

**TOWN OF DERRY, NEW HAMPSHIRE**

**PART-TIME EMPLOYEES  
PERSONNEL POLICIES**

**July 1, 2017**

**ABOUT THESE POLICIES**

The policies contained herein are effective July 1, 2017, except as otherwise provided, and supersede all related policies predating this document.

These policies do not in any way constitute and should not be construed as a contract of employment between the Town of Derry and the affected employees.

The Town reserves the right to amend, modify, suspend or discontinue any or all of these policies or adopt new policies as they may apply to current and future employees. The provisions of these policies cannot be amended by oral statements. Instead, the policies can only be changed by written amendment issued by the Town Administrator.

Employment with the Town of Derry is for no definite period of time. In accordance with state law, employees subject to this policy maintain at-will status and may be separated at any time.

These policies will remain in effect until and unless reapproved by the Town Administrator.

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## **I. SCOPE**

This policy pertains to Town of Derry employees who are regularly scheduled to work less than 30 hours per week. Employees hired as Temporary/Seasonal workers are not covered by this policy.

## **II. HOURS OF WORK**

Hours of work are specific to each position and determined by the respective Department Head.

The workweek begins on Sunday and ends on Saturday. Employees are paid on Thursday for hours worked during the prior workweek.

## **III. PAY RATES**

Pay rates are specific to each position and are established using the wage scales of the equivalent full-time pay grades identified in Appendix A. The starting pay rate shall typically be at the minimum of the equivalent wage scale in effect at the time of hire. The Town Administrator may choose to hire at a rate greater than the minimum if deemed appropriate for the circumstances and candidate qualifications.

On July 2, 2017, the pay rate for each part-time employee will be increased to at least the minimum of the equivalent wage scale.

Part-time employees will be eligible for a maximum of two pay increases annually.

1. A Cost of Living Adjustment (COLA) will be granted on July 1 to mirror that which is provided in the corresponding Union's Collective Bargaining Agreement. If no COLA is granted to the union members, no COLA will be granted to the part-time employee.
2. Merit Increases may be granted at the discretion of the Department Head and the Town Administrator on the anniversary of date of hire and will be based on a performance evaluation to be conducted within the 30 days preceding the anniversary. The maximum annual merit increase will be 3%, and the hourly pay rate shall not exceed the maximum of the equivalent wage scale.

## **IV. PERFORMANCE EVALUATIONS**

Performance evaluations will initially be conducted by the Department Head after 6 months of employment. Annual evaluations will be conducted 30 days prior to the employee's anniversary date and shall be a basis for determining eligibility for Merit Increases. Interim evaluations may be conducted at any time as deemed appropriate.

## **V. BENEFITS**

No benefits (for example, health insurance, holidays, etc.) are provided, except as noted in this policy, or as agreed to at the time of hire.

**VI. PAID TIME OFF**

Employees shall be granted paid time off annually at the equivalent of regularly scheduled hours, based upon years of service with the Town:

After one year of service:	One week
From two to five years of service:	Two weeks
Over five years of service:	Three weeks

Paid Time Off shall be scheduled in advance and approved by the Department Head with consideration for the needs of the department.

Paid Time Off is not intended to be used for sick time. Department Heads may allow employees subject to this policy to alter their work schedules to account for sick leave absences; such alterations shall be at the sole discretion and approval of the Department Head.

Employees shall not accumulate paid time off and will not be compensated for unused time upon separation from Town employment.

**VII. BEREAVEMENT LEAVE**

1. Immediate Family - Bereavement leave of up to three (3) working days with pay shall be granted an employee in the event of the death of his/her:

Spouse	Sister
Father	Brother
Mother	Child
Step-parent	Step-child
Father-In-Law	Mother-In- Law
Son-In-Law	Daughter-In-Law

Or a relative domiciled in the employee's household
2. Non-immediate Family - Bereavement leave of up to one (1) 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	Niece
Aunt	Nephew
Uncle	Spouse's Grandparent
3. Under extenuating circumstances, additional time off with pay may be granted, with written approval of Town Administrator.
4. Bereavement leave must be utilized within thirty (30) days of the death, except as approved by the Town Administrator or designee upon a showing of good cause.

## **VIII. JURY DUTY PAY**

An employee called to serve as a juror shall be paid the difference between his/her regular part-time pay for such service and the amount of pay earnings lost by reason of such service, for a maximum period of six months in any calendar year.

## **IX. WORKERS' COMPENSATION**

Employees who sustain a compensable Workers' Compensation (W/C) injury or illness while in the employ of the Town of Derry are covered by our Workers' Compensation insurance, in accordance with New Hampshire law.

## **X. PROBATION AND DISCIPLINE**

1. An employee on probation (one year for newly hired employees) may be terminated at any time at the sole discretion of the Town Administrator. An employee may be disciplined by his/her supervisor, up to and including termination by the Town Administrator, for behaviors which shall include but not be limited to the following; a) medically diagnosed incapacity to perform assigned duties; b) incompetence; c) behavior incompatible with effective conduct of work; d) behavior detrimental to the Town; e) excessive absenteeism; f) excessive tardiness; or g) insubordination.
2. All disciplinary actions, including references to oral reprimands, shall be written and shall be placed in the employee's personnel file at the time they are given. Such actions shall narrowly and specifically identify the alleged action or non-action for which the discipline is being given. The employee shall receive a copy of any such action(s) by the Town.
3. The Town shall:
  - a) Act to impose discipline within a reasonable time of the offense;
  - b) Apply discipline with a view toward uniformity and consistency;
  - c) Utilize a procedure of progressive discipline including the following actions:
    1. Oral warning
    2. Written warning
    3. Suspension with or without pay
    4. Dismissal

There may be appropriate cases that will warrant the Town by-passing some progressive discipline steps at the Town's discretion.

## **XI. GRIEVANCE PROCEDURE**

A grievance under this article is defined as an alleged wrong considered by an employee as grounds for a complaint.

Step 1 – An employee who has a “complaint” may take up the complaint with his/her immediate supervisor verbally within five (5) working days of the incident or the date the employee could reasonably have first been made aware of the incident, before processing the complaint as a formal grievance. The immediate supervisor shall give his/her answer within five (5) working days.

It is anticipated that nearly all complaints can be resolved informally without grievance.

Step 2 – If the employee is not satisfied at Step 1, a formal grievance may be submitted. A formal grievance submitted by the employee must be in writing and must contain a statement of facts surrounding the grievance, and the provision(s) of these policies allegedly violated; the relief requested, and the extent to which the grievant has sought an informal adjustment of the grievance.

Written grievances must be submitted to the Department Head within ten (10) working days of the incident or the date the employee could reasonably first been made aware of the incident or, in the event a complaint has been filed within ten (10) working days of denial of the complaint by the immediate supervisor. The Department Head will meet with the employee within ten (10) working days after receipt of the written grievance, and will give a written reply to the employee within five (5) working days thereafter.

Step 3 – If the employee is not satisfied at Step 2, a formal grievance may be submitted to the Town Administrator. A formal grievance submitted by the employee must be in writing and must contain a statement of facts surrounding the grievance, and the provision(s) of these policies allegedly violated; the relief requested, and the extent to which the grievant has sought an informal adjustment of the grievance.

Written grievances must be submitted to the Town Administrator within ten (10) working days of the decision of the Department Head. The Town Administrator will meet with the employee within ten (10) working days after receipt of the written grievance, and will give a written reply to the employee within five (5) working days thereafter. The Town Administrator's decision shall be final.

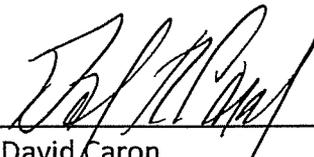
**XII. DRUG & ALCOHOL TESTING**

DPW positions may require a valid commercial driver's license (CDL.) Such positions require adherence to Administrative Regulation #10 – DPW Drug & Alcohol Testing Program, which includes pre-employment and random drug testing.

**XIII. PERSONAL PROTECTIVE EQUIPMENT / UNIFORMS**

Personal protective equipment (for example, safety goggles, hearing protection, gloves) shall be provided by the Town as required. DPW employees may be provided uniforms and partial reimbursement for safety shoes at the discretion of the Department Head. If uniforms are provided, they must be worn.

**APPROVED:**

  
\_\_\_\_\_  
David Caron  
Town Administrator

  
\_\_\_\_\_  
Date

**XIV. APPENDIX A**

Part-Time Position	Department	Equivalent Union	Equivalent Grade
Administrative Program Assistant	Health	AFSCME Support Staff	B
Assistant Facility Coordinator	Cable	AFSCME Support Staff	E
Custodian	Public Works	Teamsters	B
Customer Service Assistant	Tax Collector	AFSCME Support Staff	C
Customer Service Clerk	Town Clerk	AFSCME Support Staff	A
Evidence Clerk	Police	AFSCME Support Staff	G
Health Officer	Health	AFSCME Support Staff	E
Human Resources Director	Human Resources	Non-Represented	G
Laborer	Public Works	Teamsters	B/BT
Motor Equipment Operator	Public Works	Teamsters	E/ET
Program Supervisor	Recreation	AFSCME Support Staff	D
Secretary	Police	AFSCME Support Staff	D
Secretary	Fire	AFSCME Support Staff	D
Video Producer	Cable	AFSCME Support Staff	A

For purposes of implementing this policy, the minimum and maximum rates of the equivalent grades will be used; employees may progress between those two rates as set forth in Sections III. and IV. of this policy.