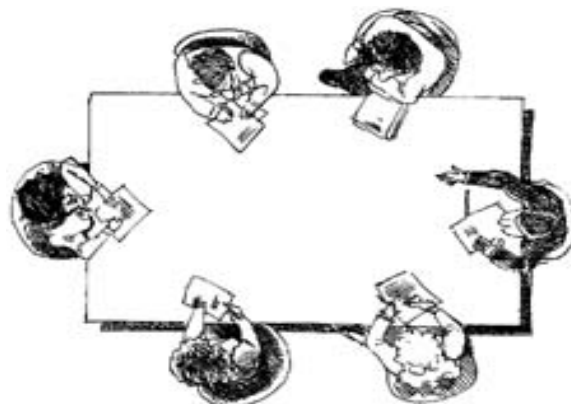


Collective Bargaining Agreements In Rhode Island Cities & Towns

**A Guide to
Selected Contract
Provisions for Town Hall Employees**



**Office of Local Government Assistance
R.I. Department of Administration
One Capitol Hill
Providence, Rhode Island 02908**

May 2007

**Collective
Bargaining Agreements
In
Rhode Island Cities & Towns**

A Guide to Selected Contract Provisions for Town Hall Employees

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May 2007



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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Dear Municipal Official:

The Office of Local Government Assistance is pleased to provide the results of its recent analysis of municipal employee contracts in Rhode Island towns.

Although the goal is to review all municipal contracts (excluding police, fire and schools), the initial focus was on contracts covering town hall employees in Rhode Island's 31 towns. This analysis will now focus on Rhode Island's 8 cities.

It should be noted that town hall employees in Barrington, Scituate and West Greenwich presently are not covered by a collective bargaining agreement. In these three towns, Personnel Policies and Ordinances have been reviewed.

To date we have reviewed contract provisions regarding 1) Bereavement Leave, 2) Holidays, 3) Hours of Work, 4) Longevity Provisions, 5) Maternity Leave, 6) Military Leave, 7) Personal Days, 8) Probationary Period, 9) Sick Leave, and 10) Vacation Leave.

Although all the contracts reviewed covered town hall employees, some of these contracts also included highway/public works employees, animal shelter workers, and some police dispatchers.

The Office of Local Government Assistance wishes to thank the local officials who provided us with copies of the contracts. Comments on improving this review of municipal contracts are welcomed.

Joseph E. Coduri
Supervisor
Office of Local Government Assistance

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Table #1 – Bereavement Leave

TOWN	Number of Days (Not to Exceed)	Relatives listed below (*in addition to <i>Mother, Father, Spouse, Child</i>):
BARRINGTON	3	*Sister, Brother, Mother-in-law, Father-in-law
	1	Other Relatives, approval at the discretion of the Town Manager
BRISTOL	5	*Sister, Brother, Grandparent, including Foster or Step Relatives of the same kinship, Mother-in-law, Father-in-law
BURRILLVILLE	5	*
	3	Mother-in-law, Father-in-law, Sister, Brother, Grandmother, Grandfather, Grandchild, Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law
	1	Niece, Nephew, Aunt, Uncle
CENTRAL FALLS	7	Spouse
	5	Parents, Child, Sister, Brother, Step-parents and Step-children
	4	Grandparents, Grandchild, Mother-in-law, Father-in-law, Step-sister, Step-brother
	1	Aunt, Uncle, Sister-in-law, Brother-in-law (upon approval of Dept Head) In the case of the death of other members of the employee's family not described above, time off to attend the funeral may be given at the discretion of the Department Head.
CHARLESTOWN	3	*Step-Mother, Step-Father, Sister, Brother, Grandparent, Grandchild, Corresponding in-law, Stepchild
COVENTRY	5	Spouse
	4	Mother, Father, Child, Grandparent, Sister, Brother, Grandchild, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law, Foster Child, Step-Mother, Step-Father, Step-Child, Adopted Child, Domestic Partner
	2	Step-Sister, Step-Brother
	From Date of Death to Funeral	

Table #1 – Bereavement Leave (Continued)

Town	Number of Days (Not to Exceed)	Relatives listed below (*in addition to <i>Mother, Father, Spouse, Child</i>):
CRANSTON	5*	*Mother-in-law, Father-in-law, Sister, Brother, Domestic Partner, Step-daughter, Step-son, Step-mother, Step-father, Step-sister, Step-brother
	2	Grandmother, Grandfather, Great-grandmother, Great-grandfather, Granddaughter, Grandson, Great-granddaughter, Great-grandson, Daughter-in-law, Son-in-law, Sister-in-law, Brother-in-law
	1	Niece, Nephew, Aunt, Uncle
	4 hours	<p>In the case of the death of a-relative other than those provided for in paragraphs above, such leave of absence with pay shall be for not more than four (4) hours to permit attendance at the funeral of said person if the leave is first approved by the department head.</p> <p>*Not to exceed five (5) days, except in cases where unusual travel distances exist, such period shall be extended for a maximum of three (3) days, and provided further that in the cases of employees of the Jewish Faith said leave shall be for the actual period of mourning observed but not to exceed seven (7) days from the day of burial.</p>
CUMBERLAND	3	*Foster Parent, Step Child, Adopted Child, Grandchild, Sister, Brother, Mother-in-law, Father-in-law, Grandparent
	1	Other Relative (immediate supervisor may grant leave to attend funeral)
EAST GREENWICH	3	*Sister, Brother, Step-Parent, Step-Child, Mother-in-law, Father-in-law
	1 (Day of Funeral)	<p>Grandmother, Grandfather, Grandchild, Niece, Nephew, Aunt, Uncle</p> <p>If unusual travel distances exist, then additional leave time may be granted at the discretion of the Town Manager.</p>
EAST PROVIDENCE	4	*Sister, Brother
	3	Mother-in-law, Father-in-law, Grandmother, Grandfather, Sister-in-law, Brother-in-law, and Grandchildren.
	1	Aunt, Uncle, Niece, Nephew

Table #1 – Bereavement Leave (Continued)

Town	Number of Days (Not to Exceed)	Relatives listed below (*in addition to <i>Mother, Father, Spouse, Child</i>):
EXETER	5	*
	3	Step-Child, Sister, Brother, Grandchild
	2	Mother-in-law, Father-in-law, Grandmother, Grandfather
	1	Aunt, Uncle, Niece, Nephew P.T. employees who have completed one (1) year of continuous service shall be granted two (2) days of bereavement leave for the death of a spouse, child or parent. No bereavement leave shall be granted to a part-time employee for the death of any other family member or relative.
FOSTER	3	*Sister, Brother, Mother-in-law, Father-in-law or other members of the immediate household.
GLOCESTER	5	*
	3	Sister, Brother
	2	Mother-in-law, Father-in-law, Grandmother, Grandfather, Grandchild
	1	Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law, Niece, Nephew, Aunt, Uncle In the event of the death of an employee's relative not covered in bereavement leave, or the death of a friend of the employee, a sick day may be used to attend the funeral of said relative or friend.
HOPKINTON	3	*Sister, Brother, Grandchild, Grandparent, Parent-in-law, or Domestic Partner
	2	Any other family member not referenced above.
JAMESTOWN	3*	*Mother-in-law, Father-in-law, Grandparents, Sister or Brother
	1 (no later than funeral day)	Any other relative, including in-laws

Table #1 – Bereavement Leave (Continued)

TOWN	Number of Days (Not to Exceed)	Relatives listed below (*in addition to <i>Mother, Father, Spouse, Child</i>):
JOHNSTON	5	*Sister, Brother, Stepmother, Stepfather
	3	Grandparent, Grandchild, Sister-in-law, Brother-in-law, or in the event of death of the father, mother, brother, sister, grandparent of the employee's spouse, or in the event of a son-in-law, or daughter-in-law.
	3	An employee may be absent for three (3) days without loss of pay in the event of death of a person for whom the employee is solely responsible.
	1	Employee or his/her spouse's: Aunt, Uncle, Niece or Nephew
LINCOLN	From the time of notification of death up to, and including the day of burial.	*Sister, Brother, Grandparent, Mother-in-law, Father-in-law
	1 (to attend funeral service)	Other Relative, Employee's spouse's brother, sister or grandparent
LITTLE COMPTON	5	*Sister, Brother, Mother-in-law, Father-in-law, or other members of the immediate household
	1	All other relatives not in the above paragraph. The same would apply to a significant other.
MIDDLETOWN	3	*Sister, Brother, Grandchild, Grandparent, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law, Aunt, Uncle, Step-Child and Step-Parent In the case of other family members, appropriate time off shall be granted for the purpose of attending the wake and/or funeral
NARRAGANSETT	5	*
	3	Sister, Brother, including Foster and Step Relatives of the same degree kinship, Mother and Father-in-law, Sister and Brother-in-law, Grandparents
	1	To attend funeral of other relative (Approval by Town Manager)

Table #1 – Bereavement Leave (Continued)

TOWN	Number of Days (Not to Exceed)	Relatives listed below (*in addition to <i>Mother, Father, Spouse, Child</i>):
NEW SHOREHAM	5	Spouse, Fiance, Significant Other or Child
	4	Parents, siblings (including foster and step-siblings, mother and father-in-laws, sister – and brother-in-laws and grandparents
NEWPORT	4	*Parents-in-law, Sister, Brother, Domestic Partner
	1	Grandparents, Grandchildren
	4 Hours	Aunt, Uncle
NO. KINGSTOWN	3	*Sister, Brother, Grandmother, Grandfather, or any Relative living in the employee’s household.
	3	At the discretion of the department head, up to 3 days leave for: Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law
NO. PROVIDENCE	Not Exceed More than 1 work day beyond the burial date.	*Mother-in-law, Father-in-law, Sister, Brother, Grandparent, Grandchild, Sister-in-law, Brother-in-law, Grandparent-in-law or other members of the immediate household Jewish Faith: leave for actual period of mourning observed, but not to exceed seven (7) days from the day of burial.
	1 (Funeral)	Other Relatives
NO. SMITHFIELD	5	*Sister, Brother
	3	Sister-in-law, Brother-in-law, Mother-in-Law, Father-in-law, Daughter-in-law, Son-in-law, Grandmother, Grandfather
	1	Relatives other than the above to attend funeral, (at the discretion of the Town Administrator)
	½ Day	One Local Union Rep. shall be allowed w/pay to attend the funeral of a Local 937 Union member

Table #1 – Bereavement Leave (Continued)

TOWN	Number of Days (Not to Exceed)	Relatives listed below (*in addition to <i>Mother, Father, Spouse, Child</i>):
PAWTUCKET	<p>From the time of notification of death to and including the day following the burial of the deceased.</p> <p>1</p>	<p>*Sister, Brother, Grandmother, Grandfather, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Foster Parents, Foster Children, Step-children, Step-parents, Aunt, Uncle, or Grandchild</p> <p>In the case of employee’s espousing faiths who have varying and different death customs, leave shall be provided to such employee in accordance with the custom of his particular faith.</p> <p>In the case of death of a relative other than as provided above, such leave of absence with pay shall be for not more than one (1) day to permit attendance at the funeral of said person and such request shall not be unreasonably denied.</p>
PORTSMOUTH	4	<p>*Sister, Brother, Grandchild, Grandparent, Mother-in-law, Father-in-law, Sister-in-law, Brother-in-law, Daughter-in-law, Son-in-law, Step-Child, Step-Parent, or otherwise as determined by the Department Head</p> <p>In the case of other family members, appropriate time off shall be granted for the purpose of attending the wake and/or funeral. More time in individual cases, due to unusual circumstances or for reasons other than those cited above shall be granted subject to the discretion of the Dept. Head or Town Administrator</p>
PROVIDENCE	<p>Not exceed more than one (1) day beyond the date of burial</p> <p>1</p>	<p>*Domestic Partner, Sister, Brother</p> <p>Grandparents, Mother-in-law, Father-in-law, Aunts, Uncles</p> <p>In the event there is a death in the employee’s family, but not in the immediate household, as defined above, the employee shall be granted sufficient time to attend the funeral service without loss of pay.</p> <p>In the case of employees of the Jewish faith, said leave shall be for the actual period of mourning observed, but not to exceed seven (7) days from the day of burial.</p>
RICHMOND		No Specific Provision

Table #1 – Bereavement Leave (Continued)

TOWN	Number of Days (Not to Exceed)	Relatives listed below (*in addition to <i>Mother, Father, Spouse, Child</i>):
SCITUATE	3 1	*Sister, Brother, Mother-in-law, Father-in-law, Grandparents or Grandparent-in-law, Grandchild Aunt, Uncle, Niece, Nephew or other in-law
SMITHFIELD	Not to exceed 1 day beyond burial, Jewish faith 7 days beyond burial 1	*Sister, Brother, Mother-in-law, Father-in-law, or other members of the immediate household. Other relatives in the employee’s family, up to and including a first cousin.
SO. KINGSTOWN	From time of notification through one (1) day following the date of burial* 1 *In no event shall paid leave exceed five (5) days	*Sister, Brother, Grandparent, Grandchild, Parent-in-law and any other person residing in the employee’s household Aunt, Uncle
TIVERTON	3 1	*Sister, Brother, Mother-in-law, Father-in-law, Grandparent Aunt, Uncle, Cousin, Niece, Nephew, Sister-in-law, Brother-in-law In the case of extenuating circumstances, an additional day may be granted at the discretion of the Town Administrator
WARREN	3 (or 4*) *If the funeral shall be on the fourth day after death	*Sister, Brother, Mother-in-law, Father-in-law, Grandparents, Daughter-in-law, Son-in-law, Grandchildren, Aunt, Uncle, Member of and living in the employee’s household through a tie of obligation or friendship

Table #1 – Bereavement Leave – (Continued)

TOWN	Number of Days (Not to Exceed)	Relatives listed below (*in addition to <i>Mother, Father, Spouse, Child</i>):
WARWICK	<p>Death – Burial</p> <p>1</p>	<p>*Sister, Brother, Grandparents, Grandchildren, Daughter-in-law, Son-in-law, Sister-in-law and Brother-in-law</p> <p>Aunt, Uncle, First or Second Cousin, or Close Personal Friend of an employee where attendance at the deceased’s funeral is compelling, provided time off from work is first approved by the employee’s Department Head, Division Chief or Agency Director. Also, in the event of a death to any person described in this paragraph, where an employee serves as a pall bearer at the funeral, provided time off from work is first approved.</p> <p>If the employee is of the Jewish Faith, time off from work shall be given for the actual period of mourning observed but not to exceed (7) days from day of burial. In cases where unusual travel distances exist, bereavement leave provided in Section 1 above may be extended up to (3) days for the purpose of attending funeral services or arranging burial.</p>
WEST GREENWICH	<p>3</p> <p>1</p> <p>**</p>	<p>*Adopted Child, Sister, Brother, Grandparents, Grandchildren, Mother-in-law, Father-in-law</p> <p>Aunt, Uncle, Niece, Nephew or other in-laws</p> <p>**Where unusual conditions exist, such period may be extended at the discretion of the appropriate supervisor</p>
WEST WARWICK	5	<p>*Foster Child, Sister, Brother, Mother-in-law, Father-in-law, Foster Parents, and any person residing in the employee’s household</p> <p>If of the Jewish faith, said leave shall be for the actual period of mourning observed but not to exceed 7 days from burial.</p>
WESTERLY	<p>3</p> <p>1</p>	<p>*Domestic Partner, Step Child, Foster Child, Sister, Brother, Mother-in-law, Father-in-law, Grandmother, Grandfather, Grandchild or relative residing in the household of employee</p> <p>Other Relative (If the leave is first approved by the division head)</p>
WOONSOCKET	<p>From the time of Notification to and including the day of burial, not to exceed 5 days</p> <p>Day before burial & day of burial</p> <p>Burial Day</p>	<p>*Sister, Brother, Mother-in-law, Father-in-law, Grandchildren</p> <p>Daughter-in-law, Son-in-law</p> <p>Sister-in-law, Brother-in-law, Aunt, Uncle, Niece, Nephew, Grandmother, Grandfather, current Step Parents and current Step Children</p>

Table #2 – Holidays

TOWN	In addition to the 11 paid holidays listed below*	Other Holiday Provisions	When Holiday Falls on a Saturday or Sunday (or scheduled day off)
BARRINGTON	<ul style="list-style-type: none"> • Day after Thanksgiving 	<ul style="list-style-type: none"> • Election Day (for presidential elections once every four years only) 	If Sunday, then Monday If Saturday, then a floating holiday to be used at a later date within fiscal year
BRISTOL	<ul style="list-style-type: none"> • R.I. Independence Day • ½ Day – Good Friday • July 3rd • Day after Thanksgiving • ½ Day before Christmas 		If Saturday or a Sunday, then a floating holiday must be taken by the employee, at his/her discretion, in writing, with Dept. Head approval, within sixty (60) days after being earned
BURRILLVILLE	<ul style="list-style-type: none"> • Good Friday • Day after Thanksgiving • Presidential Election Day 	<ul style="list-style-type: none"> • ½ Day before Christmas • ½ Day before New Year’s Day • Employee’s Birthday 	An additional day off
CENTRAL FALLS	<ul style="list-style-type: none"> • Good Friday • R.I. Independence Day • Day after Thanksgiving 	<ul style="list-style-type: none"> • Election Day (even years) • The last working day before Christmas Day and New Year’s Day or the first working day after Christmas Day or New Year’s Day shall be made by Mutual agreement between the Union and the City 	Celebrated the following Monday
CHARLESTOWN	<ul style="list-style-type: none"> • Day after Thanksgiving • Presidential Election Day 	<ul style="list-style-type: none"> • ½ Day on Christmas Eve or last working day before Christmas 	An additional day’s pay or additional day off within 30 days of the holiday
COVENTRY	<ul style="list-style-type: none"> • ½ Day Good Friday • Full Day before Christmas • Day After Thanksgiving • ½ Day Before New Year’s • Birthday 		
CRANSTON	<ul style="list-style-type: none"> • Day after Thanksgiving • Christmas Eve Day* 	*In the event December 24 th falls on a Saturday or Sunday, each employee covered by this agreement shall be granted another day off, as established by the Mayor.	If Saturday, then Friday If Sunday, then Monday

Table #2 – Holidays (Continued)

TOWN	In addition to the 11 paid holidays listed below*	Other Holiday Provisions	When Holiday Falls on a Saturday or Sunday (or scheduled day off)
CUMBERLAND	<ul style="list-style-type: none"> • ½ Day Good Friday • Day after Thanksgiving • ½ Day Christmas Eve • Day After Christmas • ½ Day New Year’s Eve 	<ul style="list-style-type: none"> • Election Day in every Election year 	If Saturday or Sunday, then Monday
E. GREENWICH	<ul style="list-style-type: none"> • Friday after Thanksgiving 	<ul style="list-style-type: none"> • ½ Day on the last workday before Christmas at noon 	Celebrated the following Monday
E. PROVIDENCE	<ul style="list-style-type: none"> • New Year’s Eve ½ Day • Good Friday ½ Day • Christmas Eve ½ Day • Floating Holiday 	<ul style="list-style-type: none"> • Election Day (even years) 	If Saturday, an alternate Holiday shall be determined at the discretion of the City Manager; If Sunday, then on the following business day
EXETER	<ul style="list-style-type: none"> • Day after Thanksgiving • December 24th • ½ Day – December 31st 		If on Saturday, then preceding Friday; If on Sunday, then following Monday
FOSTER	<ul style="list-style-type: none"> • ½ Day – New Year’s Eve • Good Friday • Day after Thanksgiving 	<ul style="list-style-type: none"> • ½ Day before Christmas 	Paid for the day or have an additional day off within 30 days
GLOCESTER	<ul style="list-style-type: none"> • ½ Day – New Year’s Eve • Day after Thanksgiving • ½ Day – Christmas Eve 	<ul style="list-style-type: none"> • Election Day (for presidential elections once every four years only) 	Paid for the day, or with prior approval, another day off with pay within 30 days.
HOPKINTON	<ul style="list-style-type: none"> • Day after Thanksgiving • ½ Day before Christmas 		If on Saturday, then on a Friday. If on Sunday, then on Monday
JAMESTOWN	<ul style="list-style-type: none"> • Day after Thanksgiving • ½ Day before Christmas 		

Table #2 – Holidays (Continued)

TOWN	In addition to the 11 paid holidays listed below*	Other Holiday Provisions	When Holiday Falls on a Saturday or Sunday (or scheduled day off)
JOHNSTON	<ul style="list-style-type: none"> • ½ Day before New Year’s Day • ½ Day Good Friday • ½ Day before Christmas • Day after Thanksgiving • Employee’s Birthday/Floater 		Whenever a holiday falls on the Employee’s scheduled day Off, the employee shall Receive an additional day Off or pay for such additional Day
LINCOLN	<ul style="list-style-type: none"> • Day after Thanksgiving • ½ Day before Christmas • ½ Day before New Year’s 		If on Saturday, preceding Friday or the succeeding Monday providing the Town has notified the Union of this option 90 days prior to the Holiday
LITTLE COMPTON	<ul style="list-style-type: none"> • Day after Thanksgiving • ½ Day before Christmas 		If on Saturday, then Friday immediately preceding; If on a Sunday, then the Monday immediately following.
MIDDLETOWN	All members of the Bargaining Unit work either the day preceding or the day following	each Thanksgiving and receive the alternate day off, without loss of pay. Department heads must consult	with employees regarding the day worked and the day off for each member.
NARRAGANSETT	<ul style="list-style-type: none"> • ½ Day before New Year’s Day • ½ Day before Christmas Day 	Easter Sunday is a holiday for Police Dispatchers and Animal Control Officers only.	
NEW SHOREHAM	<ul style="list-style-type: none"> • Friday after Thanksgiving • ½ Day December 31st 	A December floating holiday will be limited to a day between Dec. 1 st and Dec. 31 st (to be est. by Feb. 5 th).	
NEWPORT	<ul style="list-style-type: none"> • R.I. Independence Day 		

Table #2 – Holidays (Continued)

TOWN	In addition to the 11 paid holidays listed below*	Other Holiday Provisions	When Holiday Falls on a Saturday or Sunday (or scheduled day off)
NO. KINGSTOWN	<ul style="list-style-type: none"> • ½ Day Good Friday • Day After Thanksgiving • ½ Day before Christmas 		If on Saturday, it shall be added to annual leave If on Sunday, then Monday
NO. PROVIDENCE	<ul style="list-style-type: none"> • ½ Day before New Year’s Day • ½ Day before Good Friday • Day after Thanksgiving • ½ Day before Christmas 	<ul style="list-style-type: none"> • Election Day (November of every even year) 	
NO. SMITHFIELD	<ul style="list-style-type: none"> • Day after Thanksgiving • Christmas Eve • ½ Day New Year’s Eve 	<ul style="list-style-type: none"> • One (1) Floating Holiday • Presidential Election Day 	If on Saturday, then Friday If on Sunday, then Monday
PAWTUCKET	<ul style="list-style-type: none"> • Good Friday • R.I. Independence Day • Day after Thanksgiving 	<ul style="list-style-type: none"> • Election Day (even years) 	If on Saturday, then Friday If on Sunday, then Monday
PORTSMOUTH	<ul style="list-style-type: none"> • Day after Thanksgiving • ½ Day – Last work day Before Christmas 		If on Saturday, then Friday If on Sunday, then Monday
PROVIDENCE	<ul style="list-style-type: none"> • Day after Thanksgiving • One Floating Holiday • ½ Day the last regular working day prior to Christmas Day and New Year’s Day (when these Holidays fall or are celebrated on Tuesday through Saturday) 	<ul style="list-style-type: none"> • Election Day (even years) 	If on Saturday, then Friday If on Sunday, then Monday
RICHMOND	<ul style="list-style-type: none"> • Day after Thanksgiving 		If on Saturday, NOT on Friday If on Sunday, then Monday

Table #2 – Holidays (Continued)

TOWN	In addition to the 11 paid holidays listed below*	Other Holiday Provisions	When Holiday Falls on a Saturday or Sunday (or scheduled day off)
SCITUATE	<ul style="list-style-type: none"> • R.I. Independence Day (floating) • Employee’s Birthday (floating) 		If Saturday, then on Friday If Sunday, then on Monday
SMITHFIELD	<ul style="list-style-type: none"> • ½ Day Good Friday • R.I. Independence Day • Day after Thanksgiving • ½ Day Christmas Eve • 		If Saturday, then on Friday If Sunday, then on Monday
SO. KINGSTOWN	<ul style="list-style-type: none"> • ½ Day Good Friday • Day after Thanksgiving • ½ Day Floating Holiday 		
TIVERTON	<ul style="list-style-type: none"> • ½ Day – Good Friday • Day after Thanksgiving • ½ Day before Christmas 		
WARREN	<ul style="list-style-type: none"> • R.I. Independence Day • Employee’s Birthday • ½ Day – Good Friday • ½ Day Christmas Eve 	<ul style="list-style-type: none"> • Day after Thanksgiving • Presidential Election Day • Local Election Day (biennially Between Presidential elections) 	If Sunday then Monday If Saturday, then a floating holiday to be used at a later date.
WARWICK	<ul style="list-style-type: none"> • Day After Thanksgiving • ½ Day Christmas Eve • 2 floating Holidays 	*Employees whose classifications Are listed in Appendix C of the Agreement: ½ Day Good Friday ½ Day before Thanksgiving *Employees ineligible for the above listed ½ Holidays shall receive 1 additional day of annual leave	
W. GREENWICH	<ul style="list-style-type: none"> • Day after Thanksgiving • ½ Day Christmas Eve 		If Sunday, then on Monday If Saturday, then on Friday

Table #2 – Holidays (Continued)

TOWN	In addition to the 11 paid holidays listed below*	Other Holiday Provisions	When Holiday Falls on a Saturday or Sunday (or scheduled day off)
WEST WARWICK	<ul style="list-style-type: none"> • Good Friday • R.I. Independence Day • Day after Thanksgiving • ½ Day before Christmas • ½ Day before New Years 	<ul style="list-style-type: none"> • Election Day in November, (even years) • Monday before Christmas when Christmas is on Tuesday • Friday after Christmas when Christmas is on Thursday 	
WESTERLY	<ul style="list-style-type: none"> • Day before New Year’s • Good Friday • Day after Thanksgiving • Day before Christmas 	<ul style="list-style-type: none"> • Election Day (if schools are closed) 	If Saturday, then last scheduled work day before holiday If Sunday, then Monday
WOONSOCKET	<ul style="list-style-type: none"> • Good Friday • Day after Thanksgiving • Day before Christmas • 	<ul style="list-style-type: none"> • Election Day (even years) 	If Saturday, then last scheduled work day before the Holiday; If Sunday, then Monday

*1) New Year’s Day, 2) King Birthday, 3) Presidents Day, 4) Memorial Day, 5) Independence Day, 6) Victory Day, 7) Labor Day, 8) Columbus Day, 9) Veterans Day, 10) Thanksgiving, 11) Christmas

Table #3 – Hours of Work

TOWN	DAYS: TOWN HALL EMPLOYEES	TOWN HALL EMPLOYEES HOURS OF WORK	HOURS WEEK	PUBLIC WORKS/ HIGHWAY EMPLOYEES
BARRINGTON	Monday through Friday	8:30 a.m. – 4:30 p.m. Subject to the power of the Council to increase such hours for the necessary accommodation of the public.		
BRISTOL	Monday through Friday	8:30 a.m. – 4:00 p.m.	37.5	
BURRILLVILLE	Monday through Wednesday Thursday Friday	8:30 a.m. – 4:30 p.m. 8:30 a.m. – 7:00 p.m. 8:30 a.m. – 12:30 p.m.	35	6:30 a.m. – 3:00 p.m., 7:00 a.m. – 3:30 p.m. (Oct-Apr)* 40 Hours *Hours Change Discretionary
CENTRAL FALLS	Monday through Friday	8:30 a.m. – 4:30 p.m.		Monday – Friday 7:00 a.m. – 3:30 p.m. 40 Hours
CHARLESTOWN		8:30 a.m. – 4:30 p.m.		7:00 a.m. – 3:30 p.m.
COVENTRY	Monday through Friday	8:30 a.m. – 4:30 p.m.		Monday – Friday 7:00 a.m. – 3:30 p.m. 40 Hours
CRANSTON	Monday through Friday	8:30 a.m. – 4:30 p.m.	35	Monday – Friday 7:00 a.m. – 3:00 p.m. 37.5 Hours At the Employer’s discretion, and upon the approval of the Mayor, flexible shifts may be implemented to accommodate the demands of a department.

Table #3 – Hours of Work (Continued)

TOWN	DAYS: TOWN HALL EMPLOYEES	TOWN HALL EMPLOYEES HOURS OF WORK	HOURS WEEK	PUBLIC WORKS/ HIGHWAY EMPLOYEES
CUMBERLAND		8:30 a.m. – 4:30 p.m., Summer Hours: July – Labor Day 9:00 a.m. – 4:00 p.m.	35	Monday – Friday 7:00 a.m. – 3:00 p.m. 40 Hours
EAST GREENWICH	Monday through Friday		35-40	
E. PROVIDENCE	Monday through Friday		35	
EXETER	Monday through Friday	9:00 a.m. – 4:00 p.m.	35	7:00 a.m. – 3:00 p.m., 40 Hours
FOSTER		9:00 a.m. – 4:00 p.m.	35	7:00 a.m. – 3:30 p.m., 40 Hours
GLOCESTER	Monday through Friday		37.5	
HOPKINTON	No Specific Provision		40	
JAMESTOWN	Monday through Friday	8:00 a.m. – 4:30 p.m.	37.5	
JOHNSTON	Monday through Friday	8:30 a.m. – 4:30 p.m.	40	
LINCOLN	Monday through Friday	8:30 a.m. – 4:30 p.m.		
LITTLE COMPTON	Monday through Friday	8:00 a.m. – 4:00 p.m.	35	
MIDDLETOWN	Monday through Friday	8:00 a.m. – 4:00 p.m. 7:00 a.m. – 3:30 p.m. or 7:30 a.m. – 4:00 p.m.	35-40	

Table #3 – Hours of Work (Continued)

TOWN	DAYS: TOWN HALL EMPLOYEES	TOWN HALL EMPLOYEES HOURS OF WORK	HOURS WEEK	PUBLIC WORKS/ HIGHWAY EMPLOYEES
NARRAGANSETT	Monday through Friday	8:30 a.m. – 4:30 p.m. Summer Hours (July & August): 8:30 a.m. – 3:30 p.m.	35	7:00 a.m. – 3:30 p.m., 40 Hours
NEW SHOREHAM	No Specific Provision			
NEWPORT	Five Consecutive Days	8:30 a.m. – 4:30 p.m.	35 40 Non-Std.	
NO. KINGSTOWN	No Specific Provision			
NO. PROVIDENCE		9:00 a.m. – 4:30 p.m., Summer Hours 6/21 to Labor Day: 9:00 a.m. – 4:00 p.m.		
NO. SMITHFIELD	Monday through Wednesday, Thursday, Friday	8:00 a.m. – 4:00 p.m., 8:00 a.m. – 7:00 p.m., 8:00 a.m. – 12 noon	35	Monday thru Friday 7:00 a.m. – 3:00 p.m., 40 Hours
PAWTUCKET		8:30 a.m. – 4:30 p.m.		
PORTSMOUTH	Monday through Friday	8:30 a.m. – 3:30 p.m. or 9:30 a.m. – 4:30 p.m.	35 / 40	
PROVIDENCE	Monday through Friday	8:00 a.m. – 4:30 p.m. or 8:30 a.m. – 4:30 p.m.		
RICHMOND	The Town shall have the sole and exclusive discretion to determine the hours of employment of the employees.			

Table #3 – Hours of Work (Continued)

TOWN	DAYS: TOWN HALL EMPLOYEES	TOWN HALL EMPLOYEES HOURS OF WORK	HOURS WEEK	PUBLIC WORKS/ HIGHWAY EMPLOYEES
SCITUATE	Monday through Friday	8:30 a.m. – 4:00 p.m.	35	Monday thru Friday 7:00 a.m. – 3:30 p.m., 40 Hours
SMITHFIELD	Monday through Friday	8:30 a.m. – 4:00 p.m. or 9:00 a.m. – 4:30 p.m. *At the discretion of the Town Manager, flexible shifts may be implemented	35	
SO. KINGSTOWN	Monday through Friday		35	
TIVERTON	Monday through Friday	8:30 a.m. – 4:00 p.m.	32.5	
WARREN	Monday through Friday	30 hours divided into five (5) consecutive days	30	7:30 am – 12 Noon 12:30 pm – 4:00 pm, 40 Hours
WARWICK	Monday through Friday		35-40	
W. GREENWICH	Monday through Friday Wednesdays	9:00 a.m. – 4:00 p.m. 7:00 p.m. – 9:00 p.m.		Monday thru Friday 7:30 am – 3:30 pm
WEST WARWICK	Monday through Friday	8:30 a.m. – 4:30 p.m. Summer Hours June 1 st thru Labor Day: 8:30 a.m. to 4:00 p.m. Certain divisions will remain open until 6:30 p.m. 1 night/week	35 32.5	Monday thru Friday 7:00 am to 3:00 pm, 40 hours
WESTERLY	Monday through Friday	8:30 a.m. – 4:30 p.m.		
WOONSOCKET	Monday through Friday		35-40	

Table #4 – Longevity

TOWN	YEARS OF SERVICE
BARRINGTON	No Longevity Provisions
BRISTOL	No Longevity Provisions
BURRILLVILLE	5 Years = 4.0 % 10 Years = 5.0 % 15 Years = 6.0 % 20 Years = 7.0 %
CENTRAL FALLS	5 Years = 5% 10 Years = 7% 15 Years = 8%
CHARLESTOWN	After 5 years of service, ½ % of employee’s base salary, for every year of service, not to exceed 10% per year of the employee’s base salary. After 18 years of service, 10% of employee’s base salary.
COVENTRY	No Longevity Provisions
CRANSTON	No Longevity Provisions
CUMBERLAND	2-5Years = \$200 5 Years = \$550 10 Years = \$750 15 Years = \$900 20 Years = \$1000
EAST GREENWICH	3 - 5 years = 2 % of employee’s base salary 6 - 10 years = 3 % 11 - 15 years = 3.5% 16 - 20 years = 4 % 21 - 25 years = 4.5% 26 & above = 5%
EAST PROVIDENCE	5 Years = 6% Formula for employees <u>hired prior to June 6, 1980</u> , 10 Years = 7% those <u>hired after June 6, 1980</u> shall receive longevity with 15 Years = 8% the added condition that their job performance is satisfactory. 20 Years = 9%

Table #4 – Longevity (Continued)

TOWN	YEARS OF SERVICE
EXETER	No Longevity Provisions
FOSTER	No Longevity Provisions
GLOCESTER	5 – 6 years of continuous employment = 2 ½ % of annual gross salary 7 – 9 years = 2 ¾ % 10 – 14 years = 3 % 15 – 19 years = 3 ½ % 20+ years = 3 ¾ %
HOPKINTON	5 years = 2 % 10 years = 3 % 15 years = 4 %
JAMESTOWN	5 years but less than 10 years.....\$ 2,145 10 years but less than 15 years.....\$ 2,359 15 years but less than 20 years.....\$ 2,513 20 years but less than 25 years.....\$ 2,700
JOHNSTON	For all <u>new employees</u> of the Town hired on or after November 22, 2000: 5 Years = 5% 10 Years = 6% 15 Years = 7% 20 Years = 9% 25 Years = 10% For all <u>remaining employees</u> : 5 Years = 12% 10 Years = 13% 15 Years = 14% 20 Years = 15% 25 Years = 18%
LINCOLN	5 Years = 4.25% 10 Years = 5.25% 15 Years = 6.25% 20 Years = 6.75% 25 Years = 8%

Table #4 – Longevity (Continued)

TOWN	YEARS OF SERVICE																																																				
LITTLE COMPTON	5 years through 9 years = 3 % 10 years through 14 years = 4 % 15 years through 20 years = 5 % Over 20 years = 6 %																																																				
MIDDLETOWN	Upon the commencement of the 6 th year = 3% of base salary “ 11 th year = 4% of base salary “ 16 th year = 5% of base salary “ 21 st year = 6% of base salary																																																				
NARRAGANSETT	Longevity shall be for all permanent employees who have more than 3 years of service in the bargaining unit starting with a 1% increment of weekly base pay after 3 years with an additional .5% increment for each succeeding year up to 30 years with 14.5%.																																																				
NEW SHOREHAM	No Longevity Provisions																																																				
NEWPORT	<table border="0"> <thead> <tr> <th>Years of Service Completed:</th> <th>Longevity Increment</th> <th>Years of Service Completed:</th> <th>Longevity Increment</th> </tr> </thead> <tbody> <tr><td>3</td><td>.75%</td><td>14</td><td>3.75%</td></tr> <tr><td>4</td><td>1.00%</td><td>15</td><td>4.00%</td></tr> <tr><td>5</td><td>1.25%</td><td>16</td><td>4.25%</td></tr> <tr><td>6</td><td>1.50%</td><td>17</td><td>4.50%</td></tr> <tr><td>7</td><td>1.75%</td><td>18</td><td>4.75%</td></tr> <tr><td>8</td><td>2.00%</td><td>19</td><td>5.00%</td></tr> <tr><td>9</td><td>2.25%</td><td>20</td><td>5.25%</td></tr> <tr><td>10</td><td>2.50%</td><td>21</td><td>5.50%</td></tr> <tr><td>11</td><td>3.00%</td><td>22</td><td>5.75%</td></tr> <tr><td>12</td><td>3.25%</td><td>23</td><td>6.00%</td></tr> <tr><td>13</td><td>3.50%</td><td>24</td><td>6.25%</td></tr> <tr><td></td><td></td><td>25</td><td>6.50%</td></tr> </tbody> </table> <p><u>Employees hired after July 1, 1998 shall not receive the above provisions until after ten (10) years of service.</u> Thereafter, they will receive longevity as provided above (i.e., eleven years – 3%, etc.)</p>	Years of Service Completed:	Longevity Increment	Years of Service Completed:	Longevity Increment	3	.75%	14	3.75%	4	1.00%	15	4.00%	5	1.25%	16	4.25%	6	1.50%	17	4.50%	7	1.75%	18	4.75%	8	2.00%	19	5.00%	9	2.25%	20	5.25%	10	2.50%	21	5.50%	11	3.00%	22	5.75%	12	3.25%	23	6.00%	13	3.50%	24	6.25%			25	6.50%
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NORTH KINGSTOWN	7 Years = 2-1/2% of Base 11 Years = 5% of Base 15 Years = 7-1/2% of Base 20 Years = 10% of Base																																																				

Table #4 – Longevity (Continued)

TOWN	YEARS OF SERVICE																				
NORTH PROVIDENCE	5 Years = 4.5% 8 Years = 7.5% 12 Years = 8.5% 15 Years = 9.5%																				
NORTH SMITHFIELD	Effective 06-07: 5 years service = 3% 10 years service = 5% 15 years service = 5.5 % 20 years service = 6.0 %																				
PAWTUCKET	0 - 4 Years = 0% 5 - 9 Years = 6% 10 - 14 Years = 7% 15 - 19 Years = 8% 20 Years & Over = 9%																				
PORTSMOUTH	After 5 years to 9 years = 7% of salary 10 years to 14 years = 8% of salary 15 years to 19 years = 9% of salary 20 years and after = 10% of salary																				
PROVIDENCE	<p><u>For Employees hired on or prior to October 23, 1999:</u></p> <table border="0"> <tr> <td><u>Years of Service:</u></td> <td><u>Annual Percentage Amount:</u></td> </tr> <tr> <td>5 years, but less than 10 years</td> <td>5%</td> </tr> <tr> <td>10 years, but less than 15 years</td> <td>6%</td> </tr> <tr> <td>15 years, but less than 20 years</td> <td>7%</td> </tr> <tr> <td>20 years or more</td> <td>8%</td> </tr> </table> <p><u>For Employees hired after October 23, 1999:</u></p> <table border="0"> <tr> <td><u>Years of Service:</u></td> <td><u>Annual Percentage Amount:</u></td> </tr> <tr> <td>7 years, but less than 12 years</td> <td>4%</td> </tr> <tr> <td>12 years, but less than 17 years</td> <td>5%</td> </tr> <tr> <td>17 years, but less than 20 years</td> <td>6%</td> </tr> <tr> <td>20 years or more</td> <td>7%</td> </tr> </table>	<u>Years of Service:</u>	<u>Annual Percentage Amount:</u>	5 years, but less than 10 years	5%	10 years, but less than 15 years	6%	15 years, but less than 20 years	7%	20 years or more	8%	<u>Years of Service:</u>	<u>Annual Percentage Amount:</u>	7 years, but less than 12 years	4%	12 years, but less than 17 years	5%	17 years, but less than 20 years	6%	20 years or more	7%
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20 years or more	7%																				
RICHMOND	No Longevity Provisions																				

Table #4 – Longevity (Continued)

TOWN	YEARS OF SERVICE
SCITUATE	<p>All Full-time Employees hired prior to January 1, 1998 shall receive longevity pay based on their years of service to the Town of Scituate consistent with the following schedule:</p> <p>5 years of service = 4% 10 years of service = 5% 15 years of service = 6% 20 years of service = 7%</p>
SMITHFIELD	<p>Each employee shall be paid a longevity supplement according to the following schedule: After the completion of 5 years: 5% of Base Salary In each subsequent year after the completion of 8 working years: The employee shall be paid an increase to his longevity supplement of one-half of one percent (1/2%) of his base salary.</p>
SOUTH KINGSTOWN	<p>Effective 7/1/06: \$1.90 x number of years service x 52. Effective 7/1/07: \$1.95 x number of years service x 52. Effective 7/1/08: \$2.00 x number of years service x 52.</p>
TIVERTON	<p>5 to 9 years of service = \$1,000 10 to 14 years of service = \$1,600 15 years of service or more = \$1,900</p>
WARWICK	<p>4 - 7 years 7 ½ % 8 - 11 years 9 ½ % 12 - 15 years 10 ½ % 16 - 19 years 12% 20 - 24 years 13% 25 and over 14%</p>
WARREN	<p>5 years service = 5% 10 years service = 6% 15 years service = 7.5 % 20 years service = 8.5 % 25 years service = 9.5 %</p>
WEST GREENWICH	<p>0 - 5 years 0% of Salary 5 - 10 years 1% of Salary 10 - 15 years 2% of Salary 15 - 20 years 3% of Salary Over 20 years 4% of Salary</p>

Table #4 – Longevity (Continued)

TOWN	YEARS OF SERVICE
WEST WARWICK	4 years to less than 8 years = 5% 8 years to less than 12 years = 6.5% 12 years to less than 16 years = 7.5% 16 years to less than 20 years = 9.5% 20 years and over = 11.5%
WESTERLY	No Specific Provision
WOONSOCKET	5 - 9 years 4.5% 10 - 14 years 5% 15 - 19 years 5.5% 20 - 24 years 6% 25 years and over 6.5%

Table #5 – Maternity Leave

TOWN	MATERNITY PROVISION
BARRINGTON	No specific provision
BRISTOL	Upon written application to the Town Administrator, a permanent employee shall be granted unpaid maternity/paternity leave.
BURRILLVILLE	No specific provision
CENTRAL FALLS	<p>A pregnant employee so certified by her physician shall be entitled to use accrued sick leave for any time she is unable to work, for medical reasons.</p> <p>Leave shall be granted up to a period of six (6) months and may be extended by mutual consent and an early return by the employee may be made upon written notice of thirty (30) days to the Mayor.</p> <p>A pregnant employee shall not be required to commence her maternity leave prior to childbirth unless she can no longer satisfactorily perform her job duties and her continuance at work does not deprive her fellow employees of their contractual rights.</p>
CHARLESTOWN	In case of pregnancy or complications arising from such, earned sick leave shall be paid during the period that the employee’s doctor certifies that she is medically unable to work. At the conclusion of sick leave, a leave of absence without pay shall be granted in any case of pregnancy, if so requested in advance by the employee, not to exceed three months . Sick and vacation leave will not accrue, but hospital/medical coverage will accrue during this period. To conform to state and Federal Laws.
COVENTRY	Eligible employees covered by this agreement who have completed at least one (1) year of service shall be granted an unpaid leave of absence for the birth, adoption, or placement in foster care of a child in accordance with state and federal family medical leave laws. If an employee is eligible, such leave shall be for a maximum period of thirteen (13) weeks . Any employee approved for this leave shall be entitled to use accrued sick leave for any time he/she is unable to work for reasons relating to this section.
CRANSTON	No Specific Provision
CUMBERLAND	A pregnant employee so certified by her physician shall be entitled to use accrued sick leave for any time she is unable to work for medical reasons. Pregnant employees who have exhausted their sick leave accruals, or who decline to utilize their sick leave, shall be granted a maternity leave without pay. Leave shall be granted for a period of not less than three (3) months nor more than nine (9) months . Under no circumstances shall the maternity leave extend beyond thirty (30) days after the termination of the pregnancy but may be extended by mutual consent.

Table #5 – Maternity Leave (Continued)

TOWN	MATERNITY PROVISION
EAST GREENWICH	<p>Maternity leave shall be for the period of time during the Employee’s pregnancy in which she is physically disabled by reason of the pregnancy from performing her duties as an Employee and extending until the Employee is physically able to perform her duties as an Employee.</p> <p>Normally maternity leave shall commence on the date of delivery and terminate (8) weeks after delivery. If the Employee seeks to begin maternity leave prior to delivery or extend it beyond (8) weeks from delivery, she must file with the Town Manager a physician’s letter stating that the Employee is physically disabled from performing her job duties during such time period. The Employee may return less than eight weeks after delivery if she is physically able to perform her job duties. While absent on maternity leave, the Employee shall be entitled to utilize her accumulated sick leave. If the maternity leave extends beyond the number of days of sick leave accumulated by the Employee, then the remainder of the maternity leave shall be without pay</p>
EAST PROVIDENCE	No Specific Provision
EXETER	No Specific Provision
FOSTER	No Specific Provision
GLOCESTER	No Specific Provision
HOPKINTON	<p>Any pregnant employee requesting maternity leave shall be granted such leave for a period of up to six (6) months. Upon the expiration of such leave the employee shall be reinstated to the position held prior to such leave.</p> <p>A pregnant employee shall be entitled to use accumulated sick leave for any time she is unable to work due to medical reasons.</p>
JAMESTOWN	No Specific Provision
JOHNSTON	<p>An employee who becomes pregnant may elect one (1) of two (2) types of leaves: A leave of absence without pay or benefits for a period of one (1) year. The employee must notify the Mayor in writing at least thirty (30) days prior to the commencement of the leave.</p> <p>Temporary disability leave during which all regular salary (provide employee has sick leave to her credit) and benefits will remain in force. This temporary leave will terminate upon release by the employee’s physician, but said leave shall not exceed a period of sixty (60) days after birth of said child, except upon medical proof of continuing disability directly related to the pregnancy or childbirth.</p>

Table #5 – Maternity Leave (Continued)

TOWN	MATERNITY PROVISION
LINCOLN	A permanent employee shall be granted a maternity leave without pay and not to exceed ninety (90) days from the date of birth of the child , unless extended by the Town Administrator. The employee shall notify the Town Administrator thirty (30) days in advance of the required leave.
LITTLE COMPTON	No Specific Provision
MIDDLETOWN	<p>A pregnant employee so certified by the physician shall be entitled to use accrued sick Leave for anytime she is unable to work for medical reasons.</p> <p>A pregnant employee shall not be required to commence her maternity leave prior to Childbirth unless she can no longer satisfactorily perform her job duties and her Continuance at work does not deprive her fellow employees of their contractual rights.</p> <p>An employee who becomes pregnant may elect to request maternity leave, without pay, not to exceed one (1) year, at any time upon submission of a doctor’s statement certifying pregnancy and the anticipated date of childbirth. Such leave must be requested at least thirty (30) days in advance of the requested starting date of leave. An employee on such leave shall be entitled to reinstatement in the same position upon Return, provided Department Head is notified thirty (30) days in advance of the employee’s intent to return.</p>
NARRAGANSETT	No Specific Provision
NEW SHOREHAM	No Specific Provision
NEWPORT	<p>Employees who have completed two years of service with the City shall be granted a leave of absence, without pay or benefits, for maternity. Written application for Maternity Leave must be filed with the Personnel Administrator at least sixty (60) days prior to the start of said leave.</p> <p>Maternity leave shall not exceed six (6) months. If an employee has not returned to full-time City employment at the end of six (6) months’ Maternity Leave, it shall be considered an automatic resignation.</p>
NO. KINGSTOWN	No Specific Provision
NO. PROVIDENCE	No Specific Provision
NO. SMITHFIELD	No Specific Provision

Table #5 – Maternity Leave (Continued)

TOWN	MATERNITY PROVISION
PAWTUCKET	<p>A pregnant employee so certified by her physician shall be entitled to use accrued sick leave for any time she is unable to work for medical reasons.</p> <p>Pregnant employees who have exhausted their sick leave accruals or who decline to utilize their sick leave, shall be granted a maternity leave without pay. A pregnant employee shall submit written notification to the Employer of the anticipated duration of the maternity leave at least two (2) weeks in advance, if possible, of the commencement of the leave period. Leave shall be granted for a period of not less than three (3) months nor more than twelve (12) months and may be extended by mutual consent.</p>
PORTSMOUTH	<p>An employee so certified by the physician to be pregnant shall be entitled to use accrued sick leave for any time she is unable to work for medical reasons. At the expiration of maternity leave, the employee shall be returned to the position from which she is on leave at the same step of the then current range for her class of position. A Pregnant employee shall not be required to commence her maternity leave prior to childbirth unless she can no longer satisfactorily perform her job duties and her continuance at work does not deprive her fellow employees of their contractual rights.</p> <p>Employment practices and policies including commencement and duration of leave, the availability of leave extensions, accrual of seniority, all health and temporary disability insurance, and all other benefits and privileges shall be applied equally to female employees on leave due to pregnancy, miscarriage and childbirth and upon return, they shall be restored to the position they held at the time such leave commenced.</p> <p>An employee who becomes pregnant may elect to request maternity leave, without pay, not to exceed (13) weeks in any one year, at any time upon submission of a doctor’s statement certifying pregnancy and the anticipated date of childbirth. Such leave must be requested at least thirty (30) days in advance of the requested starting date for leave.</p>
PROVIDENCE	No Specific Provision
RICHMOND	No Specific Provision
SCITUATE	Unpaid leave will be granted to care for an employee’s child after birth, or following placement of a child with an employee for adoption or foster care.
SMITHFIELD	No Specific Provision
SOUTH KINGSTOWN	Employees may be granted a leave of absence, without pay or benefits, for maternity or parental leave at the discretion of the Town Manager. Leave shall not exceed six (6) months .

Table #5 – Maternity Leave (Continued)

TOWN	MATERNITY PROVISION
TIVERTON	<p>Maternity leave of six months will be granted, without pay, to employees who have completed at least one year of continuous service. An employee who becomes pregnant shall notify the Department Head in writing as soon as pregnancy has definitely been determined. Continued employment will normally be possible until the end of the eighth (8) month of pregnancy, provided however, that if the employee's physical condition warrants it the Department Head may require earlier leave of the employment under this paragraph.</p> <p>The employee on maternity leave must notify the Department Head in writing of her intention to return to her position thirty (30) days prior to end of said maternity leave. Such maternity leave shall expire at the end of the six month period of absence, and if such notification of intention to return is not received before the expiration date, it shall be considered to be and constitute the employee's resignation.</p>
WARREN	No Specific Provision
WARWICK	<p>An employee covered by this Agreement who has completed at least one (1) year of service shall be granted a leave of absence for maternity. A pregnant employee so certified by her doctor shall be entitled to use accrued sick leave for any time she is unable to work for medical reasons.</p> <p>It is agreed that pregnant employees who decline to utilize their sick leave shall be granted a maternity leave without pay. A pregnant employee shall submit written notification to the appointing authority of the anticipated duration of the maternity leave at least two weeks in advance if possible of the commencement of the leave period. Leave shall be granted for a period of not less than three months or more than twelve months and may be extended by mutual consent, and an early return by the employee may be made upon completion of a minimum of three months and written notice of thirty days to the appointing authority.</p>
WEST GREENWICH	<p>Six weeks of pay after birth. If there are complications after birth, the doctor may recommend additional time. If this is the case, a doctor's note will be required and accrued sick days may be used.</p> <p>Parental leave will commence with the birth of a newborn child. It will extend for six weeks.</p>
WEST WARWICK	Employees covered by agreement who completed at least one (1) year of service shall be granted a leave of absence for childbirth not to exceed six (6) months.
WESTERLY	No Specific Provision

Table #5 – Maternity Leave (Continued)

TOWN	MATERNITY PROVISION
WOONSOCKET	<p>A leave of absence shall be granted to an employee, upon request, for reasons of childbirth or adoption.</p> <p>Childbirth leave shall be deducted from accumulated sick leave pursuant to a doctor's order, upon the employee's request.</p>

Table #6 – Military Leave

TOWN	Military Provision
BARRINGTON	<ul style="list-style-type: none"> No Military Leave Provisions
BRISTOL	<ul style="list-style-type: none"> No Military Leave Provisions
BURRILLVILLE	<ul style="list-style-type: none"> The provision of the Federal Law or any amendments thereto, while in effect, will govern the re-employment of ex-servicemen. The town agrees that when an employee is absent due to annual military training for 2 weeks, he shall receive the difference between his straight time hourly pay which he receives for this military service.
CENTRAL FALLS	<ul style="list-style-type: none"> No Military Leave Provisions
CHARLESTOWN	<ul style="list-style-type: none"> Any employee who is a member of the National Guard or Armed Forces and must attend a two-week camp will be paid his regular salary less whatever he receives in military salary. This will not count as vacation.
COVENTRY	<ul style="list-style-type: none"> The provision of the Federal Laws or any amendments thereto, while in effect, will govern the re-employment of ex-servicemen. The Town agrees that when an employee is absent due to annual reserve military training of two (2) weeks, he/she shall receive the difference between his/her straight time hourly pay and that which he/she received for his/her military service. A statement from his/her Commanding Officer certifying the period of such training and the compensation to be received shall be submitted by the employee.
CRANSTON	<ul style="list-style-type: none"> The Employer will comply with controlling provisions of federal law on military leave. An employee who is unable to report for regularly scheduled work because the employee is required to report for active duty with the United States National Guard or a reserve unit of the United States Military shall, for each day of the first Fourteen (14) work days lost because of such duty, be compensated in an amount equal to the difference between eight (8) hours' pay at his straight time rate of pay, as specified in this agreement, and the amount earned for military service. An employee shall have the option to elect to receive accumulated vacation leave compensation in lieu of the compensation offset provision referred to the above.
CUMBERLAND	<ul style="list-style-type: none"> Employees covered by this agreement who, by reason of membership in the United State Military, Navel or Air Reserve, or the Rhode Island National Guard or Naval Reserve, are required by the appropriate authorities to participate in training activities or in active duty as a part of the state military force or special duty as a pat of the Federal Military force, shall receive the difference between his/her straight time hourly pay which he/she receives for his/her military service, but not to exceed fifteen (15) working days in any one calendar year. Should the employee be required to participate in such training activities for a period greater than fifteen (15) workings days, he/she shall be granted leave without pay for this purpose.

Table #6 – Military Leave (Continued)

TOWN	Military Provision
EAST GREENWICH	<ul style="list-style-type: none"> • Every employee who is called to regular duty in the Armed Forces of the United States shall be entitled to military leave of absence without pay or benefits. The employee shall be entitled to re-employment to the same or a comparable position as the one he or she left if application therefor is made within 30 days of termination of service with the Armed Forces. • Any employee who is a member of the stand-by branch of the Armed Forces and who is required to perform military duties for a period of 15 days or less in any one contract year while employed by the town shall continue to receive his or her pay during such period of military service and shall pay to the town upon receipt all compensation (excluding allowance) paid by the federal or state governments for said military service).
EAST PROVIDENCE	<ul style="list-style-type: none"> • Any regular full-time employee who may be a member of the standby reserve or ready reserve of any branch of the armed forces and who may be required to perform military duties for a period of fifteen (15) days or less in any one (1) fiscal year at any time while so employed by the City shall receive the difference between his/her regular salary paid by the City and the compensation paid by either the State or Federal Government during the performance of his/her military service in any one fiscal year. However, if any employee is called to regular duty in the armed forces of the United States, he/she shall be given a leave of absence by the City in accordance with applicable State and Federal law and the provisions of this clause relative to the difference in earnings shall not apply.
EXETER	<ul style="list-style-type: none"> • The employer will comply with the provisions of the Veterans Re-employment Rights Act (VRR) 38 USC, Sections 2021-2026 of the Uniform Services Employment and Re-employment Rights Act (USERRA) of 1994, 38 USC, Sections 43-1-4333, as amended and recodified. • An employee who is unable to report for regularly scheduled work because the employee is required to report for active duty with the United States National Guard or a reserve unit of the United States uniformed services shall, for each day of the first 14 work days lost because of such duty, be compensated in an amount equal to the difference between 8 hours' pay at his straight-time rate of pay, as specified in this Agreement, and the amount earned for military service. An employee shall have the option to elect to receive accumulated vacation leave compensation in lieu of the compensation offset provision referred to above.
FOSTER	<ul style="list-style-type: none"> • Any employee covered by this Agreement who may be a member of the standby reserve or ready reserve of any branch of the Armed Forces of the United States and who may be required to perform military duties for a period of 15 days or less in any one fiscal year at the time while so employed by the Town shall receive the difference between his regular salary paid by the Town and the compensation paid by either the State or Federal Government, if less, during the performance of this military service in any one fiscal year.

Table #6 – Military Leave (Continued)

TOWN	Military Provision
GLOCESTER	<ul style="list-style-type: none"> No Military Leave Provisions
HOPKINTON	<ul style="list-style-type: none"> The Town shall comply with all of its obligations under the Uniformed Services Employment and Reemployment Rights Act of 1994 and any other governing law related to military service by employees.
JAMESTOWN	<ul style="list-style-type: none"> No Military Leave Provisions
JOHNSTON	<ul style="list-style-type: none"> Any employee who has left or shall leave his position by reason of entering the Armed Forces of the United States (whether through membership in the Reserve of the United States or Naval Forces or in Rhode Island National Guard or Naval Reserve, or by reason of enlistment, induction, commission or otherwise) and who has held a permanent position for one hundred eighty (180) or more calendar days within the twelve (12) months next preceding such entrance into the Armed Forces is entitled to and is hereby granted military leave of absence from his position commencing with the time of leaving his position for said purpose and continuing throughout the duration of said absence required by the continuance of service in the Armed Forces. Such leave of absence shall be deemed to have expired six (6) months after the date of discharge from or authorized separation from active duty as a member of the Armed Forces. Military training leave with pay not to exceed twenty (20) days in any one (1) calendar year.
LINCOLN	<ul style="list-style-type: none"> Every employee covered by the Agreement who has left or shall leave said position by reason of entering the armed forces of the U.S. , and who has been employed for 180 or more calendar days within the twelve (12) months next preceding such entrance into the armed force is entitled to and is hereby granted military leave of absence without pay from the said position commencing with the time of leaving said position for the purpose and continuing throughout the duration of said absence required by the continuance of service in the armed forces. Such leave of absence shall be deemed to have expired sixty (60) days after the date of discharge from, or authorized separation from, active duty as a member of the armed forces.
LITTLE COMPTON	<ul style="list-style-type: none"> No Military Leave Provisions
MIDDLETOWN	<ul style="list-style-type: none"> No Military Leave Provisions
NARRAGANSETT	<ul style="list-style-type: none"> Any employee entering the Armed Forces of the U.S. , who has held a position in the Town for 180 or more calendar days within the 12 months preceding such entrance, is entitled to and guaranteed military leave of absence. Employees.....required to participate in training activities.....shall be granted military training leave with the Town paying the difference between military and Town pay, not to exceed 2 weeks in one calendar year.

Table #6 – Military Leave (Continued)

TOWN	Military Provision
NEW SHOREHAM	<ul style="list-style-type: none"> The Town will revise working schedules to accommodate an employee’s request to attend annual military training sessions not to exceed 2 weeks per year. An employee on Reserve or National Guard duty shall retain his/her seniority status while on active duty. The Town agrees to maintain all the Employee’s health benefits until supplemented by military coverage. The provisions of federal law, and any amendments thereto, shall govern the reemployment of servicemen and women.
NEWPORT	<ul style="list-style-type: none"> No Military Leave Provisions
N. KINGSTOWN	<ul style="list-style-type: none"> No Military Leave Provisions
N. PROVIDENCE	<ul style="list-style-type: none"> No Military Leave Provisions
NO. SMITHFIELD	<ul style="list-style-type: none"> The provisions of the Federal Laws, while in effect, will govern the re-employment of ex-servicemen. The Town agrees that when an employee is absent due to annual reserve military training of 2 weeks, he shall receive the difference between his straight time hourly pay and that which he received for military service.
PAWTUCKET	<ul style="list-style-type: none"> Employees who by reason of membership in the United States Military Reserves or the Rhode Island National Guard are ordered by the appropriate authorities to attend a training period of encampment under the supervision of the United States Armed Forces, shall be granted leave of absence with pay not to exceed fifteen (15) days annually, from their position during the actual duration of such activity. During this period of leave, employee shall accrue sick and vacation leave as though actually employed.
PORTSMOUTH	<ul style="list-style-type: none"> The Town shall, when requested, grant a member a military leave of absence for training not to exceed 10 working days. The member will be compensated for the difference between military pay and their regular pay.
PROVIDENCE	<ul style="list-style-type: none"> No Military Leave Provisions
RICHMOND	<ul style="list-style-type: none"> No Military Leave Provisions
SCITUATE	<ul style="list-style-type: none"> Any employee who is required to attend training as a member of the State or Federal National Guard, or who is called to active duty in any of the armed forces, shall receive all of the benefits as required under Federal and State law. Any employee who is required to fulfill a military commitment that will require of leave of absence from Town Employment should contact his/her Department Director for further information. Employees on military leave shall be required to bring their stipend to the Town Treasurer who shall ensure that the employee receives the difference between the stipend and his/her regular wages. Part Time employees are ineligible for this benefit.

Table #6 – Military Leave (Continued)

TOWN	Military Provision
SMITHFIELD	<ul style="list-style-type: none"> • Any employee covered by this Agreement who may be a member of the standby reserve or ready reserve of any branch of the armed forces of the U.S. and who may be required to perform military duties for a period of fifteen (15) days or less in any one fiscal year at the time while so employed by the Town shall receive the difference between his regular salary paid by the Town and the compensation paid by either the state or federal government, if less, during the performance of his military service in any one fiscal year. Provided, however, that, if within said period of military service, an authorized holiday occurs, said employee shall be paid for such holiday. Provided, further, however, that if an employee is called to regular duty in the Armed Forces of the United States, he shall be given a leave of absence without pay or benefits by the Town, and the provisions of this clause relative to the difference in earnings shall not apply. • The Town shall comply with all of its obligations under the Uniformed Services Employment and Reemployment Rights Act of 1994 and any other governing law related to military service by employees.
SO. KINGSTOWN	<ul style="list-style-type: none"> • No Military Leave Provisions
TIVERTON	<ul style="list-style-type: none"> • When requested, the Town Administrator shall grant the employee leave of absence for required military training, not to exceed 10 working days in any calendar year. Such employee shall receive the difference between his or her salary and his or her compensation while on duty.
WARREN	<ul style="list-style-type: none"> • Any regular full-time employee who may be a member of the Standing Reserve or Ready Reserve of any branch of the Armed Forces and who may be required to perform military duties for a period of 15 days or less in any one fiscal year at any time while so employed by the Town, shall receive the difference between his regular salary paid by the state or federal government during the performance of his or her military service in any fiscal year.
WARWICK	<ul style="list-style-type: none"> • An employee covered by this Agreement who is a member of a reserve component of the armed forces of the United States shall be granted, in accordance with applicable Federal and State Laws, leave of absence with pay, during the time of his/her annual tour of duty as a member of such reserve component provided, however, that such leave shall not exceed seventeen (17) calendar days. In such cases, the employee covered shall receive the difference between his/her regular daily pay and daily pay received for military training during the same period.
WEST GREENWICH	<ul style="list-style-type: none"> • No Military Leave Provisions

Table #6 – Military Leave (Continued)

TOWN	Military Provision
WEST WARWICK	<ul style="list-style-type: none"> • An employee in the bargaining unit who has left or shall leave a permanent position by reason of entering the Armed Forces of the U.S. (whether through membership in the Reserve of the U.S. Military or Naval Forces, or in the Rhode Island National Guard or Naval Reserve, or by reason of enlistment, induction, commission or otherwise) and who has held a position with the Employer for 180 or more calendar days within the twelve months next preceding such entrance in the Armed Forces, is entitled to and is hereby granted military leave of absence from the said position commencing with the time of leaving said position for said purpose and continuing throughout the duration of said absence required by the continuance of service in the Armed Forces. Re-enlistment or other continued service in the Armed Forces resulting from a choice by the employee, shall serve to cancel such leave. • An employee on military leave shall be granted yearly salary increases when due in accordance with the conditions of eligibility outlined in these regulations. At the conclusion of such military leave of absence, the employee shall be returned to his position subject, however, to any law or rule that may hereafter be enacted affecting such right of return or defining the conditions under which such returns may be made. Annual leave and sick leave due to employee prior to inductions shall be carried over to the credit of the employee until he returns. • Military Training Leave with pay shall be granted not to exceed two (2) weeks per year.
Westerly	<ul style="list-style-type: none"> • No Military Leave Provisions
Woonsocket	<ul style="list-style-type: none"> • Any employee, other than temporary, who is a member of a reserve force of the United States, or the Rhode Island National Guard, or the Rhode Island Air National Guard, and is ordered by the appropriate authorities to attend a training period, or other duties under supervision of the United States, or the State of Rhode Island, shall be granted a leave of absence with pay from his position during the actual duration of such activity, but not to exceed fifteen (15) days annually. During this period, the employee shall accrue sick leave and vacation leave as though actually employed. Such employee shall receive that part of his regular salary which will, together with his reserve or guard pay, equal his total City salary for a similar period.

Table #7 – Personal Days

TOWN	PERSONAL DAYS PROVISION	NOTICE REQUIRED
BARRINGTON	No Specific Provision	
BRISTOL	1 Day	
BURRILLVILLE	2 Days 1 Day (Probationary Employees after completion of 6 months)	48 Hours
CENTRAL FALLS	3 Days	
CHARLESTOWN	No Specific Provision	
COVENTRY	No Specific Provision	
CRANSTON	3 Days	
CUMBERLAND	3 Days	
EAST GREENWICH	1 Day	72 Hours
EAST PROVIDENCE	2 Days	
EXETER	3 Days 1 Day (PT employees, after 1 year of continuous service)	24 Hours
FOSTER	No Specific Provision	
GLOCESTER	No Specific Provision	
HOPKINTON	3 Days (pro-rated for the first year of employment)	

Table #7 – Personal Days (Continued)

TOWN	PERSONAL DAYS PROVISION	NOTICE REQUIRED
JAMESTOWN	5 Days	24 Hours
JOHNSTON	3 Days	
LINCOLN	2 Days	48 Hours
LITTLE COMPTON	All full time employees may take two (2) personal days chargeable to sick leave.	
MIDDLETOWN	28 Hours	
NARRAGANSETT	3 Days	Advanced Notice
NEW SHOREHAM	3 ½ Days	Adequate Notice
NEWPORT	An employee who has accumulated one-hundred four (104) hours of sick leave shall be entitled to one (1) personal day, so called. An employee who has accumulated two-hundred eight (208) hours of sick leave shall be entitled to two (2) personal days, so called. Regardless of the amount of accumulated sick leave, an employee shall not be entitled to more than two (2) personal days, so called, per year during the time period of the agreement.	
NORTH KINGSTOWN	3 Days	
NORTH PROVIDENCE	2 Days	
NORTH SMITHFIELD	4 Days	Prior Approval

Table #7 – Personal Days (Continued)

TOWN	PERSONAL DAYS PROVISION	NOTICE REQUIRED						
PAWTUCKET	Employees with one (1) or more years of service shall be entitled to one (1) Personal Leave Day per year. Employees with ten (10) or more years of service shall be entitled to three (3) Personal Leave Days per year. Personal days are to be taken in no less than ½ day increments.							
PORTSMOUTH	No Specific Provision							
PROVIDENCE	2 Days							
RICHMOND	No Specific Provision							
SCITUATE	3 Days	48 Hours						
SMITHFIELD	No Specific Provision							
SOUTH KINGSTOWN	<p>2 Days per fiscal year</p> <p>Full time employees shall be granted one <u>(1) additional personal day</u> on the January 1st following the fifth anniversary of hire for an annual total of three (3) personal days per fiscal year</p> <p>New employees hired on or after October 1st will be granted personal leave on a prorated basis during the first fiscal year of appointment as follows:</p> <table border="0" data-bbox="537 1444 1036 1539"> <tr> <td>October 1 – December 31</td> <td>1.5 days</td> </tr> <tr> <td>January – March 31st</td> <td>1.0 day</td> </tr> <tr> <td>April 1 – June 30th</td> <td>0.5 day</td> </tr> </table>	October 1 – December 31	1.5 days	January – March 31 st	1.0 day	April 1 – June 30 th	0.5 day	
October 1 – December 31	1.5 days							
January – March 31 st	1.0 day							
April 1 – June 30 th	0.5 day							
TIVERTON	2 Days	48 Hours						
WARREN	2 Days							
WARWICK	No Specific Provision							
WEST GREENWICH	1 Day							

Table #7 – Personal Days (Continued)

TOWN	PERSONAL DAYS PROVISION	NOTICE REQUIRED
WEST WARWICK	2 Days All new employees will receive one (1) personal day for every full six months worked, provide that the Department Head is given sufficient notice to allow for coverage.	48 Hours
WOONSOCKET	2 Days	
WESTERLY	No Specific Provision	

Table #8 – Probationary Period

TOWN	Probationary Period Provision
BARRINGTON	<p>Every original appointment in the municipal service shall be for a probationary period of six months, except in the Police and Fire Departments where the period is 12 months.</p> <p>A probationary period may be extended for a maximum of six months at the request of the department head.</p>
BRISTOL	No specific provision
BURRILLVILLE	One (1) year from the official starting date. In order for the one (1) year probationary period to have been determined to be successfully completed each new employee must actually be present in the workplace and work 246 working days on the job.
CENTRAL FALLS	Any newly hired member of the bargaining unit shall serve a four (4) month probationary period, commencing on the first day of employment. During said employment period, a probationary employee may be terminated at will in the sole and exclusive discretion of the Employer, and shall have no redress through the grievance procedure.
CHARLESTOWN	Employees shall be considered on probation for the first six (6) months after they are hired and the Town shall have the complete discretion during the probationary period to determine whether or not to retain any employee for any reason.
COVENTRY	No specific provision
CRANSTON	Any newly hired member of the bargaining unit shall serve a six (6) month probationary period, commencing on the first day of employment. During said probationary employment period, a probationary employee may be terminated for any reason, in the sole and exclusive discretion of the Employer, and shall have no redress through the grievance procedure.

Table #8 – Probationary Period (Continued)

TOWN	Probationary Period Provision
CUMBERLAND	No specific provision
EAST GREENWICH	There shall be a one (1) year probationary period required of a new employee. During the probationary period, the employee may be discharged by the appointing authority without cause and any such discharge shall not be subject to the grievance and arbitration procedure.
EAST PROVIDENCE	The probationary period for <i>promoted employees</i> shall be ninety (90) calendar days .
EXETER	Any newly-hired member of the bargaining unit shall serve a six (6) month probationary period, commencing on the first day of employment. During the probationary period, a probationary employee may be terminated for any reason, in the sole and exclusive discretion of the Town, and shall have no redress through the grievance and arbitration procedures.
FOSTER	New employees shall remain probationary until after completion of six (6) months of continuous service from the date of hire. Their employment may be terminated at any time during the probationary period at the sole discretion of the employer and neither the reason for nor the disciplinary action, discharge, layoff or dismissal may be subject to the grievance or arbitration procedures.
GLOCESTER	Seniority shall begin to accrue for a full-time employee after completion of the six (6) month probationary period at which time seniority shall be retroactive to the first day of employment as a full-time employee.
HOPKINTON	All employees hired.....shall serve a probationary period of six (6) months during which they may be discharged without recourse. During the probationary period, an employee may be terminated for any reason, in the employer's sole and exclusive discretion, and shall have no redress through the grievance and arbitration procedures.

Table #8 – Probationary Period (Continued)

TOWN	Probationary Period Provision
JAMESTOWN	A new employee will be in a probationary status for six (6) months from the day of employment. During this period, employment may be discontinued by the employer without cause.
JOHNSTON	No specific provision
LINCOLN	No specific provision
LITTLE COMPTON	New employees shall remain probationary until after completion of six (6) months of continuous service from the date of hire. Employees shall have no seniority rights during this probationary period.
MIDDLETOWN	All original appointments within the classified service shall be for a probationary period of one (1) year from the date of hire. Upon completion of the probationary period, these employees shall be considered as permanent employees and shall be given credit on the seniority list retroactive to the date of actual service.
NARRAGANSETT	All new employees shall serve a six (6) month probationary period and at the completion of this period, the employees shall be permanent and seniority shall be retroactive to his or her first day of employment. A probationary employee may be terminated without recourse to the grievance procedure. All probationary employees shall be paid the probationary rate of pay.
NEW SHOREHAM	Every employee shall serve six (6) probationary months of continuous active service. Employees shall have no seniority rights or grievance rights during this probationary period. During the probationary period, the employee may be terminated by the Town without recourse to the grievance and arbitration procedures.

Table #8 – Probationary Period (Continued)

TOWN	Probationary Period Provision
NEWPORT	A permanent employee who accepts a <i>promotional opportunity</i> will be considered in a trial period in the new class title for six (6) months from the date of promotion.
NO. KINGSTOWN	Probationary status and duration shall be as provided in the Personnel Rules and Regulations, but notwithstanding any provision in the Personnel Rules and Regulations to the contrary, the probation period for all employees covered by this Agreement shall be one hundred twenty (120) of the employee’s working days from the date of employment. This provision shall apply to under 20 hour employees.
NO. PROVIDENCE	No specific provision
NO. SMITHFIELD	New employees shall be considered probationary employees for a period of six (6) months from date of hire. Upon completion of this six (6) month period, the employee shall be placed on the Seniority Roster and the effective date of this seniority shall be the date of hire.
PAWTUCKET	No specific provision
PORTSMOUTH	All original appointments within the classified service shall be for a probationary period of six (6) months from the date of employment. Upon completion of the probationary period, these employees shall be considered as permanent employees. They shall be given credit on the seniority list retroactive to the date of actual service.
PROVIDENCE	No specific provision

Table #8 – Probationary Period (Continued)

TOWN	Probationary Period Provision
RICHMOND	<p>All new appointees to the positions within the bargaining unit shall serve a probationary period of six (6) months (i.e., 1,000 hours of work) from the date of appointment, which may be extended by the Town up to a maximum of twelve (12) months (i.e. 2,000 hours of work). During the probationary period, individuals shall have no recourse to the grievance procedures.</p>
SCITUATE	<p>All newly hired Town Officials and Town Employees, except Highway Department employees shall complete a six (6) month probationary period.</p> <p>Highway Department employees shall complete a two (2) year probationary period and upon completion shall be eligible to be appointed as a permanent employee by the Town Council pursuant to Section 2-129 of the Code of Ordinances.</p>
SMITHFIELD	<p>Six (6) month probationary period</p>
SO. KINGSTOWN	<p>Individual shall be considered on probation for six months after the first day of employment in their position (classification) and the Town shall have complete discretion during the probationary period to determine whether or not to retain any individual for any reason.</p>
TIVERTON	<p>New employees shall be considered probationary employees until they have had six (6) months continuous service from their date of hire. Upon completion of the probationary period, the employee shall be placed on the seniority roster and the effective date of his or her seniority shall be the date of hire. Discharge or layoff of probationary employees shall not be subject to the grievance procedure.</p>
WARREN	<p>Every original appointment shall be for a probationary period of six (6) months, except in those cases where it may be extended for a maximum of an additional six (6) months at the request of the department head. The Town shall have the right to terminate a probationary employee at any time during the probationary period.</p>

Table #8 – Probationary Period (Continued)

TOWN	Probationary Period Provision
WARWICK	All employees shall serve an initial six (6) months probationary period from date of hire and the employee's seniority shall commence upon completion of said probationary period and revert back to date of hire.
WEST GREENWICH	All new employees shall be placed on a six month probationary period. At the end of this period and at least once during this period, each employee shall be reviewed by his/her Department Head or Supervisor and a report from that person presented to the Town Council. The interim report (s) shall be discussed with the employee. A letter of recommendation and a copy of the employee's six month review will be provided to the Council at the end of the probationary period. The Council shall act as to establish permanent employment should the employee's performance so warrant.
WEST WARWICK	All employees of the Town of West Warwick shall remain probationary employees for the first six (6) months of service. Also, anyone who is hired to fill in for an employee who is absent from work due to long-term illness or injury shall have temporary status and shall not be eligible for membership in this Union during their first six (6) months of employment. All employees whether probationary or temporary will pay a service fee from the first day of employment. Temporary employees will be terminated upon the return of the employee that they are replacing temporarily. Discharges during the first six (6) months of employment whether probationary or temporary, shall not be subject to the grievance and arbitration procedure.
WESTERLY	All new employees shall serve a probationary period which shall be sixty (60) working days , during which such employee may be discharged and such employee shall not have the right to challenge such discharge under the provisions of this agreement. During the probationary period the probationary employee shall be evaluated in writing every fifteen (15) working days and such evaluation shall be discussed with the employee. A union representative shall be present during such evaluation discussion with the employee. The Town Manager shall have the right to extend the probationary period for an additional sixty (60) day period. Such extension shall be at the sole discretion of the Town Manager. If the probationary period is extended the Town Manager shall notify the Union.
WOONSOCKET	No specific provision

Table #9 – Sick Leave

TOWN	ACCRUAL	DOCUMENTATION	MAXIMUM FAMILY SICK DAYS	MAXIMUM ACCRUAL ALLOWED
BARRINGTON	1 ¼ days per month		3 days	120 days
BRISTOL	1 ¼ days per month	More than five (5) consecutive days shall secure a statement from a doctor		120 days
BURRILLVILLE	1 ½ days per month probationary employees: 1 ½ days every 2 months	May require after 3 consecutive days	5 days	350 hours Probationary: 9 days
CENTRAL FALLS	1 ½ days per month	May require after 3 consecutive days	3 days	150 days
CHARLESTOWN	1 ½ days per month	May require after 3 days		216 days
COVENTRY	12 hours per month	Shall require a doctor's certificate when sick leave is in excess of three (3) working days	5 days	480 hours
CRANSTON	1 ½ days per month	May require after 3 days	6 days	150 days
CUMBERLAND	1 ¼ days per month	May require after 3 consecutive days	7 days	150 days
EAST GREENWICH	8.750 hours per month New employees not eligible to take sick days for 6 months	May require after 3 consecutive days and/or after 3 separate occasions within 90 day period for sick leave for a duration of 1 day during remaining contract year	3 days	30 days

Table #9 – Sick Leave (Continued)

TOWN	ACCRUAL	DOCUMENTATION	MAXIMUM FAMILY SICK DAYS	MAXIMUM ACCRUAL ALLOWED
E. PROVIDENCE	4.04 hours per pay period for 35 hour employees – 4.33 hours per pay period for 37.5 hour employees	May require in all cases where sick leave exceeds twenty-one (21) working hours	3 days	None
EXETER	1.25 days per month	Shall require after 3 consecutive days and/or after 6 separate occasions	3 days	125 days
FOSTER	1 ½ days per month (after 6 months employment)	May require after 2 consecutive days May require more after 3 days	4 days	70 days
GLOCESTER	9.375 hours per month (after 6 months employment)	May require after 3 consecutive days and/or for any absence the day before and/or the day after a regularly scheduled day off or a holiday	7 days	120 days
HOPKINTON	1 ¼ day per month	May require after 3 consecutive days	5 days	180 days
JAMESTOWN	After 6 months employed: Employed as of 3/1/93: 20 days/calendar year Employed after 3/1/93: 15 days/calendar year			160 days 120 days
JOHNSTON	1 ½ days per month	Must present a doctor's note for 3 consecutive days or more		180 days

Table #9 – Sick Leave (Continued)

TOWN	ACCRUAL	DOCUMENTATION	MAXIMUM FAMILY SICK DAYS	MAXIMUM ACCRUAL ALLOWED
LINCOLN	1 ½ days per month	More than three (3) consecutive days shall be required to submit a physician's certificate	7 days	125 days
LITTLE COMPTON	After 6 months employed: 1 ½ days per month	May require after 5 consecutive days	4 days	150 days
MIDDLETOWN	Sick leave shall be granted at the rate of 13 days per fiscal year, credited July 1 st . New employees shall earn 1 day of sick leave per month through June 30 th .		10 days	
NARRAGANSETT	After 3 months employed: 1 ½ days per month.	May require after 3 days. Must be after 5 consecutive days		180 days
NEW SHOREHAM	1 day per month	May require, as a condition of payment of sick leave	6 months in any two year period	102 days
NEWPORT	4 hours per pay period	Shall normally be required for sick leave in excess of five working days		No limit, except new employees hired on or after 7/1/95 – max. 120 days
NO. KINGSTOWN	1 ¼ days per month		4 days	100 days
NO. PROVIDENCE	1 ¼ days per month	May require for more than 5 consecutive days		225 days

Table # 9 – Sick Leave (Continued)

TOWN	ACCRUAL	DOCUMENTATION	MAXIMUM FAMILY SICK DAYS	MAXIMUM ACCRUAL ALLOWED
NO. SMITHFIELD	7 days for the first year of service, and 16 days for each year after the first year	Required for more than three days		180 days
PAWTUCKET	1 ½ days per month	Shall require a physician's certificate for each leave over an absence of more than five (5) days	7 days	200 days
PORTSMOUTH	15 days per year in advance		3 days	180 days
PROVIDENCE	1 ¼ days per month		7 days	135 days
RICHMOND	1 day per month	May require for any sick leave used		60 days
SCITUATE	All F.T. employees shall be credited with 10 sick days on January 1 st of each year (pro-rated for part time employees). In addition, 3 days will be credited to the full time employees accrued long term sick leave account	More than three consecutive days, must provide the department head a physicians certificate in order to continue to receive sick benefit payments		45 days
SMITHFIELD	1 ¼ days per month	Shall be required for more than three (3) consecutive days		120 days

Table #9 – Sick Leave (Continued)

TOWN	ACCRUAL	DOCUMENTATION	MAXIMUM FAMILY SICK DAYS	MAXIMUM ACCRUAL ALLOWED
SO. KINGSTOWN	Option 1: 1.25 days per month Option 2: 1.0 days per month – personal leave shall be earned at a rate of .25 days per month in which sick leave was not used	May be required for five (5) or more consecutive days	7 days	190 days
TIVERTON	1 ½ days per month	Required after 5 consecutive days	3 days	200 days
WARREN	1 ½ days per month	May require after 3 days		180 days
WARWICK	8.75 hours per month	Shall be required after 3 consecutive days	3 days	129 days
W. GREENWICH	Sick leave will be granted upon completion of probationary period 6-9 months: 1 day 9-12 months: 2 days After 1 year: 5 days	Must present a note from a doctor after 3 consecutive days		25 days
WEST WARWICK	1 ¼ days per month	May require a physician's certificate or other satisfactory evidence of sick leave in excess of four (4) consecutive days	Not to exceed four (4) days at one time	150 days
WESTERLY	1 day per month	Shall request a doctor's certificate or other evidence of sick leave in excess of three (3) consecutive days		100 days

Table #9 – Sick Leave (Continued)

TOWN	ACCRUAL	DOCUMENTATION	MAXIMUM FAMILY SICK DAYS	MAXIMUM ACCRUAL ALLOWED
WOONSOCKET	1 ¼ days per month	Mandatory after four (4) consecutive days		150 days

Table #10 – Vacation Leave

TOWN	ANNUAL ACCRUAL	MAXIMUM CARRY-OVER ALLOWED
BARRINGTON	After 6 months: 6 Days After one year – 5 years: 12 Days 6 – 10 years: 15 Days After 10 – 15 years: 18 Days After 15 and over: 20 Days In cases of employees working more than a five-day workweek, the vacation shall be 18 working days.	Annual leave may be accumulated up to an amount not exceeding five weeks.
BRISTOL	Less than one year: 1 week 1 year, but less than 5 years: 2 weeks 5 years, but less than 10 years: 3 weeks 10 years, but less than 16 years: 4 weeks 16 years: 21 days 17 years: 22 days 18 years: 23 days 19 years: 24 days 20 years: 6 weeks 25 years and over: 6 weeks/3days	Vacation time shall be used within two years of the date earned or shall be forfeited.
BURRILLVILLE	After One Year Anniversary: 6 Days After Two Years: 13 Days After Five Years: 18 Days After Ten Years: 21 Days After Fifteen Years: 26 Days After Sixteen Years: 27 Days After Seventeen Years: 28 Days	One (1) week or Pay in lieu of vacation The employee may request either option (or combination thereof). If vacation is carried over, it shall be used within sixty (60) calendar days of the employee’s anniversary date or it will be forfeited.
CENTRAL FALLS	After 6 months: 5 Days 1 year: 10 Days 5 years: 15 Days 11 years: 16 Days 12 years: 17 Days 13 years: 18 Days 14 years: 19 Days 15 years: 20 Days 19 years: 21 Days 20 years: 22 Days 21 years: 23 Days 22 years: 24 Days 23 years: 25 Days	An employee shall be allowed to accumulate up to one week of his/her vacation credit to be carried into the next calendar year.

Table #10 – Vacation Leave (Continued)

TOWN	ANNUAL ACCRUAL	MAXIMUM CARRY-OVER ALLOWED
CHARLESTOWN	1 thru 5 Years: 10 Days 5 thru 10 Years: 15 Days 10 and up to 15 Years: 20 Days 16 and up: 20 Plus One day per year up to a maximum of 25 Days	Ten (10) days
COVENTRY	1 – 5 Years: 2 Weeks 5 – 15 Years: 3 Weeks 15 Years and Over: 4 Weeks 20 Years and Over: 5 Weeks	Ten (10) days
CRANSTON	<u>Years of Continuous Service Completed as of Jan. 1st:</u> 1 Year: 10 Days 2 Years: 12 Days 3-4 Years: 16 Days 5-9 Years: 19 Days 10-19 Years: 24 Days 20 Years or More: 25 Days	Sixty-five (65) days
CUMBERLAND	At least 6 months: 1 Weeks 2 – 5 Years: 2 Weeks 5 – 10 Years: 3 Weeks 10-11 Years: 3 Weeks, 1 Day 12-13 Years: 3 Weeks, 2 Days 13-14 Years: 3 Weeks, 3 Days 14-15 Years: 3 Weeks, 4 Days 15-16 Years: 4 Weeks 16-17 Years: 4 Weeks, 1 Day 17-18 Years: 4 Weeks, 2 Days 18-19 Years: 4 Weeks, 3 Days 19-20 Years: 4 Weeks, 4 Days At least 20 Years: 5 Weeks	
EAST GREENWICH	1 st Year: 5.833 hours per month (shall accrue, but entitled to take till after completion of one (1) year of employment) Beginning 2 nd Year: 70 Hours Beginning 5 th Year: 105 Hours Beginning 10 th Year: 140 Hours (Based on a 35-hour employee)	Five (5) days (must be used prior to October 1 of said year or be forfeited.)

Table #10 – Vacation Leave (Continued)

TOWN	ANNUAL ACCRUAL	MAXIMUM CARRY-OVER ALLOWED
EAST PROVIDENCE	<p>A member hired before July 1 in any calendar year will accrue ten (10) working days – A member hired on or after July 1 in any calendar year will accrue five (5) working days</p> <p>1 Year: 2 Weeks 3 Years: 3 Weeks 10 Years: 4 Weeks 15 Years: 5 Weeks</p>	<p>Vacation days not used by the end of the calendar year may be transferred to the employee’s sick leave balance</p>
EXETER	<p><u>More than 6 months, but less than 5 years:</u> 1 day for each complete month worked up to a maximum of 10 days, <u>At least 5 years, but less than 10 years:</u> 1.5 days for each complete month worked up to a maximum of 15 days, <u>At least 10 years or more:</u> 2 days for each complete month worked up to a maximum of 20 days after an employee completes at least six (6) months of continuous service, he shall be credited with five (5) vacation days.</p>	<p>No Carry-over</p>
FOSTER	<p>After 1 Year: 5 Days After 2 Years: 10 Days After 5 Years: 15 Days After 15 Years: 20 Days After 20 Years: 25 Days</p>	<p>Fifteen (15) Days</p>
GLOCESTER	<p>After 1 Year: 10 Days After 5 Years: 15 Days After 10 Years: 20 Days</p>	<p>Thirty-two (32) days (240 hours)</p>
HOPKINTON	<p>Upon completion of 6 months: 5 Days After 1 Year: 10 Days After 3 Years: 15 Days After 10 Years: 20 Days More than 10 Years: 1 additional day for each year up to a maximum of 25 days</p>	<p>Employees with three (3) or more years of service shall be allowed to carry over a maximum of ten (10) days of vacation time to the next year.</p>

Table #10 – Vacation Leave (Continued)

TOWN	ANNUAL ACCRUAL	MAXIMUM CARRY-OVER ALLOWED
JAMESTOWN	At least 6 Months: 5 Days At least 1 Year: 11 Days At least 5 Years: 13 Days At least 10 Years: 18 Days At least 15 Years: 20 Days At least 20 Years: 22 Days At least 25 Years: 26 Days 26 years + 26 Days + 1 additional day for each year beyond 26 years	No more than two (2) years accumulation
JOHNSTON	After 6 Months: 5 Days 2 nd 6 months – 2 Years: 5 Days Completion of 2 Years: 10 Days Completion of 5 Years: 12 Days Completion of 7 Years: 13 Days Completion of 8 Years: 14 Days Completion of 9 Years: 15 Days Completion of 10 Years: 17 Days Completion of 11 Years: 18 Days Completion of 12 Years: 19 Days Completion of 13 Years: 20 Days Completion of 14 Years: 21 Days Completion of 15 Years: 22 Days Completion of 20 Years: 23 Days Completion of 25 Years: 25 days	One Year
LINCOLN	After 1 Year: 2 Weeks After 5 Years: 3 Weeks After 10 Years: 4 Weeks After 15 Years: 5 Weeks After 25 Years: 6 Weeks	Vacations must be taken during the fiscal year in which it is earned and may not accumulate
LITTLE COMPTON	New hires shall not accrue vacation during first six (6) months of employment; however, upon completion of probation, employees shall accrue one (1) day paid vacation per month for the remainder of the fiscal year. After 1 Year: 10 Days After 5 Years: 15 Days After 10 Years: 20 Days After 15 Years: 25 Days	Five (5) Days

Table #10 – Vacation Leave (Continued)

TOWN	ANNUAL ACCRUAL	MAXIMUM CARRY-OVER ALLOWED
NORTH KINGSTOWN	1-5 Years: 10 Days 5-10 Years: 15 Days 10+ Years: 15 Days + 1 Day for Each additional year of service, but not exceeding a maximum of 30 days per year.	Forty (40) Days
NORTH PROVIDENCE	More than 6 Months: 5 Days After 1 Year: 10 Days After 5 Years: 15 Days After 10 Years: 1 Additional Day per year to a maximum of twenty (20) days.	Ten (10) Days
NO. SMITHFIELD	After 1 Year: 6 Days After 2 Years: 13 Days After 6 Years: 19 Days After 11 Years: 23 Days After 20 Years: Add one (1) day per year up Up to 27 days	One (1) Year's Vacation
PAWTUCKET	At least 6 months: 5 Days At least 1 year: 10 Days At least 5 years: 16 Days At least 10 years: 21 Days At least 15 years: 26 Days At least 20 years: 31 Days	Eleven (11) Calendar Weeks
PORTSMOUTH	After 6 Months: 7 Days 1-5 Years: 12 Days After 5 Years: 17 Days After 10 Years: 22 Days After 20 Years: 24 Days	Ten (10) Days
PROVIDENCE	More than 6 months: 1 Week After 1 year (hired prior 7/1/87) 3 Weeks After 1 year (hired on/after 7/1/87) 2 Weeks After 5 years (hired on/after 7/1/87) 3 Weeks After 10 years: 4 Weeks After 15 years: 5 Weeks	Six (6) Weeks

Table #10 – Vacation Leave (Continued)

TOWN	ANNUAL ACCRUAL	MAXIMUM CARRY-OVER ALLOWED
RICHMOND	At least 1 Year: 5 Days At least 2 Years: 10 Days At least 5 Years: 15 Days At least 22 Years: 20 Days	One (1) Year's Vacation
SCITUATE	After 6 Months: 5 Days 1-5 Years: 10 Days 5-10 Years: 15 Days More than ten (10) Years: One (1) additional day for each year of service to a maximum of five (5) weeks or twenty five (25) days	All eligible Town Employees are required to take the full vacation to which they are entitled during the calendar year in which it is earned, except that under the appropriate circumstance, a Department Head may allow an employee to carry over up to five (5) days to the following year.
SMITHFIELD	After 1 Year: 105 Hours After 7 Years: 140 Hours After 12 Years: 175 Hours After 20 Years: 210 Hours	Thirty (30) Days
SOUTH KINGSTOWN	0 thru 4 Years: 10 Days 5 thru 9 Years: 15 Days 10 thru 14 Years: 20 Days 15 Years: 21 Days 16 thru 19 Years: 22 Days 20 or More Years: 23 Days	Thirty (30) Days
TIVERTON	1 Year: 5 Days 2 Years: 10 Days 5 Years: 15 Days 10 Years: 19 Days 15 Years: 23 Days 20 Years: 26 Days	Vacation may be accrued and carried forward to the next year only with the written permission of the Department Head and the Town Administrator and may not exceed ten (10) days
WARREN	After 1 Year: 2 Weeks After 5 Years: 3 Weeks After 10 Years: 4 Weeks After 15 Years: 5 Weeks	Two (2) Weeks

Table #10 – Vacation Leave (Continued)

TOWN	ANNUAL ACCRUAL	MAXIMUM CARRY-OVER ALLOWED
WARWICK	An employee with <u>less than three (3) years</u> of service as of July 1 st shall earn one (1) workday of annual leave for each calendar month of service to a maximum of 12 days/yr. <u>Completed as of July 1st</u> 3 – 4 Years: 12 Days 5 – 10 Years: 18 Days 11 – 15 Years: 21 Days 16 – 19 Years: 24 Days 20 Years and Over: 28 Days	All employees covered by the Agreement with <u>over six completed years</u> of service as of July 1, shall be allowed to carry over accumulated vacation leave from one contract year to the next contract year according to the following basis: 6 - 10 Years: 6 Days 11 – 15 Years: 7 Days 16 – 19 Years: 8 Days 20 – 29 Years: 9 Days 30 Years and Over: 12 Days
WEST GREENWICH	First six months: No Vacation After 6 months – 1 Year: One (1) day for each two (2) months worked for a maximum of three (3) days for the first year of employment After one (1) Year: 2 Weeks After two (2) Years: One additional day for each year until sixth year – three (3) weeks After twenty (20) Years: 4 Weeks	Five (5) Days
WEST WARWICK	1 – 3 Years: 10 Days 3 – 12 Years: 15 Days 12 – 20 Years: 20 Days Over 20 Years: 25 Days	
WESTERLY	Six (6) Months: 5 Days 1 – 7 Years: 10 Days 8 – 12 Years: 15 Days 13 – 20 Years: 20 Days 21 – 29 Years: 25 Days 30 and over: 30 Days	Employees may carry over twice the amount of vacation that may be accrued in any one calendar year. However, when an employee retires he/she shall only be paid for one year of accrued vacation.
WOONSOCKET	6 Months up to 1 year: 1 week plus 2 days 1 year up to 5 years: 2 weeks plus 2 days 1 additional day for each full year in excess of five (5) years, but less than ten (10) years. 10 years: 3 weeks plus 2 days 12 years: 3 weeks plus 3 days 14 years: 3 weeks plus 4 days 16 years: 4 weeks 18 years: 4 weeks plus 1 day 20 years: 4 weeks plus 2 days 21 years: 4 weeks plus 3 days 22 years: 4 weeks plus 4 days 23 years: 5 weeks 24 years: 5 weeks plus 1 day 25 years and over: 5 weeks plus 2 days 28 years: 5 weeks plus 3 days <u>2 additional days of vacation shall be added each year on January 1 in place of 2 holidays</u>	