

# Town of Hampton



## MEMORANDUM OF AGREEMENT

This memorandum serves as an agreement between the Town of Hampton, New Hampshire (Town) and the STATE EMPLOYEES ASSOCIATION OF NEW HAMPSHIRE, INC. SEIU LOCAL 1984, Chapter 79 (Union); said agreement BETWEEN HAMPTON SELECT BOARD AND THE UNION, regarding the reorganization of the Town's Finance Department.

The current positions of Accounts Payable Clerk and Accounts Receivable Clerk will be merged into one new position of Accounting Clerk. In recognition of this, the pay scale of the current CBA (Attachment A) will be increased by 10%. The employee who currently serves as the AR Clerk will be placed on Step 4 with a new payrate of \$23.91.

The job description of the current Payroll Supervisor, will be changed as follows: the title will change to "Payroll Specialist" and the following duties will be added to the existing duties:

- a. Coordinates parking lot leases including related billing and the creation/issuance of vehicle identification tags.
- b. Responsible for daily income from municipal parking lots.
- c. Purchases office supplies and equipment for Finance and other departments

The current pay scale for this position will remain the same as identified in attachment A of the current CBA. The parties agree that the incumbent in that position will be placed on Step 8 with a new pay rate of \$31.64, in recognition of the additional tasks assigned.

The responsibility for meeting with new employees to sign them up for benefits, NHRS, etc. will now be handled by the HR/Administrative Services Director. The Payroll Specialist will continue to work with existing employees and retirees when they have questions or wish to make changes to their benefits.

A new position of Assistant Finance Director will be created and become part of the CBA, the job description will be created by the Town, the following pay scale is agreed to and will be incorporated into the CBA:

33.05 33.71 34.39 35.07 35.77 36.49 37.22 37.96 38.72 39.50 40.29 41.09

The effective date for these changes will be August 25, 2025.

The parties agree to work together to file the necessary paperwork with the PELRB to ensure these changes are added to the existing CBA.

This Memorandum of Agreement is executed solely for the subject referenced in this Agreement without prejudice and does not constitute any precedence by either party. Both parties shall retain their full rights and privileges to any past or future practices under the full provisions of the Collective Bargaining Agreement.



For the Town of Hampton

8/12/2025

Date



For the Union

8/12/2025

Date