shall, after eight (8) consecutive hours, be paid at the start rate of the higher classification or 5% above his/her base salary, whichever is greater, but in no event to exceed the maximum rate of pay for the position to which he/she is assigned. Such payment shall be retroactive to the first day of any such assignment and shall continue until such assignment has ended.

When an employee classified in a lesser pay grade works a temporary assignment as a Dispatcher for a full day or more, he/she shall receive the higher grade pay rate. The appropriate step of the higher grade shall be that which provides the employee an increase in pay.

10. Dispatcher work hours and other terms and conditions not otherwise provided elsewhere in this Agreement are as provided in Article XXIX.
11. Police Department Overtime: Overtime shall be offered on a rotating basis within classification. Should the overtime remain unfilled, the overtime shall be offered to all qualified bargaining unit employees within the Police Department on a rotating basis.

XXV. Promotions and Transfers

1. The Town reserves and shall have the right to make promotions and transfers primarily on the basis of qualifications, ability and record of performance of duty.
2. All bargaining unit positions that the Town intends to fill shall be posted on all Bargaining Unit bulletin boards for a period of five (5) working days. Each job posting shall include a summary job description, work schedule and pay classification.
3. All Bargaining Unit employees may apply for posted positions. However, Bargaining Unit employees within the Department where the vacancy occurs will be given first consideration. If no candidate from the Department meets the qualifications of Section I above, then all other Bargaining Unit employees who applied for the vacancy shall be considered for the position.
4. Assuming that qualified candidates are available, Management shall make a determination of the filling of such posted position no later than thirty (30) working days after the close of the posting period.
5. Employees must be given a reasonable opportunity to learn any new job to which they are promoted or transferred to.
 - a) The Town shall pay the cost and expense of training or education; not to exceed the budgeted amount for each department every year.
 - b) Courses must be approved in advance by the Town through its department heads. Every effort will be made to notify employees of courses or short seminars being offered by an organization pertaining to their particular job assignments.
 - c) Payment (mileage reimbursement, tuition/fees, room & board etc.) will be made pursuant to the Town's Expense Reimbursement policy.
 - d) In the event that a full program is offered by the Town for training or career development and is accepted by the employee, the Union agrees, along with the employee, to sign a contract guaranteeing two (2) full years of service after completion of the program. If the employee does not abide by the contract, he/she shall reimburse the Town for all courses and expenses paid for under the program. (This section does not oblige the Town to employ the person for two years.)
6. Employees in the Department where a vacancy occurs who are absent during the entire posting period shall be automatically placed on the list for consideration for the position(s) provided, however, that such employee may at his/her discretion have his/her name removed from the list within five (5) working days of returning to work.
7. An employee who meets the minimum qualifications and is promoted to a higher level

position shall be placed in a probationary status for a period not to exceed six (6) months in the higher positions. The employee shall be periodically evaluated to determine if he/she is performing the job in a satisfactory manner. Only if an employee is not able to satisfactorily perform the higher level duties then he/she shall be reduced in status to the same classification, pay grade and pay step as he/she obtained prior to the promotion. In no case will bargaining rights be provided to an employee for greater than a six (6) month period from the time of promotion.

8. In the event an employee is laterally transferred for any reason to a new position at his/her same classification, he/she shall retain his/her pay step.

XXVI. Miscellaneous

1. Bulletin Boards: The Town shall provide space on bulletin boards for the posting of notices of the Town addressed to the members. The Town shall locate its bulletin boards at convenient places within the Town. No Union notices shall be posted in or around the Town's property except on such boards and no notice shall be posted until it has been signed by either the president or secretary of the Union, and a copy provided to the Town Administrator.

No political materials are allowed on such bulletin boards.

2. Snow Removal: Parking spaces, when provided by the Town, walkways and entrances to the workplace shall be cleared of snow and salt-sanded, when time and weather permit, prior to employees' reporting time for work.
3. Time Clock: If applicable, time clocks will be located within the building where the employee is assigned to work or at the place where employees report for work before being assigned duties for the day.
4. Use of Personal Vehicle: The Town will reimburse employees at the IRS established rate for vehicle usage when personal vehicles are used for Town business.
5. Safety:
 - a) The Town endorses the concept of safety and hereby pledges that it will, to the maximum degree practical maintain safe working conditions for the employees within the unit. Questions of safety shall be decided by a competent expert authority selected by the Town and the Union. The fee for said expert shall be paid one-half (1/2) by the Union and one-half (1/2) by the Town.
 - b) The Town shall have the right to make regulations for the safety and health of its employees and the manner in which work is performed during their hours of employment. Representatives of the departments and the Union shall meet quarterly at the request of either party to discuss such regulations. The Union agrees that its members who are employed by the Town will comply with the rules and regulations relating to safety, economy, continuity and efficiency of services to the Town and the Public.
 - c) The Union and its members agree to exercise proper care and to be responsible for all Town property issued or entrusted to them.

XXVII. [Reserved]

XXVIII. Performance Evaluations

Each employee shall initially receive a six-month performance evaluation, and annual evaluations thereafter on the anniversary date of hire or promotion. Evaluations are intended to document and/or influence the performance of employees.

Interim evaluations may be conducted at any time as deemed appropriate by the department and are encouraged to record significant performance events.

Evaluations are to be as objective in nature as possible and may be appealed to the Town Administrator but are not subject to the grievance procedure, except that any disciplinary action associated with the evaluation process may be grieved in accordance with Article XII Grievance Procedure.

The existing form shall be used until it is replaced.

XXIX. Police Dispatchers

1. Work Hours for Dispatchers
Dispatchers are on a seven (7) day work week schedule. They work a four (4) and two (2) schedule and are paid for actual hours worked during a given workweek. Dispatchers will be provided with one 30 minute unpaid lunch period per shift.

2. Shift Differential
7:00 a.m. - 3:00 p.m. No differential
3:00 p.m. - 11:00 p.m. \$ 0.75
11:00 p.m. - 7:00 a.m. \$ 1.00

3. Overtime: Overtime will be paid for all hours worked beyond their regularly scheduled shifts. Earned time will count as time worked for computing overtime. Dispatch overtime must first be offered to all permanent full-time dispatchers. If no permanent full-time Dispatcher is available to fill the overtime slot, it must then be offered to any qualified cross-trained AFSCME member.

After all permanent full-time Dispatchers and qualified cross-trained AFSCME members are contacted and/or noted attempts have been made, the overtime slot may be filled by a mutual agreement of re-arranging hours in accordance with PD 96-AO11.

In the event that per diem Dispatchers are hired, they shall not be contacted for overtime until all permanent full-time Dispatchers and qualified cross-trained AFSCME members are contacted and/or noted attempts have been made and re-arranging of hours as noted above has been considered.

4. Holiday Pay: Dispatchers receive holiday pay in addition to their annual salary. Holidays are generally considered normal days of work, thus overtime is not paid for hours worked on holidays, which is accomplished by not counting holiday pay as hours worked for overtime purposes.

Dispatchers shall receive overtime pay in addition to holiday pay for hours worked on New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas.

5. Clothing Allowance: Dispatchers are provided with an initial issue of three (3) pants, four (4) summer shirts, four (4) winter shirts, tie, belt, shoes (black) and a sweater. They will be replaced on an as needed basis.
6. Maintenance of Uniforms: Uniforms damaged in the line of duty are replaced by the town at no cost to the employee.
7. Cleaning: The Town provides for the cleaning of two (2) garments per week at no cost to the employee.
8. Shift Assignments: Dispatchers are assigned to shifts by the department head or his designee.
9. Training: Dispatchers assigned to train new dispatchers or others under their direction shall be paid an additional 12.5% of the hourly rate of pay for hours spent training.
10. Court Time: Police Dispatchers shall be granted court time pay on the same terms and conditions extended to Police Officers.

Except as otherwise provided in this Article, Dispatchers shall be covered by the terms and conditions set forth in the foregoing Collective Bargaining Agreement between the Town and AFSCME Local 1801 Support Staff.

XXX. Effect of Agreement

1. This instrument constitutes the entire Agreement of the Town and the Union, arrived at as a result of collective bargaining negotiations, except such amendments hereto as shall have been reduced in writing and signed by the parties.
2. The parties acknowledge that during the negotiations which resulted in this Agreement, each had unlimited right and opportunity to make demands with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and the opportunity are set forth in this Agreement. Therefore, the Town and the Union, for the life 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 of the parties at the time that they negotiated or signed this agreement.

XXXI. Duration of Agreement

This Agreement shall be in full force and effect from and after July 1, 2021 and shall expire on June 30, 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement this **2nd** day of **June 2021**.

FOR THE TOWN OF DERRY



David Caron
Town Administrator

FOR AFSCME Local #1801



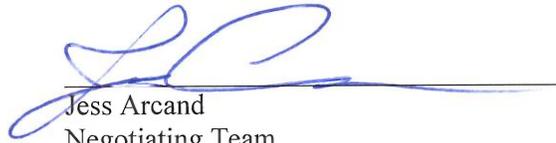
Bobby Jones
Staff Representative



Mark Jesionowski
Chapter Chair & Negotiating Team



Stacey Beliveau
Negotiating Team



Jess Arcand
Negotiating Team

Appendix A: Effective July 1, 2021

<u>Grade</u>	<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
H	Building Inspector	\$24.85	\$26.15	\$27.53	\$28.98	\$30.48	\$32.31	\$33.93
G1	Planning & Econ Dev Assistant	\$23.57	\$24.80	\$26.11	\$27.48	\$28.92	\$30.65	\$32.19
G	Computer Support Specialist Deputy Tax Collector/Municipal Agent Payroll & Benefits Specialist Secretary III	\$22.28	\$23.44	\$24.68	\$25.97	\$27.35	\$28.99	\$30.44
F	DPW Fiscal Specialist Police Dispatcher Senior Bookkeeper Utility Customer Service & Billing Clerk	\$20.89	\$21.99	\$23.15	\$24.37	\$25.63	\$27.18	\$28.55
E	Recreation Program Assistant	\$19.94	\$20.99	\$22.08	\$23.25	\$24.46	\$25.89	\$27.17
D	Bookkeeper Code Enforcement Secretary Customer Service Assistant Police Records Clerk Secretary II	\$18.85	\$19.83	\$20.87	\$21.97	\$23.12	\$24.49	\$25.70
C	Vacant	\$17.48	\$18.40	\$19.38	\$20.38	\$21.46	\$22.72	\$23.85
B	Receptionist Secretary	\$16.35	\$17.21	\$18.11	\$19.06	\$20.06	\$21.26	\$22.32
A	Vacant	\$15.21	\$16.01	\$16.85	\$17.73	\$18.66	\$19.77	\$20.76

Appendix B: Effective July 1, 2022 – 2% Cost of Living Adjustment

<u>Grade</u>	<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
H	Building Inspector	\$25.35	\$26.67	\$28.08	\$29.56	\$31.09	\$32.96	\$34.61
G1	Planning & Econ Dev Assistant	\$24.04	\$25.29	\$26.63	\$28.02	\$29.49	\$31.26	\$32.83
G	Computer Support Specialist Deputy Tax Collector/Municipal Agent Payroll & Benefits Specialist Secretary III	\$22.73	\$23.91	\$25.17	\$26.49	\$27.90	\$29.57	\$31.05
F	DPW Fiscal Specialist Police Dispatcher Senior Bookkeeper Utility Customer Service & Billing Clerk	\$21.31	\$22.43	\$23.61	\$24.86	\$26.14	\$27.72	\$29.12
E	Recreation Program Assistant	\$20.34	\$21.41	\$22.52	\$23.72	\$24.95	\$26.41	\$27.71
D	Bookkeeper Code Enforcement Secretary Customer Service Assistant Police Records Clerk Secretary II	\$19.23	\$20.23	\$21.29	\$22.41	\$23.58	\$24.98	\$26.21
C	Vacant	\$17.83	\$18.77	\$19.77	\$20.79	\$21.89	\$23.17	\$24.33
B	Receptionist Secretary	\$16.68	\$17.55	\$18.47	\$19.44	\$20.46	\$21.69	\$22.77
A	Vacant	\$15.51	\$16.33	\$17.19	\$18.08	\$19.03	\$20.17	\$21.18

Appendix C: Effective July 1, 2023 – 2% Cost of Living Adjustment

<u>Grade</u>	<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
H	Building Inspector	\$25.86	\$27.20	\$28.64	\$30.15	\$31.71	\$33.62	\$35.30
G1	Planning & Econ Dev Assistant	\$24.52	\$25.80	\$27.16	\$28.58	\$30.08	\$31.89	\$33.49
G	Computer Support Specialist Deputy Tax Collector/Municipal Agent Payroll & Benefits Specialist Secretary III	\$23.18	\$24.39	\$25.67	\$27.02	\$28.46	\$30.16	\$31.67
F	DPW Fiscal Specialist Police Dispatcher Senior Bookkeeper Utility Customer Service & Billing Clerk	\$21.74	\$22.88	\$24.08	\$25.36	\$26.66	\$28.27	\$29.70
E	Recreation Program Assistant	\$20.75	\$21.84	\$22.97	\$24.19	\$25.45	\$26.94	\$28.26
D	Bookkeeper Code Enforcement Secretary Customer Service Assistant Police Records Clerk Secretary II	\$19.61	\$20.63	\$21.72	\$22.86	\$24.05	\$25.48	\$26.73
C	Vacant	\$18.19	\$19.15	\$20.17	\$21.21	\$22.33	\$23.63	\$24.82
B	Receptionist Secretary	\$17.01	\$17.90	\$18.84	\$19.83	\$20.87	\$22.12	\$23.23
A	Vacant	\$15.82	\$16.66	\$17.53	\$18.44	\$19.41	\$20.57	\$21.60

Appendix D: Effective July 1, 2024 – 2% Cost of Living Adjustment

<u>Grade</u>	<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
H	Building Inspector	\$26.38	\$27.74	\$29.21	\$30.75	\$32.34	\$34.29	\$36.01
G1	Planning & Econ Dev Assistant	\$25.01	\$26.32	\$27.70	\$29.15	\$30.68	\$32.53	\$34.16
G	Computer Support Specialist Deputy Tax Collector/Municipal Agent Payroll & Benefits Specialist Secretary III	\$23.64	\$24.88	\$26.18	\$27.56	\$29.03	\$30.76	\$32.30
F	DPW Fiscal Specialist Police Dispatcher Senior Bookkeeper Utility Customer Service & Billing Clerk	\$22.17	\$23.34	\$24.56	\$25.87	\$27.19	\$28.84	\$30.29
E	Recreation Program Assistant	\$21.17	\$22.28	\$23.43	\$24.67	\$25.96	\$27.48	\$28.83
D	Bookkeeper Code Enforcement Secretary Customer Service Assistant Police Records Clerk Secretary II	\$20.00	\$21.04	\$22.15	\$23.32	\$24.53	\$25.99	\$27.26
C	Vacant	\$18.55	\$19.53	\$20.57	\$21.63	\$22.78	\$24.10	\$25.32
B	Receptionist Secretary	\$17.35	\$18.26	\$19.22	\$20.23	\$21.29	\$22.56	\$23.69
A	Vacant	\$16.14	\$16.99	\$17.88	\$18.81	\$19.80	\$20.98	\$22.03

Appendix E: Effective July 1, 2025 – 2% Cost of Living Adjustment

<u>Grade</u>	<u>Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
H	Building Inspector	\$26.91	\$28.29	\$29.79	\$31.37	\$32.99	\$34.98	\$36.73
G1	Planning & Econ Dev Assistant	\$25.51	\$26.85	\$28.25	\$29.73	\$31.29	\$33.18	\$34.84
G	Computer Support Specialist Deputy Tax Collector/Municipal Agent Payroll & Benefits Specialist Secretary III	\$24.11	\$25.38	\$26.70	\$28.11	\$29.61	\$31.38	\$32.95
F	DPW Fiscal Specialist Police Dispatcher Senior Bookkeeper Utility Customer Service & Billing Clerk	\$22.61	\$23.81	\$25.05	\$26.39	\$27.73	\$29.42	\$30.90
E	Recreation Program Assistant	\$21.59	\$22.73	\$23.90	\$25.16	\$26.48	\$28.03	\$29.41
D	Bookkeeper Code Enforcement Secretary Customer Service Assistant Police Records Clerk Secretary II	\$20.40	\$21.46	\$22.59	\$23.79	\$25.02	\$26.51	\$27.81
C	Vacant	\$18.92	\$19.92	\$20.98	\$22.06	\$23.24	\$24.58	\$25.83
B	Receptionist Secretary	\$17.70	\$18.63	\$19.60	\$20.63	\$21.72	\$23.01	\$24.16
A	Vacant	\$16.46	\$17.33	\$18.24	\$19.19	\$20.20	\$21.40	\$22.47