

REVISED AGENDA
SPECIAL MEETING
BOARD OF MAYOR AND ALDERMEN
June 30, 2026 at 5:30 PM
Aldermanic Chambers, City Hall (3rd Floor)

Mayor and All Aldermen

AGENDA

The Mayor calls the meeting to order.

The Mayor calls for the Pledge of Allegiance.

A moment of silence is observed.

The Clerk calls the roll.

1. Nomination of Charles Kurfehs as the Chair of the Board of Assessors.
(Note: Pursuant to Rule 23 of the Board of Mayor and Aldermen, this nomination will layover until the next meeting of the Board.)
2. Nomination of Jaime Corwin as the Director of Human Resources.
(Note: Pursuant to Rule 23 of the Board of Mayor and Aldermen, this nomination will layover until the next meeting of the Board.)
3. Tentative Agreements:
 - Manchester Police Patrolman's Association
 - Manchester Association of Police Supervisors**If the Board so desires, a motion is in order that the agreements ought to be ratified and layover until the Board's next regular meeting.**
(Note: This will require a suspension of the Board of Mayor and Aldermen's rules to allow the agreement to be presented during a special meeting.)


The Mayor advises that this being a special meeting of the Board, no further business can be presented and a motion is in order to adjourn.



CITY OF MANCHESTER
Board of Aldermen

MEMORANDUM

TO: Board of Mayor & Aldermen

FROM: Dan Goonan, Ward 2 Alderman 
Human Resources/Insurance Committee, Chair

DATE: June 23, 2026

RE: Board of Assessors Chairman

As the board is aware, Aldermen Burkush, Vincent, and I were tasked with interviewing and recommending one candidate from eligible applicants for the vacant chairman position within the Board of Assessors. After reviewing the qualifications and past performance of current assessor, Charles Kurfehs, we have unanimously agreed that he is the right choice for the position.

Mr. Kurfehs has seventeen years of service to the City of Manchester and more than thirty-six years of professional valuation experience. In his current role as Commercial Assessor, working alongside the former chair for several years, he has a thorough understanding of internal staffing requirements, workflow planning, budget developments, abatements, revaluation oversight, litigation support, and reporting requirements to the Board of Mayor & Aldermen.

Given that the city is currently going through a revaluation and the existing staffing levels of the board warrants we make a timely selection for this position, it is the Selection Committee's intent to bring our selection forward at a special meeting of the Board of Mayor & Aldermen on June 30, 2026 and layover his nomination until the next regular meeting on July 7th to allow for members of the board to speak with Mr. Kurfehs about his nomination.

It is our opinion that Charles Kurfehs will make an outstanding candidate to be chairman of the Board of Assessors and hereby formally nominate him for your consideration. I will be happy to answer any questions you may have of the Selection Committee at the meeting

H. CHARLES KURFEHS

MAI • CAE • CNHA • State Certified Assessor Supervisor

Member, Board of Assessors • City of Manchester, New Hampshire

CONTACT

Board of Assessors
One City Hall Plaza
West Wing
Manchester, NH 03101
ckurfehs@manchesternh.gov
(603) 792-6794

ACTIVE CREDENTIALS

- State Certified Assessor Supervisor, NH OPLC
- Certified New Hampshire Assessor (CNHA), 2009
- MAI, Appraisal Institute, 1997
- CAE, International Association of Assessing Officers, 2013

INACTIVE CREDENTIALS

- Certified General Appraiser, New Hampshire
- Certified General Appraiser, Colorado
- CCIM Designee, CIREI

TECHNOLOGY

- Vision Appraisal V8 (CAMA)
- ArcGIS / Manchester GIS
- Argus DCF Analysis
- Microsoft Office 365
- Adobe Acrobat

NHAAO SERVICE

EXECUTIVE OFFICER ROLES

- President, 2016–17
- First Vice President, 2015–16
- Second Vice President, 2014–15
- Region 3 Director, 2022–Present
- Hillsborough County Rep., 2020–22

COMMITTEE LEADERSHIP

- Chair, Ethics Committee, 2021–Present
- Chair, Nominating Committee, 2017–18
- Chair, Finance Committee, 2015–16
- Chair, Conference Committee, 2014–15
- Legislative Committee, 2012–14

PROFESSIONAL SUMMARY

Municipal assessing professional with more than 36 years of ad valorem valuation and assessment experience, including over 17 years of dedicated service to the City of Manchester. Currently serves on the Manchester Board of Assessors with shared leadership responsibility for departmental operations, staffing, workflow planning, budget development, policy implementation, tax-base reporting, DRA tax-rate reporting, and the fair and equitable administration of property assessment under New Hampshire law. Extensive experience in exemptions, abatements, appeals, revaluation oversight, CAMA systems, litigation support, and expert testimony before the New Hampshire Board of Tax and Land Appeals and Superior Court.

AREAS OF EXPERTISE

- Administration of fair and equitable property assessment in compliance with New Hampshire law, accepted appraisal standards, and Department of Revenue requirements.
- Departmental leadership involving staffing, workflow management, budget planning, and policy development.
- Professional representation of the Assessor's Office and the City with elected officials, attorneys, taxpayers, consultants, and the general public.
- Development of well-supported valuations for residential, commercial, industrial, utility, exempt, LIHTC, and other special-use properties for ad valorem taxation.
- Administration of tax abatements and settlement negotiations.
- Expert witness experience before the New Hampshire Board of Tax and Land Appeals and Superior Court.
- Proficiency in CAMA systems, mass appraisal modeling, ratio studies, and GIS-based assessment tools.
- Thorough knowledge of New Hampshire statutes, USPAP, and assessment administration practices.

PROFESSIONAL EXPERIENCE

City of Manchester, New Hampshire

2024 – Present

Assessor-Commercial

(Acting in Chair-level capacity)

- Oversees the process of fair and equitable property taxation throughout the City in compliance with the New Hampshire Constitution, state law, local ordinance, accepted appraisal standards, and Department of Revenue requirements.
- Provides full departmental leadership and operational oversight to the Assessor's Office in coordination with the Board Chair, including staffing, workflow planning, performance management, and policy development across residential, commercial, and administrative functions.
- Directly supervises the Commercial Appraiser and Assistant to the Assessors (Office Administrator) and coordinates operations with additional departmental staff.
- Reviews and issues determinations on veterans, elderly, disabled, and institutional exemption applications, including periodic requalification.
- Manages and negotiates tax abatements; represents the City as an expert witness before the Board of Tax and Land Appeals and Superior Court.
- Appraises all classes of property with emphasis on commercial, industrial, utility, LIHTC, and special-use properties; measures, lists, and values new construction, renovations, and demolitions.
- Oversees the valuation of commercial, industrial, and special-use properties during the City's statutorily required revaluation process in coordination with the contracted revaluation firm.
- Values City-owned surplus and tax-deeded properties for resale and return to the tax rolls.
- Collaborates with the Board Chair on departmental budget matters and the annual tax rate setting report (MS-1) for the NH Department of Revenue Administration.
- Advises the Board of Mayor and Aldermen on legislative changes, exemption programs, and tax-base impacts.
- Assists in oversight and administration of the City's Vision Appraisal V8 CAMA system and related assessment software.

City of Manchester, New Hampshire

2008 – 2024

Appraiser-Commercial

- Valued commercial, industrial, residential, and special-use properties for real estate tax purposes.
- Reviewed tax abatements, appraisals, financial statements, and legal documents.
- Developed valuation models and performed mass appraisal statistical analysis to support assessment conclusions.
- Measured, listed, and valued new construction, renovations, additions, and demolitions.
- Negotiated fair and equitable settlements of tax appeals with taxpayers, attorneys, and tax consultants.
- Represented the City as an expert witness before the Board of Tax and Land Appeals and Superior Court.
- Confirmed sales for State equalization purposes in accordance with New Hampshire guidelines.
- Prepared narrative appraisal reports and related valuation analyses.
- Performed work in conformance with USPAP, New Hampshire statutes, Department of Revenue requirements, and accepted assessment standards.

First Commercial Appraisal, LLC

1997 – 2008

Colorado · Massachusetts · Rhode Island

President / Chief Appraiser

- Planned, directed, and coordinated a staff of appraisers in completing large-scale commercial, industrial, and residential valuation projects across Colorado.
- Produced USPAP-compliant appraisal reports meeting State and Federal guidelines for single-property and mass appraisal assignments across New England and Colorado.
- Established uniform procedures and techniques for valuation and reporting, ensuring consistent quality across high-volume narrative commercial and residential form appraisal reports.
- Trained and mentored multiple individuals who have advanced to leadership roles in assessment, appraisal, and commercial real estate brokerage.

Centennial Appraisal Company, Boulder, Colorado

1992 – 1997

Commercial Appraiser

Alliance Appraisal Group, Boulder, Colorado

1990 – 1992

Appraisal Associate

Chastain, Moore & Gravelly, Bradenton/Sarasota, Florida

1990

Appraiser

EDUCATION

University of Colorado at Boulder — B.A., Physical Anthropology

Pre-med life sciences emphasis; additional coursework in economics, finance, real estate, and business administration

Northeastern University — Boston, Massachusetts

Psychology and Business Administration

RELEVANT PROFESSIONAL EDUCATION

Assessment Administration, Mass Appraisal & Modeling

IAAO Assessment Administration (400) · IAAO Mass Appraisal (300) · IAAO Residential Modeling Concepts (311) · IAAO Commercial/Industrial Modeling Concepts (312) · IAAO Modeling Concepts (332) · IAAO Residential Model Building (333) · Fundamentals of Assessment Ratio Studies (452) · NHDOR Statistics, Modeling & Finance

Appraisal & Reporting — Appraisal Institute

Capitalization Theory and Techniques · Advanced Capitalization Theory and Techniques (“Advanced Income Approach” Equivalent) · Discounted Cash Flow Analysis · Market Analysis · Report Writing and Valuation Analysis · Analyzing Operating Expenses · MAI Demonstration Appraisal Report · Small Hotel/Motel Valuation · Appraisal of Nursing Facilities · Feasibility, Market Value, Investment Timing: Option Value

New Hampshire Assessment Education — NHAEO

New Hampshire State Statutes Course, Part I · New Hampshire State Statutes Course, Part II · CNHA Comprehensive Exam · Evaluating Commercial Construction · Marshall & Swift Construction Cost Estimation

USPAP & Ethics

Appraisal Institute & IAAO USPAP · Appraisal Institute Business Practices and Ethics

EXPERT WITNESS EXPERIENCE

Qualified expert witness before the New Hampshire Board of Tax and Land Appeals, Hillsborough County Superior Court, Strafford County Superior Court, the Massachusetts Appellate Tax Board, and other municipal and county courts.

Jay P. Ruais
Mayor



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Manchester, NH 03101
603-624-6500
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CITY OF MANCHESTER
Office of the Mayor

June 26, 2026

Board of Aldermen
1 City Hall Plaza
Manchester, New Hampshire 03101

Dear Members of the Board of Aldermen,

As you are aware, the City has been conducting a search for a new Human Resources Director. After a thorough recruitment and interview process, I am pleased to nominate Jaime Corwin to serve as the City of Manchester's next Human Resources Director with a proposed starting salary at Step 8, \$158,587.

I would like to extend my sincere appreciation to Aldermen Goonan, Trisciani, and Vincent, Solicitor Rice, Deputy Solicitor Chiesa, and Finance Director Wickens for their service on the interview committee and for their time and dedication throughout the selection process.

Ms. Corwin brings extensive human resources experience, including in collective bargaining, payroll administration, employee benefits, and personnel management. Most recently, she served as Bureau Chief of Human Resources for the New Hampshire Department of Safety, where she oversaw a wide range of human resources functions for seven divisions within the Department.

I am confident that Ms. Corwin's experience, leadership, and commitment to public service will make her an outstanding Human Resources Director for the City of Manchester. Given the current staffing levels and ongoing operational responsibilities within the Human Resources Department, a timely confirmation process is important to ensuring continuity of operations and support for City employees. Accordingly, I am placing this nomination on the June 30, 2026 Special Board of Mayor and Aldermen agenda for consideration.

I look forward to working with the Board of Aldermen through the confirmation process and formally introducing Ms. Corwin to the Board and the Manchester community.

Thank you for your consideration of this nomination.

All my best


Jay Ruais
Mayor of Manchester

JAIIME CORWIN

2025 NH HR Hero | Non-profit Leader | Employee Relations | Advocacy |
Performance Management | 2024 Impact Award

PROFESSIONAL EXPERIENCE

Bureau Chief of Human Resources **2025 - present**
State of NH, Dept. of Safety – Concord, NH

- Led HR Bureau which supported 7 Divisions including: Administration, Homeland Security and Emergency Management, Division of Motor Vehicles, Fire Marshal's Office, Fire Standards Training and Emergency Medical Services, Division of Emergency Services Communication (911), and NH State Police.
- Oversaw payroll, benefits, recruitment, retention, performance management, leave management, learning and development, organizational management, organizational management, union relations and compliance for over 2,000 employees in various statuses.

Vice President of Human Resources **2019 – 2025**

Director of Human Resources **2019**
Human Resources Manager **2007-2019**
Human Resources Administrator **2005-2007**
Human Resources Assistant **2003-2005**
Program Assistant **2002-2003**

Riverbend Community Mental Health – Concord, NH

- Successfully scaled workforce up and down between 250 and 450 people
- Maintained competitive total compensation packages inclusive of numerous annual health benefit renewals at a flat or low single digit increase
- Recruited and onboarded over 2500 new staff and student interns during my tenure
- Led several technological transitions to ensure greater efficiency and effectiveness with systems
- Oversee payroll for \$30M +/- company with 85-95% of expenses being personnel related
- Presented locally and nationally on topics related to mental health in the workplace

Customer Care Team Leader **2001 – 2002**

Customer Care Associate **2000-2001**
Logical Net Corporation – Johnstown, NY

Direct Care Coordinator **1999-2000**

Direct Care Staff **1998-1999**
Lexington Center – Johnstown, NY

EDUCATION

Bachelor of Science degree in Management
Southern NH University – Manchester, NH

LICENSES & CERTIFICATIONS

Professional in Human Resources (PHR)
Society for HR Management – Certified Professional (SHRM-CP)
Adult Mental Health First Aid Instructor
Heartsaver First Aid, CPR, and AED Instructor

AWARDS

2025 Ry Perry HR Hero Award given by Granite State HR Conference
2024 Impact Award given by Human Resources Association – Greater Concord
2018 Talent-in-Talent Award given by HealthcareSource

THE CITY OF MANCHESTER, NH

AND

THE MANCHESTER POLICE PATROLMAN'S ASSOCIATION

June 23, 2026

TENTATIVE AGREEMENT

ARTICLE 9 – OVERTIME

- 9.2 Overtime shall be paid at the rate of time and one-half the regular hourly rate ~~to include~~ ~~longevity~~ for authorized time worked in excess of the "regular work relief" or the "regularly scheduled work week" as defined in Section 9.1 above, provided, however, that in determining whether an employee is entitled to compensation at the overtime rate for authorized hours work in excess of a "regular work week" as defined in Section 9.1 above, any time worked in excess of a single "regular work relief" shall not be counted. Sick time, vacation time, personal days and bereavement leave taken within the same pay period shall count as hours worked for the purposes of computing such overtime.
- 9.3 The overtime premium or rate shall not be pyramided, compounded, added together or paid twice for the same time worked.
- 9.4 ELECTION DETAIL - Any officer working on election detail shall be paid at the rate of time and one-half the regular hourly rate of pay for such employee, for authorized work performed on such detail, provided that a Reserve Police Officer may, at the discretion of the Chief or his designee, be assigned with a police officer on election details. In such case the Reserve Police Officer will be paid at straight time.
- 9.5(A) **MANDATORY TRAINING** - ~~Effective upon the date of ratification of this Agreement, it is agreed by the Union that members of the Bargaining Unit will~~ **Employees shall** report for training courses/classes at the administrative discretion of the department during off duty hours.

Training hours are to be paid at the regular and overtime hourly rate for the employee. It is further agreed such training courses/classes shall not exceed six (6) full days of training during any calendar year. Each session of training shall be considered as a day of training, whether for a full day or a portion of a day. It is further agreed that employees will not be scheduled for training courses during their scheduled vacations and shall be given advance notice of at least ten (10) days of the scheduled training.

It is understood and agreed that the management of the department may schedule employees for less than six (6) days of training on off-duty days and the employees will only be paid for actual hours of training time, provided that employees shall be paid for a

minimum of four (4) hours at the overtime time rate for each training session.

9.5(B) VOLUNTARY TRAINING– From time to time, employees will request to attend voluntary training that is not implicitly or explicitly required by administration. Provided that administration approves the request for leave to attend such training, the employee will be reimbursed for the actual cost of the training and will be compensated at their regular rate, not to exceed eight (8) hours per day and forty (40) hours in a work week. Any further compensation or reimbursements will only be allowed by prior approval of the administration. The additional compensation and/or reimbursement will be at the sole discretion of the administration.

9.6 OVERTIME - Except in cases of emergency all overtime, defined as time worked in excess of a "regular work relief" or a "regular work week" must be authorized in writing by the officer in charge of the relief. All officers shall be required to work emergency or unscheduled overtime when requested, unless excused by the officer in charge.

Planned overtime, which is defined as assignments to parade duty, Christmas traffic duty, election details and other scheduled events shall be assigned to officers on a voluntary basis. If insufficient officers volunteer within five (5) calendar days of the scheduled event then assignments shall be made to regular officers first, in inverse order of seniority, and reserve officers second, as needed.

Officers who volunteer for overtime for planned events must notify the department at least forty-eight (48) hours in advance of the scheduled event if the officer will not be able to perform the planned overtime. Failure to notify the department at least forty-eight (48) hours in advance shall require the officer to perform the scheduled overtime.

9.7 Any employee who fails to appear for emergencies or for planned overtime shall be subject to corrective disciplinary action.

ARTICLE 10 – HOLIDAYS

~~10.6 Longevity steps shall be included in the payment for holidays, which are paid for in lieu of employees being allowed time off.~~

ARTICLE 11 – VACATIONS

11.1 Full-time employees will be allowed vacation in accordance with the following schedule:

~~Effective on date of ratification employees in the Bargaining Unit shall be entitled to paid vacations as follows:~~

- (A) Accrual rate for ~~two (2)~~ **three (3)** calendar weeks begins on date of hire.
- (B) Accrual rate for ~~three (3)~~ **four (4)** calendar weeks begins at the beginning of

supervisory role at special event detail, the employee shall receive an additional \$15.00.

The rate of pay for **Casinos and** establishments serving alcohol after midnight and mandated by the Department to hire a detail **shall be set at the same rate as an extra duty detail.** ~~for that event will be one and one half (1.5) times the normal rate of Yarger-Decker salary schedule Grade 18 Step 13, plus twelve dollars (\$12.00) per hour.~~

~~Any hours worked in excess of eight (8) hours on details shall be compensated for at one and one half (1.5) times the Extra Details rate as described above.~~

Notwithstanding the Department Rules and Regulation, the employee will be paid for a minimum of four (4) hours, regardless of the actual time spent on the detail. Once a detail actually requires more than four (4) hours the employee will be paid a minimum of eight (8) hours regardless of the actual time spent on the detail. After eight (8) hours or with less than twenty four (24) hours notice the employee will be entitled to one and one half (1.5) times the applicable detail rate for every hour actual worked rounded to the next highest hour.

Extra details performed on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day shall be paid at double the normal Extra Detail hourly rate as described above. Extra Details performed on Thanksgiving Day, Memorial, July 4th, and Labor Day shall be paid at double the normal Extra Detail hourly rate as described above, except for City athletic events. The rate of pay for Extra Details in cases of declared strikes (company requests police presence during a labor dispute) shall be one and one half times the normal Extra Details rate as specified above. It is expressly understood and agreed that declared strikes, by location, may be deemed priority Extra Details and must be filled before any other Extra Details.

The City may deduct from the Extra Detail rates, paid to the bargaining unit member, as specified above *such* amounts as are necessary to pay the employer and the employee contributions to the New Hampshire Retirement System.

ARTICLE 13 – SALARIES

- 13.1 ~~Effective July 1, 2022, the Salary Schedules shall be increased by three percent (3.0%),~~
Employees shall be placed on the new pay and classification plan based upon their assigned classification at the closest step to their wages as of June 30, 2026, which

guarantees a minimum two percent (2.0%) wage increase. The new Pay and Classification Plan is attached hereto as Appendix **XX**.

Effective July 1, 2026, in addition to any step raises, when an employee reaches their fifteenth (15th) consecutive year of service with the City of Manchester they shall receive a one-time 3.0% retention incentive added to their base pay on the anniversary date of hire. Said Retention Incentive shall remain part of the employee's base wages thereafter. This incentive shall not apply to employees who have already received a longevity/retention incentive increase for fifteen (15) consecutive years of service with the City of Manchester under the current or former (Yarger-Decker) pay plan.

- 13.2 ~~Effective July 1, 2023, the Salary Schedules shall be increased by four percent (4.0%).~~ 2027, the new Pay and Classification Plan shall be adjusted by at least 2.5% or the annual percent limitation of the City budget increase (tax cap), whichever is greater, but not to exceed four percent (4%).”

Effective July 1, 2027, employees who were both (1) on (or above) the top step of the new pay plan in the prior contract year and (2) who have a minimum of 20 years of consecutive service with the City of Manchester, shall receive a one-time 3.0% Retention Incentive added to their base pay on the anniversary date of hire. Said Retention Incentive shall remain part of the employee's base wages thereafter.

- 13.3 ~~Effective July 1, 2024, the Salary Schedules shall be increased by four percent (4.0%).~~
MASTER PATROL OFFICER.

13.3.1 Effective July 1, 2027, any sworn patrol officer who has completed seven (7) years as sworn patrol officer with the City and meets the eligibility criteria, as determined via the process set forth in 13.3.2, shall receive a non-promotional designation of Master Patrol Officer (“MPO”) and shall be placed on Labor Grade 118 at the closest step that guarantees a minimum increase of three percent (3%).

13.3.2 The parties shall create a Committee comprised of three union members and three members appointed by the administration for the purpose of recommending the eligibility criteria for the MPO designation, with the criteria ultimately determined by the Police Chief.

- 13.4 ~~Effective July 1, 2025, the Salary Schedules shall be increased by three percent (3%).~~

- 13.4.1 Employees will receive a step increase on their anniversary date of current position. This step increase will be subject to a satisfactory performance evaluation. An incomplete evaluation will be considered a satisfactory performance evaluation. This process may be changed at any time by mutual agreement. Evaluation step increases will stop when an employee reaches Step 13 on the included pay matrix.

~~13.5 Outstanding performance evaluation bonus payments will cease, effective on date of ratification.~~

13.6.1 Employee appeals on their annual performance evaluation will be according to the process mutually agreed to by the Union and the City. See Appendix B.

13.6.2 Employees being promoted from one grade to a higher grade shall be placed on the lowest step of the new grade, which will provide for a minimum of a ten-percent (10%) increase in salary.

~~13.7 Employees who have attained the requirements for the achievement grade (A-Step) associated with their positions will be placed on the corresponding step on the achievement grade in accordance with the following mutually agreed provisions as detailed on attached Appendix A to this agreement.~~

~~13.8 Effective July 1, 2016, all parking control officers will receive a one (1) labor grade adjustment upward. The adjustment shall be step for step. Thereafter new hires will enter the system at the higher labor grade (LG12).~~

13.9 Employees who are designated as Field Training Officers by the Chief of Police or designee shall receive a ten percent (10%) increase in their hourly pay rate for such hours when they are performing field training duties.

13.10 In recognition of the need to care, feed, groom and exercise the canine on a regular basis (on and/or off duty), the handler will be compensated one hour of pay at the overtime rate for each week of the assignment. Further, and unless otherwise directed by their supervisor, canine officers shall be allowed to come in from duty 30 minutes before the end of shift to maintain the canine and any assigned vehicle.

13.11 In accordance with the practice that dates back to 1999, Special Weapons and Tactical unit (SWAT) officers who are required to respond to such incidents shall be compensated by the Department in the amount of **thirty five dollars (\$35.00)** ~~twenty five dollars (\$25.00)~~ per week in availability pay. Only members who are actually assigned to a regular and active team shall be eligible for this compensation. Compensation ends when a member is removed or otherwise leaves such team.

13.11(A) Investigators (detectives and traffic, but excluding SROs) who are called back to work without prior notice after once leaving work or before their next regular stating time, shall be paid time and one-half for hours worked on the call in. In addition, they shall be paid an additional \$25 dollars per week. In addition, they shall be paid an additional \$25 dollars per week. Investigators who do not answer their

phone or refuse to come in without good cause may lose their eligibility for call out pay. Denial of call out pay is subject to the grievance procedure. SWAT team members serving on a SWAT team recall are not entitled to this provision.

ARTICLE 14 – LONGEVITY [RESERVED]

~~14.1 Effective July 1, 2010 or date of ratification whichever is later. The longevity waiting periods for employees shall be 5 10 15 20 25 30 35 40 and 45 years of service. An increase of three percent (3%) will take effect on the employee's anniversary date of employment.~~

ARTICLE 15(A)– SICK LEAVE ACCRUAL AND PAYMENT

15.A.1 All employees of the Manchester Police Department who have satisfactorily completed six (6) months of continuous employment shall be entitled to paid sick leave which shall accrue at the rate of one and one-quarter (1 1/4) work days with pay for each completed month of service. Accrual shall include the probationary period. **Eligible new hires (0-6 months) may use accrued sick leave during their first six months of employment with approval from the Chief (but will not receive payment for any unused accrued vacation time should the new hire terminate employment during the first six months of employment).** Effective July 19, 2022, unused sick leave may be accumulated up to a maximum of one hundred twenty (120) work days.

15.A.2 Any employee eligible for sick leave with pay may use such sick leave for absence due to his or her illness or injury. The employee may use sick leave for the illness injury of a spouse, child or blood relative when FMLA is approved. The employee may also use sick leave for a ward residing in the same household when FMLA is approved.

With approval of the Chief, an employee may use up to six (6) days of sick leave in a calendar year to care for a child, spouse, or blood relative due to that family member's illness or injury without the need for such leave to be for an FMLA-qualifying reason, provided that the employee provides supporting documentation from a qualified healthcare provider upon request.

15.A.3 Employees shall be required to substantiate sick leave usage in excess of three (3) days with a letter from a qualified physician. In case of chronic absenteeism or if the Chief has reason to believe that an employee is abusing his/her sick leave, he shall give a written warning. If the abuse continues, the Chief may request a doctor's certificate for each period of illness.

If, after a written warning has been issued, there is a substantial improvement in the employee's sick leave record for twelve (12) months, the written warning shall be removed from the

employee's record.

15.A.4 Effective on July 19, 2022, when an employee terminates his employment with the Manchester Police Department, all sick leave credits shall be cancelled, except in cases of retirement, duty disability retirement or death. In such cases accrued sick leave shall be payable to the employee or his/her designated beneficiary, provided, however, that payment shall not exceed eighty (80) days of pay. Notwithstanding the foregoing, employee separating from employment shall receive the benefits set forth in City Ordinance 33.081 (G) in effect as of the date of ratification.

Effective on July 1, 2010, or the date of ratification of this Agreement, whichever comes sooner, when an employee terminates his/her employment with the Manchester Police Department due to death, paid retirement or duty disability retirement, all accrued sick leave up to a maximum of eighty (80) days, plus one-quarter (1/4) of the balance of the days accrued over eighty (80) but not more than one hundred twenty (120) days shall be payable to the employee or the designated beneficiary. **Effective July 1, 2026, this accrued time shall be reported to the New Hampshire Retirement System as “earned time.” To the extent that the City is required to pay an employer contribution, the employee’s final pay out shall be reduced by an equal amount.**

15.A.5 Sick leave hours used in any pay week shall not be considered hours worked for purposes of calculating overtime.

ARTICLE 15(C)– INCENTIVE FOR NON-ABUSE OF SICK LEAVE

15.C.1 Members of the bargaining unit will be eligible for two (2) days of Personal Leave per year, or payment in lieu of taking personal leave, provided they are determined to not have misused or abused their sick leave privileges during the preceding twelve months.

(A) At twenty 20 years of service, bargaining unit members are eligible for three (3) days of Personal *Leave* per year in accordance with the provisions of this article. At twenty-five (25) years of service bargaining unit members are eligible for four (4) days of Personal leave per year in *accordance* with the provisions of this article.

(B) A bargaining unit member may receive payment in lieu of taking Personal Leave to a maximum of two (2) days in any one calendar year. At twenty (20) years of Service a bargaining unit member *may* receive payment in lieu of taking Personal Leave to a maximum of three (3) days in any one calendar year. At twenty-five (25) years of service a bargaining unit member may receive payment in lieu of taking Personal Leave to a maximum of four (4) days in any one calendar year.

(C) Personal Leave may accrue to a maximum accrual of six (6) days; no more than six (6) Personal Leave *days*, including payment in lieu of taking Personal Leave, can *be* taken within one calendar year.

~~15.C.2 The determination whether or not employees have misused or abused their sick leave privileges will be made by the Sick Leave Bank Administrative Committee.~~

~~15.C.3 Standards and procedures to determine sick leave misuse or abuse will be established by the Sick Leave Bank Administrative Committee, subject to approval by the signators to this Agreement.~~

15.C.4 This Article or any Section thereof may be amended through the collective bargaining process or mutual agreement of the parties concerned by law in that process.

ARTICLE 16– BEREAVEMENT

16.1 **Employees shall be entitled to the same bereavement benefit as provided in Ordinance 33.077 as amended on June 3, 2025.** ~~Any employee shall be excused from work for not more than five (5) working days, not to include regularly scheduled days off, because of death in the immediate family and shall be paid his/her normal rate of pay for the scheduled hours missed.~~

~~Immediate family shall mean:~~

~~Spouse, parents, children, brothers, sisters, mother in law, father in law, daughter in law, son in law, grandchild, maternal or paternal grandparents and any other blood relative. Immediate family shall also include a ward living in the same household.~~

~~16.2 Under extenuating circumstances, five (5) additional days with pay, for the purpose of attending the funeral, may be granted under Sections 16.1 and 16.3 with written approval of the Department head; such days to be charged to the employee's accrued sick leave.~~

~~16.3 Special leave of one (1) working day with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of an Aunt, Uncle, Brother in law or Sister in law.~~

~~16.4 Under no circumstances shall bereavement leave be paid on an overtime basis.~~

ARTICLE 18– COURT TIME

- 18.1 ~~Effective July 1, 2010~~ **B**argaining unit members who are called in during off-duty hours for court appearances pertaining to their official duties, including ~~DCYS-DCYF~~ hearings, DMV hearings, depositions and civil cases, shall be paid at the rate of time and one-half (1 1/2) their regular hourly rate ~~including longevity~~ with a minimum payment of three (3) hours at time and one half (1 1/2).
- 18.2 ~~Effective July 1, 2010~~ **B**argaining unit members who are held over from their shift for court appearances pertaining to their official duties, etc., shall be paid at the rate of time and one-half (1 1/2) their regular hourly rate ~~including longevity~~, for all time actually worked in excess of their scheduled shift.

ARTICLE 20– HOSPITAL/MEDICAL INSURANCE PAYMENT

20.1 The City will offer three **(3)** health insurance plans:- ~~The HDHP coupled with and HSA, the Access Blue New England Site of Service HMO 250 and the Access Blue New England HMO 1250 Plan~~ all of which are more particularly described in the attached Exhibit D.

- A. Access Blue New England Site of Service HMO 500**
- B. High Deductible Health Plan (HDHP) with a deductible of 2000/4000.**
- C. High Deductible Health Plan (HDHP) with a deductible of 5000/10000.**

Refer to Statement of Benefits attached as Appendix [XX] for the particular terms and conditions of the above referenced plans.

- 20.2 Bargaining unit member hired before July 1, 2019, may select either **of the two HDHPs** ~~coupled with an HSA~~ or the Access Blue New England Site of Service HMO **500** ~~250~~.
- 20.3 Bargaining unit members hired on or after July 1, 2019, may select either **of the two (2) HDHPs.** ~~coupled with and HSA or the Access Blue New England HMO 1250 if they do not qualify for the HDHP.~~ Unless otherwise agreed, bargaining unit members subscribing are required to stay on ~~the~~ **a HDHP** for so long as the City continues to contribute ~~seventy-five (75%) percent to the~~ **indicated amounts** applicable deductible to the member's **Health Savings Account (HSA)** account on an annual basis as set forth herein. **Bargaining unit members who are ineligible for an HSA contribution must also remain on a HDHP but will pay a lower premium than those who are eligible for an HSA contribution.**

20.4 For unit members hired prior to February 7, 2012, the City will pay eighty-four percent (84%) of the eligible premiums.

20.5 For unit members hired on or after February 7, 2012, the City will pay eighty percent (80%) of the eligible premiums.

20.6 **For unit members who are eligible, the City shall provide Employees enrolled in either one of the two (2) offer a high deductible health insurance plan (HDHPs) with a accompanied by the establishment of a Health Savings Account (HSA). for each enrolled bargaining unit member with For employees enrolled in the HDHP with a 2000/4000 deductible the City shall provide a contribution to the HSA account of \$1,500.00 for an individual plan and \$3,000.00 for a two person or a family plan to an HSA for the term of this Agreement. For employees enrolled in the HDHP with a 5000/10000 deductible, the City shall provide a contribution to the HSA account of \$2,500.00 for an individual plan and \$5,000.00 for a two person or a family plan. For those not eligible to contribute to an HSA, the City will not make a HSA contribution; however, such employees will pay a lower premium for the applicable HDHP.** The City retains the right to determine the amount of the City's annual HSA contribution and shall each year prior to the open enrollment period disclose any changes to high deductible benefit plans and/or its contributions to the HSA or continuation of the HSA in the following fiscal year. ~~The City agrees not to change the amount of the contribution (\$1,500/\$3,000) to the HSA prior to reaching agreement on a successor agreement.~~

20.7 To a bargaining unit member who elects not to receive coverage under any City or School District health insurance plan the City shall pay \$4,000.00 annually in lieu of health insurance coverage. **Employees must waive the health insurance annually and submit a completed Attestation Form in order to receive payment.** The City shall make said payment in two equal payments of \$2,000.00. The first payment, in arrears, will be made in January/February **for waiving insurance for the prior July-December period**, and the second payment, in arrears will be made in July/August **for waiving insurance for the prior January-June period**. Bargaining unit members who encounter a qualifying event so as to make them eligible for enrollment in the City's health insurance plans during either six month period will receive a pro rata amount based on the next \$2,000.00 payment. Bargaining unit members will be able to enroll in the City health plans notwithstanding a qualifying event in the annual open enrollment period.

20.8 It is agreed by all parties concerned that the City reserves and shall have the right to change insurance carriers or become self-insured, provided that there is no significant decrease in overall benefits.

20.9 The City shall provide all bargaining unit members a Northeast Delta Dental plan equivalent to other City employees having such a benefit with a yearly maximum of \$1,500.00. The City shall pay eighty-five (85.0%) percent of each monthly premium for the entire year for the coverage selected by each employee. The City agrees to provide coverage under Delta Dental Insurance Plan Coverage A, B, and C as set forth in Appendix D attached hereto and made part of this Agreement. The City shall pay an amount not to exceed eighty-five percent (85.0%).

20.10 The City will make available up to five (5) slots on the payroll for deductions requested by the Employee, provided the entity will accept electronic transfers. The City will not discriminate in the uses of these payroll deduction slots. All members of the bargaining unit shall be entitled to Full participation in the City's Employee Assistance Program (EAP). The parties agree that if the EAP is terminated by the city that this benefit will lapse.

ARTICLE 28- CRITICAL INCIDENT PAY

28.1 In recognition of the increasingly hazardous working conditions, including but not limited to, the proliferation of violence against police officers, increased frequency of critical incidents, and the heroin and other illegal drugs epidemic, each sworn officers and animal control officers **on Step 1-7 shall receive an additional one hundred fifteen (\$115) forty (\$40) dollars a week as critical incident/hazardous duty pay. Each sworn officer and animal control officer on Step 8 or higher shall receive an additional one hundred forty (\$140) dollars a week as critical incident/hazardous duty pay.** ~~effective January 1, 2017. The critical incident/hazardous duty pay shall be increase to \$50 per week effective January 1, 2018.~~

APPENDIX A – Qualification for Achievement Steps

The parties agree eliminate Achievement Steps

Other

Parties agree to incorporate MOU on single vacation days

Parties agree to incorporate MOU on Details

Parties agree that the proposed language in 15.A.4 is subject to written approval from NHRS

THE CITY OF MANCHESTER, NH

AND

THE MANCHESTER ASSOCIATION OF POLICE SUPERVISORS

July 19, 2026

TENTATIVE AGREEMENT

ARTICLE I – UNIT DESCRIPTION

1.1 The Bargaining Unit to which this Agreement is applicable shall consist of all City of Manchester Police Department employees in the classifications of Police Sergeant, Police Lieutenant, Police Captain, ~~Custodial Services Supervisor~~, Police Telecommunications Manager, Police Records Supervisor, ~~Equipment Maintenance Superintendent I~~, Ordinance Violations Coordinator, **Police Telecommunications Supervisor, and Evidence Specialist Supervisor.** ~~and Emergency Communications Supervisor (Police).~~

Note: The Parties agree to update the certification consistent with the terms of this agreement.

ARTICLE 9 – SALARIES

9.1 Effective ~~July 1, 2022~~, the Salary Schedules shall be increased by three percent (3.0%). **July 1, 2026, Employees shall be placed on the new pay and classification plan based upon their assigned classification at the closest step to their wages as of June 30, 2026, which provides a minimum two percent (2.0%) wage increase. The new Pay and Classification Plan is attached hereto as Appendix XX.**

Effective July 1, 2026, in addition to any step raises, when an employee reaches their fifteenth (15th) consecutive year of service with the City of Manchester they shall receive a one-time 3.0% retention incentive added to their base pay on the anniversary date of hire. Said Retention Incentive shall remain part of the employee's base wages thereafter. This incentive shall not apply to employees who have already received a longevity/retention incentive increase for fifteen (15) consecutive years of service with the City of Manchester under the current or former (Yarger-Decker) pay plan.

9.2 Effective ~~July 1, 2023~~, the Salary Schedules shall be increased by four percent (4.0%). **July 1, 2027, the new Pay and Classification Plan shall be adjusted by at least 2.5% or the annual percent limitation of the City budget increase (tax cap), whichever is greater, but not to exceed four percent (4%), whichever is greater, but not to exceed four percent (4%).**

Effective July 1, 2027, employees who were both (1) on (or above) the top step of the new pay plan in the prior contract year and (2) who have a minimum of 20 years of consecutive service with the City of Manchester, shall receive a one time 3.0% Retention Incentive added to their base pay on

the anniversary date of hire. Said Retention Incentive shall remain part of the employee's base wages thereafter.

~~9.3 — Effective July 1, 2024, the Salary Schedules shall be increased by four percent (4.0%).~~

~~9.4 — Effective July 1, 2025, the Salary Schedules shall be increased by three percent (3.0%).~~

9.5 Employees will receive a step increase on their anniversary date of current position. This step increase will be subject to a satisfactory performance evaluation. An incomplete evaluation will be considered a satisfactory performance evaluation. This process may be changed at any time by mutual agreement. Evaluation step increases will stop when an employee reaches Step 13 on the included pay matrix.

~~9.6 — Outstanding performance evaluation bonus payments will cease effective on date of ratification.~~

9.7 Employee appeals on their annual performance evaluation will be according to the process mutually agreed to by the Union and the City. See Appendix B.

~~9.8 — The longevity waiting periods for employees shall be 5 10 15 20 25 30 35 40 and 45 years of service. An increase of three percent (3%) will take effect on the employee's anniversary date of employment.~~

9.9 Employees being promoted from one grade to a higher grade will be placed on the lowest step of the new grade which will provide for a minimum of a ten-percent (10%) increase in salary.

~~9.10 Employees who have attained the requirements for the achievement grade (A-Step) associated with their positions will be placed on the corresponding step on the achievement grade in accordance with the following mutually agreed provisions detailed on attached appendix A to this agreement.~~

9.11 The Classifications and associated Pay Grades for bargaining unit members are as follows:

Position	Class Code	YDM Pay Grade	Effective D.O.R.
Police Sergeant	9300	21 124	22
Police Lieutenant	9310	23 126	24
Police Captain	9320	25 129	26
Custodial Services Supervisor	5010	17	18
Equipment Maintenance Superintendent I	5570	20	21
Ordinance Violations Coordinator	9035	17 108	18
Police Records Supervisor	9190	18 114	18
Police Telecommunications Manager	9125	23 120	18
Emergency Communications Supervisor (Police)	9010	17 116	21
Police Telecommunications Supervisor			
Evidence Specialist Supervisor	9261	116	

9.12 Severance Pay – In recognition of prior service any bargaining unit member with twenty (20) years of service, of which ten (10) must be with the City of Manchester, **with the exceptions of Captains who retire on or before December 31, 2026**, who retires after July 1, 2017-2026 will be paid a severance benefit of \$10,000. The City may withhold from this benefit such amounts that are necessary for **employee pension** contributions. ~~to the New Hampshire Retirement System. Effective July 1, 2020, the severance benefit amount shall be reduced to \$9,000 under the same terms and conditions as set forth herein. Effective July 1, 2021, the severance benefit amount shall be reduced to \$8,000 under the same terms and conditions as set forth herein.~~ **Any Captain with twenty (20) years of service, of which ten (10) must be with the City of Manchester, who retires on or before December 31, 2026, is eligible for a severance benefit of \$20,000.**

9.13. Critical Incident Pay – In recognition of the increasingly hazardous working conditions, including but not limited to, the proliferation of violence against police officers, increased frequency of critical incidents, and the heroin and other illegal drug epidemic, each sworn supervisor shall receive an additional **one hundred fifty (\$150)** ~~forty (\$40)~~ dollars a week as critical incident pay. ~~effective January 1, 2017. The critical incident pay shall be increased to fifty (\$50) dollars a week effective January 1, 2018.~~

9.14 In accordance with the practice that dates back to 1999, Special Weapons and Tactical unit (SWAT) officers who are required to respond to such incidents shall be compensated by the Department in the amount of **thirty-five dollars (\$35.00)** per week in availability pay. Only members who are actually assigned to a regular and active team shall be eligible for this compensation. Compensation ends when a member is removed or otherwise leaves the team.

9.14(A) Investigators (detectives and traffic, but excluding SROs) who are called back to work without prior notice after once leaving work or before their next regular stating time, shall be paid time and one-half for hours worked on the call in. In addition, they shall be paid an additional \$25 dollars per week. Investigators who do not answer their phone or refuse to come in without good cause may lose their eligibility for call out pay. Denial of call out pay is subject to the grievance procedure. SWAT team members serving on a SWAT team recall are not entitled to this provision.

~~9.15 Given the addition of the Lieutenant in charge of Communications Divisions, the pay scale for the Telecommunications Manager shall be reduced to pay grade 21. The Telecommunications Managers shall receive a 10% increase in pay for any hours worked when specifically designated to cover for the Lieutenant in his/her absence. Nothing herein shall be construed to require the Department to fill the position of Telecommunications Manager.~~

9.15 In recognition of the need to care, feed, groom and exercise the canine on a regular basis (on and/or off duty), the handler will be compensated one hour of pay at the overtime rate for each week of the assignment. Further, and unless otherwise directed by their supervisor, canine officers shall be allowed to come in from duty 30 minutes before the end of shift to maintain the canine and any assigned vehicle.

ARTICLE 12– SPECIAL DETAILS

12.3 The rate of pay for special details shall be as follows:

- A. When a member of the Bargaining Unit is assigned to a Special Detail in a SUPERVISORY capacity, the rate of pay shall be at one and one-half (1 ½) times the Supervisor’s regular hourly rate of pay plus two (\$2.00) per hour.
- B. When a member of the Bargaining Unit is assigned to a Special Detail in a NON-SUPERVISORY capacity (such as directing traffic), captain and lieutenant shall be paid at the overtime rate for the Grade ~~G-22~~ **124** Step 13 (nevertheless, the parties agree that Bargaining Unit members will recognize their supervisory responsibilities). Sergeants shall receive their regular rate of overtime or Grade ~~G-22~~ **124** Step 13, whichever is less. Notwithstanding the foregoing, the City shall pay a rate based upon the member’s actual hourly overtime rate for federal grant funding if the detail was specifically approved on that basis. To this end, the City will use the actual average of all bargaining unit members’ hourly overtime rates when applying for federal grant funding. Provided however, and in the even the grant funding is awarded without regard to hourly rates (such as JAG grants), the City shall have discretion to pay either the member’s hourly rate or a rate based on Grade ~~G-22~~ **124** Step 13 for such details.

ARTICLE 13– EXTRA DETAILS

13.14 Effective July 1, 2022, the hourly rate for an extra duty detail will be set at \$53.86 (pension able) or \$64.16 (non-pension able) per hour or any fraction of any hour with a minimum of four hours including for scholastic events. Effective July 1, 2023, ~~The~~ **The hourly rate for an extra duty detail, which shall include details at Casinos or at establishments serving alcohol after midnight and mandated by the Department to hire a detail, will be set at \$61.00 \$70.00 (pension able) or \$71.00 \$80.00 (non-pension able) per hour or any fraction of an hour with a minimum of four hours including for scholastic events. The above rates will be increased by five dollars (\$5) each July 1, commencing on July 1, 2027. The rate of pay for establishments serving alcohol after midnight and mandated by the Department to hire a detail for the event will be one and one half (1.5) times the normal rate of Yarger-Decker salary schedule Grade 18 Step 13, plus twelve (\$12.00) per hour. **If the employee is assigned a supervisory role at special event detail, the employee shall receive an additional \$15.00.****

Notwithstanding the Department Rules and Regulation, the employee will be paid for a minimum of four (4) hours, regardless of the actual time spent on the detail. Once a detail actually requires more than four (4) hours the employee will be paid a minimum of eight (8) hours regardless of the actual time spent on the detail. After eight (8) hours or with less than twenty four (24) hours notice the employee will be entitled to one and one half (1.5) times the

applicable detail rate for every hour actual worked rounded to the next highest hour.

Any hours worked in excess of eight (8) hours on details shall be compensated for at one and one half (1 1/2) times the Extra Details rate as described above. Extra details performed on Christmas Eve, Christmas Day, New Year's Eve and New Year's Day shall be paid at double the normal Extra Detail hourly rate as described above. Extra Details performed on Thanksgiving Day, Memorial Day (~~Effective 5/08~~), July 4th (~~effective 7/08~~), and Labor Day (~~effective 09/09~~) shall be paid at double the normal Extra Detail hourly rate as described above, except for City athletic events.

ARTICLE 14- OVERTIME

14.8A MANDATORY Training; ~~Effective upon the date of ratification of this agreement, it is agreed by the Association that members of the Bargaining Unit will~~ **Employees shall** report for training courses/classes and staff meetings of the administrative discretion of the Department went during off-duty hours; such training hours to be paid at one and one-half times the regular hourly rate for the employee. It is further agreed such training courses/classes shall not exceed three (3) full days of training during any calendar year. It is further agreed that employees will not be scheduled for training courses during their scheduled vacations and shall be given advance notice of at least ten (10) days of the scheduled training. It is understood and agreed that the management of the department may schedule employees for less than four (4) hours of training on off-duty days and the employees will only be paid for actual hours of training time, provided that employees shall be paid for a minimum of four (4) hours at time and one-half for each training session.

14.8B From time to time, employees may request to attend voluntary training that is not implicitly or explicitly required by administration. Provided that administration approves the request for leave to attend such training, the employee will be reimbursed for the actual cost of the training and will be compensated at their regular rate, not to exceed eight (8) hours per day and forty (40) hours in a work week. Any further compensation or reimbursements will only be allowed by prior approval of the administration. The additional compensation and/or reimbursement will be at the sole discretion of the administration.

14.9 COMMUNICATIONS DIVISION SUPERVISOR OVERTIME – ~~Effective July 20, 2024, or the date of ratification, whichever comes sooner, members~~ **Members** of the Bargaining Unit who are qualified, as determined by the Department, shall be eligible to work overtime shifts as a Dispatcher ~~S~~supervisor if no civilian Dispatch Supervisor is available; provided, however, that Sergeants shall be paid at their regular overtime rate and Lieutenants and Captains and the Telecommunications Supervisor shall be paid overtime at the grade ~~G-22~~ **124**, step 13 rate.

ARTICLE 15 – VACATION

15.1 A Full-time employees will be allowed vacation in accordance with the following schedule:

~~Effective on the date of ratification~~ Vacation leave policy for the regular department employees shall be as follows:

- A. Accrual rate for ~~two (2)~~ **three (3)** calendar weeks begins on date of hire.
- B. Accrual rate for ~~three (3)~~ **four (4)** calendar weeks begins at the beginning of six (6) years of continuous service.
- C. Accrual rate for ~~four (4)~~ **five (5)** calendar weeks begins at the beginning of then (10) years of continuous service.
- D. Accrual rate for ~~five (5)~~ **six (6)** calendar weeks begins at the beginning of fifteen (15) years of continuous service.
- E. Accrual rate for ~~six (6)~~ **seven (7)** calendar weeks begins at the beginning of twenty (20) years of continuous service.

Should an employee separate from employment during their first six months of employment, they shall not be entitled to payout of any accrued vacation hours accumulated during said six months.

15.1 B City employees promoted into this Unit from another position shall carry over accrued, unused vacation time.

ARTICLE 16(A) – SICK LEAVE ACCRUAL

16.1 All members of the bargaining unit who have satisfactorily completed six months of continuous employment shall be entitled to paid sick leave which shall accrue at the rate of 1 1/4 days (10 hours) per month for each completed month of service. **Accrual shall include the probationary period.**

Eligible new hires (0-6 months) may use accrued sick leave during their first six months of employment with approval from the Chief (but will not receive payment for any unused accrued vacation time should the new hire terminate employment during the first six months of employment).

16.2 ~~Effective January 1, 1980 and during the term of this agreement~~ The maximum sick leave accrual shall be one hundred twenty (120) days. If any other bargaining unit receives more than 120 days accrued sick leave MAPS will receive the added amount. **City employees promoted into this Unit from another position shall carryover any accrued, unused vacation time, not to exceed the permitted maximum sick leave accrual.**

16.3 Any Employee eligible for sick leave with pay may use such sick leave for the absence due to his or her illness or injury. The employee may use sick leave for the illness of a spouse, child or blood relative when FMLA is approved. The employee may also use sick leave for a ward residing in the same household when FMLA is approved.

With approval of the Chief, an employee may use up to six (6) days of sick leave in a calendar

year to care for a child, spouse, or blood relative due to that family member’s illness or injury without the need for such leave to be for an FMLA-qualifying reason, provided that the employee provides supporting documentation from a qualified healthcare provider upon request.

In case of chronic absenteeism, if the Chief has reason to believe an employee is abusing his sick leave privilege, the Chief may require a doctor's certificate for each period of illness.

16.4 Effective on July 20, 2004, or the date of ratification of this Agreement, whichever comes sooner, when a member of the Bargaining Unit terminates his/her employment with the Manchester Police Department due to death, paid retirement or duty disability retirement, all accrued sick leave up to a maximum of eighty (80) days, plus one-quarter (1/4) of the balance of the days accrued over eighty (80) but not more than one hundred twenty (120) days shall be payable to the employee or the designated beneficiary. **Effective July 1, 2026, this accrued time shall be reported to the New Hampshire Retirement System as “earned time.” To the extent that the City is require to pay an employer contribution, the employee’s final payout shall be reduced by an equal amount.**

16.5 Members of the Bargaining Unit shall also be entitled to any other benefit in accordance with ordinance 33-081 (H).

16.6. Sick leave hours used in any pay week shall not be considered hours worked for purposes of calculating overtime.

ARTICLE 17– NON-ABUSE OF SICK LEAVE

~~17.2—The determination whether or not employees have misused or abused their sick leave privileges will be made by the Sick Leave Bank Administrative Committee. Standards and procedures to determine sick leave misuse or abuse will be established by the Sick Leave Bank Administrative Committee, subject to approval by the signators to this agreement~~

~~17.3—Longevity included in Personal Leave Days: In accordance with Article 24, Section 24.3, longevity increments will be included in payment for Personal Leave Days.~~

ARTICLE 18– HOSPITAL MEDICAL INSURANCE

18.1 The City will offer three (3) health insurance plans: ~~The HDHP coupled with and HSA, the Access Blue New England Site of Service HMO 250 and the Access Blue New England HMO 1250 Plan all of which are more particularly described in the attached Exhibit D.~~

- A. Access Blue New England Site of Service HMO 500**
- B. High Deductible Health Plan (HDHP) with a deductible of 2000/4000.**
- C. High Deductible Health Plan (HDHP) with a deductible of 5000/10000.**

Refer to Statement of Benefits attached as Appendix [XX] for the particular terms and conditions of the above referenced plans.

18.2 Bargaining unit members hired before July 1, 2019, may select either **of the two (2) HDHPs coupled with an HSA** or the Access Blue New England Site of Service HMO 250 500.

18.3 Bargaining unit members hired on or after July 1, 2019, may select either **of the two (2) HDHPs, coupled with and HSA or the Access Blue New England HMO 1250** if they do not qualify for the HDHP. Unless otherwise agreed, bargaining unit members subscribing are required to stay on ~~the~~ a HDHP for so long as the City continues to contribute ~~seventy-five (75%) percent to the~~ **indicated amounts applicable deductible** to the member's **Health Savings Account (HSA)** account on an annual basis as set forth herein. **Bargaining unit members who are ineligible for an HSA contribution must also remain on a HDHP but will pay a lower premium than those who are eligible for an HSA contribution.**

18.4 For unit members hired prior to February 7, 2012, the City will pay eighty-four percent (84%) of the eligible premiums

18.5 For unit members hired on or after February 7, 2012, the City will pay eighty percent (80%) of the eligible premiums.

18.6 **For unit members who are eligible, the City shall provide Employees enrolled in either one of the two (2) offer a high deductible health insurance plan (HDHPs) with a accompanied by the establishment of a Health Savings Account (HSA). for each enrolled bargaining unit member with For employees enrolled in the HDHP with a 2000/4000 deductible the City shall provide** a contribution to the HSA account of \$1,500.00 for an individual **plan** and \$3,000.00 for a two person or a family plan ~~to an HSA for the term of this Agreement. For employees enrolled in the HDHP with a 5000/10000 deductible, the City shall provide a contribution to the HSA account of \$2,500.00 for an individual plan and \$5,000.00 for a two person or a family plan. For those not eligible to contribute to an HSA, the City will not make a HSA contribution; however, such employees will pay a lower premium for the applicable HDHP.~~ The City retains the right to determine the amount of the City's annual HSA contribution and shall each year prior to the open enrollment period disclose any changes to high deductible benefit plans and/or its contributions to the HSA or continuation of the HSA in the following fiscal year. ~~The City agrees not to change the amount of the contribution (\$1,500/\$3,000) to the HSA prior to reaching agreement on a successor agreement.~~

18.7 To a bargaining unit member who elects not to receive coverage under any City or School District health insurance plan the City shall pay \$4,000.00 annually in lieu of health insurance coverage. **Employees must waive the health insurance annually and submit a completed Attestation Form in order to receive payment.** The City shall make said payment in two equal payments of \$2,000.00. The first payment, in arrears, will be made in January/February **for waiving insurance for the prior July-December period**, and the second payment, in arrears will be made in July/August **for waiving insurance for the prior January-June period.** Bargaining unit members who encounter a qualifying event so as to make them eligible for enrollment in the City's health insurance plans during either six month period will receive a pro rata amount based on the next \$2,000.00 payment. Bargaining unit members will be able to enroll in the City health plans notwithstanding a qualifying event in the annual open

enrollment period.

18.8 It is agreed by all parties concerned that the City reserves and shall have the right to change insurance carriers or become self-insured, provided that there is no significant decrease in overall benefits.

18.9 The City shall provide all bargaining unit members a Northeast Delta Dental plan equivalent to other City employees having such a benefit with a yearly maximum of \$1,500.00. The City shall pay eighty-five (85.0%) percent of each monthly premium for the entire year for the coverage selected by each employee. The City agrees to provide coverage under Delta Dental Insurance Plan Coverage A, B, and C as set forth in Appendix D attached hereto and made part of this Agreement. The City shall pay an amount not to exceed eighty-five percent (85.0%). (Prior 18.6).

~~18.10 Effective October 4, 2016¹, all new employees promoted into the bargaining unit will continue to pay the insurance premium they would have paid if still in their prior bargaining unit.~~

~~Employees who are promoted into the MAPS Bargaining Unit from the MPPA Bargaining Unit after July 1, 1990 will retain any dental benefit to which they were entitled until such time as they become entitled to the MAPS dental benefit.~~

~~Effective July 1, 2022~~ **Refer to Statement of Benefits attached.**

ARTICLE 19- BEREAVEMENT LEAVE

19.1 Employees shall be entitled to the same bereavement benefit as provided in the newly revised Ordinance 33.077 as amended on June 3, 2025. ~~Any employee shall be excused from work for five (5) days because of the death of an immediate family member. The employee will be paid at his/her normal rate of pay.~~

~~**19.2** Immediate family shall mean: Spouse, parents, children, brothers, sisters, mother in-law, father in law, maternal or paternal grandparents and any other blood relative. Immediate family shall also include a ward living in the same household.~~

~~**19.3** Special leave of one (1) working day with pay, for the purpose of attending the funeral, shall be granted an employee in the event of the death of his/her: Aunt, Uncle, Brother in law or Sister in law.~~

~~**19.4** Under extenuating circumstances (5) Five additional days with pay may be granted under Section 19.1 and 19.3 above, with written approval of the Department Head, such days to be~~

¹ To the extent the agreement references "effective upon ratification," and to the extent the language was added in the 2016-2019 agreement, the official date of ratification was October 4, 2016.

chargeable to the employee's accrued sick leave.

ARTICLE 21- COURT TIME

21.1 ~~Effective January 1, 1993~~ b Bargaining unit members who are called in during off-duty hours for court appearances pertaining to their official duties, including ~~DCYS DCYF~~ hearings, DMV hearings, depositions and civil cases, shall be paid at the rate of time and one-half (1 1/2) their regular hourly rate ~~including longevity~~ with a minimum payment of three (3) hours at time and one-half (1 1/2).

21.2 ~~Effective January 1, 1993~~ b Bargaining unit members who are held over from their shift for court appearance pertaining to their official duties, etc., shall be paid at the rate of time and one-half (1 1/2) their regular hourly rate ~~including longevity~~, for all time actually worked in excess of their scheduled shift.

ARTICLE 24- MISCELLANEOUS

~~24.1 Longevity payments included in Holiday Pay. Effective upon the date of this agreement Longevity Steps shall be included in the payment for Holidays, which are paid in lieu of employees being allowed time off.~~

~~24.2 Longevity payments included in Overtime. Effective upon the date of this agreement Longevity Steps shall be included in the payment for earned overtime.~~

~~24.3 Longevity Payments shall be included in payment for Personal Leave days.~~

ARTICLE 26- HOLIDAYS

26.1 The following days shall be paid holidays for the Manchester Association of Police Supervisors:

New Years Day	Labor Day	Juneteenth
Martin Luther King Day	Columbus Day	
Washington's Birthday	Election Day or the day after Thanksgiving*	
Fast Day	Veteran's Day	
Memorial Day	Thanksgiving Day	
Independence Day	Christmas Day	

* (NOTE: Employees will be given an option of which day will be taken as a holiday day under procedures established by the Department).

26.8 ~~Longevity included in Holiday Pay~~ — In accordance with Article 24.1 Longevity increments will be included in payments for holidays.

APPENDIX A – Qualification for Achievement Steps

Parties agree eliminate Achievement Steps



OTHER

- **Parties agree to incorporate detail and vacation MOUs.**
- **Parties agree to update pronouns to be gender neutral throughout**
- **New language in 16.4 is contingent upon NHRS opinion.**