CHAPTER 4

CITY OF SOMERSWORTH PERSONNEL RULES & REGULATIONS

EFFECTIVE DATE JULY 27, 1987

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1. Purpose

The Personnel Rules and Regulations provide for the appointment, promotion, training, transfer, layoff, discipline, removal, compensation and conditions of employment for employees of the City of Somersworth except for employees of the School Department. These rules apply to all employees for whom wages, hours and conditions of employment are not provided in a collective bargaining agreement. Where a collective bargaining agreement exists, no part of these rules and regulations shall apply to employees covered by the agreement unless specifically and explicitly provided for in the agreement.

The provisions and benefits of this Chapter are deemed to be exclusive and no employment agreement of any kind shall be binding or valid unless first proposed by the City Manager and adopted by the City Council. (Passed 2/4/1991.)

2. Administration

2.1 Existing Conditions

It is the intention of these rules that any person employed on the date the rules become effective will not lose any benefit to which he or she was entitled on that date. Any person receiving such a benefit must inform the City Manager of that fact within 60 days of the effective date of these rules. The employee and the City Manager will write out the terms of those benefits which will then continue in effect until a change in the employee's status justifies discontinuing the benefits. Benefits of this kind are to a specific individual and not to the position.

2.2 Separability

The sections and parts of these Rules and Regulations are separable. If any portion of them is held to be invalid, the remainder will continue in effect.

2.3 Pledge Against Discrimination

The City of Somersworth shall apply all rules and regulations and carry out all dealings with its personnel, without discrimination as to age, marital status, race, color, creed, national origin, sex, political affiliation, or mental disability, physical disability, or sexual orientation. All employees are expected to act in a like manner in all performance of their duties as City employees.
(Amended 06/05/2006.)

The amendment by reference to mental and physical disability shall be effective as of July 26, 1992, relative Federal law claims and 1975 relative State statute claims, pursuant to RSA 354-A. (Passed 1/4/1992.) (Amended 1/4/1993.)

3. Definitions

3.1 Anniversary Date

The anniversary date of an employee is the first full day of the employee's current employment by the City and is used to calculate length of service. The date normally will be adjusted to correct

for unpaid leaves of absence, broken service or, with the consent of the employee, for other good cause.

3.2 Adjusted Base Rate
The adjusted base rate of salary is regular base salary adjusted in accordance with the Fair Labor Standards Act (FLSA) to be used for the calculation of overtime pay. It is the regular hourly rate for the employee plus the hourly equivalent of lump sum bonuses, longevity payments, and the like for which the employee is entitled.

3.3 Appointing Authority
The appointing authority is the person who has the authority to hire and/or terminate employment of persons. Unless otherwise provided in the Administrative Regulations, the City Manager is the appointing authority for department heads and department heads are the appointing authority for personnel in their departments. A department head may delegate appointing authority to division or bureau heads with the approval of the City Manager in each specific case.

3.4 Demotion/Promotion
Demotion/promotion means a change of the employment status of an employee from a position in one class to a position in another class having a lower or higher maximum salary rate, respectively.

3.5 Employee
An employee is any person who is compensated for his or her services by the City of Somersworth (as contrasted to a vendor whose firm supplies such services).

3.6 Fair Labor Standards Act (FLSA)
The Fair Labor Standards Act is that federal legislation found in Title 29, United States Code, Chapters 8 and 9 and amplified by appropriate state law which deals with minimum wages and overtime payments to be made to employees.

3.7 Grievance
A grievance is a charge that the Personnel Rules and Regulations have been violated, incorrectly interpreted or incorrectly applied.

3.8 Regular Salary/Compensation
Regular salary or compensation is the amount any employee would earn in a normal work week exclusive of overtime or other premium pay.

4. Personnel Records

Official personnel records will be kept in the office of the City Manager or some other location the Manager may designate. The official record will include such items as employment application, personnel transactions (when completed), evaluations, disciplinary records and the like. Departments may retain copies of necessary documents in their offices. The official personnel record and all copies of their contents are restricted to access by the City Council, City Manager, department head, supervisor and the employee unless the employee approves its disclosure to other persons.

5. Classes of Employees

5.1 Employee, Exempt

An exempt employee is a salaried employee who is exempt from the provisions of the Fair Labor Standards Act. Such an employee is retained in a managerial or professional capacity and works such hours and at such locations as are required to fulfill the duties of the position.

5.2 Employee, Non-exempt

Non-exempt employees are all City employees who are not designated as exempt from the Fair Labor Standards Act.

5.3 Employee, Full Time

A full time employee is an employee who works thirty-five (35) or more hours and who is retained with the expectation that employment is for one (1) year or more.

5.4 Employee, Part Time

A part time employee is one who works less than thirty-five (35) hours per week and who is retained with the expectation that employment is for one (1) year or more.

5.5 Employee, Seasonal

A seasonal employee is one who is retained to work either on a full time or part time basis but for a period of time of less than one (1) year. Temporary or seasonal employees may be continued in their temporary or seasonal appointment from year to year or employment period to employment period.

6. Hiring, Promotion, Transfer and Layoff

6.1 Equal Opportunity for Hiring and Promotion

Employees shall be selected and promoted without discrimination as to sex, age, race, color, national origin, creed, religion, political affiliations, or handicap from the best qualified persons applying for employment. Employee preferences will be given maximum opportunity for promotion and will be given first consideration in filling vacancies. Preference will be given to citizens of the City of Somersworth when all other qualifications are equal.

6.2 Employment Selection Process

There will be as wide a search for qualified candidates for open positions as is practical. The search will vary from position to position and will include in-house posting, outside advertising, contact with state and other employment offices, and contact with special sources of information as appropriate for the particular case.

6.3 Probation

Newly hired and promoted employees will serve on probation for six months to evaluate their suitability for service in their new position. The person appointing the newly hired or promoted employee will evaluate that person at the end of the third and fifth months in the new position. The purpose of this probation evaluation is to determine whether the appointee is performing satisfactorily and, if not, what steps must be taken to achieve satisfactory performance.

At any time during the probationary period, a newly hired person can be dismissed if it becomes apparent that he or she is not suitable for that position. The terminated employee will be given a written statement regarding the reasons for dismissal and an opportunity to discuss the matter with the immediate supervisor. There is no right to appeal in this case, however.

An employee who has been promoted but has shown during the promotionary period to not be suitable in the new position may return to their former position. A promoted employee will receive the same evaluation as a newly hired person. There will be no appeal from a decision to return a promoted employee to their former position during the probationary period.

6.4 Transfer Between Departments

If an employee possesses the qualifications to fill a vacant position and wishes to transfer from his/her present department to another department, he/she will notify the affected Department Heads. Unless there are extraordinary circumstances, the transfer will be approved.

6.5 Layoffs

An employee may be laid off by reason of shortage of work and/or funds, abolition of the position, other material changes in the organization, or for other reasons beyond the employee's control and which did not reflect discredit upon the service of the employee.

No employee will be laid off while another person in the same class in the same department is employed on a probationary or temporary basis. Layoff of employees will be made on inverse order of employment in the class and department involved. An employee to be laid off will be given written notice of the lay off and reasons therefore, two (2) weeks before the effective date of the action.

6.6 Reallocations Downward

When an employee's position is reallocated to a lower class of positions, the employee shall be permitted to continue at his/her present rate of pay during the period of incumbency (except in the case of general city-wide reductions), but shall not be entitled to a salary increase until the range for that position allows such an increase.

6.7 Reinstated Employees
A reinstated employee will be paid at a salary rate within the approved range for the position to which reinstated. The City Manager will establish the rate of pay.

6.8 Administrative Salary Adjustments
After an employee has completed his/her probationary period and increased to the next step above his/her probationary step, his/her salary shall be reviewed annually by the department head or other supervisor for the purpose of determining which employees shall receive salary increases. Tardiness, performance and length of service records shall be considered in making recommendations with major emphasis placed on the evaluation of services rendered. After the above analysis by the department head or other supervisor, a certificate of satisfactory service, which shall be approved by the City Manager, shall entitle an employee to a one-step increase until the maximum step of the class has been reached. Generally, no employee shall be entitled to more than a one-step increase each fiscal year.

7. Working Conditions

The provisions concerning working hours, overtime and sick leave apply to non-exempt employees only.

7.1 Working Hours
Normal working hours are established by Department Heads with the approval of the City Manager. Hours are normally those which best accommodate the needs of the public. The normal work day is seven (7) or (8) hours for full time employees (depending on whether the position is 35 hours per week or 40 hours per week) with a minimum of one-half hour unpaid break for lunch break.

7.2 Overtime
Overtime will be paid to employees not exempt from the FLSA at the overtime rate of one and one-half times the adjusted base rate of pay for time worked in excess of eight (8) hours per day and of forty (40) hours per week. Overtime within a class will be offered on an equal basis wherever possible.
(Amended 6/29/1989.)

At the discretion of the Department Head, compensatory time off may be granted rather than overtime pay. If an employee works more than 40 hours in a week, compensatory time off not taken during the same pay period accumulates at the rate of one-and-one-half times the time actually worked. Compensatory time off only applies to time to be taken in a pay period after the period when the overtime is worked. The FLSA has detailed rules regarding granting and accumulating compensatory time which must be fully understood by the employee and department head before being granted. In case of conflict between these rules and the FLSA, the FLSA will be followed.

Personal days and floating holidays will be taken within a year of being earned.

Where a department or division routinely has overtime work, the opportunity to work overtime will be offered equally among all qualified employees of that division or department. Each department will develop detailed procedures for implementing such a process as required. Where used, a list of all employees eligible for such overtime will be posted showing overtime offered and worked for each member. (Added 6/29/1989.)

7.3 Holidays

The following twelve days are observed as paid holidays by the City in lieu of all other state and federal holidays:

New Year's Day
Martin Luther King Day (Passed 2/19/2002.)
Washington's Birthday

Memorial Day (State Holiday)
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas (2 days as posted on the City calendar)
One (1) floating holiday in lieu of Fast Day.

When a holiday falls on a Sunday, the following Monday is observed as the holiday. When a holiday falls on a Saturday, the preceding Friday is observed. Any employee required to work on a holiday will receive full pay for the time worked in addition to holiday pay for that day.

To receive holiday pay, an employee must work the scheduled working day before and after the holiday unless on authorized leave.

7.4 Leave

7.4.1 Sick Leave

Sick leave is granted by the City to provide employees with the ability to take time off to recover from illness without suffering loss of pay. Sick leave is granted at the rate of one (1) day per calendar month worked, credited at the end of the month. Sick leave may be accumulated for a period of up to, but not exceeding, ninety (90) days.

Sick leave may be taken as whole days or in hourly increments. It may be used for bonafide doctor's appointments or to care for a spouse or child who is ill.

Persons entitled to sick leave will receive payment equal to one half the number of accumulated sick days not to exceed forty-five (45) days at their current rate of pay when their employment by the City terminates. This payment will be made to a non-exempt person promoted to an exempt position on the effective date of promotion.

If an employee dies, the sick leave accrued will be paid to the beneficiary designated on the employee's group life insurance policy.

To receive compensation while absent on sick leave, the employee shall notify his/her department head, no later than one (1) hour after the time set for the beginning of his/her daily duties. At the discretion of the Department Head, a doctor's certificate may be required for absence due to illness in excess of three (3) days. If the Department Head has a reasonable basis to believe or suspect an employee has abused sick leave privileges, he/she may require a doctor's certificate for an illness of less than three (3) days.

An employee who has accumulated eighteen (18) days of sick leave shall receive a personal day for each six month period worked thereafter without using a sick day.

7.4.2 Sick Leave for Exempt Employees

Exempt employees do not accumulate sick leave or bonuses for not using sick leave but are allowed sufficient time off with pay to recover from temporary illnesses. In the event of a prolonged illness an individual determination will be made by the City Manager in consultation with the employee of the employee's employment status.

7.4.3 Injury Leave

An employee who is unable to perform his or her duties as a result of a work-connected injury or illness, as defined by RSA 281:2, will continue to receive his or her regular salary for a period not to exceed six (6) months, or, if it is determined that the employee is permanently disabled, provided that any salary compensation received as a result of Worker's Compensation is assigned to the City. An employee unwilling to assign such compensation will receive no salary but all other normal benefits will continue until the employee returns to work or is terminated from City service.

After an employee has been on Worker's Compensation benefits for ninety (90) days, the appropriate Department Head will order a complete physical and/or mental examination of said employee by two registered physicians to establish if the injury permanently incapacitates the employee. If permanently unable to return to the previous position, the City will attempt to find other employment within the City for which the employee is qualified. Otherwise application will be made for retirement under the provisions of whichever retirement plan would apply. The commencement of payments under the New Hampshire Retirement Law shall end the employer's obligation of payment on annual and/or accumulated sick leave, and/or workmen's compensation payments.

There will be a free exchange of medical data and reports during the period of incapacity and while such determinations are being made, and to facilitate such exchange, an incapacitated employee shall execute medical authorization directing his/her physician to release reports concerning the medical condition of the employee. Copies of such reports will be provided to the employee.

Employees eligible for Worker's Compensation benefits but able to perform work other than their regular duties (i.e., light duty) will be assigned such other duties whenever possible. While temporarily assigned to other work for this reason, the employee will be paid their regular rate of pay.

Light duty assignments will normally be made for specific periods of time and for a maximum period of three (3) months. Additional period of time may be granted when it is in the best interest of the City.

7.4.4 Emergency Leave

Three days leave with pay may be granted by the City Manager for emergency purposes which include critical illness or death in the immediate family, subpoena to appear before a court, public body or commission, and other appropriate situations. Emergency leave supplements sick leave and annual.

For the purpose of this section, immediate family is spouse and children of the employee, children of the spouse, grandmother, grandfather, mother, father, brother and/or sister of either the employee or the employee's spouse.

7.4.5 Jury Duty

If called for jury duty, the City will pay the difference between the employee's regular rate and the amount paid by the Courts. Such payment will be made upon verification of court payment.

7.4.6 Maternity Leave

Inability to work shall be considered a non-job related disability for a female employee so affected and she shall be entitled to the same benefits as an employee unable to work due to a non-job related illness or disability. In addition, a minimum of 45 days maternity leave will be allowed a female employee without loss of time or position, starting at delivery day. No money will be paid to an employee by the City during this 45 day period unless the employee takes sick leave or vacation. The employee shall return to work the first Monday following the 45 day period, unless the employee applies for an extension, to be approved or disapproved by the City Manager.

7.4.7 Military Leave

Any regular, full time employee of the City who is a member of any reserve component of the armed forces of the United States may receive not more than 15 calendar days leave of absence with pay annually for the purposes of engaging in active duty for training.

7.4.8 Other Leaves of Absence

Other leaves of absence may be granted, with or without pay, by the City Manager when in the best interests of the City. Vacation and sick leave will not accumulate during a leave of absence without pay.

7.4.9 Family and Medical Leave Policy

I. General Provisions: Under the Family and Medical Leave Act ("FMLA"), eligible employees may take up to 12 weeks of unpaid family/medical leave within a 12-month period and be reinstated to the same or an equivalent position upon their return to work. To be eligible for FMLA leave, you must:

- Have worked for the City for at least 12 months; and
- Worked at least 1,250 hours during the 12 months prior to the leave; and
- Work at a worksite where the City employs 50 or more employees within a 75 mile radius.

Eligible employees may take FMLA leave for any of the following reasons:

(A) the birth of a child and in order to care for the child (leave must be taken within 12 months of the birth of the child);

(B) the placement of a child with you for adoption or foster care and in order to care for the child (leave must be taken within 12 months of the adoption or placement);

(C) a serious health condition of your parent, spouse, minor child, or adult child when the adult child is not capable of self care and the employee is needed for such care; or

(D) your own serious health condition that renders you unable to perform your job.

II. Tracking Your Leave: If you request any time away from work that qualifies under the FMLA, the City may designate the leave as FMLA leave by providing you with written notice of the FMLA leave.

As stated above, an eligible employee is entitled to a total of twelve (12) workweeks of leave during any twelve (12) month period. That twelve (12) month period is defined as a "rolling" twelve (12) month period measured backward from the date an employee begins an FMLA leave. In other words, the number of weeks an employee has available upon the beginning of a FMLA leave will be twelve (12) weeks less the number of FMLA leave weeks taken in the twelve (12) month period prior to the beginning of the current FMLA leave (the "Available Leave Weeks"). For example, if an employee used four weeks beginning February 1, 2005, four weeks beginning

June 1, 2005, and four weeks beginning December 1, 2005, the employee would not be entitled to any additional leave until February 1, 2006. Beginning on February 1, 2006, the employee would be entitled to four weeks of leave, on June 1, 2006, the employee would be entitled to four additional weeks, and so on.

FMLA leaves for the birth or placement for adoption or foster care of a child, as described in paragraphs A and B above, must be taken all at once unless otherwise agreed to by the City. If medically necessary, FMLA leaves due to illness as described in paragraphs C and D above may be taken on an intermittent or reduced leave schedule, as described in more detail below.

III. Intermittent and Reduced Schedule Leave: Leave due to a serious health condition may be taken intermittently (in separate blocks of time due to a single health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday) if medically necessary. While you are on intermittent or reduced schedule FMLA leave, the City may temporarily transfer you to an available alternate position that better accommodates your recurring leave and that has equivalent pay and benefits.

Employees taking intermittent or reduced schedule leave will be paid for the time they work, and the leave time away from work will be unpaid unless the employee is eligible to receive workers' compensation, short-term disability, or other benefits for time not worked. If you are a salaried employee, the City will adjust your salary based on the amount of time actually worked.

IV. Status of Employee Benefits During Leave: You are required to use any accrued, unused vacation time during FMLA leave unless the leave is otherwise paid through workers' compensation benefits, short or long term disability benefits, or other benefits.

While on FMLA leave, you may continue to participate in the City's group health insurance in the same manner as employees not on FMLA leave. In the event of unpaid FMLA leave, you must make arrangements with Finance Department to continue making your employee contribution to the insurance premium while out on leave. Your health insurance coverage may be cancelled if the premium payment is more than 30 days late.

If your health insurance premium payment is late and the City, at its option, chooses to pay your portion of the premium, the City may recover that amount from you. In addition, if an FMLA leave is unpaid and you elect not to return to work upon the completion of the leave, the City may require you to reimburse it for the employer portion of the insurance premiums paid during the leave, unless you are unable to return to work because of the continuation, recurrence, or onset of your own serious health condition or that of a family member that would otherwise entitle you to FMLA leave, or other circumstances beyond your control.

If the FMLA leave is for a condition that is covered under the City's short or long term disability insurance, covered employees may apply for benefit coverage.

Benefit entitlements based on length of service will be preserved at the level earned as of the commencement of the leave, but will not accrue further during the leave period. For example, an employee on leave will not accrue vacation time or seniority.

V. Requesting Leave: If your need for leave is foreseeable such as for the birth of a child or planned medical treatment, you must give your supervisor or City Manager at least 30 days' prior written notice. In cases of planned medical treatment, please make efforts to schedule the treatment to avoid disrupting the City's operations.

If the need for leave is not foreseeable, you must give notice to your supervisor or City Manager as soon as practicable (within 1 or 2 business days of learning your need for leave). Failure to provide such notice may be grounds for delaying the leave. If you are not able to notify the City of the need for leave personally because of illness, you should ask someone else to call on your behalf.

VI. Medical Certifications: If you are on leave because of your own or a covered family member's serious health condition, the appropriate health care provider must supply a medical certification. Please obtain a medical certification form from the Finance Department for the health care provider to use. If possible, you should provide the medical certification before your leave begins. If that is not possible, you must provide the medical certification within 15 days of beginning your leave. If you do not provide the required medical certification in a timely manner, your leave may be delayed. If certification is not provided at all, the City will not be able to determine whether you are eligible for FMLA leave and your leave will be denied.

The City, at its expense, may require an examination by a second health care provider designated by the City. If the second health care provider's opinion conflicts with the original medical certification, the City, at its expense, may require a third health care provider agreed upon by the employee and the City to conduct an examination and provide a final and binding opinion.

The City may also require subsequent medical recertification. Failure to provide requested recertifications within 15 days may result in delay of further leave.

VII. Reporting While on Leave: If you take leave because of your own serious health condition or to care for a covered family member with a serious health condition, you must contact your supervisor or the City Manager on a regular basis to provide updates about the status of the medical condition and your intention to return to work. In addition, you must give notice as soon as practicable (within two business days if feasible) if the dates of leave change or are extended or initially were unknown.

VIII. No Work While On Leave: The taking of another job (including self-employment) while on FMLA leave or any other authorized leave may lead to disciplinary action, up to and including termination of employment.

IX. Returning To Work: At the end of an authorized FMLA leave, the employee will be reinstated to his or her original position or an equivalent position. However, certain highly compensated employees or "key employees" may be denied restoration to their prior or equivalent position if keeping the job open for the employee would result in substantial economic injury to the City. Key employees are those employees who are among the highest paid ten percent of employees within 75 miles of the worksite.

If you take leave because of your own serious health condition, you will not be reinstated until you provide a fitness for duty certificate from your health care provider confirming that you are medical able to resume work. The return-to-work medical certification forms are available from your supervisor or the City Manager.

X. Coordination with Maternity Leave: As stated in our Maternity Leave Policy, the City provides female employees with a leave of absence for the period of temporary physical disability resulting from pregnancy**,** childbirth, and related medical conditions. An Employee is eligible for maternity leave even if she has worked for the City for less than twelve (12) months or less than twelve hundred and fifty (1250) hours in the prior twelve (12) months. A maternity leave begins when an employee is medically determined to be disabled and ends when medically determined to be able to return to work.

Maternity disability will be treated in the same manner as a type D FMLA leave of absence. However, maternity leaves are not limited by any measure other than the period of medical disability. If a maternity disability is for the number of available FMLA leave weeks or less, the employee will be reinstated in accordance with this policy. If a maternity disability exceeds the available FMLA leave weeks, the employee will be reinstated unless business necessity makes reinstatement impossible or unreasonable.

An employee who uses less than the Available Leave Weeks for type D leave for maternity may take additional type A FMLA leave after the end of the disability period for a period not to exceed the Available Leave Weeks.

XI. Coordination with Other City Policies; Reference to FMLA and Federal Regulations: In the event of any conflicts between this policy and other City policies, the provisions of this policy will govern. The FMLA and the FMLA regulations issued by the U.S. Department of

Labor contain many limitations and qualifications that are not stated in this policy. The City reserves the right to apply the terms of the FMLA and the FMLA regulations to any individual circumstances.

(Section 7.4.9 passed 03/06/2006.)

7.5 Special or Protective Clothing

When special clothing or protective clothing is required to perform a job those items will be furnished by the City. Special or protective clothing will be replaced by the City when worn out or damaged. The employees will be required to replace items damaged or lost through negligence at the employee's expense. Such clothing is the property of the City and will be turned in when being replaced or on termination of employment.

7.6 Vacation

7.6.1 Vacation
Vacation is earned in increments of a whole day beginning with the first day of employment of the current employment with the City according to the schedule below:

Years of Service	Days per Year Earned
6 mo. to 1 year	5 working days
Over 1 yr. to 5 yrs.	10 working days
Over 5 yrs. to 10 yrs.	15 working days
Over 10 years	15 working days plus one day per year of service over ten years to a maximum of 30 days. (Amended 03/07/2016.)

For recruitment purposes of exempt employees the City Manager may approve additional days of vacation taking into consideration years of service or previous experience. (Added 03/07/2016.)

Exempt employees may carryover or cashout up to 5 days (40 hours) vacation time with prior City manager approval. (Added 03/07/2016.)

7.6.2 Vacation Scheduling
Vacation leave will be granted when, in the opinion of the City Manager or Department Head, it shall be convenient to the conduct of departmental and all city operations, but no department head will withhold the vacation leave of any employee in excess of twelve (12) months. Vacation leave will be credited to the employee on the anniversary date at the end of the year in which vacation was earned and must be used within one year of the date credited. Vacation time will not accumulate from year to year. No payments will be made to any City employee in lieu of vacation BUT payment for accrued vacation will be made on termination from the City service. (Amended 11/20/1989).

7.7 Training and Education

7.7.1 Requirement to Take Training
An employee may be required to participate in job related programs. Expenses for required training will be paid for by the City and time spent in this training will be paid the same as time worked in the employee's regular position.

7.7.2 Education Reimbursement
The City will provide educational reimbursement to employees who complete approved training courses relating to their current responsibilities or as part of an approved career development program:

a. Payment will be for fifty percent (50%) of the cost of the course.
b. Courses must be approved in advance by the Department Head and the Personnel Department.
c. Once a course has been approved an advance may be made to the employee of one-half (1/2) of the authorized fifty percent (50%) of the course tuition and books. The

remainder of the course reimbursement will be paid to the employee upon presentation of a certificate of satisfactory course completion.

d. If employment is terminated prior to the completion of the course, the employee will not be eligible for any reimbursement and will refund any money advanced on enrollment.
e. Approval for courses will be considered on the basis of relevancy of the course, number of employees applying, and funds available.
f. If a course is paid for in whole or in part through a Federal or State program then the City will not reimburse for the amount of the grant.
g. The City may require an employee to execute an agreement to remain in the employment of the City for a period of time following completion of a course for which the City pays all or part of the cost of the training. The agreement will provide the employee to return the cost of the training to the City as liquidated damages for leaving City employment prior to the expiration of the agreement

7.8 Travel

7.8.1 Mileage
When authorized, a city employee who utilizes a privately owned vehicle for official use on City business will be reimbursed at the maximum rate allowed by the U. S. Internal Revenue Service for actual miles traveled. The fare of all other means of transportation such as air travel, bus, etc., will be purchased by the City unless an emergency prevents the advance purchase in which case the employee will be reimbursed for reasonable expenses.

7.8.2 Travel
An employee will be reimbursed for reasonable expenses incurred while traveling on behalf of the City. An advance payment may be made for the estimated costs of food and lodging. Within five (5) working days of returning from authorized travel a report of expenses incurred with receipts must be submitted along with a trip report. Advance payment must be properly accounted for and any advances not properly accounted for returned to the City immediately.

7.8.3 Conferences
Registration fees and entry fees will be paid in advance by the City. In the case of unexpected or unanticipated fees essential to the program being attended, the City will reimburse the employee for such fees as long as they are reasonable.

7.8.4 Trip Reports
Any employee attending a conference or function involving travel away from the City for a full day or more and who is partially or completely reimbursed for expenses must submit a trip report to the City Manager via the appropriate department head. This report will be on an approved

form and will, as a minimum, list the name of the function and its purpose, location, dates, material/knowledge/skills of use to the City, and other information as appropriate.

7.9 Other

7.9.1 Elective Office Conflicts

In order to insure that City services are delivered fairly and impartially it is necessary to separate political activity from the work place. No employee of the City may use his or her office to engage in any form of political activity either on behalf of themselves, other individuals, or groups or parties. This prohibition includes the display of political signs or materials and activity on the part of any candidate or party using City property or while working.

Any employee wishing to hold elective office in City government must resign his or her position upon being declared elected to that office.

Notwithstanding the above, a part-time non-supervisory City employee may serve on the School Board (passed 11/18/1996), and any full time or part time non-supervisory City employee may serve as an election official (passed 2/18/1997).

Time off, with or without pay, will not normally be granted for the purpose of allowing an employee to fulfill the duties of an elective office.

7.9.2 Miscellaneous Expense Reimbursement

Employees will be reimbursed for authorized expenses incurred when conducting City business. This reimbursement may include personal property lost or damaged on City business provided no misconduct is involved. This does not include normal wear and tear on clothing or property required to perform the employee's function.

8. Discipline and Dismissal for Cause

Employees are obliged to follow these Rules and Regulations and to carry out their duties as required by state law, City ordinances and the directives of management. Deliberate failure to properly perform the duties and functions of a person's position render that person liable to disciplinary action. Included in all employee's duties is the requirement to render efficient service to the public in as pleasant a manner as circumstances permit.

8.1 Discipline

The exact nature of discipline for an infraction depends on the incident from which the infraction arises. It is the policy of the City to use progressive discipline whose goal is to correct and modify behavior rather than punish. Normally discipline will proceed through the following steps depending upon the nature and severity of the infraction:

Verbal warning
Written warning
Suspension without pay
Demotion
Dismissal

All warnings, suspensions, or disciplinary actions will become part of the personnel file and will remain in said file for a period of three (3) years except for records of verbal warnings which shall remain in the file for only one (1) year.

8.2 Suspension

A department head or appointing authority may suspend an employee without pay for not more than five (5) working days due to inefficiency, incompetence, misconduct, negligence, insubordination, or for other sufficient cause. A written statement setting forth the reasons for such action will be filed with the Personnel Officer. Suspension for a longer period requires the approval of the City Manager.

8.3 Dismissal

Dismissals are discharges or separations made for misconduct, inefficiencies, or other just cause. Any dismissal must be reviewed by the City Manager prior to becoming final. A written statement setting forth the reasons for such actions will be filed with the Personnel Officer.

8.4 Causes for Immediate Removal

The following are causes for immediate dismissal:

Willful and gross neglect of duty
Insubordination or serious breach of discipline
Intoxication while on duty
Chronic or excessive absenteeism
The conviction of a felony
Willful damage to public property
The use or attempt to use one's authority or official capacity to obtain special or preferential treatment for any person or firm.

9. Job Classification

The Classification Plan establishes, for each class of position within the City, a class title, statement of duties, authority and responsibility, and the qualifications necessary or desirable for the satisfactory performance of the duties of said class. This plan will be maintained by the City Manager and will be available for inspection in his office. The initial Classification Plan shall be that submitted to the City in Parts I, II and IV of the Position and Classification Report of Yarger and Associates, Inc., dated April 10, 1987.

9.1 Definitions

A. A position is a group of currently assigned duties and responsibilities, requiring the full or part time employment of one person. A position may be occupied or vacant.

B. A class of positions is a group of positions (or one position) that: (1) has similar duties and responsibilities; (2) requires like qualifications; and (3) can be equitably compensated by the same salary range.

C. The class title is the official designation or name of the class as stated in the class specification. It shall be used on all personnel records and actions. Working or office titles may be used for purposes of internal administration.

9.2 Administration

The City Manager shall be responsible for administering the position classification plan. The City Manager may assign other officials or employees to assist him/her in this activity.

9.3 Allocation of New Positions

The department head or other supervisor shall complete a position description covering the duties and responsibilities of each proposed position. The City Manager shall allocate the position to one of the classes in the position classification plan. If a suitable class does not exist, he/she shall establish a new class in accordance with the provisions of Section 9.8 of this Regulation and allocate the position to it.

9.4 Allocation Appeals

If an employee has facts which indicate that his/her position is improperly allocated, he/she may request the City Manager to review the allocation of the position. Such request shall be submitted in writing and shall contain a statement of justification.

9.5 Maintenance of Plan

A. Each time a vacancy occurs, a position description shall be completed and submitted to the City Manager for a review of the allocation of the position. This requirement may be waived by the City Manager in cases where changes in the duties and responsibilities of a position have been unlikely.

B. Each time a department is reorganized, position descriptions for all affected employees shall be submitted to the City Manager for review.

C. The City Manager may require employees to submit position descriptions on a periodic basis, or any time he/she has reason to believe that there has been a change in the duties and responsibilities of one or more positions.

D. Each time a new class is established, a class specification shall be written and incorporated into the existing plan. The class title shall be added to the schematic list of titles. Likewise, an abolished class shall be deleted from the position classification plan by removing the class specification and eliminating the class title from the schematic list of titles.

E. Two years after the adoption of this Regulation, the City Manager shall conduct a general review of the position classification plan to be followed by a minimum of at least one general review in each succeeding two-year period.

9.6 Interpretation of Class Specifications

The class specifications are descriptive and not restrictive. They are intended to indicate the kinds of positions which shall be allocated to the classes established.

9.7 Official Copy of Position Classification Plan
The City Manager shall be responsible for maintaining an official copy of the position classification plan. The official copy shall include regulations for administration, schematic list of class titles and class specifications, plus all amendments thereto. A copy of the official plan shall be available for inspection by the public under reasonable conditions during business hours.

9.8 Amendments to Position Classification Plan
Each time it appears desirable to establish a new class of positions or to abolish a current class of positions, the City Manager shall effect such a change by issuing an amendment to Section 9.10 of this Regulation.

9.9 Allocation of Existing Positions
The positions covered by the position classification plan are hereby allocated to appropriate classes in accordance with Part V of the Position Classification Survey Report entitled "Allocation Lists." The City Manager shall notify each employee of the allocation of his/her position in writing.

9.10 Position Classification Plan for the City of Somersworth
The classified service shall consist of all classes of positions included in Part IV of the Position Classification Survey Report with such changes as may be made from time to time by the City Manager in the form of amendments to this section of this Regulation.

10. Grievance and Appeal

The following process is used to determine the merit of a grievance.

10.1 Step One - Department Head Review
A grievance must be submitted by the person who believes himself/herself to be improperly treated, or by someone designated by that person, within ten (10) working days of becoming aware of the condition leading to the grievance. The grievance must contain a statement of the rights the grievant believes have been violated and must say what action he or she believes the City should take to correct the grievance. The employee must sign the original grievance filed with the Department Head.

Within ten (10) working days of receiving the grievance the Department Head will conduct an informal inquiry and give a decision in writing no later than the tenth day. The time requirements under this step may be extended by mutual consent of the Department Head and the employee and/or the designated representatives.

10.2 Step Two - Personnel Officer Review

If the aggrieved person is not satisfied with the decision of the Department Head, or if no decision has been rendered within the ten (10) day period as defined above, the employee may appeal in writing to the Personnel Officer within ten (10) working days of the receipt of the Department Head's decision, or that date upon which such decision should have been rendered, provided, however, that the aggrieved employee sets forth the specific reasons for such appeal and the terms and conditions of this plan and the specific areas which the employee feels have been violated.

The Personnel Officer, or the designated representative, will hold an administrative hearing concerning the grievance within ten (10) working days of receipt of the aggrieved employee's appeal. The Personnel Officer will decide the grievance based upon the information supplied and any further information that he/she may request during or subsequent to the hearing. The Personnel Officer will render a decision in writing within ten (10) days from the close of the hearing, said procedure to take no more than twenty (20) working days from the receipt of the original grievance by the Personnel Officer.

10.3 Step Four - Arbitration

10.3.1 The person aggrieved shall have the sole right to appeal that decision and the matter shall be submitted to arbitration providing the employee notifies the City of such request within ten (10) days of the receipt by the employee of the Personnel Advisory Board's decision. The following procedure shall be used to secure the services of an arbitrator.
(Amended 05/03/2010.)

10.3.1.1 The parties will attempt to agree upon a mutually satisfactory third party to serve as arbitrator. If no agreement is reached within ten (10) days following the date the request for arbitration was received by the City, the American Arbitration Association will be notified by either or both parties and requested to submit a roster of persons qualified to function as an arbitrator.

10.3.1.2 If the parties are unable to determine a mutually satisfactory arbitrator from the submitted list, they shall request a second roster of names. If the parties are unable to determine a mutually satisfactory arbitrator from the second list within ten (10) days of the receipt of such list, the American Arbitration Association may be requested by either party to designate an arbitrator.

10.3.1.3 Neither the City nor the employee will be permitted to assert any ground or evidence before the arbitrator which was not previously disclosed to the other party.

10.3.1.4 The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He shall be bound by and must comply with all of the terms of Chapter 4 of the Ordinances of the City of Somersworth, the City Charter, and any other employment agreement that exists between this employee and the City. He shall have no power to add to, delete from or modify in any way any of the provisions of these documents. The arbitrator may award a “make whole recommendation", but may apply no penalty payments.

10.3.1.5 The decision of the arbitrator shall be final and binding on the parties.

10.3.1.6 The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expense and the cost of the hearing room shall be borne equally by the City and the employee. Any other expense shall be paid by the party incurring same. (Section 10.3 passed 2/4/1991.)

10.4 Handicap Appeal
This grievance procedure is also available to any employee who wishes to file a complaint alleging discrimination on the basis of handicap in employment practices.

11. Wages and Benefits

11.1 Benefits for Part time Employees
Based on a 40-hour workweek, all permanent part-time employees who are regularly scheduled to work a minimum of 20 hours per week will be eligible for vacation, sick, and holiday pay on a pro-rated percentage basis. All permanent, part-time employees who are regularly scheduled to work a minimum of 30 hours per week will be eligible for health and dental benefits on a percentage pro-rated basis in addition to the above specified benefits.
(Amended 06/05/2006.)

11.2 Retirement Plan
The Personnel Officer will take the steps necessary to provide employees in the City classified service membership in the State of New Hampshire Retirement System or other suitable retirement plan provided for by law. Retirement benefits will begin after the probationary period.

11.3 Insurance

11.3.1 Health/Dental Insurance

The City will offer one or more health insurance plans to eligible full-time employees and their families. The City will pay such portion of the premium as the City Council shall determine annually based upon the City Manager's recommendations. Employees shall be notified of the premium share to be paid by the City in advance of the new plan year.

Effective July 1, 2015, the City shall pay a percentage of an HMO-type plan as follows:

1 – Person	85% of the premium
2 – Person	85% of the premium
Family	85% of the premium

The City, after providing twenty (20) calendar days advance written notice to the employees, may modify the plan, offer additional plans, change carriers, or convert to self-insurance. The insurance provided under this provision shall be comparable in benefits to the insurance presently provided under this section.

Eligible City employees who provide proof of health insurance coverage from another source, provided such coverage does not trigger any penalty or assessment against the City under the terms of the Affordable Care Act, may opt out of City provided health coverage. Employees who exercise this opt out provision of health insurance coverage shall receive $5,000 annually.

Eligible full-time employees may participate in the Delta Dental Option 1E or other equivalent plan currently provided for employees and their families. The City will pay 100% of the premium for the individual employee. For 2-person and family coverage the employee will pay 20% of the monthly premium cost.

(Section 11.3.1 Amended 06/18/2007; 06/15/2009; 05/30/2010. Additional language added 06/06/2011. Amended 06/18/2012. Section 11.3.1 deleted in its entirety and replaced on 02/20/2014 to take effect on 07/01/2014. Section 11.3.1 deleted in its entirety and replaced on 06/01/2014 to take effect on 07/01/2015.

11.3.2 Worker's Compensation

All employees of the City are covered by the Workers Compensation laws of the State of New Hampshire. Any employee injured on the job will report to a place of care designated by the City. Forms to be processed for care received are in each department's office and must be completely filled out as soon as circumstances permit. All employees are required to cooperate fully with the Safety Committee which is responsible for the investigation of all work-related accidents and injuries.

11.3.3 AD&D Insurance

All full time employees will be entitled to life insurance coverage in the amount of one time their annual base rate straight life, and twice their annual base rate accidental death and dismemberment life insurance limited to the maximum allowed by the Internal Revenue Service at the City's expense. All full time employees will be covered by an income continuation policy which will pay two-thirds of their regular salary for a period of six months with a two week waiting period for use when the employee is unable to work because of accident or illness which is not work related. Other sick leave benefits shall be adjusted so that the total compensation from insurance and other benefits does not exceed the regular compensation of the employee.

Any person who has retired from City service with 25 years or more service shall receive life insurance as provided above.

11.4 Pay Plan

11.4.1 Salary Table

The Pay Plan provides for uniform and equitable minimum and maximum rates of pay for each class of position taking into consideration the wages paid for similar kinds of work throughout the City. The Pay Plan will be reviewed by the City Council annually for the effect of cost of living. The compensation of each employee will be reviewed annually on the anniversary date by their department head for the purpose of determining a salary adjustment in accordance with the

Pay Plan. A normal adjustment shall consist of advancing the individual to the next step on the Salary Table then in effect.

Ordinarily an employee will enter the City's service at the first step increase of the salary table and advance one step per year. Advancement depends on the employee gaining knowledge and ability each year and performing the duties of his or her position in a satisfactory manner. This will not prohibit starting an employee with fewer than desired qualifications below the table or from starting an unusually well qualified candidate above Step 1. A promoted employee will be placed at least at that step which is higher than their previous salary.

For the purposes of initial implementation of this plan, classes of employees shall be assigned to grades as provided in Appendix 1 to this ordinance. Future assignments shall be made as provided elsewhere in these rules. The City Manager shall assign employees to service steps within the Salary Table such that no employee shall receive a minimum increase of three (3%) percent effective the payroll period commencing July 5, 1987, except that no one shall receive a higher salary than provided in the table.

11.4.2 Call Back

An employee who is called back to work after the conclusion of their regular work day will be paid for at least three (3) hours of service at the rate of one-and-one-half times their adjusted base rate of pay.

(Amended 6/29/1989.)

11.4.3 Standby

An employee who is required to be available to be called to work after regular working hours will be furnished with a radio pager and must stay within range of that pager while on standby. Each employee on standby will be paid $32.00 for each day or part of a day on standby.

(Amended 06/18/2012.)

11.4.4 Longevity

Each employee hired by the City before May 1, 1993, and with more than five years service as a City employee, will be paid a longevity bonus of $208.00 for each five years of service. Longevity service will be figured from anniversary date to December 1 of each year. Payment will be made in the first pay period following December 1. Employees hired by the City after May 1, 1993, will not be eligible for this benefit. (Passed 4/5/1993.)

11.4.5 Shift Differential

Shift differential payments may be established for particular positions if required. Unless otherwise directed, shift differential payments shall be an additional twenty cents ($0.20) per hour for the second shift and thirty cents ($0.30) per hour for the third shift.

(Added 6/29/1989.)

Appendix 1

ASSIGNMENT OF CLASS TO GRADE
(Covering Classes as **Nonexempt** Under
The Fair Labor Standards Act)

CLASS TITLE	**GRADE**
Clerical, Financial & Administrative	
Clerk Typist I	11
Clerk Typist II	13
Secretary I	13
Secretary II	15
Executive Assistant	18
Account Clerk I	15
Account Clerk II	18
Intern	6
Library Science	
Library Page	6
Library Assistant	15
Children's Librarian	18
Recreation	
Recreation Supervisor	19
(Amended 08/11/2014)	
Cable Access	
Cable Access Coordinator	18
(Added 08/11/2014)	
Inspection/Planning	
Code Compliance Office	20
(Added 03/16/2015)	
Electrical/Plumbing Inspector	20
Labor, Trades & Labor Supervision	
Custodian	9
Motor Equipment Operator I	15
Motor Equipment Operator II	18
General Foreman	23
Engineering Aide	13
Automotive Mechanic	20
Chief Automotive Mechanic	23

(Amended 5/l/1995; 2/21/2012; 08/11/2014: 03/16/2015)

ASSIGNMENT OF CLASS TO GRADE CONT.

(Covering Classes as **Nonexempt** Under
The Fair Labor Standards Act)

CLASS TITLE	**GRADE**
Water/Wastewater	
Lab Technician	18
Chemist	20
Wastewater Plant Operator	16
Chief Wastewater Plant Operator	25
Water Plant Operator	16
Chief Water Plant Operator	19
Plant Mechanic	18
Chief Plant Mechanic	22
Distribution Mechanic	16
Chief Distribution Mechanic	20
Public Safety	
Call Firefighter	13
Firefighter	17
Fire Lieutenant	21
Special Police Officer	16
Police Officer	20
Police Sergeant	23
Dispatcher	15
School Crossing Guard	11
Parking Enforcement Officer	11

(Amended 5/l/1995; 2/21/2012)

ASSIGNMENT OF CLASS TO GRADE
(Covering Classes Classified as Exempt Under the Fair Labor Standards Act)

CLASS TITLE	GRADE
Tax Collector	23
City Clerk	23
Welfare Officer	20
Chief Assessor	25
Director of Finance and Administration	31
Human Resources Manager	25
(Added 08-11-2014)	
Director of Planning and Community Development	31
Economic Development Manager	25
Public Works Director	29
City Engineer	31
Director of Public Works and Utilities	31
City Manager	Exempt
Library Director	25
Recreation Director	19
Code Enforcement Officer	20
Director of Development Services	31
Fire Chief	29
Police Lieutenant	24
Police Captain	27
Police Chief	30

(Amended 02/28/1994; 05/20/1996; 02/21/2012; 08/11/2014)

Personnel Rules and Regulations
FY2015-2016 Compensation Schedule
(2% Increase effective July 1, 2015)

GRADE		HIRE	1	2	3	4	5
6	**A**	21,178.53	22,082.34	22,912.87	23,841.11	24,793.78	25,746.44
	H	10.1820	10.6165	11.0158	11.4621	11.9201	12.3781
7	**A**	22,204.48	23,035.01	24,060.96	25,013.62	25,917.43	26,234.99
	H	10.6752	11.0745	11.5678	12.0258	12.4603	12.6130
8	**A**	23,328.13	24,231.95	25,184.61	26,234.99	27,309.79	28,409.03
	H	11.2154	11.6500	12.1080	12.6130	13.1297	13.6582
9	**A**	24,500.65	25,477.74	26,503.69	27,578.50	28,653.30	29,850.24
	H	11.7792	12.2489	12.7422	13.2589	13.7756	14.3511
10	**A**	25,697.59	26,723.54	27,749.49	28,922.00	30,021.23	31,315.88
	H	12.3546	12.8479	13.3411	13.9048	14.4333	15.0557
11	**A**	27,016.67	28,115.90	29,166.27	30,338.79	31,584.58	32,854.81
	H	12.9888	13.5173	14.0222	14.5860	15.1849	15.7956
12	**A**	28,384.60	29,508.26	30,631.92	31,877.71	33,074.65	34,393.73
	H	13.6464	14.1867	14.7269	15.3258	15.9013	16.5354
13	**A**	29,801.39	30,973.90	32,244.12	33,563.20	34,857.85	36,323.49
	H	14.3276	14.8913	15.5020	16.1362	16.7586	17.4632
14	**A**	31,218.17	32,463.97	33,758.62	35,175.41	36,567.77	38,008.98
	H	15.0087	15.6077	16.2301	16.9113	17.5807	18.2735
15	**A**	32,854.81	34,198.31	35,541.82	36,934.18	38,326.54	39,841.03
	H	15.7956	16.4415	17.0874	17.7568	18.4262	19.1543
16	**A**	34,418.16	35,786.09	37,227.30	38,863.94	40,305.15	41,990.64
	H	16.5472	17.2049	17.8977	18.6846	19.3775	20.1878

GRADE		HIRE	1	2	3	4	5
17	**A**	36,201.36	37,667.00	40,207.44	40,720.42	42,332.62	44,018.11
	H	17.4045	18.1091	19.3305	19.5771	20.3522	21.1626
18	**A**	38,008.98	39,523.48	41,037.97	42,747.89	44,457.81	46,314.28
	H	18.2735	19.0017	19.7298	20.5519	21.3739	22.2665
19	**A**	39,841.03	41,477.67	43,187.58	44,970.78	46,705.12	48,610.46
	H	19.1543	19.9412	20.7633	21.6206	22.4544	23.3704
20	**A**	41,966.21	43,676.13	45,312.76	47,144.82	49,025.72	50,931.06
	H	20.1761	20.9981	21.7850	22.6658	23.5701	24.4861
21	**A**	44,018.11	45,752.46	47,657.79	49,514.27	51,492.89	53,495.93
	H	21.1626	21.9964	22.9124	23.8049	24.7562	25.7192
22	**A**	46,289.86	48,073.06	50,002.82	51,908.15	54,106.61	56,256.22
	H	22.2547	23.1120	24.0398	24.9558	26.0128	27.0463
23	**A**	48,561.60	50,515.79	52,421.13	54,595.16	56,769.20	59,065.37
	H	23.3469	24.2864	25.2025	26.2477	27.2929	28.3968
24	**A**	50,931.06	52,982.96	55,083.71	57,331.03	59,553.92	61,972.23
	H	24.4861	25.4726	26.4826	27.5630	28.6317	29.7943
25	**A**	53,495.93	55,718.82	57,868.43	60,262.31	62,729.47	65,196.64
	H	25.7192	26.7879	27.8214	28.9723	30.1584	31.3445
26	**A**	56,231.80	58,869.95	60,677.58	63,144.74	65,782.90	68,250.06
	H	27.0345	28.3029	29.1719	30.3580	31.6264	32.8125
27	**A**	58,918.81	61,410.40	63,804.28	66,442.43	69,105.02	71,767.60
	H	28.3263	29.5242	30.6751	31.9435	33.2236	34.5037
28	**A**	61,898.94	64,414.96	66,857.70	69,569.14	72,427.14	75,285.14
	H	29.7591	30.9687	32.1431	33.4467	34.8207	36.1948
29	**A**	64,976.79	67,614.95	70,253.10	73,037.82	76,115.67	79,095.81
	H	31.2388	32.5072	33.7755	35.1143	36.5941	38.0268

(2% increase of minimum and maximum effective upon adoption)

Grade		MINIMUM	MAXIMUM
25	**A**	54,765.72	69,804.43
	H	26.3297	33.5598
30	**A**	69,532.00	84,774.68
	H	33.4288	40.7571
31	**A**	75,959.33	92,419.40
	H	36.5189	44.4324
32	**A**	76,670.67	93,412.20
	H	36.8609	44.9097
33	**A**	80,557.54	97,959.60
	H	38.7296	47.0960
34	**A**	84,622.25	102,938.87
	H	40.6838	49.4898
35	**A**	88,864.81	108,045.17
	H	42.7235	51.9448
36	**A**	93,335.99	113,456.32
	H	44.8731	54.5463
37	**A**	97,908.79	119,045.30
	H	47.0715	57.2333

Amended 4/5/1993; 8/16/1993; 8/15/1994; 4/17/1995; 7/22/1996; 5/19/1997; 5/18/1998; 5/3/1999; 6/19/2000; 6/18/2001; 6/17/2002; 7/21/2003 06/21/2004; 06/20/2005; 06/19/2006; 06/18/2007; 06/16/2008; 06/15/2009, 05/03/2010, 06/06/2011, 06/18/2012, 06/03/2013; 02/20/2014, 8/17/2015.)

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