

**THE STONINGTON BOARD OF EDUCATION**

**and**

**THE STONINGTON BOARD OF EDUCATION  
SECRETARIES**

**Local 1303-380 of Council 4  
AFSCME, AFL-CIO**

**July 1, 2020 - June 30, 2021**

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## **PREAMBLE**

This Agreement is entered into by and between the Town of Stonington Board of Education, hereinafter referred to as the "Board" and Local 1303-380 of Council 4, American Federation of State County and Municipal Employees, AFL-CIO, hereinafter as the "Union."

## **ARTICLE I RECOGNITION**

The Stonington Board of Education recognizes and certifies the Stonington Board of Education Secretaries, affiliated with Local 1303-380 of Council 4, AFSCME, AFL-CIO, as the exclusive bargaining representative on all matters of wages, hours of employment and other conditions of employment, for all employees of the Board engaged in secretarial or clerical work in the public school system of said Town for twenty (20) hours or more a week, excluding Central Office Classified Staff, and with all the rights and privileges as provided by, the Municipal Employee Relations Act.

## **ARTICLE II MANAGEMENT RIGHTS**

Pursuant to the Municipal Employee Relations Act, as amended and unless expressly and specifically limited, modified, abridged, or relinquished by a specific provision of this Agreement, and whether exercised or not, the rights, powers, and authority heretofore held by the Board of Education over the complete operations, practices, procedures, and regulations with respect to its employees shall remain solely and exclusively in the Board, except as otherwise prohibited by law, including, but not limited to, the following: to direct and control it's employees; to determine the standards of services to be offered by it's employees; to determine the standards of selection for it's employees; to take disciplinary action; to assign, transfer or promote it's employees; to determine the amount of overtime to be worked; to relieve it's employees from duty because of lack of work; to issue rules, policies, and regulations and from time-to-time change them and enforce them; to maintain the efficiency of operations; to determine the methods; means and personnel by which the Board's operations are to be conducted; to determine employees' places of work; to establish jobs and transfer employees between buildings; to exercise complete control and discretion over the Board's organization, facilities and technology of performing it's work; and to fulfill all of it's legal responsibilities.

## **ARTICLE III UNION SECURITY AND PAYROLL DEDUCTION**

### **Section 1**

Upon receipt of an employee's signed authorization to deduct membership dues or voluntary agency fees, the Board agrees to deduct from the pay of the employee an amount established and periodically adjusted by the Union.

Such deductions shall continue unless the Board is notified in writing by Council 4 that the employee is no longer a member (or the employee no longer desires to pay an agency fee). Council 4 reserves the right to modify and/or replace any such authorization form.

## **Section 2**

The amount to be deducted will be specified in writing by the responsible Union official and may be increased or decreased at any time with a thirty (30) day written notice by said Union official to the Employer.

## **Section 3**

Deductions, as provided above, shall be remitted to the Council 4 Office of the Union not later than thirty (30) days after such deductions have been made, along with an initial list of the employees from whom the deductions have been made. Thereafter, the Union will be informed in writing on a monthly basis of additions to or deletions from the list.

## **Section 4**

The Union agrees to indemnify and to hold the Board harmless against any and all claims, demands, suits, or other forms of liability that shall or may arise out of or by reason of, action taken by the Board for the purpose of complying with the provisions of this Article.

# **ARTICLE IV** **SENIORITY**

## **Section 1**

Each bargaining unit member who has successfully completed his/her probationary period shall be credited with seniority measured by his/her length of service in the Board's employ from his/her last date of hire in a bargaining unit position covered by this Agreement.

## **Section 2**

Bargaining unit members shall complete a probationary period of one hundred eighty (180) calendar days during which time they shall accrue no seniority, however, shall be entitled to all other rights and benefits under this Agreement, but shall be subject to discharge without recourse to the grievance procedure.

## **Section 3**

Unless otherwise abridged or modified by this Agreement, seniority shall be a factor in cases of layoff, recall, transfer, filling of vacancies, and preference for vacation.

## **Section 4**

An employee's seniority shall be lost if:

- (a) the bargaining unit member is discharged for just cause;
- (b) the bargaining unit member quits without notice;

- (c) the bargaining unit member fails to return to work within twenty one (21) working days after being notified or recalled;
- (d) the bargaining unit member is laid off for more than eighteen (18) months.

**ARTICLE V**  
**LAYOFF AND RECALL**

**Section 1**

- A. In the event of a layoff, the Superintendent of Schools shall inform the Union president and the impacted employee(s) no less than thirty (30) calendar days prior to any said layoff.
- B. In the event a reduction in force is necessary, layoffs shall take place based on qualifications, seniority, and needs of the schools/district. Layoffs shall take effect in the order as follows:
  - 1. all seasonal and part-time employees;
  - 2. all probationary employees;
  - 3. the employee with the least seniority first.

**Section 2**

Laid-off employees shall have eighteen (18) months of recall rights. Employees with the most seniority shall be rehired first, and no new employees shall be hired until all laid-off employees who retain seniority rights have been given an opportunity to return to work. Ten (10) working days written notification to the last known address shall be sufficient notification. If no written reply is received within ten (10) working days after the receipt of the notification, the aforesaid employee(s) shall forfeit all recall rights. Returning employees must return to work within twenty-one (21) working days from the date of receipt of said notification.

**ARTICLE VI**  
**PROMOTIONS, VACANCIES AND TRANSFERS**

**Section 1**

A notice of vacancy in the bargaining unit will be posted in each school building for ten (10) working days.

**Section 2**

In the event that new positions in the bargaining unit are created, or when bargaining unit vacancies occur that the Board intends to fill, current bargaining unit members who apply for the position shall be considered; but nothing herein shall require the Board to fill vacancies or newly created positions from existing bargaining unit employees.

**ARTICLE VII**  
**HOURS OF WORK AND OVERTIME**

**Section 1**

Employees' normal workday shall be seven (7) hours a day, Monday through Friday. The work year will be the school calendar year plus twenty-eight (28) days.

**Section 2**

- A. **Overtime**: All overtime is subject to preapproval by the Principal or Supervisor.
- B. Time and one-half (1½) the employee's regular hourly rate shall be paid for all hours worked beyond forty (40) hours per week.
- C. For purposes of determining and computing overtime, all sick leaves shall not be considered as time worked.

**Section 3**

Time and one-half (1½) the employee's regular hourly rate shall be paid for all hours worked on Saturday.

**Section 4**

Employees shall receive two (2) times the employee's regular hourly rate for all hours worked on Sunday or holidays.

**Section 5**

Employees shall receive one fifteen (15) minute break in the morning and one fifteen (15) minute break in the afternoon.

**Section 6**

Employees shall receive full pay for regularly scheduled school days, which have been designated late opening or early dismissal.

**Section 7**

When schools are dismissed early, for emergency reasons or for pre-holiday early dismissal only, employees shall be allowed to leave upon principal approval after buses have left and parents have picked up all students from the school and shall suffer no loss of pay. This Section shall apply only to employees who are at work at the time of the early dismissal. For late start days due to weather or other emergencies, employees shall be granted a full day's pay provided they arrive at work at the scheduled late start time and leave at their regularly scheduled departure time.

## **Section 8**

When schools are closed for a full day due to severe weather or other emergency conditions, employees shall make-up those days during non-work days prior to June 30<sup>th</sup> (usually winter break, spring break, end of June non work-days.) If there are no non-work days available for make-up, the employee shall be paid for those missed days and shall suffer no loss of pay due to the emergency closure.

Employees shall be paid hourly for all hours worked as recorded by the district's time clock system up to seven (7) hours per day unless the Principal or Supervisor approves additional time.

## **Section 9**

A proposed calendar shall be submitted by each employee by April 1<sup>st</sup> of each year for the subsequent school year. The Principal or Supervisor shall determine the final calendar and provide that to employees by May 1<sup>st</sup> each year. Full days cancelled for weather or other emergencies shall be made up prior to June 30<sup>th</sup>.

# **ARTICLE VIII** **SICK LEAVE**

## **Section 1**

Sick leave shall be credited on July 1<sup>st</sup> of each year at the rate of twelve (12) days annually per employee, to a total maximum accumulation of one hundred thirty-two (132) days. Any employee hired during the school year will receive a prorated amount of sick leave proportionate to the months remaining in that fiscal year.

## **Section 2**

Sick leave may be used for illness or injury of the employee or illness or injury of a member of the employee's family, or for medical or dental appointments, which occur during regular working hours.

Sick Leave may be taken in one (1) hour increments.

## **Section 3**

A note from the employee's treating physician substantiating illness and the ability to return to work may be required by the Business Manager (or his/her designee) in the event an absence exceeds three (3) working days.

## **Section 4**

Sick leave may not be used to extend holidays or weekends. In the event a sick day is taken the day before and/or after the weekend and/or a holiday, the Business Manager (or his/her designee) may require any employee who has been advised by written notice (with a copy to the Union) that the Board believes the employee has exhibited either a pattern of abuse or a pattern of absenteeism to submit a note from the employee's treating physician

substantiating the employee's inability to work on the day or days which he or she was absent.

**ARTICLE IX**  
**HOLIDAYS**

**Section 1**

Employees will be entitled to the following holidays with pay:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Day

In the event that any of the above falls on a weekend, either Friday or Monday, as designated by the Superintendent, will be observed as a holiday.

**ARTICLE X**  
**BEREAVEMENT/PERSONAL LEAVE DAYS**

**Section 1 - Bereavement**

- A. Each employee shall be entitled to a minimum bereavement leave of three (3) days with full pay for absence due to the death of a member of the employee's immediate family. An additional two (2) days will be allowed upon written request to the employee's immediate supervisor or by phone call if circumstances warrant, and written request follows, for extenuating circumstances. One (1) day with full pay will be allowed for other members of the employee's family.
- B. Immediate family shall be defined as spouse, children, mother, father, mother-in-law, stepmother, father-in-law, stepfather, daughter-in-law, son-in-law, grandparents, sister, brother, sister-in-law, brother-in-law, stepchildren, grandparents-in-law, grandchildren, or anyone domiciled in the employee's home.

**Section 2 - Personal Leave**

- A. Each employee shall be entitled to three (3) days off per year for personal reasons.
- B. The following conditions apply:
  - 1. A written request shall be presented to the immediate supervisor not less than forty-eight (48) hours in advance of the day requested, except in the case of emergencies.
  - 2. The immediate supervisor shall have the sole discretion to approve or disapprove the request.



3. Paid personal leave may be granted only for personal reasons that cannot be attended to during non-working hours.
4. Personal leave may be taken in one-half (½) day increments.

## **ARTICLE XI** **JURY DUTY**

### **Section 1**

If an employee, covered by this Agreement, is called for jury duty, full salary less an amount equal to that received as juror shall be paid.

## **ARTICLE XII** **INSURANCE AND PENSION**

### **Section 1**

All employees who are employed by the Board of Education and who work thirty (30) hours or more each week shall receive benefits as described below or substantially equivalent coverage through the alternate carrier.

### **Section 2**

- A. The Board will provide a High Deductible Health Plan (HDHP) to full-time employees that elect to participate. The program shall be offered on a contract year basis (July 1<sup>st</sup> to June 30<sup>th</sup>) with open enrollment to be available in June.

The HDHP shall have a \$2,000.00 single and \$4,000.00 two-person/family deductible for in network services.

Once the deductible is met there shall be no coinsurance in network for covered services, except for prescriptions. Upon satisfaction of the HDHP deductible, prescriptions subject to a managed three tier drug rider with co-pays of \$10.00 Generic/\$25.00 Brand Name/\$40.00 Non Formulary Brand Name co-pay (unlimited maximum) (2x retail co-payment for 90-day supply).

- Bariatric bypass surgery (covered);
- Infertility benefits are subject to the state mandate limits;
- High-cost diagnostics: 0% after deductible (in-network). Prior authorization required.

Out of pocket maximum: in network \$4,000.00 for the individual and \$6,850.00 for the family.

Out of network medical services will be subject to an 80% plan/20% member coinsurance.

Out of pocket maximum: out of network \$4,000.00 for the individual and \$8,000.00 for the family.

Enrollees in the HDHP shall have a Health Savings Account (HSA) to defray deductible expenses.

- For the July 1, 2020 through June 30, 2021 contract year, the Board will contribute fifty percent (50%) of the applicable deductible amount into the employee's established Health Savings Account ("HSA").

For the July 1, 2020 through June 30, 2021 contract year, the Board's contribution toward the deductible will be deposited into the HSA accounts on or about July 1, 2020.

The employee's contribution toward the deductible shall either be, at the employee's option, via payroll deduction or contributed directly by the employee in his/her HSA bank account.

A HSA is not health insurance, it is a bank account. The parties acknowledge that the Board's contribution toward funding the deductible is not an element of the underlying plan, but rather relates to the manner in which the deductible shall be funded for active employees.

A health reimbursement account ("HRA") will be offered to any eligible employee for health insurance who is not eligible for a HSA. The Board's annual contribution toward the HRA shall be equal to the annual contribution toward the HSA (based upon the employee's level of insurance (single, single + 1 or family)).

A new employee shall be eligible for coverage under the health and dental insurance plans offered by the Board effective on the first day of the month subsequent to the date that he/she commences work for the Board.

Additionally, an employee shall receive a prorated contribution toward his/her HSA, if the employee: (a) is hired by the Board after the commencement of the applicable plan year; or (b) he/she elects health insurance after the commencement of the plan year due to a change in status.

The prorated amount of the contribution shall be based on the first day that the employee is covered under the plan through June 30<sup>th</sup> of the applicable contract year.

#### **Premium Share Contribution**

July 1, 2020 – June 30, 2021:                      sixteen percent (16%)

In the event that the Board's renewal rate from a contract year to the subsequent contract year increases by five percent (5%) or more, the parties agree that the Board may change or substitute insurance plans (or carriers) provided the level of benefits are substantially equivalent to or better than the existing plan. The "substantially equivalent to or better than" standard shall be applied on an overall plan benefit basis and shall not be benefit specific.

- B. The Board shall provide healthcare coverage through Anthem Blue Cross Blue Shield as shown in Appendix C.
- C. The Board shall provide Dental coverage including Dental Riders A and B through Blue Cross.
- D. **Life Insurance**: The Board shall provide life insurance of sixty thousand dollars (\$60,000.00) for each eligible employee; employees may buy up to a policy in the amount of one hundred thousand dollars (\$100,000.00) if it is allowed by the plan.

## **Section 2**

Members of the bargaining unit shall be covered by the Town of Stonington's retirement plan, in accordance with its eligibility requirements.

Employees hired after July 1, 2014 shall be covered by the Town of Stonington 401(a) Retirement Plan.

## **Section 3**

Employees employed for twenty-five (25) years shall receive, upon retirement, single coverage under the plan provided for active bargaining unit employees, which shall be paid by the Board of Education until the month that retiree becomes age sixty-five (65) or becomes eligible for Medicare. They may carry Major Medical and/or Dental Insurance by paying the full premium themselves until age sixty-five (65).

Employees may retire with these benefits at any time during their anniversary month or thereafter and may cover their dependents under such insurance until the retiree reaches age sixty-five (65) by paying the full premium themselves. Employee hired after July 1, 2004 shall not be eligible for this coverage.

## **Section 4**

A bargaining unit member may elect to waive either health insurance or dental benefits or both, and, in lieu therefore, be remunerated in the amount of forty percent (40%) of the applicable single C.O.B.R.A. rate or premium as appropriate. Such remuneration shall be paid twice per year, on or about December 1<sup>st</sup> and June 1<sup>st</sup>. A member choosing this option shall be able to change their option on July 1<sup>st</sup>, for any reason, and no more than one time during each year if there has been a significant change in the member's circumstances, such as divorce, death of a spouse, etc., which warrants such change in option. Such request for change must be presented, in writing, to the Business Manager at least sixty (60) days prior to the beginning of the month in which the change is to take effect. Upon receipt of the revocation of waiver, coverage by the insurer shall be subject to any regulations, which may include waiting periods and proof of insurability, which may then be in effect. Waivers under this section are subject to the approval of the applicable insurance carrier.

**ARTICLE XIII**  
**WAGES AND LONGEVITY**

**Section 1**

All wage rates shall be reduced to writing and attached to this Agreement as Appendix B.

**Section 2**

All bargaining unit employees shall be paid via direct deposit. Accordingly, all remuneration owed to employees shall be paid via direct deposit. Bargaining unit employees shall complete necessary documentation in order for the Board to implement direct deposit.

**Section 3**

Employees will be eligible for longevity as follows:

Completion of:

5 years .....	\$500
10 years .....	\$700
15 years .....	\$1,000
20 years .....	\$1,200

Payment for longevity will be on the anniversary month of the year during which the employee becomes eligible.

**Section 4**

All members of the bargaining unit shall be paid an hourly wage based on hours worked as recorded on the district time clock system.

**ARTICLE XIV**  
**MISCELLANEOUS**

**Section 1**

All available information on current insurance will be given to employees.

**Section 2**

A copy of this Agreement shall be furnished to each employee upon its signing. New employees shall be given a copy of this Agreement at the time of hire.

**ARTICLE XV**  
**GRIEVANCE PROCEDURE**

**Section 1 - Definition**

A grievance is hereby defined as the misapplication or misinterpretation of a specific section of the contract to a specific employee or group of employees. All grievances shall

be in writing on a grievance form and shall be filed within ten (10) working days of the act or omission complained of or within ten (10) days that the employee should have reasonably known.

All grievances shall set out the specific section of the contract alleged to be misapplied or misinterpreted, the alleged harm or damage to the employee and the proposed resolution to the grievance.

### **Step I**

If a bargaining unit member feels that he/she has a grievance, the matter shall first be discussed with the building principal within ten (10) working days of the alleged occurrence in an effort to informally resolve the grievance.

### **Step II**

If the grievance is not settled in Step I, the aggrieved may, within twenty (20) working days of filing the grievance, submit the written grievance described above, Section 1: Definition, to the Superintendent of Schools. A conference with the aggrieved and/or his/her representative and the Superintendent of Schools shall take place.

If the matter is not resolved at this conference, the Superintendent shall, within ten (10) working days, give a written answer to the Union along with copies for the aggrieved employee(s) and building principal.

### **Step III**

A. If the decision of the Superintendent at Step II is not accepted by the aggrieved, the aggrieved shall within five (5) working days make a written request for a meeting with the Board. Said meeting shall take place within twenty-one (21) working days of the written request.

The decision shall be made by the Board of Education within fifteen (15) working days after the meeting and conveyed in writing by the Superintendent to the aggrieved employee(s), the Union, and building principal.

B. The Union shall have the right to request mediation of a grievance before the Connecticut State Board of Mediation and Arbitration within ten (10) working days of the decision or lack thereof by the Board of Education in Step III (A). Such request shall be in writing and a copy submitted to the Superintendent simultaneously with the request of the state.

### **Step IV**

If no settlement is effected within fifteen (15) working days of the answer at Step III, the Union may process grievance to arbitration by submitting it to the Connecticut State Board of Mediation and Arbitration with a written copy to the other party. The applicable arbitration forum shall hear the grievance under its rules and regulations and its decision shall be final and binding upon the Employer, the employee(s) and the Union. All costs of filing for arbitration or the arbitration services shall be shared equally by the parties.

## **Time**

When the Employer fails to render a decision within the time limits specified in the grievance procedure, the Union may proceed to the next step of the grievance procedure. Time limits specified may be extended by mutual agreement in writing.

## **Section 2**

The arbitrator shall not have the power to alter, amend, add to or subtract from the provisions of this Agreement and it is understood that the arbitrator shall give the parties the specific benefits negotiated and no others.

## **Section 3**

The time limits contained in this Article may be extended by mutual agreement of the parties in writing on a case-by-case basis.

## **Section 4**

Timeliness is of the essence. The time limits contained in this Article shall be strictly construed and enforced. Any previous failure to enforce, or an agreement to extend, the time limits herein shall not constitute a waiver of those time limits in any future case.

## **ARTICLE XVI DISCIPLINE**

### **Section 1**

The Board may take disciplinary action against employees for just cause. Notice of suspension or discharge must be in writing, with the reason stated, and a copy given to the employee and the Union at the time of suspension or discharge.

### **Section 2**

Disciplinary actions shall normally follow this order:

- a. verbal warning
- b. written warning
- c. suspension
- d. discharge

Certain serious infractions may require actions that lead to suspension or discharge prior to a verbal or written warning.

## **ARTICLE XVII NO STRIKE**

The Union agrees that it will not authorize, condone, or sanction any strike, sympathy strike, work slowdown, or other interference with the orderly conduct of the Stonington Public Schools. The Employer agrees that there shall be no lockout of bargaining unit employees during the life of this Agreement or any extensions hereof.

**ARTICLE XVIII**  
**SAVINGS CLAUSE**

**Section 1**

In the event any provision or portion of this Agreement is ultimately rated invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

**ARTICLE XIX**  
**LEAVES OF ABSENCE**

**Section 1**

Leaves of absence not exceeding six (6) calendar months may be granted by the Superintendent in case of exceptional need for those employees who have acquired seniority and have been employed for a minimum of two (2) years. Leaves may be granted for such reasons as military duty, study and personal business but not for the purpose of gainful employment elsewhere. Leave will be taken without pay or credit toward salary increments or seniority. Medical benefits may be continued during the leave at no cost to the Board of Education. Leave of absence shall be in accordance with the Family and Medical Leave Act (FMLA).

**ARTICLE XX**  
**REIMBURSEMENT FOR EXPENSES**

Employees who utilize their own automobile on school business with prior authorization shall be reimbursed at the Internal Revenue Service Code's allowable rate.

**ARTICLE XXI**  
**VACATIONS**

The Board shall continue the practice of crediting each employee with five (5) vacation days each year. These paid vacation days may be taken during any of the scheduled employee work days with approval of the Principal. Employees are encouraged to request paid vacation days during non-school days as their services are needed when school is in session. Exceptions may be made on an individual basis by the site Principal.

**ARTICLE XXII**  
**PROFESSIONAL GROWTH PROGRAM**

The Board shall implement a Professional Growth Program to encourage continued and active participation in professional growth. It is designed to improve services to the School District and the professional development of the employees. It is also designed to provide continuous education and is intended to recognize an employee's voluntary effort to increase his/her general or specific value to the district as shown and defined in APPENDIX D.

**ARTICLE XXIII**  
**DURATION**

**Section 1**

Except as provided herein, the provisions of this Agreement shall be effective as of July 1, 2020. It shall continue to remain in full-force and be in effect, up to and ending June 30, 2021 and from year to year thereafter, unless either party notifies the other no less than one hundred twenty (120) days from the expiration date that it wishes to modify or change this Agreement in any manner.


**Section 2**


In the event that the Board of Education and the Union shall fail to secure a successor Agreement prior to the termination of this Agreement, this Agreement will remain in full force pending the negotiation of a successor Agreement.


IN WITNESS WHEREOF, the parties hereto have set their hands this 10th day of December 2020.

**Section 3**

This Agreement constitutes the full agreement of both parties and any prior agreements or side letter must specifically be attached to this Agreement and made a part of it to be in force.

 1/12/21  
\_\_\_\_\_  
Chairman, Stonington Board of Education

  
\_\_\_\_\_  
President

 12/14/20  
\_\_\_\_\_  
Staff, Representative  
Council #4, AFSCME, AFL-CIO



**APPENDIX A**  
**AUTHORIZATION FOR PAYROLL DEDUCTION**

**CONNECTICUT COUNCIL 4, AMERICAN FEDERATION OF STATE, COUNTY  
AND MUNICIPAL EMPLOYEES, AFL-CIO**

**AUTHORIZATION FOR PAYROLL DEDUCTION**

BY: \_\_\_\_\_  
Please print last name, first name, initial.

TO: \_\_\_\_\_  
Name of employer.

I hereby authorize you to deduct from my earnings each payroll period a sufficient amount to provide for the regular payment of the current rate of monthly Union dues, and/or voluntary service fees as certified by the Union. The amount deducted shall be paid to the Treasurer of Local 1303-380 of Council 4 of the American Federation of State, County and Municipal Employees. This authorization shall remain in effect in accordance with the working agreement or until termination of my employment.

\_\_\_\_\_  
Signature (DO NOT PRINT)

\_\_\_\_\_  
Street Address Telephone Number

\_\_\_\_\_  
City and State Zip Code

**APPENDIX B**

**SCHOOL SECRETARIES  
SALARY SCHEDULE**

**JULY 1, 2020  
TO  
JUNE 30, 2021**

<b>TIME</b>	<b>WAGE SCHEDULE</b>
	<b>FY20-21</b>
	<b>2.60%</b>
<b>STARTING RATE</b>	<b>\$22.03</b>
<b>6 MONTHS</b>	<b>\$22.94</b>
<b>1 YEAR</b>	<b>\$23.69</b>
<b>2 YEARS</b>	<b>\$24.54</b>
<b>3 YEARS</b>	<b>\$25.54</b>
<b>4 YEARS</b>	<b>\$25.77</b>

**NOTES:** 1. Management reserves the right to hire new employees, depending upon education and experience, up to the 2nd year level.

2. After the completion of the second year, the employee shall receive raises (anniversary and steps), on July 1<sup>st</sup> of each year.

**APPENDIX C**  
**Health Insurance - Classified**

	<b>Effective</b>
	2016-17
Type of Plan	<b>PPO</b>
Referrals required	No
<b>In Network</b>	
Deductible	NA
Coinsurance	NA
Maximum	\$6,850/13,700
Preventive Care	No Charge
Mammography	No Charge
Office visit copay	\$30
Specialist visit co-pay	\$45
X-ray & Lab (standalone facility)	No Charge
High Cost Diagnostic	\$50
Vision Exam	\$30
Outpatient Rehab	\$30
Chiropractic	\$30
Therapy Services	\$30
<b><u>Infertility Services</u></b>	
Phase I	Covered
Phase II	Per state
Maximum	Mandate
Emergency Room copay	\$150
Urgent Care co-pay	\$75
Outpatient surgical co-pay	\$500
Inpatient co-pay	\$500 (up to \$2,000 per stay)
Lifetime Maximum	Unlimited
<b><u>Out of Network</u></b>	
Deductible	\$1,500/\$2,250/\$3,000
Coinsurance	30% after deductible
Out of Pocket Maximum	\$3,000/\$4,500/\$6,000
Lifetime Maximum	Unlimited
<b><u>Prescription Drugs</u></b>	
Generic	\$10
Listed Brand	\$20
Non Listed Brand	\$35
Mail Order	2x
Calendar Year Maximum	\$500

**APPENDIX D  
Health Insurance - Classified**

	<b>Effective 2016-17</b>
Type of Plan	<b>HDHP w/HSA</b>
Referrals required	No
<b>In Network</b>	
Deductible	\$2,000/\$4,000
Coinsurance	0% after deductible except Rx
Out of Pocket Maximum	\$4,000/\$6,850
Preventive Care	No Charge
Mammography	No Charge
Office visit copay	0% after deductible
Specialist visit copay	0% after deductible
X-ray & Lab (standalone facility)	0% after deductible
High Cost Diagnostic	0% after deductible
Vision Exam	0% after deductible
Outpatient Rehab	0% after deductible
Chiropractic	0% after deductible
Therapy Services	0% after deductible
<b><u>Infertility Services</u></b>	
Phase I	<u>Covered</u>
Phase II	Per state
Maximum	<u>Mandate</u>
Emergency Room copay	0% after deductible
Urgent Care copay	0% after deductible
Outpatient surgical co-pay	0% after deductible
Inpatient copay	0% after deductible
Lifetime Maximum	Unlimited
<b><u>Out of Network</u></b>	
	\$2,000/\$4,000
Coinsurance	20% after deductible
Out of Pocket Maximum	\$4,000/\$8,000
Lifetime Maximum	Unlimited
<b><u>Prescription Drugs</u></b>	
Generic	\$10 after deductible
Listed Brand	\$25 after deductible
Non Listed Brand	\$40 after deductible
Mail Order	2x after deductible
Calendar Year Maximum	Unlimited

## **Appendix D**

### **Professional Growth Program**

Stonington Public School District encourages continued and active participation on the part of classified employees in professional growth activities designed to improve service to the district and the professional development of the employee.

Professional growth is the continuous, purposeful engagement in study and related activities to retain and extend high standards of performance by classified employees.

The Professional Growth Program is designed to provide an opportunity for professional and personal growth for classified employees through continuing education. It is intended to recognize an employee's voluntary effort to increase his/her general or specific value to the District.

#### **Eligibility**

All permanent full-time classified employees who have been employed for a minimum of one continuous year qualify for participation in the Professional Growth Program. Individuals on leave are not eligible to participate during the leave period.

If the district gives release time to an employee or pays for any fees in conjunction with a training program, such program will not qualify for professional growth credit.

#### **Professional Growth Committee**

A committee composed of one District Representative and one Union representative will be established. The duties of the committee are as follows:

- 1) Evaluate all activities for professional growth credit and approve or deny all applications.
- 2) Recommend additional or revised procedures as necessary
- 3) Schedule meetings as needed to evaluate applications

#### **Procedure**

It shall be the responsibility of the employee to submit to the Professional Growth Committee a request form for course or hour approval prior to the completion of the course or activity.

Upon completion of the course or activity, it shall be the employee's responsibility to file a grade card, transcript or other acceptable proof of completion with the Professional Growth Committee within the timelines established by the Committee.

### **Professional Growth Points**

Professional growth points shall be earned by employee participation in off-duty activities of a professional growth nature on the following basis:

- 1) One (1) professional growth point per semester unit of course work at a junior college, community college, college or university. Quarter units will convert to semester units on a 2/3 basis. Employees must earn a grade of "C" or better or receive a "pass" to earn professional growth points.
- 2) One (1) professional growth point per twenty (20) hours participation in district, county, or state in-service training programs, adult education courses, or seminars/conferences/lectures or other approved educational programs.

### **Criteria for Professional Growth Award**

Eligible employees who have earned ten (10) approved points shall receive a professional growth award of five hundred dollars (\$500.00).

It is the responsibility of the employee to provide verification for points completed. Verification must be submitted by May 1<sup>st</sup> each year for payment on July 1<sup>st</sup>.

An employee may receive only one (1) award per year. Unused points shall be carried forward to the next year.

The maximum number of awards available each year shall be four (4). If more than four are complete, the additional awards shall be carried forward to the next year and be given priority for payment.