

BETWEEN
TOWN OF PORTSMOUTH,
RHODE ISLAND
AND
PORTSMOUTH MUNICIPAL EMPLOYEES ASSOCIATION/NEARI
JULY 1, 2022 TO JUNE 30, 2027

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ARTICLE 1

RECOGNITION

- 1.1 The Town recognizes the Union as sole and exclusive bargaining agent for purposes of collective bargaining for all Members of the Bargaining Units (MBUs). The bargaining unit for purposes of this Agreement shall consist of all employees designated in the Rhode Island State Labor Relations Board Certification of Representatives dated October 15, 1997, in Case No. EE-3554, except the following positions: Deputy Finance Director; Deputy Town Clerk; Town Planner; Deputy Director of Public Works Assistant Human Resources Coordinator, and Building Official (upon the hiring of a tax clerk or other new position, the Building Official will no longer be a union position). The parties acknowledge said positions as being part of management. No part time position scheduled for less than 40 hours per week shall be part of the bargaining unit.
- 1.2 The Town will not engage in collective bargaining for MBUs with any organization other than the Union unless and until such time as the Union is no longer the duly certified sole and exclusive representative of said MBUs for purposes of collective bargaining.

ARTICLE 2

UNION SECURITY AND RIGHTS

2.1 Dues

- a. The Town agrees to deduct Union dues, as established by the Union, from the pay of each MBU in equal amounts from each pay, as the frequency of pay periods may require, upon receipt from each such MBU of a written authorization. The amount of such deductions for Union Dues are to be transmitted to the duly elected Treasurer of the Union by the 8th day of each successive month.
- b. The Union agrees to indemnify the Town and hold it harmless for any and all claims and liabilities asserted against the Town and cost incurred by it which arise out of such payroll deductions.
- c. The Union will notify the Town in writing not less than thirty (30) days prior to any change in the amount of Union dues or lawful agency fee.

2.2 Union Officers and Representatives

A written list of Union officers and representatives shall be furnished to the Town immediately after designation, and the Union shall immediately notify the Town of any changes therein.

- 2.3 The Town Administrator will meet with the President of the Union at the mutual convenience of both parties when either feel it necessary to meet.

- 2.4 The President of the Union shall receive 3 days per year for the purpose of attending Union conferences.

Additional time will require the permission of the Town Administrator. This conference time is in addition to any other time granted by provisions of this Agreement. In all instances reasonable prior notice must be given to the Town Administrator.

- 2.5 The President of the Union or their designee shall be given that time necessary to attend the funeral of a deceased MBU or the funeral of a MBU's immediate family.

- 2.6 The Union President shall receive a copy of all communications sent to MBUs that pertain to the following areas:

- a. Discipline or discharge
- b. Posting of vacancies
- c. Policy, rules, regulations, or procedural changes

ARTICLE 3

NON-DISCRIMINATION

3.1 General

Neither the Town nor the Union shall unlawfully discriminate against any MBU because of such MBU's age, sex, marital status, race, religion, color, creed, national origin, sexual orientation, disability, or political affiliation

3.2 Union Activity

The Town shall not unlawfully discriminate against any MBU because of membership in, or legitimate activity on behalf of the Union.

ARTICLE 4

MANAGEMENT RIGHTS

- 4.1 Except to the extent that there is contained in this Agreement an express and specific provision to the contrary, the Town will have, whether exercised or not, all of the authority, powers, rights, jurisdiction and responsibilities that it had prior to the date on which the Union first became the representative of any of the MBUs covered hereby, including, but not limited to the following: manage the affairs of the Town; determine the standards of service to be offered by its departments and agencies; maintain the methods, means, processes and personnel by which its operations are to be conducted; determine the assignment of MBUs to work; to require from each MBU the efficient utilization of their services; determine the standards of selection for employment; direct its MBU; take disciplinary action; relieve its MBUs from duty because of lack of work; promulgate and enforce rules and regulations pertaining to operations and the duties, responsibilities and working conditions of MBUs; maintain the efficiency of governmental operations; exercise complete control and discretion over its organization and the technology of performing its work; and take whatever action may be conducive to carrying out the mission of Town government. Nothing contained in this Agreement, except as specifically delineated, pertaining to the rights of Town Hall MBUs shall be construed to limit the Town from regulating, managing and controlling said MBUs in accordance with applicable State Law, the Town Charter, and local Ordinance Regulations. The above rights, responsibilities and prerogatives are inherent in the Town Council and the Town Administrator by virtue of statutory and Charter provisions.
- 4.2 The Town reserves all rights confirmed upon it by the laws and Constitution of the State of Rhode Island and the Constitution of the United States.

ARTICLE 5

STRIKES AND LOCKOUTS

The Union will not call, cause or sanction any strike or engage in any work stoppage or slow down, nor will the Town lock out its MBUs, during the term of this Agreement.

ARTICLE 6

PROBATIONARY PERIOD

- 6.1 All original appointments shall be for a probationary period of one (1) year from the date of employment. The Town shall have the complete discretion during the probationary period to determine whether or not to retain any MBU for any reason.
- 6.2 Probationary MBUs shall be entitled to receive salary increments and fringe benefits as provided by the Agreement.
- 6.3 Upon completion of the probationary period, these MBUs shall be considered as permanent MBUs. They shall be given credit on the seniority list retroactive to the date of actual service.

ARTICLE 7

SENIORITY

7.1 Definition of Seniority

a Seniority shall be defined as:

1. **JOB CLASSIFICATION SENIORITY** - is the length of service of a MBU in their current position within a job classification (clerk, Building Official, animal control officer, etc.) within the bargaining unit.
2. **BARGAINING UNIT SENIORITY** - is the total length of service for all bargaining unit positions held by a MBU.

b. Except as otherwise provided in this Agreement, seniority shall govern accordingly:

1. with respect to layoffs, recalls, transfers, promotions - by job classification seniority.
2. with respect to vacation preference, shifts, and days off - by bargaining unit seniority within Departments.

c. Lists:

Town shall establish two (2) seniority lists containing the seniority dates: (1) by job classification; and (2) by bargaining unit, which shall be updated annually on or before August 1. The Town shall provide the Union President with the initial seniority lists within thirty (30) days from the date of the execution of this Agreement. A copy of each list and annual update shall be furnished to the Union President upon completion, but no later than August 1.

Any disagreement as to the accuracy of said seniority list on the part of the Union, a MBU or group of MBUs, shall be subject to the grievance and arbitration provisions of this agreement and submitted to the Town Administrator within thirty (30) days of the Union President's receipt of said seniority lists, provided further that disputes as to the accuracy of the initial Bargaining Unit Seniority List must be submitted to the grievance and arbitration procedure within thirty (30) days of the execution of this Agreement, otherwise said seniority dates shall be permanent

d. A MBU shall forfeit all seniority rights accrued and MBU status in the event that the MBU:

1. is discharged for cause;
2. terminates employment voluntarily;
3. fails to give notice within the five (5) working day period outlined in Section 7.2 c of this Article;
4. engages in gainful employment while on injury, sick or disability leave;
5. is absent from work without notice to the Town for three (3) consecutive working days unless prevented from giving such notice due to an emergency; or
6. is laid off for a period exceeding two (2) years.

- e. MBUs whose jobs are abolished or eliminated shall be permitted to exercise their seniority rights in accordance with the lay-off provisions of Section 7.2 of this Article provided the MBU is qualified for the position sought

7.2 Lay-Off and Recall

- a. Whenever layoffs become necessary, MBUs will be laid off on the basis of their job classification seniority and those with the least seniority shall be laid off first. MBUs subject to layoff shall be entitled to two (2) weeks' notice before layoff
- b. Whenever it becomes necessary to increase the work force, MBUs who have been subject to layoff within the past two (2) years shall be recalled in the reverse order of their layoff before any new MBU is hired provided the MBU is qualified for the position sought
- c. A MBU who is eligible for recall shall be given fourteen (14) calendar days' notice of recall by certified mail. Notice shall be sent to the MBU by certified mail at the address on file with the Department Head, with a copy to the Union. The MBU must notify their Department Head of their intention to return within five (5) working days after receipt of notice of recall. The Town shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the address provided by the MBU and on file with the Department Head, it being the obligation and responsibility of the MBU to provide their Department head with their latest mailing address.
- d. Refusal of recall to lower paying employment or employment of a different status (part time versus full time) will not remove a MBU from the recall list or otherwise diminish said MBUs right to recall.
- e. Seniority shall be cumulative during periods of layoff up to a maximum of two (2) years.

7.3 Leaves of Absence

When a MBU returns from a leave of absence, they shall be reinstated in the position they previously held if the position still exists. When the previously held position no longer exists, the returning MBU shall be permitted to exercise their: (1) job classification seniority; and (2) bargaining unit seniority, provided the MBU is qualified for the position the MBU seeks in accordance with the terms of Section 7.2 of this Article.

ARTICLE 8

PROMOTIONS/VACANCIES/NEW POSITIONS/ TRANSFERS

8.1 Promotions/Vacancies/New Positions

- a.
 - 1. Whenever a promotional position, vacancy or new position within the bargaining unit becomes available and the Town determines that it is necessary or desirable to fill such position, the Town shall determine the minimum qualifications necessary for the position and shall conduct such examinations and reviews as are deemed appropriate to determine the qualification of the applicants in accordance with the Town Charter.
 - 2. MBUs who are applying for a promotional clerical position shall have the following points added to their promotional exams, based upon their length

of service:

1 - 2 years	1 point
3 years	3 points
4 years	4 points
5 years	5 points
6 - 10 years	7 points
10+ years	10 points

(examinations and reviews shall have a total mark of 100 points)

In the event that an examination is not given for a position, similar preference shall be given to MBUs based on seniority.

- b. Said positions which the Town intends to fill shall be posted for a period often (10) working days. Such posting shall designate the job classification, job description, qualifications, departments, rate of pay, shift and location of the job.
- c. Appointments shall be made in accordance with the provisions of the Town Charter.
- d. MBUs applying for any other position in the bargaining unit who meet the minimum qualifications and are at least equally qualified to other applicants shall be awarded the position based upon seniority.
- e. A MBU who bids for a higher paying position and is awarded said bid, shall be placed at the first step for the higher pay grade representing a pay increase.
- f. In the event of a dispute between the Town and the Union over the awarding of a bargaining unit position, the Town Administrator shall make the assignment, which shall be subject to appeal through the grievance and arbitration procedures set forth in this Agreement

82 Probationary Trial Periods

- a. All probationary trial period permanent MBU promotional appointments and transfers within the classified service of the bargaining unit shall be for a trial period of six (6) months. It is understood that during this period the MBU will be given training to familiarize themselves with the new position as needed. During this period, the MBU will continue to accumulate the classification seniority within the class title most recently held
- b. In the event the Town decides that the MBU is not satisfactorily performing the prescribed duties of the new job, or the MBU decides that they prefer their previous position prior to the end of the trial period, the MBU will be returned without prejudice to their previous position. The person hired to fill their previous position may be dismissed from their probationary status in that position at the discretion of the Town Administrator.

- c. If a *MBU* voluntarily returns to their previous position, they will not be considered for promotion to the same job classification they vacated for a period not to exceed one (1) year.
- d. If a *MBU* is on leave without pay or under injury in the line of duty (for an extended period of time) during their probationary/trial period, that probationary/trial period will be extended a comparable length of time to ensure sufficient evaluation opportunity by the Department Head.

83 Transfers

Whenever a *MBU* shall accept a voluntary transfer or be subject to an involuntary transfer, said *MBU* shall retain all rights accrued pursuant to this Agreement prior to said transfer. Prior to any voluntary or involuntary transfer, the Town Administrator shall meet with the *MBU* (s) to discuss the need for said transfer.

ARTICLE 9

HOURS OF WORK/JOB DESCRIPTION/ JOB REPLACEMENT

9.1 Normal Work Week

- a. All full-time positions, unless specifically permitted by this Agreement, shall regularly be scheduled for forty (40) hours per week. Town Hall shall be open Mondays, Tuesdays, and Wednesdays from 8:30 A.M. to 4:30 P.M., Thursdays from 8:30 A.M. to 6:30 P.M., and Fridays from 8:30 A.M. to 2:30 P.M. The Administrative Assistant to the Chief of Police, Police Records Clerk and the Animal Control Officer will work Monday through Friday from 8:00 A.M. to 4:00 P.M. and the Prudence Island Public Safety Officer will work a non- standard schedule as determined by the Police Chief.
- b. The normal workday for all *MBUs* shall include a one (1) hour working lunch period to be taken between the hours of 11 :30 A.M. and 2:30 P.M. A *MBU* may exchange their regularly scheduled lunch hour with another *MBU* at the discretion of the Department Head. The Department Head may be able to make adjustment schedules in accordance with the needs of the Department.

9.2 Overtime

- a. Overtime shall refer to work officially ordered or approved by the Town Administrator or their designee in excess of a *MBUs* normal workweek.
- b. Time and one half shall be paid to a *MBU* for all work performed in excess of the standard workday. Two times the hourly rate shall be paid to a *MBU* for all work performed on Holidays, while time and one-half shall be paid to a *MBU* for all work performed on Sundays.
- c. Overtime shall be computed for all services performed in excess of the regularly scheduled hours of work to the nearest fifteen minutes.
- d. Callback Time. When *MBUs* are, after departing from their regularly scheduled shift, officially ordered to and do report back to work for emergency service, they

shall be compensated for all hours worked at one and one-half (1.5) times the regular hourly rate and two (2) times the regular hourly rate for work on Holidays. Regardless of a lesser time actually worked, they shall receive compensation for a minimum of three (3) hours at this rate.

Animal Control Officer - Notwithstanding any other provisions herein, the Animal Control Officer shall be paid time and a half (1.5) their normal hourly rate the first thirty (30) times in each fiscal year the MBU is called back to work after completing their normal schedule. The MBU shall be paid two (2) times their hourly rate beginning with the thirty-first (31st) call and thereafter.

9.3 Distribution of Overtime

- a. Regular and foreseeable overtime shall be offered by job classification seniority to MBUs on a rotating basis, as mutually agreed to by the Town Administrator and a MBU according to the established job classification seniority list
- b.
 1. First preference for overtime work shall be offered to the MBU for whose job the work is necessary, to be rotated on the basis of job classification seniority.
 2. Second preference shall be offered to any MBU within the same Department capable of doing the job, to be rotated on the basis of seniority.
 3. Third preference shall be offered to any MBU capable of doing the job, to be rotated on the basis of seniority.
- c. In the event that no MBU elects to accept overtime, the department head or Town Administrator shall assign the least senior, qualified MBU to the overtime assignment.
- d. The sole and exclusive remedy for any misassignment of overtime shall be that the MBU denied the opportunity shall be afforded the first choice at the next similar opportunity for which they are qualified.

9.4 Job Descriptions

- a. A copy of each job description for each PMEA bargaining unit position shall be furnished to the Union President. Modifications to an existing job description shall be made by mutual agreement. Said mutual agreement shall not be unreasonably withheld. Disputes regarding job descriptions shall be subject to the grievance and arbitration procedure.
- b. The adoption of any new job description shall be discussed with the Union
- c. Updated job descriptions, using professional vendor assistance, shall be incorporated into this Agreement on or before December 31, 2016.

9.5 Personnel Files

A MBU has the right to see the official personnel file regarding their job performance maintained by the Human Resource Director. A MBU has the right to attach any material as a rebuttal or explanation of performance. Material in personnel files is considered confidential and can only be reviewed by the appropriate town personnel for official reasons, or by the MBU at any time unless otherwise required by law.

9.6 Leave of Absence

- a. When a MBU covered by this Contract is on a leave of absence, a temporary MBU may be hired for the duration of that leave.
- b. Any unpaid leave of absence granted, if not sooner terminated by its terms, will terminate at such time as the MBU would have been laid off had they been actively at work, in which case their status would be changed from leave of absence to layoff.

9.7 Volunteers/Temporary Employees

Volunteers or temporary employees shall not be used to avoid the creation of a full-time bargaining unit position.

9.8 Light Duty

A MBU certified as fit for "light duty" may be assigned appropriate duties consistent with their physical limitations. A MBU must be certified for "light duty" by a medical doctor. In the event of disagreement between the treating physician and the Town's physician, the two shall designate a third, neutral physician, who shall be paid by the Town, and the third physician's decision shall be final. Pending decision of the Town's physician and/or the third, neutral physician, the MBU will be placed on paid administrative leave.

ARTICLE 10
SALARIES AND WAGES

10.1 Salary Increases for FY 2022-2023

Effective July 1, 2022, the salary increases for each MBU (and each step on the salary scales) covered by this Agreement shall be two percent (2.0%) more than the salary paid to that MBU as of June 30, 2022 (Appendix A)

10.2 Salary Increases for FY 2023-2024

Effective July 1, 2023, the salary increases for each MBU (and each step on the salary scales) covered by this Agreement shall be two and one half percent (2.5%) more than the salary paid to that MBU as of June 30, 2023. (Appendix A)

10.3 Salary Increases for 2024-2025

Effective July 1, 2024, the salary increases for each MBU (and each step on the salary scales) covered by this Agreement shall be two and one half percent (2.5%) more than the salary paid to that MBU as of June 30, 2024. (Appendix A)

10.4 Salary Increases for 2025-2026

Effective July 1, 2025, the salary increases for each MBU (and each step on the salary scales) covered by this Agreement shall be two percent (2.0%) more than the salary paid to that MBU as of June 30, 2025 (Appendix A). The union has the right to a wage reopener at the beginning of year 4 of this Agreement.

10.5 Salary Increases for 2026-2027

Effective July 1, 2026, the salary increases for each MBU (and each step on the salary scales covered by this Agreement shall be two percent (2.0%) more than the salary paid to that MBU as of June 30, 2026 (Appendix A). The union has the right to a wage reopener at the beginning of year 5 of this Agreement.

10.6 The Town will move a C-Clerk from the Tax Collector/Assessor's office to the Administrative Level with a 4-step scale beginning in year 3 of this Agreement. (Appendix A)

10.7 The Town will move the Wastewater Manager, Registrar of Voters, Assistant Town Clerk, Finance AP/AR Clerk, and Administrative Assistant to the Chief of Police to a 4-step system beginning in year 3 of this Agreement. (Appendix A)

10.8 Prudence Island Public Safety Officer

Effective July 1, 2022, any PIPSO hired shall be subject to the provisions herein. The MBU employed as the PIPSO shall be a graduate of, or be certified by, the ADD: Rhode Island Municipal Police Academy, and in their first year of employment, the PIPSO shall be paid the annual salary paid to the rank of Junior Patrolman, pursuant to the CBA between the Town of Portsmouth and IBPO, Local 302 and any successor CBA thereto. After being employed for three years, the PIPSO shall be paid the annual salary paid to the rank of senior Patrolman, pursuant to the CBA between the Town of Portsmouth and IBPO, Local 302 and any successor CBA thereto. After being employed for four years, the PIPSO shall be paid to the rank of the Senior Patrolman plus an additional two thousand dollars (\$2,000). The MBU employed as the PIPSO is not subject to the provisions of Sections 10.1-10.5 of this Agreement.

10.9 Administration Position Classification

a. See attached Appendix A

b. For MBUs hired on or after July 1, 2016:

Step 1: From the date of hire to the day before the first anniversary of the date of hire, the MBU shall be paid 80.00 % of base salary;

Step 2: From the first anniversary of the date of hire, to the day before the second anniversary of the date of hire, the MBU shall be paid 90.00% of base salary;

Step 3: From the second anniversary of the date of hire and thereafter, the MBU shall be paid 100% of base salary.

10.10 MBU Promotions

a. **Salary Determination.** A MBU who is promoted to a higher classification shall be placed at the first step in the higher classification that represents an increase from their salary immediately prior to the promotion. (See Article 8.1.e.)

b. **Anniversary Date.** A MBU's anniversary date shall be determined as of the initial date of employment (first day they work) provided such employee continues in their employment by the Town on a continuous basis.

c. **Salary Increment Date.** A MBUs regular salary increment date shall be determined

as of the starting date in their current position. Upon reclassification, the salary increment date will be the effective date of the reclassification action

- d. **Work in Higher Classification.** If an employee feels that they are being required to work out of classification, or that additional duties are being added to the job not covered by the classification, the MBU may either follow the grievance procedure or may have an informal hearing directly with the Department Head and Town Administrator. Such MBU retains the right to have a Union representative attend the hearing with the Town Administrator and Department Head.

10.11 **Animal Control Officer**

The Animal Control officer shall be paid an additional five thousand dollars (\$5,000.00) per year non-pensionable, payable in the last full pay period of the fiscal year provided that the MBU is on the payroll on the last day of the fiscal year. This additional amount in excess of the MBU's base salary (Appendix A) is not subject to the provisions of Article 10 Sections 10.1-10.5 or Article 12A Section I.

ARTICLE 11 **LONGEVITY**

- 11.1 All MBUs hired prior to July 1, 2013 with more than five (5) years of continuous service will receive longevity payments as follows:

After 5 years to 9 years	7% of salary
10 years to 14 years	8% of salary
15 years to 19 years	9% of salary
20 years and after	10% of salary

MBUs hired on or after July 1, 2013 with more than ten (10) years of continuous service will receive longevity payments as follows:

Less than 10 years	0% of salary
10 to 14 years	6% of salary
15 to 19 years	7% of salary
20 years and after	8% of salary

- 11.2 Longevity payments shall be made in one (1) lump sum on the first pay period next following the attainment of the anniversary of the longevity service and shall be added to the MBU's annual salary, counted towards the MBU's pension, etc.

ARTICLE 12
PENSION
(MBUs HIRED PRIOR TO JULY 1, 2012)

12.1 Commencing July 1, 2013, the Town shall provide all MBUs hired prior to July 1, 2012 with a "hybrid" pension plan that includes both a defined benefit pension plan component (Appendix B) and a defined contribution plan component, as described below.

12.2 MBU Contribution: Effective July 1, 2016 - 5% of base salary

12.3 Contributions from MBUs shall be on a pre-tax basis.

12.4 Benefits:

- a MBUs hired prior to July 1, 2012, will retain any credit in the defined benefit pension plan that they earned for credited service prior to July 1, 2013, pursuant to the benefit levels that were in effect prior to July 1, 2013, (i.e., two and one-half percent (2.5%) per year of credited service toward their pension benefit for up to the first twenty-seven (27) years of credited service; maximum benefit 67.5%). For service from July 1, 2013 through June 30, 2016, such MBUs will receive one percent (1 %) per year of credited service toward their pension benefit and for service on or after July 1, 2016 such MBUs will receive two percent (2%) per year of credited service toward their pension benefit, but in no event shall such a MBU receive a pension benefit of more than sixty-seven and one-half percent (67.5%) of the highest of the last three (3) years of annual salary (base salary and longevity). The calculation will be based on base salary and longevity earned during the highest twelve (12) month period of 365 or 366 days during the three (3) years prior to retirement. The number of actual pay-period dates falling within the twelve (12) month period will not have a bearing on the calculation of pension.

Such MBUs shall also be enrolled in a defined contribution plan (a 401 (a) plan), to which MBUs may, if they choose, contribute up to eight percent (8%) of annual salary (base salary and longevity) and the Town will contribute one percent (1 %) of annual salary (base salary and longevity). Any funds contributed to the defined contribution plan by the Town shall be subject to a five (5) year vesting schedule, (i.e., Town contributed funds are 20% vested after 1 year of service, 40% vested after 2 years of service, 60% vested after 3 years of service, 80% vested after 4 years of service, 100% vested after 5 years of service).

- b Retirement at any time after reaching age of 60. Vested MBUs who retire before this time shall collect after reaching age 60.
- c Vesting after 10 years of service.
- d For MBUs retiring on or after July 1, 2016: Pension benefit to receive cost of living adjustment of one and seven-tenth percent (1.7%) annually, commencing on the fifth (5th) anniversary of retirement to those MBUs retiring at or after age 60 with at least 20 years of service and will be compounded annually thereafter.
- e For MBUs retiring on or after July 1, 2016: Pension benefit to receive cost of living adjustment of one and seven-tenth percent (1.7%) annually to those MBUs retiring at or after age 60 with at least 25 years of service, commencing on either the second (2nd) anniversary of retirement or upon reaching age 65, whichever is first.

- f. Plan summary and individual participant information as provided in the annual Actuarial Report shall be provided to the individual participants on at least an annual basis.
- 12.5 The parties agree that the Town may employ or retain any administrator for purposes of investing, assisting the Town in determining and altering investment strategies from time to time and otherwise administer the plan and its funds.
- 12.6 Early Notice of Retirement Incentive.
 - a. Any MBU who provides at least six (6) months advanced notice to the Human Resources Department of their intent to retire shall be paid a bonus of one thousand dollars (\$1,000), at the time of their retirement.
 - b. If the MBU provides and then rescinds the notice, the MBU shall not be eligible for the bonus payment at any time in the future.

ARTICLE 12A
DEFINED CONTRIBUTION PLAN
(MBUs HIRED ON OR AFTER JULY 1, 2012)

- 12.1A MBUs hired on or after July 1, 2012, shall, in lieu of the foregoing pension benefits in Article 12 herein, be enrolled in a defined contribution plan (401 (a) plan) only, to which the MBU will contribute 9% of base annual salary and the Town will contribute 9% of base annual salary. The funds contributed to the defined contribution plan by the Town shall be subject to a five (5) year vesting schedule, (i.e., Town contributed funds are 20% vested after 1 year of service, 40% vested after 2 years of service, 60% vested after 3 years of service, 80% vested after 4 years of service, 100% vested after 5 years of service).

ARTICLE 13
HOLIDAYS

- 13.1 All MBUs covered by this Agreement shall be entitled to thirteen (13) paid holidays. The holidays are as follows:

<ul style="list-style-type: none"> a. New Year's Day b. Martin Luther King's Birthday c. President's Day d. Memorial Day** e. Juneteenth** f. Independence Day** g. Victory Day** 	<ul style="list-style-type: none"> h. Labor Day** i. Columbus Day j. Veteran's Day k. Thanksgiving Day l. Day after Thanksgiving m. Christmas Day
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**PIPSO is paid for the following holidays: Memorial Day, Juneteenth, Independence Day, Victory Day and Labor Day. PIPSO is entitled to all remaining paid holidays as noticed in section 13.1.

- 13.2 Whenever a holiday falls on a Saturday, it will be observed on Friday. Whenever a holiday falls on a Sunday, it will be observed on Monday.
- 13.3 Whenever a holiday falls during a MBU 's scheduled vacation, said MBU shall not be

charged for that day off.

- 13.4 Whenever a holiday falls during a period of sick leave, such MBU shall not be charged for that day.
- 13.5 Last work day before Christmas - half day (note: 13.2).

ARTICLE 14

ANNUAL LEAVE

- 14.1 Annual leave shall be granted to MBUs as outlined below. MBUs with less than one year of service will receive a pro-rated amount of 12 days:

	Number of Working Days	Hours
1 to 4 years of service:	12	96
5 to 9 years of service:	17	136
10 to 19 years of service:	22	176
20 to 24 years of service:	25	200
25+ years of service:	27	216

- 14.2 Department Heads shall be responsible for the approval of vacation periods for MBUs under their jurisdiction in accordance with the principle and concept of seniority as contained in this Agreement and subject to the demands of service of their department.
- 14.3 MBUs shall not be called back to work while on vacation except for emergency work, and if called back, shall receive time and one-half (1.5) for the hours they worked. In such instance, the MBU's annual leave record will not be charged for the regular vacation day.
- 14.4 Annual leave may be carried over up to a maximum of ten (10) days. All MBUs are allowed to sell back a maximum of five (5) annual leave days each fiscal year. MBUs must notify their department head of their intent to sell back leave annually by March 1st. The Town will include the buyback in the MBU's last paycheck of the fiscal year. Under no circumstances shall the buyback of annual leave days count toward pension benefit calculations.
- 14.5 Leave may be discharged in fifteen (15) minute increments.
- 14.6 Annual leave will be posted at the beginning of each fiscal year (7/1). MBUs reaching a landmark anniversary (i.e., 5, 10, 15, 20, 25 years of service) during the fiscal year (7/1 - 6/30) will receive additional annual time on their anniversary date. The amount of leave posted will correspond with the Annual Leave schedule based on years of service. (Example: MBU has 17 days leave on 7/1. MBU reaches 10 years of service on 10/1. MBU receives 5 additional days leave. MBU does not receive an additional 22 days leave.)
- 14.7 Upon retirement, resignation or termination, all unused and accrued annual leave shall be paid to the MBU.

ARTICLE 15

SICK LEAVE

- 15.1 Sick leave shall be granted at the rate of fifteen (15) working days each July 1 per year and will be pro-rated for the first year. Sick leave shall be granted for physical illness or incapacity rendering the MBU unable to perform the duties of their position or for appointments with a medical or dental provider. Sick leave may also be used for the purpose of caring for an ill parent, spouse, child, sister, brother, grandchild, mother-in-law, father-in-law or stepchild if all other Personal Leave is exhausted.
- 15.2 Any MBU covered under this Agreement, with ten (10) or more years of service, upon retirement, death or resignation from Town employment, shall be paid for all of their unused, accrued sick leave. Said MBU shall be paid at fifty (50%) percent their daily rate of pay for each day accrued.
- 15.3 MBUs hired on or before June 30, 2016 may accrue up to 180 days of sick leave. MBUs hired on or after July 1, 2016 may accrue up to 120 days of sick leave. Such maximum accumulations shall hereinafter be termed "normal accumulation."
- 15.4 Sick leave granted in excess of the 180 or 120 overall days, whichever applies, that may be accumulated pursuant to Section 15.5 hereof, hereinafter "normal accumulation" shall be accumulated as a sick leave bank. Sick leave so accumulated shall be used only when and if a MBU covered under this agreement has exhausted all sick leave in their normal accumulation. There shall be no payment at termination due any MBU covered under this agreement for any sick leave in the sick leave bank.
- 15.5 Sick leave may be discharged in fifteen (15) minute increments.

ARTICLE 16

BEREAVEMENT LEAVE

- 16.1 Bereavement leave of up to four (4) days shall be granted; without loss of pay for MBUs, following the death of their immediate family.
- 16.2 Immediate family is defined as husband, wife, child, parent, sister, brother, grandchild, grandparent, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law; son-in-law, step-child and step-parent, domestic partner, or otherwise as determined by Human Resources.
- 16.3 In the case of other family members, appropriate time off shall be granted for the purpose of attending the wake and/or funeral.
- 16.4 More time in individual cases, due to unusual circumstances or for reasons other than those cited above shall be granted subject to the discretion of the Department Head or Town Administrator.
- 16.5 If a death occurs in the immediate family during the: MBU's vacation, the days following within the funeral week will not be charged to vacation time.
- 16.6 Additional time, when required, may be charged to annual leave.

ARTICLE 17

OTHER LEAVE

- 17.1 **Union Leave** The President of the Union and/or their designee shall be granted reasonable time off during working hours without loss of pay to investigate and settle grievances and attend meetings, including grievance hearings with the Town Administrator and/or arbitrator.
- 17.2 **Military Leave** The Town shall, when requested, grant a MBU a military leave of absence for training not to exceed ten (10) working days, unless otherwise required by law. The MBU will be compensated for the difference between military pay and their regular pay.
- 17.3 **Jury Duty** The Town shall continue to pay any MBU who is called to perform duty as a juror. Such MBUs shall pay over to the Town any jury pay received
- 17.4 **Personal Leave** Effective July 1, 2019 all MBUs will receive forty (40) hours of personal time which may be taken in fifteen minute increments which must be used in the year it is awarded or it will be forfeited. MBUs should request to use their personal day at least two (2) business days in advance. Only one (1) MBU within each department will be permitted to use a personal day on a given day. If multiple MBUs from the same department request to use a personal day on the same day, only the senior most MBU's request will be granted.
- 17.5 **Enforced Quarantine** There will be no deduction from sick leave for enforced quarantine when established by the Department of Health or qualified physician for the period of such quarantine.

ARTICLE 18

MATERNITY/PARENTAL/FAMILY LEAVE

18.1 Maternity Leave With Pay

- a. A MBU so certified by the physician to be pregnant shall be entitled to use accrued sick leave for any time they are unable to work for medical reasons.
- b. At the expiration of maternity leave, the MBU shall be returned to the position from which they are on leave at the same step of the then current range for their class of position.
- c. A pregnant MBU shall not be required to commence their maternity leave prior to childbirth unless they can no longer satisfactorily perform their job duties and their continuance at work does not deprive their fellow MBUs of their contractual rights.
- d. Employment practices and policies including commencement and duration of leave, the availability of leave extensions, accrual of seniority, all health and temporary disability insurance, and all other benefits and privileges shall be applied equally to female MBUs on leave due to pregnancy, miscarriage and childbirth and upon return, they shall be restored to the position they held at the time such leave commenced

18.2 Maternity Leave Without Pay

- a. In addition to the provisions in Section 18.1 hereof, a MBU who becomes pregnant may elect to request maternity leave, without pay, not to exceed thirteen (13) weeks in any one year, at any time upon submission of a doctor's statement certifying

pregnancy and the anticipated date of childbirth. Such leave must be requested at least thirty (30) days in advance of the requested starting date for leave. In calculating whether or not the leave is taken within a year, said year shall be a rolling year measured backward from the first day a MBU would commence leave under this Section.

- b. A MBU on such leave shall be entitled to reinstatement in the same position upon return, provided the Department Head is notified in writing thirty (30) days in advance of the MBU 's intent to return.

18.3 Parental/Family Leave

- a.
 - 1. In lieu of a maternity leave without pay, a MBU may elect a parental or family leave without pay not to exceed one (1) year, as defined in Title 28, Chapter 48.
 - 2. Such leave must be requested at least thirty (30) days in advance of the requested starting date for leave.
- b. A MBU on parental/family leave may remain in the Town group health and dental insurance plans by making the payment therefore on a monthly basis. The employer shall return up to the first thirteen (13) weeks' worth of such payments to the MBU within ten (10) days following the MBU 's return to employment
- c. At the expiration of Parental/Family leave, the MBU shall be returned to the position from which they are on leave at the same step of the then current range for: their class of position.
- d. If the MBU makes a request to return to work earlier than the date specified in granting the leave, the Town will re-employ them upon written notice of thirty (30) days to the Town.

18.4 Adoption

All provisions of this section will also be in effect following the adoption of a child.

18.5 All accumulated sick leave and all other leave benefits to which a MBU was entitled at the time their leave of absence commenced shall continue upon return to duty.

18.6 The provisions of this Article shall not, in any way, diminish the rights of MBUs under Chapter 28-48 of the General Laws of Rhode Island and the Family Medical Leave Act.

ARTICLE 19

HEALTH, DENTAL, LIFE INSURANCE AND TEMPORARY DISABILITY

INSURANCE

19.1 **Health Insurance** - All active, full-time, permanent MBUs, covered by this Agreement shall, dependent upon family status, be provided with the following individual or family health insurance program:

A PPO plan (Appendix C) to include the following benefits:

\$250 (individual) / \$500 (family) in-network deductible plan

Per visit medical co-pays shall be as follows:

\$15 Primary Care Physician office visit or specialist (other than dermatologist, allergist or behavioral health);

\$25 Specialist office visit co-pay (Specialist defined here as allergist, dermatologist or behavioral health);

\$50 Urgent care center visit co-pay;

\$200 Emergency room visit co-pay;

\$7/\$25/\$40/\$40 RX

Children to age 26, unless otherwise required by law.

The Town shall reimburse each MBU up to \$250 per year per family vision related expenses, including eye exams, glasses, contact lenses, etc.

- 19.2 **Dental Insurance** - Dental Levels, I, II, III, IV. Individual or Family dependent on family status. (See attached Appendix E)
- 19.3 A retired MBU covered by this Agreement shall be entitled to continue individual or family coverage under the Town's then existing Blue Cross/Blue Shield and Dental programs until the MBU attains the age of sixty-seven (67) years or is otherwise eligible for full Medicare coverage, or for comparable insurance coverage through a spouse or the retiree's own employment, whichever occurs sooner. Retirees must demonstrate to the Town annually through a form provided by the Town that they do not have comparable coverage from another source. MBUs shall contribute 20 % of the premium cost of said health insurance in retirement. Eligible retirees who elect not to continue health insurance through the Town shall receive \$2,500 annually in the month coincident with their birthday.
- 19.4 In the event a MBU chooses not to accept the health and/or dental insurance coverage provided under this Agreement, such MBU shall receive fifty percent (50%) of the cost of the Health and/or dental insurance individual or family premium, dependent upon status, as a one-time payment at the end of the contract year. For MBUs hired prior to July 1, 2013 not currently waiving coverage as of July 1, 2013, said one-time payment shall be limited to a maximum amount of \$7,500 (family plan) or \$3,500 (individual plan). For MBUs hired on or after July 1, 2013, said one-time payment shall be limited to a maximum amount of \$5,000 (family plan) or \$2,500 (individual plan). Selection must be made prior to beginning of the contract year.
- 19.5 **Life Insurance** - MBUs will be provided with \$50,000 of group term life insurance with AD&D coverage at no cost to the MBU. Upon retirement, MBUs may opt to continue such coverage at the group rate. (See attached Appendix F)
- 19.6 Effective June 30, 2022, all MBUs shall pay 20% of the premium cost of their health insurance. Such payments shall be in pre-tax dollars and shall be deducted on a pro-rata basis from each paycheck.
- 19.7 Commencing with the Section 125 Flexible Spending Arrangement (FSA) new plan year, January 1, 2017, the Town shall contribute three dollars (\$3) for every one-dollar (\$1) contributed by a MBU into their FSA account, up to a total annual Town contribution of \$500.
- 19.8 Temporary Disability Insurance (TDI)- Effective July 1, 2019, all active MBUs will be enrolled in the State of Rhode Island Temporary Disability Insurance Program. The MBU will be responsible for all costs associated with TDI insurance. The Town will facilitate payroll deductions for TDI and payment to the RI Division of Taxation.

ARTICLE 20
INCLEMENT WEATHER, DEFENSE ASSISTANCE AND
INDEMNIFICATION AND SAFETY COMMITTEE

- 20.1 **Inclement Weather-** The Town may suspend work for all MBUs, including the Administrative Assistant to the Chief of Police, Police Records Clerk and the Animal Control Officer, without loss of pay, during extreme weather conditions as determined by the Town Administrator.
- 20.2 **Defense Assistance and Indemnification-** In the event that any MBU covered by this Agreement is sued in any civil proceeding as the result of actions performed by said MBU in the performance of their duty as a MBU of the Town, the Town of Portsmouth agrees to defend such MBU with an attorney chosen by the Town, and further agrees to pay any judgment rendered against such MBU, within the available limits of the Town's insurance coverage for MBUs. The Town will secure insurance with the same liability limits for all MBUs of the Town.
- 20.3 **Safety Committee**
1. The Town and the Union shall cooperate in the enforcement and promulgation of safety rules and regulations.
 2. The Town shall make every reasonable effort to provide and maintain safe working conditions.
 3. The Town shall take prompt and appropriate action to correct any violation of the safety rules and regulations of the Town.
 4. The Safety Committee shall be comprised of management and MBUs from the Police and Fire Departments, the Public Works Department and the Town Hall. The Committee shall meet on a regular basis and shall work in conjunction with the Town's insurer and loss prevention program.
 5. The PMEA President shall appoint a minimum of two (2) MBUs to said committee.

ARTICLE 21
CAR ALLOWANCE

MBUs who are required to use their personal automobiles on Town business shall be compensated for the actual miles driven on Town business at the Internal Revenue Service rate per mile. This provision shall take effect upon the date of execution of this contract.

ARTICLE 22
BULLETIN BOARDS AND POSTING OF VACANCIES

22.1 **Bulletin Boards**

The Town agrees to provide bulletin board space where notice of Town and Union matters may be posted

22.2 Posting of Vacancies

If the Town decides to fill a vacancy within the bargaining unit, the Town will post the vacancy within thirty (30) days of its occurrence

ARTICLE 23

DISCHARGE AND DISCIPLINE

- 23.1 The Town specifically retains the right to dismiss non-permanent and/or probationary MBUs without the necessity of demonstrating just cause for such dismissal.
- 23.2 The discipline or discharge of any MBU who has completed the probationary period may be made only for just cause and in accordance with the following provisions. The concept of progressive discipline shall be followed, in the following order:
1. Conference with the MBU
 2. Oral reprimand
 3. Written reprimand
 4. Suspension without pay will not be considered part of the normal progressive discipline procedure, but may be warranted in certain circumstances.
 5. Termination

These procedures do not prohibit the suspension with pay (administrative leave) of a MBU should circumstances warrant such an action.

- 23.3 Each MBU shall be furnished with a copy of all disciplinary entries in their personnel record maintained by the Human Resources Department and shall be permitted to respond thereto. The contents of any MBU 's personnel record shall be disclosed to the MBU upon their request. No unsubstantiated material may be placed in a MBU 's file.
- 23.4 No materials of any nature, including those derogatory to a MBU 's conduct, service, character or personality will be placed in their personnel file unless they have had an opportunity to review the material. However, material obtained relative to a MBU 's initial employment, including references, shall be considered confidential and not subject to review by the MBU.
- 23.5 After a period of one (1) year, if a MBU has not committed any further infractions of appropriate rules and regulations, written reprimands shall be expunged from the MBU's personnel records. Infractions of a serious nature shall be expunged from the MBU's personnel record after a period of two (2) years.
- 23.6 Arbitrary Firing - To avoid arbitrary firing, when a Department Head is not satisfied with the work performance of a MBU, the MBU shall be counseled in the presence of their Union representative in order to help improve the MBU 's work performance.

ARTICLE 24

GRIEVANCE PROCEDURE AND ARBITRATION

a. Definition

A "grievance" is a claim based upon an event or condition which affects the conditions of employment of a MBU or group of MBUs and/or the interpretation, meaning or application of any of the provisions of this agreement or any subsequent agreement entered into pursuant to this agreement.

b. Purpose

The purpose of the grievance procedure shall be to settle MBU's grievances arising out of the interpretation and application of this Agreement on as low a level as possible and as quickly as possible to ensure efficiency and high MBUs morale.

24.1 Procedure

STEP 1: Within five (5) working days of the act or omission over which the MBU is aggrieved, or within five (5) working days of the time the MBU should have known of the act or omission, the MBU and/or the Union representative shall meet with the immediate supervisor in an effort to resolve the grievance.

STEP 2: If no agreement is reached after presentation thereof, the grievance shall be reduced to writing, signed by the aggrieved MBU and the bargaining agent representative, and submitted to the Department Head within ten (10) working days of the meeting in Step 1, by hand or by certified mail, return receipt requested. The written grievance shall specify the act or omission being grieved, the provision or provisions of the contract alleged violated, the name(s) of the all aggrieved MBUs and the remedy sought. Within three (3) working days after receiving the written grievance, the Department Head shall meet and discuss the grievance with the immediate supervisor, Union representative and grievant. The Department Head will render a decision within five (5) working days after such meeting.

STEP 3: If the Union and/or the MBU is not satisfied with the decision at Step 2, a representative of the Union shall file the written grievance with the Town Administrator within five (5) working days of the Department Head's decision in Step 2. The Town Administrator will bear the grievance within ten (10) working days of receiving said grievance and render a written decision specifying the reasons therefor within ten (10) working days following such hearing.

STEP 4: If a grievance is not resolved under the steps outlined above, it may be

submitted to arbitration upon written notice within thirty (30) days of the decision at Step 3. Said arbitration will be held under the Voluntary Arbitration Rules of the American Arbitration Association, and the decision of the arbitrator shall be final and binding. The expenses incident to the arbitration procedure shall be borne equally by the Town and the Union. The arbitrator shall have no power to add to, delete from, or modify any of the terms or provisions of this Agreement.

- 24.2 The Union shall have the right to initiate a grievance where the action complained of is of a general nature or affects the Union itself. Such a grievance shall be processed beginning at Step 3.
- 24.3 The time limits set forth above shall only be changed or waived by mutual consent of the parties.

ARTICLE 25

MONEY ACCUMULATION PLAN AND 457 PLAN

- 25.1 MBUs will continue to be provided with the existing Money Accumulation Plan (see attached Appendix G) and the 457 retirement plan (see attached Appendix H) under the existing terms and conditions.
- 25.2 To the extent allowed by law, deductions for these plans shall be made in pre-tax dollars. Pre-tax deductions for these plans shall be implemented as soon as possible.
- 25.3 MBUs must contribute three percent (3%) of base salary, in order to participate in the Money Accumulation Plan. If the MBU participates in the Money Accumulation Plan the Town will contribute two percent (2%) of the MBU's base salary.

ARTICLE 26

UNIFORM ALLOWANCE

- 26.1 The Animal Control Officer shall receive an annual clothing allowance of \$1,400, to be paid with the first payroll in July of each year.
- 26.2 The Building Official and the Assistant Building Inspector shall receive an annual shoe allowance of \$300, to be paid with the first payroll in July of each year.
- 26.3 The Prudence Island Public Safety Officer shall receive an annual clothing allowance of \$1,400, to be paid with the first payroll in July of each year.
- 26.4 Annually the Town will provide all MBUs with an embroidered polo shirt of the: MBU's choice of color that will be the official clothing for dress down Fridays.

ARTICLE 27

SECRETARIES TO BOARDS AND COMMISSIONS

MBUs will be permitted to serve as recording secretaries for the various boards and commissions of the Town, but such work shall be separate from the work they perform for the Town, and such work shall not be covered by this Agreement.

ARTICLE 28

PAST PRACTICES

Past practices now in existence, which deal with subject matter not specifically addressed in this Agreement, shall continue to apply to both parties. Where this Agreement provided terms and conditions for specific subject matter, said provisions shall supersede any past practices between the parties.

ARTICLE 29

SAVINGS CLAUSE

Should any provision of this Agreement be found to be in violation of any Federal or State Law by a court of competent jurisdiction, all other provisions of the Agreement shall remain in full force and effect for the duration of this Agreement.

ARTICLE 30

DURATION

This Agreement shall cover the period of time from July 1, 2022 until the 30th day of June, 2027. Negotiations for a successor agreement shall be in accordance with the General Laws of Rhode Island. During the period of negotiations, this Agreement shall remain in full force and effect. The contract may be reopened for amendments during the term of the contract by the mutual consent of both parties. Requests for such bargaining must be in writing and must include a summary of the proposed change(s).

IN WITNESS WHEREOF: The said Town of Portsmouth has caused this instrument to be executed and its corporate seal to be affixed by the Town Council President, thereunto duly authorized by the Town Council of the Town of Portsmouth, as of the day and year first above written, and the said Portsmouth Municipal Employees Association (PMEA), NEARI has caused this instrument to be signed and sealed by its President thereunto duly authorized as of the day and year first above written.

PORTSMOUTH MUNICIPAL EMPLOYEES
ASSOCIATION, NEARI:

By: Tracy J. LePage
Tracy J. LePage
PMEA President

By: Allyson M. Welby
Allyson M. Welby

By: Amanda Lawson
Amanda Lawson

By: Madlyn Waskiewicz
Madlyn Waskiewicz

TOWN COUNCIL:

By: Kevin Aguiar
Kevin Aguiar
Town Council President



TOWN OF PORTSMOUTH:

By: Richard Rainer, Jr.
Richard Rainer, Jr.
Town Administrator

APPROVED AS TO FORM:

By: Kevin Gavin
Kevin Gavin
Town Solicitor

Appendix A - Article 10.5
Administration Position Classification

The following reflects current position titles, classification, and applicable salary of bargaining unit members, regardless of date of hire.

CLASSIFICATION	2022 - 2023	2023 - 2024	2024 - 2025 +2.5%	2025 - 2026 +2%	2026 - 2027 +2.0%
ADMINISTRATIVE CLERK					
ADMINISTRATIVE ASSISTANT TO CHIEF OF POLICE					
	69,233.00	73,868.00	77,215.00	78,760.00	80,336.00
FINANCE AP/AR CLERK					
	69,233.00	73,868.00	77,215.00	78,760.00	80,336.00
ASSISTANT TOWN CLERK					
	69,233.00	73,868.00	77,215.00	78,760.00	80,336.00
ASSISTANT TAX ASSESSOR/COLLECTOR CLERK					
			69,233.00	75,564.00	80,336.00

CLASSIFICATION		2022 - 2023 +2%	2023 - 2024 +2.5%	2024 - 2025 +2.5%	2025 - 2026 +2.0%	2026 - 2027 +2.0%
C - CLERK						
<i>Step 1</i>	80.00%	49,521.00	50,759.00	52,029.00	53,070.00	54,132.00
<i>Step 2</i>	90.00%	55,711.00	57,104.00	58,533.00	59,704.00	60,899.00
<i>Step 3</i>	100.00%	61,899.00	63,447.00	65,034.00	66,335.00	67,662.00

Town Clerk - Record Clerk (2)

Police Records Clerk

Canvassing Clerk

Finance Clerk

Building Inspection Clerk

Tax Assessor / Collector Clerk (2)

POSITION		2022 - 2023 +2%	2023 - 2024 +2.5%	2024 - 2025 +2.5%	2025 - 2026 +2.0%	2026 - 2027 +2.0%
BUILDING OFFICIAL						
<i>Step 1</i>	80.00%	68,265.00	69,973.00	71,724.00	73,159.00	74,623.00
<i>Step 2</i>	90.00%	76,798.00	78,720.00	80,689.00	82,303.00	83,950.00
<i>Step 3</i>	100.00%	85,331.00	87,465.00	89,652.00	91,446.00	93,275.00
ANIMAL CONTROL OFFICER						
<i>Step 1</i>	80.00%	41,555.00	42,595.00	43,660.00	44,534.00	45,425.00
<i>Step 2</i>	90.00%	46,749.00	47,919.00	49,118.00	50,101.00	51,104.00
<i>Step 3</i>	100.00%	51,944.00	53,243.00	54,575.00	55,667.00	56,781.00
ASSISTANT BUILDING INSPECTOR						
<i>Step 1</i>	80.00%	46,397.00	47,557.00	48,747.00	49,722.00	50,717.00
<i>Step 2</i>	90.00%	52,196.00	53,502.00	54,840.00	55,937.00	57,056.00
<i>Step 3</i>	100.00%	57,995.00	59,445.00	60,932.00	62,151.00	63,395.00

ASSISTANT TOWN PLANNER

<i>Step 1</i>	80.00%	58,685.00	60,153.00	61,658.00	62,892.00	64,150.00
<i>Step 2</i>	90.00%	66,020.00	67,671.00	69,363.00	70,751.00	72,167.00
<i>Step 3</i>	100.00%	73,355.00	75,189.00	77,069.00	78,611.00	80,184.00

REGISTRAR OF VOTERS

<i>Step 1</i>	80.00%	57,653.00	59,095.00	61,773.00	63,009.00	64,270.00
<i>Step 2</i>	90.00%	64,860.00	66,483.00	69,495.00	70,885.00	72,303.00
<i>Step 3</i>	100.00%	72,066.00	73,868.00	77,215.00	78,760.00	80,336.00

WASTE WATER MANAGER

<i>Step 1</i>	80.00%	56,280.00	57,687.00	61,772.00	63,008.00	64,269.00
<i>Step 2</i>	90.00%	63,315.00	64,897.00	69,493.00	70,883.00	72,301.00
<i>Step 3</i>	100.00%	70,349.00	72,108.00	77,215.00	78,760.00	80,336.00

PRUDENCE ISLAND PUBLIC SAFETY OFFICER

Pursuant to Article 10.4