

**WORKING AGREEMENT**

**BETWEEN**

**CITY OF PORTSMOUTH, NEW HAMPSHIRE**

**AND**

**THE PORTSMOUTH SUPERVISORY MANAGEMENT ALLIANCE**

**July 1, 2025, through June 30, 2028**

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The City of Portsmouth (hereinafter referred to as the "City") and the Portsmouth Supervisory Management Alliance (hereinafter referred to as the "the Union "), in order to maintain the morale, equal rights, well-being and security of the members of the Union, hereby agree as follows:

## **SECTION I RECOGNITION**

- A. Union personnel covered by this Agreement are those who are employed by the City of Portsmouth in positions identified in paragraph C below.
- B. Upon completion of the probationary period, each employee included in the Union will be given the opportunity to join the Union by completing the requisite authorization card and by agreeing in writing to pay the full Union dues. No employee included in the Union will be required to join as a condition of hire or continued employment with the City.
- C. The following position classifications come under the provisions of the Union membership as set forth in this Agreement:
  - Foreman I
  - Foreman II
  - Foreman III
  - Foreman IV
  - Foreman V
  - Foreman VI
  - Foreman Exempt
- D. The City hereby recognizes that the Union is the sole exclusive representative of the permanent, full-time employees of the City and who are members of the Union for the purpose of bargaining with respect to wages, hours of work and working conditions, and the Union unreservedly accepts and recognizes the necessity of the City to operate within their budgets as set by the City Charter as amended.
- E. The City agrees for itself and any of its authorized agents that it will not bargain with any individual Union member on matters pertaining to wages, hours of work, working conditions, transfers, or promotions.
- F. The Union agrees for itself and its members that no member will bargain with the City or any of its authorized agents on matters pertaining to wages, hours of work, working conditions, transfers, or promotions.
- G. The City will pay the additional cost of a commercial driver's license to any employee obtaining such license and subsequent renewal.

## **SECTION II EMPLOYMENT AND TERMINATION**

- A. All Union personnel covered by this Agreement shall have a check-off of their Union dues upon the signed authorization of a Union member.

- B. All appointments of members of the Union will be made for a working test period of six months, subject to close review as to their competency to carry out their assignments. The City Manager may, upon request of the Department Head, extend this working test period to a maximum of an additional three (3) months if, in their opinion, it is necessary. This period supplements the formal examination, etc., and is the final determination of whether the person shall be given regular status. The City Manager may extend the probation for an additional six months, for just cause.
- C. The relative fitness of the applicants for appointments or promotion for a position within the classified service, will be determined by the consideration and rating of any or all of the following qualification factors: experience, general adaptability, special aptitudes, physical fitness, knowledge, skills, personality, character, education and examination. All factors being equal, seniority shall determine appointment.
- D. All new jobs and vacancies within the bargaining unit will be emailed to all staff and posted for at least seven (7) days on the City's website before being filled. All internal candidates may apply and will be interviewed. The City will have discretion to hire new employees, including part-time employees, at the Step commensurate with their prior relevant experience, as determined by the City.
1. Written evaluations, initiated by the City Manager, Department Head, or the individual Union member, may be used as the basis for conferences pertaining to promotions. All parties are to initial the evaluation following the conference to indicate the evaluation has been read but does not mean all parties agree with the evaluation.
  2. Each Union member shall be entitled to access to their personnel file.
  3. In the event that a Department Head or the City Manager or their representative removes materials from a Union member's personnel file, a dated notation shall be placed in the file by the person or persons removing the material.
  4. No information contained in the files of a Union member will be released to outside persons or agencies without prior approval of the member, except for verifying employment, duration or employment or salary. Each Union member, during normal working hours, shall have the right of review and/or duplicate materials in their file.
  5. Although management agrees to protect the confidence of personal references and other similar material, it shall not maintain a separate personnel file that is not available for an employee's inspection.
- E. When bidding on a new job (via promotion or transfer), the permanent full-time employee shall have a trial period of three (3) months in which they may request to be reinstated in their previous position.
- F. When it becomes necessary to reduce the number of employees working for the City, because of lack of work or funds, the City Manager will then decide which Union member will be laid off. Analysis will be in the following order:

1. Efficiency;
  2. Demoting Union personnel to lower classification for which they are qualified; and
  3. All factors being equal, seniority will be the determining factor.
- G. Union members separated from the service through no fault of their own, will be placed on a re-employment list in inverse order of the layoffs. Union personnel who are re-hired shall retain their seniority.
- H. The City agrees that it will not discriminate against, intimidate, or coerce Union personnel in the exercise of their rights to bargain collectively through the Union because of their membership therein or their activities on behalf of the Union.
- I. A Union member's seniority shall commence with their hiring date, provided the member is not discharged and is in the Department's continuous employment beyond the probationary period.
- There shall be one seniority list.
- J. A Union members shall not forfeit seniority during absence caused by:
1. Illness resulting in total temporary disability due to their regular work with the Department, certified by an affidavit from the Worker's Compensation Carrier.
  2. Illness related to their employment and not the result of their own misconduct resulting in total temporary disability, certified to by a physician's affidavit every three (3) months.
- K. If a Union member leaves the service of the City in good standing and is subsequently re-employed, they shall incur no loss of longevity benefits accrued prior to their leaving said service, and all longevity shall be restored to them upon reemployment.

### **SECTION III LEAVE OF ABSENCE**

- A. Union Members shall be entitled to the following leaves of absence:
1. Leave may be granted to Union members for the purpose of attending conferences, committees, or meetings of the like without loss of salary or benefits subject to approval of the City Manager. This leave may be granted to one member for three (3) days or three members for one (1) day each as requested by the Union.
  2. Two (2) days' leave may be granted for personal business which cannot be transacted at any other time. Said personal leave shall be non-accumulative and based on the contract year usage (July 1st to June 30th). Wherever possible, twenty-four (24) hour notice shall be given, and the leave must be approved by the Department Head prior to use. Personal days will be awarded on July 1 of each year. In order to qualify for the two (2) personal days, an employee must have completed their probationary period prior to July 1. In other words, a new

employee will not get any personal days until July 1 following the completion of their probationary period.

3. All permanent full-time employees shall be entitled to Emergency Leave up to three (3) days with pay for the death or grave illness in the immediate family. If needed, an additional two (2) days may be granted by a Department Head at their discretion, for the immediate family. Immediate family shall be defined as follows: spouse, child (including adopted child), parent (including parent by adoption), brother, sister, grandparent, grandchild, mother-in-law, father-in-law, sister-in-law, brother-in-law, and grandparent-in-law. Grave illness is defined as illness or accident from which survival is not likely.

All permanent full-time employees shall be entitled to Emergency Leave up to two (2) days for the death of an aunt, uncle, or of a spouse's aunt or uncle.

4. Paid leave for juror or witness service will be granted for the period of time Union members are unable to return to work. A copy of all or any subpoena along with any monies received for this service (other than personal expenses, such as travel) shall be transmitted to payroll. .

B. Leave Without Pay

Written leaves of absence without pay may be granted by the City Manager as appropriate for a period of six months. Upon expiration of the leave, the employee will be reinstated to the position held before the leave was granted.

C. Accidental Injuries

1. The City shall provide and maintain Worker's Compensation Insurance coverage on each employee covered by this Agreement.
2. In case of accidental personal injury to any employee arising out of any accident in the course of their employment, the City will pay the employee the difference between the amount received from the insurance carrier and the employee's regular pay. Employees will see the deduction of payment on their paystub as "Worker's Compensation." In no event will such payment by the City exceed fifty-two (52) weeks.
2. If, during the incapacitation of any employee due to injury arising out of the course of his employment, the employee shall be entitled to annual leave in accordance with this Section V. Paragraph A., then said employee shall be indemnified in pay or awarded annual leave at a later date equal to the annual leave lost because of the said injury at the discretion of the Department Head.

D. Military Leave of Absence

Any bargaining unit member who is ordered for active military service as a member of the Armed Forces of the United States of America, or who is engaged in activities in the Reserve Forces of the United States of America, or State National Guard, shall be granted

leave of absence to perform such military duties with the City paying the difference in salary between the employee's base pay and his military pay for said duty and without loss of leave time. Such leave shall be considered military leave. However, the payment of the salary differential shall not exceed fourteen (14) days a year and shall not apply to regular monthly meetings.

- E. Family and Medical Leave Act: Independent of any other section of this contract, employees shall be entitled to leave as required by the Family and Medical Leave Act.

The Union and the City agree that the Policy as implemented by the City Manager regarding the Family Medical Leave Act, Policy #30, shall be applicable to the employees covered by this agreement. It is further agreed that should management initiate a change to said policy that it will be negotiated with the Union and subject to all appropriate approvals (unless required by law).

- F. Parental Leave

Upon application of the employee and approval by the City Manager, a parental leave of absence shall be granted to permanent full-time employees who have been employed at least one (1) year before said application. Said leave is to commence at the beginning of the disability period as determined by the employee's physician and not to exceed three (3) months after the birth of the child. It will be the responsibility of the employee to notify the City Manager one (1) month prior to the employee's return to work.

At the beginning of the disability period, said employee shall use 100% sick and annual leave, unless City Manager approval has been obtained to take the leave without pay.

An employee shall not forfeit seniority during this parental/adoption leave of absence.

Adoption: Any Union employee adopting an infant shall be granted a leave of absence not to exceed three (3) months without pay.

Such leave shall commence upon their receiving de facto custody of said infant or up to two (2) months earlier if necessary to fulfill the requirements of adoption. The employee may keep benefits in force while on leave by paying group rate premiums to the City at 100%.

Based on the approval by the City Manager, an employee on maternity or adoption leave may take unpaid leave, with sick and annual time remaining on the books.

A Union member may use up to four (4) weeks of accrued sick leave as paid paternity/adoption/foster child placement leave. During such leave, employees who are in a Department Head role will make themselves available to the City periodically and not unreasonably, by telephone, computer or otherwise to assist in maintaining the ongoing operations of their Department.

## **SECTION IV**

### **PAY INCREASES, LONGEVITY, MEDICAL INSURANCE**

#### **A. COLA ADJUSTMENT**

Effective July 1, 2025, a COLA Adjustment percentage increase to the Salary Schedule shall be computed which shall not be less than 2% nor more 5%. Effective July 1, 2026, a COLA Adjustment percentage increase to the Salary Schedule shall be computed which shall not be less than 2% nor more 5%. Effective July 1, 2027, a COLA Adjustment percentage increase to the Salary Schedule shall be computed which shall not be less than 2% nor more 5%.

The COLA Adjustment percentage shall be determined by the ten (10)-year rolling average in the CPI-U for the Boston-Cambridge-Newton all items index as computed by the Bureau of Labor Statistics of the U.S. Department of Labor for the most recent calendar year preceding the July 1 adjustment. BLS's calendar year for this index is November through November, it is not published on a December-to-December basis. The reference base is 1982-1984 equals 100 until BLS updates the reference base at which time the parties agree to adopt the official reference based as used by BLS.

**Applicability After Contract Expires:** It is clearly understood that in the event that this three (3) year Working Agreement expires without a successor Working Agreement being settled prior to July 1, 2027 that no further COLA adjustments after July 1, 2028 will be generated under the Working Agreement even if the Working Agreement has an evergreen clause. It is further agreed that continuation of COLA adjustments is not to be deemed "status quo" as the term has been used by the PELRB in the event that a successor agreement has not been settled by July 1, 2028.

- B. Any bargaining unit member working more than forty (40) hours in a work week as set forth in Section VI A shall be paid at the rate of one and one-half (1 1/2) times their rate of pay.
- C. An employee called in after-hours shall be paid a minimum of four (4) hours at one and one-half (1 1/2) times their rate of pay. Any member of the bargaining unit who is required to be on call for a week at a time will be paid a stipend of two hundred and twenty-five dollars (\$225.00) for the week. The Water Chief Plant Operator called out during off-duty hours and will earn one-half day comp time, subject to Supervisor's approval, with a maximum of ten (10) days of accrual and limited to one-half day accrual during any day.
- D. An employee promoted to a position which has a higher maximum hourly rate shall receive a pay raise for one step over their present rate upon promotion or to the minimum of the new position, whichever is greater, and such increase as is set forth in the Salary Plan, thereafter, based upon the date of promotion.
- E. All general increases shall be additional to the step increases to which the employees are entitled.
- F. Medical Insurance: The City will provide health insurance for all bargaining unit members for individual, two person, or family coverage as appropriate. Effective July 1, 2025, the



City will provide coverage under the AB 20 10/20/45 plan, with the City paying 84% of the premium cost and the employee paying 16% of the premium cost. Effective July 1, 2026, the City will provide coverage under the AB 20 10/20/45 plan, with the City paying 83% of the premium cost and the employee paying 17% of the premium cost. Effective July 1, 2027, the City will provide coverage under the AB 20 10/20/45 plan, with the City paying 82% of the premium cost and the employee paying 18% of the premium cost

The City may, at its discretion, offer an additional optional health plan (AB15/40IPDED) at a 90% employer/10% employee premium cost share. Employees' participation in the plan shall be optional, and not compulsory. Effective July 1, 2025, the employee's cost for health insurance will be eleven (11%) percent of the premium for the AB15/40 IPDED plan with a \$10/\$20/\$45 prescription plan and the City will pay eighty-nine (89%) percent. Effective July 1, 2026, the employee's cost for health insurance will be twelve (12%) percent of the premium for the AB15/40 IPDED plan with a \$10/\$20/\$45 prescription plan and the City will pay eighty-eight (88%) percent. Effective July 1, 2027, the employee's cost for health insurance will be thirteen (13%) percent of the premium for the AB15/40 IPDED plan with a \$10/\$20/\$45 prescription plan and the City will pay eighty-seven (87%) percent.

The City will pay a health insurance opt-out stipend of five hundred dollars (\$500.00) per quarter to any employee who is eligible for health insurance coverage under the terms of this agreement but who opts out of such health insurance coverage and provide the City with proof of alternative health insurance coverage. Further the City will not provide health and/or dental coverage if an employee is already covered by the same or similar health and/or dental plan by the City or School Department.

The City may change health and dental insurance plans if HealthTrust ends its coverage of services. The Union further agrees that the City is providing health insurance coverage subject to all contractual limitations and exclusions imposed on either the City or individual subscribers by the insurance carrier or HealthTrust, including any contractual right of the carrier of HealthTrust to modify coverage, including prescription drug coverage, during the term of this Agreement.

- G. The Association agrees to participate in a City-wide committee to explore health insurance options.
- H. Longevity: Employees shall receive the following longevity bonuses payable in December to employees who are on the payroll at the time of payment. Longevity payments will be made annually at the level established below based upon full-time service with the City:

Effective July 1, 2025	AMOUNT OF BONUS
After the completion of 5 years of service	\$368.36
After the completion of 10 years of service	\$736.74
After the completion of 15 years of service	\$1,105.12
After the completion of 20 years of service	\$1,473.50
After the completion of 25 years of service	\$1,841.87
After the completion of 30 years of service	\$2,210.23
After the completion of 35 years of service	\$2,578.60

These longevity bonuses will increase by the 10-year rolling average CPI-U COLA calculation on July 1, 2026, and July 1, 2027.

- I. The City shall undertake to defend and pay any judgement issued against an employee covered by this Agreement arising out of an act of omission of the employee for personal injury, including death or damage to property while the employee was engaged in the performance of his duties.
- J. The City shall enroll all members of the Union in the HealthTrust 3F plan for individual, two-person or family coverage or equal and comparable coverage.
- K. The City shall provide a group life insurance policy for all eligible members of the Association in the amount of the current annual pay of the individual employee (rounded up to the nearest one thousand dollars), in accordance with the conditions set forth in the insurance policy.
- L. Should the parties agree in writing to establish a cafeteria style plan dealing in insurance issues during the course of this agreement — such plan would only become effective if ratified by the Association, approved by the city Manager and approved by the City Council.
- M. The City will provide long-term disability insurance to members of the bargaining unit with no cost to the employee.
- N. The City agrees to provide tuition reimbursement to members of the bargaining unit who complete courses relating to their current job responsibilities or as part of an approved career development program. Courses must be approved in advance by the Department Head and the Human Resources Department. Approval of courses will be dependent on consideration of the relevancy of the course to the employee's current job responsibilities, the number of employees applying for the benefit, and the funds available. Reimbursement for such courses will not exceed fifteen hundred dollars (\$1,500.00) per employee, per fiscal year, with the total amount paid under this provision for the entire bargaining unit not to exceed the amount budgeted by the City. Once a course has been approved, the employee will be reimbursed upon presentation of written proof of satisfactory completion of the course to the Human Resources Department. Any bargaining unit member who receives this benefit must continue satisfactory employment with the City for at least one (1) year after receiving reimbursement. If a bargaining unit member leaves employment with the City prior to expiration of this one (1) year period, the employee agrees to repay a pro-rated portion of this tuition reimbursement to the City.

- O. Employees shall be paid in accordance with the following schedule:

Hire - 12 months	Step A
12 - 24 months satisfactory service	Step B
After 24 - 36 months satisfactory service	Step C
After 36 - 48 months satisfactory service	Step D
After 48 - 60 months satisfactory service	Step E
After 7.5 years satisfactory service	Step F
After 10 years satisfactory service	Step G
After 15 years satisfactory service	Step H

- P. At the discretion of the Department Head, a working foreman may be required to possess and maintain a current and valid CDL-B with appropriate endorsements consistent with the duties of the position. Those bargaining unit members who are required to possess a CDL-B will be paid an annual stipend of two thousand dollars (\$2,000) for the CDL-B and five hundred dollars (\$500) for each additional endorsement.

## **SECTION V ANNUAL LEAVE**

- A. Union members shall be paid for actual time worked, all approved leave and all approved holidays.
- B. All new employees will receive one (1) week of annual leave (40 hours) at the time of hire.
- C. Union members shall receive paid annual leave as follows:

One to five years inclusive	15 days (10 hours per month)
Six years inclusive	16 days (10.6 hours per month)
Seven years inclusive	17 days (11.3 hours per month)
Eight years inclusive	18 days (12 hours per month)
Nine years inclusive	19 days (12.6 hours per month)
Ten years inclusive	20 days (13.3 hours per month)
Eleven years inclusive	21 days (14 hours per month)
Twelve years inclusive	22 days (14.6 hours per month)

- D. The accumulated leave allowed will be four hundred (400) hours per calendar year. Any unused annual leave at the end of the year may be applied to four hundred (400) hour cap. In the event an employee has accumulated more than four hundred (400) hours of unused annual leave at the end of each year, said employee shall be paid no more than eighty (80) hours accumulated annual leave in excess of four hundred (400) hours. Payment will be made in February following the calendar year.

## **SECTION VI HOURS OF WORK AND OVERTIME**

- A. The work week for a Union member shall be as follows:
- Forty (40) hours per week, Monday through Friday. The City may modify the Monday through Friday limitation in this provision for vacant and new positions or upon mutual agreement with an employee.
  - Properly requested and approved paid leave, including properly requested and approved sick leave, will be counted as hours worked for purposes of calculating overtime. Additionally, during a declared snow emergency, once an employee works sixteen (16) hours without a break a service, any additional hours worked in excess of sixteen (16) hours without a break in service will be paid at the employee's overtime rate.

- B. Non-Bargaining Unit Members may work overtime only on condition that members of the Union are not available.
- C. Any Union member who shall perform duties at a higher rate for more than five (5) consecutive days shall be paid at the higher rate of pay while performing such duty, but at no time shall any Union member be paid at a lower rate than that at which they are classified except for demotion because of physical incapacity or under Section II, F.
- D. COMP-TIME IN LIEU OF OVERTIME: The parties agree that in lieu of overtime, a department head (totally within their discretion) may grant comp-time if the employee agrees to accept it, subject to City Manager approval. Comp-time, if granted, must be granted in accordance with FLSA requirements.

## SECTION VII SICK LEAVE

Eligibility: Sick leave without loss of pay shall be computed at the rate of fifteen (15) days per year (or 1.25 days per month).

- A. Employees hired prior to May 1, 1990, shall be entitled to Accumulated Sick Leave without limitation as to the number of days.
- B. Employees hired on or after May 1, 1990, shall have Sick Leave Accumulation limited to 1200 hours.
- C. Employees hired after July 1, 1996, shall accumulate sick leave as set forth in Item B above, but shall receive no payment of sick leave upon retirement, termination, or death. Employees in this category who have accrued at least eight hundred (800) sick hours at beginning of a calendar year will be entitled to be paid twenty four (24) sick hours pay if no sick hours are used in the calendar year and sixteen (16) sick hours of pay if eight sick hours are used in the calendar year.
- D. Employees may use available sick leave during their probationary period.

## PAYOUT

- E. For employees hired prior to July 1, 1996, upon retirement from employment or termination of the employee, an amount equal to eighty-five percent (85.0%) of the employee's accumulated sick leave shall be paid to the employee. Upon death of an employee, while in the employment of the City, the City shall pay to the employee's estate an amount equal to one hundred (100%) percent of the employee's accumulated sick leave.

## BUY OUT OPTION

- F. The parties agree that in the event the City Council appropriates money to use to buy out a portion of employee's sick leave, that each employee may accept buyout of any portion he or she voluntarily agrees to in writing based upon the terms offered. The parties recognize that if limited buyout funds are available, buyout offers will be made to employees based on seniority.

## NOTICE PROVISIONS

- G. To be entitled to payment as set forth above, the employee must give the City notice by February prior to the fiscal year in which payment is to be made. If such notice is not given and the employee retires or voluntarily terminates employment, the employee will not be entitled to be paid for his or her accumulated sick leave until the first pay period of July following his or her retirement or termination or 120 days after his or her retirement or termination whichever is later. If the employee is involuntarily terminated by the City or leaves under one of the following exceptions notice will be waived and then the employee will be paid for his or her accumulated sick leave within seventy-five days of termination.

1. Resignation at the request of the City Manager.
2. Disability retirement.
3. Retirement caused by serious illness or injury which otherwise does not qualify for disability retirement.
4. Retirement caused by a serious family illness where the employee is needed to attend the family member in need.
5. Other circumstances that arise precipitously which make it impossible for an employee to meet the notice requirements of this section, only if the City Manager approves in advance of the payment without the required notice.

[Employees who give sufficient notice will be able to receive payout in two separate years].

## SICK BANK

- H. Supplemental sick leave requests should be made for only emergent, serious, or life-threatening illnesses, injuries, impairments, or mental or physical conditions that have caused, or are likely to cause, the employee to take leave without pay, provided appropriate medical information is provided. Requests for supplemental sick leave shall be made to the Human Resources Department after all accrued leave is exhausted, and approval of use of said leave shall be made by the City Manager. An employee is considered on active status when on supplemental sick leave (as opposed to a leave of absence without pay) and is entitled to accrue annual leave, sick leave, and personal days. Pooling of sick leave to act as supplemental sick leave shall be allowed by the membership of this Union. Union members may voluntarily donate up to five (5) days (40 hours) of accrued sick leave annually on May 30<sup>th</sup> of each year of this contract. The use of this time is administered by the conditions described above. The pool will be capped at one hundred and fifty (150) days and may be rolled over annually. The withdrawal of supplemental sick leave is capped at sixty (60) days per individual, per year.

## **SECTION VIII HOLIDAYS**

Union members shall be paid at their regular rate for the following legal holidays:

New Year's Day  
Martin Luther King, Jr. Day (which is the State's  
Civil Rights Day)  
Washington's Birthday  
Veteran's Day  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
Day after Thanksgiving  
One half day on Christmas Eve  
Christmas Day  
Monday if Christmas comes on Tuesday  
Friday if Christmas comes on Thursday

When a holiday falls on a Saturday, the preceding Friday shall be considered a holiday for Union members. If a holiday falls on a Sunday, the following Monday shall be considered a holiday.

## **SECTION IX EQUIPMENT**

- A. The City shall have the right to make regulations for the safety and health of its employees during their hours of employment. Representatives of a Department and the Union may meet once in ninety (90) days at the request of either party to discuss such regulations. The Union agrees that its members who are employees of a department will comply with the Department's Rules and Regulations relating to safety, economy, continuity, and efficiency of the service to the Department and the public.
- B. Each Department agrees to furnish raincoats and boots for all employees for whom such issue is necessary. The employees agree to exercise due care in the use and storage of such items. All replacements of previous issue shall be made only when an article is turned in or exchanged for one issued.
- C. Each Department shall furnish rubber gloves for all work on existing sewer lines.
- D. The Union and its members agree to exercise proper care and to be responsible for all Department property issued or entrusted to them.
- E. Some union members will be provided uniforms based on position, which must be worn when the employee is working if the departmental policy requires it.

Union members who do not utilize the uniforms provided, based on position, will be

entitled to reimbursement of seven hundred dollars (\$700) per fiscal year for the purchase of appropriate uniforms. This reimbursement will be paid in July of each fiscal year to all then current union members. Union members will be required to adhere to the City's Uniform Guidelines (see attached), the violation of which will be grounds for discipline.

- F. All bargaining unit members will be entitled to a reimbursement of three hundred dollars (\$300) per fiscal year for the purchase of appropriate, work-related footwear. This reimbursement will be paid in July of each fiscal year to all current bargaining unit members. Each department will have the right to establish specifications for footwear for jobs to ensure safety.

## **SECTION X GRIEVANCE PROCEDURE**

- A. A grievance shall mean a complaint by an employee or group of members arising out of an interpretation of the provisions of this Agreement or conditions of employment implied but not necessarily stated in this agreement.

A grievance to be considered under this procedure must be initiated by the member within seven (7) working days of its occurrence.

- B. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved member to proceed to the next step. (This is specifically meant to apply to situations where a department head might try to sit on a grievance and not respond to it.)
- C. Any member who has a grievance shall put it in writing with their Department Head, in an attempt to resolve the matter at that level.
- D. If, as a result of the submission of the grievance, the matter is not resolved to the satisfaction of the member within seven (7) working days, they shall set forth the grievance in writing to the City Manager or the Commission, as appropriate, specifying:

1. The nature of the grievance and date occurred;
2. The nature and extent of the loss or inconvenience;
3. Their dissatisfaction with decisions previously rendered.
4. The results of previous discussion.

The City Manager shall communicate their decision to the grievant in writing within seven (7) working days of receipt of the written grievance.

- E. If a grievance is not resolved to the Union's satisfaction, the Union will notify the City Manager within 15 working days after receipt of the decision of its intention to arbitrate or the decision rendered will be binding on both parties. Arbitrators shall be selected according to the procedures established by PELRB. The parties will share the cost of the arbitrator's fees on a 50/50 basis.
- F. It is further agreed that any arbitration rendered under this contract shall be subject to the

review provisions of RSA-542.

- G. An arbitrator deciding a grievance under this contract shall have no authority to alter, amend, change, add to or delete, the terms of the contract of the parties.
- H. For the purposes of this section working days shall be Monday through Friday excluding Saturdays, Sunday, and holidays.

## **SECTION XI AMENDMENT**

- A. The signing of this Agreement by the authorized representative of the Union, and the City shall constitute the effective date of this Agreement.
- B. This Agreement remains in effect until June 30, 2025. Should neither party to this Agreement initiate negotiations as required by law, this Agreement shall automatically be renewed.
- C. To promote peace and harmony, meetings between the Union and the City Manager shall be conducted at approximately 3:30 p.m.

## **SECTION XII CONFLICT**

In the event of a conflict between the provisions of this Agreement and the existing policies and procedures of the City in regard to wages, hours of work and working conditions, it is agreed that this Agreement shall govern the relationship between the parties.

## **SECTION XIII COPIES**

Copies of this Agreement shall be provided to all Union members along with any appendices at the City's expense.

## **SECTION XV STANDBY MONITORING COMPENSATION SYSTEM**

An employee who is required to be on stand-by to monitor and control the water system and/or the Wastewater System via a laptop computer or similar device during non-working hours will be compensated as follows:

1. \$3.50 per hour while on stand-by to monitor and control including responses to beeper alarms, computer trouble shooting, etc. and payable whether or not any alarms go off.
2. When an employee who is on stand-by to monitor the system must come in to correct the problem, the employee will receive a three (3) hour minimum at overtime rate. [As opposed to a 4-hour emergency call-in set forth in this agreement Section IV, Paragraph D].
3. It is understood that an employee who is on standby to monitor the system will not be paid for mileage or travel time if he/or must return to the plant to correct a problem.



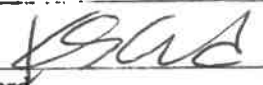
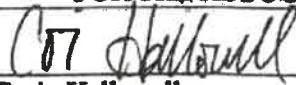
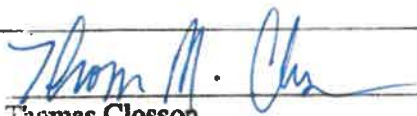



4. The compensation system set forth in #1, #2, and #3 above shall be subject to revision if necessary to efficiently deal with operating conditions. Such revisions would have to be negotiated although interim adjustments could be put into effect pending negotiations.

#### **SECTION XV CITY VEHICLES**

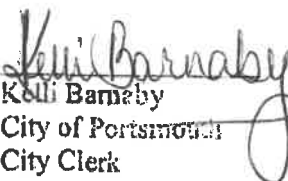
Any Union member assigned a City vehicle for performing work-related tasks shall be permitted to use the vehicle for commuting to and from work. This benefit is for commuting purposes only, to include only incidental stops during the regular commute. Abuse of this benefit will result in immediate termination of the benefit.

**SECTION XVI  
SIGNATURES**

Signed this 29<sup>th</sup> day of July 2025.

FOR THE CITY	FOR THE ASSOCIATION
 <b>Karen Conard</b> City Manager	 <b>Corin Hallowell</b> Union President
 <b>Thomas Closson</b> City Negotiator	 <b>Douglas Sparks</b> Union Representative
 <b>Kelly Harper</b> Human Resources Director	 <b>Tobias Shea</b> Union Representative

Approved by the Portsmouth City Council on July 14<sup>th</sup>, 2025

  
**Kelli Barnaby**  
City of Portsmouth  
City Clerk

## Appendix A

**SUPERVISORY MANAGEMENT ALLIANCE  
SALARY SCHEDULE**

**JULY 1, 2025-JUNE 30, 2026**

GRADE POSITION	Hire - 12 Mo	12 - 24 Mo	24 - 36 Mo	36 - 48 Mo	48 - 60 Mo	7.5 years			10 years			15 years		
	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP F	STEP G	STEP H	STEP F	STEP G	STEP H
12	Annual	\$ 64,886.05	\$68,130.36	\$71,536.87	\$75,113.72	\$78,869.40	\$79,658.10	\$81,052.11	\$82,673.16					
	Bi-Weekly	\$2,495.62	\$2,620.40	\$2,751.42	\$2,888.99	\$3,033.44	\$3,063.77	\$3,117.39	\$3,179.74					
	Hourly	\$31.20	\$32.75	\$34.39	\$36.11	\$37.92	\$38.30	\$38.97	\$39.75					
			5.00%	5.00%	5.00%	5.00%	1.00%	1.75%	2.00%					
13	Annual	\$ 68,072.34	\$71,475.96	\$75,049.76	\$78,802.25	\$82,742.36	\$83,569.78	\$85,032.26	\$86,732.90					
	Bi-Weekly	\$2,618.17	\$2,749.08	\$2,886.53	\$3,030.86	\$3,182.40	\$3,214.22	\$3,270.47	\$3,335.88					
	Hourly	\$32.73	\$34.36	\$36.08	\$37.89	\$39.78	\$40.18	\$40.88	\$41.70					
			5.00%	5.00%	5.00%	5.00%	1.00%	1.75%	2.00%					
14	Annual	\$ 71,439.17	\$75,011.13	\$78,761.68	\$82,699.77	\$86,834.76	\$87,703.10	\$89,237.91	\$91,022.67					
	Bi-Weekly	\$2,747.66	\$2,885.04	\$3,029.30	\$3,180.76	\$3,339.80	\$3,373.20	\$3,432.23	\$3,500.87					
	Hourly	\$34.35	\$36.06	\$37.87	\$39.76	\$41.75	\$42.16	\$42.90	\$43.76					
			5.00%	5.00%	5.00%	5.00%	1.00%	1.75%	2.00%					
15	Annual	\$ 74,982.33	\$78,731.44	\$82,668.01	\$86,801.42	\$91,141.49	\$92,052.90	\$93,663.83	\$95,537.10					
	Bi-Weekly	\$2,883.94	\$3,028.13	\$3,179.54	\$3,338.52	\$3,505.44	\$3,540.50	\$3,602.45	\$3,674.50					
	Hourly	\$36.05	\$37.85	\$39.74	\$41.73	\$43.82	\$44.26	\$45.03	\$45.93					
			5.00%	5.00%	5.00%	5.00%	1.00%	1.75%	2.00%					
16	Annual	\$ 78,701.74	\$82,636.83	\$86,768.67	\$91,107.11	\$95,662.46	\$96,619.08	\$98,309.92	\$100,276.12					
	Bi-Weekly	\$3,026.99	\$3,178.34	\$3,337.26	\$3,504.12	\$3,679.33	\$3,716.12	\$3,781.15	\$3,856.77					
	Hourly	\$37.84	\$39.73	\$41.72	\$43.80	\$45.99	\$46.45	\$47.26	\$48.21					
			5.00%	5.00%	5.00%	5.00%	1.00%	1.75%	2.00%					
17	Annual	\$ 82,636.83	\$86,768.67	\$91,107.10	\$95,662.46	\$100,445.58	\$101,450.04	\$103,225.41	\$105,289.92					
	Bi-Weekly	\$3,178.34	\$3,337.26	\$3,504.12	\$3,679.33	\$3,863.29	\$3,901.92	\$3,970.21	\$4,049.61					
	Hourly	\$39.73	\$41.72	\$43.80	\$45.99	\$48.29	\$48.77	\$49.63	\$50.62					
			5.00%	5.00%	5.00%	5.00%	1.00%	1.75%	2.00%					
18	Annual	\$ 86,350.33	\$90,667.84	\$95,201.23	\$99,961.30	\$104,959.36	\$106,008.95	\$107,864.11	\$110,021.39					
	Bi-Weekly	\$3,321.17	\$3,487.22	\$3,661.59	\$3,844.67	\$4,036.90	\$4,077.27	\$4,148.62	\$4,231.59					
	Hourly													
			5.00%	5.00%	5.00%	5.00%	1.00%	1.75%	2.00%					
19	Annual	\$ 90,667.84	\$95,201.23	\$99,961.30	\$104,959.36	\$110,207.33	\$111,309.40	\$113,257.32	\$115,522.46					
	Bi-Weekly	\$3,487.22	\$3,661.59	\$3,844.67	\$4,036.90	\$4,238.74	\$4,281.13	\$4,356.05	\$4,443.17					
	Hourly													
			5.00%	5.00%	5.00%	5.00%	1.00%	1.75%	2.00%					

Effective: 07/1/2025 Primary Approver(s): Director of Public Works	City of <b>PORTSMOUTH</b> New Hampshire	Page: 1 of 1 Dept: DPW- Supervisory Management Alliance
<b>TITLE: <i>Uniform Guidelines</i></b>		

- Clothing must not be ripped, torn, or heavily stained.
- Collared shirts must be worn, unless performing manual labor.
- Denim is not permitted.
- Pants, shirts, and jackets must be solid colors only.
- Rolled-up pants are not allowed.
- Shirts must be tucked in, unless performing manual labor.
- Safety: Rings and other jewelry should be worn minimally.
- Sweatshirts, whether hooded or crewneck, must feature the city seal.