

AGREEMENT
BETWEEN
TOWN OF HOPKINTON
AND
RHODE ISLAND LABORERS' DISTRICT COUNCIL
OF THE
LABORERS' INTERNATIONAL UNION OF NORTH AMERICA
AFL-CIO
ACTING ON BEHALF OF
LOCAL UNION 808, WESTERLY, RHODE ISLAND

EFFECTIVE: July 1, 2014 - June 30, 2018

POLICE DISPATCHERS/SECRETARY
ANIMAL CONTROL OFFICER

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AGREEMENT

This AGREEMENT entered into on this 1st day of July, 2014 by and between the TOWN OF HOPKINTON, Police Dispatchers and Secretary and Animal Control Officer, as established in the recognition clause of the Certifications issued by the Rhode Island Labor Relations Board case EE-3463, hereinafter referred to as the Employer, and the Rhode Island Laborers' District Council on behalf of LOCAL UNION 808, an Affiliate of the Laborers' International Union of North American, AFL-CIO, hereinafter referred to as the "Union."

ARTICLE I PREAMBLE

Section 1. This Agreement is entered into to facilitate the adjustment of grievances and disputes between the Employer and the employees to provide and to establish necessary procedures for the amicable adjustment of all disputes which may arise between the Town and Union.

Section 2. The Town and the Union encourage the highest possible degree of practical, friendly, corporative relationship between respective representatives at all levels. The officials of the Town and the union realize that this goal depends primarily upon corporative attitudes between people in their respective organizations and at all levels of responsibility of both the Town and the employees.

ARTICLE II NO DISCRIMINATION

Section 1. Neither the Employer nor the Union shall discriminate against any employee because of age, race, color, creed, political affiliation, or national origin in violation of any applicable statute, and any and all claims of discrimination shall be pursued under the provisions of the applicable statute, which shall be deemed to afford the claimant his or its exclusive remedy, notwithstanding any provisions of this Agreement.

Section 2. All references to the term "employee" in this agreement shall include both sexes and wherever the male gender is used it shall be constructed to include both male and female employees.

ARTICLE III UNION RECOGNITION

Section 1. The Employer recognized the Union as the exclusive bargaining representative for, and this Agreement shall apply to, all employees employed by the Employer in the classification of Police Dispatcher as set forth within the scope of Bargaining Unit SLRB Case No. 3464 (Dispatcher) and including the Secretary and Animal Control Officer.

Section 2. Limited period employees may be used for a limited time as defined within, a limited period employee is one who is hired for a period of up to six (6) months continuous, full time employment within a calendar year, or for a longer period of time not exceeding 1200 hours within a calendar year and is so informed at the time of hire and who is hired for a special project or emergency situation to replace any employee on leave or vacation. The said six (6) month period may be extended up to an additional three (3) months or for the length of family leave of the employee being replaced, or any extensions of such family leave. Limited period employees, as defined above, shall have no seniority

during the term they occupy the status of limited period employees, but should any limited period employee become a permanent employee, then his seniority shall be retroactive to the date of initial employment so long as said employment has been continuous in nature. Limited period employees, while they occupy the status, may be terminated for any reason without recourse under this Agreement. Permanent part-time dispatchers and reserve dispatchers are not considered limited period employees.

Section 3. All employees hired after the effective date of this Agreement shall serve a probationary period of one (1) year during which they may be discharged for any reason without recourse under this Agreement. Upon the satisfactory completion of the probationary period, the employees' seniority hereunder shall commence, retroactive to date of hire.

Section 4. The Employer agrees not to enter into an agreement or contract with members of the bargaining unit, individually or collectively, which is inconsistent with the provisions of this Agreement, nor shall the Employer negotiate or bargain with them unless it is through the duly authorized representative of the Union, and any such agreement shall be null and void.

Section 5. Minimum age for employment for all full-time permanent employee position shall be eighteen (18) years of age.

Section 6. The Town has the right to employ one or more permanent part-time dispatchers which shall be included within the bargaining unit. The so-call "21st shift," being that shift each week not assigned to a full-time dispatcher at straight time, may be assigned by the Town to a permanent part-time dispatcher provided said assignment does not constitute overtime for the permanent part-time dispatcher. Said permanent part-time dispatchers shall be entitled to seniority on a pro rata basis based upon the regular and fixed work schedule he or she was hired to work.

Full-time dispatchers shall be afforded the first opportunity to fill by rotation vacant shifts resulting from dispatcher vacation or sick time usage as follows:

- a. Vacant shifts resulting from vacation usage that do not exceed ten (10) consecutive days, and/or
- b. Vacant shifts resulting from sick time usage that do not exceed five (5) consecutive days

Where the vacant shifts exceed the limits established in subparagraphs a and b above, the Town shall have the right to fill the shift or shifts with permanent part-time dispatchers.

ARTICLE IV UNION SECURITY AND DUES DEDUCTION

Section 1. All employees in the bargaining unit on the effective date of this Agreement who have been employed in such unit for at least thirty (30) days as of the date shall be required, as a condition of continued employment, either to (1) become members of the Union or (2) pay to the Union a service charge in an amount equal to membership dues. All new employees and those who complete thirty (30) days of employment in the bargaining unit subsequent to the effective date of this Agreement shall be subject to the foregoing condition after they have completed thirty (30) days of employment in the bargaining unit.

Section 2. An employee who shall tender (1) the period dues uniformly required as a condition of acquiring or retaining union membership or (2) the service charge referred to above, shall be

deemed to have satisfied the condition of employment established in Section 1 of the Article. In the event the Union shall seek the discharge of a member of the bargaining agreement for failure to comply with said condition, the Union shall inform the Employer in writing of the state of facts on which the request for discharge is based and if upon investigation, which is completed within (5) working days, the Employer finds that such facts are correct, and the employee, upon notice in writing from the Employer, fails within seven (7) days to comply with said condition of continued employment, that is, the payment of dues or the service charge referred to herein, the Employer shall discharge the employee.

Section 3. The Employer shall deduct from the pay of each employee covered by this Agreement all required Union dues and/or charges, provided that at the time of such deduction there was in the possession of the Employer a current lawful written authorization for such deduction, executed by the employees, in a form agreed upon by the parties. The Union shall, by its treasurer, certify in writing the amount of membership dues and the service charge referred to above, to the Employer and all such dues and/or service charges deducted hereunder shall be remitted by the Employer to the Union on a monthly basis. The Union agrees to, and hereby does, indemnify and hold the Town, each Town Council member, and all employees of the Town, against any award, judgment, loss or expense or liability arising out of any claims made against the Employer by an employee because of such deduction from his wages or because of any other provisions of this Article, including discharge under Section 2. Such deduction shall be made in the first pay period of each month and shall be remitted monthly to the Secretary/Treasurer of Local #808.

ARTICLE V MANAGEMENT RIGHTS

Subject to the terms and conditions of this Agreement, it is understood and agreed that the Town shall have sole jurisdiction over management of the operations of the Town including, but limited to, the work performed; the scheduling of work; the establishment; and changing of schedules shifts and hours of work; the promotion of employees; fixing and maintaining standards of quality of work and productivity standards; methods of operations made or purchased; the right to hire, transfer, discipline or discharge for just cause or layoff because of lack of work or other legitimate reason including fiscal constraints and to enforce rules, regulations, policies and procedures.

ARTICLE VI STABILITY OF AGREEMENT

Section 1. No agreement, understanding, alteration or variation of the terms and provisions of this Agreement shall be effective unless made and executed in writing by both the parties. Failure of the Employer or the Union to exercise any rights they have under this Agreement or to insist in any one or more instances upon performance of the terms and conditions of this Agreement by the other party shall not be construed as a waiver or relinquishment of the right of the Employer or the Union to exercise any rights they have under this agreement or to require future performance of any terms or conditions of this Agreement by the other party, and the obligations of the Employer and the Union to comply with this Agreement shall continue in full force and effect.

Section 2. This Agreement constitutes the entire agreement between the Employer and the Union arrived at as a result of collective bargaining negotiations, except such amendments hereto as shall be reduced to writing and signed by the parties subsequent to the effective date of this Agreement. The parties acknowledge that during the negotiations which resulted in the Agreement, each has had the unlimited right and opportunity to make demands with respect to any subject or matter not removed by

law from the area of collective bargaining and that the understanding and agreements arrived at by the parties after the excise of that right and opportunity are set forth in this Agreement.

ARTICLE VII
BULLETIN BOARDS

Reasonable space on the appropriate bulletin boards in an appropriate location shall be made available to the Union for posting official Union information.

ARTICLE VIII
SAFETY AND HEALTH

Objective and Obligation of the Parties. The Town of Hopkinton and the Union will cooperate in the continuing objective to eliminate accident and health hazards. The Town shall continue to make reasonable provisions for the safety and health of its employees during the hours of their employment.

ARTICLE IX
NO STRIKE/ NO LOCKOUT

Section 1. Cognizant of the statutory strike prohibition, the Union additionally agrees that neither it nor its members will engage in any strike, slowdown or connected refusals to perform duties nor will the Employer lockout its employees during the term of this Agreement.

Section 2. Employees will carry out properly any work assignments given to them. In the event any grievance arises over the propriety of the assignment of the work, or from any other cause, the work will be performed by the employee without interruption and the employee shall have the right to have the grievance disposed of in accordance with the grievance procedure established herein.

ARTICLE X
GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. It is mutually understood and agreed that all grievances of Employees or the Employer arising out of the provisions of this contract shall be dealt with as follows.

Section 2. One Union representative at any reasonable time shall be guaranteed sufficient time off during working hours to seek to settle grievances without loss of pay. An aggrieved employee shall have the right to union representation, including counsel and Rhode Island Laborers' District Council representation during the entire duration of the grievance procedure.

Step 1. Employees in the first instance may register grievances with the steward in the Union who shall present such grievances to the Chief of Police in writing. The Chief of Police shall have ten (10) working days to adjust the grievance. Any grievance which is not presented within ten (10) working days of the date of the occurrence shall be deemed to have been waived.

Step 2. If unable to reach satisfactory adjustment within ten (10) working days, the Union shall submit the grievance in writing to the Town Manager within ten (10) working days. A response to the Union by the Town Manager must be in writing within thirty (30) working days.

Section 3. Notwithstanding those steps set out above, such steps may be waived by Agreement in writing signed by authorized representatives of the parties to this Agreement which waiver

will permit prompt submission to arbitration, thus prompting the welfare of both parties to this Agreement.

Section 4. If a grievance is not settled, such grievances shall, at the request of the Union, be referred to the American Arbitration Association or the Labor Relations Connection in accordance with its rules then pertaining.

The arbitrator shall hold a hearing and his decision shall be final and binding upon the parties. The expenses of such arbitrator shall be borne equally by the parties. The arbitrator shall have no power to alter, amend, add or deduct from the provisions of this Agreement.

The submission to arbitration must be made within ten (10) working days of the receipt of the Town Manager's answer as stated in Step 2 above, or else, it shall be deemed to have been waived.

Subject to any limitations of law, the Employer and the Union agree to apply the decision of the arbitrator to all substantially similar situations.

Section 5. Cognizant of the statutory strike prohibition, the Union additionally agrees that neither it nor its members will engage in any strike, slowdown, or concerted refusal to perform duties nor will the Employer lockout its Employees during the term of this Agreement or any matter which is subject to final and binding arbitration.

ARTICLE XI SENIORITY

The parties agree to define seniority as follows: Primary Seniority shall be the length of service within a class of position in the Police Department and Secondary Seniority shall be the length of service worked by an employee in the Police Department. Full time permanent positions shall take precedence over part-time permanent positions as they relate to seniority.

Section 1. The Town Manager or his or her designee shall prepare and forward to the Business Manager of the Union a seniority list of permanent employees by class of position, date of appointment, date of hire by the Police Department and pay grade, and shall notify the Union of additions and deletions each month. Seniority lists shall be updated annually and posted on approved bulletin boards.

Section 2. Seniority shall be considered broken for the following reasons only:

- (a) when an employee has been discharged for just cause;
- (b) when an employee voluntarily terminates his/her employment;
- (c) when an employee fails to respond to a recall notice within ten (10) calendar days;
- (d) when an employee exceeds an authorized leave of absence
- (e) when an employee is engaged in other work without authorization while on leave of absence;
- (f) when an employee is laid off in excess of two (2) consecutive years.

Section 3. In the event of layoffs, employees shall be laid off in the following order according to seniority:

- (a) those with temporary status;

- (b) those will probationary status;
- (c) those with permanent status

Two weeks notice of layoff shall be given to the employee so affected. No provision of the collective bargaining agreement will prohibit overtime while a bargaining unit employee remains on layoff. Any employee who has been laid off and is called back within a two (2) year period from the date of layoff shall be reinstated at the same seniority as existed at the time of layoff.

Section 4. Reduction in work force. In the event a reduction in forces is required, the most junior employee in the bargaining unit, by class of position shall be subject to layoff.

Section 5. Upon declaration by the Employer of a vacancy in a bargaining unit position, and upon further determination by the Employer to fill such vacancy, notice of the vacancy shall be posted on the employee bulletin board at the Police Station for a period of ten (10) working days. An employee interested in filling a posted vacancy may, during the posting period, apply for the position in writing directed to the Employer. Any member of the bargaining unit who applies for a posted position will be interviewed by the Employer. The Town shall fill the vacancy based upon its discretionary consideration of qualifications, experience and ability, as determined solely by the Employer. In those instances in which these criteria are adjudged relatively equal by the Employer between or among members of the bargaining unit applying for a vacancy, seniority shall govern. The Employer shall give due consideration to filling vacancies from employees within the bargaining unit. Any dispute arising out of the application of this section may be redressed through the grievance and arbitration provisions of this Agreement; provided, however, that an arbitrator shall have no authority to disturb any discretionary determination by the Employer, unless it is found by clear and convincing evidence to have been arbitrary or capricious.

ARTICLE XII ANNUAL LEAVE

Section 1. Permanent full-time employees shall be granted annual leave at the employee's regular rate of pay in accordance with the following schedule:

Start through one year	= 5 days (1.538 hours per pay period)
2 years through 3 years	=10 days (3.076 hours per pay period)
4 years through 10 years	=15 days (4.615 hours per pay period)
11 years through 15 years	=20 days (6.153 hours per pay period)
16 years through 20 years	=21 days (6.462 hours per pay period)
21 years and above	=25 days (7.692 hours per pay period)

Employees, with three (3) or more year's service, may carry over a maximum of ten (10) days vacation to the next year.

Section 2a. Vacation leave is accrued each pay period. The vacation accrual rate shall be determined by the number of days to which an employee is entitled in that year divided by the number of pay periods in a year as adjusted upon the Employee's anniversary date. Upon separation from employment, any employee who has used vacation leave before it has been accrued in any given year shall be required to pay back to the employer the amount of any such used but un-accrued vacation leave. The employer shall have the right to withhold any such used but un-accrued vacation leave from the employee's final pay check.

(b). To the extent feasible and consistent with effective departmental operation, employees will be permitted to take vacation leave according to their own convenience subject to the following conditions:

- 1) The Department Head shall be notified two (2) weeks in advance of any vacation request for more than three (3) days. However, nothing shall preclude the Department Head from granting leave without the required advance notice if it does not adversely affect the operation of the department. However, no vacation shall be granted without prior approval of the Department Head.
- 2) All employees who schedule vacation six (6) months in advance shall be guaranteed the leave, provided, however that if more than one employee requests the same time period for leave, leave shall be determined by seniority. Otherwise, scheduling of vacation time shall be on a first to request basis and, thereafter, in the order of seniority within classification of position.
- 3) Granting of vacation time is mandatory upon the Department head but the time when such leave is granted shall be consistent with the best interests of the work program of the department or a division thereof, provided that no employee may be deprived of vacation privileges to which he is entitled under this rule.
- 4) Unused vacation leave is not subject to buyback.

Section 3. Personal Leave Days. In addition to the above, effective July 1 of each year employees shall receive three (3) personal days. Personal days shall not be carried over to subsequent years.

Section 4. State of Emergency. In the event the Governor of the State or Town Manager declares a state of emergency and Town offices are closed, employees who are required to work when other employees are so excused shall be paid time and one-half for this service.

ARTICLE XIII SICK LEAVE

Section 1. All full-time employees, excluding part-time and temporary, are entitled to sick leave at the rate of one day and one quarter per month for a total of fifteen (15) days per year accrued by pay period. A member of the bargaining unit will be allowed to accumulate unused sick leave, without limitation. Upon retirement, a member of the bargaining unit will be compensated for 50% of any unused sick leave over 100 days and up to 200 days. Compensation will be at the employee's regular rate of pay at the time of his/her retirement.

Section 2. Sick leave shall not be considered a privilege which may be used by the employee at his discretion but shall be allowed only under the following conditions:

- a) personal illness; physical incapability beyond the employee's control
- b) when an illness in the immediate family requires the employee's personal attention and the necessity of such attention is supported by a doctor's certificate, when requested by the Chief of Police. Said leave shall be in accordance with the Family Medical Leave Act or the Rhode Island Parental & Family Leave Act.

Section 3. Employees using sick leave shall notify their supervisor within four (4) hours of the normal starting time on the day of their absence. Failure to provide notification shall result in the loss of sick leave or period of absence unless the failure to notify the supervisor was due to extenuating circumstances beyond control of the employee. A form shall be completed by the Employee on the day of his/her return to work and shall be submitted to the Police Chief or his designee.

Section 4. When the absence is two (2) or more consecutive days, the employee's Department Head may require a physician's certificate or other satisfactory evidence. Other satisfactory evidence shall consist of a note or certificate from a medical facility or clinic or receipts from said facility, a notarized affidavit from the employee, or receipt(s) for prescription or non-prescription medicine related to the illness. Failure to comply with this provision shall result in the loss of sick leave benefits for the period of absence.

Section 5. a. In any calendar month in which an employee accumulates more than two (2) separate absences charged to sick leave or unauthorized absences, with or without pay, said employee shall not accrue sick leave credit for that month, unless the employee provides a doctors' certificate to substantiate sick leave for the third (3rd) or any additional absences.

b. In the event an employee does not use any sick leave days within the six month period beginning either July 1 through December 31 or January 1 through June 30 of each fiscal year, he or she shall be granted one (1) administrative leave day for each period to be taken at the discretion of the Chief of Police whose permission shall not be unreasonably withheld.

Section 6. In the event an employee who has worked for the Town two (2) or more years has used up all accumulated sick and annual leave due to serious and protracted illness, said employee may apply in writing to the Department Head and Town Manager for an extension of sick leave beyond that accumulated by the employee, not to exceed ten (10) working days in any calendar year. Leave granted under this provision shall be charged to sick leave accumulated upon the employee's return to work at the rate of one-half (1/2) day per month until the deficit is eliminated. The decision whether to grant leave under this provision shall be at the discretion of the Town Manager. Said decision shall not be subject to the grievance procedure. In case of disagreement the Union representative and the Town Manager shall meet to resolve the dispute.

Section 7. Leave of Absence Without Pay. The Chief may grant leaves of absence without pay after consultation with the Town Manager.

ARTICLE XIV BEREAVEMENT LEAVE

Death in the Family. A maximum of five days leave with pay will be granted to an employee for death in the immediate family. For purposes of this section, "immediate family" shall be: wife, husband, mother, step-mother, father, step-father, son, step-son, daughter, step-daughter, brother, step-brother, sister, step-sister or significant other residing in the household. A maximum of three days leave with pay will be granted for mother-in-law, father-in-law, grandmother, grandfather, and grandchild. One day will be granted for attending the funeral of any other relative. Employees will be allowed to use vacation or personal time to participate in a funeral.

ARTICLE XV JURY DUTY

Regular full-time employees shall be granted leave of absence for required jury duty, or appearance before any court or other public body required by or on behalf of the Town of Hopkinton. Such employees shall receive that portion of their regular salary, which will, together with their jury pay or fees, equal their total salary for the same period.

ARTICLE XVI HOLIDAYS

Section 1. The following shall constitute holidays for purposes of this Agreement:

½ day before New Year's Day	Victory Day
New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
July Fourth	½ day before Christmas
Labor Day	Christmas Day

Section 2. As set forth herein, employees shall receive pay for the above holidays provided that they shall have worked their last scheduled day preceding such holiday and their first scheduled working day following such holiday unless their absence on either of such days was a result of illness, at which time a physicians certificate shall be required. All full-time employees shall be eligible to receive all of the holidays listed in Section 1 above.

Section 3. Holidays on Scheduled Days Off or Scheduled Vacation. Should any of the holidays recognized above fall on any employee's scheduled day off or scheduled vacation, the employee shall be paid for said holiday and shall not be charged for the scheduled day off or vacation. For the secretarial position and Animal Control Officer, holidays that fall on Saturday shall be observed on the prior Friday and holidays that fall on Sundays shall be observed on the following Monday.

Section 4. Holiday Worked. An employee required to work on a holiday which falls during his normal work week, to which he is entitled under the Agreement, shall be paid time and one-half his regular rate of pay for such day in addition to his holiday pay or an additional day off with pay.

ARTICLE XVII HEALTH AND PENSION

Section 1. Health and Dental Insurance. The Employer will provide dental insurance substantially equal to the employee's coverage presently in existence, said coverage to be placed with a provider of the employer's choice.

The Employer will provide health insurance benefits with co-pays to the employee at no greater than \$15 Primary, \$25 Specialist, \$50 Urgi-visit and \$100 ER, with a prescription plan with co-pays to the employee at no greater than \$7/\$25/\$40/\$40, said coverage to be placed with a provider of the employer's choice.

Section 2. All employees shall pay a portion of the premium for their Health Care and dental coverage at a rate of twenty percent (20%) for the fiscal year 2014-2015, twenty-one percent (21%)

for the fiscal year 2015-2016, twenty-two percent (22%) for the fiscal year 2016-2017, and twenty-two percent (22%) for the fiscal year 2017-2018.

Section 3. Employees shall be allowed to waive benefits in this Article provided they are covered by similar or same benefits through a spouse. Employees who elect to waive this coverage shall receive 50% of the cost of the yearly premiums up to a max of \$3,500.00 of such coverage waived on a yearly basis paid in two installments.

Section 4. The employer shall reimburse employees one hundred seventy five (\$175.00) dollars toward eyeglasses every two years upon presentation by the employee to the Department Head of a receipt for same.

Section 5a. All employees presently covered by this agreement shall be members of the State of Rhode Island Municipal Employees Retirement system, Chapter 45-21 R.I.G.L and COLA Plan C45-21-52 R.I.G.L.

b. Provided that State Legislation enables the Town to so act, the Town shall have the right to enroll Employees covered by this Agreement and hired by the Town after June 30, 2010 in a 403(b) pension plan established by the Town. Employees covered by this agreement and employed by the Town prior to June30, 2010 shall remain members of the State of Rhode Island Municipal Employees Retirement System, 45-21- R.I.G.L. and COLA 45-21-52 R.I.G.L. Under the 401(b) pension plan, the town shall contribute 3% of the employee's annual compensation into this plan. The Town's contribution to this plan shall be made monthly. Employees hired after June30, 2009 that are covered by the 403(b) may contribute additional funds to their account as allowed by Internal Revenue Code (currently the smallest of 100% of compensation of \$15,500 per year).

c. If Legislation does not so provide, Employees covered by this Agreement and hired by the Town after June 30, 2010 shall be members of the State of Rhode Island Municipal Employees Retirement System, Chapter 45-20 R.I.G.L. and COLA Plan C 45-21-52 R.I.G.L.

ARTICLE XVIII TEMPORARY DISABLILTY INSURANCE

All employees covered by this Agreement shall be enrolled in the State of Rhode Island Temporary Disability Program at the employee's expense under conditions specifically provided by the State statute.

Section 1. The Town agrees to be bound by the provisions of the Workers' Compensation Act, Section 28-30-1 et. seq. of the General Laws of the State of Rhode Island, as amended.

Section 2. It is agreed by the employees that notification will be given to the Town immediately of any alleged injury arising in the course of their employment with the Town or within twenty-four (24) hours, of the alleged injury said to have been sustained by an employee arising out of their employment.

Said notification shall be given to the immediate supervisor or his/her designee.

The Town shall provide Workers' Compensation coverage for those employees covered under the Act and shall receive compensation only under the Act.

ARTICLE XIX
HOURS OF WORK

Section 1. The Town shall maintain a minimum of three shifts comprised of: 8 a.m. to 4p.m, 4 p.m. to 12 midnight, and 12 midnight to 8 a.m. Forty (40) hours shall constitute a normal work week for said Dispatcher, Secretary and Animal Control Officer. One work day shall be defined as the shift beginning at 12:01 a.m. and shall include the following 2 shifts for purposes of leave time and sick time.

Section 1a. Employer shall allow members covered by this Collective Bargaining Agreement to swap shifts on a temporary basis with advance notification to the Supervisor in a statement acknowledging the shift swap signed by both members and must be approved by the Chief of Police or his designee. Said swap shall not result in the accruing of overtime. Anyone agreeing to a shift swap agrees to be held over to a subsequent shift if required.

Section 2. Breaks. When a shift is filled with 3 or more officers (uniformed or plain clothes), or 2 or more civilian employees, the duty dispatcher will receive a one hour break from the desk.

At the beginning of the shift the duty supervisor, or the senior officer, will advise the dispatcher of an appropriate time for their break (approximately ½ way through their shift), and also advise the covering officer or civilian employee of the time to relieve the duty dispatcher.

If the shift lacks 3 or more officers, or civilian employee, the officer in charge will either cover the desk, or appoint an officer to do so. Both parties understand that the on duty dispatcher will carry an emergency portable radio, and will respond to dispatch center in case of an emergency. In these special circumstances, the on duty dispatcher will not be permitted to leave the grounds of Police Headquarters.

These measures must be taken to satisfy Federal Labor Laws. Any interference with these guidelines will be met with severe penalties. This is a Federal Statute that this department must comply with.

Section 3. Overtime. Employees covered by this Agreement shall receive overtime pay at the rate of one hundred fifty percent (150%) their regular rate of pay for all hours worked in excess of their regular work day and in excess of their regular work week as provided in Section 1 above.

Section 4. Rotation of Overtime. Overtime work shall be rotated and equally distributed among employees, subject to their availability to perform the work required. Any open shifts of sick, vacation leave, etc. will be filled first with full-time dispatchers by rotation, then offered to the secretary. In the event these individuals refuse said work, then in that event the Town may fill the position with reserve dispatchers or other limited period employees.

Section 5. Call Back. Employees covered by this Agreement shall receive a minimum of four (4) hours pay for "call-back" time. Call-back shall be when an employee has left his/her regular scheduled shift and is called back anytime thereafter where hours are not continuous to the employees' normal work shift.

Section 6. Prior to July 1st of each year, members shall re-bid for shifts by seniority for the upcoming year.

ARTICLE XX
TRAINING

Section 1. All newly hired dispatchers shall attend a power phone or similar type training seminar. All dispatchers shall receive a power phone refresher course every two years. The Town shall reimburse the employee the fee for the cost of the seminar.

Section 2. Dispatchers shall be required to be trained in First Aid and CPR. The Town shall cover the cost of the training and shall make it available to dispatchers who have not had said training.

Section 3. Dispatchers who attend in-service training sessions during their off-duty hours shall be compensated at their regular rate of pay. If the training time results in the hours worked by the dispatcher in a given week exceeding 40 hours, the rate of pay will be at time- and-one-half of the regular rate of pay. Travel time is non-compensable. Time spent at training sessions shall not affect the dispatcher's normal work schedule

ARTICLE XXI
WAGES

Section 1. All employees covered by this Agreement shall be paid salary in accordance with the scale below:

a. This section applies to all employees hired on or after July 1, 2011 and shall be effective from July 1, 2014 through June 30, 2015.

0-12 months	\$15.38	0%
12-24 months	\$17.89	0%
Over 24 months	\$19.24	0%

b. This section applies to all employees hired prior to July 1, 2011 and effective from July 1, 2014 through June 30, 2015.

Minimum/New Hires	\$18.10	0%
After 1 year	\$19.24	0%
After 5 years	\$21.09	0%
After 10 years	\$22.23	0%

This section applies to all employees hired prior to July 1, 2011 and effective for all employees from July 1, 2015 through June 30, 2016.

Minimum/New Hires	\$18.10	0%
After 1 year	\$19.24	0%
After 5 years	\$21.09	0%
After 10 years	\$22.23	0%
After 15 years	\$22.53	0%

This section applies to all employees hired prior to July 1, 2011 and effective for all employees from July 1, 2016 through June 30, 2017.

Minimum/New Hires	\$18.46	2%
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After 1 year	\$19.62	2%
After 5 years	\$21.51	2%
After 10 years	\$22.67	2%
After 15 years	\$23.27	2%

This section applies to all employees hired prior to July 1, 2011 and effective for all employees from July 1, 2017 through June 30, 2018.

Minimum/New Hires	\$18.92	2.5%
After 1 year	\$20.12	2.5%
After 5 years	\$22.05	2.5%
After 10 years	\$23.24	2.5%
After 15 years	\$24.15	2.5%

- c. **Shift Differential.** The employee who works the midnight to 8:00 am shift shall receive a \$.40 per hour shift differential effective July 1, 2014.

Section 2. Longevity. No employees hired after January 1, 2008 shall be entitled to receive longevity. All employees hired before January 1, 2008 shall be entitled to receive longevity as follows: each employee with 5 years of experience will receive a 2% longevity increase, 10 years of service, a 3% longevity increase and 15 years of service, a 4% longevity increase which shall be the maximum longevity increased allowed; provided, however, that any employee already receiving 5% longevity increase as of the effective date of this contract shall be entitled to continue to receive said increase.

Section 3. All members of the bargaining unit shall be paid on a bi-weekly basis.

Section 4. Clothing & Shoe Allowance. The Town shall provide the Police Dispatchers and Secretary with a clothing allowance for cleaning as follows: \$200.00 per year for the term of this agreement upon presentation by the employee to the Department Head of receipts for same. Uniforms shall be provided by the Town and shall consist of black khaki pants and a shirt with an employer approved Hopkinton Seal and shall be worn at all times. Uniforms provided shall include appropriate foot wear.

Section 5. Animal Control Officer Cell Phone Allowance. The Animal Control Officer shall receive an annual cell phone allowance of \$420.00 per year for the term of this agreement which shall be paid in July of each year.

ARTICLE XXII SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon the Town of Hopkinton and the Union and its successors and assigns. No provision herein contained shall be nullified or affected in any manner as a result of any change in the Administration of the Town of Hopkinton, Rhode Island.

Should any Article, Section or Clause of this Agreement be declared illegal by a court of competent jurisdiction, Rhode Island General Laws (s) and/or Federal Law(s), then that Article, Section or Clause shall be deleted from this Agreement to the extent that it violates the law. The remaining Articles, Sections and Clauses shall remain in full force and effect.

ARTICLE XXIII
MISCELLANEOUS

Section 1. Representatives. The Union shall furnish in writing to the Employer the name of the steward, president and business manager of Local Union 808 and shall as soon as possible notify the Chief of Police and the Town Council in writing of any change thereto. The Union may be represented by representatives of the Rhode Island Laborers' District Council and/or Counsel.

Section 2. Military Leave. Military leave means training and service performed by inductee, enlistee, or reservist, or any entrant into a temporary component of the armed forces of the United States and time spent in reporting and returning from such training in service or if rejection occurs, from the place of reporting for service. It also includes active duty training as a reservist in the armed forces of the United States or as a member of the National Guard of the State of Rhode Island.

The council shall grant military leave, without pay, upon written request by the employee.

Section 3. Employee Performance Evaluations. The Town may conduct annual performance evaluations of employees covered under this contract to measure employees' on-the-job work performance of assigned duties and identify training needs. Evaluations shall be fair and impartial and documented in writing, in a standardized and equitable fashion, consistent with Town policy. Evaluations shall not be used for disciplinary purposes.

Section 4. Traffic Details. The employer agrees to allow members who have been so trained and certified to work Traffic Details. Members shall be granted the right of first refusal for same after full time and retired Hopkinton police officers.

ARTICLE XXIV
DISCIPLINARY POLICY

Section 1. At any meeting between an employee and his/her Supervisor during which the principal topic of discussion is discipline or potential discipline, the employee shall be informed of his/her right to have a Union Representative present. If the employee requests the presence of a Union Representative, the Employer will honor that request.

Section 2. Disciplinary action may be imposed upon an employee only for just cause. Any challenge to disciplinary action imposed upon an employee may be processed as a grievance through the regular grievance procedure contained in this Agreement.

Section 3. At the time that any disciplinary action is taken, except oral reprimand or counseling, the Employer shall notify the employee and the Union in writing of the specific reasons for such action.

ARTICLE XXV
LAYOFF NOTIFICATION

Section 1. Layoff Notification. In the event of a layoff or reduction in workforce, the employer shall notify the Union 15 days in advance or as soon as they have knowledge thereof.

ARTICLE XXVI
LEGAL DEFENSE

Section 1. Legal Defense. The Employer agrees to provide legal defense for and hold harmless employees who are defendants in civil litigation arising from their conduct on behalf of the Town of Hopkinton. Provided, however, that this provision shall apply only in cases in which the claim against the employee involves negligence of the employee within the scope of the employee's duties and not intentional misconduct or conduct outside of the scope of the employee's duties.

ARTICLE XXVII
LIFE INSURANCE

Section 1. Life Insurance. The Employer shall pay the full cost of providing Term Group Life Insurance coverage in the amount of Fifty Thousand (\$50,000) Dollars for all employees covered by this agreement.

ARTICLE XXVIII
DURATION OF AGREEMENT

Section 1. The terms and conditions of this Agreement shall be effective July 1, 2014 and shall continue in full force and effect through June 30, 2018 and from year to year thereafter unless either party, at least one hundred twenty (120) days prior to June 30, 2018, gives notice in writing to the other party of its intention to terminate this Agreement, in which event this Agreement shall terminate at the end of the contract year in which said notice is given. In the event that no such notice is given, negotiations shall begin no later than one hundred and eighty (180) days prior to the termination of this Agreement.

Section 2. The provisions of the preceding section shall not prevent the parties, by written agreement, from extending any portion of this Agreement (after the one hundred twenty (120) day notice has been given) for any agreed upon period beyond its expiration date.

Section 3. Both Town and Local #808 agree that in the future any reorganization of the Town Government will be cause for consultation regarding the number of employees in the bargaining unit with deference to the unit certifications in effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 31st day of October, 2014.

ON BEHALF OF THE TOWN
OF HOPKINTON

William A. McGarry 11/4/14

WILLIAM A. MCGARRY, Town Manager
Town Manager

WITNESS

RHODE ISLAND LABORERS' DISTRICT
COUNIL ON BEHALF OF LOCAL
UNION 808 OF THE LABORERS'
INTERNATONAL UNION OF NORTH
AMERICA, AFL-CIO

Michael F. Sabitoni

MICHAEL F. SABITONI
Business Manager

Michael F. Sabitoni
WITNESS

LABORERS' LOCAL UNION 808 OF THE
LABORERS' INTERNATIONAL
UNION OF NORTH AMERICAN AFL-CIO

Karen M Hazard

KAREN HAZARD
Business Manager

Michael F. Sabitoni
WITNESS