

GRAFTON COUNTY, NEW HAMPSHIRE

AND

GRAFTON COUNTY SHERIFF'S  
DEPARTMENT EMPLOYEES,  
TEAMSTERS LOCAL #633

February 13, 2026 to June 30, 2028

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This collective bargaining agreement is entered into by and between Grafton County and Teamsters Local #633. This agreement supersedes any conflicting provisions of the Grafton County Handbook. To the extent that there are terms and conditions of employment not covered by this agreement, applicable provisions of the Grafton County Handbook will still apply and govern those employees included in the bargaining unit per Article 1 -- Recognition below.

## **ARTICLE 1 – RECOGNITION**

1.1 Grafton County recognizes Teamsters Local #633 as the exclusive bargaining representative in the context of NH RSA 273-A, as amended, for all members of the bargaining unit for the purposes of collective negotiations and settlement of grievances for the following positions: Civil Administrative Assistant; Criminal Administrative Assistant; Deputy Sheriff; Detective; Detective Sergeant; Dispatcher; Dispatch Supervisor; Lieutenant; and Sergeant. The following positions are excluded from this agreement: Sheriff; Director of Communications; Deputy Director of Communications; and Captain. Employees on probationary status will be excluded from the bargaining unit until they have completed their probationary status.

1.2 The County shall not enter into any agreement regarding conditions of employment with any other organization or individual purporting to represent any group of employees in the bargaining unit and shall not furnish any facilities or engage in any type of conduct which would imply recognition of any other organization or individual other than the Teamsters as a representative of the employees in the bargaining unit. It is specifically agreed by the parties hereto that any rights, duties, or authority existing by virtue of the New Hampshire Revised Statutes Annotated or other law shall in no way be abridged or limited by any of the provisions of this agreement, and to the extent that any provision of this agreement is inconsistent with such law, the provision of law shall prevail.

1.3 As used in this agreement, "Union" shall mean Teamsters Local 633.

1.4 As used in this agreement, "County" shall mean Grafton County and if required by law, shall also mean the Sheriff of Grafton County, whichever is appropriate or applicable.

## **ARTICLE 2 - EQUAL OPPORTUNITY EMPLOYER**

2.1 Grafton County is an equal opportunity employer and does not discriminate in recruitment, advertising, hiring, layoffs, terminations, promotions, transfers, rates of pay, fringe benefits, training, or other forms of compensation on the basis of race, color, national origin, age, gender, sexual orientation, gender identity, marital status, veteran or military status, genetic information, physical or mental disability, religion, religious creed or any other status which is protected by applicable law.

## **ARTICLE 3 - PROBATIONARY PERIOD**

3.1 New hires will serve a probationary period of one (1) year from their date of hire by the County. Newly hired duly certified New Hampshire law enforcement officers and dispatch employees with previous experience may, at the discretion of the Sheriff or the Communications Director (as applicable), or their designee, have their probationary period reduced to no less than six (6) months from their date of hire by the County.

3.2 Probationary employees' service with the County may be terminated for any lawful reason, at any time, at the discretion of the County, and neither the terminated employee nor the Union will have any recourse under the terms of this agreement concerning any such termination.

## **ARTICLE 4 - MANAGEMENT RIGHTS**

4.1 The management and direction of the workforce of the Grafton County Sheriff's Department is vested exclusively with the County. Consistent with the provisions of NHRSA 273-A:1, except where expressly abridged by a specific provision of this agreement, the County retains the exclusive right to manage all functions, programs and methods of the Sheriff's Department, including the use of technology, the Department's organizational structure, and the selection, direction and number of its personnel. This listing of management rights is not intended to be exhaustive but merely illustrative. Furthermore, this listing of management rights is not intended to be nor shall it be considered a restriction of or a waiver of any of the rights of the County not listed and not specifically surrendered in this agreement, it being understood and expressly agreed by the Union that the County's ability to manage and control its operations is limited

only to the extent that there is a provision of this agreement which expressly limits a management right.

### **ARTICLE 5 - UNION RIGHTS**

5.1 The Union or committees of the Union shall be allowed to use adequate space for meetings when such facilities are available and when such meetings would not conflict with the business of the County.

5.2 With the prior approval of the Sheriff or the Communications Director (as applicable), or their designee, which prior approval will not be unreasonably withheld, representatives of the Union will be allowed to visit the work areas of employees covered by this agreement during work hours, to confer on conditions of employment. The Union understands that any such visitation is not to disrupt work activity.

5.3 The County will provide a bulletin board(s) or adequate access to a bulletin board(s) for posting notices relating to Union organizational and administrative activities. The bulletin board(s) will be in area(s) of common use to the employees covered by this agreement.

### **ARTICLE 6 - DUES CHECK-OFF**

6.1 The County will deduct an amount of Union dues as certified by the Union Secretary/Treasurer, from the pay of each member of the Union who has submitted an individual written authorization for such deduction. If an employee does not have sufficient pay owed to cover the amount of the Union dues, no such deduction will be made by the County and it will be left to the Union to recover any dues owed directly from the employee.

6.2 The Union agrees to indemnify and to hold the County harmless from any claims or liability arising out of its deduction of dues and payment of dues to the Union.

6.3 Employees will be allowed to participate in credit union automatic deductions. The County agrees to deduct for the Local Union's Credit Union, and amount, on a per pay period basis, authorized in writing by the employee to be remitted to the Credit Union.

## ARTICLE 7 – HOURS OF WORK AND OVERTIME

7.1 For Civil Administrative Assistants, Criminal Administrative Assistants, and Dispatchers, the regular work schedule will consist of forty (40) hours per week. Civil Administrative Assistants, Criminal Administrative Assistants, and Dispatchers will receive overtime compensation at the rate of one and one-half (1.5) times their regular hourly rate of pay for each hour worked over forty (40) hours in a week.

7.2 For Deputies, the regular work schedule will consist of eighty-five (85) hours every two (2) week period. In accordance with Section 7(k) of the Fair Labor Standards Act, Deputies will receive overtime compensation at the rate of one and one-half (1.5) times their regular hourly rate of pay for each hour worked over eighty-five (85) hours in a two (2) week period.

7.3 Holidays and all properly pre-scheduled use of Earned Time and Extended Sick Leave will be considered hours worked when calculating overtime compensation. Other leave time will not be considered hours worked when calculating overtime compensation.

7.4 No employee will be removed from duty during a regular shift for the sole purpose of reducing or offsetting overtime.

7.5 The County will provide as much notice as practicable when scheduling otherwise unplanned overtime. For Deputies, all planned overtime will be offered on a rotating basis according to seniority.

7.6 Full-time employees who are called back to work without prior notice before the start of their next scheduled shift will be paid for a minimum of three (3) hours of work at the employee's regular base rate.

7.7 All special details must be authorized by the Sheriff. Employees working special details will be guaranteed at least four (4) hours of work, at a rate of sixty-five dollars (\$65.00) per hour. This hourly rate for special detail work will be increased at the same time, by the same percentage, as any yearly cost of living adjustments applied to wages under the terms of this agreement.

7.8 Employees required to be on-call will be paid \$3.00 per hour for each hour spent in on-call status. If an employee who is on-call is called in to work, the

employee will be paid for a minimum of three (3) hours of work at the employee's regular base rate of pay.

7.9 Employees will be allowed to swap shifts with the prior approval of the Sheriff or Communications Director (as applicable), or their designee.

7.10 Each thirty (30) day work schedule for Dispatchers will be posted at least thirty (30) days prior to the start of that thirty (30) day period.

7.11 Unless a Dispatcher requests or specifically agrees to work a turn-around shift, the County will make its best effort not to schedule Dispatchers for turn-around shifts.

### **ARTICLE 8 – EARNED TIME**

8.1 Earned Time provides full-time and eligible part-time employees with paid time away from work that can be used for vacation, personal time, illness, or time off to care for dependents. Earned Time must be scheduled in advance and have supervisory approval, except in the case of illness or emergency. All time away from work will be deducted from an employee's Earned Time balance except for County holidays and time off for jury duty, military duty, bereavement leave and/or FMLA leave.

8.2 In the event of an emergency, the Sheriff or Communications Director, as applicable, may cancel Earned Time when unable to staff their department by other means.

8.3 Full-time employees are eligible for Earned Time. Employees who are at 4/5 or 3/5 status shall be eligible for Earned Time benefits at lower accrual rates, on a pro-rated basis.

8.4 Earned Time begins accruing on the first day of employment. Employees may not use Earned Time until the first of the month after they have completed six (6) months of employment. Employees may not take more than forty (40) consecutive hours of Earned Time until completion of one (1) year of employment.

8.5 If an employee has no accrued Earned Time or is ineligible for Earned Time and has time off due to illness or pre-approved vacation, the time off is without pay and is subject to pre-approval on a case-by-case basis.

8.6 If an employee is out of work for a full pay period without pay, there will be no accrual of Earned Time.

8.7 Earned Time is paid at the employee's current base rate of pay, and it includes 2nd and 3rd shift differentials if the employee is normally scheduled to work 2nd or 3rd shifts. Weekend differential is not included in base rate of pay for Earned Time purposes.

8.8 If an employee's status changes (e.g. per diem to full-time) and he/she has completed their initial six (6) month waiting period, the employee's Earned Time benefits will begin accruing immediately and the employee will be able to use the Earned Time as it is accrued. However, the employee's Anniversary Date for benefit accruals will become the date their status change became effective and there will be a full five (5) year waiting period before their accrual rate increases.

8.9 If an employee has exhausted his/her accrued benefits they may be eligible to receive donated time from other employees. If an employee has exhausted all accrued time, a coworker may request on the employee's behalf, approval for donated time. Requests must be submitted in writing to the Human Resources Department. Donated hours are not guaranteed and will be considered on a case-by-case basis when extreme and extenuating circumstances exist. This decision will be at the sole discretion of the County Administrator or the County Administrator's designee. If approved, employees may donate time to said employee from their Earned Time bank. If donated time is granted an employee who is not eligible for FMLA may only receive a donation of up to five (5) days for their own illness or family illness (as defined in the FMLA). Employees on FMLA leave who have exhausted their accumulated sick leave and earned time may receive donated time only up to the number of hours they have remaining in their FMLA entitlement. Earned time may not be donated to probationary or per diem employees.

8.10 Earned Time will accumulate to three hundred nineteen (319) hours for full-time Deputies; three hundred (300) hours for full-time Civil Administrative Assistants, Criminal Administrative Assistants, and Dispatchers; two hundred forty (240) hours for 4/5 employees; and one hundred eighty (180) hours for 3/5 employees.

8.11 Employees are permitted to exchange a maximum of forty (40) hours of Earned Time for forty (40) hours of pay, calculated at base rate, on the first payroll in June and another forty (40) hours on the first payroll in December. Employees

must have used a minimum of eighty (80) hours of pre-approved scheduled Earned Time during the year (April to April) preceding (call outs, unscheduled Earned Time, FMLA and Holiday time shall not count towards the eighty (80) hours) and a minimum of one hundred sixty (160) hours must remain in the Earned Time account. If extreme circumstances arise that prohibit an employee from taking Earned Time that has been previously approved by a Department Head may approve the time an employee is called back from previously approved leave towards the eighty (80) hours. Request forms for the buy-back may be obtained from the Human Resources Office and must be submitted to the Human Resources Office no later than May 10 for the June buy-back and November 10 for the December buy-back.

8.12 Earned Time will be used for personal or family illness or accident, or for vacation and/or personal reasons. The taking of Earned Time for vacation and/or personal reasons must be scheduled in advance with the approval of the employee's Supervisor, except in an emergency. When an employee is unable to report for a shift due to personal or family illness, he/she will give at least two (2) hours' notice, except in extreme and unforeseeable circumstances, to their Supervisor or the Dispatcher in Charge prior to the commencement of their shift.

8.13 If an employee is on a pre-scheduled vacation and becomes ill or has a death of an immediate family member, the pre-scheduled vacation time must be used before using other types of leave. If, in advance, an employee picks up an extra shift and/or fills a need on the schedule the same day they are scheduled for a pre-approved Earned Time day, he/she will not be paid for both. The scheduled Earned Time will remain in the Earned Time bank for use at another time.

8.14 For FMLA, medical illness, or injury of three (3) consecutive days or more, or maternity leave of absences, the County has additional specific procedures on using Earned Time that the employee must follow.

8.15 Earned Time combines traditional vacation, personal, and sick benefits into one bank of Earned Time hours. Earned Time is accrued per year from the employee's Anniversary Date for all hourly employees in accordance with the schedule listed below. At the end of each five (5) year period the increase in Earned Time days for the next five (5) year period is added to the employee's current Earned Time bank in a lump sum and the accrual rate increases to the new rate. Employees should always be aware of their Earned Time balance to avoid reaching maximum accrual amounts. Employees can check their Earned Time

balance by reviewing the time on their pay stubs or by logging into their UKG account.

YEARS	DEPUTIES	DISPATCHERS, CIVIL ASSISTANTS, AND CRIMINAL ASSISTANTS	4/5 STATUS	3/5 STATUS
1 - 5	Earned Time 21 days/178.5 hrs. 6.87/pay period	Earned Time 21 days/168 hrs. 6.47/pay period	Earned Time 17 days/136 hrs. 5.23/pay period	Earned Time 13 days/104 hrs. 4.00/pay period
6 - 10	Earned Time 26 days/221 hrs. 8.5/pay period	Earned Time 26 days/208 hrs. 8.00/pay period	Earned Time 21 days/168 hrs. 6.47/pay period	Earned Time 16 days/128 hrs. 4.93/pay period
11 - 15	Earned Time 31 days/263.5 hrs. 10.13/pay period	Earned Time 31 days/248 hrs. 9.54/pay period	Earned Time 25 days/200 hrs. 7.70/pay period	Earned Time 19 days/152 hrs. 5.85/pay period
16 - 20	Earned Time 33 days/280.5 hrs. 10.79/pay period	Earned Time 33 days/264 hrs. 10.16/pay period	Earned Time 26 days/208 hrs. 8.00/pay period	Earned Time 20 days/160 hrs. 6.16/pay period
20+	Earned Time 35 days/297.5 hrs. 11.45/pay period	Earned Time 35 days/280 hrs. 10.77/pay period	Earned Time 28 days/224 hrs. 8.62/pay period	Earned Time 21 days/168 hrs. 6.47/pay period

Maximum accrual 365 hours for Deputies, 350 hours for Dispatchers/Civil Assistants/Criminal Assistants, 280 hours for 4/5 employees, and 210 hours for 3/5 employees.

8.16 Upon resignation in good standing (with two (2) weeks written notice and not as a result of disciplinary action), and having completed one (1) year of service, an employee is eligible to receive a lump-sum payment of all unused, accrued Earned Time at the current base rate of pay, excluding any shift differentials or other types of wages. This payment is paid to the employee with their final paycheck.

8.17 Upon retirement, under New Hampshire Retirement System guidelines or at age 65, an employee is eligible to receive a lump-sum payment of all unused, accrued Earned Time at their current base rate of pay.

8.18 Earned Time abuse is based on, but not limited to, a track record of excessive use and unexcused absenteeism, repeated use with days off, holidays, vacation, etc. Abuse of privileges is subject to warning and other appropriate disciplinary action. The Sheriff or the Communications Director, as applicable, may deny pay for unwarranted use of Earned Time where a pattern of abuse is prevalent.

8.19 If an employee is determined to have abused Earned Time, a warning may be issued immediately. If the abuse is not corrected, the employee will be subject to suspension and/or involuntary termination of employment.

### ARTICLE 9 - EXTENDED MEDICAL LEAVE

9.1 Extended Medical Leave is a bank of time full-time and eligible part-time employees accrue and are authorized to use only for qualifying medical reasons – Family and Medical leaves, maternity leaves, personal medical leave, worker's compensation leave. Extended medical leave may also be utilized after three (3) days, with a doctor's note, if the leave is longer than three (3) days but does not qualify for FMLA or personal medical leave.

9.2 Full-time Deputies will accrue ten (10) days of Extended Medical Leave per year - 3.27 hours per pay period. Full-time Dispatchers, Civil Administrative Assistants, and Criminal Administrative Assistants will accrue ten (10) days of Extended Medical Leave per year - 3.08 hours per pay period. Hours for part-time staff are pro-rated as follows: 4/5 staff accrue eight (8) days of Extended Medical Leave per year - 2.46 hours per pay period; and 3/5 staff accrue six (6) days of Extended Medical Leave per year - 1.85 hours per pay period.

9.3 Extended Medical Leave will accumulate to six hundred forty (640) hours for full-time employees; five hundred twelve (512) hours for 4/5 employees; three hundred eighty-four (384) hours for 3/5 employees.

9.4 Accruals begin on first day of employment but will not be available for use until the first of the month after the employee has completed six (6) months of employment.

9.5 If an employee is out of work for a full pay period without pay, there will be no accrual for Extended Medical Leave accrued for that period.

9.6 Upon resignation in good standing (with two (2) weeks written notice and not as a result of disciplinary action) hourly employees are eligible to receive payment of up to 1/4 the number of days remaining in his/her Extended Medical Leave Bank at the current base rate of pay, excluding any shift differentials or other types of wages, not to exceed sixteen (16) days. This payment is paid to the employee with their final paycheck.

9.7 Upon retirement, under New Hampshire Retirement System guidelines or at age sixty-five (65), an eligible employee is also eligible to receive payment of up to 1/3 the number of days remaining in his/her Extended Medical Leave Bank, as follows:

- 0-9 years of service, not to exceed twenty (20) days; and
- 10 or more years of service, not to exceed twenty-seven (27) days

#### ARTICLE 10 – HOLIDAYS

10.1 The following are the official holidays recognized by the County:

- New Year's Day
- Civil Rights Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Election Day\* (even years only)
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas

10.2 Holiday pay shall be paid to all employees according to the following sub-sections. To be eligible for holiday pay, an employee must have worked the last full scheduled day before and the last full scheduled day after the holiday unless on pre-approved, pre-scheduled time off, or at the discretion of the department head

upon review of the individual circumstance (documentation may be required). Any call out situation, except the above, will void holiday pay. If the employee was off on the holiday, earned time will be substituted for holiday pay. If there is no earned time available, the day is without pay.

10.2.1 Holiday pay will be paid at the employee's regular rate (base) plus applicable differentials for their regularly scheduled hours for that day.

10.2.2 When a holiday falls on an employee's regularly scheduled day off the employee will be paid an additional day's pay, for their regularly scheduled hours for that day, at the employee's regular rate plus applicable shift differentials. These holiday hours do not count towards overtime.

10.2.3 When an employee is regularly scheduled to work on a holiday, the employee shall receive payment for the holiday at the regular rate plus applicable differentials and, in addition, shall be paid at the straight time rate for hours worked on the holiday. Thanksgiving and Christmas holidays are paid at time and one-half.

10.3 Election Day (even years only) will be a floating holiday. If an employee works on Election Day, their work hours will be automatically rolled over into their Earned Time Bank.

10.4 If a holiday falls on an employee's approved paid leave, the holiday will not be charged against the employee's leave. This provision does not include FMLA leave.

10.5 Employees shall observe the holiday on the actual calendar holiday. If the holiday falls on a Saturday, it shall be observed on Friday. If the holiday falls on a Sunday, it shall be observed on Monday for those employees who work a Monday through Friday schedule.

10.6 When a shift bridges two calendar days, one of which is a holiday, the actual hours worked on the actual calendar holiday will be recognized for the holiday outlined in 10.2.3.

**ARTICLE 11 – BEREAVEMENT LEAVE/FMLA AND  
MATERNITY LEAVE/MILITARY LEAVE**

**11.1 BEREAVEMENT LEAVE**

11.1.1 Employees are entitled to five (5) days of bereavement leave for the death of a spouse/domestic partner, parent (step) or child (step).

11.1.2 Employees are entitled to three (3) days of bereavement leave for the death of an “Immediate family member.” Immediate family member is defined as a sibling (step), son-in-law, daughter-in-law, legal guardian, grandparent, great-grandparent, grandchild, sister-in-law, brother-in-law, spouse/domestic partner’s parent, and spouse/domestic partner’s grandparent.

11.1.3 Bereavement leave must be approved by the Sheriff or Communications Director (as applicable), or their designee. Such approval will not be unreasonably withheld.

**11.2 FMLA AND MATERNITY LEAVE**

The parties agree to follow the County’s policy on leave under the Family and Medical Leave Act (“FMLA”), in compliance with the FMLA.

The parties agree to follow the County’s policy on Maternity Leave, in compliance with NH RSA 354-A-7. If the employee is eligible for leave under the FMLA, time off may be taken consistent with the County’s FMLA Policy.

**11.3 MILITARY LEAVE**

The parties agree to follow the County’s policy on Military Leave, in compliance with the provisions of the Uniformed Services Employment and Reemployment Rights Act (“USERRA”).

**ARTICLE 12 – WAGES**

12.1 Effective upon the final execution of this agreement, the wage schedule attached in Appendix A will be implemented. Current employees only will receive this wage increase retroactive to July 1, 2025, to be paid in a separate payroll check.

On July 1, 2026 and July 1, 2027, a COLA percentage increase will be applied to all base wage schedules. The COLA percentage increase will be the ten-year rolling average of the annual CPI-U for Boston-Cambridge-Newton, MA-NH - all items index as computed by the Bureau of Labor Statistics of the U.S. Department of Labor for November to November. The reference base is 1982-1984 equals 100 until the BLS updates the reference base at which time the parties agree to adopt the official reference based as used by the BLS. Further, these July 1, 2026 and July 1, 2027 COLA percentage increases will have a floor of 2.0% and a cap of 4.0%.

Collective bargaining unit members will be eligible to receive step increases on their anniversary dates during both FY 2027 (July 1, 2026 to June 30, 2027) and FY 2028 (July 1, 2026 to June 30, 2027).

12.2 Employees hired by Grafton County prior to September 7, 2010, will be paid, in addition to their normal wages, an annual longevity bonus in the amount of \$100.00, plus an additional \$100.00 for each subsequent year of continuous full-time service with Grafton County.

12.3 Employees hired by Grafton County after September 7, 2010, who have completed five (5) years of continuous full-time service with Grafton County as of November 30, will be paid, in addition to their normal wages, an annual longevity bonus based on the following schedule:

<u>YEARS OF SERVICE</u>	<u>BONUS AMOUNT</u>
5-9	\$300.00
10-14	\$400.00
15-19	\$500.00
20-24	\$750.00
25+	\$1,000.00

12.4 The longevity bonus will be paid on or before December 31 of each year.

12.5 Eligible employees will be paid a pro-rated portion of the longevity bonus at the time of their separation from employment with the County, provided that the separation from employment is not a termination for cause; provided that the employee is in good standing at the time of separation from employment; and provided that the employee gives at least two (2) weeks advance written notice of separation from employment if the employee is the party initiating separation.

12.6 The calculation of Years of Service will be based on the employee's date of employment, not the employee's job anniversary date.

12.7 In the event of a rehire, the employee's previous tenure with the County will not count in the calculation of Years of Service.

## ARTICLE 13 – INSURANCE

### 13.1 HEALTH INSURANCE

13.1.1 All full-time employees covered by this agreement will be provided with health insurance coverage for themselves, their spouses, and their dependents through the Allegiant Care OAP 1 plan.

13.1.2 Health insurance coverage will take effect the first day of the month after the employee's date of hire.

13.1.3 Part-time benefitted employees (those who are guaranteed a 3/5 schedule) may elect insurance coverage but will bear the full cost of such coverage.

For full-time employees, effective July 1, 2025 through June 30, 2026, the County will pay 80% of the total 2026 health insurance premium for the health insurance coverage elected by the employee under the Allegiant Care Plan and the employee will pay 20% of the total 2026 health insurance premium for the health insurance coverage elected by the employee under the Allegiant Care Plan.

For full-time employees, effective July 1, 2026 through June 30, 2027, the County will pay 80% of the total 2027 health insurance premium for the health insurance coverage elected by the employee under the Allegiant Care Plan and the employee will pay the remaining 20% of the total 2027 health insurance premium for the health insurance coverage elected by the employee under the Allegiant Care Plan provided that the total 2027 health insurance premium does not increase more than 10% over the total 2026 health insurance premium. If the total 2027 health insurance premium increases more than 10% over the total 2026 health insurance premium, the County's contribution will be capped at and will not exceed an amount equal to 80% of the of the total 2026 health insurance premium plus any increase up to, but no more than, a 10% increase from the County's 2026 premium

health insurance contribution, and the employee will pay the entire remaining balance.

For full-time employees, effective July 1, 2027 through June 30, 2028, the County will pay 80% of the total 2028 health insurance premium for the health insurance coverage elected by the employee under the Allegiant Care Plan and the employee will pay the remaining 20% of the total 2028 health insurance premium for the health insurance coverage elected by the employee under the Allegiant Care Plan provided that the total 2028 health insurance premium does not increase more than 10% over the total 2027 health insurance premium. If the total 2028 health insurance premium increases more than 10% over the total 2027 health insurance premium, the County's contribution will be capped at and will not exceed an amount equal to 80% of the of the total 2027 health insurance premium plus any increase up to, but no more than, a 10% increase from the County's 2027 premium health insurance contribution, and the employee will pay the entire remaining balance.

13.1.4 If an employee is covered by a group health insurance plan other than a plan provided by the County and therefore opts out of the health insurance offered under the terms of this agreement, the employee will receive an annual opt-out stipend of \$1,800. To be eligible to receive this opt-out stipend, the employee must provide the County with proof of coverage by a group health insurance plan other than a plan provided by the County.

13.1.5 Retiree Coverage: Once an employee retires and is at least 65 years of age, the retiree must convert to the Supplemental Medicare Plan offered by Allegiant Healthcare. Retirees should contact Allegiant Healthcare at 1-800-258-9732.

13.1.5.a Employees hired prior to 6/30/2009 and have completed ten (10) years or more of continuous full-time service during which the employee was eligible for County-paid medical benefits may receive County-paid medical benefits upon retirement at age 62 or thereafter.

13.1.5.b Employees hired on or after 6/30/2009 and have completed twenty (20) years or more of continuous full-time service during which the employee was eligible for County-paid medical benefits may receive County-paid medical benefits upon retirement at age 62 or thereafter.

13.1.5.c Employees who have completed thirty (30) or more years

of continuous full-time service during which the employee was eligible for County-paid medical benefits may receive County-paid medical benefits upon retirement at age 60 or thereafter.

13.1.5.d The County will pay 100% for retiree only, as it applies in 13.1.5.a, b, or c. At age 65 it is mandatory for the retiree to enroll in Medicare. Per Allegiant Healthcare, Medicare retiree plans are single tier only and dependents cannot be covered.

13.1.5.e Group II category employees who retire through the NH Retirement System may be entitled, if they meet specific criteria as set by the NH Retirement System, to receive a medical subsidy toward their health insurance. Determination for the medical subsidy is made by the NH Retirement System.

## 13.2 DENTAL/VISION INSURANCE

13.2.1 All full-time employees covered by this agreement will be offered dental and vision insurance coverage for themselves, their spouses, and dependents, through Allegiant Care.

13.2.2 Coverage takes effect the first day of the month after the employee's date of hire.

13.2.3 The employee will contribute 100% of the cost of the level of dental and vision coverage selected by the employee.

## 13.3 LIFE INSURANCE

13.3.1 All full-time employees covered by this agreement will be provided with term life insurance coverage for themselves in the amount of \$50,000, through Allegiant Care.

13.3.2 For full-time employees, the County will contribute 80% of the premium cost of the life insurance policy, and the employee will contribute 20% of the premium cost of the life insurance policy.

## ARTICLE 14 - PROMOTIONS AND/OR TRANSFERS

14.1 Promotions and/or transfers of all personnel in the bargaining unit will be on the following terms:

14.1.1 When an open position occurs, the County will have the sole discretion to determine whether to fill the open position, and the sole discretion to determine the qualifications for the open position.

14.1.2 If the County determines that an open position will be filled by a permanent employee, the County will post a written notice describing the open position; the rate of pay; the qualifications required; and the normal working hours. This written notice will remain posted for at least five (5) days. All employees in the bargaining unit will be eligible to indicate their interest in filling the open position.

14.1.3 After the closing date for applications, or after the posting period of five (5) days, whichever is longer, the County will conduct whatever process it deems appropriate to determine the best qualified candidate for the open position.

14.1.4 If the County determines that two (2) or more internal candidates are the best qualified for the open position, and if the County determines that these two (2) or more internal candidates are also equally qualified for the open position, the County will offer the open position to the internal candidate who has the most seniority with the County.

14.1.5 If an employee transfers to a position in the same labor grade, the employee will maintain the same step and rate of pay.

14.1.6 If an employee transfers or is promoted to a position in a higher labor grade, the employee will be placed on the step in the new labor grade that is closest to what the employee is currently being paid, provided this new step also results in an increase in pay. The County also has the discretion to add one (1) additional step at the time of transfer or promotion.

14.1.7 An employee who transfers or is promoted will retain the same anniversary date for the purposes of step increases. However, if an employee who is transferred or promoted has an anniversary date that falls during their trial period, as defined in 14.1.8 below, the employee will not be eligible for the step

increase until the trial period is completed. Once the trial period is completed, if the employee is otherwise eligible for the step increase based on satisfactory performance, the employee will receive the step increase retroactive to the first full pay period in the month of the employee's anniversary date.

14.1.8 If an employee transfers or is promoted, the employee will have a twelve (12) month trial period in their new position. During this trial period, the County may transfer the employee back to their former position if the standards of the position have not been met. Further, the employee may choose to return to their former position during this trial period if the employee's former position remains open, unfilled, and available as a position that the County intends to refill with a permanent employee.

### ARTICLE 15 – SENIORITY AND LAYOFFS

15.1 For purposes of this provision, seniority is defined as an employee's length of continuous service (pro-rated for part-time service) with the Sheriff's Office.

15.2 In the event of a return to work after a layoff, the returning employee will retain the seniority that he/she accrued prior to the layoff but will not be credited with any additional time served during the period of the layoff.

15.3 In the event of a return to work after any other break in service, the returning employee will lose the seniority that he/she accrued prior to the break in service and will not be credited with any additional time served during the period of the break in service.

15.4 When implementing a layoff, the employer will start by laying off part-time employees in the affected job classification. If additional layoffs are still necessary, the employer will lay off full-time employees in the affected job classification by seniority, meaning full-time employees with the least amount of seniority will be laid off first.

15.5 The employer will provide at least fourteen (14) days' written notice to affected employees of any layoff.

15.6 If, within eighteen (18) months of a layoff in an affected job classification, the employer engages in rehiring in that same job classification, the employer will attempt to recall, in writing by certified mail, available laid off employees in reverse order of seniority, meaning laid off former full-time employees who had

the most accrued seniority at the time of their layoff will be recalled first. To be eligible for recall pursuant to this provision, an employee must maintain, in good standing, all certifications necessary to perform their job or be able to pursue recertification as expeditiously as possible.

## ARTICLE 16 – DISCIPLINARY ACTION

16.1 Disciplinary action will be for just cause.

16.2 Disciplinary action will be taken within a reasonable time after the alleged violation of established work-place rules and/or work-place misconduct.

16.3 The County will engage in progressive discipline, the steps of which will typically include:

- Documented verbal warning
- Written warning/Administrative letter of reprimand
- Suspension
- Demotion
- Dismissal

The parties agree that depending on the seriousness of the misconduct, the County may, at its discretion, skip any of these steps.

16.4 Reasonable efforts will be made to issue discipline in a confidential setting.

16.5 Employees have the right to request Union representation during any investigatory interview and during any meeting at which discipline is issued.

16.6 Disciplinary documentation will be maintained in an employee's personnel file.

16.7 Documented verbal warnings will not be considered in determining future discipline after one (1) year, provided there have been no similar infractions during that one (1) year period. Written warnings will not be considered in determining future discipline after two (2) years, provided there have been no similar infractions during that two (2) year period. Suspensions and/or demotions will not be considered in determining future discipline after three (3) years, provided there have been no similar infractions during that three (3) year. Nothing in this provision will affect any external reporting obligations that the Sheriff may have.

16.8 If an employee is placed on administrative leave pending an internal investigation into allegations of violation of established work-place rules and/or work-place misconduct, the employee will continue to receive their regular base pay and employment benefits during any such period of administrative leave.

### **ARTICLE 17 - GRIEVANCE PROCEDURE**

17.1 The purpose of this article is to provide a mutually acceptable procedure for resolving disputes involving the interpretation or application of any provision of this agreement.

17.2 It is intended that the procedures outlined in this article will facilitate the resolution of any grievance at the lowest possible level, and the County and the Union agree to work together toward this end. Accordingly, nothing in this article will be interpreted as preventing or discouraging any employee and/or the Shop Steward from discussing any disputed matter in an informal manner with their immediate supervisor. Such discussion will not interfere with the right to seek resolution through the grievance procedure.

17.3 As used in this article, "working days" shall mean weekdays (Monday-Friday) and shall exclude Saturday and Sunday and any holiday recognized in this Agreement.

17.4 Time limits may be extended by mutual agreement between the County and the Union. If the County fails to act in accordance with the applicable steps below, the Union will have the right to proceed to the next step in the procedure.

17.5 Grievances brought by members of the bargaining unit will proceed as follows:

17.5.1 Step #1: To initiate a grievance, a written statement of the grievance must be submitted to the Sheriff or Communications Director (as applicable) for consideration. A grievance will list the alleged violation; the date of the alleged violation or the date the grievant first knew about the alleged violation; the specific contract provision alleged to have been violated; and the specific relief requested. The grievance must be submitted within ten (10) working days from the date of the alleged violation or the date the grievant first knew about the alleged violation. Upon receipt of the grievance, the Sheriff or

Communications Director (as applicable) will meet with the grievant, Shop Steward, and/or Union representative within five (5) working days to listen to the Union's argument(s) as to the basis for the grievance. The Sheriff or Communications Director (as applicable) will issue a written decision on the grievance within ten (10) working days after this meeting.

17.5.2 Step #2: If the grievance is not resolved at Step #1, the Union may request in writing a hearing with the County Commissioners within five (5) working days after receipt of the Step #1 decision. The Commissioners will schedule a hearing to be held within fifteen (15) working days of the Union's request. The Commissioners will issue a written decision within ten (10) working days of the hearing.

17.5.3 Step #3: If the grievance is not resolved at Step #2, the Union will give written notice to the County of its intent to move the grievance to arbitration, within fifteen (15) days of receipt of the Step #2 decision. The matter will be submitted to arbitration before an Arbitrator selected according to the rules of the NH PELRB. The parties agree that the jurisdiction and authority of the arbitrator and their opinions as expressed will be confined exclusively to the interpretation of this Agreement. The arbitrator will not have the authority to add to, subtract from, alter, amend, or modify any provision of this Agreement or impose any limitation or obligation not specifically provided for under the terms of this Agreement.

17.5.4 The arbitrator's fees/costs will be shared equally by the parties.

17.5.5. Either party may appeal the arbitrator's decision in accordance with the provisions of NH RSA 542.

## **ARTICLE 18 - UNIFORMS/EQUIPMENT**

18.1 The County will provide all bargaining unit members with all uniform/equipment items necessary to perform their jobs. For Deputies, this will include up to one (1) pair of boots per year. For Dispatchers, this will include continuation of the County's practice of providing County "polo shirts."

18.2 The County will timely repair or replace uniform/equipment items that are damaged or that wear out in the regular course of duty.

## **ARTICLE 19 - WITNESS FEES AND JURY DUTY**

19.1 It shall be considered time worked when an employee is subpoenaed to appear before a court, public body, or commission on behalf of the County or when appearing as a witness for the County. Employees performing said services on behalf of the County on their regularly scheduled day off will be paid for all hours worked, with a minimum of three (3) hours at the employee's base rate of pay. Any compensation paid to the employee by said court, public body, or commission shall be surrendered to the County within seven (7) days of receipt by the employee.

19.2 An employee called to serve on a County, state, or federal jury must give advance notice of the need for time off for jury duty. A copy of the summons must accompany the request. Employees must request from the court a certificate of juror's attendance stating the dates the employee served as a juror and the amounts that will be paid to the employee. Absences for jury duty are not counted as hours worked and, therefore, do not count toward overtime. The employee shall be reimbursed at the employee's regular rate of pay. Any per diem juror's fee for any day the employee is scheduled to work shall be turned over to the County within seven (7) days of receipt. The employee retains any mileage fee from the court. Employees are expected to report for work when not needed for jury duty.

## **ARTICLE 20 - SEPARABILITY**

20.1 If any provision of this agreement at any time after execution shall be declared invalid by any court of competent jurisdiction, or abrogated by law, such decision shall not invalidate the entire agreement, it being the expressed intention of the parties hereto that all other provision not declared invalid shall remain in full force and effect.

## **ARTICLE 21 - SHIFT DIFFERENTIALS AND STIPENDS**

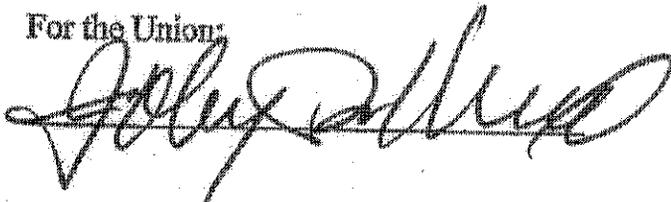
21.1 The County will continue to pay the shift differentials listed in Appendix A to the County's Employee Handbook. Shift differentials will be added to the employee's base rate. A minimum of one (1) hour of work time by the employee during work time that entails a shift differential is required to receive the shift differential for the time worked in the shift differential period. All hours worked on the weekend will receive a shift differential.

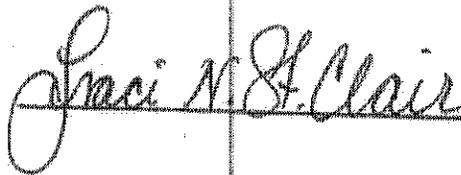
21.2 Daylight Savings: Employees will be paid for actual hours worked on the 11:00 PM to 7:00 AM and midnight to 8:00 AM shifts covering daylight savings hour changes.

21.3 The County will pay an annual stipend of five hundred dollars (\$500.00) to sworn personnel who complete physical fitness testing and score in at least the 50<sup>th</sup> percentile of the Cooper Standards. The County and the Union will work together to schedule annual physical fitness testing.

This agreement is hereby entered into this 13<sup>th</sup> day of February, 2026, and will remain in full force and effect until June 30, 2028.

For the Union:





For the County:







# APPENDIX A

Grafton County  
Wage Scale  
Effective June 15, 2025

POSITIONS	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
CD Lieutenant	17	\$32,85	\$33,89	\$34,94	\$35,99	\$37,03	\$38,07	\$39,11	\$40,16	\$41,20	\$42,24	\$43,51	\$44,81
Operations Lieutenant	15	\$30,00	\$30,95	\$31,89	\$32,83	\$33,78	\$34,73	\$35,67	\$36,62	\$37,57	\$38,51	\$39,66	\$40,85
Sergeant													
Detective Sergeant	14	\$28,66	\$29,57	\$30,47	\$31,38	\$32,27	\$33,17	\$34,08	\$34,97	\$35,87	\$36,77	\$37,87	\$39,01
Communications Supervisor													
Detective	13	\$27,41	\$28,26	\$29,12	\$29,98	\$30,83	\$31,69	\$32,55	\$33,41	\$34,26	\$35,13	\$36,38	\$37,27
Deputy Sheriff													
Dispatcher	10	\$23,96	\$24,70	\$25,44	\$26,18	\$26,92	\$27,66	\$28,40	\$29,15	\$29,89	\$30,63	\$31,55	\$32,50
Civil Administrative Asst.	9	\$21,51	\$22,21	\$22,92	\$23,62	\$24,33	\$25,04	\$25,74	\$26,45	\$27,15	\$27,86	\$28,56	\$29,28
Criminal Administrative Asst.													

Appendix B

FISCAL YEAR 2026 HEALTH, DENTAL, AND VISION COSTS

Deducted from 24 pay periods, not taken 3<sup>rd</sup> pay check of a month if applicable

Vision insurance premiums for Fiscal Year 2026 are as follows for all employees in 3/5, 4/5 or full-time status:

Employee	\$3.07 per payroll
Employee & Spouse	\$6.26 per payroll
Employee & Child(ren)	\$5.43 per payroll
Family	\$8.15 per payroll

Dental insurance premiums for Fiscal Year 2026 are as follows for all employees in 3/5, 4/5 or full-time status:

Single	\$ 23.43 per payroll
Employee & Spouse/civil union partner	\$ 48.74 per payroll
Employee & Child(ren)	\$ 51.57 per payroll
Family	\$ 71.35 per payroll

Health Insurance premiums for Fiscal Year 2026 are as follows for full-time employees:

Contributions are 20% of total premium

Single Plan	\$107.10 per payroll
Employee and Spouse	\$234.10 per payroll
Employee and Child	\$174.20 per payroll
Family Plan	\$289.70 per payroll