

AGREEMENT  
BETWEEN  
THE NEW BRITAIN BOARD OF EDUCATION  
AND  
LOCAL 1186 AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL EMPLOYEES  
COUNCIL 4, AFL-CIO

AGREEMENT PERIOD

JULY 1, 2018 TO JUNE 30, 2023

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**AGREEMENT  
BETWEEN  
THE BOARD OF EDUCATION  
AND  
LOCAL 1186, AMERICAN FEDERATION OF STATE, COUNTY AND  
MUNICIPAL EMPLOYEES, COUNCIL 4, AFL-CIO**

This Agreement is entered into by and between the Board of Education, (hereinafter referred to as the “Board”) and Local 1186, Council 4, of the American Federation of State, County and Municipal Employees AFL-CIO (hereinafter referred to as the “Union”). It is the intention of the parties entering into this Agreement to maintain a harmonious relationship between them recognizing the legitimate needs of the employees covered as well as the obligation of the Board to the Public.

**ARTICLE 1 - UNION RECOGNITION**

- 1.0 The Board recognizes the Union as the sole and exclusive bargaining agent for the purpose of collective bargaining pursuant to the terms and conditions of The Municipal Employee Relations Act, Connecticut General Statutes Section 7-467 et seq., as it may be amended from time to time, with respect to rates of pay, wages, salaries, hours of employment and other conditions of employment for all school employees of the Board of Education serving in positions listed in Appendix A, whether or not paid from funds obtained from State or Federal legislation.
- 1.1 No job classification included in the bargaining unit under Section 1.0 above shall be reclassified outside the unit as defined above during the life of this Agreement without the mutual consent of the parties.
- 1.2 If the Board shall create any new positions similar to those in Appendix A during the life of the Agreement, it will notify the School Vice-President and will meet with the Union, at the Union’s request, in an attempt to arrive at a mutual determination as to inclusion or exclusion from the bargaining unit. If the position is determined to be within the scope of the bargaining unit, the Board and the Union must negotiate on the proper pay grade
- 1.3 The Union shall receive copies of all Board materials, such as agendas, minutes, etc., as allowed by law. This material will be mailed to the School Vice-President.
- 1.4 The terms “Board of Education” and “Board” as used in this agreement, shall mean the Board or its designee. The term “Superintendent of Schools”, and “Superintendent” as used in this agreement, shall mean the Superintendent or his or her designee.

**ARTICLE II - THE RIGHTS OF THE BOARD**

- 2.0 Unless expressly limited or relinquished below by a specific section of this Agreement, the rights, power and authority held by the Board pursuant to any Charter, general or special statute, ordinance, regulation or other lawful provision, over matters involving

the School District, and the complete operational control over the policies, practices, procedures and regulations with respect to its employees, shall remain vested solely and exclusively in the Board.

- 2.1 Reasonable work rules may be established provided:
- (a) That the Union shall be notified promptly, in writing, when such rules or changes are proposed.
  - (b) That the Union may present its position on such rules or changes at a meeting with the Superintendent or designee.
  - (c) When rules or changes are established, they shall be posted prominently on all bulletin boards for a period of ten (10) working days before becoming effective.
  - (d) For the purpose of this Agreement, the term “reasonable work rules” shall mean the employee’s conduct and the manner of performance on the job.
  - (e) These rules shall not be in conflict with any provision of this Agreement.
- 2.2 The possession of or consumption, sale or distribution of alcohol or controlled or illegal drugs is prohibited in accordance with current board policy.

### **ARTICLE III - UNION SECURITY**

- 3.0 The Board agrees to deduct an initiation fee, monthly dues or an agency fee, as specified by the Secretary of the Union, from the wages of all employees covered by this Agreement provided, however, that the Board has been duly authorized by the employee to make such deduction.
- 3.1 All employees hired into a collective bargaining unit position shall, upon completion of thirty (30) calendar days of employment, become and remain union members in good standing in accordance with the provisions of the International Constitution or, as a condition of employment, pay to the Union an agency fee equivalent to the amount uniformly required of its members.
- 3.2 The deduction for any month shall be made during the first payroll week of each month and shall be remitted to the financial officer of the Union not later than the last day of said month.
- 3.3 The monthly remittance of dues or service fees to the Union will be accompanied by a list of names of employees from whose wages the dues or service fee deductions have been made.
- 3.4 The Board agrees that there will be no lockout of any employee or employees during the life of this Agreement. The Union and the individual employees covered in Appendix A expressly agree that there will be no strike, slowdown, work stoppage or other interference with the operation of the Board during the life of this Agreement.

- 3.5 The Union agrees to indemnify and save the Board harmless against any and all claims, demands, suits or other forms of liability that shall arise out of or by reason of action taken by the Board for the purpose of complying with the dues deduction or PEOPLE deduction provisions of this Article, to include reasonable attorneys' fees.
- 3.6 The Board of Education agrees to deduct from the wages of any employee who is a member of the Union a PEOPLE deduction as provided for in a written authorization. Such authorization must be executed by the employee and may be revoked by the employee at any time by giving written notice to both the Employer and the Union. The Employer agrees to remit any deductions made pursuant to this provision promptly to the Union along with an itemized statement showing the name of each employee from whose pay such deductions have been made and the amount deducted during the period covered by the remittance.

#### **ARTICLE IV - SENIORITY / VACANCY TRANSFERS**

- 4.0 Seniority is defined as the length of service of the employee from the last date of employment by the Board and shall include service rendered to the City prior to this Agreement, by persons who were working in the New Britain School System by July 1, 1978, except in the case of security personnel, whose seniority shall begin no earlier than November 9, 1982. All Parent /School Liaison employees shall accrue seniority from date of hire in their job classification. An employee will lose his or her seniority if he or she resigns, retires, is terminated or fails to accept a recall from a layoff within seven (7) calendar days after receipt of notice.

Except as clarified in article 6.10(i).

- 4.1 The Board will maintain a seniority list, which shall be revised as of January 1<sup>st</sup> of each year. A copy will be provided upon request to the School Vice-President. Any claims for corrections of such list must be made in writing to the Chief Talent Officer within thirty (30) days after a copy is given to the Union, otherwise the list shall be deemed correct.
- 4.2 No employee shall attain seniority rights in this Agreement, until the employee has worked one hundred fifty (150) workdays. During such period, the employee shall be subject to all other clauses of this Agreement but shall be on probation and may be discharged by the Board for any reason without recourse to the grievance and arbitration provision of the Agreement by either the Union or the employee. Upon completion of the probationary period, the employee's seniority shall date back to the time the employee started work. Upon successful completion of the employee's probationary period he/she shall be able to transfer to another position in the bargaining unit.
- 4.3 When a vacancy or a new position exists within the School District in the bargaining unit and the Board decides to fill the vacancy or position, employees in the same job classification, if qualified, shall be given first preference to fill the position by seniority provided that the employee has an acceptable job rating and provided further that the

employee has not transferred within the previous twelve (12) months. The twelve (12) month period begins on the date the employee actually reports to his/her position and begins to perform the work of that position. If an employee has received a non-acceptable job rating and the appeal period has not passed or the rating has been appealed and a hearing on same is pending, said employee shall be able to transfer as set forth herein, however, such transfer shall be voidable by the Board if the non-acceptable job rating is sustained and the appeal process has been exhausted. Seniority shall govern for demotions and for lateral transfers in the same classification. Day and night shift custodians will be considered the same job classification.

If no employee in the same classification fills the position, then the position will be filled on a promotional basis. The employee in the bargaining unit with the highest passing mark on an examination given for the purpose of filling vacancies or new positions in a particular job classification shall be given the first opportunity to fill that vacancy. Effective April 1, 1997, employees taking examinations will be given 1/2 point for each full year of continuous and active service in this bargaining unit up to a maximum of 2.5 points (five (5) years of service). Each employee must have passed the examination with a minimum passing score in order to be eligible for the additional seniority credit-points. When an employee passes an examination for a position, that examination will be valid for a period of twenty-four (24) months from the date of the employee's notification of his/her final score. In the event a position is offered and the employee does not take the position, they shall be removed from the list. The School Vice-President shall be provided with the names and total scores of employees who have passed examinations before any promotions are made.

- 4.4 All vacancies and new positions shall be posted for a period of five (5) working days on bulletin boards prior to any action taken by the Board to fill such vacancies or new positions on a permanent basis. The posting will indicate the type of test to be given and the relative weights to be assigned to each part. Copies of such postings shall be sent to the School Vice-President.
- 4.5 Employee requests for a voluntary reassignment to a vacant position in a lower job classification for which they are qualified shall be subject to the approval of the Superintendent or designee and the Union. Notice of the action taken shall be given promptly to the employee. Such voluntary reassignment may be given without the necessity for a competitive examination but the employee must accept the rate of pay in the same relative pay step of the lower job classification. Any employee who is permitted a voluntary reassignment to a vacant position in a lower job classification will not be permitted to leave the new position under any circumstances (downgrade, lateral or promotion) until the employee has served in that position for twelve (12) months. Candidates for promotion to a vacant position shall be preferred over employees requesting a demotion to such position.

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

5.0 The regular work week and workday for:

- A. School Clerical Employees - five (5) days, thirty-seven and one-half (37 1/2) hours per week, Monday through Friday.

The work year for ten-month secretaries shall be the student year plus two (2) weeks immediately before the student year plus two (2) weeks immediately following the student year. These positions shall not be used to reduce school secretarial positions working twelve months per year.

- B. School Custodians and Maintenance - the work schedule of hours - five (5) days, forty (40) hours per week, eight (8) hours per day, Monday through Friday:

High School Custodian I

5:00 A.M. - 1:30 P.M.

6:00 A.M. - 2:30 P.M.

6:30 A.M. - 3:00 P.M.

10:00 A.M. - 6:30 P.M.

2:00 P.M. - 10:30 P.M.

3<sup>rd</sup> Shift 10:00 P.M. - 6:30 A.M.

7:30 A.M. - 4:00 P.M. (when school is not in session second shift shall report)

All Other Buildings - Day Custodian I

6:30 A.M. - 3:00 P.M.

7:30 A.M. - 4:00 P.M. (when school is not in session second shift shall report)

All Other Buildings - Night Custodian I

2:00 P.M. - 10:30 P.M.

7:30 A.M. - 4:00 P.M. (when school is not in session second shift shall report)

Maintenance Employees

7:30 A.M. - 4:00 P.M.

6:30 A.M. - 3:00 P.M. (Summer time hours)

- C. Campus Safety Officers (CSO's) - twelve (12) months, five (5) days, forty (40) hours per week, eight (8) hours per day, Monday through Friday.

The normal hours shall be as follows:

High School: 6:45 A.M. - 3:15 P.M.

High School Shift 1: 1:00 P.M. - 9:30 P.M.

Middle School: 7:30 A.M. - 4:00 P.M.

Except in emergencies, no new shifts and no changes in shift schedules shall occur without prior notice and consultation with the Union and without advance notice of at least two (2) weeks. During such periods of time that school for

students is not in session including vacation periods and snow days, CSO's shall be assigned to do either security or custodial work as deemed necessary by the Superintendent or designee. If CSO's are assigned to do custodial work, they shall receive wages in accordance with the salary schedule for Custodian I at their same step.

- D. Health Care Workers - The work year for the positions of School Nurse, School Nurse/Audiometrist and LPN will consist of the student year plus four (4) days prior to the student year (excluding Saturday and Sunday).

The work year for members of the Department of Occupational and Physical Therapy Services (OT/PT, OT/PT Assistant) and Speech Assistant will consist of the student year plus four (4) days prior to the school year (excluding Saturday and Sunday).

1. School Nurse, School Nurse/Audiometrist and LPN- Monday through Friday, the student day plus fifteen (15) minutes before and 15 minutes after, including one-half hour paid lunch.

Employees within the Department of Occupational and Physical Therapy Services and Speech Assistant are considered "district wide" employees and as such will work Monday through Friday, the student day plus fifteen (15) minutes before and 15 minutes after, including one-half hour paid lunch. Start time and end time may vary depending on student caseload and varying school start times.

In addition, the work year for Health workers may include one hour per month to be spent in a staff meeting as scheduled by the Director of Pupil Services. In addition, the work year for the positions of School Nurse, School Nurse/Audiometrist, LPN and Speech Assistant will include staff development time of five (5) hours per year. Payment for attendance at such meetings and/or staff development will be paid as extra earnings.

2. Health Care workers will not be eligible for paid vacation but will be off except as set out in #1 above.
3. Health Care workers will be eligible for the same sick time provision as provided other employees of Local 1186.
4. Health Care workers will be paid their annual rate in 26 biweekly paychecks.

Health workers will not receive paid holidays but will have designated holidays off. (See Article IX, Holidays).

5. Health Care workers will be considered district-wide and will be assigned their positions by the Director of Pupil Services. However, Health Care workers may request a transfer to a vacant position. The decision to grant or deny a transfer will rest solely with the Director of Pupil Services.



6. If the student year and/or day changes, then the Board may implement a corresponding change to the workday or work year (increase or decrease), by adjusting the salary schedule on a pro-rata basis or negotiating the impact of such change with the Union.
7. Staffing for summer school programs will be filled in the following manner:
  - (a) Volunteers by seniority in the classification.
  - (b) If there are not sufficient volunteers, Health Care workers, by classification, will be assigned in reverse order of seniority on a rotating basis. Assignments will be made based upon qualifications required for the vacant positions.

### 5.1 Overtime

- A. Time and one-half shall be paid as follows:
  1. For all work performed by an employee in excess of eight (8) hours in a day and/or forty (40) hours in a week.
  2. For all work performed on the sixth day of an employee's regular work week as set forth in Section 5.0.
  3. For all work performed by school custodians for actual time worked on special duty assignments.
- B. Double time shall be paid as follows:
  1. For all work performed on the seventh day of an employee's regular work week as set forth in Section 5.0.
  2. For all work performed on holidays plus regular holiday pay.
  3. During heating season, employees reporting at 5:00 a.m. will be paid two (2) hours double time.
- C. Overtime assignments will be made as follows:
  1. A schedule of overtime assignments shall be maintained at each school by the Custodial Foreman and shall be conveniently and conspicuously posted in each school and maintenance building. Any disputes as to the accuracy of the list will be resolved as soon as possible.
  2. Full-time employees shall be given preference on all overtime assignments.

3. Overtime in each school shall be assigned on as equitable a basis as possible among the qualified custodians regularly assigned to that school or building.

Overtime assignments shall only be offered to employees outside of their normally scheduled hours. Overtime assignments offered to but not accepted by an employee shall be indicated on the schedule as time worked for purposes of overtime distribution only. To the extent possible, second and third shift custodians shall be given an opportunity to equalize their share of overtime when school is not in session and/or when it does not interfere with their regular work schedule.

4. Whenever a custodian is on special duty assignment (outside groups, etc) he/she shall be allowed an ample amount of time beyond the end of the special event for cleanup and completing other custodial related duties.
5. A volunteer roster shall be developed listing custodial employees willing to accept overtime assignments at other than their regular school or building.

Such overtime assignments shall be assigned on an equitable basis among those on the list and such assignments shall be the responsibility of the Director of Facilities Management. Under no circumstances shall this volunteer roster be used to replace employees regularly assigned to a given school, unless they are unavailable. Such list shall be prepared each year during July. Voluntary roster overtime assignments offered to but not accepted by an employee shall be indicated on the schedule as time worked for purposes of overtime distribution.

6. If an employee is on approved leave, the supervisor does not have to contact that individual concerning overtime assignments.
7. In the event an employee is offered an overtime assignment and fails to respond within four (4) hours, the employee will be placed at the bottom of the list as if he or she had worked.

- D. The Union shall be given, upon request, a list of all overtime hours paid to each employee as of October 1<sup>st</sup> and April 1<sup>st</sup>. This list shall be submitted to the School Vice-President.
- E. Overtime hours shall not be considered as part of an employee's regularly scheduled hours of work.
- F. When overtime is scheduled at least seventy-two (72) hours in advance, prior to the start of the regular shift, employee will be paid two (2) hours at double time. This provision applies only to overtime for construction work or heating requirements and only to regular workdays and does not include weekends or

holidays. With less than seventy-two (72) hours notice or more than two (2) hours work is involved, regular call-in rate will apply. When overtime is requested of an employee, which overtime shall extend the normal end of an employee's shift and said employee elects with the Board's approval to perform said overtime prior to the start of said employee's normal shift, said employee shall be paid for the actual time worked prior to said shift at time and one-half of said employee's normal hourly rate.

- G. When an employee is called in to work prior to the start of his or her shift, he/she will be paid three (3) hours straight time pay or the actual hours worked at time and one-half (1-1/2), whichever is greater. For purpose of this provision, actual hours worked shall be calculated upon arrival of the work site unless the employee arrives within one half (1/2) hour of the call. If the employee works into his regular shift, then the actual hours worked prior to the shift will be paid at time and one-half (1-1/2).
- H. Employees working at least three and one-half (3-1/2) hours of overtime and up to eight (8) hours of overtime shall be granted a one-half (1/2) hour paid meal period.
- I. Special Duty: A Custodian may be scheduled as follows:
  - 1. When a school is to be used for meetings/functions opened to the public, organized groups or students or to individuals not employed under direct supervision of the Board.
  - 2. When a school is to be used by teachers, administrators or other authorized Board employees on a day when they are not scheduled for work.
  - 3. When a school is to be used by contractors hired by the Board or the City.
- J. There will be no pyramiding of any premium pay.
- K. Employees that take sick time of four (4) hours or more on a Friday will be considered ineligible to work overtime on the immediately following Saturday or Sunday and shall not be charged for such overtime. However, an employee on an approved scheduled absence such as a vacation day, approved personal leave or bereavement leave will be eligible for such Saturday or Sunday overtime assignment. If the Board is unable to find a bargaining unit employee to work the overtime they shall go back and offer the overtime to the ineligible employees.

## ARTICLE VI - LEAVE PROVISIONS

### 6.0 Paid Sick Leave

- A. Each employee shall receive a leave of absence with full pay for sickness at the rate of one and one-fourth (1-1/4) days a month, cumulative to a maximum of two hundred (200) days. Each employee's sick leave balance shall be listed on his/her paycheck.
- B. Paid sick leave for any day will be allowed only if an employee reports such absence to the immediate supervisor or authorized agent prior to the start of the shift or as soon thereafter as possible. Extenuating circumstances will be taken into consideration.
- C. An investigation by the Superintendent or designee may be made to determine the validity of a sick claim including a request for the employee involved to submit a medical certificate to substantiate the illness. In no event shall any claim for sick leave in excess of three (3) consecutive working days be approved without such employee submitting such medical certificate to the Superintendent.
- D. Sick leave in excess of the amount stipulated in this Article may be granted by the Superintendent. Extension requests shall be presented to the Superintendent with a complete statement as to the reason and necessity for such extension; provided, however, that sick leave may be extended beyond the time earned up to a limit of thirty (30) days with pay, provided that the employee upon return to work, pays this back at the rate of three fourths (3/4) day per month, while the balance of one half (1/2) day may be credited to the employee's account. Sick leave in excess of the amount earned will not become effective until the employee has exhausted all other time due. All employees shall sign a stipulated agreement for personal liability to reimburse to the Board in monies for all time extended or balance due the Board at the time of their leaving the employment of the Board.

## 6.1 Personal Business Leave

Each employee hired on or after ratification and twelve (12) month employees hired after that date shall be granted five (5) days paid personal days off in any school year to attend weddings, graduations or other educational events or religious holidays; for situations not under the control of the employee or for legal or personal business that cannot be conducted outside regular work hours. Ten (10) month employees hired after ratification shall be eligible for four (4) such personal days. A maximum of three (3) paid personal days shall be granted in any school year for situations not under the control of the employee or for legal or personal business that cannot be conducted outside regular work hours. Unless there is a legitimate reason, personal days shall not be granted on the last work day before a holiday or the first work day after a holiday or to extend vacations.

Personal days shall be requested on the appropriate form provided by the administration. Such days shall not be cumulative. Such requests shall not be arbitrarily or capriciously denied.

## 6.2 Bereavement Leave

- A. In case of death in the employee's immediate family or the immediate family of his/her spouse, during the work year, the employee shall be entitled to a maximum of five (5) successive work days leave. Immediate family for the purpose of this section shall include spouse, child, stepchild, foster child, parent, stepparent, sibling, grandchild and also any relation who is domiciled in the employee's household.
- B. In case of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, uncle, aunt, cousin, niece or nephew, the employee shall be entitled to a maximum of two (2) consecutive work days leave per occurrence.
- C. An employee shall be entitled to one (1) day off per year with pay to attend a funeral for individuals not listed above at the Superintendent's discretion, subject to reasonable staffing requirements.

6.3 Nothing agreed to herein precludes the Superintendent from granting additional days off, with or without pay, for circumstances not specifically covered or for circumstances specifically covered herein.

## 6.4 Sick Leave Pay-out

Upon death or retirement, an employee or his/her estate shall receive, on a basis of current wage, 30% of the first 100 days of accumulated sick leave and 40% of all days over 100 days up to a maximum of 200 days.

## 6.5 Worker's Compensation Supplement

For an employee absent from work because of any injury or incapacity entitling the

employee to compensation under the Worker's Compensation Act, the Board shall make up the difference between compensation payments and regular wages for a maximum of two (2) years after the date of injury, so long as said person remains in the employ of the School District. The Board shall be entitled to have any such employee examined by a doctor chosen and paid for the by the Board.

6.6 Uniformed Services Leave

Any permanent full-time employee who is a member of the National Guard or Naval Militia or the Military or Naval Forces of the United States who is required to undergo field training therein, shall be entitled to leave of absence with full pay for the period of such field training not to exceed two (2) weeks per fiscal year. The said leave of absence shall be in addition to the annual vacation leave. A statement from military authorities evidencing such attendance shall be required by the Board, as well as a statement from military authorities evidencing rank, pay and allowance. Any pay paid to the employee by the Military while on leave under this article shall be returned to the District by the employee. Additional leave will be granted in accordance with the Uniformed Services Employment and Reemployment Act, as it may be amended.

6.7 Family Illness Leave

When an illness of a member of the employee's immediate family requires the employee's personal attendance, up to ten (10) working days chargeable to sick leave shall be granted, provided, however, that the employee shall, unless otherwise excused by the Superintendent, furnish a medical certificate.

6.8 Maternity, Paternity, Adoption and Foster Care Leave

Employees shall be entitled to maternity, adoption and foster care leave pursuant to the Family and Medical Leave Act of 1993, as set forth in the Board's Family and Medical Leave Policy and the following additional procedures. All such leave will be counted against the employee's annual 12-week entitlement, if any, under the Family and Medical Leave Act:

A. Child-Bearing Leave

- (i) An employee shall be entitled to use accrued paid sick leave during such time before the birth of the child for prenatal care as necessitated by the employee's physician.
- (ii) The period of child-bearing leave shall be the length of time during which the employee's physician certifies that the employee is incapacitated from working

The employee shall provide a letter from her physician stating when the period of incapacity commences and when the period of incapacity is anticipated to cease.

B. Adoption and Foster Care Leave

An employee shall be entitled to use accrued paid vacation or personal leave as

necessary for the purpose of effectuating the adoption or foster care of a child. An employee shall be entitled to an unpaid leave of absence immediately following the adoption of the child or the placement of the child in foster care of the employee in accordance with the Family and Medical Leave Act and will be entitled to additional unpaid leave for child-rearing as specified in C (ii) below.

C. Child-Rearing Leave

- (i) An employee shall be entitled to an unpaid leave of absence for child-rearing purposes following expiration of child bearing leave.
- (ii) The child-rearing leave may continue for any or all of the first twelve weeks after the birth or adoption of the child (or placement of the child in the foster care of the employee) or for the balance of the fiscal year (through June 30) during which the child was born. The employee may choose to continue the child-rearing leave into the next fiscal year. In any event, an employee shall be entitled to a maximum of 12 calendar months of absence from the date of birth, adoption or placement for child-rearing purposes.
- (iii) Such employee must notify the Superintendent in writing on or before June 1 if she will return to work on July 1 or continue the child-rearing leave into the next fiscal year, along with the date upon which the employee plans to return to work.

D. Paternity Leave

Upon written request, paternity leave of up to ten (10) days will be granted. Employees may use accrued paid sick, vacation or personal leave for this request.

6.9 To the extent that any provision of this contract provides a greater benefit than the Family and Medical Leave Act, the contract shall prevail. If the Board grants paid leave for reasons which would qualify as leave under the FMLA, such paid leave shall reduce the employee's annual twelve (12) week unpaid entitlement.

6.10 Unpaid Leave

- A. Upon written request and with the approval of the Board, a leave of absence for a specific purpose and for a specific period not exceeding one (1) calendar year may be granted to the employee of the Board without pay and without loss of seniority.
- B. All employees on a leave of absence will be sent in the regular mail to their last known address, postings for available positions in Local 1186.
- C. Any individual on leave of absence who wishes to return to the District either during that leave or after the leave ends, may return to an open, posted available

position for which the employee is qualified. The Board shall not withhold the posting of a position in order to circumvent this provision.

- D. At the conclusion of an individual's leave of absence, he/she must post for the first position in his/her pay grade for which he/she is qualified. He/she will be awarded that position in his/her pay grade based upon seniority in that pay grade.
- E. A person on leave of absence will have preference for a vacant position in their pay grade over a person in a lower pay grade who has more seniority than the person on leave of absence.
- F. The person at the conclusion of their leave of absence, must take the first available position in their pay grade or lose the right to recall.
- G. An individual either on leave of absence or after the end of their leave of absence, may bid for a lower salary grade position based on their seniority and qualifications and return to the District. (A person on leave or after a leave ends does not have to post for a lower salary grade).
- H. An individual following the end of their leave of absence, may be under this recall provision for a maximum of two years from the end of that leave.
- I. Time on leave of absence prior to October 10, 2012 counts toward seniority.
- J. Except as specified by the Family and Medical Leave Act (FMLA), employees on an unpaid leave of absence will be required to pay for their health insurance starting the first full month following the commencement of such leave at the applicable premium cost rate (as defined in Article 11.7) if they choose to continue such insurance.

#### 6.11 Jury Duty Leave

Employees summoned to jury duty will be paid the difference, if any, between the pay for jury service and their regular day's pay; provided that the employee notifies the Department Head at the time of receipt of summons, furnishes proof of jury service and any payment received, and reports back to the department for work on any day or portion thereof when the jury is not in session.

#### 6.12 Sick Leave Bank

- A. A sick leave bank is hereby established to be used for extreme hardship cases. Any employee may contribute one (1) day of sick leave to the bank in any given school year and any day contributed by an employee shall be deducted from his/her accumulation of sick leave. Each year a maximum of one hundred (100) days may be contributed to the sick leave bank and a maximum of one hundred (100) days may be granted by the bank. Semi-annual reports shall be submitted to the Union.



- B. A committee shall be established yearly consisting of three (3) persons designated by the Union and three (3) persons designated by the Superintendent. The committee shall develop procedures for applying and granting of sick leave from the bank. The committee shall: (1) require a doctor's certificate regarding the sickness; (2) limit to thirty (30) the number of days granted to any employee in any given school year; (3) consider the seriousness, nature and projected duration of the illness or disability involved; and (4) consider the applicant's prior record of sick leave use. Additional committee criteria may be added.
- C. An employee returning to work following a sick leave which utilized days from the sick leave bank shall pay back all days borrowed from the bank as follows:  
 In lieu of receiving full sick leave at 1-1/4 days per month under Article 6.0, the employee shall receive sick leave at the rate of one-half (1/2) day per month and the sick bank shall be credited with the remaining three quarters (3/4) day per month until such time the employee has paid back all time borrowed from the bank.
- D. The granting of any sick leave days shall be by majority vote of the committee members and such vote shall be final.

**ARTICLE VII - VACATIONS**

- 7.0 An employee after six (6) months, but less than one (1) year of continuous service, shall be entitled to a vacation of one (1) week (five working days) with pay.
- 7.1 An employee who has completed one (1) year of continuous service shall be entitled to a vacation with pay of two (2) weeks (ten working days) annually, provided the employee has not exercised the option in Section 7.0 above.
- 7.2 Each employee who has completed the required years of continuous service below shall be entitled to a vacation with pay as follows:  

Two (2) years up to and including seven (7) years-----	Fifteen (15)
	working days
Eight (8) years or more -----	Twenty (20)
	working days

Employees employed on a school year (10-month) basis shall not earn paid vacation.
- 7.3 School District clerical employees whose continuous employment under this agreement began before January 1, 1997, shall be entitled to four (4) weeks of vacation per year after one (1) year of employment. All clerical employees hired after January 1, 1997 will accumulate vacation according to Article 7.0, 7.1 and 7.2 above.
- 7.4 When an employee has exhausted his or her accrued paid sick leave, the employee may use any accrued paid vacation leave for personal illness.
- 7.5 A. The vacation period will be set by mutual agreement between the Superintendent

or designee and the employee except that seniority shall govern preference, provided the building or the department's efficiency is not impaired.

An employee may be permitted to take more than one (1) week of their total vacation in any calendar year when school is in session.

B. Except in unusual circumstances approved in advance by the Superintendent, security personnel should not schedule vacation time when school for students is in session.

C. The following procedure shall be utilized for the request and approval of vacation for Custodians:

- 1) The vacation year shall be July 1 to June 30. Employees are expected to submit vacation requests by May 31 of each year. Employees may request up to four weeks of vacation time or their annual earned allotment of vacation, whichever is less. Requests submitted by May 31 shall be approved in order of seniority. The Board shall notify each employee of the status of his request (approved or denied) no later than June 15.
- 2) After such initial requests are made, all other requests shall be considered on a first-come first-served basis. Once a vacation request is approved, the employee shall not be bumped out of his vacation request by a more senior employee.
- 3) A minimum of four (4) Custodians assigned to the High School will be allowed to take vacation at any one time. A minimum of two (2) Custodians assigned to Slade School and at least two (2) Custodians assigned to Pulaski School will be allowed to take vacation at any one time. At all other schools, a minimum of one Custodian will be allowed to take vacation at any one time. The foregoing shall not prevent the board from allowing, at its discretion, more than the minimum number of Custodians to take vacation leave at any one time.
- 4) No more than five (5) vacation days per year may be taken during the Spring recess, the first week of summer shutdown, the week prior to the start of school, and the first week of school.
- 5) For all but the initial vacation requests submitted under #1 above, the following timelines shall normally apply:

Number of days requested	Request must be made:	Answer given to employee no later than:
5 days or more	At least 2 weeks in advance	5 working days from request date
Less than 5 days	One week in advance	2 working days from request date

In the event that an employee is not given an answer in the timeframe as set forth above, he/she may call the Chief Talent Officer in order to expedite the matter.

The foregoing shall not prevent the Board from approving, at its discretion, a request to take vacation leave that is made outside of the timelines above.

- 7.6 Any accrued pro-rata vacation pay due an employee at the time of voluntary termination shall be paid pursuant to applicable law.
- 7.7 In the event of the death of an employee, the employee's estate shall receive any accrued pro-rata vacation pay.
- 7.8 When a holiday as specified in the following Article XI occurs during a regular vacation, said holiday shall not be charged against the employee's earned vacation time.
- 7.9 It is agreed that employees may bank one (1) week of their annual earned vacation leave to a maximum of three (3) weeks banked.
- 7.10 If the Board implements a summer shutdown, Union members are not required to schedule their vacation during that time period. However, employees electing to take five (5) vacation days during the scheduled shutdown will earn one (1) bonus day; employees electing to take ten (10) vacation days during the scheduled shutdown will earn two (2) bonus days.
- 7.11 Employees make take one (1) additional week of vacation per year without pay. Requests must be made in writing prior to June 1<sup>st</sup> for the following year. Requests received after June 1<sup>st</sup> will not be granted. Requests must be sent to the Chief Talent Officer.

The purchasing of this time will affect the members' contributions and credit for time worked towards retirement, similar to an unpaid leave of absence.

The extra time will be added to your current vacation balance. If the purchase of the extra days pushes you above the maximum allowed banked vacation days you will not be eligible to purchase the additional week of vacation. Deductions will be taken out over 10 payments starting with the first check in July.

#### **ARTICLE VIII - DISCIPLINARY PROCEDURE**

- 8.0 No employees covered by this Agreement will be discharged or disciplined except for just cause. Consistent with the just cause standard, the administration will follow progressive discipline except in instances where the conduct at issue is sufficiently egregious such that steps of progressive discipline may be skipped or the administration may move directly to termination.
- 8.1 Other than in the case of probationary employees, any disciplinary action including discharge may be appealed through the grievance procedure of the Agreement. Any

disciplinary action other than an oral warning shall be stated in writing, giving the reason for same, and a copy given to the employee and the Union Steward at the time of such action. Before any written disciplinary action is placed in a bargaining unit employee's personnel file, the employee will be given the opportunity to meet and discuss the issue and to initial and date the disciplinary action. Following this opportunity, the disciplined employee shall also have the right to respond to the action in writing within twenty (20) working days and to have that response filed in his/her personnel file.

- 8.2 Any employee required to meet with a member(s) of the Administration on matters which could adversely affect the status of the employee, shall be entitled to have Union representation.
- 8.3 After a period of (3) years all written warnings shall be removed from the employee's personnel file in the Talent Development Office in accordance with applicable laws.

**ARTICLE IX - HOLIDAYS**

9.0 The recognized paid holidays shall be as follows:

New Year's Day	Columbus Day
Martin Luther King, Jr. Day	Veteran's Day
Lincoln's Birthday*	Thanksgiving Day
President's Day	The day after Thanksgiving
Good Friday	The last working day before
Memorial Day	Christmas
Independence Day	Christmas
Labor Day	The next regular work day after Christmas

\* Shall be based on the date celebrated in the District school calendar.

There may be an occasion where the Congress of the United States and/or the Legislature of the State of Connecticut proclaim a one-time holiday. On this occasion that day will be treated as a paid holiday for that one-time event.

- 9.1 Holidays falling on a Saturday shall be observed on the preceding workday.
- 9.2 Holidays falling on a Sunday shall be observed on the following workday.
- 9.3 No holiday pay shall be paid to an employee who is under suspension.
- 9.4 If a holiday occurs while an employee is out on sick leave, such holiday shall not be charged against the employees' sick leave account.

**ARTICLE X - WAGES / LONGEVITY**

- 10.0 The Compensation Plan for employees covered under the Agreement is set forth in Appendix A. An employee, after having served one (1) year or twelve (12) months in

their pay grade will advance to the next step of the pay plan. The implementation of this higher rate will become effective the first full workweek after such twelve (12) month period. (Note: No GWI or step movement from July 1, 2018 – June 30, 2019)

- 10.1 An employee temporarily required and assigned to work in a higher classification shall receive an adjusted rate while working in the higher class. This adjusted rate shall be at that step in the high classification which provides at least one full step in the current classification, but shall not result in placement on a step higher than that to which such person would have been entitled if originally appointed to such position. Whenever a permanent vacancy occurs which the Board intends to fill, a promotion to such position shall normally be made within ninety (90) days and, in the event an employee is temporarily assigned to such positions for more than ninety (90) days, written reasons therefore shall be given to the School Vice-President.
- 10.2 Any employee promoted to a new classification shall receive an adjusted rate. This adjusted rate shall be that step in the higher classification which provides at least one full step in the current classification, but shall not result in placement on a step higher than that to which such person would have been entitled if originally appointed to such position.
- 10.3 For each employee covered by this Agreement with a minimum of ten (10) years of continuous service, the following amounts shall be added to such employee's annual salary for the years of service completed by April 1<sup>st</sup> of each year. New employees hired after ratification of the 2018-2023 Agreement will no longer be eligible for longevity payments.
- |  |       |
|--|-------|
| For ten (10) through fourteen (14) years service     | \$350 |
| For fifteen (15) through nineteen (19) years service | \$425 |
| For twenty (20) or more years service                | \$550 |
- Such longevity payments shall be made during the month of June each year.
- 10.4 Employees working on a regularly scheduled shift operation, other than for snow removal or other similar emergency type work, shall receive a shift differential as follows:
- Employees on the second and third shift shall receive \$1.75 per hour in addition to their regular rate.
- 10.5 Whenever employees are assigned to snow plowing or sanding operations, they shall be compensated at the 8A pay rate.
- 10.6 In the event the Board decides to modify the job description of a bargaining unit position, the Board shall notify the union in writing. The union may request a meeting with the Superintendent or his/her designee to negotiate the impact, if any, of such modifications.

## **ARTICLE XI - INSURANCE**

### **11.0 Health & Dental Insurance**

- A. The Board shall provide the Delta Dental Plan in effect as of June 30, 2017.
- B. The Board shall provide a High Deductible/Health Savings Plan (“HSA”) shall be the insurance plan for all eligible employees. The deductible for the HSA plan shall be \$2,000 for single coverage and \$4,000 for family coverage.

The Board will fund fifty percent (50%) of the applicable HSA deductible amount for each full-time employee who elects coverage under the High Deductible/HSA. The Board’s contribution will be deposited into the employee HSA accounts as follows: one fourth (¼) of the applicable amount on July 1<sup>st</sup> of each year and the remaining three fourths (¾) on October 1<sup>st</sup> of each year.

The parties acknowledge that the Board’s contribution toward the funding of the HSA Plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed employees.

The co-pay for prescriptions after the deductible will be as follows:

<u>7/1/18-Ratification</u>	<u>Effective Upon Ratification</u>
\$10 for generic retail	\$10 for generic retail
\$25 for brand formulary retail	\$30 for brand formulary retail
\$40 for brand non-formulary retail	\$45 for brand non-formulary retail

Covered members must obtain a prescription through mail order after the third prescription and receive a 100-day supply at two times the rates listed above (i.e. \$20, \$50, & \$80 respectively (\$20, \$60, \$90 respectively upon ratification))

The Board and the employees shall pay the following percentages of the costs for coverage in the High Deductible/HSA plan:

	2018-2020	2020-2021	Effective Upon Ratification
Board	88 %	87 %	86 %
Employee	12 %	13 %	14 %

- C. All employees who are not eligible for the HSA shall be eligible for the insurance plan listed below:

Blue Shield Century Preferred with Vision Care and Prescription:

- (a) The co-pay for medical visits will be as follows:
  - (i) No co-pay for “well” visits; \$30 for primary care office visits; \$45 for specialists
  - (ii) The emergency room visit co-pay will be \$200 (waived if admitted).

- (iii) The hospital co-pay for inpatient stays will be \$500/day to \$2,000 per stay. The hospital co-pay for outpatient surgical procedures will be \$500 per outpatient admission.
- (iv) The urgent care co-pay will be \$75.
- (v) The out-of-network deductibles will be \$1,000/\$2,000/\$2,000.
- (vi) The out-of-network out-of-pocket maximums will be \$2,500/\$5,000/\$5,000.

(b) The co-pay for prescriptions currently provided will be as follows:

- \$10 for generic retail (34-day supply)
- \$30 for brand formulary retail (34-day supply)
- \$45 for brand non-formulary retail (34-day supply)

Covered members must obtain a prescription through mail order after the third prescription and receive a 100-day supply at two times the rates listed above (i.e. \$20, \$60, & \$90 respectively)

(c) PPO Premium Cost Sharing.

Employees shall pay fifteen and one-half percent (15.5%) of the annual premium cost for said coverage. The Board shall pay the balance of the cost of such insurance premiums.

#### 11.1 Life Insurance

Employees participate in a group life insurance plan of the Board in the amount of \$50,000 during the term of employment and \$10,000 at the time of retirement at the Board's expense (with no premium cost sharing). The employee will also be permitted to purchase additional life insurance at his/her own expense if allowed by the Board's insurance carrier to a maximum of \$200,000. Upon retirement, employees may elect to continue \$25,000 life insurance coverage subject to the provisions of Section 11.4.

#### 11.2 Pension

Subject to the provisions of Article 11.4, pension benefits shall be provided for the employees according to the Connecticut Municipal Employees Retirement Fund Act as contained in Sections 7-425 to 7-459, Connecticut General Statutes, Revision of 1958, as amended.

#### 11.3 Alternative Health Insurance

An employee covered by alternative insurance has the option to forego insurance provided by the Board. After proof of alternative coverage, the employee will receive a cash payment of \$1,000 in lieu of any insurance coverage. The employee must request this option by April 1<sup>st</sup> of each year.

#### 11.4 Voluntary Retirement

A. Board employees eligible for retirement who ask for a voluntary retirement of their own free will shall receive, upon retirement, continued fringe benefits, at

the Board's expense as outlined in the present contract, including applicable premium cost share, subject to amendments and/or modifications during the applicable period, pursuant to collective bargaining, until a five (5) year period of retirement by a retiree is reached. Thereafter, such retirees will receive the same options as other retirees.

- B. A letter will be given to each prospective voluntary retiree prior to such employee's voluntary retirement explaining said retiree's status for the five (5) year period.
  - C. Employees choosing voluntary retirement will receive payment for all accrued contract benefits at the time of their retirement.
  - D. Any employee choosing voluntary retirement must provide at least ninety (90) days notice unless special arrangements have been made with the Superintendent or designee.
  - E. Any employee who has qualified for retirement payments under Plan B of the Municipal Employee's Retirement Fund shall be entitled to the benefits of this section.
  - F. At the end of the five (5) year period, the retiring employee shall revert back to the then existing schedule of applicable benefits.
  - G. In order to be eligible for the voluntary retirement benefit in this article, an employee at the time of retirement must have had continuous service in this unit prior to January 1, 1997. Employees whose continuous service in this unit began after January 1, 1997 will not be eligible for this retirement benefit.
- 11.5 Effective no sooner than April 1, 1970, or upon the Statutory Entrance Date, all eligible employees covered by this Agreement will be provided with coverage under Plan B of the Connecticut Municipal Employee's Retirement Act.
- 11.6 It is agreed that the \$1,000 Life Insurance Coverage will be continued for those employees retired prior to the effective date of Plan B.

11.7 Premium Cost Sharing

The term "Premium Cost" as used herein shall mean the premium rate that each carrier charges or would charge the Board to provide the benefits listed above for each level of coverage (i.e., individual, two-person and family) whether or not the Board funds such benefits on a fully-insured basis or a self-insured basis. Upon a written request, the Board shall provide the Union with a written statement of the premium rate that each carrier charges or would charge the Board to provide the benefits of the particular insurance program for each level of coverage.

Each employee will be offered the option of selecting the health care plan during open enrollment period each April for implementation on July 1.



The premium cost-sharing amount for which the employee is responsible shall be automatically deducted from the employee's pay in each paycheck on a pro-rata basis. In accordance with Internal Revenue Service Regulations, the Board agrees to continue a Section 125 Plan under which an employee may designate pre-tax dollars for certain medical costs such as premium cost sharing amounts, deductibles, co-insurance charges and certain medical care not covered under existing insurance programs.

The Board shall also adopt and maintain an IRS Flexible Spending Account with a minimum contribution of \$250 and a maximum contribution of \$2,500 per plan year for health reimbursement and a minimum contribution of \$250 to a maximum contribution of \$5,000 per plan year for dependent care. The following provisions will apply:

1. Under no circumstances will the Board be required to contribute any monies to the FSA or to any account established pursuant hereto.
2. Each employee desiring to participate in the FSA must apply for participation and enroll by submitting completed forms provided by the Board during the open enrollment period in the month of May.
3. Each employee wishing to participate in the FSA must inform the Board in writing during open enrollment in the month of May of the amount he/she wishes to contribute to the account during the plan year (a minimum of \$250 to a maximum of \$2,500 per plan year for health reimbursement, a minimum of \$500 to a maximum of \$5,000 per plan year for dependent care), which shall be divided by the number of payroll periods scheduled for the plan year to determine the amount to be deducted from each paycheck during that plan year.
4. As a condition precedent to the establishment of an account under the Plan, the employee must submit to the Plan Administrator, on forms approved by the Board, written authorization for the Board to deduct from his or her salary, the amounts to be diverted to his or her plan account, which shall be the same amount from each paycheck issued during the plan year. As a further condition, the employee shall pay, by authorized automatic payroll deduction, the monthly charge for participation in said plan attributable to him/her.
5. The Board makes no representations or guarantees as to the initial or continued viability of this salary reduction agreement, and shall incur no obligation to engage in any form of impact bargaining in the event that a change in law reduces or eliminates the tax-exempt status of employee insurance premium contributions. So long as the Board makes a good faith effort to comply with this paragraph, neither the Association of any employee covered by this Agreement shall make any claim or demand, nor maintain any action against the Board or any of its members or agents for taxes, penalties, interest or other cost of loss arising from a flaw or defect in the salary reduction agreement, or from a change in law

which may reduce or eliminate the employee tax benefits to be derived there from.

11.8 Change of Carrier

If the Board finds it desirable to obtain equivalent coverage from alternative carriers, at no additional cost to the employee, the Union agrees to negotiate regarding such change of coverage upon written notice from the Board of such intent. If the parties are unable to reach agreement, the Board may request an evaluation of the equivalency of coverage by an arbitrator chosen under the provisions of Article 13.4. If the arbitrator finds the coverage to be equivalent, the Board may exercise the option of changing to the equivalent coverage through an alternative carrier.

11.9 Reimbursement for Losses

The Board shall allocate a sum not to exceed \$5,000 for the purpose of reimbursing the employees for loss or damage to their cars or other personal property, excluding cash, incurred while in the performance of duty. Payment for loss or damage shall not duplicate those losses covered by the employee's insurance. All reimbursements for the foregoing will be held until the end of the fiscal year, at which time reimbursement will be made in full if the amount allocated is sufficient for such purposes, otherwise prorated reimbursements will be made according to the demands made on the allocated fund of \$5,000 upon reasonable notice by the Union and the Board shall issue an accounting of all disbursements made under this Section.

11.10 Disability

Any employee of Local 1186, who has been retired by reasons of physical or mental disability, pursuant to the provisions of Section 7-432, Connecticut General Statutes, may be required by the State of Connecticut to submit to a re-examination. Such examination is to be conducted by a surgeon or physician appointed by the State Employees Retirement Commission and paid for either by said Commission or the Board of Education. Should the employee be found capable of returning to active duty, the employee shall be reinstated at the pay grade and step held at the time of the employee's retirement under terms of the Local 1186 Contract in force at the time of reinstatement. In the event said retired member shall fail to comply with the order for re-examination, or if after re-examination shall fail to comply with the request of the Board or State to return to duty, said Board or State shall have the power to stop further pension payments until the order has been complied with. This section shall apply to all members effective the signing date of the Agreement.

## **ARTICLE XII - SAFETY AND HEALTH**

- 12.0 The Board shall make reasonable provisions for the safety and health of its employees during the hours of their employment, including the furnishing of foul weather gear, boots and gloves, protective helmets, authorized safety glasses or goggles to those employees exposed to severe elements or required to work in hazardous locations. Maintenance Department employees shall be provided with one pair of overalls.

- 12.1 A joint safety committee shall be formed by the Board and the Union. The committee, which shall be comprised of two (2) representative designated by the Union and two (2) representatives designated by the Board, shall meet upon the written request of either party to review and recommend safety and health measures in the departments covered by this Agreement. Corrective measures against hazardous and unsafe conditions shall be implemented promptly upon the recommendations of the Safety Committee by responsible authorities in charge of the affected situation. One additional union member shall be allowed, in the absence of the regular member, to vote on matters before the committee.

### **ARTICLE XIII - GRIEVANCE PROCEDURE AND ARBITRATION**

- 13.0 For the purpose of this Agreement, a grievance shall be defined to mean a dispute between an employee and/or the Union with the Board over the interpretation or application of a specific section of the Agreement. No grievance may be filed after fifteen (15) working days of the event giving rise to it. When filed, a grievance shall be handled in accordance with the procedure set forth below.
- 13.1 The employee in company with the Union Representative, if so desired, shall first discuss such grievance with the next immediate supervisor excluded from the bargaining unit, who shall answer within five (5) working days. If no satisfactory settlement is reached at this step, the grievance shall be put in writing by the employee and/or the Union Representative, setting forth the specific section of the Agreement involved and may be submitted to the Superintendent or designee within five (5) working days from the date on which the supervisor answered.
- 13.2 The Superintendent or designee will meet within five (5) working days of receipt of the grievance with the employee and/or the Union representatives in an effort to resolve the grievance. The Superintendent or designee will answer in writing within five (5) working days after such meeting.
- 13.3 If the grievance is not resolved to the employee's satisfaction, it may be appealed to the Board within (10) working days of the receipt of the Superintendent's decision. The request shall be submitted in writing to the Superintendent who shall attach all related documents and forward the request to the Board. The Board or committee thereof composed of not less than three (3) members will hold a hearing with the employee as soon as practicable after receipt of the written grievance and render a decision in writing within ten (10) days of the hearing. If the Board does not meet with the Union within 60 calendar days, the Union may proceed to the next step of the grievance procedure.
- 13.4 If the grievance is not settled, it may be submitted at the request of the Union only within thirty (30) days of the receipt of the Board's answer to the State Board of Mediation and Arbitration for arbitration in accordance with its procedure. The Arbitrator(s) selected shall hear and decide only one (1) grievance at a time. The award shall be final and binding as provided by law. The Arbitrator(s) shall be bound by and must comply with all the terms of the Agreement and shall have no power to

add to, subtract from or in any way, modify the provisions of this Agreement

- 13.5 Any time limits specified within this article may be extended by mutual agreement of the Union and the supervisor, provided that if a grievance is not submitted to a higher step in the above procedure, it shall be deemed settled on the basis of the Board's answer in the last step considered.
- 13.6 In the event the Board fails to answer a grievance at any step within the time limits set forth in this Agreement, the grievance may be taken to the next step at the option of the employee or the Union.
- 13.7 The management employee shall signify when answering a grievance, in writing, at what step of the procedure he is answering.
- 13.8 Union Business Leave
  - A. Authorized Union Functions: Union officers and/or delegates, not to exceed four (4) shall be granted leave with pay not to exceed one (1) week each, per year, to attend officially sponsored meetings, conferences or conventions, providing no compensation for lost time is received by the employee from the Union. Prior notification of such leave of absence must be given to the Superintendent.
  - B. Four (4) Union representatives (President, School Vice-President, Chief Steward, Steward) shall be authorized to handle grievances. When necessary, two representatives may adjust a grievance. Such representatives shall be permitted to adjust grievances during working hours without loss of pay up to a maximum of sixteen (16) hours per month, provided that they shall notify their immediate supervisor when leaving their workplace for such purposes. Permission to leave will not be unreasonably withheld provided that the absence does not disrupt building operations.
  - C. Two officers of the local Union shall be permitted time off without loss of pay for all time actually spent in arbitration hearings. The same shall apply for the principal participants as mutually agreed upon by the Superintendent and the Union.
  - D. Four (4) officers or designees of the local Union specified at the commencement of the negotiations, shall be permitted time off to participate in negotiations for renewal or modification of this contract under Article XVI without loss of pay for any hours during which they would have been scheduled to work.
  - E. A member of the Union who serves in the capacity of Local 1186, President or School Vice-President, Chief Steward or Steward, shall be allowed a total of five (5) hours each per month to attend internal union meetings provided that the absence does not disrupt building operations. Permission to leave will not be unreasonably withheld.

## **ARTICLE XIV - COMPLETE AGREEMENT**

- 14.0 The parties agree that all points covered hereinabove constitute the full and complete agreement between them. Each party has been fully represented and had adequate opportunity to make proposals and counter proposals and neither shall be required, without its consent, to bargain further on any matter unless and until notice, in accordance with Section 28.1, is given.

## **ARTICLE XV - NON-DISCRIMINATION**

- 15.0 The parties agree there shall be no discrimination against any employee because of race, color, ancestry, age, religion, national origin, citizenship status, marital status, parental status, disability, gender, sexual orientation, membership in the Union or any other reason proscribed by law.

## **ARTICLE XVI - PAST PRACTICE**

- 16.0 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.

## **ARTICLE XVII - DRESS CODE**

- 17.0 The New Britain Board of Education believes that all staff members are models for students. All school personnel should present a professional impression in their dress and appearance. Custodial, Maintenance and Campus Safety personnel are expected to wear school district logo shirts when school is in session. Dress down days must be approved by the Superintendent. Insulated gloves, winter coats, composite shoes, and steel-toed shoes shall be added to the list of approved safety gear for Custodial, Maintenance personnel.
- 17.1 Custodial, Maintenance and Campus Safety Officer employees will be reimbursed up to \$200 per year for necessary uniforms and/or safety gear through the Board's vender. In addition, Custodial, Maintenance and Campus Safety Officer employees shall be reimbursed up to \$100 from wherever when they bring in a receipt. The parties will establish a uniform/safety gear list for each group of employees and the Director of Facilities will facilitate reimbursement to employees. Campus Safety Officers are entitled to a maximum reimbursement of \$300 per year even though they may also perform custodial duties periodically.

Nurses will be reimbursed up to \$100 when they bring in a receipt.

## **ARTICLE XVIII - TUITION REIMBURSEMENT**

- 18.0 Upon prior approval of courses by the Superintendent or his/her designee, the Board will reimburse bargaining unit members, one-half (1/2) of tuition costs, up to nine (9) semester hours per year.

- 18.1 All employees who are required by Connecticut State Law, in order to maintain their existing positions, to participate in a refresher course shall be reimbursed seventy-five percent (75%) of the tuition costs for all semester hours needed to fulfill the required courses.

#### **ARTICLE XIX - USE OF PERSONAL VEHICLE**

- 19.0 If it is deemed necessary for employees to use their personal vehicle for Board business, they will receive reimbursement at the IRS rate to be paid on a monthly basis.

#### **ARTICLE XX - NEW BARGAINING UNIT WORK**

- 20.0 Bargaining unit work shall not be offered to non-bargaining unit personnel if there are bargaining unit employees in the appropriate category available to perform such work.

#### **ARTICLE XXI - EMPLOYEE ASSISTANCE PROGRAM**

- 21.0 The Board of Education and the Union recognize the value and importance of counseling and assistance programs for those employees experiencing personal problems which may be interfering with the employee's efficiency and job performance of his/her duties and responsibilities. Therefore, the Board and the Union agree to inform the employees about the benefits available to employees (and their dependents) for such problems through the Employee Assistance Program (EAP). Further, the parties shall otherwise promote the EAP as mutually desired and agreed to in the future.

#### **ARTICLE XXII - PERSONNEL FILES**

- 22.0 Local 1186 employee's personnel files shall be maintained under the following conditions:
- (a) Upon forty eight (48) hours written notice to the Talent Development Office, each bargaining unit employee shall have access to his/her personnel file and have the right to review and reproduce material in his/her personnel file.
  - (b) Each bargaining unit employee shall have the right to respond to and document derogatory material filed in his/her personnel file and that response shall be attached to the file copy.
  - (c) Documents filed in the personnel file shall be maintained in accordance with current state law.

#### **ARTICLE XXIII - EVALUATIONS**

- 23.0 The Board of Education and the Union are in agreement that bargaining unit members who have completed their probationary periods should be evaluated on their job performance at least every two years. Evaluations should normally be completed and forwarded to the Talent Development Office by June 30<sup>th</sup> each year the evaluation is

conducted.

- (a) The head of the responsibility center and the bargaining unit employee will meet and discuss the strengths and weaknesses of the employee.
- (b) No evaluations will be submitted to the employee's file without the signature of the evaluator and offering the employee an opportunity for signature. The employee's signature does not necessarily indicate approval of the evaluation. A copy of the evaluation will be given to the employee at the time of review.
- (c) There may be no additions or attachments to the completed evaluation document without the signature of the evaluator and the opportunity for review and signature by the employee.
- (d) The employee shall have the right to designate particular areas of disapproval and may do so in writing within twenty (20) working days. Written employee responses will be attached to the evaluation document in the personnel file.
- (e) The administration will call the union steward if any employee is being given a less than satisfactory evaluation.

#### **ARTICLE XXIV - LAYOFF AND RECALL**

- 24.0 Layoff shall mean the following measures initiated by the Board: Involuntary, non-disciplinary termination of an employee because of lack of work, the elimination of a position or the elimination of an activity.
- 24.1 The Board shall notify the Union and the employee at least four (4) weeks in advance of any layoff of a bargaining unit member. Such notification shall be confirmed in writing no less than two (2) weeks prior to the employee's layoff date.
- 24.2 The Board or its designated representative shall give the Union the opportunity to discuss any proposed layoff and shall consider any alternatives to such proposed layoff suggested by the Union. Such alternatives might include, but are not limited to, early retirement, attrition, transfer or leave of absence.
- 24.3 Regardless of the source of funding, in the event of a layoff in any given classification, the order of layoff in such classification shall be as follows:
  - a) substitute employee
  - b) temporary and seasonal employees
  - c) part-time employees (working less than the standard work week for the classification)
  - d) full-time employees serving a probationary period
  - e) permanent, full-time ten month employees with the least seniority

- f) permanent, full-time twelve-month employees with the least seniority.
- 24.4 Within two (2) weeks of receipt of notice of layoff, an employee may notify the Superintendent in writing that such employee has the qualifications and demonstrated ability to perform a job in a lower classification held by another employee who has less seniority. Upon receipt of such notice, the Superintendent or designee shall reassign the employee to the lower classification if the employee has the requisite qualifications and demonstrated ability. Any employee who is denied such reassignment is entitled to receive a written response why their request is denied within fifteen (15) working days of such request. The employee is entitled to pursue denial of his/her request through the grievance process.
- 24.5 Any employee who is laid off may request that his/her name be placed on a reemployment list(s). An employee shall be entitled to specify placement on the reemployment list for any and all classifications in which he/she held permanent status or in any lower classification for which the employee has the qualifications and demonstrated ability.
- 24.6 The names of employees shall be arranged on the reemployment list in order of seniority and shall remain thereon for a period of two (2) years. The Union is to receive a copy of the recall list within ten (10) working days after employees have been notified in writing of the pending layoff.
- 24.7 An employee appointed from a reemployment list to a position in his/her former classification shall be paid at the same step as held when he/she was laid off.
- 24.8 In the event of an employee being recalled to a lower classification or being assigned to a lower classification in lieu of layoff, such employee will be paid at that step in the lower classification which is closest to but not more than his/her previous step.
- 24.9 Employees on a recall list shall be rehired in accordance with their qualifications in a classification and seniority and there shall be no appointments from outside the bargaining unit to such classification until employees on such recall list have been offered reemployment. Qualifications are defined as having successfully served in the position or having passed the examination for that position within the past two years.
- 24.10 An employee who fails to accept recall after layoff within seven (7) calendar days after notice of an available position has been sent by registered mail to the employee's last known address, shall be removed from such recall list.
- 24.11 In instances where there is a reassignment or reduction in hours unrelated to the performance of the employee, before new employees are hired in his/her former job, such employee shall be transferred back to his/her former job, title and pay grade.
- 24.12 The following Union representatives who are employees shall have top seniority during their terms of office in all cases of a decrease in a working force: President, Executive Vice-President, School Vice-President, Treasurer, Secretary, Trustee, Sergeant-At-



Arms, Chief Steward and Steward.

## **ARTICLE XXV - PROFESSIONAL EMPLOYEE PROVISIONS**

- 25.0 No bargaining unit member, other than nurses, shall be asked, required or expected to administer first-aid, dispense or control medication, or provide any type of medical attention to students in accordance with Board Policy 3-13, Administration of Medication by School Personnel as approved by the Board and the accompanying administrative procedures.

## **ARTICLE XXVI - SUCCESSORSHIP**

- 26.0 If the Board of Education sells, leases, assigns, contracts out, subcontracts, transfers, merges, engages in reorganization or shutdown, partial transfer, partial subcontracting, partial shutdown, sale, lease-back arrangement of any Board of Education function or portion thereof affecting current members of this bargaining unit, the Board of Education shall inform the Union of its intent at least thirty (30) days in advance and will comply with its obligations under MERA.
- 26.1 Should the Board of Education undertake such action as contained in Section 26.0 above, the Board of Education shall inform the purchasee, lessee, assignee or successor, of the terms and conditions of employment, or of the existing contract.
- 26.2 Bargaining unit employees shall have the option to elect employment with the Board of Education in accordance with the terms of this Article, or seek employment with the entity as contained in Section 26.0 above.
- 26.3 This Article shall be enforceable under the arbitration clause of the agreement, or MERA or any other appropriate forum. The Board of Education agrees that in addition to any and all other legal actions and causes available, specific performance of the obligations under the successors and assigns article shall be a remedy available to Local 1186 in the event of violation. Said specific performance may be preceded by injunctive relief prohibiting such actions pursuant to this Article.

## **ARTICLE XXVII - SAVINGS CLAUSE**

- 27.0 Should any Article, section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific Article, section or portion thereof directly specified in the decision; upon the issuance of such decision, the parties agree immediately to negotiate a substitute for the invalidated Article, section or portion thereof.

## **ARTICLE XXVIII - DURATION AND RENEWAL**

- 28.0 This Agreement shall be binding upon the Board and the Union from the first day of July, 2018 and shall continue in full force and effect until midnight of the thirtieth day of June, 2023 when it shall expire, provided that if neither party gives the notice provided for in Section 28.1 this Agreement shall automatically renew itself for additional periods of one

ARTICLE XXVIII - DURATION AND RENEWAL

28.0 This Agreement shall be binding upon the Board and the Union from the first day of July, 2018 and shall continue in full force and effect until midnight of the thirtieth day of June, 2023 when it shall expire, provided that if neither party gives the notice provided for in Section 28.1 this Agreement shall automatically renew itself for additional periods of one (1) year, each and all provisions shall remain in effect with the same force as during the original term thereof. It is the intention of the parties entering into this Agreement to maintain a harmonious relationship between them recognizing the legitimate needs of the employees covered as well as the obligation of the Board to the Public.


28.1 If either the Union or the Board desire to meet for the purpose of negotiating changes or modifications in the provisions of this Agreement, they shall give written notice of such desire to the other by certified or registered mail not more than one hundred fifty (150) nor less than one hundred twenty (120) days prior to the expiration hereof.


FOR THE BOARD-

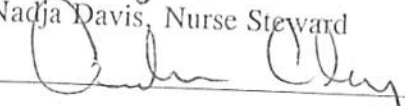
  
Merrill Gay, President

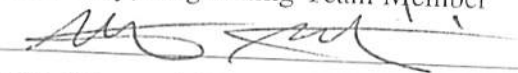
FOR LOCAL 1186, AMERICAN FEDERATION OF  
STATE, COUNTY AND MUNICIPAL EMPLOYEES,  
COUNCIL 4, AFL-CIO

  
Virginia Brown, Vice President

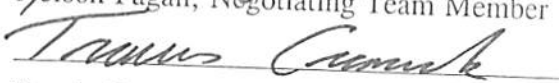
  
Craig Cote, Chief Steward

  
Nadja Davis, Nurse Steward

  
Andre Clay, Negotiating Team Member

  
Stefan Muratori, Negotiating Team Member

  
Nelson Pagan, Negotiating Team Member

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

Dated at New Britain, Connecticut this 28<sup>th</sup> day of September, 2021

**APPENDIX A**  
**WAGE SCHEDULES**  
**WAGE SCHEDULE - JULY 1, 2018 - JUNE 30, 2019**  
**(0.0% GWI)**

7/1/18-6/30/19

<u>PAYGRADE</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Network Specialist - 40 hrs	<b>12A</b> <b>HOURLY</b>	83,595 40.19	86,237 41.46	88,816 42.70	91,582 44.03
Facilities Support Specialist - 40 hrs	<b>11A</b> <b>HOURLY</b>	66,893 32.16	69,035 33.19	71,115 34.19	73,174 35.18
Computer Sys Spec - 37.5 hrs	<b>11 B</b>	62,712	64,721	66,671	68,601
Software Specialist - 40 hrs	<b>HOURLY</b>	32.16	33.19	34.19	35.18
School Nurse (184 dys) 1319.28 hrs	<b>10 B</b>	57,824	59,645	61,426	63,194
Audiometrist (184 dys) 1319.28 hrs	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,430.54
	<b>HOURLY</b>	43.83	45.21	46.56	47.90
OT/PT (184 dys) 1319.28 hrs	<b>10 C</b> <b>BIWKLY</b> <b>HOURLY</b>	57,824 2,224.00 43.83	59,645 2,294.04 45.21	61,426 2,362.54 46.56	63,194 2,430.54 47.90
Audiometrist (184 dys)1319.28 hrs	<b>9 B</b>	47,507	48,932	50,370	51,914
LPN (184 dys) 1319.28 hrs	<b>BIWKLY</b> <b>HOURLY</b>	1,827.19 36.01	1,882.00 37.09	1,937.31 38.18	1,996.69 39.35
Speech Assistant (184 dys) 1319.28 hrs	<b>9 C</b>	47,507	48,932	50,370	51,914
OT/PT Assistant (184 dys) 1319.28 hrs	<b>BIWKLY</b> <b>HOURLY</b>	1,827.19 36.01	1,882.00 37.09	1,937.31 38.18	1,996.69 39.35
Carpenter/Maintenance - 40 hrs	<b>8 A</b>	55,515	58,011	60,445	62,982
Electrician/Maint - 40 hrs	<b>HOURLY</b>	26.69	27.89	29.06	30.28
HVAC/Maint - 40 hrs					
Plumber - 40 hrs					
Junior Accountant - 37.5 hrs	<b>8 B</b> <b>HOURLY</b>	52,046 26.69	54,386 27.89	56,667 29.06	59,046 30.28
Painter - 40 hrs	<b>7 A</b>	54,434	56,597	58,906	61,443
Maint. Mechanic - 40 hrs	<b>HOURLY</b>	26.17	27.21	28.32	29.54
Maint. Mechanic - Equip - 40 hrs					
NBHS - Secretary to Prin - 40 hrs					
Attendance Officer 1 - 37.5 hrs	<b>7 B</b>	51,032	53,060	55,224	57,603
Computer Repair Specialist II - 37.5 hrs	<b>HOURLY</b>	26.17	27.21	28.32	29.54
Senior Payroll Assistant - 37.5 hrs					
Registrar - 37.5 hrs					

7/1/18-6/30/19

<u>PAYGRADE</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Custodian I - 40 hrs	<b>6 A</b>	51,085	52,998	54,870	57,054
	<b>HOURLY</b>	24.56	25.48	26.38	27.43
School Secretary I - 37.5 hrs	<b>6 B</b>	47,892	49,686	51,441	53,489
Admin. Secretary II - 37.5 hrs	<b>HOURLY</b>	24.56	25.48	26.38	27.43
Bookkeeper II - 37.5 hrs					
Payroll Assistant - 37.5 hrs					
Sch Secretary I - (10 months) 190 days - 37.5 hrs	<b>6 C</b>	34,998	36,309	37,592	39,088
	<b>HOURLY</b>	24.56	25.48	26.38	27.43
Receptionist/Switchboard Operator - 40 hrs	<b>5 A</b>	48,963	50,814	52,728	54,766
	<b>HOURLY</b>	23.54	24.43	25.35	26.33
Admin Clerk - 37.5 hrs (Grandfathered)	<b>5 B</b>	45,903	47,639	49,433	51,344
Admin Secretary I - 37.5 hrs	<b>HOURLY</b>	23.54	24.43	25.35	26.33
Transportation Assistant - 37.5 hrs					
Bookkeeper I - 37.5 hrs					
Reproduction Technician - 37.5 hrs					
Computer Repair Specialist - 37.5 hrs					
Campus Safety Officer I - 40 hrs	<b>4 A</b>	48,110	49,837	51,709	53,643
Security Monitor - 40 hrs	<b>HOURLY</b>	23.13	23.96	24.86	25.79
Technical Assistant - 37.5 hrs	<b>4 B</b>	45,104	46,722	48,477	50,291
	<b>HOURLY</b>	23.13	23.96	24.86	25.79
Campus Safety Off I-(10 months) 185 dys - 40 hrs	<b>4 C</b>	34,232	35,461	36,793	38,169
	<b>HOURLY</b>	23.13	23.96	24.86	25.79
Admin. Clerk - 37.5 hrs	<b>3 B</b>	44,304	45,864	47,600	49,413
Switchboard Operator - 37.5 hrs	<b>HOURLY</b>	22.72	23.52	24.41	25.34
Clerk Typist II - 37.5 hrs					
Clerk (10 mo) 190 days 5 prior and 5 after	<b>3 C</b>	32,376	33,516	34,784	36,110
Clerk (10 mo) 190 days	<b>HOURLY</b>	22.72	23.52	24.41	25.34
Family Education Specialist (10 Mo) 180 - 5 hrs	<b>2 C</b>	18,234	18,846	19,548	20,385
	<b>HOURLY</b>	20.26	20.94	21.72	22.65

**WAGE SCHEDULES**  
**WAGE SCHEDULE - JULY 1, 2019 - JUNE 30, 2020**  
(1.10% increase at Step 4 only)

7/1/19-6/30/20

<u>PAYGRADE</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Network Specialist - 40 hrs	<b>12A</b>	83,595	86,237	88,816	92,581
	<b>HOURLY</b>	40.19	41.46	42.70	44.51
Facilities Support Specialist - 40 hrs	<b>11A</b>	66,893	69,035	71,115	73,986
	<b>HOURLY</b>	32.16	33.19	34.19	35.57
Computer Sys Spec - 37.5 hrs	<b>11 B</b>	62,712	64,721	66,671	69,362
Software Specialist - 40 hrs	<b>HOURLY</b>	32.16	33.19	34.19	35.57
School Nurse (184 dys) 1319.28 hrs	<b>10 B</b>	57,824	59,645	61,426	63,893
Audiometrist (184 dys) 1319.28 hrs	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,457.42
	<b>HOURLY</b>	43.83	45.21	46.56	48.43
OT/PT (184 dys) 1319.28 hrs	<b>10 C</b>	57,824	59,645	61,426	63,893
	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,457.42
	<b>HOURLY</b>	43.83	45.21	46.56	48.43
Audiometrist (184 dys)1319.28 hrs	<b>9 B</b>	47,507	48,932	50,370	52,481
LPN (184 dys) 1319.28 hrs	<b>BIWKLY</b>	1,827.19	1,882.00	1,937.31	2,018.50
	<b>HOURLY</b>	36.01	37.09	38.18	39.78
Speech Assistant (184 dys) 1319.28 hrs	<b>9 C</b>	47,507	48,932	50,370	52,481
OT/PT Assistant (184 dys) 1319.28 hrs	<b>BIWKLY</b>	1,827.19	1,882.00	1,937.31	2,018.50
	<b>HOURLY</b>	36.01	37.09	38.18	39.78
Carpenter/Maintenance - 40 hrs	<b>8 A</b>	55,515	58,011	60,445	63,669
Electrician/Maint - 40 hrs	<b>HOURLY</b>	26.69	27.89	29.06	30.61
HVAC/Maint - 40 hrs					
Plumber - 40 hrs					
Junior Accountant - 37.5 hrs	<b>8 B</b>	52,046	54,386	56,667	59,690
	<b>HOURLY</b>	26.69	27.89	29.06	30.61
Painter - 40 hrs	<b>7 A</b>	54,434	56,597	58,906	62,109
Maint. Mechanic - 40 hrs	<b>HOURLY</b>	26.17	27.21	28.32	29.86
Maint. Mechanic - Equip - 40 hrs					
NBHS - Secretary to Prin - 40 hrs					
Attendance Officer 1 - 37.5 hrs	<b>7 B</b>	51,032	53,060	55,224	58,227
Computer Repair Specialist II - 37.5 hrs	<b>HOURLY</b>	26.17	27.21	28.32	29.86
Senior Payroll Assistant - 37.5 hrs					
Registrar - 37.5 hrs					

7/1/19-6/30/20

<u>PAYGRADE</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Custodian I - 40 hrs	<b>6 A</b>	51,085	52,998	54,870	57,678
	<b>HOURLY</b>	24.56	25.48	26.38	27.73
School Secretary I - 37.5 hrs	<b>6 B</b>	47,892	49,686	51,441	54,074
Admin. Secretary II - 37.5 hrs	<b>HOURLY</b>	24.56	25.48	26.38	27.73
Bookkeeper II - 37.5 hrs					
Payroll Assistant - 37.5 hrs					
Sch Secretary I - (10 months) 190 days - 37.5 hrs	<b>6 C</b>	34,998	36,309	37,592	39,515
	<b>HOURLY</b>	24.56	25.48	26.38	27.73
Receptionist/Switchboard Operator - 40 hrs	<b>5 A</b>	48,963	50,814	52,728	55,370
	<b>HOURLY</b>	23.54	24.43	25.35	26.62
Admin Clerk - 37.5 hrs (Grandfathered)	<b>5 B</b>	45,903	47,639	49,433	51,909
Admin Secretary I - 37.5 hrs	<b>HOURLY</b>	23.54	24.43	25.35	26.62
Transportation Assistant - 37.5 hrs					
Bookkeeper I - 37.5 hrs					
Reproduction Technician - 37.5 hrs					
Computer Repair Specialist - 37.5 hrs					
Campus Safety Officer I - 40 hrs	<b>4 A</b>	48,110	49,837	51,709	54,226
	<b>HOURLY</b>	23.13	23.96	24.86	26.07
Security Monitor - 40 hrs					
Technical Assistant - 37.5 hrs	<b>4 B</b>	45,104	46,722	48,477	50,837
	<b>HOURLY</b>	23.13	23.96	24.86	26.07
Campus Safety Off I-(10 months) 185 dys - 40 hrs	<b>4 C</b>	34,232	35,461	36,793	38,584
	<b>HOURLY</b>	23.13	23.96	24.86	26.07
Admin. Clerk - 37.5 hrs	<b>3 B</b>	44,304	45,864	47,600	49,959
Switchboard Operator - 37.5 hrs	<b>HOURLY</b>	22.72	23.52	24.41	25.62
Clerk Typist II - 37.5 hrs					
Clerk (10 mo) 190 days 5 prior and 5 after	<b>3 C</b>	32,376	33,516	34,784	36,509
Clerk (10 mo) 190 days	<b>HOURLY</b>	22.72	23.52	24.41	25.62
Family Education Specialist (10 Mo) 180 - 5 hrs	<b>2 C</b>	18,234	18,846	19,548	20,610
	<b>HOURLY</b>	20.26	20.94	21.72	22.90

**WAGE SCHEDULES**  
**WAGE SCHEDULE - JULY 1, 2020 - JUNE 30, 2021**  
(1.57% increase at Step 4 only)

7/1/20-6/30/21

<u>PAYGRADE</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Network Specialist - 40 hrs	<b>12A</b>	83,595	86,237	88,816	94,037
	<b>HOURLY</b>	40.19	41.46	42.70	45.21
Facilities Support Specialist - 40 hrs	<b>11A</b>	66,893	69,035	71,115	75,150
	<b>HOURLY</b>	32.16	33.19	34.19	36.13
Computer Sys Spec - 37.5 hrs	<b>11 B</b>	62,712	64,721	66,671	70,454
Software Specialist - 40 hrs	<b>HOURLY</b>	32.16	33.19	34.19	36.13
School Nurse (184 dys) 1319.28 hrs	<b>10 B</b>	57,824	59,645	61,426	64,895
Audiometrist (184 dys) 1319.28 hrs	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,495.96
	<b>HOURLY</b>	43.83	45.21	46.56	49.19
OT/PT (184 dys) 1319.28 hrs	<b>10 C</b>	57,824	59,645	61,426	64,895
	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,495.96
	<b>HOURLY</b>	43.83	45.21	46.56	49.19
Audiometrist (184 dys)1319.28 hrs	<b>9 B</b>	47,507	48,932	50,370	53,299
LPN (184 dys) 1319.28 hrs	<b>BIWKLY</b>	1,827.19	1,882.00	1,937.31	2,049.96
	<b>HOURLY</b>	36.01	37.09	38.18	40.40
Speech Assistant (184 dys) 1319.28 hrs	<b>9 C</b>	47,507	48,932	50,370	53,299
OT/PT Assistant (184 dys) 1319.28 hrs	<b>BIWKLY</b>	1,827.19	1,882.00	1,937.31	2,049.96
	<b>HOURLY</b>	36.01	37.09	38.18	40.40
Carpenter/Maintenance - 40 hrs	<b>8 A</b>	55,515	58,011	60,445	64,667
Electrician/Maint - 40 hrs	<b>HOURLY</b>	26.69	27.89	29.06	31.09
HVAC/Maint - 40 hrs					
Plumber - 40 hrs					
Junior Accountant - 37.5 hrs	<b>8 B</b>	52,046	54,386	56,667	60,626
	<b>HOURLY</b>	26.69	27.89	29.06	31.09
Painter - 40 hrs	<b>7 A</b>	54,434	56,597	58,906	63,086
Maint. Mechanic - 40 hrs	<b>HOURLY</b>	26.17	27.21	28.32	30.33
Maint. Mechanic - Equip - 40 hrs					
NBHS - Secretary to Prin - 40 hrs					
Attendance Officer 1 - 37.5 hrs	<b>7 B</b>	51,032	53,060	55,224	59,144
Computer Repair Specialist II - 37.5 hrs	<b>HOURLY</b>	26.17	27.21	28.32	30.33
Senior Payroll Assistant - 37.5 hrs					
Registrar - 37.5 hrs					

7/1/20-6/30/21

<u>PAYGRADE</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Custodian I - 40 hrs	<b>6 A</b>	51,085	52,998	54,870	58,594
	<b>HOURLY</b>	24.56	25.48	26.38	28.17
School Secretary I - 37.5 hrs	<b>6 B</b>	47,892	49,686	51,441	54,932
Admin. Secretary II - 37.5 hrs	<b>HOURLY</b>	24.56	25.48	26.38	28.17
Bookkeeper II - 37.5 hrs					
Payroll Assistant - 37.5 hrs					
Sch Secretary I - (10 months) 190 days - 37.5 hrs	<b>6 C</b>	34,998	36,309	37,592	40,142
	<b>HOURLY</b>	24.56	25.48	26.38	28.17
Receptionist/Switchboard Operator - 40 hrs	<b>5 A</b>	48,963	50,814	52,728	56,243
	<b>HOURLY</b>	23.54	24.43	25.35	27.04
Admin Clerk - 37.5 hrs (Grandfathered)	<b>5 B</b>	45,903	47,639	49,433	52,728
Admin Secretary I - 37.5 hrs	<b>HOURLY</b>	23.54	24.43	25.35	27.04
Transportation Assistant - 37.5 hrs					
Bookkeeper I - 37.5 hrs					
Reproduction Technician - 37.5 hrs					
Computer Repair Specialist - 37.5 hrs					
Campus Safety Officer I - 40 hrs	<b>4 A</b>	48,110	49,837	51,709	55,078
	<b>HOURLY</b>	23.13	23.96	24.86	26.48
Security Monitor - 40 hrs	<b>4 B</b>	45,104	46,722	48,477	51,636
Technical Assistant - 37.5 hrs	<b>HOURLY</b>	23.13	23.96	24.86	26.48
Campus Safety Off I-(10 months) 185 dys - 40 hrs	<b>4 C</b>	34,232	35,461	36,793	39,190
	<b>HOURLY</b>	23.13	23.96	24.86	26.48
Admin. Clerk - 37.5 hrs	<b>3 B</b>	44,304	45,864	47,600	50,739
Switchboard Operator - 37.5 hrs	<b>HOURLY</b>	22.72	23.52	24.41	26.02
Clerk Typist II - 37.5 hrs					
Clerk (10 mo) 190 days 5 prior and 5 after	<b>3 C</b>	32,376	33,516	34,784	37,079
Clerk (10 mo) 190 days	<b>HOURLY</b>	22.72	23.52	24.41	26.02
Family Education Specialist (10 Mo) 180 - 5 hrs	<b>2 C</b>	18,234	18,846	19,548	20,934
	<b>HOURLY</b>	20.26	20.94	21.72	23.26



**WAGE SCHEDULES**  
**WAGE SCHEDULE - JULY 1, 2021 - JUNE 30, 2022**  
(1.11% increase at Step 4 only)

7/1/21-6/30/22

<u>PAYGRADE</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Network Specialist - 40 hrs	<b>12A</b>	83,595	86,237	88,816	95,077
	<b>HOURLY</b>	40.19	41.46	42.70	45.71
Facilities Support Specialist - 40 hrs	<b>11A</b>	66,893	69,035	71,115	75,982
	<b>HOURLY</b>	32.16	33.19	34.19	36.53
Computer Sys Spec - 37.5 hrs	<b>11 B</b>	62,712	64,721	66,671	71,234
Software Specialist - 40 hrs	<b>HOURLY</b>	32.16	33.19	34.19	36.53
School Nurse (184 dys) 1319.28 hrs	<b>10 B</b>	57,824	59,645	61,426	65,621
Audiometrist (184 dys) 1319.28 hrs	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,523.88
	<b>HOURLY</b>	43.83	45.21	46.56	49.74
OT/PT (184 dys) 1319.28 hrs	<b>10 C</b>	57,824	59,645	61,426	65,621
	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,523.88
	<b>HOURLY</b>	43.83	45.21	46.56	49.74
Audiometrist (184 dys)1319.28 hrs	<b>9 B</b>	47,507	48,932	50,370	53,893
LPN (184 dys) 1319.28 hrs	<b>BIWKLY</b>	1,827.19	1,882.00	1,937.31	2,072.81
	<b>HOURLY</b>	36.01	37.09	38.18	40.85
Speech Assistant (184 dys) 1319.28 hrs	<b>9 C</b>	47,507	48,932	50,370	53,893
OT/PT Assistant (184 dys) 1319.28 hrs	<b>BIWKLY</b>	1,827.19	1,882.00	1,937.31	2,072.81
	<b>HOURLY</b>	36.01	37.09	38.18	40.85
Carpenter/Maintenance - 40 hrs	<b>8 A</b>	55,515	58,011	60,445	65,395
Electrician/Maint - 40 hrs	<b>HOURLY</b>	26.69	27.89	29.06	31.44
HVAC/Maint - 40 hrs					
Plumber - 40 hrs					
Junior Accountant - 37.5 hrs	<b>8 B</b>	52,046	54,386	56,667	61,308
	<b>HOURLY</b>	26.69	27.89	29.06	31.44
Painter - 40 hrs	<b>7 A</b>	54,434	56,597	58,906	63,794
Maint. Mechanic - 40 hrs	<b>HOURLY</b>	26.17	27.21	28.32	30.67
Maint. Mechanic - Equip - 40 hrs					
NBHS - Secretary to Prin - 40 hrs					
Attendance Officer 1 - 37.5 hrs	<b>7 B</b>	51,032	53,060	55,224	59,807
Computer Repair Specialist II - 37.5 hrs	<b>HOURLY</b>	26.17	27.21	28.32	30.67
Senior Payroll Assistant - 37.5 hrs					
Registrar - 37.5 hrs					

7/1/21-6/30/22

<u>PAYGRADE</u>		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
Custodian I - 40 hrs	<b>6 A</b>	51,085	52,998	54,870	59,238
	<b>HOURLY</b>	24.56	25.48	26.38	28.48
School Secretary I - 37.5 hrs	<b>6 B</b>	47,892	49,686	51,441	55,536
Admin. Secretary II - 37.5 hrs	<b>HOURLY</b>	24.56	25.48	26.38	28.48
Bookkeeper II - 37.5 hrs					
Payroll Assistant - 37.5 hrs					
Sch Secretary I - (10 months) 190 days - 37.5 hrs	<b>6 C</b>	34,998	36,309	37,592	40,584
	<b>HOURLY</b>	24.56	25.48	26.38	28.48
Receptionist/Switchboard Operator - 40 hrs	<b>5 A</b>	48,963	50,814	52,728	56,867
	<b>HOURLY</b>	23.54	24.43	25.35	27.34
Admin Clerk - 37.5 hrs (Grandfathered)	<b>5 B</b>	45,903	47,639	49,433	53,313
Admin Secretary I - 37.5 hrs	<b>HOURLY</b>	23.54	24.43	25.35	27.34
Transportation Assistant - 37.5 hrs					
Bookkeeper I - 37.5 hrs					
Reproduction Technician - 37.5 hrs					
Computer Repair Specialist - 37.5 hrs					
Campus Safety Officer I - 40 hrs	<b>4 A</b>	48,110	49,837	51,709	55,682
	<b>HOURLY</b>	23.13	23.96	24.86	26.77
Security Monitor - 40 hrs					
Technical Assistant - 37.5 hrs	<b>4 B</b>	45,104	46,722	48,477	52,202
	<b>HOURLY</b>	23.13	23.96	24.86	26.77
Campus Safety Off I-(10 months) 185 dys - 40 hrs	<b>4 C</b>	34,232	35,461	36,793	39,620
	<b>HOURLY</b>	23.13	23.96	24.86	26.77
Admin. Clerk - 37.5 hrs	<b>3 B</b>	44,304	45,864	47,600	51,305
Switchboard Operator - 37.5 hrs	<b>HOURLY</b>	22.72	23.52	24.41	26.31
Clerk Typist II - 37.5 hrs					
Clerk (10 mo) 190 days 5 prior and 5 after	<b>3 C</b>	32,376	33,516	34,784	37,492
Clerk (10 mo) 190 days	<b>HOURLY</b>	22.72	23.52	24.41	26.31
Family Education Specialist (10 Mo) 180 - 5 hrs	<b>2 C</b>	18,234	18,846	19,548	21,168
	<b>HOURLY</b>	20.26	20.94	21.72	23.52

**WAGE SCHEDULES**  
**WAGE SCHEDULE - JULY 1, 2022 - JUNE 30, 2023**  
(1.50% increase at Step 4 only)

7/1/22-6/30/23

**PAYGRADE**

**Step 1**

**Step 2**

**Step 3**

**Step 4**

Network Specialist - 40 hrs	<b>12A</b>	83,595	86,237	88,816	96,512
	<b>HOURLY</b>	40.19	41.46	42.7	46.40

Facilities Support Specialist - 40 hrs	<b>11A</b>	66,893	69,035	71,115	77,126
	<b>HOURLY</b>	32.16	33.19	34.19	37.08
Computer Sys Spec - 37.5 hrs	<b>11 B</b>	62,712	64,721	66,671	72,307
Software Specialist - 40 hrs	<b>HOURLY</b>	32.16	33.19	34.19	37.08

School Nurse (184 dys) 1319.28 hrs	<b>10 B</b>	57,824	59,645	61,426	66,610
Audiometrist (184 dys) 1319.28 hrs	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,561.94
	<b>HOURLY</b>	43.83	45.21	46.56	50.49
OT/PT (184 dys) 1319.28 hrs	<b>10 C</b>	57,824	59,645	61,426	66,610
	<b>BIWKLY</b>	2,224.00	2,294.04	2,362.54	2,561.94
	<b>HOURLY</b>	43.83	45.21	46.56	50.49

Audiometrist (184 dys)1319.28 hrs	<b>9 B</b>	47,507	48,932	50,370	54,698
LPN (184 dys) 1319.28 hrs	<b>BIWKLY</b>	1,827.19	1,882.00	1,937.31	2,103.76
	<b>HOURLY</b>	36.01	37.09	38.18	41.46
Speech Assistant (184 dys) 1319.28 hrs	<b>9 C</b>	47,507	48,932	50,370	54,698
OT/PT Assistant (184 dys) 1319.28 hrs	<b>BIWKLY</b>	1,827.19	1,882.00	1,937.31	2,103.76
	<b>HOURLY</b>	36.01	37.09	38.18	41.46

Carpenter/Maintenance - 40 hrs	<b>8 A</b>	55,515	58,011	60,445	66,373
Electrician/Maint - 40 hrs	<b>HOURLY</b>	26.69	27.89	29.06	31.91
HVAC/Maint - 40 hrs					
Plumber - 40 hrs					
Junior Accountant - 37.5 hrs	<b>8 B</b>	52,046	54,386	56,667	62,225
	<b>HOURLY</b>	26.69	27.89	29.06	31.91

Painter - 40 hrs	<b>7 A</b>	54,434	56,597	58,906	64,751
Maint. Mechanic - 40 hrs	<b>HOURLY</b>	26.17	27.21	28.32	31.13
Maint. Mechanic - Equip - 40 hrs					
NBHS - Secretary to Prin - 40 hrs					
Attendance Officer 1 - 37.5 hrs	<b>7 B</b>	51,032	53,060	55,224	60,704
Computer Repair Specialist II - 37.5 hrs	<b>HOURLY</b>	26.17	27.21	28.32	31.13
Senior Payroll Assistant - 37.5 hrs					

7/1/22-6/30/23

**PAYGRADE**

**Step 1**

**Step 2**

**Step 3**

**Step 4**

Registrar - 37.5 hrs					
Custodian I - 40 hrs	<b>6 A</b>	51,085	52,998	54,870	60,132
	<b>HOURLY</b>	24.56	25.48	26.38	28.91
School Secretary I - 37.5 hrs	<b>6 B</b>	47,892	49,686	51,441	56,375
Admin. Secretary II - 37.5 hrs	<b>HOURLY</b>	24.56	25.48	26.38	28.91
Bookkeeper II - 37.5 hrs					
Payroll Assistant - 37.5 hrs					
Sch Secretary I - (10 months) 190 days - 37.5 hrs	<b>6 C</b>	34,998	36,309	37,592	41,197
	<b>HOURLY</b>	24.56	25.48	26.38	28.91

Receptionist/Switchboard Operator - 40 hrs	<b>5 A</b>	48,963	50,814	52,728	57,720
	<b>HOURLY</b>	23.54	24.43	25.35	27.75
Admin Clerk - 37.5 hrs (Grandfathered)	<b>5 B</b>	45,903	47,639	49,433	54,113
Admin Secretary I - 37.5 hrs	<b>HOURLY</b>	23.54	24.43	25.35	27.75
Transportation Assistant - 37.5 hrs					
Bookkeeper I - 37.5 hrs					
Reproduction Technician - 37.5 hrs					
Computer Repair Specialist - 37.5 hrs					

Campus Safety Officer I - 40 hrs	<b>4 A</b>	48,110	49,837	51,709	56,514
Security Monitor - 40 hrs	<b>HOURLY</b>	23.13	23.96	24.86	27.17
Technical Assistant - 37.5 hrs	<b>4 B</b>	45,104	46,722	48,477	52,982
	<b>HOURLY</b>	23.13	23.96	24.86	27.17
Campus Safety Off I-(10 months) 185 dys - 40 hrs	<b>4 C</b>	34,232	35,461	36,793	40,212
	<b>HOURLY</b>	23.13	23.96	24.86	27.17

Admin. Clerk - 37.5 hrs	<b>3 B</b>	44,304	45,864	47,600	52,066
Switchboard Operator - 37.5 hrs	<b>HOURLY</b>	22.72	23.52	24.41	26.70
Clerk Typist II - 37.5 hrs					
Clerk (10 mo) 190 days 5 prior and 5 after	<b>3 C</b>	32,376	33,516	34,784	38,048
Clerk (10 mo) 190 days	<b>HOURLY</b>	22.72	23.52	24.41	26.70

Family Education Specialist (10 Mo) 180 - 5 hrs	<b>2 C</b>	18,234	18,846	19,548	21,483
	<b>HOURLY</b>	20.26	20.94	21.72	23.87

## **APPENDIX B - STIPEND**

Each July and annually thereafter, all qualified employees required to have certification and/or licensure for employment, shall receive one percent (1%) of the employee's annualized base gross salary for the prior contract year, payable as a lump sum added to the eligible employee's paycheck. Eligible employees who were employed less than the full year will receive a pro-rated amount. Such Stipend shall not be added to the base rate.

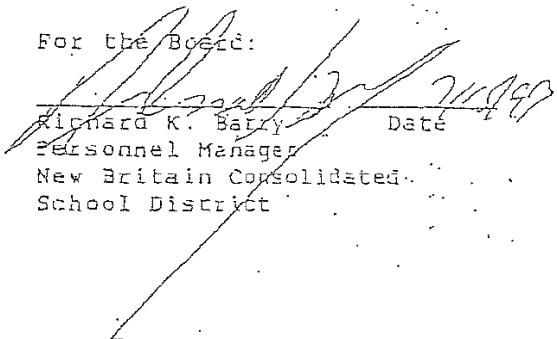
MEMORANDUM OF UNDERSTANDING

TEMPORARY EMPLOYEES.

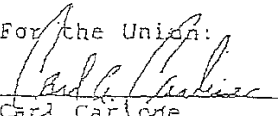
In settlement of the class-action grievance filed April 21, 1993, concerning this subject, the undersigned representatives of AFSCME Local 1186 and the New Britain Board of Education agree to the following clarification of the 90-120 day rule governing the use of temporary employees to perform the work of Local 1186 bargaining unit members:

1. In the event that a temporary employee is utilized in one or more positions, classifications, or schools for more than 90 work days during the twelve month period beginning with his/her initial entrance on duty, the Board will send a written notice to the Local indicating the name of the employee, the position and the reason for exceeding 90 days. No temporary employee will be utilized in one or more positions, classifications, or schools for more than 120 work days during the twelve month period beginning with his/her initial entrance on duty. A work day is defined as a day actually worked by the employee.
2. In the event that extreme circumstances make an extension of this 120 work day limitation necessary, the Board will provide sufficient advance notice to the Local so that the parties can meet to negotiate the possibility of any extension.
3. All new temporary employees will be notified of this 90-120 work day limitation at the time they start their initial assignment.
4. All temporary employees currently on the payroll will be notified of the 90-120 work day limitation and will be informed that their employment will be terminated effective either upon completion of their 120<sup>th</sup> day of work in the twelve months following their initial assignment, or, three weeks from the execution of this agreement, whichever date is later.

For the Board:

  
Richard K. Barry Date  
Personnel Manager  
New Britain Consolidated  
School District

For the Union:

  
Carl Carlone Date 7-15-93  
President  
Local 1186, AFSCME



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

TITLE: Cleaning Aide

Position Function:

- Under direct supervision, performs general cleaning duties in school buildings.
- Performs related duties and general maintenance work as required.

Essential Functions:

- Clean restrooms, offices, and other areas of building according to school district standards.
- Removes graffiti, cleans glass areas.
- Cleans rugs, carpets, upholstered furniture, and blinds.
- Dusts and cleans furniture and equipment.
- Washes walls, ceilings, woodwork, windows; doors and sills.
- Empties wastebaskets.
- Delivers supplies and materials to bathrooms.
- Picks up and removes trash and assists in recycling program.

Additional Duties:

- Cleans rooms, hallways, cafeterias, and stairways.
- Sets up and breaks down chairs, tables and equipment in meeting rooms, and functional rooms.
- Delivers supplies and materials to classrooms, bathrooms and other areas of building.
- Performs general cleaning work as assigned.
- Performs other related tasks as assigned.
- Mops, Vacuums, Cleans and waxes machines.

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

Equipment

- Uses brooms and various cleaning agents.

Communication Requirements

- Ability to follow oral or written work orders from supervisor, and to coordinate work with principal and others.
- Ability to describe orally or in writing cleaning problems as needed.
- Ability to report work orally or in writing to supervisor as required.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.



#### Safety Requirements

- Follows all applicable safety rules, procedures and regulations governing the proper use of tools and equipment used in the performance of duties.
- Wears appropriate safety gear, including masks.
- Must comply with school district's chemical hygiene program and follow MSDS sheets.

#### Travel Requirements:

- Travel between schools may be required for certain positions.

#### Work Schedules

- Must work standard schedule and overtime as needed.

#### Physical and Mental Demands, Work Hazards:

- Ability to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to add, subtract, multiply and divide all units of measure.
- Ability to lift and carry weights of up to 50 pounds.
- Ability to work in poor weather conditions, including heat, cold, rain, or snow.
- Exposure to cleaning chemicals, solvents and contaminated trash.

Note: Also see the Summary of Physical; Sensory and Environmental Requirements Needed to Perform Essential Job Duties for this position.

#### Qualifications Profile:

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- High School Diploma or completion of sufficient education to successfully perform the duties of the position.
- Previous experience in cleaning maintenance desirable.
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions.
- Ability to perform work according to standard procedures and schedule set forth by supervisor(s).

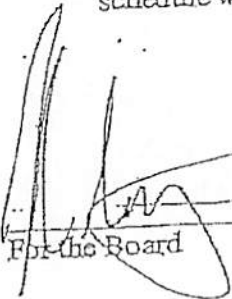
#### License or Certificate:

- Connecticut Motor Vehicle Operator's license-may be required for certain positions.

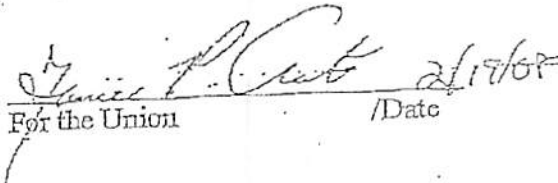
Memorandum of Agreement  
between  
Consolidated School District of New Britain  
and  
Local 1186, AFSCME Council 4, AFL-CIO

The parties agree to the following:

1. The hours for the new clerk position in the Adult Education Office will be 1:00 p.m. - 9:00 p.m. on all days when Adult Education evening school is in session.
2. On all other days when Adult Education evening school is not in session, the schedule will be a 1<sup>st</sup> shift schedule.

  
For the Board

11/23/08  
/Date

  
For the Union

2/17/09  
/Date