

copy

Memorandum of Agreement
Between
The City of Haverhill
And
The Highway/Park
Group

Represented by Third Strategies

1. **Terms:** Effective from July 1, 2012 through June 30, 2013
Effective from July 1, 2013 through June 30, 2014

2. **Wages:** General wage increase as follows:

Effective July 1, 2012	1.5%
Effective July 1, 2013	1.5%

Article V: Seniority and Promotion

Section 6: Personnel File Review

The City of Haverhill shall allow an employee to inspect, or provide a copy of the employee's personnel record within five (5) business days of a written request submitted to the Highway Superintendent through to the Human Resources Director. The employee can exercise this review on no more than two (2) separate occasions during the calendar year. The employee's review of negative information shall not count toward this two (2) time annual limit. An employee has a right to submit a written statement if there is a disagreement with any information in their personnel file.

In addition, the City of Haverhill must notify an employee within ten (10) days when any information that is, has been used, or may be used to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action. A "personnel record" encompasses not only an employee's formal personnel file, but also almost any other employment-related record about the employee, no matter where it is stored.

Article VI: Hours of Work and Overtime

All emergency and overtime shall be rotated according to seniority if qualified to perform the work required amongst those employees that have completed their six (6) months' probation period. Any employee called in on an emergency shall be paid a minimum of **three (3) hours** at the overtime rate; however, he/she may be required to remain on the job for the **three (3) hours**, depending upon the nature of the emergency situation. The Highway Superintendent shall determine all Emergency situations.

4 hour provision for call in on WEEKENDS, HOLIDAYS shall still remain in effect
Wing Plow #1 on Grader Machine and Front End loader mounted SnowGO Model MP-30 Snow Blower

A qualified employee assigned to either the Wing Plow #1 on Grader Machine or the Front Ender loader mounted SnowGo Model MP-30 Snow Blower shall receive an extra \$1.00 per hour while the equipment is being operated during winter season by the employee.

Article VII: Wages

Section 7: Clothing/Boot Allowance:

Effective July 1 2013 employees after six (6) months of service shall be allowed Clothing Allowance of Five Hundred Dollars (\$500.00) per year. This allowance shall be issued by separate check by the second Friday in July.

The City reserves the right to provide and maintain uniforms instead of paying a clothing allowance. If the City provides and maintains uniforms, the City agrees to pay those employees a boot allowance of \$100.00 per fiscal year. The City will provide written notice to the Union ninety (90) days prior to implementation. The uniforms are City property and must be returned prior to an individual leaving his or her job.

Section 8. Meal Allowance

As determined by the Mayor of the City of Haverhill, during extreme weather conditions which cause widespread damage in Haverhill such as blizzards, severe windstorms, etc., each employee who works during this period shall receive a meal allowance of \$10.00 for these events over 24 hours in duration. This allowance shall be paid to employee in a lump sum at the end of the fiscal year.

Section 9. Bi-weekly Payroll

The City reserves the right to change its weekly payroll process to a bi-weekly basis for the employees of the City of Haverhill. The City will provide written notice to the Union ninety (90) days prior to implementation of the bi-weekly process which shall not be sooner than July 1, 2014 which will be at the same time as all other non-public safety employees.

Section 10. Time and Attendance Software

The City reserves the right to implement a time and attendance software program to help monitor employee time and attendance, which will simplify timecard and attendance tracking, data entry and time-off approval processing. The City will provide written notice to the Union ninety (90) days prior to the implementation of this software.

Article XIV: Medical Benefits

Health Reimbursement Account

Delete the following:

"The City will establish a Health Reimbursement Account to reimburse co-payments that exceed \$250 per individual and \$400 per family, per calendar year, that are incurred as a result of the following co-payments: \$250 per inpatient hospitalization and \$150 for outpatient surgery."

Replace with the following:

Health Reimbursement Account

"Plan requirements are subject to change if there are plan design changes to the eligible health plans offered by the Public Employee Committee (PEC). All full-time employees are eligible for the existing health insurance offerings by the City of Haverhill."

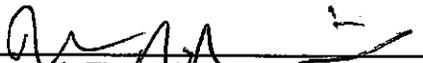
Article XIV: Delete from contract:

"Both parties understand and agree that the city, apart from this contract, is currently negotiating with the Public Employee Commission (PEC) to join the Group Insurance Commission (GIC). Both parties also understand that there is currently legislation pending before the State legislature that will allow cities to join the GIC.

In the event that the city joins the GIC during the term of this contract, both parties agree that this will not be a violation of this contract.

In the event that the city joins the GIC during the term of this contract and in the event that the city's percentage contribution is 80% or less, the parties agree that as of the date the city joins the GIC, the union members will receive an additional 2% pay increase."

Date: August 22, 2013


James J. Fiorentini, Mayor


William Manzi, Third Strategies Agent


William D. Cox, Jr., City Solicitor


Eric Frasca, Shop Steward



DOCUMENT
CITY OF HAVERHILL

In Municipal Council

ORDERED:

MUNICIPAL ORDINANCE
 AN ORDINANCE RELATING TO SALARIES

CHAPTER
 HIGHWAY/PARK DEPARTMENT

BE IT ORDAINED by the City Council of the City of Haverhill that Documents 67-B of 2010 and 67-C of 2010 are hereby amended as follows:

EFFECTIVE 7/1/2012 1.5%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Highway Superintendent	\$ 1,163.36	\$ 1,218.24	\$ 1,273.08	\$ 1,329.68	\$ 1,381.50	\$ 1,420.67
General Foreperson	\$ 23.00	\$ 24.71	\$ 25.30	\$ 26.42	\$ 27.45	
Working Foreperson (Garage)	\$ 21.78	\$ 23.48	\$ 24.07	\$ 25.18	\$ 26.25	
Working Foreperson (Traffic)	\$ 19.83	\$ 21.56	\$ 22.14	\$ 23.23	\$ 24.31	
Working Foreperson	\$ 19.21	\$ 20.93	\$ 21.50	\$ 22.60	\$ 23.69	
Welder	\$ 17.47	\$ 18.67	\$ 19.83	\$ 20.92		
Electric Repairperson	\$ 17.47	\$ 18.67	\$ 19.83	\$ 20.92		
Plumber	\$ 17.47	\$ 18.67	\$ 19.83	\$ 20.92		
CEO BG (Front End) Loader & BG Sweeper	\$ 16.00	\$ 17.22	\$ 18.36	\$ 19.46		
CEO LHS Crane Oper.	\$ 16.00	\$ 17.22	\$ 18.36	\$ 19.46		
W. Craftsperson	\$ 16.00	\$ 17.22	\$ 18.36	\$ 19.46		
Foreperson/Dispatcher	\$ 15.77	\$ 16.66	\$ 17.74	\$ 18.81		
CEO L&H (Sidewalk Plow)	\$ 15.77	\$ 16.66	\$ 17.74	\$ 18.81		
W. Maintenance Person	\$ 15.77	\$ 16.66	\$ 17.74	\$ 18.81		
Gray Painter	\$ 15.77	\$ 16.66	\$ 17.74	\$ 18.81		
CEO Laborer	\$ 15.19	\$ 16.08	\$ 17.16	\$ 18.25		
Laborer	\$ 14.73	\$ 15.62	\$ 16.69	\$ 17.79		
Highway/Park Maintenance Person	\$ 14.73	\$ 15.62	\$ 16.69	\$ 17.77		
Stores Delivery Person/Houseworker	\$ 13.16	\$ 13.54	\$ 13.94	\$ 13.94		
General Foreperson	\$ 23.01	\$ 24.72	\$ 25.30	\$ 26.41	\$ 27.46	
Working Foreperson/Tree	\$ 19.19	\$ 20.94	\$ 21.50	\$ 22.60	\$ 23.69	
Working Foreperson/Park Mntce Craftsperson	\$ 19.19	\$ 20.94	\$ 21.50	\$ 22.60	\$ 23.69	
Park Maintenance Craftsperson (Skylift Operator)	\$ 16.00	\$ 17.22	\$ 18.37	\$ 19.45		
Senior Groundswoker	\$ 15.77	\$ 16.66	\$ 17.75	\$ 18.80		
CEO LHS	\$ 15.77	\$ 16.66	\$ 17.75	\$ 18.80		
CEO/Groundswoker/Laborer	\$ 15.20	\$ 16.08	\$ 17.15	\$ 18.25		
Groundswoker	\$ 14.73	\$ 15.62	\$ 16.69	\$ 17.78		
Solid Waste/Recycling Coordinator	\$ 19.58	\$ 21.36	\$ 21.93			

EFFECTIVE 7/1/2013 1.5%	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Assistant Highway Superintendent	\$ 1,180.81	\$ 1,236.51	\$ 1,292.18	\$ 1,349.62	\$ 1,402.22	\$ 1,441.98
General Foreperson	\$ 23.35	\$ 25.08	\$ 25.68	\$ 26.81	\$ 27.86	
Working Foreperson (Garage)	\$ 22.10	\$ 23.83	\$ 24.43	\$ 25.55	\$ 26.64	
Working Foreperson (Traffic)	\$ 20.13	\$ 21.88	\$ 22.47	\$ 23.58	\$ 24.68	
Working Foreperson	\$ 19.49	\$ 21.25	\$ 21.83	\$ 22.93	\$ 24.04	
Welder	\$ 17.73	\$ 18.95	\$ 20.13	\$ 21.24		
Electric Repairperson	\$ 17.73	\$ 18.95	\$ 20.13	\$ 21.24		
Plumber	\$ 17.73	\$ 18.95	\$ 20.13	\$ 21.24		

CEO BG (Front End) Loader & BG Sweeper	\$	16.24	\$	17.47	\$	18.64	\$	19.75		
CEO LHS Crane Oper.	\$	16.24	\$	17.47	\$	18.64	\$	19.75		
U. W. Craftsperson	\$	16.24	\$	17.47	\$	18.64	\$	19.75		
ardperson/Dispatcher	\$	16.01	\$	16.91	\$	18.01	\$	19.09		
CEO L&H (Sidewalk Plow)	\$	16.01	\$	16.91	\$	18.01	\$	19.09		
U. W. Maintenance Person	\$	16.01	\$	16.91	\$	18.01	\$	19.09		
pray Painter	\$	16.01	\$	16.91	\$	18.01	\$	19.09		
CEO Laborer	\$	15.42	\$	16.32	\$	17.42	\$	18.53		
aborer	\$	14.95	\$	15.86	\$	16.94	\$	18.05		
ighway/Park Maintenance Person	\$	14.95	\$	15.86	\$	16.94	\$	18.04		
ores Delivery Person/Houseworker	\$	13.35	\$	13.75	\$	14.15	\$	14.15		
eneral Foreperson	\$	23.36	\$	25.09	\$	25.68	\$	26.81	\$	27.87
orking Foreperson/Tree	\$	19.48	\$	21.26	\$	21.83	\$	22.94	\$	24.04
orking Foreperson/Park Mntce Craftsperson	\$	19.48	\$	21.26	\$	21.83	\$	22.94	\$	24.04
ark Maintenance Craftsperson (Skylift Operator)	\$	16.24	\$	17.48	\$	18.64	\$	19.75		
enior Groundswoker	\$	16.00	\$	16.91	\$	18.01	\$	19.08		
CEO LHS	\$	16.00	\$	16.91	\$	18.01	\$	19.08		
CEO/Groundswoker/Laborer	\$	15.43	\$	16.32	\$	17.41	\$	18.53		
roundswoker	\$	14.95	\$	15.86	\$	16.94	\$	18.04		
olid Waste/Recycling Coordinator	\$	19.87	\$	21.68	\$	22.26				

Amend Article VI: Hours of Work and Overtime by adding the following:

Wing Plow #1 on Grader Machine and Front End loader mounted SnowGO Model MP-30 Snow Blower

qualified employee assigned to either the Wing Plow #1 on Grader Machine or the Front End loader mounted SnowGo Model MP-30 Snow Blower shall receive an extra \$1.00 per hour while the equipment is being operated during winter season by the employee.

Amend Article VII: Wages by the adding the following:

Section 7: Clothing/Boot Allowance:

Effective July 1, 2013 employees after six months of service shall be allowed Clothing Allowance of Five Hundred Dollars (\$500.00) per year. This allowance shall be issued by separate check by the second Friday in July.

Section 8: Meal Allowance

As determined by the Mayor of the City of Haverhill, during extreme weather conditions which cause widespread damage in Haverhill such as blizzards, severe windstorms, etc., each employee who works during this period shall receive a meal allowance of \$100.00 for these events over 24 hours in duration. This allowance shall be paid to employee in a lump sum at the end of the fiscal year.

Amend Appendix A by deleting the following section:

Section 1. Clothing Allowance

Amend Appendix B by deleting the following section:

Section 1. Clothing Allowance

Approved as to legality:

City Solicitor



DOCUMENT
CITY OF HAVERHILL

In Municipal Council

ORDERED:

MUNICIPAL ORDINANCE
AN ORDINANCE RELATING TO SALARIES

CHAPTER
HIGHWAY/PARK DEPARTMENT

BE IT ORDAINED by the City Council of the City of Haverhill that Document 82-B of 2013 is hereby amended as follows:

Delete the following:

EFFECTIVE 7/1/2012 1.5%
Solid Waste/Recycling Coordinator

\$ 19.58 \$ 21.36 \$ 21.93

EFFECTIVE 7/1/2013 1.5%
Solid Waste/Recycling Coordinator

\$ 19.87 \$ 21.68 \$ 22.26

And replace with the following:

EFFECTIVE 7/1/2012 1.5%
Solid Waste/Recycling Coordinator

STEP 1	STEP 2	STEP 3
\$ 914.49	\$ 941.78	\$ 968.28

EFFECTIVE 7/1/2013 1.5%
Solid Waste/Recycling Coordinator

STEP 1	STEP 2	STEP 3
\$ 928.21	\$ 955.90	\$ 982.80

Approved as to legality:

City Solicitor