

**AGREEMENT**  
**BETWEEN**  
**THE TOWN OF VERNON**  
**AND**  
**LOCAL 1471**  
**OF COUNCIL 4**  
**OF THE**  
**AMERICAN FEDERATION OF STATE,**  
**COUNTY AND MUNICIPAL**  
**EMPLOYEES,**  
**AFL-CIO**

**Effective 7/1/2019 through 06/30/2022**

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## **PREAMBLE**

This agreement, together with its attached appendices, is entered into by and between the Town of Vernon, hereinafter referred to as "the Town", and Local 1471 of Council #4 of the American Federation of State, County and Municipal Employees, AFL-CIO, hereinafter referred to jointly as "the Union".

### **ARTICLE 1 - RECOGNITION AND MANAGEMENT RIGHTS**

#### **Section 1.0**

The Town recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours of employment, and other conditions of employment for all of the employees in the Town Public Works Department, the employees of the Water Pollution Control Authority, Animal Control and the Department of Parks & Recreation, except the Director of Public Works, the Director and Assistant Director of the Water Pollution Control Authority, the Director of Parks & Recreation, all clerical employees and supervisors, and all professional, supervisory and administrative positions which presently exist or are hereafter created.

#### **Section 1.1**

Unless expressly and specifically limited, modified, abridged or relinquished by a specific provision of this agreement, and whether exercised or not, the right, powers and authority heretofore held by the Town pursuant to any charter, general or special statute, ordinance, regulation or other lawful provision over the complete operations, practices, procedures and regulations with respect to employees in the bargaining unit shall remain solely and exclusively in the Town and specifically shall include, but is not limited to:

- a. To determine the care, maintenance, and operation of equipment and property used for and on behalf of the purposes of the Town.
- b. To prescribe and enforce rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
- c. To insure that incidental duties connected with Departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.

The above rights, responsibilities and prerogatives are inherent in the Town Council and the Mayor or his/her designee by virtue of statutory and Town Charter provisions. The existence of such rights may not be subject to review in any grievance or arbitration proceeding, but the manner of exercise of such rights may be subject to the grievance procedure described in this agreement.

## **ARTICLE 2 - UNION SECURITY**

### **Section 2.0**

The Town agrees to deduct dues from each paycheck as specified by the Secretary of the Union from the wages of all dues-paying members of 1471 covered by this agreement. A signed card authorizing the deduction will be provided to the Finance Office, by the Union, on behalf of each employee for whom the deductions are made however, any individual employee may withdraw this assent by written communication to the Finance Office.

### **Section 2.1**

The weekly dues remittance to the Union will be accompanied by a list of names and addresses of employees from whose wages dues deductions have been made. If any bargaining unit member elects not to pay dues, the Union shall notify the Town, in writing, of said change within 24 hours. Any and all liability, whether financial or otherwise, stemming from, resulting from, or alleged result of the Union's failure to provide such notification will be assigned, in its entirety and without the right of appeal, to the Union.

### **Section 2.2**

The Union shall, to the fullest extent of the law, indemnify and hold the Town harmless from any and all damages, costs, and expenses arising from the making of authorized deductions and or from compliance by the Town with the Union security provisions of Section 2.1. Damages include, without limitation, consequential and incidental damages.

### **Section 2.3**

The Town agrees that there will be no lockout of any employee or employees during the life of this agreement. The Union and the employees agree that during the life of this agreement they will not authorize, support or participate in any strike.

### **Section 2.4**

At least one (1) bulletin board shall be reserved at an accessible place in the Department for the exclusive use of the Union for the posting of official Union notices or announcements. The bulletin board shall be provided and maintained solely by the Union.

### **Section 2.5**

The Town shall provide the Council 4 representatives with five (5) signed copies of this agreement at the time of signing. The Town agrees to provide one (1) copy of the agreement to individual employees upon request. Agreements are available on the Town's website.

## **ARTICLE 3 - SENIORITY**

### **Section 3.0**

The Town shall prepare a list of employees showing their seniority in length of service with the Town and length of service within a department, in a position covered by this agreement and deliver the same to the Union President and Union Secretary on December 1<sup>st</sup> of each year. Unless the Union files a grievance concerning the list within thirty (30) days of receipt of same, the list will be presumed to be correct for all purposes of this contract. Upon completion of their probationary period, new employees shall be added to this list.

### **Section 3.1**

New employees shall serve a probationary period for the first six (6) calendar months, and shall have no seniority rights during this period, but shall be subject to all other provisions of this agreement except the grievance procedure in the event of disciplinary action or dismissal. All employees who have completed their probationary period shall acquire length of service records as of the date of their initial employment. The Town, as a matter of right, may extend the probationary period for an additional ninety (90) calendar days in individual cases. The Union will be notified of any such extension and the reasons therefor, which reasons will not be arbitrary or capricious.

### **Section 3.2**

- a. All vacancies and new positions covered by this agreement shall be posted for a period of five (5) working days on bulletin boards to be provided for such purpose prior to the Town filling such vacancies or new positions. If the senior employee successfully bids for a vacancy or new position, the five (5) working days shall be waived. Employees wishing to be considered for assignment to such vacancies or new positions may personally or through their steward submit their request to their supervisor. Employees requesting consideration and who are not selected for such assignment in accordance with the provisions of this agreement may appeal the action through the grievance procedure.
  1. The part-time Laborer position will not be subject to Sections 3.2 and 3.3. The posting and transfer requirements will be suspended for one (1) year from the date of the employees' initial employment into a permanent position. Any employee in the part-time Laborer position will be able to post as an external applicant for any new option position within the Town during the timeframe noted above. After one (1) year, the posting and transfer requirements as contained, herein, will apply.
- b. Copies of the job posting and a list of the persons bidding for the job shall be sent to the Union President and the Union Secretary at the end of the posting period.
- c. If the senior employee successfully bids for a vacancy or a new position, he shall be placed on a forty-five (45) working day probationary period.

- d. All employees bidding to fill vacancy must meet the requirements of the position, at the time that the position is posted.
- e. The Town reserves the right to hire seasonal and/or temporary employees, who will work up to forty (40) hours per week, for up to one hundred twenty (120) days without subject to the provisions of the Agreement.
- f. The Town has the right to use a Public Works laborer to fill temporary vacancies at the transfer station. Such a temporary transfer would be paid at the existing laborer rate and would be made consistent with the seniority provisions of the contract.

### **Section 3.3**

Vacancies which are to be filled shall be filled within six (6) calendar months of the date the position becomes open or within six (6) calendar months after the establishment of a new position within the bargaining unit.

- a. When a vacancy exists, or a new position is created, the employee with the highest seniority shall be given the first opportunity to fill the position provided he/she has the ability to perform the work. If he/she refuses, it shall go to the next employee who has the ability to perform the work, etc.

A full time employee, regardless of their departmental seniority shall have preference and priority in filling any bargaining unit vacancy, over a part-time employee, regardless of their departmental seniority.

- b. The person appointed to the vacancy or new position shall be notified in writing of the appointment with a copy to the Union President and the Union Secretary.
- c. Should a grievance be filed over the filling of a vacancy or a new position, the provisions of this section shall be waived; but nothing in this Article precludes the Town from filling the vacancy or new position with qualified bargaining unit employees, at its discretion, in the interim subject to the final adjustment of the grievance.

### **Section 3.4**

When a newly hired employee is retained in a vacancy or a new position for a period of six (6) calendar months, then he/she shall be considered qualified and allocated to said position if the position continues to exist. When a transferred employee is retained in a vacancy or new position for a period of forty-five (45) consecutive workdays, then he/she shall be considered qualified and allocated to said position if the position continues to exist; otherwise, he/she shall return to his/her former position. If, after thirty (30) working days, the employee desires to return to his/her former position, he/she shall notify the Department's Director in writing within three (3) working days of his /her intention to do so.

### **Section 3.5**

Layoffs shall take effect as follows:

- a. Part-time employees;
- b. Employees working twenty (20) hours per week but less than forty (40) hours per week;
- c. New probationary employees;
- d. Within classifications, the employee with the least seniority first, provided that the more senior employee has the ability to perform the essential job functions, and is in good standing (ie. performance and/or attendance). The employee in the classification where the layoff takes place has bumping rights to a position in another classification within the bargaining unit which pays the same or less wages, based upon bargaining unit seniority, provided the employee exercising bumping rights has the ability to perform the essential job functions in the other classification;
- e. The Town Administrator, or Assistant Town Administrator, shall give written notice to the Mayor, to the Union President, and to all employees to be affected by a proposed layoff of the proposed layoff and the reasons therefor, at least fourteen (14) calendar days before the effective date thereof, whenever possible.

### **Section 3.6**

Full-time employees who have been laid off shall be entitled to be recalled by the Town for the period of one (1) calendar year starting with the date of the layoff. Laid-off full-time employees within classification with the most seniority shall be rehired first provided that he/she has the ability to perform the work available. No new full-time employees shall be hired in these classifications until all laid-off employees in those classifications who are able to perform the work have been notified and given the opportunity to return to work. Five (5) days' written notification by the Town to the last known address of the employee shall be sufficient notification.

### **Section 3.7**

Part-time employees are those employees who are not in the list furnished to the Union under Section 3.0 of this Article. The Union shall be furnished a list of part-time employees at the Union's request, but not more often than twice per calendar year.

## **ARTICLE 4 - HOURS OF WORK, OVERTIME AND HOLIDAY PREMIUM PAY**

### **Section 4.0**

The basic workday for the Department of Public Works employees covered by, this agreement shall be eight (8) hours a day, five (5) days a week, Monday through Friday, starting at 7:00 a.m. and ending at 3:30 p.m., with one-half (½) hour off for lunch from 12:00 noon to 12:30 p.m., except for custodians, who shall work a basic workday which hours shall be mutually agreed upon by the Town and the individual employee.

The basic workday for the Department of Parks & Recreation employees covered by this agreement shall be eight (8) hours a day, five (5) days a week, Monday through Friday, starting at 7:00 a.m. and ending at 3:30 p.m., with one-half (½) hour off for lunch.

The basic workday for Refuse & Recycling employees covered by this agreement shall be eight (8) hours per day, (5) days a week, Monday through Friday, starting at 6:00 a.m. and ending at 2:30 p.m., with one-half hour (1/2) off for lunch.

Section 4.9 covers the hours of work for Animal Control.

- a. Per the Memorandum of Agreement dated October 23, 2003, the Town shall have the right to establish an additional shift to include Saturday for mechanics in the Public Works Department hired by the Town after July 1, 2003.

### **Section 4.1**

Time and one-half shall be paid for:

- a. All work performed in excess of eight (8) hours in any one (1) day, and forty (40) hours in one (1) week; and
- b. All work performed on Saturday as such.

### **Section 4.2**

Double time shall be paid for:

- a. All work performed on Sunday as such; and
- b. All work performed on holidays plus regular holiday pay.

### **Section 4.3**

- a. Full-time employees within classification shall be given preference on all overtime assignments provided that preference must be given only to employees within classification who have the ability to perform the available work.



Once all available employees in the applicable classification have been asked for overtime and all needed positions are not filled, then the Town may ask other employees in the department according to the overtime list as long as they are qualified to perform the work.

Once all available employees in the applicable department have been asked for overtime and all needed positions are not filled, then the Town may ask employees from other departments in the bargaining unit according to the overtime list as long as they are qualified to perform the work.

Under this provision, employees from other departments or divisions shall not receive bump-up pay as listed in Article 11, Section 11.1 when they volunteer for overtime in a higher classification.

- b. All overtime work shall be divided equally by hours among employees within classification who have the ability to work the available job.
- c. If an employee is scheduled overtime and does not avail himself/herself of the opportunity to work, he/she will be charged with the scheduled hours overtime as if he/she had worked.
- d. Overtime within classifications shall be equalized within thirty-five (35) hours during a fiscal year. Any employee not equalized within thirty-five (35) hours shall be compensated at his/her regular hourly rate for the number of hours required to be equalized. The Union President will be given a list of all overtime hours and hourly rates paid to each employee at the end of the fiscal year.
- e. Overtime hours of all employees in the bargaining unit shall be posted on a suitable bulletin board by the number of hours worked (e.g. straight time = 8 hours, time and one-half = 12 hours, double time = 16 hours) every three (3) months. A copy of the posting shall be given to the Union President and the Union Secretary.

#### **Section 4.4**

A full-time employee called in to work outside his/her regularly scheduled working hours shall be paid a minimum of three (3) at one and one-half (1½) his/her regular hourly rate if the call-in is from Monday through Saturday, and double his/her regular hourly rate as provided for in Section 4.2(a) and (b) if the call-in is on Sunday or a holiday. Nothing herein shall be construed so as to prevent the Town from assigning work to the employee in order to utilize the time for which pay is to be received.

#### **Section 4.5**

All bargaining unit work will be done by bargaining unit employees unless there are no bargaining unit employees available who are able to perform available work. Should the Town be unable to fulfill its overtime requirements due to refusals, the Town may require the permanent employee with the least seniority within the job classification to work.

#### **Section 4.6**

Nothing herein shall prohibit the Town from establishing a night force composed of employees in the Public Works Department if circumstances, in the opinion of the Director of Public Works, warrant the continuous maintenance of such force. Such force may be composed of a number of persons, as determined by the Town, adequate to perform the necessary tasks. Negotiations on matters of wages, hours of employment and other conditions of employment will commence on the establishment of such a shift.

#### **Section 4.7**

An employee called to work during snow or ice storms shall be allowed one-half (½) hour at the applicable rate of pay upon reporting for work to be included in calculating his/her minimum wage in Section 4.4 above. The additional one-half (½) hour shall be paid only if the employee reports within one (1) hour of being called-in to perform overtime work.

#### **Section 4.8**

See Articles 14 and 15 on the Water Pollution Control Authority for special provisions regarding employees of the Authority.

#### **Section 4.9**

The regular hours for the current ACO shall be 9am-5pm on Monday and Tuesday. 7am-3pm on Wednesday, Thursday and Friday with a paid working lunch. Saturday and Sundays shall be days off.

The regular hours for the current Asst. ACO shall be 9am-5pm on Saturday and Sunday. 2pm-10pm on Wednesday, Thursday and Friday with a paid working lunch. Monday and Tuesday shall be days off.

Overtime- The ACO shall receive time and one half (1 ½) for all hours performed in excess of eight (8) hours in any one day, and forty hours (40) in one week and/or any hours performed on Saturday. The ACO shall receive double (2) time for all work performed on Sunday or a holiday plus regular holiday pay.

The Asst. ACO shall receive time and one half (1 ½) for all hours performed in excess of eight (8) hours in any one day, and forty hours (40) in one week and/or any hours performed on Monday. The ACO shall receive double (2) time for all work performed on Tuesday or a holiday plus regular holiday pay.

Overtime shall be preapproved by the Police Chief, or his/her designee, except in the case of an emergency. The Town shall have the right to utilize non-bargaining employees for the Animal Control Facility when the bargaining unit positions of Animal Control Officer and Assistant Animal Control Officer are not available.

Any new hires into the positions of ACO and Asst. ACO will work different hours and have a half-hour unpaid lunch.

## **ARTICLE 5 - HOLIDAYS**

### **Section 5.0**

The following holidays shall be observed as days off with full pay for regular full-time employees who have completed their probationary period and part-time employees who were hired prior to July 1, 2011:

|                        |                           |
|------------------------|---------------------------|
| New Year's Day         | Labor Day                 |
| Martin Luther King Day | Columbus Day              |
| President's Day        | Veterans' Day             |
| Good Friday            | Thanksgiving Day          |
| Memorial Day           | Friday after Thanksgiving |
| Independence Day       | Christmas Day             |

and one (1) floating holiday to be individually observed by the employee and mutually agreed upon by the Town and employee in advance of the holiday. The floating holiday may be taken at any time during the calendar year; seniority shall govern preference within classification in the event of a dispute. The Town shall provide a list of the dates on which holidays are to be observed by December 15th to the Union President.

### **Section 5.1**

- A. Holidays falling on Saturday shall be celebrated on the preceding day.
- B. Holidays falling on Sunday shall be celebrated on Monday.

### **Section 5.2**

Whenever any of these holidays shall occur while an employee who has obtained a formal leave of absence for illness under Article seven (7) or is out on sick leave, the employee shall receive holiday pay for the day but shall not have a day deducted from sick leave.

### **Section 5.3**

When a holiday occurs during a regular vacation, said holiday shall not be charged against an employee's earned vacation time and the employee shall be given a day off at a time mutually agreeable to said employee and the Department's Director.

**Section 5.4**

In order to qualify for holiday pay, an employee must work the full scheduled workdays immediately preceding and following the holiday unless on legitimate paid leave. Failure to meet these requirements will result in forfeiture of the holiday pay.

**Section 5.5**

The Animal Control Officer and Assistant Animal Control Officer shall rotate holidays according to current practice, except that they shall not work less than four (4) hour overtime shifts on said holidays.

**ARTICLE 6 - VACATIONS**

**Section 6.0**

- a. Each full-time and part-time employee hired prior to July 1, 2011 covered by this agreement who has been in the continuous employ of the Town for one (1) year shall, subject to all the provisions of this article, be entitled to a vacation with pay at their base rate determined by the length of continuous employment with the Town on the following basis:

| <u>Length of Continuous Full-Time Employment</u>    | <u>Amount of Paid Vacation</u> |
|---|--------------------------------|
| One (1) year through completion of four (4) years   | Ten (10) days                  |
| Five (5) years through completion of ten (10) years | Fifteen (15) days              |
| Eleven (11) years of service                        | Sixteen (16) days              |
| Twelve (12) years of service                        | Seventeen (17) days            |
| Thirteen (13) years of service                      | Eighteen (18) days             |
| Fourteen (14) years of service                      | Nineteen (19) days             |
| Fifteen (15) years of service                       | Twenty (20) days               |
| Sixteen (16) years of service                       | Twenty-one (21) days           |
| Seventeen (17) years of service                     | Twenty-two (22) days           |
| Eighteen (18) years of service                      | Twenty-three (23) days         |
| Nineteen (19) years of service                      | Twenty-four (24) days          |
| Twenty (20) years of service                        | Twenty-five (25) days          |

- b. Each full-time and part-time employee hired after June 30, 2011 covered by this agreement who has been in the continuous employ of the Town for one (1) year shall, subject to all the provisions of this article, be entitled to a vacation with pay at their base rate determined by the length of continuous employment with the Town on the following basis:

| <u>Length of Continuous Full-Time Employment</u>    | <u>Amount of Paid Vacation</u> |
|---|--------------------------------|
| One (1) year through completion of four (4) years   | *Ten (10) days                 |
| Five (5) years through completion of ten (10) years | Fifteen (15) days              |

|                                |                     |
|--------------------------------|---------------------|
| Eleven (11) years of service   | Sixteen (16) days   |
| Twelve (12) years of service   | Seventeen (17) days |
| Thirteen (13) years of service | Eighteen (18) days  |
| Fourteen (14) years of service | Nineteen (19) days  |
| Fifteen (15) years of service  | Twenty (20) days    |

- b. Once an employee completes any year of service which entitles him/her to additional vacation time, such additional vacation time may not be taken until the following January 1<sup>st</sup>.
- c. The employee's anniversary date will be used to determine the amount of vacation time due.
- d. Vacation leave may be taken in amounts no lower than four (4) hours for full time employees and/or one-half (1/2) of a work day for part-time employees.
- e. Vacation earned in one year must be used by the end of the next year. Employees may not accumulate or carry over unused vacation days.
- f. New employees will earn .83 days of vacation for each completed month of service. Upon successful completion of their six (6) month probationary period, 5 days will be granted for immediate use per availability. New employees will receive the additional .83 days per month earned but not previously available on December 31<sup>st</sup>. New employees will be permitted to carry over no more than five (5) days into the new calendar year. Upon successful completion of their first year, these employees will subject to the terms outlined in this Article. Employees who do not successfully complete their six (6) month probationary period are not eligible to receive their accrued vacation in their final pay.

**Section 6.1**

The vacation period will be from the first day of January through the last day of December. All vacation time must be scheduled and approved by the first day of March. Seniority shall govern preference and the efficient operations of the departments shall not be impeded. Not more than one maintenance employee of the Department of Parks & Recreation may take vacation at any time. The Union President and the Union Secretary shall receive a vacation list by the fifteenth (15<sup>th</sup>) day of March.

**Section 6.2**

- a. Pro rata accumulated vacation pay shall be granted to an employee in the event he/she terminates his/her service with the Town provided fourteen (14) days' notice of such termination has been given in writing to the Town.
- b. In the event of the death of an employee, his/her pro rata accumulated vacation pay shall be paid to the estate of the deceased employee.

- c. Effective January 1, 2012, unused vacation leave, including accumulated vacation leave, paid at the time of retirement, death or termination will not be used to enhance the value of the employee's pension and will not be used in the employee's pension calculation when the employee terminates his/her employment with the Town.

### **Section 6.3**

In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick days to his/her sick leave, providing a doctor's certificate verifies illness.

## **ARTICLE 7 - LEAVE PROVISIONS**

### **Section 7.0**

Each employee shall be entitled to sick leave, at current base pay, of one (1) day as of the first day of each calendar month for a total of twelve (12) days during a calendar year. Such sick leave that is not used shall be accumulated to the employee's credit to a maximum accumulation as set forth in Section 7.3, or the employee's accumulation as of June 1, 1998, whichever is greater. Each employee shall be notified of his/her accumulated sick leave, by letter, at the beginning of each fiscal year.

Effective July 1, 2012, any payment for accumulated unused sick leave shall be made as part of the Employee's final pay, and will not be used to enhance the value of the pension benefit.

### **Section 7.1**

Sick leave may be used in the following cases:

- a. Personal illness or physical incapacity. However, if upon investigation it is found by the Department's Director or their designee that the absence was not warranted, there shall be no payment.
- b. Enforced quarantine of the employee in accordance with community health regulations.
- c. Illness or physical incapacity of the employee, the employee's spouse, parents, grandparents, brothers sister, child or grandchild and any relative who is domiciled in the employee's household.

However, if upon investigation it is found by the Department's Director or their designee that said leave was not warranted, the employee shall not be compensated.

- d. To obtain medical or dental treatment, a certificate verifying said treatment may be required by the Department' Director. No unit of time less than one-quarter (¼) of one (1) working day shall be credited to the employee for purposes of this Sub-Section. For all

other portions of this Article, sick leave shall be credited in units of one-half (½) of one (1) working day.

- e. Any employee calling in sick must notify the Department prior to the time when he/she is scheduled to report to work. Except if in a dire emergency he/she is physically unable to do so, an employee must contact the Department not later than one-half (½) hour prior to the scheduled reporting time.

**Section 7.2**

- a. A doctor's certificate shall be required after three (3) consecutive working days of absence. Illness or physical incapacity beyond three days is subject to the Federal Family and Medical Leave Act.
- b. A doctor's certificate shall be required for absence due to illness on the working day preceding a holiday, earned day, or day of vacation leave and/or the first working day following a holiday, earned day, or day of vacation leave.

**Section 7.3 (A) Sick Time for Full Time Employees Hired Before July 1, 1999**

- a. Upon retirement an employee, shall receive two hundred ten dollars (\$210) for each unused accumulated sick leave day as severance pay up to a maximum of one hundred eighty (180) days.
- b. In the event of the death of an employee, his/her estate shall receive two hundred ten dollars (\$210) for each unused accumulated sick leave day as severance pay up to a maximum of one hundred eighty (180) days.
- c. Upon separation from employment shall receive two hundred ten dollars (\$210) for each unused accumulated sick leave day as severance pay up to a maximum of one hundred eighty (180) days, provided that the employee has given fourteen (14) days' written notice to the Department Director or their designee prior to resignation.

**Section 7.3 (B) Sick Time For Full Time Employees Hired July 2, 1999 –June 30, 2011**

Maximum accumulation of one hundred fifty (150) days. Said employees will be paid for a maximum of thirty (30) days of accumulated sick leave at two hundred ten dollars (\$210) for each unused accumulated sick leave day in the following circumstances:

- 1. Upon retirement
- 2. Upon his/her death
- 3. Upon separation from service with the Town after seven (7) years of service in good standing.

**Section 7.3 (c) Sick Time for Full Time Employees Hired After June 30, 2011**

Employees shall not be paid for accumulated and unused sick leave. Said employee may accumulate up to a maximum of one hundred fifty (150) sick days.

**Section 7.3 (d) Sick Time Payout for Part Time Employees Hired On or Before June 30, 2011**

Employees shall receive two hundred and ten dollars (\$210.00) for each unused accumulated sick leave day as severance pay up to a maximum of sixty (60) days.

**Section 7.4 – Unpaid Sick Leave**

Nothing herein shall be construed so as to prohibit an employee from requesting additional paid sick leave from the Town Administrator in exceptional cases. Any additional paid sick leave granted under the provisions of this Section shall be charged to the employee's future accumulation of paid sick leave. Repayment shall be made at one-half (½) of the employee's earned paid sick leave days per year to a maximum of nine (9) days per year.

**Section 7.5 - Bereavement**

Three (3) days special leave with pay shall be granted for death in the immediate family of an employee, or the immediate family of his/her spouse. Immediate family for purposes of this Section is defined as parents, grandparents, spouse, brother, sister, child or grandchild and also and, relation or person designated as a beneficiary of life insurance or retirement plan death benefits who is domiciled in the employee's household. Employees must submit to the Director of Public Works, the Director of the Water Pollution Control Authority or the Director of Parks & Recreation or their designees' proof of death showing the date of death or funeral services in order to be eligible for such bereavement pay.

One (1) day's leave with pay shall be granted for death of a relative, not covered in Section 7.5 of this agreement, of any employee. The employee must provide to the department director proof of death showing the date of death or of funeral services in order to be eligible for bereavement pay.

**Section 7.6 – Injury Leave**

Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his /her duties. An employee who is eligible for Workers' Compensation under the Worker' Compensation Act shall receive from the Town an amount which, added to the Workers' Compensation received, shall equal his/her regular pay for a period not to exceed six (6) months. If an employee is still out on Worker's Compensation after the six (6) month period, the employee may, at his/her discretion, use his/her accumulated sick leave to supplement Worker's Compensation benefits up to one hundred percent (100%) of his/her regular wages for an additional three (3) months. Said amount shall be payable at the time



benefits are paid by the compensation carrier. Any monies which an employee may recover from a third party which represent lost earnings or wages based upon an injury for which injury leave payments have been made under this Section shall be required to be reimbursed to the Town out of such funds for monies paid by the Town to the employee to supplement Workers' Compensation under this Section.

### **Section 7.7 – Military Leave**

The Town shall comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable Federal and State law with regard to military leave.

### **Section 7.8 – Jury Duty**

Leave for jury duty shall be granted to regular employees when required to serve. During this period, the employee shall be paid the difference between his/her regular base wage and the fee furnished to serve as a juror. Copies of notice to jury service and evidence of attendance must be provided to the Town Administrator. The Town may request exclusion for any employee who has received notification of jury duty.

### **Section 7.9 – Union Leave**

Union officials shall be allowed the required time without loss of pay to attend official Union conventions and conferences. No more than five (5) union officials shall be authorized under this Section and the total time allowed shall not exceed sixteen (16) days per year. Not more than one (1) employee per department shall be permitted to take union leave unless approved by the Department Director. Permission to attend will not be unreasonably withheld. In all cases, notice of intention to use union leave shall be given to the Department Director at least two (2) weeks in advance of the first day of absence.

### **Section 7.10 – Unpaid Leave**

The Department Director, subject to the approval of the Town Administrator, may grant leaves of absence without pay. Requests for such leave shall be made in writing to the Department Director and shall include the length of leave required, for a period not to exceed six (6) months. Any accumulated sick or vacation leave unused prior to such leave of absence shall be retained to the employee's credit upon return. No benefits, including but not limited to seniority, sick leave, vacation leave or earned time are accrued during an unpaid leave of absence.

### **Section 7.11 – Earned Leave**

Any employee covered by this agreement who has three (3) months of continuous service without use of any sick leave or any other unpaid leave shall receive one (1) earned day. The total days that an employee may accumulate shall be four (4) in one (1) fiscal year and the employee must take this time within that fiscal year or it will be given back to the Town provided any day earned during the month of June may be carried over and used during the month of July. The employee may take this time at his/her request, subject to the approval of the Department Director, at any time during the calendar year (seniority and previously scheduled

vacation leave or floating holiday shall govern preference). Earned time may be taken in increments of two (2) hours and/or one-quarter (1/4) days.

### **Section 7.12 Personal Leave**

Employees shall be granted three (3) personal days per fiscal year, non-cumulative. Personal time may be taken in increments of two (2) hours and/or one-quarter (1/4) days.

Personal leave days shall have no value at the time of retirement, death or termination, and must be used while the employee is employed as a regular, full-time member of the bargaining unit.

Employees hired after July 1, shall receive prorated personal days for the first (1<sup>st</sup>) year of employment.

### **Section 7.13 – Workers’ Compensation Bonus**

Employees covered by this Agreement will receive an incentive payment of two hundred fifty dollars (\$250), if no Worker’s Compensation claims are made by any member of the bargaining unit in a 365 day period.

Employees covered by this Agreement will receive an incentive payment of five hundred dollars (\$500), if no Worker’s Compensation claims are made by any member of the bargaining unit in a 730 day period.

The tolling period will reset once a Worker’s Compensation claim is filed by any member of the bargaining unit and the time periods will toll from that new reset date. The incentive will remain at the \$500 level for any subsequent 365 day period following the first 730 days without a claim.

## **ARTICLE 8 - GRIEVANCE PROCEDURE**

### **Section 8.0**

Grievances arising out of matters covered by this agreement and disputes and consultations, or any questions arising out of the employer-employee relationship, will be processed in the following manner at the request of either party.

### **Section 8.1**

Step One - The employee and/or his/her representative shall present to the employee's Department Director all the facts pertaining to the grievance. In order to be valid, a grievance must be filed in writing within ten (10) working days of the event that gives rise to the grievance, and the complaint must state the section of the contract that is alleged to have been violated, if applicable, and to state the remedy being sought. The Department Director shall adjust the grievance at once or notify the employee and/or his/her representative of his/her decision within five (5) working days from the day the grievance is presented.

## **Section 8.2**

Step Two - If the complainant and his/her representative, if represented, are not satisfied with the decision rendered, he/she or his/her representative may submit the grievance in writing to the Town Administrator or his/her designee within five (5) working days from the date of the Department Director's response. The Town Administrator or his/her designee shall within ten (10) working days of receipt of the grievance meet with the concerned parties to review the facts, and shall submit his/her decision to the complainant and his/her representative, if represented, within five (5) working days thereafter.

## **Section 8.3**

Step Three - If the grievance shall not have been disposed of to the satisfaction of the aggrieved and if it concerns the interpretation or application of any of the provisions of this agreement, either the Town or the Union may submit it to the Connecticut State Board of Mediation and Arbitration within ten (10) working days, with notice to the other party, and the decision rendered by the arbitrator or arbitrators shall be final and binding upon all parties as provided by law. The arbitrators shall be bound by and shall apply only the terms of this agreement and shall not add to, delete from or modify this agreement in any way. The arbitrator's decision shall be in writing. The arbitrator shall arbitrate only one (1) grievance at a time unless otherwise agreed. If the services of the State Board of Mediation and Arbitration are not available, an arbitrator shall be selected by mutual agreement with the fees and expenses of the arbitrator borne equally by the Town and the Union.

## **Section 8.4**

Time Extensions - Time extensions beyond those stipulated in this grievance procedure may be arrived at by the mutual agreement of the Town and the Union. Such extensions must be requested within the original time limits for action. Grievance not appealed to the next step within the specified time limits or valid extensions thereof shall be considered settled as per the decision at the previous step.

## **Section 8.5**

Representation - Employees and the Union shall have the right and choice of representation whenever representation is desired by either individual employees or the Union. The Town shall have the right and choice of representation whenever desired.

## **Section 8.6**

Officers and/or stewards of the Union shall be designated by the Union for the purpose of adjusting grievances and/or contract negotiations and shall be afforded the necessary amount of time without loss of pay to conduct such business. No more than a maximum of two (2) Union officials will be designated to attend meetings for adjusting grievances.

## **ARTICLE 9 - DISCIPLINARY PROCEDURE**

### **Section 9.0**

The Town shall have the right to discipline or discharge employees for just cause. Disciplinary penalties comprise four (4) groups: documented verbal warnings, written warnings, suspensions or demotions, and discharges. All actions taken under this section shall be initiated within fifteen (15) working days of the event giving rise to the disciplinary action. Under normal circumstances, discipline shall be applied in progressive order (i.e. first warning, then suspension or demotion, then discharge). In cases of serious employee misconduct, this progression need not be followed, and employees involved may be discharged, suspended or demoted for the first offense.

Copies of all actions taken under this article shall be given to the department steward and the Union President.

### **Section 9.1**

Copies of all discipline shall be sealed after two (2) years, if the employee has had no other disciplinary action taken against him/her in that time.

## **ARTICLE 10 - PRIOR PRACTICE**

### **Section 10.0**

Nothing in this agreement shall be construed as abridging any right, benefit or privilege that employees have enjoyed heretofore unless it is specifically stated that said practice has been superseded by a provision of this agreement.

It is specifically agreed and understood that the prior practice of assigning more than one (1) employee to a vehicle during snow removal operations has been and is discontinued provided that the Town reserves the right to use more than one (1) employee in a vehicle if and when it wishes.

## **ARTICLE 11 - WAGES**

### **Section 11.0**

Wage scales and classifications shall be negotiated and made a part of this agreement as **Appendix A**. Job descriptions have been made part of this agreement as **Appendix B**. The Town recognizes the right of the union to file a grievance over any future changes in these job descriptions which may be made by the Town.

### **Section 11.1**

Employees required to work in a higher classification shall be paid at the place on the salary schedule for the higher classification he/she had attained on the salary schedule for his/her own classification.

## **Section 11.2**

- a. The salary schedule, rates of pay and classifications of the present employees attached hereto as Appendix A shall be a part of this agreement,
- b. Effective July 1, 2019, the rates of pay shall increase by 1.95% over the rate in effect on June 30, 2018.
- c. Effective July 1, 2020, the rates of pay shall increase by 1.95% over the rate in effect on June 30, 2019.
- d. Effective July 1, 2021, the rates of pay shall increase by 1.95% over the rate in effect on June 30, 2020.
- e. All new employees will start at step 1 of the attached pay scale, and shall move to the next step on their anniversary.

## **Section 11.3**

Recognition for continuous employment with the Town shall be as follows, payable with the second paycheck in December: Part time employees who work less than 32 hours a week shall receive half of the amounts listed below in accordance with the MOU.

10 years of service - 350.00 annually  
15 years of service - 425.00 annually  
20 years of service - 500.00 annually  
25 years of service - 575.00 annually

## **Section 11.4**

Employees who are certified in Freon removal shall receive one hundred dollars (\$100) per year for the certification, while they maintain the certification. The stipend shall be paid on or about September 1 of the applicable year.

Effective at the signing of this contract, for new employees, this provision applies only if it is a requirement of the job duties outlined in the job description.

## **Section 11.5**

The mechanics hired after July 1, 2003 who work the additional Saturday shift shall receive a shift differential of one dollar \$1.00 per hour for all hours work after 3 PM Monday through Friday and on Saturday notwithstanding time.

- a. Mechanics will receive an increase in their hourly wages by \$1.75 per hour if they have and maintain at least 4 certifications in 4 different categories of the following 5 categories:

- |                               |   |
|-------------------------------|---|
| 1. ASE Automotive             | (Automotive Service Excellence)         |
| 2. ASE Trucks                 | (Automotive Service Excellence)         |
| 3. EVT Fire Apparatus         | (Emergency Vehicle Technician)          |
| 4. EVT Ambulance              | (Emergency Vehicle Technician)          |
| 5. RSES Refrigerant Practices | (Refrigerant Service Engineers Society) |
- b. If State or Federal regulations require certification for Mechanics who work on Emergency Vehicles, Mechanics must obtain the required certifications.
- c. Park Maintainer 2(s) shall meet all requirements as listed in the Park Maintainer 2 job description. These requirements include CDL Class B License, Play Scape and Pool Certifications.
- The Town will pay for the initial cost(s) of recertification.
  - If an employee does not acquire, or maintain in good standing all three requirements, he/she shall be afforded a second opportunity to re-certify.
  - If an employee fails to pass the second attempt at re-certification, said employee will be transferred to the position of Parks Maintainer 1, effective immediately. The employee shall be responsible for any and all costs associated with any re-certification costs beyond the cost of the initial certification attempt.
  - If at any time, a Parks Maintainer 1 acquires or reacquires these three requirements with proof of all three, he/she will be transferred to a Maintainer 2.

## **ARTICLE 12 - SAFETY AND HEALTH**

### **Section 12.0**

- a. Clothing shall be supplied to all employees working in conditions exposed to severe elements, e.g., foul weather gear, boots and gloves to the Public Works employees, etc.; coveralls for mechanics and/or other employees working in ditches or other related tasks; and uniforms for other employees and for their care as needed.
- b. Safety helmets shall be supplied for any employees working in hazardous locations and with hazardous equipment.
- c. During the first quarter of each fiscal year, the Town will direct deposit each full time bargaining unit employee the amount of \$300.00, and each permanent part-time bargaining unit employee \$150.00 to purchase OSHA approved work boots.
1. If the permanent part time employee is permanently scheduled to work 32 hours or more hours in a week they will be eligible for the full boot allowance as is set forth in 12 (c) of the contract.
- d. At the discretion of the Department's Director or their designee, each employee shall be required to wear his/her uniform and safety shoes at all times while working for the Town, and safety helmets shall be worn as directed. Employees of the Department of

Parks & Recreation may wear shorts and Town-provided shirts during the summer months. All employees may be permitted to wear additional personal clothing in cold weather months provided the employee wears identification provided by the Town.

- e. The Town will assume the expense of all of the aforementioned clothing and equipment when replaced due to normal wear and tear. To receive such replacement, employees must submit the worn item which is to be replaced by the Town. The Town shall provide ten (10) sets of uniforms for refuse personnel and employees in the Water Pollution Control Facility.
- f. The Town will not require any employee fifty-three (53) years of age or older to fill in as a refuse laborer or recycling operator.
- g. All employees in the classifications of mason and maintainer must provide their own hand tools; complex electrical equipment will be provided by the Town. The Town shall indemnify Department of Public works mechanics whose personal tools may be lost as a result of burglary, fire, or explosion at the Town maintenance facility.
- h. The Town will pay for physicals required for a CDL when said physical is not covered or paid for by insurance. This shall also include any co-pays, if applicable.
- i. Uniforms and shoes will be supplied during the probationary period and shall be returned to the Town if, for any reason, the probationary period is not completed. The cost of uniforms and shoes which are not returned to the Town by an employee who does not complete the probationary period shall be deducted from the employee's final paycheck. New employees will be required to sign a deduction authorization form approved by the Department of Labor.
- j. Upon approval from the State of Connecticut, all positions in the bargaining unit will be deemed safety sensitive, and subject to random drug testing.

### **Section 12.1**

A joint safety committee shall be formed by the Town and the Union and said committee shall meet every three (3) months to review and recommend safety and health conditions in all Departments.

### **Section 12.2**

- a. Employees who are assigned to work on snow removal operations by the Public Works Director shall receive a two hundred dollar (\$200.00) annual meal allowance payable the second week in November. Other employees who are required to perform work for overtime purposes only after being called into work between the hours of 6:00 P.M. and 6:00 A.M. shall receive payment for meals upon presenting a valid receipt of up to twelve dollars (\$12.00).

If the employee provides receipts documenting the purchase of such meals to the Town, no payroll taxes will be withheld from such payment.

- b. The Town shall provide, free of charge to the employees, medical injections for the prevention and treatment of the contagious disease such as poison ivy, flu, diphtheria, hepatitis-B and tetanus.

**Section 12.3**

- a. Employees who are permanently scheduled to work 32 or more hours in a week are eligible for a High Deductible Health Plan (HDHP/HSA).—The plan shall include the Anthem Blue Cross Blue Shield Full Service Indemnity Plan Dental Care. Summary of the Town Dental Plan and Amendatory Dental Riders is attached as **Appendix K (Summary of Town of Medical Plan and Vernon Dental is attached J-K.)** Permanent part time employees who are permanently scheduled to work less than 32 hours in a week can purchase, at their own expense, the insurance coverage set forth in the contract at the town negotiated rate.

The Town will provide the bargaining unit members with a Health Savings Account (HSA) for employees who elect to participate in the HDHP/HSA health insurance. The HSA shall, as required, be a high deductible health plan which shall have a \$2,000 single and \$4,000 family annual deductible for in-network services and Out-of-network services will also be subject to a \$2,000/\$4,000 initial deductible. When the deductible is met, there shall be no coinsurance payments required for in-network covered services. Out-of-network services shall be subject to a 70% Plan payment / 30% member coinsurance payment, to a coinsurance payment maximum of \$2,000 for individual coverage and \$4,000 for family coverage. This coinsurance payment shall be in addition to the initial deductible.

An HSA shall be established by the Town for each employee who elects the HSA insurance. The Town shall annually deposit on July 1 the following deductibles in the employee’s HSA account regardless of the balance of that account;

| Date | Employer Percentage | Employer cost for Single | Employer cost for Family |
|------|---------------------|--------------------------|--------------------------|
| 2019 | 55%                 | \$1,100                  | \$2,200                  |
| 2020 | 55%                 | \$1,100                  | \$2,200                  |
| 2021 | 55%                 | \$1,100                  | \$2,200                  |

The premium co-shares are as follows:

| Effective Date | Employer Percentage | Employee Percentage |
|----------------|---------------------|---------------------|
| July 1, 2019   | 91%                 | 9%                  |
| July 1, 2020   | 90%                 | 10%                 |
| July 1, 2021   | 89%                 | 11%                 |



Prescriptions: There shall be no separate premium payment for prescriptions under the H.S.A. Plan. Co-pays after the deductible is met: Retail up to 34 days \$5 generic, \$15 Listed Brand Name, \$35 Non-Listed Brand Name and Mail Order up to 100 days: \$10 generic, \$30 Listed Brand Name, \$70 Non-Listed Brand Name in accordance with Appendix J.

The employee share of the deductible will be funded through pre-tax payments elected as part of the payroll. Any fees associated with an HSA bank deposit account will be the responsibility of each employee. The Town shall pay any group administrative costs charged by the carrier in connection with integrated HSA account management.

Employees who reach Medicare eligibility, and choose not to waive Medicare enrollment, will be automatically transferred to a Health Reimbursement Account (HRA) upon the next funding date. The Town will fund an employee's HRA account equivalent to the contributions of the HSA accounts listed in this Section.

Employees enrolled in the HDHP/HSA/ or HRA Health Plan, the employees premium share contribution for the dental plan shall be the same percentage the employee pays for the HDHP Plan, while Amendatory Dental Riders can be purchased by employees at full cost to the employee. Employees children shall remain on the dental plan until age 26.

- d. An open enrollment period shall be provided annually for a two-week period during the month of May for the purpose of choosing health insurance coverage.
- e. During the open enrollment period, an employee may voluntarily elect to waive, in writing, the coverages specified in Article 12.3, sub-sections a. through e., inclusive, or Article 12.3, sub-sections e. and f., and in lieu thereof, shall receive an annual payment of one thousand (\$1,000.00) dollars, paid in two (2) installments of five hundred (\$500.00) dollars on or about October 1st and April 1st. Employees who waive their right to coverage and subsequently lose alternative coverage may re-enroll effective the first day of the month following a written request to do so, provided the employee shall reimburse the Town any stipend paid on a pro rata basis. Any employee whose spouse is an existing employee of the Town of Vernon or the Vernon Board of Education, is not eligible for the health insurance waiver listed in this section.
- f. The Town shall provide and pay for group term life insurance in the amount of fifty thousand dollars (\$50,000.00) and accidental death and dismemberment coverage in the amount of one hundred thousand dollars (\$100,000).
- g. An employee who separates from service and meets the requirements for retirement as defined by the provisions of the Town of Vernon Pension Plan may continue to participate in the group insurance coverages specified in Article 12.3, sub-sections a. through e., inclusive, or Article 12.3, sub-sections e. and f., for himself/herself and his/her eligible dependents provided:

1. The employee shall pay the cost of such coverages at applicable group rates in conformance with Federal law;
  2. Upon attaining eligibility for Medicare, the separated employee shall no longer be eligible for such coverages, except that his/her spouse may continue coverage until he/she has attained eligibility for Medicare, unless alternative coverage is available through his/her employer;
  3. Spouses of deceased employees or deceased separated employees previously participating in the continuation program shall be eligible to continue to participate in the continuation program until he/she attains eligibility for Medicare; and
  4. Payment of premiums must be made by the twentieth (20th) day of the month for the succeeding month's coverage; payments not received by the thirtieth (30th) day of the month shall result in termination of coverage without right to reinstatement.
- h. All employees shall have the option to purchase long term disability insurance through the Town's Plan at their own cost. If chosen, the premiums will be deducted from the employee's paycheck.
- i. Employees shall have the option of purchasing any of the outlined Dental Amendatory Riders A, B, C, and D. Employees shall pay the cost of such coverage at applicable group rates, through payroll deduction with Section 125 applicable. The riders will not be offered on an individual basis.

#### **Section 12.4**

The Town may, at its discretion, change insurance carriers or resort to a program of self-insurance provided that the benefits and terms are the same or better than those provided for in Section 12.3 of this agreement.

#### **Section 12.5**

The Town will provide an employee assistance program (EAP) available to all employees covered by this agreement.

### **ARTICLE 13 - PENSION**

#### **Section 13.0**

The employee pension plan of the Town of Vernon as currently administered through the Prudential Retirement Services Group Annuity Contract IN-16490, Divisions 30 and 60, is hereby made a part of this agreement, including any plan amendments made by or on behalf of members of Local #1471, American Federation of State, County & Municipal Employees, and excluding any plan amendments made by or on behalf of members of any other employee group.

### **Section 13.1**

Effective June 30, 2013, employees shall contribute seven and one-half percent (7.5%) of total wages including overtime and all other payments reported on the Form W-2 to the pension plan as provided in the Memorandum of Agreement and Amendment to Collective Bargaining Agreements between the Town and Local 1471 of Council #4 of the American Federation of State, County & Municipal Employees, AFL-CIO dated September 13, 2019;

Normal Retirement: Age fifty-five (55) with five (5) years of service or twenty-five (25) years of service regardless of age

Multiplier: Two percent (2%)

Average Earnings: Monthly salary or wage received averaged over a five (5) year consecutive period which results in the highest average

Benefit: The monthly benefit rate is calculated as two percent (2%) of average monthly earnings times (x) credited service to a maximum of forty (40) years and a maximum of seventy percent (70%).

Vesting: Five (5) to ten (10) year sliding scale, one hundred percent (100%) vesting at ten (10) years of credited service.

Employee Interest: Employees are guaranteed six percent (6%) interest on all their contributions.

Employee Contribution: Effective July 1, 2019, employees shall contribute seven and one-half percent (7.5%) of W-2 wages to the pension plan, exclusive of Workers' Compensation supplemental payments.

### **Section 13.2**

Employees who are hired after July 1, 2011 are not eligible for the defined benefit pension plan set forth in this Section. Such employees will be automatically enrolled in the Town's defined contribution plan (*The Town plans to administer the defined contribution plan through a 457(b) plan*), provided employees will have the option to opt-out of the plan. The Town will contribute 2% of the employee's wages for all employees who elect to participate in such defined contribution plan. If an employee contributes 7.5% or more of his or her wages to such defined contribution plan, the Town will contribute an additional 2% for a total contribution of 4% of the employee's annual wages to the plan. Effective July 1, 2019 these percentages will be on W-2 wages, exclusive of Workers' Compensation supplemental payments. At the time of ratification, the Town's contributions for new hires will be on base wages.

Vested Town contributions for the employee shall be as follows with no minimum age:

|                     |        |
|---------------------|--------|
| 6 years of service  | 20%    |
| 7 years of service  | 40%    |
| 8 years of service  | 60%    |
| 9 years of service  | 80%    |
| 10 years of service | 100.0% |

This change shall not affect any employee who is in the employ of the Town of Vernon and a participant of the Town of Vernon Pension Plan prior to the signing of this Agreement from participating in the Town of Vernon Pension Plan program upon transfer to this bargaining unit.

No employee hired prior to July 1, 2011 may participate in the Defined Contribution Plan set forth in Section 13.2.

At any time, should employees in this bargaining unit subject to the Pension Plan represent less than a majority of the bargaining unit, such employees will be permitted to maintain their Pension Plan benefits as listed in this Article, throughout their employment with the Town of Vernon.

## **ARTICLE 14 - WATER POLLUTION CONTROL AUTHORITY**

### **Section 14.0**

The Water Pollution Control Authority shall require around-the-clock operation on a seven (7) day basis and may require two (2) or more shifts.

### **Section 14.1**

- a. The basic work day for the Waste Water Treatment Facility shall be eight (8) hours per day, five (5) days per week, Monday through Friday. Employees required to work at the Waste Water Treatment Facility on Saturday shall work a minimum of four (4) hours and shall be paid at time and a half (1½) their regular hourly rate for all hours worked. Employees required to work at the Waste Water Treatment Facility on Sunday shall work a minimum of four (4) hours and shall be paid at double (2) times their regular hourly rate for all hours worked.
- b. Should the Town require regular continual six (6) or seven (7) day operation of the Waste Water Treatment Facility, the provisions of Section 14.1a of this agreement shall not apply and staffing will be controlled as follows:

Staffing during six (6) and seven (7) day operations shall be arranged from among eligible Waste Water Treatment Facility employees on a rotating basis so that weekend coverage alternates. Under this rotating schedule, overtime will not be paid for hours worked on Saturday and Sunday, as such, but will be paid in excess of eight (8) in a given day or forty (40) in a given week.

- c. Employees working the second and third shifts shall receive a shift differential of eighty five cents (\$.85) and one dollar (\$1.00) per hour respectively. The Town may require personnel to rotate among the various shifts.

### **Section 14.2**

- a. The normal work schedule for the Water Pollution Control Facility will be from 7:00 a.m. to 3:30 p.m., with one-half (½) hour for a lunch break. The second shift, if needed or maintained, will be from 3:00 P.M. to 11:00 P.M. A third shift, if needed or maintained, shall be from 11:00 P.M. to 7:00 A.M. If the Town establishes or maintains permanent work shifts at the facility, seniority will be the deciding factor in the selection of permanent work shifts provided the employee must have sufficient skill and ability in order to be assigned permanent work shifts. Upon request of the employee, the Director or the Assistant Director, work shifts shall be reviewed for the forthcoming semi-annual time period during the months of June and December. Work shifts shall not be changed unless one (1) week's prior notice is given to the affected employee(s).
- b. For purposes of on call operator, after hours shall be defined as after 3:30pm or before 7:00am Monday through Friday, all hours of Saturday and Sunday and all holidays.
- c. All work schedules shall be posted on the twentieth (20th) day of each month. Whenever possible, at least five (5) working day's notice is to be given by the employee to the Director of his /her designee for a change in the work schedule.
- c. Scheduled overtime shall be filled by the overtime equalization list.
- d. Scheduled overtime shall be defined by management by incident(s) or situations requiring the need of employee personnel for planned foreseen incidents regarding the WPCA and its responsibilities or events that require additional working hours that are reported during the regular work day which may be performed after working hours.

### **Section 14.3**

Promotions, transfers, vacancies, layoffs and recalls among employees assigned to the Water Pollution Control Facility shall be made according to seniority within the division of waste treatment. Except in filling initial vacancies, bidding and posting shall be limited to within the division. Although it is recognized that special qualifications may be required, the Town agrees to post all positions to be filled which cannot be filled from among the existing members of the Water Pollution Control Facility division by posting on a Town-wide basis.

### **Section 14.4**

All operators in the Water Pollution Control Facility shall be required to obtain and maintain, at a minimum, a Class 1 State of Connecticut license in wastewater treatment, or they shall forfeit

any future increase in pay until such time as the license is received. Such pay shall not be made retroactively.

## **ARTICLE 15 - ON CALL- WPCA EMPLOYEES**

### **Section 15.0**

The work performed by bargaining unit employees from the Water Pollution Control Department requires twenty-four (24) hours a day, seven (7) days a week coverage. Therefore the parties agree to a 24/7 on call rotation for these employees from Friday 7:00 a.m. to the following Friday 7:00 a.m. The on call operator, if required, will be the first point of contact by management for all call-ins related to unscheduled work requirements of the WPCA and its responsibilities after regular working hours. Unscheduled shall be defined as a situation as determined by management, requiring the need of employee personnel for unplanned or unforeseen situations regarding the WPCA and its responsibilities. It is understood and agreed that if an incident or situation occurs near the end of a normal work day, management has the right to determine that the twenty-four/seven (24/7) on call operator can be the operator asked to respond to the situation.

### **Section 15.1**

A schedule will be developed at the beginning of each year. A vacation schedule will be submitted by March 1<sup>st</sup> of each year. The Town will continue with the practice of allowing operators to switch weekends and proposed rotations within the given calendar month. WPCA Employees on call will carry on their person a town issued paging device and/or a town issued cell phone, and must report within forty-five (45) minutes of a call to report to work. Second and third shift employees will be exempt from the on call status, however, if additional operators are hired, then the rotation will be adjusted to incorporate such individuals into the 24/7 coverage. Employees assigned as the twenty-four/seven (24/7) on call operator shall be responsible to make sure that the Town issued equipment is in working order and report to management when it is not. Upon switching a rotation, both operators will sign off verifying that the phone and pager are functioning properly to the best of their knowledge.

- a. All hours worked by the twenty-four/seven (24/7) on call operator shall not count towards the equalization of overtime as required in the collective bargaining agreement as defined in section 4.3 d.
- b. Should the Town need additional personnel to help the twenty-four/seven (24/7) on call operator, then the Town will default to existing contract language where the hours worked by additional personnel shall be recorded on the overtime equalization list.
- c. Employees assigned as the twenty-four/seven (24/7) on call operator shall call in each day when absent from work. It is understood and agreed to that when the circumstance occurs where the regularly scheduled on call operator calls in sick or is otherwise unavailable, the on call operator with the highest seniority shall be given the first opportunity to be on call. If he refuses, it shall continue to the least senior on call operator who is routinely part of the on call rotation and that employee shall be on call of the absence.

**Section 15.2**

WPCA Employees on call shall be compensated at the rate of \$200.00 per week for being on call with a minimum of four (4) hours overtime pay if called into work. If during the initial four (4) hour period additional calls are received, the individual would not be entitled to additional report in pay. If the work prompted by the call in continues beyond the four (4) hour period, the employee will be paid beyond the applicable overtime rate. If he/she is called again for a separate occasion after the expiration of the initial four (4) hour period, he/she will be entitled to an additional four (4) hours.

Should the on call WPCA employee, share said on call duty during any one (1) week of the agreed upon single WPCA employee on call per week rotation (maximum of 2 WPCA employees), then the affected employees shall evenly share the on call stipend (50/50) or shall be compensated at the rate of \$100.00 for said week for each WPCA employee on call, whichever is greater, with a minimum of four (4) hours overtime pay if called into work. The shared on call shall not be applied in the weekly rotation until each qualified and available WPCA employee has worked their individual week.

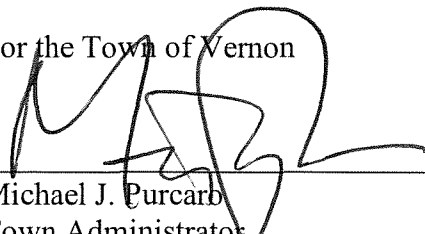
**ARTICLE 16 - DURATION**

**Section 16.0**

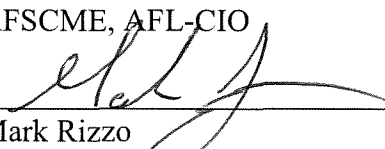
Except as provided below, this agreement shall be effective as of the first day of July 2019 and shall remain in full force and effect through the thirtieth day of June 2022. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing one hundred fifty (150) days prior to the date of expiration that it desires to modify this agreement. In the event that such notice is given, negotiations shall begin no later than one hundred twenty (120) days prior to the date of expiration.

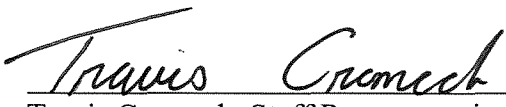
IN WITNESS WHEREOF, the parties hereto have set their hands this 5<sup>th</sup> day of November 2019.

For the Town of Vernon

  
\_\_\_\_\_  
Michael J. Purcaro  
Town Administrator

For Local 1471 of Council 4  
AFSCME, AFL-CIO

  
\_\_\_\_\_  
Mark Rizzo  
President, Local 1471

  
\_\_\_\_\_  
Travis Cromack, Staff Representative  
AFSCME, Council 4, AFL-CIO

**APPENDIX A - HOURLY WAGE & CLASSIFICATION SCHEDULE**

**Department of Public Works**

|                             | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------------|------------------------|---------------------|---------------------|
| <b>Classification</b>       | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Custodian</b>            | \$26.90                | \$27.42             | \$27.96             |
| 3%                          | \$26.09                | \$26.60             | \$27.12             |
| 6%                          | \$25.29                | \$25.78             | \$26.29             |
| 9%                          | \$24.48                | \$24.96             | \$25.44             |
| <b>Custodian (New Hire)</b> | \$23.17                | \$23.62             | \$24.08             |
| 3%                          | \$22.49                | \$22.92             | \$23.37             |
| 6%                          | \$21.84                | \$22.26             | \$22.70             |
| 9%                          | \$21.20                | \$21.61             | \$22.03             |

|   | <b>Hourly Pay Rate</b> |                     |                     |
|---|------------------------|---------------------|---------------------|
| <b>Classification</b>                                 | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Equipment Operator<br/>Refuse Container Driver</b> | \$30.80                | \$31.40             | \$32.01             |
| 3%  | \$29.88                | \$30.46             | \$31.05             |
| 6%  | \$28.95                | \$29.52             | \$30.09             |
| 9%  | \$28.03                | \$28.57             | \$29.13             |

|                           | <b>Hourly Pay Rate</b> |                     |                     |
|---------------------------|------------------------|---------------------|---------------------|
| <b>Classification</b>     | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Laborer</b>            | \$27.40                | \$27.93             | \$28.48             |
| 3%                        | \$26.58                | \$27.10             | \$27.63             |
| 6%                        | \$25.76                | \$26.26             | \$26.77             |
| 9%                        | \$24.94                | \$25.42             | \$25.92             |
| <b>Laborer (New Hire)</b> | 24.54                  | \$25.01             | \$25.50             |
| 3%                        | 23.83                  | \$24.29             | \$24.76             |
| 6%                        | 23.13                  | \$23.58             | \$24.04             |
| 9%                        | 22.45                  | \$22.88             | \$23.33             |



|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Maintainer</b>     | \$31.12                | \$31.73             | \$32.34             |
| 3%                    | \$30.18                | \$30.77             | \$31.37             |
| 6%                    | \$29.25                | \$29.82             | \$30.40             |
| 9%                    | \$28.31                | \$28.86             | \$29.43             |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Mason</b>          | \$30.65                | \$31.25             | \$31.86             |
| 3%                    | \$29.73                | \$30.31             | \$30.90             |
| 6%                    | \$28.81                | \$29.38             | \$29.95             |
| 9%                    | \$27.89                | \$28.43             | \$28.99             |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Mechanic</b>       | \$31.12                | \$31.73             | \$32.34             |
| 3%                    | \$30.18                | \$30.77             | \$31.37             |
| 6%                    | \$29.25                | \$29.82             | \$30.40             |
| 9%                    | \$28.31                | \$28.86             | \$29.43             |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>ASL Operator</b>   | \$29.37                | \$29.95             | \$30.53             |
| 3%                    | \$28.49                | \$29.05             | \$29.61             |
| 6%                    | \$27.61                | \$28.15             | \$28.70             |
| 9%                    | \$26.73                | \$27.25             | \$27.78             |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Truck Driver</b>   | \$29.76                | \$30.34             | \$30.93             |
| 3%                    | \$28.87                | \$29.43             | \$30.01             |
| 6%                    | \$27.97                | \$28.52             | \$29.07             |
| 9%                    | \$27.08                | \$27.61             | \$28.15             |

|   | <b>Hourly Pay Rate</b> |                     |                     |
|---|------------------------|---------------------|---------------------|
| <b>Classification</b>                                   | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Refuse and Recycling<br/>General Duties employee</b> | \$28.76                | \$29.32             | \$29.89             |
| 3%  | \$27.89                | \$28.44             | \$28.99             |
| 6%  | \$27.03                | \$27.56             | \$28.10             |
| 9%  | \$26.17                | \$26.68             | \$27.20             |

|  | <b>Hourly Pay Rate</b> |                     |                     |
|--|------------------------|---------------------|---------------------|
| <b>Classification</b>                  | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Traffic Controls<br/>Maintainer</b> | \$28.57                | \$29.13             | \$29.70             |
| 3%                                     | \$27.74                | \$28.28             | \$28.83             |
| 6%                                     | \$26.93                | \$27.45             | \$27.99             |
| 9%                                     | \$26.15                | \$26.66             | \$27.18             |
|  | <b>Hourly Rate</b>     |                     |                     |
| <b>Classification</b>                  | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Animal Control Officer</b>          | \$28.50                | \$29.05             | \$29.62             |
|  | \$27.64                | \$28.18             | \$28.73             |
|  | \$26.79                | \$27.31             | \$27.84             |
|  | \$25.93                | \$26.44             | \$26.95             |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Assist. ACO</b>    | \$24.49                | \$24.97             | \$25.46             |
| 3%                    | \$23.76                | \$24.22             | \$24.69             |
| 6%                    | \$23.02                | \$23.47             | \$23.93             |
| 9%                    | \$22.29                | \$22.72             | \$23.17             |

|                                      | <b>Hourly Pay Rate</b> |                     |                     |
|--------------------------------------|------------------------|---------------------|---------------------|
| <b>Classification</b>                | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Facilities Assistant (35 hrs)</b> | \$18.64                | \$19.00             | \$19.37             |
| 3%                                   | \$18.08                | \$18.43             | \$18.79             |
| 6%                                   | \$17.52                | \$17.86             | \$18.21             |
| 9%                                   | \$16.96                | \$17.29             | \$17.63             |

|                        | <b>Hourly Pay Rate</b> |                     |                     |
|------------------------|------------------------|---------------------|---------------------|
| <b>Classification</b>  | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Perm. Part-time</b> | \$18.64                | \$19.00             | \$19.37             |
| 3%                     | \$18.08                | \$18.43             | \$18.79             |
| 6%                     | \$17.52                | \$17.86             | \$18.21             |
| 9%                     | \$16.96                | \$17.29             | \$17.63             |

**Water Pollution Control Authority**

|                               | <b>Hourly Pay Rate</b> |                     |                     |
|-------------------------------|------------------------|---------------------|---------------------|
| <b>Classification</b>         | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Mechanic/Lab Analyst 1</b> | \$32.74                | \$33.38             | \$34.03             |
| 3%                            | \$31.76                | \$32.38             | \$33.01             |
| 6%                            | \$30.78                | \$31.38             | \$31.99             |
| 9%                            | \$29.80                | \$30.38             | \$30.97             |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Lab Analyst 2</b>  | \$36.12                | \$36.82             | \$37.54             |
| 3%                    | \$35.07                | \$35.75             | \$36.45             |
| 6%                    | \$34.05                | \$34.71             | \$35.39             |
| 9%                    | \$33.05                | \$33.70             | \$34.36             |

|   | <b>Hourly Pay Rate</b> |                     |                     |
|---|------------------------|---------------------|---------------------|
| <b>Classification</b>                     | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Operator 1/ OIT/Collect Syst. Tech</b> | \$29.93                | \$30.52             | \$31.11             |
| 3%  | \$29.03                | \$29.60             | \$30.17             |
| 6%  | \$28.14                | \$28.69             | \$29.25             |
| 9%  | \$27.24                | \$27.77             | \$28.31             |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Operator II</b>    | \$33.75                | \$34.41             | \$35.08             |
| 3%                    | \$32.74                | \$33.38             | \$34.03             |
| 6%                    | \$31.72                | \$32.34             | \$32.97             |
| 9%                    | \$30.72                | \$31.32             | \$31.93             |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Operator III</b>   | TBD                    |                     |                     |
| 3%                    |                        |                     |                     |
| 6%                    |                        |                     |                     |
| 9%                    |                        |                     |                     |

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Operator IV</b>    | TBD                    |                     |                     |
| 3%                    |                        |                     |                     |
| 6%                    |                        |                     |                     |
| 9%                    |                        |                     |                     |

### Park and Recreation

|                       | <b>Hourly Pay Rate</b> |                     |                     |
|-----------------------|------------------------|---------------------|---------------------|
| <b>Classification</b> | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Crew Leader</b>    | \$30.80                | \$31.40             | \$32.01             |
| 3%                    | \$29.88                | \$30.46             | \$31.05             |
| 6%                    | \$28.95                | \$29.52             | \$30.09             |
| 9%                    | \$28.03                | \$28.57             | \$29.13             |

|                            | <b>Hourly Pay Rate</b> |                     |                     |
|----------------------------|------------------------|---------------------|---------------------|
| <b>Classification</b>      | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Parks Maintainer II</b> | \$27.40                | \$27.93             | \$28.48             |
| 3%                         | \$26.58                | \$27.01             | \$27.63             |
| 6%                         | \$25.76                | \$26.26             | \$26.77             |
| 9%                         | \$24.94                | \$25.42             | \$25.92             |

|                           | <b>Hourly Pay Rate</b> |                     |                     |
|---------------------------|------------------------|---------------------|---------------------|
| <b>Classification</b>     | <b>July 1, 2019</b>    | <b>July 1, 2020</b> | <b>July 1, 2021</b> |
| <b>Parks Maintainer I</b> | \$24.54                | \$25.01             | \$25.50             |
| 3%                        | \$23.83                | \$24.29             | \$24.76             |
| 6%                        | \$23.13                | \$23.58             | \$24.04             |
| 9%                        | \$22.45                | \$22.88             | \$23.33             |

7/1/2019 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE                             | JOB TITLE   | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|-----------------------------------|---|---------------|------------------|-------------|-------------|---------------|
| <b>DEPARTMENT OF PUBLIC WORKS</b> |   |               |                  |             |             |               |
| 0001                              | Custodian   | 8             | 40               | 1           | 24.4839     | 50,926.72     |
|                                   |   |               |                  | 2           | 25.204      | 52,611.52     |
|                                   |   |               |                  | 3           | 26.0925     | 54,272.40     |
|                                   |   |               |                  | 4           | 26.9077     | 55,957.72     |
| 01                                | Custodian (NEW HIRES)                               |               |                  | 1           | 21.20       | 44,096.00     |
|                                   |   |               |                  | 2           | 21.84       | 45,427.20     |
|                                   |   |               |                  | 3           | 22.49       | 46,779.20     |
|                                   |   |               |                  | 4           | 23.17       | 48,193.60     |
| 0002                              | Equipment Operator<br>Refuse Container Truck Driver | 8             | 40               | 1           | 28.0322     | 58,307.08     |
|                                   |   |               |                  | 2           | 28.9565     | 60,229.52     |
|                                   |   |               |                  | 3           | 29.8803     | 62,150.92     |
|                                   |   |               |                  | 4           | 30.8046     | 64,073.36     |
| 0003                              | Labourer  | 8             | 40               | 1           | 24.9403     | 51,875.72     |
|                                   |   |               |                  | 2           | 25.7617     | 53,584.44     |
|                                   |   |               |                  | 3           | 26.5834     | 55,293.68     |
|                                   |   |               |                  | 4           | 27.4046     | 57,001.36     |
| 03                                | Labourer (NEW HIRES)                                |               |                  | 1           | 22.45       | 46,696.00     |
|                                   |   |               |                  | 2           | 23.13       | 48,110.40     |
|                                   |   |               |                  | 3           | 23.83       | 49,566.40     |
|                                   |   |               |                  | 4           | 24.54       | 51,043.20     |
| 0004                              | Maintainer  | 8             | 40               | 1           | 28.3174     | 58,000.40     |
|                                   |   |               |                  | 2           | 29.2528     | 60,815.72     |
|                                   |   |               |                  | 3           | 30.1886     | 62,792.08     |
|                                   |   |               |                  | 4           | 31.1241     | 64,737.92     |
| 0005                              | Mason   | 8             | 40               | 1           | 27.8053     | 58,022.12     |
|                                   |   |               |                  | 2           | 28.8194     | 59,944.56     |
|                                   |   |               |                  | 3           | 29.7321     | 61,842.56     |
|                                   |   |               |                  | 4           | 30.6563     | 63,765.00     |

7/1/2019 - 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE  | JOB TITLE                                       | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|--|---|---------------|------------------|-------------|-------------|---------------|
| 0006   | Mechanic  | 8             | 40               | 1           | 28.3174     | 58,900.40     |
|  |   |               |                  | 2           | 29.2528     | 60,845.77     |
|  |   |               |                  | 3           | 30.1886     | 62,792.08     |
|  |   |               |                  | 4           | 31.1741     | 64,737.97     |
| <i>Mechanics having ASE certification outlined in the contract receive an additional \$1.75/hr to rates above.</i> |   |               |                  |             |             |               |
| 0010   | Truck Driver                                    | 8             | 40               | 1           | 27.0854     | 56,337.84     |
|  |   |               |                  | 2           | 27.9751     | 58,188.00     |
|  |   |               |                  | 3           | 28.8764     | 60,063.12     |
|  |   |               |                  | 4           | 29.7664     | 61,914.32     |
| 0013   | ASE Operator                                    | 8             | 40               | 1           | 26.7347     | 55,507.74     |
|  |   |               |                  | 2           | 27.6157     | 57,440.76     |
|  |   |               |                  | 3           | 28.4971     | 59,273.76     |
|  |   |               |                  | 4           | 29.3783     | 61,106.76     |
| 0012   | Traffic Controls Maintainer                     | 8             | 40               | 1           | 26.1502     | 54,192.57     |
|  |   |               |                  | 2           | 26.9347     | 56,024.28     |
|  |   |               |                  | 3           | 27.7477     | 57,704.97     |
|  |   |               |                  | 4           | 28.5751     | 59,436.00     |
| 30   | Facilities Assistant                            | 7             | 35               | 1           | 16.9652     | 30,876.56     |
|  |   |               |                  | 2           | 17.5744     | 31,894.70     |
|  |   |               |                  | 3           | 18.0834     | 32,911.84     |
|  |   |               |                  | 4           | 18.6426     | 33,929.48     |
| 12   | Refuse and Recycling<br>General Duties Employee | 8             | 40               | 1           | 26.1726     | 54,438.80     |
|  |   |               |                  | 2           | 27.0355     | 56,237.84     |
|  |   |               |                  | 3           | 27.8975     | 58,026.80     |
|  |   |               |                  | 4           | 28.761      | 59,822.88     |
| PTME   | Permanent Part-Time                             | 0             | 0                | 1           | 16.9652     | -             |
|  |   |               |                  | 2           | 17.5744     | -             |
|  |   |               |                  | 3           | 18.0834     | -             |
|  |   |               |                  | 4           | 18.6426     | -             |

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7/1/2019 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE                                       | JOB TITLE  | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|---|--|---------------|------------------|-------------|-------------|---------------|
| <b>WATER POLLUTION CONTROL AUTHORITY</b>    |  |               |                  |             |             |               |
| 0031  | Mechanic<br>Laboratory Analyst 1                                 | 8             | 40               | 1           | 29.8005     | 61,985.04     |
|   |  |               |                  | 2           | 30.7818     | 64,026.04     |
|   |  |               |                  | 3           | 31.7629     | 66,067.04     |
|   |  |               |                  | 4           | 32.7442     | 68,108.04     |
| 0034  | Laboratory Analyst 2   | 8             | 40               | 1           | 33.0584     | 68,761.68     |
|   |  |               |                  | 2           | 34.0502     | 70,824.52     |
|   |  |               |                  | 3           | 35.0715     | 72,948.72     |
|   |  |               |                  | 4           | 36.1238     | 75,137.40     |
| 0032  | Collections Systems Techn.<br>Operator In Training<br>Operator I | 8             | 40               | 1           | 27.2419     | 56,660.60     |
|   |  |               |                  | 2           | 28.1464     | 58,544.72     |
|   |  |               |                  | 3           | 29.0381     | 60,394.88     |
|   |  |               |                  | 4           | 29.9375     | 62,270.00     |
| 0033  | Operator II  | 8             | 40               | 1           | 30.7748     | 63,907.48     |
|   |  |               |                  | 2           | 31.7287     | 65,995.80     |
|   |  |               |                  | 3           | 32.7442     | 68,108.04     |
|   |  |               |                  | 4           | 33.7505     | 70,210.76     |
| <b>DEPARTMENT OF PARKS &amp; RECREATION</b> |  |               |                  |             |             |               |
| 0050  | Maintainer II  | 8             | 40               | 1           | 24.9403     | 51,875.72     |
|   |  |               |                  | 2           | 25.7617     | 53,584.44     |
|   |  |               |                  | 3           | 26.5834     | 55,293.68     |
|   |  |               |                  | 4           | 27.4046     | 57,001.36     |
| 0051  | Maintainer I   | 8             | 40               | 1           | 22.45       | 46,696.00     |
|   |  |               |                  | 2           | 23.13       | 48,110.40     |
|   |  |               |                  | 3           | 23.83       | 49,566.40     |
|   |  |               |                  | 4           | 24.54       | 51,043.20     |
| 0055  | Crew Leader  | 8             | 40               | 1           | 28.0322     | 58,307.08     |
|   |  |               |                  | 2           | 28.9565     | 60,229.52     |
|   |  |               |                  | 3           | 29.8803     | 62,150.92     |
|   |  |               |                  | 4           | 30.8046     | 64,073.36     |

7/1/2019 - 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE                 | JOB TITLE                    | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|-----------------------|------------------------------|---------------|------------------|-------------|-------------|---------------|
| <b>ANIMAL CONTROL</b> |                              |               |                  |             |             |               |
| 20                    | Animal Control Officer       | 8             | 40               | 1           | 25.9383     | 53,951.56     |
|                       |                              |               |                  | 2           | 26.7934     | 55,730.48     |
|                       |                              |               |                  | 3           | 27.6485     | 57,508.88     |
|                       |                              |               |                  | 4           | 28.5038     | 59,287.80     |
| 21                    | Asst. Animal Control Officer | 8             | 40               | 1           | 22.2935     | 46,370.48     |
|                       |                              |               |                  | 2           | 23.0286     | 47,899.28     |
|                       |                              |               |                  | 3           | 23.7633     | 49,427.56     |
|                       |                              |               |                  | 4           | 24.4985     | 50,956.88     |

7/1/2020 - 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week<sup>†</sup>, and is not a guaranteed wage.

<sup>†</sup>Facilities Assistant is 35 hours per week.

| GRADE                             | JOB TITLE   | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|-----------------------------------|---|---------------|------------------|-------------|-------------|---------------|
| <b>DEPARTMENT OF PUBLIC WORKS</b> |   |               |                  |             |             |               |
| 0001                              | Custodian   | 8             | 40               | 1           | 24.9613     | 51,919.40     |
|                                   |   |               |                  | 2           | 25.7872     | 53,637.48     |
|                                   |   |               |                  | 3           | 26.6013     | 55,330.50     |
|                                   |   |               |                  | 4           | 27.4273     | 57,048.68     |
| 01                                | Custodians (NEW HIRES)                              |               |                  | 1           | 21.6134     | 44,956.08     |
|                                   |   |               |                  | 2           | 22.2659     | 46,313.78     |
|                                   |   |               |                  | 3           | 22.9286     | 47,691.28     |
|                                   |   |               |                  | 4           | 23.6218     | 49,133.24     |
| 0002                              | Equipment Operator<br>Refuse Container Truck Driver | 8             | 40               | 1           | 28.5788     | 59,443.80     |
|                                   |   |               |                  | 2           | 29.5212     | 61,404.20     |
|                                   |   |               |                  | 3           | 30.463      | 63,363.04     |
|                                   |   |               |                  | 4           | 31.4053     | 65,322.92     |
| 0003                              | Laborer   | 8             | 40               | 1           | 25.4266     | 52,887.12     |
|                                   |   |               |                  | 2           | 26.2641     | 54,620.12     |
|                                   |   |               |                  | 3           | 27.1018     | 56,371.64     |
|                                   |   |               |                  | 4           | 27.939      | 58,113.12     |
| 03                                | Laborer (NEW HIRES)                                 |               |                  | 1           | 22.8878     | 47,606.52     |
|                                   |   |               |                  | 2           | 23.581      | 49,048.48     |
|                                   |   |               |                  | 3           | 24.2947     | 50,593.08     |
|                                   |   |               |                  | 4           | 25.0185     | 52,038.48     |
| 0004                              | Maintainer  | 8             | 40               | 1           | 28.8696     | 60,048.56     |
|                                   |   |               |                  | 2           | 29.8732     | 62,032.36     |
|                                   |   |               |                  | 3           | 30.7773     | 64,016.68     |
|                                   |   |               |                  | 4           | 31.731      | 66,000.48     |
| 0005                              | Mason   | 8             | 40               | 1           | 28.4393     | 59,153.64     |
|                                   |   |               |                  | 2           | 29.3814     | 61,113.52     |
|                                   |   |               |                  | 3           | 30.3119     | 63,048.96     |
|                                   |   |               |                  | 4           | 31.2541     | 65,008.32     |

//1/2020 - 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE  | JOB TITLE                                       | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|--|---|---------------|------------------|-------------|-------------|---------------|
| 0005   | Mechanic  | 8             | 40               | 1           | 28.8696     | 60,048.56     |
|  |   |               |                  | 2           | 29.8232     | 62,032.36     |
|  |   |               |                  | 3           | 30.7773     | 64,016.68     |
|  |   |               |                  | 4           | 31.731      | 66,000.48     |
| <i>Mechanics having ASE certification outlined in the contract receive an additional \$1.75/hr to rates above.</i> |   |               |                  |             |             |               |
| 0010   | Truck Driver                                    | 8             | 40               | 1           | 27.6116     | 57,436.08     |
|  |   |               |                  | 2           | 28.5206     | 59,322.64     |
|  |   |               |                  | 3           | 29.4395     | 61,234.10     |
|  |   |               |                  | 4           | 30.3468     | 63,121.24     |
| 0013   | ASL Operator                                    | 8             | 40               | 1           | 27.2555     | 56,691.44     |
|  |   |               |                  | 2           | 28.1542     | 58,560.84     |
|  |   |               |                  | 3           | 29.0528     | 60,429.72     |
|  |   |               |                  | 4           | 29.9512     | 62,298.60     |
| 0012   | Traffic Controls Maintainer                     | 8             | 40               | 1           | 26.6601     | 55,452.80     |
|  |   |               |                  | 2           | 27.4599     | 57,116.80     |
|  |   |               |                  | 3           | 28.2837     | 58,830.20     |
|  |   |               |                  | 4           | 29.1323     | 60,595.08     |
| 30   | Facilities Assistant                            | 7             | 35               | 1           | 17.296      | 31,478.72     |
|  |   |               |                  | 2           | 17.8661     | 32,516.12     |
|  |   |               |                  | 3           | 18.436      | 33,553.52     |
|  |   |               |                  | 4           | 19.0061     | 34,590.92     |
| 12   | Refuse and Recycling<br>General Duties Employee | 8             | 40               | 1           | 26.683      | 55,500.64     |
|  |   |               |                  | 2           | 27.5627     | 57,330.52     |
|  |   |               |                  | 3           | 28.4415     | 59,158.32     |
|  |   |               |                  | 4           | 29.3218     | 60,989.24     |
| PTME   | Permanent Part-Time                             | 0             | 0                | 1           | 17.296      | -             |
|  |   |               |                  | 2           | 17.8661     | -             |
|  |   |               |                  | 3           | 18.436      | -             |
|  |   |               |                  | 4           | 19.0061     | -             |

7/1/2020 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE                                       | JOB TITLE  | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|---|--|---------------|------------------|-------------|-------------|---------------|
| <b>WATER POLLUTION CONTROL AUTHORITY</b>    |  |               |                  |             |             |               |
| 0031  | Mechanic<br>Laboratory Analyst 1                                 | 8             | 40               | 1           | 30.3818     | 63,193.52     |
|   |  |               |                  | 2           | 31.382      | 65,274.56     |
|   |  |               |                  | 3           | 32.3823     | 67,355.08     |
|   |  |               |                  | 4           | 33.3827     | 69,436.12     |
| 0034  | Laboratory Analyst 2   | 8             | 40               | 1           | 33.703      | 70,102.24     |
|   |  |               |                  | 2           | 34.7147     | 72,205.54     |
|   |  |               |                  | 3           | 35.7554     | 74,371.44     |
|   |  |               |                  | 4           | 36.8282     | 76,602.76     |
| 0032  | Collections Systems Techn.<br>Operator In-Training<br>Operator I | 8             | 40               | 1           | 27.7762     | 57,774.60     |
|   |  |               |                  | 2           | 28.6953     | 59,686.12     |
|   |  |               |                  | 3           | 29.6023     | 61,572.58     |
|   |  |               |                  | 4           | 30.5213     | 63,434.20     |
| 0033  | Operator II  | 8             | 40               | 1           | 31.3239     | 65,153.92     |
|   |  |               |                  | 2           | 32.3474     | 67,282.80     |
|   |  |               |                  | 3           | 33.3827     | 69,436.12     |
|   |  |               |                  | 4           | 34.4178     | 71,588.92     |
| <b>DEPARTMENT OF PARKS &amp; RECREATION</b> |  |               |                  |             |             |               |
| 0050  | Maintainer II  | 8             | 40               | 1           | 25.4266     | 52,887.12     |
|   |  |               |                  | 2           | 26.7641     | 54,679.12     |
|   |  |               |                  | 3           | 27.1018     | 56,371.64     |
|   |  |               |                  | 4           | 27.939      | 58,113.12     |
| 0051  | Maintainer I   | 8             | 40               | 1           | 22.8878     | 47,006.52     |
|   |  |               |                  | 2           | 23.581      | 49,048.48     |
|   |  |               |                  | 3           | 24.2947     | 50,533.08     |
|   |  |               |                  | 4           | 25.0185     | 52,038.48     |
| 0053  | Crew Leader  | 8             | 40               | 1           | 28.5788     | 59,443.80     |
|   |  |               |                  | 2           | 29.5217     | 61,404.70     |
|   |  |               |                  | 3           | 30.463      | 63,363.04     |
|   |  |               |                  | 4           | 31.4053     | 65,322.92     |



7/1/2020 - 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE                 | JOB TITLE                    | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|-----------------------|------------------------------|---------------|------------------|-------------|-------------|---------------|
| <b>ANIMAL CONTROL</b> |                              |               |                  |             |             |               |
| 20                    | Animal Control Officer       | 8             | 40               | 1           | 26.4441     | 55,003.52     |
|                       |                              |               |                  | 2           | 27.3159     | 56,817.28     |
|                       |                              |               |                  | 3           | 28.1876     | 58,630.00     |
|                       |                              |               |                  | 4           | 29.0595     | 60,443.76     |
| 21                    | Asst. Animal Control Officer | 8             | 40               | 1           | 22.7282     | 47,274.76     |
|                       |                              |               |                  | 2           | 23.4777     | 48,833.72     |
|                       |                              |               |                  | 3           | 24.2267     | 50,391.64     |
|                       |                              |               |                  | 4           | 24.9762     | 51,950.60     |

//1/2021 - 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\* Facilities Assistant is 35 hours per week.

| GRADE                             | JOB TITLE   | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|-----------------------------------|---|---------------|------------------|-------------|-------------|---------------|
| <b>DEPARTMENT OF PUBLIC WORKS</b> |   |               |                  |             |             |               |
| 0001                              | Custodian   | 8             | 40               | 1           | 25.448      | 57,931.84     |
|                                   |   |               |                  | 2           | 26.2901     | 54,683.20     |
|                                   |   |               |                  | 3           | 27.12       | 56,109.60     |
|                                   |   |               |                  | 4           | 27.9571     | 58,160.96     |
| 01                                | Custodians (NEW HIRES)                              |               |                  | 1           | 22.0349     | 45,832.80     |
|                                   |   |               |                  | 2           | 22.7001     | 47,216.00     |
|                                   |   |               |                  | 3           | 23.3757     | 48,671.56     |
|                                   |   |               |                  | 4           | 24.0824     | 50,091.60     |
| 0002                              | Equipment Operator<br>Refuse Container Truck Driver | 8             | 40               | 1           | 29.1361     | 60,602.88     |
|                                   |   |               |                  | 2           | 30.0969     | 62,601.76     |
|                                   |   |               |                  | 3           | 31.057      | 64,598.56     |
|                                   |   |               |                  | 4           | 32.0177     | 66,596.92     |
| 0003                              | Laborer   | 8             | 40               | 1           | 25.9224     | 53,918.80     |
|                                   |   |               |                  | 2           | 26.7762     | 55,694.60     |
|                                   |   |               |                  | 3           | 27.6303     | 57,170.92     |
|                                   |   |               |                  | 4           | 28.4838     | 58,746.70     |
| 03                                | Laborer (NEW HIRES)                                 |               |                  | 1           | 23.3341     | 48,534.72     |
|                                   |   |               |                  | 2           | 24.0408     | 50,004.76     |
|                                   |   |               |                  | 3           | 24.7584     | 51,518.48     |
|                                   |   |               |                  | 4           | 25.5064     | 53,053.52     |
| 0004                              | Maintainer  | 8             | 40               | 1           | 29.4326     | 61,219.60     |
|                                   |   |               |                  | 2           | 30.4048     | 63,241.88     |
|                                   |   |               |                  | 3           | 31.3775     | 65,265.20     |
|                                   |   |               |                  | 4           | 32.3498     | 67,287.48     |
| 0005                              | Mason   | 8             | 40               | 1           | 28.9339     | 60,307.52     |
|                                   |   |               |                  | 2           | 29.9543     | 62,304.84     |
|                                   |   |               |                  | 3           | 30.903      | 64,278.24     |
|                                   |   |               |                  | 4           | 31.8536     | 66,276.08     |

7/1/2021 - 1.95% INCREASE

Non exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE  | JOB TITLE                                       | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|--|---|---------------|------------------|-------------|-------------|---------------|
| 0006   | Mechanic  | 8             | 40               | 1           | 20.4326     | 61,210.60     |
|  |   |               |                  | 2           | 30.4018     | 63,211.88     |
|  |   |               |                  | 3           | 31.3775     | 65,265.20     |
|  |   |               |                  | 4           | 32.3498     | 67,287.48     |
| <i>Mechanics having ASE certification outlined in the contract receive an additional \$1.75/hr to rates above.</i> |   |               |                  |             |             |               |
| 0010   | Truck Driver                                    | 8             | 40               | 1           | 28.1521     | 58,556.16     |
|  |   |               |                  | 2           | 29.0768     | 60,179.64     |
|  |   |               |                  | 3           | 30.0136     | 62,428.08     |
|  |   |               |                  | 4           | 30.9386     | 64,352.08     |
| 0013   | ASL Operator                                    | 8             | 40               | 1           | 27.787      | 57,796.96     |
|  |   |               |                  | 2           | 28.7032     | 59,702.76     |
|  |   |               |                  | 3           | 29.6193     | 61,608.04     |
|  |   |               |                  | 4           | 30.5352     | 63,513.32     |
| 0012   | Traffic Controls Maintainer                     | 8             | 40               | 1           | 27.18       | 56,534.40     |
|  |   |               |                  | 2           | 27.9954     | 58,230.64     |
|  |   |               |                  | 3           | 28.8352     | 59,977.32     |
|  |   |               |                  | 4           | 29.7004     | 61,777.04     |
| 30   | Facilities Assistant                            | 7             | 35               | 1           | 17.6333     | 32,092.84     |
|  |   |               |                  | 2           | 18.2145     | 33,150.52     |
|  |   |               |                  | 3           | 18.7955     | 34,207.68     |
|  |   |               |                  | 4           | 19.3767     | 35,265.36     |
| 12   | Refuse and Recycling<br>General Duties Employee | 8             | 40               | 1           | 27.2033     | 56,582.76     |
|  |   |               |                  | 2           | 28.1002     | 58,418.52     |
|  |   |               |                  | 3           | 28.9961     | 60,311.68     |
|  |   |               |                  | 4           | 29.8936     | 62,178.48     |
| PTIME  | Permanent Part Time                             | 0             | 0                | 1           | 17.6333     | -             |
|  |   |               |                  | 2           | 18.2145     | -             |
|  |   |               |                  | 3           | 18.7955     | -             |
|  |   |               |                  | 4           | 19.3767     | -             |



7/1/2021 - 1.95% INCREASE

Non exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE                                       | JOB TITLE  | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|---|--|---------------|------------------|-------------|-------------|---------------|
| <b>WATER POLLUTION CONTROL AUTHORITY</b>    |  |               |                  |             |             |               |
| 0031  | Mechanic<br>Laboratory Analyst 1                                 | 8             | 40               | 1           | 30.974      | 64,425.92     |
|   |  |               |                  | 2           | 31.9939     | 66,547.57     |
|   |  |               |                  | 3           | 33.0138     | 68,568.60     |
|   |  |               |                  | 4           | 34.0337     | 70,790.20     |
| 0034  | Laboratory Analyst 2   | 8             | 40               | 1           | 34.1502     | 71,469.32     |
|   |  |               |                  | 2           | 35.3911     | 73,513.28     |
|   |  |               |                  | 3           | 36.4526     | 75,821.20     |
|   |  |               |                  | 4           | 37,5463     | 78,096.20     |
| 0032  | Collections Systems Techn.<br>Operator-In-Training<br>Operator I | 8             | 40               | 1           | 28.1178     | 58,900.97     |
|   |  |               |                  | 2           | 29.2549     | 60,850.40     |
|   |  |               |                  | 3           | 30.1795     | 62,773.36     |
|   |  |               |                  | 4           | 31.1165     | 64,722.32     |
| 0033  | Operator II  | 8             | 40               | 1           | 31.9347     | 66,124.28     |
|   |  |               |                  | 2           | 32.9782     | 68,594.76     |
|   |  |               |                  | 3           | 34.0337     | 70,790.20     |
|   |  |               |                  | 4           | 35.0889     | 72,985.17     |
| <b>DEPARTMENT OF PARKS &amp; RECREATION</b> |  |               |                  |             |             |               |
| 0050  | Maintainer II  | 8             | 40               | 1           | 25.9224     | 53,918.80     |
|   |  |               |                  | 2           | 26.7762     | 55,594.60     |
|   |  |               |                  | 3           | 27.6303     | 57,170.92     |
|   |  |               |                  | 4           | 28.4838     | 59,246.20     |
| 0051  | Maintainer I   | 8             | 40               | 1           | 23.1141     | 48,534.72     |
|   |  |               |                  | 2           | 24.0408     | 50,004.76     |
|   |  |               |                  | 3           | 24.7684     | 51,518.48     |
|   |  |               |                  | 4           | 25.5064     | 53,053.52     |
| 005a  | Crew Leader  | 8             | 40               | 1           | 29.1361     | 60,502.88     |
|   |  |               |                  | 2           | 30.0969     | 62,501.76     |
|   |  |               |                  | 3           | 31.057      | 64,598.56     |
|   |  |               |                  | 4           | 32.0177     | 66,596.92     |

7/1/2021 - 1.95% INCREASE

Non-exempt, hourly. Annual salary is based upon 40 hours per week\*, and is not a guaranteed wage.

\*Facilities Assistant is 35 hours per week.

| GRADE                 | JOB TITLE                    | HOURS PER DAY | HOURS PER PERIOD | STEP/ LEVEL | HOURLY RATE | ANNUAL SALARY |
|-----------------------|------------------------------|---------------|------------------|-------------|-------------|---------------|
| <b>ANIMAL CONTROL</b> |                              |               |                  |             |             |               |
| 20                    | Animal Control Officer       | 8             | 40               | 1           | 26.9598     | 56,076.28     |
|                       |                              |               |                  | 2           | 27.8486     | 57,924.88     |
|                       |                              |               |                  | 3           | 28.7373     | 59,773.48     |
|                       |                              |               |                  | 4           | 29.6263     | 61,622.60     |
| 21                    | Asst. Animal Control Officer | 8             | 40               | 1           | 23.1714     | 48,196.72     |
|                       |                              |               |                  | 2           | 23.9355     | 49,785.84     |
|                       |                              |               |                  | 3           | 24.6991     | 51,373.92     |
|                       |                              |               |                  | 4           | 25.4632     | 52,963.56     |

## APPENDIX B - JOB DESCRIPTIONS

**Town of Vernon**

**Department: Public Works**

**Job Title: Custodian**

**Bargaining Unit: Local 1471**

**Position Definition:**

Performs a variety of custodial and maintenance duties in one of more Town building(s) and grounds(s).

**General Definition:**

Responsible for the maintenance and upkeep of the physical condition of Town building(s) including sweeping, mopping, and waxing of floors; vacuuming of carpeted areas; and dusting and cleaning of surface areas. Collects and disposes of rubbish, cleans lavatory facilities; replaces lavatory supplies; change light bulbs; maintains inventory of needed tools, supplies and accessories and documents use. May shovel snow or sweep walkways; collects and disposes of litter. May be required to move office furniture. Does related work as required.

**Supervised by:**

Receives primary direction from the Buildings and Grounds Supervisor; however, may be assigned to other supervisors who will make assignments, review completed work and provide instruction as necessary.

**Qualifications Profile:**

Completion of standard grade school course, high school diploma preferred. Thorough knowledge of materials and methods used in building maintenance and cleaning and the use of manual and power cleaning/polishing equipment required. Ability to understand and follow simple oral or written instructions; willingness to perform required duties for an extended period under varying climatic conditions; good physical condition with ability to lift heavy objects; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

**License or Certificate:**

Ability to obtain and maintain a Connecticut Motor Vehicle Operator's license within thirty (30) working days.

*NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*

**Town of Vernon**

**Department: Public Works**

**Job Title: Equipment Operator**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** Operates one or more types of automotive equipment or moderate to heavy motor equipment requiring considerable skill in manipulating equipment and constant attention to safety of operation in order to prevent accidents.

**Supervision Received:** Receives primary supervision and direction from Roads Foreman; however, may be assigned to other supervisors who will make assignments, inspect work and provide instruction as needed.

**Essential Job Functions:** Drives and operates complex, specialized construction or maintenance motor equipment including, but not limited to, sewer rodder, sewer jet flusher, compressor, backhoe, front-end loader, mechanical sweeper, asphalt paver, roller, grader, roadside mower, manlift, excavator, mini-excavator or other comparable equipment; operates trucks or loaders with snow plow and/or salt/sand or chemical applicator attached during snow removal operations; regularly performs preventative maintenance inspection of assigned vehicles; occasionally services and performs repairs on assigned vehicles. Regular and punctual attendance.

**Other Job Functions:** May be assigned from time to time to assist mechanics in repairs or to perform unskilled or semi-skilled laboring tasks as assigned. May instruct drivers or a small crew of laborers at job site; assists in loading and unloading materials and equipment transported. May demonstrate use of heavy equipment to trainees. Does related work as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms, stoop, stand, walk, talk or hear. The employee is frequently required to sit, climb, balance, kneel. The employee is occasionally required to crawl.

The employee must constantly lift and/or move 50 pounds, or 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid

**Job Title: Equipment Operator**

**Page 2**

conditions and vibration. The employee is frequently exposed to fumes or airborne particles, and occasionally to toxic or caustic chemicals. The noise level in the work environment is usually loud.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills & Abilities:** Considerable knowledge of motor vehicle regulations and accident prevention practices; skills and experience in the operation of trucks and motor equipment under all types of weather conditions. Ability to read, understand and interpret blueprints and construction grades required. Ability to make minor repairs and adjustments to equipment; mechanical aptitude helpful. Knowledge of occupational hazards and safety precautions. Ability to understand and follow written and oral instructions; willingness to perform required duties for an extended period under varying climatic conditions; good physical conditions; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

**Experience & Training:** Completion of standard grade school course, high school diploma preferred. Requires considerable experience in the operation of automotive equipment and moderate to heavy motor equipment. Must possess and maintain a Connecticut/CDL Class A Motor Vehicle Operator's license. Maintain with the Town current medical certification record varying results of physical examination and drug testing.

*This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position and is subject to Town Council approval. Revised: 9/27/2018; Adopted: 10/2/2018*

**Town of Vernon**

**Department: Public Works**

**Job Title: Laborer**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** Performs general unskilled and semi-skilled manual work which often requires the use of acquired skills including the operation of small equipment.

**Supervision Received:** Receives primary supervision from Roads Foreman; however, may be assigned to other supervisors who will make assignments, review completed work, and provide instruction as necessary.

**Essential Job Functions:** Sweeps streets, gutters and sidewalks, picks up dead animals, limbs and debris from the streets and roads, cuts brush and trees. Shovels snow, gravel and dirt, spreads sand on sidewalks, and rakes leaves. Cuts and replaces sod, loams and reseeds lawns, mows lawns with hand power mower. Cleans catch basins following storms, unblocks catch basins and frozen culverts, assists as helper on catch basin cleaning machine, assists Equipment Operator or Truck Driver in use of sewer machine to remove all solid material causing sewer blockages. Prepares surfaces, materials and equipment for painting, applies paint or other protective coating. Works as service man in Town garage, assisting mechanics as assigned. May be assigned to refuse collection from time to time if need arises. Performs custodial duties when necessary. Does related work as required. Regular and punctual attendance.

**Other Job Functions:** Performs a variety of other heavy manual work in connection with the maintenance, repair and construction of sidewalks and streets. Installs guardrails and snow fences, mixes mortar and supplies bricks to mason, patches streets and roads, constructs and installs street signs, paints pavement markings, makes, stencils and paints road barricades. Assists in installing and replacing culverts, repairs and maintains bridges. Occasionally services and performs minor repairs on vehicles.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls, walk, talk and hear. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl and stand.

The employee must lift, push and/ or move up to 50 pounds, 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions of vibration. The noise level in the work environment can be loud.

**Job Title:** Laborer  
Page 2

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills & Abilities:** Some knowledge and experience of a variety of unskilled and semi-skilled manual maintenance and construction tasks. Ability to understand and follow simple oral and written instructions, willingness to perform heavy manual work for an extended period under varying climatic conditions, excellent physical condition, knowledge of occupational hazards and safety precautions, ability to get along with other workers, supervisors and general public, thoroughness and dependability in performing assignments expected.

**Experience & Training:** High school diploma or completion of high school equivalency diploma (GED). Must possess a Connecticut Motor Vehicle Operator's license, CDL preferred.

*This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position and is subject to Town Council approval. Adopted: 7/16/2013*

**Town of Vernon**

**Department: Public Works**

**Job Title: Maintainer I**

**Bargaining Unit: Local 1471**

**Position Description:**

Performs skilled carpentry work in the construction and maintenance of Town buildings; performs a wide variety of maintenance tasks.

**General Duties:**

Constructs and repairs wooden structures for the Department of Public Works; performs other general building maintenance and repair work as assigned including but not limited to installation of sheet rock and tiling or constructing cabinets; performs small electrical and minor plumbing repairs; picks up stock and materials; makes estimates of materials required for jobs; inspects Town buildings for damage from weather and deterioration; oversees the rigging of scaffolds with a view toward observing safety precautions; plants a variety of materials and surfaces in both interior and exterior areas and equipment; performs minor caulking and roofing tasks. May work in snow removal operations. May instruct one or more laborers. Does related work as required.

**Supervised by:**

Receives primary direction from Building and Grounds Supervisor; however, may be assigned to other supervisors who will make assignments, review completed work and provide instructions as necessary.

**Qualifications Profile:**

Completion of standard grade school course, high school diploma preferred. Thorough working knowledge of rough and skilled carpentry and standard building maintenance practices, materials and tools. Must provide own set of hand tools to perform routine tasks. Some knowledge of a variety of skilled and semi-skilled maintenance tasks including the basic practices and procedures of painting, electricity and plumbing; thorough knowledge of occupational hazards and safety precautions; ability to rig and work scaffolds. Ability to understand and follow oral and written instructions; ability to read, understand and interpret blueprints; willingness to perform required tasks for an extended period under varying climatic conditions; excellent physical condition; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

**License or Certificate:**

Ability to obtain and maintain a Connecticut Motor Vehicle Class II Operator's license within thirty (30) working days.

*NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*



**Town of Vernon**

**Department: Public Works**

**Job Title: Mason**

**Bargaining Unit: Local 1471**

**Position Definition:**

Performs skilled work as mason in the construction, maintenance and repair of catch basins, manholes, storm and sanitary sewers, retaining walls, sidewalks, concrete floors and other masonry structures.

**General Duties:**

Rebuilds, constructs, repairs and adjusts catch basins, manholes, storm and sanitary sewers, sidewalks, concrete floors, retaining walls and other masonry structures. Sets concrete forms. May be required to instruct laborers. May be required to work on snow removal. Does related work as required. May be assigned from time to time to perform unskilled or semi-skilled laboring tasks as assigned.

**Supervised by:**

Receives primary supervision from Roads Foreman; however, may be assigned to other supervisors who will make assignments, review completed work, and provide instruction as necessary.

**Qualifications Profile:**

Completion of standard grade school course, high school diploma preferred. Ability to read, understand and interpret blueprints and construction grades required. Thorough knowledge of rough and skilled masonry. Must provide own set of masonry tools to perform routine tasks. Some knowledge and experience of a variety of unskilled and semi-skilled manual maintenance and construction tasks. Ability to understand and follow simple oral or written instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general-public; thoroughness and dependability in performing assignments expected.

**License or Certificate:**

Ability to obtain and maintain Connecticut/CDL Class B Motor Vehicle Operator's license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

*NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all- inclusive of every task or responsibility.*

**Town of Vernon**

**Department: Public Works**

**Job Title: Mechanic**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** Duties involve the carrying out of standardized work assignments in the maintenance and repair of motor driven and mechanical equipment following prescribed standard automotive testing and repair practice and involving the application of various established department rules and procedures. Does related work as required.

**Supervision Received:** Works under the supervision of the Vehicle & Equipment Maintenance Supervisor who issues instructions regarding work assignments and who reviews completed work for conformance to instructions. May be assigned to other supervisors who will make assignments, review work, and provide instruction as needed.

**Essential Job Functions:** Regular & punctual attendance; diagnoses, repairs and maintains a variety of equipment including, but not limited to heavy trucks, snowplows, hoists, spreaders, scrapers, cranes, sprayers, tractors, automobiles and other machinery; replaces and adjusts brakes; installs special accessories such as fans, heaters, spreaders and other miscellaneous equipment; adjusts valves, ignition timing, wheel alignment, shock absorbers, carburetor settings and generator charging rate; repairs bodies and chassis by straightening and welding fenders, bumpers, axles and framework; builds and performs preventive maintenance and service work such as greasing equipment, tire repairs, washing and polishing vehicles; adds gas, oil; water, antifreeze, completes work order records and paperwork in a timely fashion; performs DOT annual inspections of trucks and equipment to DOT 49 CFR and maintains necessary records; assists in maintenance and upkeep of garage, stockroom and premises; assists drivers in daily inspections; cleans equipment as needed.

**Other Job Functions:** Repairs tool boxes, seats, stocks body parts and side and tail gates; does necessary painting by hand or with spraying equipment; requisitions parts as required; performs snow plowing and sanding operations as needed; other duties as assigned; may handle hazardous waste or CT regulated waste requirements of 40 CFR 265.16. Other duties as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms, climb, balance, stoop, stand, walk; using hands to finger, grasp, handle, talk or hear. The employee is frequently required to kneel, crouch, and crawl and work in close quarters.

The employee is frequently required to lift, push, pull or move weights at least 50 pounds and occasionally 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**Job Title:** Mechanic

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**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is moderately noisy.

### **MINIMUM QUALIFICATIONS**

**Knowledge, Skills & Abilities:** Knowledge of the mechanisms of automotive and other mechanical equipment; thorough knowledge of powered and hand tools used in a Fleet Department; knowledge of standard methods of making repairs and adjustments to automotive and similar types of mechanical equipment including fabrication, welding, spot painting repairs and restoration; ability to use and care for the tools of the trade, bench and testing equipment; knowledge of simple record keeping; ability to follow oral and written instructions; ability to read and write English effectively; ability to make routine decisions as to choice of standard methods of repair or adjustment to be utilized; ability to work independently; ability to complete mathematical calculations; strong technical and diagnostic skills; working knowledge of computers; ability to learn fleet maintenance software.

**Personal Attributes:** Ability to work under unpleasant working conditions; dependability; ingenuity; willingness to assist co-workers; willingness to accept further education as needed.

**Experience & Training:** Graduation from high school or trade school with specialization in automotive mechanics and four (4) years employment as a technical automotive mechanic including medium/heavy-duty truck servicing. Must possess Commercial Driver's License (CDL), Class A with Passenger Vehicle Endorsement, Tanker and HazMat Endorsement preferred; ASE certified Technician, or able to obtain same within one (1) year of employment. Must maintain with the Town current medical certification card verifying results of physical exam and drug testing.

*This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position. Adopted: 11/20/2012*

**Town of Vernon**

**Department: Public Works**

**Job Title: Automated Side Loading (ASL) Operator**

**Bargaining Unit: 1471**

**General Statement of Duties:** Duties involve the operation of one or more types of automated collection vehicles utilized in the Town Refuse and Recycling programs on a designated route.

**Supervision Received:** Receives primary supervision and direction from the Refuse and Recycling Supervisor or designee.

**Essential Job Functions:** Drives and operates an automated side loading vehicle in connection with the curbside collection and transportation of municipal solid waste and or recyclables in a safe and responsible manner; collects refuse and recycling from special containers, depositing it into collection vehicles and delivers to disposal sites; responsible for daily preparation and cleaning of vehicle, including before and after safety inspections; regularly performs preventative maintenance of assigned vehicles; occasionally services and performs minor repairs on assigned vehicles; responsible for assessing daily operation and performance, and reports all malfunctions to the supervisor; regular and punctual attendance.

**Additional Job Functions:** May be assigned from time to time to perform unskilled or semi-skilled laboring tasks as assigned; may operate a refuse packer, recycling truck, front load container truck, front end loader, or other comparable equipment; ability to facilitate all aspects of daily waste pickup including, but not limited to, manual loading of barrels and bags; may be assigned to snow removal; does related work as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with the hands and arms, stop, stand, walk, talk or hear. The employee is frequently required to sit, climb, balance, and kneel. The employee is occasionally required to crawl.

The employee must regularly lift and/or move 50 pounds or 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is frequently exposed to.

**Job Title:** Automated Side Loading (ASL) Operator  
Page 2

fumes or airborne particles, and occasionally to toxic or caustic chemicals. The noise level in the work environment is usually loud.

**Minimum Qualifications:**

**Knowledge, Skills and Abilities:** Knowledge of occupational hazards and safety precautions; knowledge of motor vehicle regulations and accident prevention practices; ability to understand oral and written instructions; ability to operate equipment requiring hand/eye coordination, and mechanical aptitude under all types of weather conditions; ability to make minor repairs and/or adjustments to equipment; Ability to work well with other workers, supervisors and general public and ability to work independently; thoroughness and dependability in performing assignments expected.

**Personal Attributes:** Willingness to perform required duties for an extended period under varying climatic conditions; willingness to assist co-workers.

**Experience and Training:** High school diploma or completion of high school equivalency diploma (GED). Experience in the operation of moderate to heavy motor equipment. Must possess and maintain a Commercial Driver's License (CDL), Class B; maintain with the Town current medical certification card verifying results of physical examination and drug testing.

*This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA/M/F Adopted: 3/2/2013*

**Town of Vernon**

**Department: Public Works**

**Job Title: Refuse Container Truck Driver**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** In the Department of Public Works, operates one or more types of automotive equipment or light to heavy motor equipment.

**Supervision Received:** Receives primary supervision and direction from the Refuse/Recycling Supervisor; may be assigned to other supervisors or Foremen.

**Essential Job Functions:** Drives and operates a refuse packer and front load container vehicle in connection with the collection and transportation of refuse from the Town to disposition sites. Regularly performs preventative maintenance of assigned vehicles; occasionally services and performs minor repairs on assigned vehicles. Assists Refuse Laborer with routine cleaning and washing of assigned vehicle. May also perform work of Equipment Operator or Truck Driver as needed (drives and operates a motor truck in connection with the transportation of sand, stone, gravel, bituminous asphalt, debris, materials or supplies; operates a light truck in carrying tools, equipment and supplies to and from a repair job site; assists in loading and unloading material, and equipment transported). Operates truck with snowplow and/or sand or chemical applicator attached during snow removal operations. Regular and punctual attendance.

**Other Job Functions:** May be assigned as to perform unskilled or semi-skilled laborer tasks; may operate a front-end loader, backhoe, sweeper, storm sewer flusher, catch basin cleaner, paving box and comparable equipment. Works as assigned at the Transfer Station loading containers, directing and helping residents to unload vehicles, cleaning area of debris, picks up litter and cuts grass and performs other related duties.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms, stoop, stand, walk, talk or hear. The employee is frequently required to sit, climb, balance, kneel. The employee is occasionally required to crawl.

The employee must constantly lift and/or move 50 pounds, or 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid

**Job Title: Refuse Container Truck Driver**

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conditions and vibration. The employee is frequently exposed to fumes or airborne particles, and occasionally to toxic or caustic chemicals. The noise level in the work environment is usually loud.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills & Abilities:** Requires considerable experience in the operation of automotive equipment and medium to heavy motor vehicles and equipment; knowledge of motor vehicle regulations and accident prevention practices; skill in the operation of trucks and motor equipment under all types of weather conditions; ability to make minor repairs and adjustments to equipment; knowledge of occupational hazards and safety precautions; the ability to understand and follow written and oral instructions.

**Personal Attributes:** Willingness to perform required duties for an extended period under varying climatic conditions; the ability to get along with other workers, supervisors and the general public; thoroughness and dependability in performing assignments.

**Experience & Training:** High school diploma or equivalent is preferred. Requires a Connecticut Class A Commercial Driver's License (CDL) and the ability to maintain a current medical certification card verifying the results of physical examination and drug testing.

*This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position and is subject to Town Council approval. Adopted: 7/16/2013*

**Town of Vernon**

**Department: Public Works**

**Job Title: Truck Driver**

**Bargaining Unit: Local 1471**

**Position Definition:**

Operates one or more types of automotive equipment or moderate to heavy motor equipment.

**General Duties:**

Drives and operates a motor truck in connection with the transportation of sand, stone, gravel, bituminous asphalt, debris, materials or supplies; operates a light truck in carrying tools, equipment and supplies to and from a repair job site; operates truck with snow plow and/or sand or chemical applicator attached during snow removal operations; regularly performs preventative maintenance of assigned vehicles and equipment; occasionally services and performs minor repairs on assigned vehicles. Assists Laborer in cleaning and waxing of vehicles.

**Additional Duties:**

May be assigned from time to time as a Refuse Drive or to perform unskilled or semi-skilled laboring tasks as assigned; assists in loading and unloading materials and equipment transported; may operate front-end loader, backhoe, sweeper, flusher, catch basin cleaner, paving box and comparable equipment on a part-time trainee basis. Does related work as required.

**Supervised by:**

Receives primary supervision and direction from Roads Foreman; however, may be assigned to other supervisors who will make assignments, inspect work and provide instruction as needed.

**Qualifications Profile:**

Completion of standard grade school course, high school diploma preferred. Considerable experience in the operation of automotive equipment or moderate to heavy motor equipment. Knowledge of motor vehicle regulations and accident prevention practices; skill in the operation of trucks and motor equipment under all types of weather conditions. Ability to make minor repairs and adjustments to equipment; mechanical aptitude helpful. Knowledge of occupational hazards and safety precautions. Ability to understand and follow written and oral instructions; willingness to perform required duties for an extended period under varying climatic conditions; good physical condition; ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

**License or Certificate:**

Connecticut/CDL Class B Motor Vehicle Operator's license and ability to obtain and maintain a CDL Class A license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

*NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*



**Town of Vernon**

**Department: Public Works**

**Job Title: Animal Control Officer**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** Performs patrol and enforcement duties in an animal control program; enforces Town ordinances and Connecticut Animal Control Statutes, and laws relating to domestic animals and the control of rabies in domestic animals and nuisance wildlife. Manages animal control shelters and good public relations.

**Supervision Received:** Reports directly to the Chief of Police or Captain and takes direction from same or designee.

**Supervision Exercised:** May supervise volunteers.

**Essential Job Functions:** Responds to animal complaint calls based on priority, including dogs, cats, other animals and nuisance wildlife. Investigates vicious, diseased, unlicensed or stray dogs, diseased cats, other domestic animals and nuisance wildlife. Patrols town for stray or unlicensed dogs; captures and removes stray or vicious dogs, cats, other domestic animals and nuisance wildlife to an animal shelter. Enforces State Statutes and Town ordinances related to licensing and control of dogs or other domestic animals. Investigates animal cruelty cases, issues summonses to violators, or makes arrests. Arranges for return, adoption or disposal of impounded dogs, cats, other domestic animals and wildlife. Maintains Town pound and animal shelters in accordance with State Statutes and OSHA. Maintains records for each animal under care. Cares for, feeds and houses animals as required. Removes injured or dead dogs, cats, other domestic animals and wildlife from town streets. Prepares and advertises information to the public concerning lost, impounded, injured, or abandoned animals and wildlife sightings in a timely manner. Prepares any required Police incident and statistical reports for Town or State officials. Regularly checks Town e-mail and voicemails; maintains communications with Police Department at all times while on duty. Regular and punctual attendance. Will be on call 7 days per week, 24 hours per day.

**Other Job Duties:** Provides written and oral testimony in court cases. Organizes and attends special rabies clinics. Issues temporary dog licenses for dogs adopted directly from the dog pound. Issues adoption certificates from the state Animal Population Control to new owners of a dog or cat from the dog pound or animal shelter. Prepares operating budget for the Police Chief. Keeps shelter stocked with necessary feed and supplies. Disposes expired supplies and feed. Keeps and maintains a clean office environment. Manages approved budget. Collects fees as required. Maintains records of complaints and related files. Develops written and statistical reports as required. Performs other related duties as assigned.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear.

**Job Title: Animal Control Officer**

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The employee is occasionally required to stand, climb, stoop, crouch, reach with arms and hands, walk, run, use hands to finger, handles, or feel objects, tools or controls. Hand eye coordination is necessary to operate computers and various pieces of office equipment. Must be able to operate motor vehicle and control aggressive, dangerous animals.

Hand-eye coordination required for operation of computers and various other office equipment.

The employee must occasionally lift and/or move 50 pounds. Must occasionally push/pull 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; is regularly exposed to hot, cold, wet and/or humid conditions, fumes, toxic or caustic chemicals; and is frequently exposed to animal feces and noxious odors. May be exposed to zoonotic diseases.

The noise level in the work environment is usually moderate. Noise level can be loud in the animal shelter.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skills and Abilities:** Knowledge of law enforcement principles, procedures, techniques and equipment; knowledge of dogs, cats, other domestic animals and wildlife, including handling, transport, sheltering, care and feeding. Knowledge of Connecticut Animal Control Statutes and Town of Vernon ordinances related to domestic animals; knowledge of animal restraint and care techniques. Ability to obtain knowledge of other Town ordinances relative to contractual agreements with the Town of Vernon. Ability to care for domestic animals. Ability to prepare clear and concise reports; ability to supply statistical reports. The ability to prepare the department budget and account for funds collected. Ability to foster relationships and deal effectively with officials, business owners, outside agencies, rescue organizations, employees, and the general public; ability to be tactful, courteous, diplomatic, compassionate and professional; ability to resolve conflicts; ability to deal with stressful situations involving animal cruelty and death. Ability to deal with difficult and angry people; ability to maintain self-control. Ability to make sound decisions within job scope. Ability to promote pet adoption through the animal shelter. Must be computer proficient with the ability to learn software programs specific to the job. Annually qualify use of firearms to Police Department standards.

**Experience & Training:** Requires a high school diploma, or GED, and three (3) years of experience in animal handling, care, or control, or an equivalent combination of education and experience. Must

**Job Title: Animal Control Officer**

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successfully complete Animal Control Officer training program mandated by the State of Connecticut. Requires continuing education to meet State Statutes. Annual Police Department training as mandated by the Department.

**License or Certificate:** Must have and maintain a valid driver's license. May be required to obtain a Connecticut State Permit to Carry Pistols and Revolvers. Full criminal background check and fingerprinting is required. This position requires a one year probationary period.

*This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA*

Historical Record:

This replaces the existing job description for Animal Control Officer in the same salary group approved in 1995 in the Thompson report. This description is in our new format and notes that Officers may be required to have a State Pistol Permit (effective for several years).

Revised: 6/28/2016; Adopted: 6/27/2017

**Town of Vernon**

**Department: Public Works**

**Job Title: Assistant Animal Control Officer**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** Performs patrol and enforcement duties in an animal control program; enforces Town ordinances and Connecticut Animal Control Statutes, and laws relating to domestic animals and the control of rabies in domestic animals and nuisance wildlife. Maintains good public relations.

**Supervision Received:** Reports directly to the Chief of Police or Captain and takes direction from same or designee.

**Supervision Exercised:** May supervise volunteers. Manages animal control shelters in absence of Animal Control Officer.

**Essential Job Functions:** Plans and organizes work according to authorized procedures and priorities. Responds to animal complaint calls based on priority, including dogs, cats, other domestic animals and nuisance wildlife. Investigates vicious, diseased, or stray dogs, diseased cats, other domestic animals and nuisance wildlife. Patrols town for stray or unlicensed dogs; captures and removes stray or vicious dogs, cats, other domestic animals and nuisance wildlife to an animal shelter. Issue summons to violators, or makes arrests. Arranges for return, adoption or disposal of impounded dogs, cats, other domestic animals and wildlife. Maintains town pound and animal shelters in absence of Animal Control Officer. Cares for, feeds and houses animals as required. Removes injured and dead dogs, cats, and other domestic animals from town roadways. Assists in providing information to the public concerning lost, impounded, injured or abandoned animals and wildlife sightings in a timely manner. Reports work accomplished to the Chief of Police or designee. Keeps Animal Control Officer abreast of animal control issues that occurred and/or are ongoing. Prepares any required Police incident reports. Assists in the organization of rabies clinics and attends special clinics as assigned. Issues temporary dog licenses for dogs adopted directly from the animal shelter. Issues adoption certificates from the state Animal Population Control to new owners of a dog or cat from the dog pound or animal control shelter. Regularly checks Town e-mail and voicemails; maintains communications with Police Department at all times while on duty. Regular and punctual attendance. Will be on call as assigned.

**Other Job Duties:** Collects fees as required. May medicate sick animals and nurse baby animals that need a boost in life. Performs other related duties as assigned.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, climb, stoop, crouch, reach with arms and hands, walk, run, use hands to finger, handles, or feel objects, tools or controls. Hand eye coordination is necessary to operate computers and various pieces of office equipment. Must be able to operate motor vehicle and control aggressive, dangerous animals.

**Job Title: Assistant Animal Control Officer**

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Hand-eye coordination required for operation of computers and various other office equipment.

The employee must occasionally lift and/or move 50 pounds. Must occasionally push/pull 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; is regularly exposed to hot, cold, wet and/or humid conditions, fumes, toxic or caustic chemicals; and is frequently exposed to animal feces and noxious odors. May be exposed to zoonotic diseases.

The noise level in the work environment is usually moderate. Noise level can be loud in the animal shelter.

**MINIMUM QUALIFICATIONS REQUIRED**

**Knowledge, Skills and Abilities:** Knowledge of law enforcement principles, procedures, techniques and equipment; knowledge of dogs, cats, other domestic animals and wildlife, including handling, transport, sheltering, care and feeding. Knowledge of Connecticut Animal Control Statutes and Town of Vernon ordinances related to domestic animals; knowledge of animal restraint and care techniques. Ability to obtain knowledge of other Town ordinances relative to contractual agreements with the Town of Vernon. Ability to care for domestic animals. Ability to prepare clear and concise reports; ability to supply statistical reports. Ability to foster relationships and deal effectively with officials, business owners, outside agencies, rescue organizations, employees, and the general public; ability to be tactful, courteous, diplomatic, compassionate and professional; ability to resolve conflicts; ability to deal with stressful situations involving animal cruelty and death. Ability to deal with difficult and angry people; ability to maintain self-control. Ability to make sound decisions within job scope. Ability to promote pet adoption through the animal shelter. Must be computer proficient with the ability to learn software programs specific to the job. Annually qualify use of firearms to Police Department standards.

**Experience & Training:** Requires a high school diploma, or GED, and two (2) years of experience in animal handling, care, or control, or an equivalent combination of education and experience. Veterinarian Technician certification preferred. Must successfully complete Animal Control Officer training program mandated by the State of Connecticut. Requires continuing education to meet State Statutes. Annual Police Department training as mandated by the Department.

**License or Certificate:** Must have and maintain a valid driver's license. May be required to obtain a Connecticut State Permit to Carry Pistols and Revolvers. Full criminal background check and

**Job Title: Assistant Animal Control Officer**

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fingerprinting is required. This position requires a one year probationary period.

*This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA*

**Historical Record:**

This replaces the 1995 Thompson Job Description, is in our new format and states that Officers may be required to have a State Pistol Permit (Effective for several years).

Revised: 7/28/2016; Adopted: 6/27/2017

**Town of Vernon**

**Department: WPCA**

**Job Title: WPCA Mechanic**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** Basic functions involve all preventative and corrective maintenance of plant and collection system equipment which implies competence in the operation, repair and maintenance of a wastewater treatment plant.

**Supervision Received:** Work is performed under the general supervision of the Assistant Director or Plant Foreman.

**Supervision Exercised:** None

**Essential Job Functions:** Regular and punctual attendance; plans, schedules, and performs maintenance to a wide variety of pollution control mechanical and electrical equipment, plus buildings, structures and grounds; inspects plant and pump stations frequently to ensure proper that maintenance procedures are followed; lubricates equipment and checks for malfunctions; replaces packing and/or mechanical seals in pumps and valves; replaces bearings in motors, pumps or other equipment; adjusts bar screens, comminutors, weir plates, skimming devices and other common plant equipment; cleans out pipes and performs other plumbing and pipefitting tasks as required; uses welding equipment to heat, cut, braze or weld; performs small electrical and minor plumbing repairs; installs and sets up new equipment; assists in keeping maintenance records; reports all mechanical and maintenance irregularities to immediate supervisor; performs general maintenance and repair tasks as required. Other duties as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms, climb, balance, stoop, stand, walk; using hands to finger, grasp, handle, talk or hear. The employee is frequently required to kneel, crouch, and crawl and work in close quarters.

The employee is frequently required to lift, push, pull or move weights at least 50 pounds and occasionally 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals and vibration. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is moderately noisy to loud.

**Job Title: WPCA Mechanic**

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**MINIMUM QUALIFICATIONS**

**Knowledge, Skills & Abilities:** Ability to apply principals of logical thinking to define problems, collect data, establish facts and draw valid conclusions. Considerable ability in plumbing, electrical and motorized equipment and hydraulic repair. Ability to interpret shop drawings and/or plans. Ability to understand and follow simple oral instructions; ability to work under unpleasant working conditions; knowledge of occupational hazards and safety precautions; ability to establish and maintain effective relationships with associates, contractors and the public; thoroughness and dependability in performing assignments.

**Experience & Training:** Graduation from high school, high school equivalency diploma (GED) or trade school graduate, or equivalent combination of education and training. College level courses highly desirable.

**License or Certificate:** Must have a Connecticut Commercial Drivers License (CDL) Class B or the ability to obtain and maintain same within ninety (90) working days. Must maintain with the Town, a current medical certification card verifying results of physical examination and drug testing.

*This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position. Adopted: 1/15/2012*



**Town of Vernon**

**Department: WPCA**

**Job Title: Wastewater Collection System Technician**

**Bargaining Unit: Local 1471**

**SUMMARY:** Performs general skilled technical and manual work in the Water Pollution Control Department consistent with acceptable wastewater collection practices in the operation, repair and maintenance of sanitary sewers and related equipment such as pump stations and force mains.

**SUPERVISION RECEIVED:** Receives primary supervision and direction from the Collection System Foreman, however may be assigned to other supervisors who will make assignments, inspect work and provide instructions as needed.

**EXAMPLES OF DUTIES:** Operates sanitary sewer cleaning equipment such as trucks, rodding machines, vacuum trucks, high pressure flushing equipment and video inspection equipment, maintains and inspects sewer manholes, observes variations in operating conditions within the sewer lines, and identifies unusual flow characteristics and obstructions; operates valves and gates either manually or by remote control; starts and stops pumps, engines and emergency generators related to the operation of pumping stations; extracts samples, reads and verifies discharge metering devices and performs routine maintenance functions and custodial duties; researches Call-Before-You-Dig (CBYD) requests for sanitary sewer locations, provides mark-out at construction sites and maintains CBYD files; works in confined spaces and elevated platforms; Responds to emergencies or alarm conditions related to pump stations and any reported blockages or backups within the sanitary sewer system; must be available for emergency call-in at any time; performs other duties as required.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL AND ABILITY:** General knowledge of waste treatment plant and collection functions; knowledge of mechanical principles; knowledge of occupational hazards and safety precautions; the ability to understand and follow oral and written oral instructions, the ability to communicate verbally and in writing; the ability to read and interpret maps and sewer system drawings; the ability to work effectively with supervisors, staff and general public; the ability to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; the ability and willingness to learn new skills and increase capabilities as may be required by local, state or federal regulatory agencies; the ability to be thorough and dependable in performing assignments.

**EXPERIENCE AND TRAINING:**

Requires a high school diploma or certificate from an accredited vocational school, and two years of experience in wastewater collection or processing, or an associate degree in a related field, or an equivalent combination of experience and training.

**Job Title: Wastewater Collection System Technician**

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**LICENSE OR CERTIFICATE:**

Must possess (or obtain within 30 working days) a Connecticut CDL Class B Motor Vehicle Operator's license and maintain with the Town, a current medical certification card verifying results of physical examination and drug testing; must successfully complete the California State University at Sacramento Wastewater Collection System Courses, Volume I and Volume II, or the equivalent; must obtain a Grade II Collection System Operators Certificate from the New England Water Environment Association within twenty-four months of employment with the Town, and keep this certificate valid.

*Adopted: September 22, 2003*

**Town of Vernon**

**Department: WPCA**

**Job Title: Class I WPC Operator-In-Training**

**Bargaining Unit: Local 1471**

**SUMMARY:** Performs general unskilled or semi-skilled manual work consistent with acceptable wastewater treatment plant practices, which often involves the use of acquired skills in the operation, repair, and maintenance of the Water Pollution Control (“WPC”) Facility. This is a technical and scientific position that requires continuing education during employment in the field.

**SUPERVISION RECEIVED:** Receives general direction from the Assistant Director of WPC and/or Plant Foreman.

**SUPERVISION EXERCISED:** None

**EXAMPLES OF DUTIES:** Operates wastewater treatment, sludge processing and disposal equipment to control flow and processing of wastewater, sludge and effluent. Monitors gauges, meters and control panels. Observes variations in operating conditions, recognizes process upsets and identifies critical conditions in unit process. Interprets meter and gauge reading and test results to determine processing requirements. Operates valves and gates either manually or by remote control: starts and stops pumps, engines and generators to control the adjust flow and treatment processes. Performs mixing of any chemicals as required for the treatment process. Maintain shift log, records meter and gauge readings. Extracts samples and performs routine maintenance functions and custodial duties. Operates and maintains power generating equipment and thermal sludge processing equipment, and other items necessary for proper unit process function. Performs all duties relating to the maintenance of pump stations, and all other assigned tasks, as required. Some duties may be performed with general guidance from assigned Class II WPC Operator(s).

**MINIMUM QUALIFICATIONS REQUIRED:**

**KNOWLEDGE, SKILL AND ABILITY:** Must be able to speak, read and write the English language to the extent deemed necessary to perform the duties of the position. Individuals hired must achieve a certification as Class I WPC Operator within one (1) year of hire; participate in continuing education; study journals in the field of wastewater treatment; become members of the Connecticut Water Pollution Abatement Association; and are expected to achieve a certification as Class II WPC Operator within three (3) years of hire, Class III WPC Operator within four (4) years of hire, and Class IV WPC Operator during the tenure at the WPC Facility, as specified by the Connecticut Wastewater Operator Certification Guidelines.

**EXPERIENCE AND TRAINING:**

Must have Class I WPC Operator in Training Certificate from the Connecticut State Department of Environmental Protection (“DEP”). At minimum, requires a high school or GED, and 9 Continuing Education Units (“CEU’s”) – Sacramento Vol 1, and successful passage of Connecticut Class I WPC Operator Examination. Preferably, has Associate in Science Degree in Microbiology, Science or a related field and two (2) years of responsible work experience, or an equivalent combination. A related Bachelor

**Job Title: Class I WPC Operator-In-Training**

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of Science Degree may be substituted for an Associate Degree and two years of experience, under the preferred experience and training requirement.

**PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS:**

Must be mobile, able to push, pull and lift objects of more than 50 lbs and stand for prolonged periods. Must work in confined spaces such as manholes, pumps, stations, and pump pits. May be exposed to blood, body tissues, fluids, sewage, grease, oil, and odors, high humidity, water, all indoor and outdoor seasonal temperatures, loud noises, electrical hazards, and other poisonous substances such as chlorine.

**LICENSE AND CERTIFICATION:** Must obtain, within one (1) year of hire, and maintain a Connecticut Commercial Driver's License (CDL) Class B. Must also maintain a current medical certification card verifying the results of physical examination and drug testing. Within one (1) year of hire, must achieve a certification as Class I WPC Operator, and is expected to achieve a certification as Class II WPC Operator within three (3) years of hire, Class III WPC Operator within four (4) years of hire, and Class IV WPC Operator during the tenure at the WPC Facility. Under extenuating circumstances, Director of WPC may grant an extension of up to one (1) year for the completion of each of the WPC Operator certifications.

*NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.*

**Historical Record:**

This job description is based on the one in effect and in the labor contract on July 1, 2005. It has been updated to this format, including current duties and minimum qualification requirements. *Adopted: December 1, 2009*

**Town of Vernon**

**Department: WPCA**

**Job Title: Operator I**

**Bargaining Unit: Local 1471**

**Position Definition:**

Performs general unskilled or semi-skilled manual work consistent with acceptable wastewater treatment plant practices with often involves the use of acquired skills in the operation, repair, and maintenance of the Waste Treatment Facility.

**General Duties:**

Working together with Operator II, operates wastewater treatment, sludge processing and disposal equipment to control flow and processing of wastewater, sludge and effluent. Monitors gauges, meters and control panels. Observes variations in operating conditions, recognizes process upsets and identifies critical conditions in unit process. Interprets meter and gauge readings and test results to determine processing requirements. Operates valves and gates either manually or by remote control; starts and stops pumps, engines and generators to control and adjust flow and treatment processes. Performs mixing of any chemicals as required for the treatment process. Maintains shift log, records meter and gauge readings. Extracts samples and performs routine maintenance functions and custodial duties. Operates and maintains power generating equipment and incinerators and other items necessary for proper unit process function. Performs all duties relating to the maintenance of pump stations.

**Supervised by:**

Receives general direction from Assistant Director of Water Pollution Control Department or Plant Foreman.

**Qualifications Profile:**

Completion of standard high school course, diploma or equivalency required. Considerable knowledge and experience in the operation and maintenance of a waste treatment plant. Ability to obtain necessary certification as required by the state Department of Environmental Protection. Training position for future Operator II position, Ability to understand and follow simple oral instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general public; willingness to learn new skills and to increase capabilities; thoroughness and dependability in performing assignments expected.

**License or Certificate:**

Ability to obtain and maintain a Connecticut/CDL Class B Motor Vehicle Operator's license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

*NOTE: The above description is illustrative of tasks and responsibilities it is not meant to be all-inclusive of every task or responsibility.*

**Town of Vernon**

**Department: WPCA**

**Job Title: Operator II**

**Bargaining Unit: Local 1471**

**Position Definition:**

Performs general semi-skilled manual work consistent with acceptable wastewater treatment plant practices which often involves the use of acquired skills in the operation, repair, and maintenance of the Wastewater Treatment Facility.

**General Duties:**

Operates wastewater treatment, sludge processing and disposal equipment to control flow and processing of wastewater, sludge and effluent. Monitors gauges, meters and control panels. Observes variations in operating conditions, recognizes process upsets and identifies critical conditions in unit process. Interprets meter and gauge readings and test results to determine processing requirements. Operates valves and gates either manually or by remote control; starts and stops pumps, engines and generators to control and adjust flow and treatment processes. Performs mixing of any chemicals as required for the treatment process. Maintains shift log, records meter and gauge readings. Extracts sample and performs routine maintenance functions and custodial duties. Operates and maintains power generating equipment and incinerators and other items necessary for proper unit process function. Performs all duties relating to the maintenance of pump stations.

**Supervised by:**

Receives general direction from Assistant Director of Water Pollution Control Department or the Plant Foreman.

**Qualifications Profile:**

Completion of standard high school course, diploma or equivalency required. Considerable knowledge and experience in the operation and maintenance of a waste treatment plant. Ability to obtain Class II certification within twelve (12) months as required by the State Department of Environmental Protection. Ability to understand and follow simple oral instructions; willingness to perform heavy manual work for an extended period under varying climatic conditions; excellent physical condition; knowledge of occupational hazards and safety precautions; ability to get along with other workers, supervisors and general public; willingness to learn new skills and increase capabilities; thoroughness and dependability in performing assignments expected.

**License or Certificate:**

Ability to obtain and maintain a Connecticut /CDL Class B Motor Vehicle Operator's license within thirty (30) working days. Maintain with the Town current medical certification card verifying results of physical examination and drug testing.

*NOTE: The above description is illustrative of tasks and responsibilities it is not meant to be all-inclusive of every task or responsibility.*

**Town of Vernon**  
**Job Title: Laboratory Analyst 1**

**Department: Water Pollution Control**  
**Bargaining Unit: 1471**

**General Statement of Duties:** In the Water Pollution Control Department performs chemical and bacteriological analyses of all stages of the wastewater treatment process

**Supervision Received:** Receives general direction from the Assistant Director or other employee of higher grade. Plans and organizes work according to established procedure. Establishes priorities within work assignment. Reports work accomplished to supervisor.

**Supervision Exercised:** None

**Essential Job Functions:** Performs physical, chemical and biological tests in accordance with standard methods for the examination of wastewater for turbidity, pH, alkalinity, chlorides, chlorine residual, inorganic metals, and related tests. Reports findings to Assistant Director and Plant Foreman for process control. Performs laboratory tests for biochemical oxygen demand, dissolved oxygen, nutrient evaluation, chemical oxygen demand, suspended and settleable solids, and related tests, including microbiological determination of wastewater, partially processed wastewater, and sludge. Reexamines substandard samples. Takes immediate action, through notification, to prevent transmission of sub-quality wastewater into receiving waters. Takes samples at site in every step of treatment process. Lifts and carries samples from site to laboratory. Follows standard safety procedures and regulations. Regular and punctual attendance.

**Other Job Functions:** Performs quality control testing to meet state Department of Environmental Protection and Federal Environmental Protection Agency requirements. Designs and maintains computer applications for recording laboratory and testing data. Prepares media and reagents as needed. Maintains laboratory equipment and makes minor repairs to equipment, including calibration of measuring instruments. Assists in process control. Performs related tasks as necessary.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee occasionally works near moving mechanical parts

**Job Title: Laboratory Analyst 1**

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and is occasionally exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals, raw and treated sewage. Must exercise caution in handling materials for laboratory testing.

Must be able to concentrate on fine detail with some interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts.

The noise level in the work environment is usually quiet to moderately loud.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities Required:** Knowledge of federal, state, and local standards regarding wastewater processing and diffusion; knowledge of occupational hazards and safety factors and precautions; knowledge of operation of standard office machines and use of computer; ability to perform technical laboratory analysis, testing and accurately record results; ability to interpret laboratory readings and take necessary emergency action; ability to operate and maintain laboratory equipment; ability to understand and carry out instructions in written, oral or diagrammatic form, ability to follow rules and procedures; ability to write effective narrative and technical reports; ability to communicate orally and in writing; ability to apply principals of logical thinking to define problems, collect data, establish facts and draw valid conclusions; mathematical ability to determine units of measure; ability to establish and maintain effective relationships with associates, contractors and the public; thoroughness and dependability in performing assignments; ability to work in a team environment and independently; ability to be a self-starter; and demonstrate sound work ethics; ability to work under unpleasant working conditions.

**Experience & Training:** Bachelor's degree in Biology or Chemistry, and one year of wastewater laboratory analysis experience. Completion of vocational training program in wastewater treatment, including general principles of laboratory analysis of treated wastewater, and practical laboratory experience may be substituted for formal higher education on a year for year basis. Any equivalent combination of education and experience. NEWEA Laboratory Analyst Grade I Certification preferred.

*This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position. EOE/AA/M/F Revised: 8/3/2016; Adopted: 5/16/2017*



**Town of Vernon**  
**Job Title: Laboratory Analyst 2**

**Department: Water Pollution Control**  
**Bargaining Unit: 1471**

**General Statement of Duties:** In the Water Pollution Control Department performs chemical and bacteriological analyses of all stages of the wastewater treatment process, including determination of acceptability of effluent to meet established standards and to control treatment processes.

**Supervision Received:** Receives general direction from the Assistant Director or other employee of higher grade. Plans and organizes work according to established procedure. Establishes priorities within work assignment. Reports work accomplished to supervisor.

**Supervision Exercised:** Provides task supervision to helpers in testing situations. May be assigned general guidance to Laboratory Analyst 1 and laboratory assistant by the Assistant Director.

**Essential Job Functions:** Oversees and performs physical, chemical and biological tests in accordance with standard methods for the examination of wastewater for turbidity, pH, alkalinity, chlorides, chlorine residual, inorganic metals, and related tests. Determines daily, with the Assistant Director and Plant Foreman, the parameters necessary for process control and applies findings to plant control. Takes immediate action, through notification, to prevent transmission of sub-quality wastewater into receiving waters. Assists/fills in for Assistant Director with preparation of the Monthly Operating Report (MOR), Discharge Monitoring Report (DMR), Nutrient Analysis Report (NAR), and Annual Sludge Report. Organizes and conducts Annual Chronic Toxicity, Quarterly Acute Toxicity Monitoring, Bi-monthly Sludge and Stormwater sampling and analysis including coordination of subcontractors. Maintains inventory of material and chemicals in laboratory by coordinating with the Assistant Director for procurement of said materials and chemicals. Maintains and updates Chemical Inventory List as needed. Maintains and updates Safety Data Sheet (SDS) database/binder as needed. Performs quality control testing to meet state Department of Environmental Protection and Federal Environmental Protection Agency requirements. Takes samples at site in every step of treatment process. Lifts and carries samples from site to laboratory. Follows standard safety procedures and regulations. Regular and punctual attendance.

**Other Job Functions:** Performs laboratory tests for biochemical oxygen demand, dissolved oxygen, nutrient evaluation, chemical oxygen demand, suspended and settleable solids, and related tests, including microbiological determination of wastewater, partially processed wastewater, and sludge, to measure effectiveness of wastewater treatment process. Reexamines substandard samples. Maintains computer applications for recording laboratory and testing data. Prepares media and reagents as needed. Maintains laboratory equipment and makes minor repairs to equipment, including calibration of measuring instruments. Performs related tasks as necessary.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk; use

**Job Title: Laboratory Analyst 2**

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hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals, raw and treated sewage. Must exercise caution in handling materials for laboratory testing.

Must be able to concentrate on fine detail with some interruption, attend to task for 45-60 minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts.

The noise level in the work environment is usually quiet to moderately loud.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities Required:** Knowledge of federal, state, and local standards regarding wastewater processing and diffusion; knowledge of occupational hazards and safety factors and precautions; knowledge of operation of standard office machines and use of computer; ability to perform technical laboratory analysis, testing and accurately record results; ability to interpret laboratory readings and take necessary emergency actions; ability to operate and maintain laboratory equipment; ability to understand and carry out instructions in written, oral or diagrammatic form, ability to follow rules and procedures; ability to write effective narrative and technical reports; ability to communicate orally and in writing; ability to apply principals of logical thinking to define problems, collect data, establish facts and draw valid conclusions; mathematical ability to determine units of measure; ability to establish and maintain effective relationships with associates, contractors and the public; thoroughness and dependability in performing assignments; ability to work in a team environment and independently; ability to be a self-starter; and demonstrate sound work ethics; ability to work under unpleasant working conditions.

**Experience & Training:** Bachelor's degree in Biology or Chemistry, and five years of wastewater laboratory analysis experience. Completion of vocational training program in wastewater treatment, including general principles of laboratory analysis of treated wastewater, and practical laboratory experience may be substituted for formal higher education on a year for year basis. Any equivalent combination of education and experience. NEWEA Laboratory Analyst Grade 2 Certification preferred.

**Job Title: Laboratory Analyst 2**

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Must have and maintain a Class 3 Wastewater Operators Certificate issued by the State of CT.

*This job description is not nor is it intended to be, a complete statement of duties, functions and responsibilities which comprise this position. EOE/AA/M/F Revised: 7/14/2015; Adopted: 7/21/2015  
Revised 8/01/2016; Adopted 5/16/2017*

**Town of Vernon**

**Department: Parks & Recreation**

**Job Title: Park Maintainer I**

**Bargaining Unit: Local 1471**

**General Statement of Duties:**

Performs skilled and semi-skilled work in the construction, installation, repair and maintenance of parks, grounds, pools, and recreational areas or facilities; and operates and maintains maintenance equipment.

**Essential Job Functions:**

Receives oral or written instructions from Park Maintenance Supervisor, who reviews work in progress. Carries out work according to standard procedures and regulations. Participates in the preparation of vehicles and equipment, loading of materials, and positioning of equipment as needed. Utilizes hand tools and power equipment to complete assigned tasks. Performs manual work in the removal of trees, leaves, brush or refuse and in the installation or replacement of benches, fences, posts, rails, signs or park and recreational equipment. Uses hand tools to plant and care for trees, shrubs, and flowers. Operates truck, back hoe, tractors, mowing machinery, and other equipment to maintain fields and recreational areas. Grades, fertilizes, seeds, and lines athletic fields. Cleans and maintains vehicles and equipment, including servicing with fuel, lubricants, and accessories. Observes performance of equipment during operation and reports malfunction to supervisor. Assists in the opening, maintenance, repair, and closing of Town pools. Reports tasks accomplished verbally to supervisor. Regular and punctual attendance.

**Other Job Functions:**

Performs lead work during summer months. Performs semi-skilled tasks in the repair and maintenance of recreational facilities and equipment, including rough carpentry, painting, and minor plumbing repairs. Operates spraying equipment under supervision. Participates in snow removal operations as needed.

**Supervision Received:**

Receives general supervision from Park Maintenance Supervisor.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must frequently bend and lift. The employee must be able to frequently lift and/or move 50 pounds and occasionally up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable

**Job Title: Park Maintainer I**

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individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills & Abilities:**

Ability to install, maintain and repair park and recreation facilities. Ability to operate equipment utilized in maintenance operations. Knowledge of motor vehicles regulations, accident prevention practices, occupational hazards, and safety precautions. Ability to recognize the need for vehicle repairs and maintenance and to make minor repairs and adjustments to equipment. Ability to understand and to follow written, diagrammatic and oral instructions. Ability to work well with other workers, supervisors and general public and ability to work independently; thoroughness and dependability in performing assignments expected.

**Experience & Training:**

Completion of standard grade school course, high school diploma preferred, with two (2) years of park maintenance experience or any other similar experience. Ability to maintain a valid driver's license.

*This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA/M/F Adopted: 11/20/2012*

**Town of Vernon**

**Department: Parks & Recreation**

**Job Title: Park Maintainer II**

**Bargaining Unit: Local 1471**

**General Statement of Duties:** Works independently in the construction, installation, repair, and maintenance of parks, grounds, pools, and recreational areas or facilities; and operates and maintains maintenance equipment.

**Supervision Received:** Receives general supervision from Park Maintenance Supervisor.

**Essential Job Functions:** Receives oral instructions from Park Maintenance Supervisor. Carries out work according to standard procedures. Participates in the preparation of vehicles and equipment, loading of materials, and positioning of equipment as needed. Utilizes both hand tools and power equipment to complete assigned tasks. Performs manual work in the removal of trees, leaves, brush or refuse and in the installation or replacement of benches, fences, posts, rails, sign, or park and recreational equipment. Uses hand tools to plant and care for trees, shrubs, and flowers. Operates truck, backhoe, tractors, mowing machinery, and other equipment to maintain fields and recreational areas. Grades, fertilizes, seeds, and lines athletic fields. Cleans and maintains vehicles and equipment, including servicing with fuel, lubricants, and accessories. Observes performance of equipment during operation and reports malfunction to supervisor. Assists in the opening, maintenance, repair, and closing of Town pools. Repairs and maintains irrigation equipment. Follows standard safety procedures and regulations. Reports tasks accomplished verbally to supervisor. Regular and punctual attendance.

**Other Job Functions:** Performs lead work during summer months. Performs semi-skilled tasks in the repair and maintenance of recreational facilities and equipment, including rough carpentry, painting, and minor plumbing repairs. Operates spraying equipment. Participates in snow removal operations as needed. Performs other similar and related duties as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools or controls and to reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch, crawl, talk and hear.

The employee must frequently bend and lift. The employee must be able to frequently lift and/or move 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in

**Job Title: Park Maintainer II**

Page 2

outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.

The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills & Abilities:** Completion of standard grade school course, high school diploma preferred, with three (3) years of park maintenance experience. Ability to install, maintain and repair park and recreation facilities. Ability to operate equipment utilized in maintenance operations. Knowledge of motor vehicle regulations, accident prevention practices, occupational hazards, and safety precautions.

Ability to recognize the need for vehicle repairs and maintenance and to make minor repairs and adjustments to equipment. Ability to read, understand and follow written, diagrammatic and oral instructions. Willingness to perform required duties for all extended periods under varying climatic conditions; good physical condition. Ability to get along with other workers, supervisors and general public; thoroughness and dependability in performing assignments expected.

**Experience & Training:** Possession and maintenance of valid driver's license. Must obtain and maintain a Connecticut CDL Class B Motor Vehicle License, Pool Operator Certification and Playground Inspection Certification within two (2) years of employment. Must maintain with the Town current medical certification card verifying results of physical examination and drug testing.

*This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA/M/F. Adopted:8/21/2012*

**Town of Vernon**

**Department: Parks & Recreation**

**Job Title: Crew Leader**

**Bargaining Unit: Local 1471**

**SUMMARY:** works independently in the construction, installation, repair and maintenance of parks, grounds, pools, and recreational areas or facilities; and operates and maintains equipment.

**SUPERVISION RECEIVED:** Receives general supervision from the Park Maintenance Supervisor.

**SUPERVISION EXERCISED:** This is a working lead position. Trains workers in job tasks and in use of equipment, material, and safety procedures. Reviews work and assigns workers and equipment as needed.

**EXAMPLES OF DUTIES:** Performs lead work with others and may work independently. Works according to standard procedures and regulations including safety procedures. Participates in the maintenance of vehicles and equipment, loading of materials, and positioning of equipment. Utilizes both hand tools and power equipment. Performs manual work in the removal of trees, leaves, brush, refuse, and in the installation or replacement of benches, fences, posts, rails, signs or park and recreational equipment. Plants and cares for trees, shrubs, and flowers, Operates truck, backhoe, tractors, mowing machinery, and other equipment to maintain fields and recreational areas. Grades, fertilizes, seeds, and lines athletic fields. Cleans and maintains vehicles and equipment. Observes performance of equipment. Report tasks accomplished and problems that need to be addressed to supervisor. Assists in the opening, maintenance, repair and closing of Town pools. Performs other duties as assigned.

**OCCASIONAL DUTIES:** Performs semi-skilled and skilled tasks in the repair and maintenance of recreational facilities and equipment, including rough and finished carpentry, painting, maintenance related welding, fabricating and minor plumbing repairs. Maintains records, inventories, and purchases as assigned. Operates spraying equipment. Participates in snow removal operations as needed.

**MINIMUM QUALIFICATIONS REQUIRED**

**KNOWLEDGE, SKILL, AND ABILITY:**

Knowledge of motor vehicle regulations, accident prevention practices, occupational hazards, and safety precautions. Skill in the operation of equipment utilized in maintenance operations. Ability to install, maintain and repair park and recreation facilities. Ability to learn the operations of all Park and Recreation programs. Ability to recognize the need for repairs and maintenance and to make minor repairs and adjustments to equipment. Ability to understand and to follow written, diagrammatic and oral instructions. Willingness to perform required duties for an extended period under varying climatic conditions; good physical condition. Ability to get along with other workers, supervisors and the general public; the ability to be dependable and thorough in performing assignments.

**EXPERIENCE AND TRAINING:**

Requires a high school diploma and with five (5) years of park maintenance experience, or an equivalent combination.



**Job Title: Crew Leader**

Page 2

**LICENSE OR CERTIFICATE:** Requires a current Connecticut Motor Vehicle Operator's license. Must maintain a current medical certification card verifying the results of physical examination and drug testing.

*NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.*

*Historical Record:*

*This job description was established, effective on January 1, 2005, based on Park Maintainer, with .66 per hour increments for four years to bring this wage up to the amount of Truck Driver, (salary grade PW Line 0010). CREWLEADER/Job Description file 8/29/05*

**Town of Vernon**

**Department: Public Works**

**Job Title: Part-Time Laborer**

**Bargaining Unit: Local 1471**

**SUMMARY:** Works at the Transfer Station or at the Public Works Vehicle Garage to receive brush, bulky items, wood, metals, old appliances, tires, and other items brought in to be recycled; Assists mechanics, maintains parts inventory, inputs data entry, and recycles Freon.

**SUPERVISION RECEIVED:** Receives general supervision and oral or written instruction from the Public Works Supervisors and Foremen or other assigned personnel.

**GENERAL DUTIES:** Opens the Transfer Station and prepares it for operations; Answers questions from the residents; Prepares and maintain logs and files as needed; Provides technical or regulatory information to residents and assists them; Receives questions and complaints from residents; Complies and coordinates data for action by supervisor; Writes reports and correspondence as needed; Performs other duties as assigned. Monitors and tracks residents entering the facility and direct to proper disposal stations; Assists residents with unloading items when necessary; Separates bulky materials; Safely removes valves from propane containers; Operates electric and gas powered equipment; picks up and buries dead animals; Will crush oil filters, Put away parts, Drive town vehicles for pickup of parts, employees, and other vehicles. Responsible for the operation and maintenance of the physical condition of Town property which includes but is not limited to, sweeping; preparing surfaces, material and equipment for painting; applying paint or other protective coating. Requires lifting of heavy objects; trimming brush, mowing grass; shoveling snow, mulch, gravel, dirt and raking leaves. May be required to handle cash for Transfer Station Permits. May be assigned to other Public Works duties. These examples are illustrative of the tasks and responsibilities required for this position and are not meant to be inclusive.

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of recycling rules and regulations and the ability to convey information to residents; Knowledge of occupational hazards and safety precautions; Thoroughness and dependability in performing assignments; Ability to perform basic arithmetic computations; Ability to organize and maintain records of materials for recycling and shipping; Ability to deal effectively and in a diplomatic manner with Town employees, supervisors and residents; Willingness to perform heavy manual work for an extended period of time in all types of weather, including heat, cold, rain and snow. Knowledge and experience with personal computers, organizing in numerical sequence and general automotive knowledge.

**EXPERIENCE AND TRAINING:** Graduation from high school is preferred with some knowledge and experience in semi-skilled work and knowledge of Public Works functions, and at least two (2) years of construction, labor, or related work experience, knowledge of general automotive. Must be able to acquire

**Job Title: Part-Time Laborer**

Page 2

and maintain the following: respirator clearance as per OSHA 29 CFR part 1910-341 requirements, CT Drivers License; license to remove freon, Connecticut DEP Solid Waste Transfer Station certification.

**PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS:** Performs a variety of heavy manual work outdoors in all types of weather including heat, cold, rain, and snow; Some stress is involved in public contact.

**HISTORICAL RECORD:**

*This job description is effective July 1, 2005 according to a Memo of Agreement with Local 1471 of AFSCME Council 4, representing Line employees in the Departments of Public Works, Water Pollution Control, and Parks and Recreation.*

**Town of Vernon**

**Department: Public Works**

**Job Title: Facilities Assistant**

**Bargaining Unit: 1471**

**General Statement of Duties:** Duties involve performing a variety of routine tasks, simple in nature, assisting and setting up for meetings and events.

**Supervision Received:** Works under the immediate supervision of the Senior Center Director, or other designated supervisor, who issues specific instructions regarding tasks to be done and who checks periodically to see that tasks are done in accordance with instructions.

**Essential Job Functions:** Regular & punctual attendance; duties involve: set-up and take-down of tables, light cleaning, moving chairs, sweeping, prepare coffee, event preparation and set-up, opening the Center, storing delivered dry goods and frozen foods; monitor inventory.

**Other Job Functions:** Performs other duties and related work as required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand; walk; and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

May be exposed to dust, fluctuations in inside temperature and electro-magnetic radiation as a computer screen.

Noise level in the work environment is usually quiet.

**Work Environment:** The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of the job.

Must be able to perform tasks requiring independent knowledge in addition to procedures or instructions provided. Must be able to work with interruptions.

The noise level in the work environment is usually quiet.

**MINIMUM QUALIFICATIONS:**

**Knowledge, Skills & Abilities:** Familiarity with meeting or event preparation; ability to follow simple oral and written instructions; ability to deal with the public in a courteous manner; ability to work and complete

**Job Title: Facilities Assistant**

Page 2

assignments in a timely manner; ability to work independently and within a team environment; ability to adapt to quick changes in assignments.

**Experience & Training:** High school diploma or equivalency (GED).

*This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position. Adopted: 9/20/2016; Revised: 3/6/2018; Adopted: 3/6/2018*

## Exhibit 1

TOWN OF VERNON

Title: Class I WPC Operator in Training- DRAFT

Department: Water Pollution Control

CLASS CODE: TBA

BARGAINING UNIT: PW, WPC, P&R Line

SALARY GROUP:

Effective Date: February 1, 2010

**SUMMARY:** Performs general unskilled or semi-skilled manual work consistent with acceptable wastewater treatment plant practices, which often involves the use of acquired skills in the operation, repair, and maintenance of the Water Pollution Control (“WPC”) Facility. This is a technical and scientific position that requires continuing education during employment in the field.

SUPERVISION RECEIVED: Receives general direction from the Assistant Director at WPC and/or Plant Foreman.

SUPERVISION EXERCISED: None

EXAMPLES OF DUTIES: Operates wastewater treatment sludge processing and disposal equipment to control flow and processing of wastewater, sludge and effluent. Monitors gauges, meters and control panels. Observes variations in operating conditions, recognizes process upsets and identifies critical conditions in unit process. Interprets meter and gauge readings and test results to determine processing requirements. Operates valves and gates either manually or by remote control: starts and stops pumps, engines and generators to control the adjust flow and treatment processes. Performs mixing of any chemicals as required for the treatment process. Maintains shift log, records meter and gauge readings. Extracts samples and performs routine maintenance functions and custodial duties. Operates and maintains power generating equipment and thermal sludge processing equipment, and other items necessary for proper unit process function. Performs all duties relating to the maintenance of pump stations, and all other assigned tasks, as required. Some duties may be performed with general guidance from assigned Class II WPC Operator(s).

### MINIMUM QUALIFICATIONS REQUIRED

#### KNOWLEDGE, SKILL, AND ABILITY:

Must be able to speak, read, and write the English language to the extent deemed necessary to perform the duties of the position. Individuals hired must achieve a certification as Class I WPC Operator within one (1) year of hire; participate in continuing education; study journals in the field of wastewater treatment; and are expected to achieve a certification as Class II WPC Operator within three (3) years of hire; Class III WPC Operator within four (4) years of hire, and Class IV WPC Operator during the tenure at the WPC Facility, as specified by the Connecticut Wastewater Operator Certification Guidelines; and become members of the Connecticut Water Pollution Abatement Association.

#### EXPERIENCE AND TRAINING:

Must have Class I WPC Operator in Training Certificate from the Connecticut State Department of Environmental Protection (“DEP”). At minimum, requires a high school diploma or GED, and 9 Continuing Education Units (“CEU’s”)- Sacramento Vol. 1, and successful passage of Connecticut Class

I WPC Operator Examination. Preferably, has Associate in Science Degree in Microbiology, Science or a related field and two (2) years of responsible work experience, or an equivalent combination. A related Bachelor of Science Degree may be substituted for an Associate Degree and two years of experience, under the preferred experience and training requirement.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS:

Must be mobile, able to push, pull and lift objects of more than 50 lbs and stand for prolonged periods. Must work in confined spaces such as manholes, pump stations, and pump pits. May be exposed to blood, body tissues, fluids, sewage, grease, oil, and odors, high humidity, water, all indoor and outdoor seasonal temperatures, loud noises, electrical hazards and other poisonous substances such as chlorine.

LICENSE AND CERTIFICATION:

Must obtain, within one (1) year of hire, and maintain a Connecticut Commercial Driver's License (CDL) Class B. Must also maintain a current medical certification card verifying the results of physical examination and drug testing. Within one (1) year of hire, must achieve a certification as Class I WPC Operator, and is expected to achieve a certification as Class II WPC Operator within three (3) years of hire, Class III WPC Operator within four (4) years of hire, and Class IV WPC Operator during the tenure at the WPC Facility. Under extenuating circumstances, Director of WPC may grant an extension of up to one (1) year for the completion of each of the WPC Operator certifications.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility.

Historical Record:

This job description is based on the one in effect and in the labor contract on July 1, 2005. It has been updated to this format, including current duties and minimum qualifications requirements.

**APPENDIX C - MEMORANDUM OF AGREEMENT**

The Town of Vernon (“Town”) and AFSCME Local 1471 (“Union”) have come to the following Agreement regarding the establishment and implementation of the Apprentice Operator Program (“Program”) at the Water Pollution Control Authority (“WPCA”) in Vernon.

1. This Program is established pursuant to the settlement of Case No. MMP-28086 and the related grievance, Case No. 2010-A-0103.
2. The Town will create and implement the Program no later than April 8,2010, with the estimated effective date of February 1, 2010, as follows:
  - (a) Pursuant to the Connecticut Wastewater Operator Certification Guidelines,§22a-146-4 (c)(5), the Town will create and the Union will accept a position of Class I Operator in Training, or apprentice, to accept applications from available candidates who meet all of the requirements for such certification except for the minimum operating experience at a WPCA facility.
  - (b) The Town will adopt and the Union will accept the Class I WPCA Operator in Training Job Description based on the existing Class I WPCA Operator job description with the corresponding Class I WPCA Operator salary schedule currently in force per the collective bargaining agreement, subject to Art. XI §11.2(g). (see Exhibit 1).
  - (c) As per the graduated certification requirements inherent in the Program, the Town shall create two additional job descriptions- for Class III and IV WPCA Operator positions- in the next four (4) years, as needed. Position descriptions and salary schedules for such positions shall be subject to bargaining with the Union.
3. The Town will make every effort to fill currently vacant Class II WPCA Operator positions with qualified Class I Operator in Training candidates, under the current collective bargaining agreement, no later than April 8,2010.
4. This Agreement is in full satisfaction of the above referenced settlement, and the Union agrees to not file a grievance or unfair labor practice regarding these vacancies that the Town is or will be making every effort to fill through the Program.
5. This Agreement does not establish a past practice or precedent between the parties and shall not be presented in any forum except to enforce the terms of the Agreement.

\_\_\_\_\_  
James Tedford, Union President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jason Wells, Staff Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
John D. Ward, Town Administrator

\_\_\_\_\_  
Date



## APPENDIX D - MEMORANDUM OF AGREEMENT

The Town of Vernon, hereby the “Town”, and AFSCME Council 4 Local 1471, hereby the “Union”, agree to settle issues related to the Water Pollution Control Authority (WPCA) twenty-four/seven (24/7) on call position as listed in contract Article 15:

1. The parties agree that the twenty-four/seven (24/7) on call operator, if required, shall be the first point of contact by management for all call-ins related to unscheduled work requirements of the WPCA and its responsibilities after regular working hours.
2. For the purpose of this Agreement, unscheduled shall be defined as a situation as determined by management, requiring the need of employees personnel for unplanned or unforeseen situations regarding the WPCA and its responsibilities.
3. For the purpose of this Agreement, after hours shall be defined as after 3:30 pm or before 7:00 am Monday through Friday, all hours of Saturday and Sunday, and all holidays.
4. Scheduled overtime shall be filled by the overtime equalization list.
5. Scheduled overtime shall be defined by management as incident(s) or situations requiring the need of employee personnel for planned or foreseen incidents regarding the WPCA and its responsibilities or events that require additional working hours that are reported during the regular work day which may be performed after working hours.
6. All hours worked by the twenty-four/seven (24/7) on call operator shall not count towards the equalization of overtime as required in the Collective Bargaining Agreement as defined in section 4.3 D.
7. Should the Town need additional personnel to help the twenty-four/seven (24/7) on call operator, then the Town will default to the existing contract language, where the hours worked by the additional personnel shall be recorded on the overtime equalization list.
8. Employees assigned as the twenty-four/seven (24/7) on call operator shall call in each day when absent from work.

It is understood and agreed to that when the circumstance occurs where the regularly scheduled on call operator calls in sick or is otherwise unavailable the on call Operator with the highest seniority shall be given the first opportunity to be on call. If he refuses, it shall continue to the least senior on call operator who is routinely part of the on call rotation and that employee shall be on call of the absence.

9. Employees assigned as the twenty-four/seven (24/7) on call operator shall retain on their person for the entire day or days that they are performing the duties of the twenty-four/seven (24/7) on call operator, a Town issues pager and/or Town issued cell phone, as applicable.

10. It shall be the twenty-four/seven (24/7) on call operator's responsibility to make sure that the Town issued equipment in paragraph 9 is in working order and report to management when it is not. Upon switching a rotation, both operators will sign off verifying that the phone and pager are functioning properly to the best of their knowledge.
  
11. It is understood and agreed that if an incident or situation occurs near the end of the normal workday, management has the right to determine that the twenty-four/seven (24/7) on call operator can be the operator asked to respond to the situation.

For the Town

For the Union

\_\_\_\_\_

\_\_\_\_\_

Date:\_\_\_\_\_

Date:\_\_\_\_\_

**APPENDIX E - SUPPLEMENTAL AGREEMENT NO. 1**

**between  
The Town of Vernon  
and  
Local 1471 of Council 4  
AFSCME, AFL-CIO**

The department of Public Works and AFSCME Local 1471 shall establish a committee, comprised of both DPW management and Union members, to cooperate in developing experimental programs to determine the feasibility of establishing alternative work schedules such as flex-time. Such flex-time shall be during the annual period designated as Daylight Savings time.

Implementation of such experimental programs shall be by mutual agreement between the Town and the Union.

Implementation, evaluation and continuation of flex-time programs shall be subject for this flex-time committee.

This Agreement shall remain in effect for the life of this contract and shall only be altered by mutual agreement between the Town and the Union.

\_\_\_\_\_  
For the Town  
Joe Grabinski, Mayor

\_\_\_\_\_  
For the Union  
Walter A. Dimmock, President

\_\_\_\_\_  
Joe Grabinski, Mayor

\_\_\_\_\_  
Helene H. Shay  
Area Coordinator

**APPENDIX F - MEMORANDUM OF AGREEMENT**

The Town of Vernon (“Town”) and AFSCME Local 1471 (“Union”) agree to the following within the scope of the implementation of the DPW automated refuse and recycling collection proposals:

1. The Town agrees to no layoffs, demotions or reductions in pay in the refuse and recycling divisions due to the implementation of these proposals.
  
2. The Town will authorize the use of its equipment for CDL training and testing for any DPW employee who seeks to obtain such license. The Town will pay for the mechanic’s time to accompany the applicant on test day. Understanding this is a valuable and portable benefit, all applicants will train on their own time, be responsible for securing a licensed DPW employee to volunteer their time to accompany them as a trainer; and will be responsible for all fees and costs to obtain such license on their own time, using approved and available leave. This benefit will be made available to any employee who transfers to DPW from other departments, and the parties agree to discuss in the future the availability of such benefit to other members of the Union.
  
3. The Town will provide at no cost and during the working hours the required training on the new Automated Side Loader equipment.
  
4. The primary backup is an assignment for an existing refuse or recycling driver, and such employee will be paid the correct wage for such work within the existing classification.
  
5. The Union agrees not to grieve or file a related MPP complaint in the connection with the implementation of DPW automated refuse and recycling collection proposals.

\_\_\_\_\_  
Union President

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Union Representative

**APPENDIX G - MEMORANDUM OF AGREEMENT  
BETWEEN THE TOWN OF VERNON  
AND LOCAL 1471 OF THE  
AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES  
WITNESSETH**

WHEREAS, the Town of Vernon, Connecticut restated and amended the Town of Vernon Pension Plan effective January 1, 1993; and

WHEREAS, for purposes of qualifying the “pick-up” of employee contributions under Section 414 (h) (2) of the Internal Revenue code for employees of Local 1471 of the American Federation of State, County & Municipal Employees, certain clarifications are required; and

WHEREAS, Article II, Section 7(a) of the Plan states that participation in the Plan is mandatory for each employee and is a term and condition of continued employment; and

WHEREAS, on September 14, 1995, employees who are members of Local 1471 of the American Federation of State, county & Municipal Employees approved the Section 414(h) (2) “pick-up” plan feature; and

WHEREAS, employees desire to have the Employer “pick-up” the Participant Contributions and the amounts “picked-up” by the Employer on behalf of the Participant be excluded from the participant’s gross income or Federal income tax purposes; and

WHEREAS, it is intended that such “pick-up” of Participant Contributions by the Employer shall be in accordance with the provisions of Section 414 (h) (2) of the Internal Revenue code and that the contributions so “picked-up” shall thereupon be deemed Employer contributions, and said contributions to be excluded from the Participant’s gross income for Federal income tax purposes.

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 1996, the Town of Vernon, Connecticut shall be deemed to contribute to the Town of Vernon Pension Plan the amounts required under said Plan to be contributed by employees, provided said “pick-up” is approved as a valid application of the provisions of Section 414 (h) (2) of the Internal Revenue code.

FOR THE TOWN OF VERNON

FOR LOCAL 1471 OF THE AMERICAN  
FEDERATION OF STATE, COUNTY & MUNICIPAL  
EMPLOYEES

\_\_\_\_\_  
David B. Ogle  
Acting Town Administrator

\_\_\_\_\_  
Walter A. Dimmock, President

\_\_\_\_\_  
Joe Grabinski, Mayor

\_\_\_\_\_  
Helene H. Shay  
Area Coordinator

**APPENDIX H - MEMORANDUM OF AGREEMENT**

The Town of Vernon (“Town”) and Local 1471 AFSCME Council 4 (“Union”) agree to the following amendment to Appendix B, Refuse/Sanitation Recycling Program Workers, of the Collective Bargaining Agreement between the parties (July 1, 2005 – June 30, 2011) until the successor Agreement is negotiated and executed by the Town and the Union.

1. Section (4) of the Appendix B shall be stricken and replaced in its entirety with the following:

“Generally, the pickup shift will begin at 6:00 a.m. and end at 2:30 p.m. Eastern Standard Time. One (1) mechanic will be assigned to work the same schedule on a rotating basis.”

2. The Union agrees not to grieve or file a related MMP complaint in connection with the pickup shift, as described above.

For the Town of Vernon

For the Local 1471

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**APPENDIX I**


Memorandum of Agreement and Amendment to Collective Bargaining Agreements

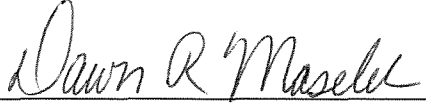
The Town of Vernon, Connecticut (the “Town”) and Local 1471 of Council #4 of the American Federation of State, County and Municipal Employees, AFL-CIO (the “Union”) agree to the following:

1. Once the Union has signed the 2019–2022 collective bargaining agreement (“Agreement”), the Town shall provide each member of the Union’s bargaining unit with one-time, four hundred dollar (\$400) signing bonus. This bonus is predicated on the Union’s signing of the Agreement as it exists on October 25, 2019 no bonus will be provided for any Agreements negotiated beyond that date.
2. This bonus will be provided once—upon the signing of the contract—and said one-time payment will constitute the only “signing bonus” payment owed by the Town to the Union. This single \$400 payment will not be repeated or duplicated at any other date in this Agreement, or any future agreements.
3. Under no circumstances does this provision of a one-time signing bonus create a right, obligation, entitlement or practice enforceable in any future agreements and/or negotiations between the Parties.
4. This Agreement constitutes the complete understanding of the Town and the Union regarding the provisions contained in this document and the subject matter of this Agreement, and this Agreement supersedes all other discussions, agreements, and understandings, either oral or written, between the Town and the Union with respect to the subject matter of this Agreement.


Intending to be bound, the Town and the Union each has caused this Agreement to be signed in its name and on its behalf by its authorized representatives on this \_\_\_ day of October, 2019.

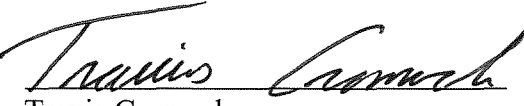
For the Town of Vernon, Connecticut

  
\_\_\_\_\_  
Michael Purcuro  
Town Administrator of Vernon

  
\_\_\_\_\_  
Dawn R. Maselek  
Assistant Town Administrator


For Local 1471 of Council #4  
AFSCME, AFL-CIO

  
\_\_\_\_\_  
Mark Rizzo  
President of Local 1471

  
\_\_\_\_\_  
Travis Cromack,  
Staff Representative of  
AFSCME, Council #4, AFL-CIO

**ConnectiCare : FlexPOS-CNT-HSA-2000I/4000F-99-Combined**

Coverage for: Individual + Family | Plan Type: POS

|  The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. <b>NOTE:</b> Information about the cost of this plan (called the <u>premium</u> ) will be provided separately.  |   |
|---|---|
| This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, <a href="http://www.connecticare.com">www.connecticare.com</a> or call 1-800-251-7722. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at <a href="https://www.healthcare.gov/glossary">https://www.healthcare.gov/glossary</a> or call 1-800-251-7722 to request a copy. |   |
| Important Questions   | Answers   |
| <b>What is the overall deductible?</b>  | <b>Network:</b> \$2,000 individual / \$4,000 family. Doesn't apply to preventive care. <b>Out-of-Network:</b> \$2,000 individual / \$4,000 family |
| <b>Are there services covered before you meet your deductible?</b>  | Yes. Preventive care is covered before you meet your deductible.  |
| <b>Are there other deductibles for specific services?</b>   | There are no other specific deductibles.  |
| <b>What is the out-of-pocket limit for this plan?</b>   | Yes. For participating providers: \$2,500 individual / \$5,000 family. For non-participating providers: \$4,000 individual / \$8,000 family       |
| <b>What is not included in the out-of-pocket limit?</b>   | Premiums, balance billing charges, and health care this plan doesn't cover.   |
| <b>Will you pay less if you use a participating provider?</b>   | Yes. See <a href="http://www.ConnectiCare.com">www.ConnectiCare.com</a> or call 1-800-251-7722 for a list of participating providers.             |
| <b>Do I need a referral to see a specialist?</b>  | No  |

| Why this Matters:   |
|---|
| Generally, you must pay all the costs from providers up to the deductible amount before this plan begins to pay. If you have other family members on the policy, the overall family deductible must be met before the plan begins to pay.   |
| This plan covers some items and services even if you haven't yet met the deductible amount. But a copayment or coinsurance may apply. For example, this plan covers certain <u>preventive</u> services without cost-sharing and before you meet your deductible. See a list of covered preventive services at <a href="https://www.healthcare.gov/coverage/preventive-care-benefits/">https://www.healthcare.gov/coverage/preventive-care-benefits/</a> . |
| You don't have to meet deductibles for specific services, but see the chart starting on page 2 for other costs for services this plan covers.   |
| The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this plan, the overall family out-of-pocket limit must be met.   |
| Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .  |
| This plan uses a <u>provider network</u> . You will pay less if you use a provider in the plan's network. You will pay the most if you use a non-participating provider, and you might receive a bill from a provider for the difference between the provider's charge and what your plan pays (balance billing).   |
| You can see the <u>specialist</u> you choose without a <u>referral</u> .  |



All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.



| Common Medical Event                                   | Services You May Need                            | What You Will Pay  |  | Limitations, Exceptions, & Other Important Information  |
|--|--|--|--|---|
|  |  | Network Provider<br>(You will pay the least)   | Out-of-Network Provider<br>(You will pay the most) |   |
| If you visit a health care provider's office or clinic | Primary care visit to treat an injury or illness | 0% coinsurance after plan deductible   | 20% coinsurance after plan deductible              | None  |
|  | Specialist visit                                 | 0% coinsurance after plan deductible   | 20% coinsurance after plan deductible              |   |
|  | Preventive care / screening / immunization       | No charge  | 20% coinsurance after plan deductible              |   |
| If you have a test                                     | Diagnostic test (x-ray, blood work)              | X-ray: 0% coinsurance after plan deductible, Lab: 0% coinsurance after plan deductible | 20% coinsurance after plan deductible              | Preauthorization is required for certain services (ie, genetic testing)   |
|  | Imaging (CT / PET scans, MRIs)                   | 0% coinsurance after plan deductible   | 20% coinsurance after plan deductible              | Preauthorization is required. If you don't get preauthorization, you may be responsible for the total cost of the service or benefits may be reduced by the lesser of \$500 or 50%. |

| Common Medical Event   | Services You May Need                          | Network Provider<br>(You will pay the least)   | What You Will Pay<br>Out-of-Network Provider<br>(You will pay the most)                 | Limitations, Exceptions, & Other<br>Important Information  |
|--|--|--|---|--|
| If you need drugs to treat your illness or condition. More information about prescription drug coverage is available at <a href="http://www.ConnectiCare.com">www.ConnectiCare.com</a> | Generic drugs (Tier 1)                         | \$5 copayment/prescription after plan deductible (retail); \$10 copayment/prescription after plan deductible (mail order)  | 20% coinsurance after plan deductible (retail); Not covered (mail order)                | Certain drugs will require <u>prescription authorization</u> .<br>Copays up to 34-day supply per prescription (retail); 100-day supply per prescription (mail order)   |
|  | Preferred brand drugs (Tier 2)                 | \$15 copayment/prescription after plan deductible (retail); \$30 copayment/prescription after plan deductible (mail order) | 20% coinsurance after plan deductible (retail); Not covered (mail order)                | <u>Specialty Drugs</u> are available from specialty retail pharmacies only and cover up to a 30-day supply limit.  |
|  | Non-preferred brand drugs (Tier 3)             | \$35 copayment/prescription after plan deductible (retail); \$70 copayment/prescription after plan deductible (mail order) | 20% coinsurance after plan deductible (retail); Not covered (mail order)                |  |
|  | <u>Specialty drugs</u> (Tier 4)                | Varies based on above drug categories  | 20% coinsurance after plan deductible (specialty retail only); Not covered (mail order) |  |
| If you have outpatient surgery   | Facility fee (e.g., ambulatory surgery center) | 0% coinsurance after plan deductible   | 20% coinsurance after plan deductible   | <u>Prescription authorization</u> is required. If you don't get <u>prescription authorization</u> , you may be responsible for the total cost of the service or benefits may be reduced by the lesser of \$500 or 50%. |
|  | Physician/surgeon fees                         | 0% coinsurance after plan deductible   | 20% coinsurance after plan deductible   | None   |

| Common Medical Event   | Services You May Need              | What You Will Pay                            |  | Limitations, Exceptions, & Other Important Information  |
|--|------------------------------------|--|--|---|
|  |                                    | Network Provider<br>(You will pay the least) | Out-of-Network Provider<br>(You will pay the most) |   |
| If you need immediate medical attention                                | Emergency room care                | 0% coinsurance after plan deductible         | Same as in-network benefit                         | None  |
|  | Emergency medical transportation   | 0% coinsurance after plan deductible         | Same as in-network benefit                         |   |
|  | Urgent care                        | 0% coinsurance after plan deductible         | Same as in-network benefit                         |   |
| If you have a hospital stay  | Facility fee (e.g., hospital room) | 0% coinsurance after plan deductible         | 20% coinsurance after plan deductible              | Preauthorization is required. If you don't get preauthorization, you may be responsible for the total cost of the service or benefits may be reduced by the lesser of \$500 or 50%. |
|  | Physician/surgeon fee              | 0% coinsurance after plan deductible         | 20% coinsurance after plan deductible              |   |
| If you have mental health, behavioral health, or substance abuse needs | Outpatient services                | 0% coinsurance after plan deductible         | 20% coinsurance after plan deductible              | None  |
|  | Inpatient services                 | 0% coinsurance after plan deductible         | 20% coinsurance after plan deductible              |   |

| Common Medical Event   | Services You May Need                 | What You Will Pay                            |  | Limitations, Exceptions, & Other Important Information   |
|------------------------|---------------------------------------|--|--|--|
|                        |                                       | Network Provider<br>(You will pay the least) | Out-of-Network Provider<br>(You will pay the most) |  |
| If you become pregnant | Office visits                         | No charge for prenatal and postnatal care    | 20% co insurance after plan deductible             | Cost sharing does not apply to certain preventive services. Depending on the type of services, co insurance or copayments may apply. Maternity care may include tests and services described elsewhere in the SEC (i.e. ultrasound). |
|                        | Childbirth/delivery professional      | 0% co insurance after plan deductible        | 20% co insurance after plan deductible             |  |
|                        | Childbirth/delivery facility services | 0% co insurance after plan deductible        | 20% co insurance after plan deductible             | None   |



| Common Medical Event   | Services You May Need            | Network Provider<br>(You will pay the least) | What You Will Pay<br>Out-of-Network Provider<br>(You will pay the most) | Limitations, Exceptions, & Other<br>Important Information   |
|--|----------------------------------|--|---|---|
| If you need help recovering or have other special health needs | <u>Home health care</u>          | 0% coinsurance after plan deductible         | 20% coinsurance after plan deductible                                   | Preauthorization is required. If you don't get preauthorization, you may be responsible for the total cost of the service or benefit; it may be reduced by the lesser of \$500 or 50%, up to 200 visits per year  |
|  | <u>Rehabilitation services</u>   | 0% coinsurance after plan deductible         | 20% coinsurance after plan deductible                                   | Preauthorization is required. If you don't get preauthorization, you may be responsible for the total cost of the service or benefit; it may be reduced by the lesser of \$500 or 50%.<br>Unlimited<br>(includes services combined for physical, speech and occupational therapy and chiropractic services) |
|  | <u>Habilitation services</u>     | Not covered                                  | Not covered   | Not covered   |
|  | <u>Skilled nursing care</u>      | 0% coinsurance after plan deductible         | 20% coinsurance after plan deductible                                   | Preauthorization is required. If you don't get preauthorization, you may be responsible for the total cost of the service or benefit; it may be reduced by the lesser of \$500 or 50%, up to 120 days per year  |
|  | <u>Durable medical equipment</u> | 0% coinsurance after plan deductible         | 20% coinsurance after plan deductible                                   | Preauthorization is required. If you don't get preauthorization, you may be responsible for the total cost of the service or benefit; it may be reduced by the lesser of \$500 or 50%.<br>Includes wigs prescribed by an  |

| Common Medical Event                   | Services You May Need      | Network Provider<br>(You will pay the least)                          | What You Will Pay<br>Out-of-Network Provider<br>(You will pay the most) | Limitations, Exceptions, & Other<br>Important Information  |
|--|----------------------------|---|---|--|
| If your child needs dental or eye care | Hospital service           | Applicable inpatient hospital facility or home health care cost share | Applicable inpatient hospital facility or home health care cost share   | oncologist for a member suffering hair loss as a result of chemotherapy or radiation therapy up to one wig per year<br><br>Prescription is required. If you don't get a prescription, you may be responsible for the total cost of the service or benefits may be reduced by the lesser of \$500 or 50%. |
|  | Children's eye exam        | No charge   | 20% coinsurance after plan deductible                                   | one exam per year  |
|  | Children's glasses         | 25% Discount  | Not covered   | 25% Discount   |
|  | Children's dental check up | Not Applicable  | Not covered   | None   |

**Excluded Services & Other Covered Services:**

**Services Your Plan Does NOT Cover (This isn't a complete list. Check your policy or plan document for other excluded services.)**

- Cosmetic Surgery
- Dental Care (Adult)
- Habilitation Services
- Long-term care
- Non-emergency care when traveling outside the U.S.
- Routine foot care
- Weight loss programs (di-scounted rate)
- Private duty nursing

**Other Covered Services (This isn't a complete list. Check your policy or plan document for other covered services and your costs for these services.)**

- Acupuncture coverage
- In-fertility treatment
- Chiropractic care
- Hearing aids (may be covered with limitations)
- Routine hearing tests
- Routine surgery
- Routine eye care

**Your Rights to Continue Coverage:**

There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: U.S. Department of Health and Human Services, Center for Consumer Information and Insurance Oversight at 1-877-267-2625 X61565 or [www.ehhsa.com.gov](http://www.ehhsa.com.gov) or the U.S. Department of Labor, Employee Benefits Security Administration at 1-866-444-3272 or [www.dol.gov/ebsa](http://www.dol.gov/ebsa). Other coverage options may be available to you, too, including buying individual

insurance coverage through the Health Insurance Marketplace. For more information about the Marketplace, visit [www.HealthCare.gov](http://www.HealthCare.gov) or call 1-800-318-2596. For more information on your rights to continue coverage, you may also contact the plan at 1-800-251-7722.

#### **Your Grievance Appeals Rights:**

There are agencies that can help if you have a complaint against your plan. This complaint is called a **grievance or appeal**. For more information about your rights, look at the explanation of benefits you will receive for that medical **claim**. Your plan documents also provide complete information to submit a **claim, appeal, or a grievance** for any reason to your **plan**. For more information about your rights, this notice, or assistance, contact:

Connecticut Member Appeals, PO Box 4061, Farmington, CT 06034-4061 or 1-800-251-7722

Connecticut Residents: CT State Department of Insurance at 1-800-205-3447 or [www.ct.gov/ctid/site/default.asp](http://www.ct.gov/ctid/site/default.asp)

Massachusetts Residents: MA Division of Insurance at 1-877-563-4467 or [www.mass.gov/ocbate/government/ocba-agencies/dob-help](http://www.mass.gov/ocbate/government/ocba-agencies/dob-help)

Employee Benefits Security Administration, 1-866-444-EBBSA (3272) or [www.dhs.gov/ebsa/healthreform](http://www.dhs.gov/ebsa/healthreform)

#### **Does this Coverage Provide Minimum Essential Coverage? Yes.**

The Affordable Care Act requires most people to have health care coverage that qualifies as "minimum essential coverage." This plan or policy does provide minimum essential coverage.

#### **Does this Coverage Meet the Minimum Value Standard? Yes.**

The Affordable Care Act establishes a minimum value standard of benefits of a health plan. The minimum value standard is 60% (actuarial value). This health coverage **does meet** the minimum value standard for the benefits it provides.

#### **Language Access Services**

**ATENCIÓN:** si habla español, tiene a su disposición servicios gratuitos de asistencia lingüística. Llame al 1-800-251-7722 (TTY: 1-800-333-6134).

**ATENÇÃO:** Se fala português, encontramos serviços linguísticos gratuitos. Ligue para 1-800-251-7722 (TTY: 1-800-333-6134).

----- To see examples of how this plan might cover costs for a sample medical situation, see the next page -----





**This is not a cost estimator.** Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

| Peg is Having a Baby<br>(9 months of in-network pre-natal care and a hospital delivery) |         |
|---|---------|
| The plan's overall deductible   | \$2,000 |
| Specialist coinsurance  | 0%      |
| Hospital (facility) coinsurance   | 0%      |
| Other coinsurance   | 0%      |

**This EXAMPLE event includes services like:**  
 Specialist office visits (*prenatal care*)  
 Childbirth/Delivery Professional Services  
 Childbirth/Delivery Facility Services  
 Diagnostic tests (*ultrasounds and blood work*)  
 Specialist visit (*anesthesia*)

|  |                 |
|--|-----------------|
| <b>Total Example Cost</b>              | <b>\$12,800</b> |
| <b>In this example, Peg would pay:</b> |                 |
| <i>Cost Sharing</i>                    |                 |
| Deductibles                            | \$2,000         |
| Copayments                             | \$20            |
| Coinsurance                            | \$0             |
| <i>What isn't covered</i>              |                 |
| Limits or exclusions                   | \$60            |
| <b>The total Peg would pay is</b>      | <b>\$2,080</b>  |

| Managing Joe's type 2 Diabetes<br>(a year of routine in-network care of a well-controlled condition) |         |
|--|---------|
| The plan's overall deductible  | \$2,000 |
| Specialist coinsurance   | 0%      |
| Hospital (facility) coinsurance  | 0%      |
| Other coinsurance  | 0%      |

**This EXAMPLE event includes services like:**  
 Primary care physician office visits (*including disease education*)  
 Diagnostic tests (*blood work*)  
 Prescription drugs  
 Durable medical equipment (*glucose meter*)

|  |                |
|--|----------------|
| <b>Total Example Cost</b>              | <b>\$7,400</b> |
| <b>In this example, Joe would pay:</b> |                |
| <i>Cost Sharing</i>                    |                |
| Deductibles*                           | \$2,000        |
| Copayments                             | \$400          |
| Coinsurance                            | \$0            |
| <i>What isn't covered</i>              |                |
| Limits or exclusions                   | \$60           |
| <b>The total Joe would pay is</b>      | <b>\$2,460</b> |

| Mia's Simple Fracture<br>(in-network emergency room visit and follow up care) |         |
|---|---------|
| The plan's overall deductible   | \$2,000 |
| Specialist coinsurance  | 0%      |
| Hospital (facility) coinsurance   | 0%      |
| Other coinsurance   | 0%      |

**This EXAMPLE event includes services like:**  
 Emergency room care (*including medical supplies*)  
 Diagnostic test (*x-ray*)  
 Durable medical equipment (*crutches*)  
 Rehabilitation services (*physical therapy*)

|  |                |
|--|----------------|
| <b>Total Example Cost</b>              | <b>\$1,900</b> |
| <b>In this example, Mia would pay:</b> |                |
| <i>Cost Sharing</i>                    |                |
| Deductibles*                           | \$1,900        |
| Copayments                             | \$0            |
| Coinsurance                            | \$0            |
| <i>What isn't covered</i>              |                |
| Limits or exclusions                   | \$0            |
| <b>The total Mia would pay is</b>      | <b>\$1,900</b> |

Note: These numbers assume the patient does not participate in the plan's wellness program. If you participate in the plan's wellness program, you may be able to reduce your costs. For more information about the wellness program, please contact: 1-800-390-3522.  
 \*Note: This plan may have other deductibles for specific services included in this coverage example. See "Are there other deductibles for specific services?" row above.



Accessibility and Non-discrimination Notice

ConnectiCare complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. ConnectiCare does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

ConnectiCare:

- Provides free aids and services to people with disabilities to communicate effectively with us including qualified interpreters and information in alternate formats.
- Provides free language services to people whose primary language is not English, including translated documents and oral interpretation.

If you need these services, contact The Committee for Civil Rights.

If you believe that ConnectiCare has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file a grievance with The Committee for Civil Rights, ConnectiCare, 175 Scott Swamp Road, Farmington, CT 06032, 1-800-251-7722, and TTY number 1-800-635-8134. You can file a grievance in person at 175 Scott Swamp Road, Farmington, CT, or by mail, or fax (860) 674-2232. If you need help filing a grievance, The Committee for Civil Rights is available to help you. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, electronically through the Office of Civil Rights Complaint Portal, available at: <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services  
200 Independence Avenue, SW  
Room 503F, HHH Building  
Washington, DC 20201

1-800-368-1019, 800-537-7597 (TDD)

Complete forms are available at: <https://www.hhs.gov/office/ille/index.html>





## APPENDIX K



Visit our website at [www.anthem.com](http://www.anthem.com)

### FULL DENTAL PLAN

The Full Dental Plan covers diagnostic, preventive and restorative procedures necessary for adequate dental health.

#### COVERED SERVICES INCLUDE:

- Oral Examinations 1/36 months
- Periapical and bitewing x-rays 1/Year
- Topical fluoride applications for members under age 19- 2/Year
- Prophylaxis, including cleaning, scaling and polishing – 2/Year
- Relining of dentures
- Repairs of broken removable dentures
- Palliative emergency treatment
- Routine fillings consisting of silver amalgam and tooth color materials; including stainless steel crowns (primary teeth)\*
- Simple extractions \*\*
- Endodontics-including pulpotomy, direct pulp capping and root canal therapy (excluding restoration)

\* Payment for an inlay, onlay or crown will equal the amount payable for a three-surface amalgam filling when the member is not covered by Dental Amendatory Rider A.

\*\* Payment for a surgical extraction or a hemisection with root removal will equal the amount payable for a simple extraction when the member is not covered by the Dental Amendatory Rider A.

#### ACCESSING BENEFITS:

##### Participating Dentists Benefits

When a member receives care from one of over 1,800 Participating Dentists, he or she simply presents his or her identification card showing dental coverage. The dentist bills us directly for all covered services.

For dental care provided by a Participating Dentist, we will pay the lesser of the dentist's usual charge or the Usual, Customary and Reasonable Charge as determined by us. The dentist accepts our reimbursement as full payment and may not bill the member for any additional charges.

##### Non-Participating Dentists Benefits

For covered dental services provided by a Non-Participating Dentist, in or out of Connecticut, we pay the lesser of the dentist's charge or the applicable allowance for the procedure, as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

**This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross Blue Shield Full Dental Plan. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.**



## DENTAL AMENDATORY RIDER A ADDITIONAL BASIC BENEFITS

In addition to the services provided under your dental program, the following additional basic benefits are provided:

- ◆ Inlays (not part of bridge)
- ◆ Onlays (not part of bridge)
- ◆ Crown (not part of bridge)
- ◆ Space Maintainers
- ◆ Oral Surgery consisting of fracture and dislocation treatment, diagnosis and treatment of cyst and abscess, surgical extractions and impaction
- ◆ Apicoectomy

The dental services listed above are subject to the following qualifications:

We will pay for individual crowns, inlays and onlays only when amalgam or synthetic fillings would not be satisfactory for the retention of the tooth, as determined by us.

We will not pay for a replacement provided less than five (5) years following a placement or replacement which was covered under this Rider. We will not pay for individual crowns, inlays or onlays to alter vertical dimension, for the purpose of precision attachment of dentures, or when they are splinted together for any reason.

If the member is not covered by Dental Amendatory Rider C (Prosthodontics) we will pay for the following types of crowns, inlays or onlays, but only when there is clinical evidence that amalgam or synthetic fillings would not be satisfactory for the retention of the tooth:

- ◆ One tooth on either side or two teeth on one side of a replacement for missing teeth, as part of a fixed bridge.
- ◆ No benefits will be provided for the tooth replacements.
- ◆ Space maintainers – payment will be made for devices to preserve space due to premature loss of primary teeth, but not for interceptive orthodontic devices. Payment will be made for up to two devices per member per lifetime.



Visit our website at [www.anthem.com](http://www.anthem.com)

## DENTAL AMENDATORY RIDER A ADDITIONAL BASIC BENEFITS

### ACCESSING BENEFITS:

#### **Participating Dentists Benefits**

Anthem Blue Cross & Blue Shield will pay the lesser of fifty percent of the dentist's usual charge or fifty percent of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

#### **Non-Participating Dentists Benefits**

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge or fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

***This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield of Connecticut Dental Amendatory Rider A. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.***



## DENTAL AMENDATORY RIDER B PROSTHODONTICS

The following prosthetic services are provided under Dental Amendatory Rider B:

- ◆ Denture, full and partial
- ◆ Bridges, fixed and removable
- ◆ Addition of tooth to partial dentures to replace extracted teeth

The dental services listed above are subject to the following qualifications:

Anthem Blue Cross & Blue Shield of Connecticut will pay for standard procedures for prosthetic services as determined by us. For fixed bridges, we will pay for the replacement of missing tooth and for one tooth on either side or two teeth on one side of the replacement. We will not pay for a denture or bridge replacement which is provided less than five years following a placement or replacement, which was covered under the contract. We also not pay for crowns splinted together for any reason.

### ACCESSING BENEFITS:

#### Participating Dentists Benefits

Anthem Blue Cross & Blue Shield of Connecticut will pay the lesser of fifty percent of the dentist's usual charge or fifty percent of Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

#### Non-Participating Dentist Benefits

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge of fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

***This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield of Connecticut Dental Amendatory Rider A. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.***





## DENTAL AMENDATORY RIDER D ORTHODONTICS

The following Orthodontic services are provided:

Handicapping malocclusion for a member under age 19, consisting of the installation of orthodontic appliances and orthodontic treatments concerned with the reduction or elimination of an existing malocclusion through the correction of malposed teeth.

The maximum amount payable for orthodontic services is \$1000.00 per member per lifetime.

### ACCESSING BENEFITS:

#### Participating Dentists Benefits

Anthem Blue Cross & Blue Shield of Connecticut will pay the lesser of fifty percent of the dentist's usual charge or sixty percent of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

#### Non-Participating Dentists Benefits

In the event a non-participating dentist renders these services, we will pay to the member the lesser of fifty percent of the dentist's charge or fifty percent of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

***This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield of Connecticut Dental Amendatory Rider A. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.***

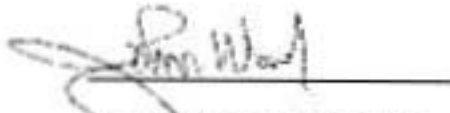


## APPENDIX L


### Memorandum of Agreement

The Town of Vernon ("Town") and AFSCME Local 1471 ("Union") have come to the following Agreement regarding employees who have or obtain an Operator III certificate:

1. The Town will pay an eleven hundred dollar (\$1,100.00) stipend annually to WPCA employees who hold an Operator III certificate. This stipend will be paid in two separate payments of five-hundred fifty dollars (\$550), every December and June, respectively.
2. If additional job classifications are created, the Town agrees to bargain with the Union on the impact.
3. This amendment does not establish a past practice or precedent between the parties outside of the subjects prescribed above and shall not be presented in any forum except to enforce the terms of the Agreement.

  
John Ward, Town Administrator

3/11/14  
Date

  
D. Lupacchino, President 1471

3/13/2014  
Date