

COLLECTIVE BARGAINING AGREEMENT

By and Between

Stamford Board of Education

and the



**United Public Service Employees Union
(UPSEU), Local 424 – Unit 123,**

**The Paraeducators of Stamford Association
(POSA)**

July 1, 2019 through June 30, 2022

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AGREEMENT made this 16th day of October, 2019, by and between the STAMFORD BOARD OF EDUCATION (hereinafter referred to as the "BOARD") and UPSEU, Local 424 – Unit 123, the PARAEDUCATORS OF STAMFORD ASSOCIATION ("POSA") (hereinafter referred to as the "ASSOCIATION/UNION").

ARTICLE 1 – RECOGNITION

Pursuant to a Decision and Certification of Representation by the Connecticut Board of Labor Relations dated May 12, 1970, the BOARD hereby recognizes the ASSOCIATION / UNION for the purpose of collective bargaining as the exclusive representative of all Paraeducators employed on a regular daily basis of one-half (1/2) day or more by the BOARD. All Paraeducators so employed will be deemed full time employees of the BOARD.

ARTICLE 2 – DEFINITION OF A PARAEDUCATOR

The following is the CT State Department of Education's definition of a paraeducator:

"A paraeducator is an employee who assists teachers and/or other professional educators or therapists in the delivery of instructional and related services to students. The paraeducator works under the direct supervision of the teacher or other certified or licensed professional. The ultimate responsibility for the design, implementation and evaluation of instructional programs, including assessment of student progress, is a collaborative effort of certified and licensed staff."

In addition to the State's definition, in the district, the definition of a paraeducator is an employee assigned to one of the following classifications:

- A. Instructional Paraeducator (P)
- B. Special Education Paraeducator (SPEDP)

ARTICLE 3 –NEW HIRES

The Employer shall provide the UPSEU Labor Relations Representation in writing via email within ten (10) days the following information as it relates to new hires: (1) first & last name; (2) work location/department; (3) pay rate (4) work phone number; (5) work email address; and (6) home address.

ARTICLE 4 – DUES CHECK-OFF AND OTHER DEDUCTIONS

- A. The BOARD agrees to deduct health insurance premiums, credit union payments, required pension contributions and voluntary retirement contributions from the pay of each paraeducator who voluntarily authorizes said deductions on an approved form. The BOARD and the ASSOCIATION / UNION also agree to deduct ASSOCIATION / UNION dues as described in Article 3 and pension contributions as described in Article 20 and fees identified as employee payroll overpayments, recovery of such funds due the BOARD from the pay of each paraeducator who voluntarily authorizes said deductions on an approved form. Said deductions shall be subject to reasonable administration regulations and shall be forwarded promptly to the ASSOCIATION / UNION and other proper payees. Deductions will be made as follows:
1. ASSOCIATION / UNION dues and pension contributions shall be deducted on an equal basis from each paycheck.
 2. All other optional deductions will be taken from the appropriate paycheck.
- B. The ASSOCIATION / UNION agrees to certify in writing promptly after the ratification of this Agreement by the BOARD of Representatives the current rate of membership dues. Thereafter, if the ASSOCIATION / UNION changes its dues, it shall give the BOARD at least thirty (30) days written notice thereof prior to the first deduction thereof.
- C. Any paraeducator desiring to have the BOARD discontinue deductions previously authorized must notify the BOARD in writing.
- D. The ASSOCIATION / UNION shall indemnify and hold the BOARD harmless against any and all claims, demands, lawsuits or other forms of liability, including, without limitation attorneys' fees and/or costs that shall arise out of, or by reason of, the enforcement or administration of this article.

ARTICLE 5 –WAGE SCHEDULE

- A. Wage schedules for the 2019-2020, 2020-2021, and 2021-2022 school years and a longevity schedule for the 2019–2022 school years are attached hereto entitled Schedules 1, 2, 3 and 4 respectively, and made a part hereof.
- B. As a condition of employment with the Board, new hires must pass the ParaPro Assessment, or possess an Associate's degree, or the equivalent sixty (60) college credits to be considered eligible prior to becoming employed. Paraeducator candidates must pay for and pass ParaPro before employment.

- C. New hires will be placed on Step 1 regardless of experience with the exception that the Superintendent may grant additional step credit for previous experience or in order to fill a position for which there is not a sufficient pool of qualified candidates. At the discretion of the Superintendent or his/her designee, new paraeducators may be credited with past related work experience commensurate with the duties to be performed.
- D. Advancement to a new wage level shall occur July 1.
- E. Advancement to a new wage column shall occur within 30 days after a paraeducator shows he or she has successfully completed the ParaPro Assessment, 60 college credits, an Associate's Degree or a Bachelor's Degree.
- F. Notwithstanding any other provision of this Agreement, the following conditions shall apply to paraeducators who have taken but not passed the ParaPro Assessment: (1) such paraeducators shall not be eligible for voluntary transfer, and (2) such paraeducators shall be laid off after probationary employees (in reverse order of seniority) if there is a reduction in force.
- G. In the event an employee receives an overpayment, the BOARD may automatically recover such overpayment through payroll deduction provided that the employee is given at least 30 days prior notice. Any claims over two (2) years old will not be recovered.

ARTICLE 6 – WORK SCHEDULE

- A. School Year
During the life of this Agreement, paraeducators shall be required to work one hundred eighty-six (186) days each school year, at least one of which must be used for Professional Development. The BOARD may schedule the work year for an individual paraeducator to start before and/or end after the regular work year to the extent necessary to meet the needs of an individual student. Any paraeducator whom the BOARD may require to work more than the regular work year shall have his/her paycheck adjusted accordingly.
- B. School Day
 - 1. The length of the normal school day for the paraeducators has been set at the length of the student school day plus such additional time as the BOARD may determine necessary for appropriate student supervision and professional development. The BOARD may schedule the work day for an individual paraeducator to start before and/or end after the regular school day to meet the needs of an individual student. The affected employee may decline the assignment and will be reassigned, and the position shall be filled by the BOARD. Any paraeducator the BOARD may require to work more or less

than the student school day, shall have his/her paycheck adjusted accordingly.

2. Whenever the BOARD decides to officially close a building(s), paraeducators who usually work that day shall be permitted to leave that building(s) with no loss of pay only after securing the approval of the building principal. However, should the teachers of the paraeducator's school be leaving school to attend a training session, the Principal can require the paraeducator(s) in his/her school to attend such training session at his/her discretion.
3. If the day before Thanksgiving and the day before the December holiday vacation are scheduled shortened days, paraeducators will be paid for a full work day.

In the event of an early dismissal or late opening due to inclement weather, the paraeducators will be paid for those hours as if they were worked. The paraeducators will be dismissed fifteen (15) minutes after the students are dismissed. At the discretion of the Principal this time can be extended to meet an emergency situation.

C. Daily Break

Each paraeducator shall be entitled to a fifteen (15) minute break each day in the morning.

- D. Employees will be paid for any additional hours worked such as working field trips, extracurricular activities, etc. If a Paraeducator is covering a field trip that does not allow them a duty-free lunch break, then said employee shall not be deducted said lunch break for said day.

ARTICLE 7 – INSURANCE

A. Health Insurance - State Partnership 2.0 Plan

The Board shall annually offer each unit member the opportunity to participate in the SPP for health and dental benefits or to waive medical insurance. The plan benefits shall be as set forth in the SPP, including any subsequent amendments or modifications made to the SPP by the state and its employee representatives. The administration of the SPP, including open enrollment, beneficiary eligibility and changes, and other administration provisions shall be as established by the SPP. Effective January 1, 2020, the BOARD shall provide dental insurance coverage as a stand-alone option to eligible employees, who may participate in the dental insurance plan alone without participating

in the health insurance plan. Such employees shall pay the same premium cost share percentage of the cost of the dental insurance as is set forth below.

- a) The premium rates shall be set by the SPP. Participating unit members shall pay premium cost through payroll deduction as follows:

2019-2020: 17%

2020-2021: 17%

2021-2022: 18%

- b) The SPP contains a Health Enhancement Plan (HEP) component. All employees participating in the SPP are subject to the terms and provisions of the HEP. In the event SPP administrators impose the HEP non-participation or noncompliance \$100 per month premium cost increase or the \$350 per participant to a maximum of \$1400 family annual deductible, those sums shall be paid 100% in their entirety by the non-participating or non-compliant employee. No portion or percentage shall be paid by the Board. The \$100 per month premium cost increase shall be implemented through payroll deduction, and the \$350/\$1400 annual deductible shall be implemented through claims administration.
- c) In the event any of the following occur, the Board or the Association may reopen negotiations in accordance with Conn. Gen. Stat. Section 7-473b(c) as to the sole issue of health insurance, including plan design and plan funding, premium cost share and/or introduction of replacement medical insurance in whole or in part.
- i. If the SPP in its current form is no longer available; or if the benefit plan design of the SPP is modified as a result of a change in the state's collective bargaining agreement with SEBAC, if such modifications would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or
 - ii. If Conn Gen. Stat. Section 3-123rrr et seq. is amended, or if there are any changes to the administration of the SPP or if additional fees and/or charges for the SPP are imposed so as to affect the Board, any of which amendments, changes, fees or charges (individually or collectively) would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan; and/or
 - iii. If the cost of medical insurance plan offered herein is expected to result in the triggering of an excise tax under The Patient Protection and Affordable Care Act ([ACA; P.L. 111-148], as amended, inter alia, by the

Consolidated Appropriations Act of 2016 [P.L. 114- 113/) and/or if there is any material amendment to the ACA that would substantially increase the cost of the medical insurance plan offered herein. Reopener negotiations shall be limited to health insurance plan design and funding, premium cost share and/or introduction of an additional optional health insurance plan.

- iii. In any negotiations triggered under Paragraph 4(a) or Paragraph 4(e) above, as well as negotiations for a successor to this collective bargaining agreement, the parties shall consider the plan outlined in Article 7, Section A(3) of the 2016-2019 collective bargaining agreement to be the baseline for such negotiations, and the parties shall consider the following additional factors:
- Trends in health insurance plan design outside of the SPP;
 - The costs of different plan designs, including a high deductible health plan structure and a PPO plan structure.

Should such negotiations be submitted to arbitration for resolution, the arbitration panel shall consider the foregoing in applying the statutory criteria in making its ruling.

4. Requests for participation must be submitted in writing to the BOARD within thirty (30) days after employment or the beginning of the school year and shall be binding for the balance of that school year. Any increase in the cost of said insurance shall be communicated to all participating paraeducators not less than thirty (3) days before such increase is to become effective. In the event the BOARD shall fail to notify any paraeducator of such an increase and such paraeducator then desires to cancel his/her coverage, the BOARD shall be responsible and indemnify the paraeducator for any such increase for which he/she is obligated to pay until his/her termination is effective, or thirty (30) days whichever is shorter.

B. Life Insurance

The BOARD shall provide group life insurance, including accidental death and dismemberment coverage, for each paraeducator in the amount of twenty-five thousand (\$25,000) dollars. Effective sixty days after ratification of the 2019-2022 collective bargaining agreement, the BOARD shall provide group life insurance, including accidental death and dismemberment coverage, for each paraeducator in the amount of fifty thousand (\$50,000) dollars. The cost of such insurance shall be borne entirely by the BOARD.

C. Individual Retirement Account

The BOARD will consult with the ASSOCIATION / UNION to determine a single carrier for an Individual Retirement Account, and will make payroll deductions as required by individual paraeducator to that carrier. Such voluntary deductions are

subject to conditions stated in ARTICLE 4-DUES CHECK-OFF AND OTHER DEDUCTIONS.

D. Retiree Insurance

Any paraeducator who has worked fifteen (15) or more years with the Stamford Public Schools may, upon retirement, participate in the insurance program described in Paragraph A above, at his/her own expense, at the group rate, in accordance with procedures developed by the Administration.

E. Flex Spending Accounts

Any paraeducator may participate in the BOARD's Flex Spending Accounts for the dependent care and health care pursuant to IRC Sections 129 and 125. Unit members' deposits in excess of expenditures in any calendar year will be retained by the district up to the amount of the administrative costs of the Flexible Spending Accounts. Excess forfeitures will be returned to participants on an average basis without regard to the participant's experience.

ARTICLE 8 – SICK LEAVE

- A. In the first year of employment in the Stamford School System, a paraeducator shall be entitled to sick time with pay up to ten (10) working days. Paraeducators shall be entitled to one (1) day's paid sick leave for each one (1) month of employment.
- B. Paraeducators who receive salary agreements for a second school year of employment or years thereafter shall be entitled to sick leave with pay up to twelve (12) working days in each school year. Employees may use up to two (2) days of accumulated sick leave on summer school work days.
- C. The maximum accumulation that a paraeducator may end the school year with is one hundred forty (140) days. The annual allotment of twelve (12) days will be used before any accumulated days. For the purpose of the contract provision on severance pay in Article 8(F), the maximum accumulated sick leave shall be one hundred forty (140) days.
- D. The Superintendent, or his/her designee, may require any paraeducator who misses five (5) or more consecutive school days to present a medical certificate in order to be paid for said extended sick time absence. Upon prior written notification of suspected sick leave abuse, the Superintendent or his/her designee may require a medical certification in cases of absences of shorter duration.

- E. On or before October 1 of each school year, the BOARD shall provide all paraeducators with a written statement as to the number of sick days they have used and the number they have accrued to date.
- F. Any eligible paraeducator who has worked fifteen (15) or more consecutive years and elects to leave service with the BOARD shall be entitled to receive payment of fifty percent (50%) of all unused sick leave. Eligible paraeducators who have worked twenty (20) or more consecutive years shall be entitled to receive payment of one hundred percent (100%). Only paraeducators hired on or before July 1, 2013 shall be eligible for this benefit. Payment to eligible employees for unused sick leave shall be paid based on the following per diem rates:

Step	HS Diploma	AS, 60 Credits, Pass Para Pro	BS Degree
1	\$93.21	\$96.98	\$98.87
2	\$99.84	\$103.87	\$105.86
3	\$109.27	\$113.69	\$115.90
4	\$120.06	\$124.93	\$127.34
5	\$133.58	\$138.97	\$141.77
6	\$147.10	\$153.01	\$156.07
7	\$149.96	\$156.00	\$159.06

ARTICLE 9 – SICK LEAVE BANK

- A. “Sick Leave Bank” shall be established. The purpose of said bank shall be to help paraeducators who suffer prolonged absence due to a disabling disease, an accident causing disability, disability arising from complications from pregnancy, or a medical condition causing a prolonged disability, and who have exhausted their own personal sick leave. Paraeducators with three (3) or more years of completed continuous employment may donate up to two (2) days of his/her sick leave to the “Bank”.
- B. Only those paraeducators who donate to the “Bank” will be eligible to withdraw days from the Bank in accordance with the written policy between the paraeducator and the BOARD. Paraeducators using sick days from the “Bank” will not be required to replace said days. Any paraeducator who withdraws from membership in the “Bank” shall not be allowed to withdraw days donated. If the donated days are exhausted during a school year, the “Bank” will be declared open and additional donations up to two (2) days may be made by qualified

members. To remain a member in good standing, membership in the “Bank” shall be renewed each year.

- C. Any paraeducator who donates one (1) day shall be authorized to use up to thirty (30) days. Any paraeducator who has donated two (2) days to the “Bank” for the most recent three (3) consecutive school years shall be entitled to use up to sixty (60) days. Any paraeducator who has donated two (2) days to the “Bank” for the most recent five (5) consecutive school years shall be entitled to use up to ninety (90) days. Such donations shall be made in June of each year to establish eligibility for the Bank for the succeeding school year. Participating employees may use a maximum number of days over the course of their employment with the Board in accordance with their donation level, *i.e.* thirty (30), sixty (60), or ninety (90) days respectively.
- D. A committee consisting of two (2) members of the ASSOCIATION / UNION and one (1) member delegated by the BOARD shall be established to implement, administer and control the “Bank” in accordance with the written policy between the ASSOCIATION / UNION and the BOARD.

ARTICLE 10 – GRIEVANCE PROCEDURE

The purpose of this procedure is to review at the lowest possible administrative level solutions to grievances involving the alleged violation, misinterpretation or misapplication of any of the specific terms of this Agreement or Board policy between a paraeducator or group of paraeducators, including the ASSOCIATION / UNION as a whole or the BOARD or its administrators, which arise out of the paraeducator’s employment. The parties agree that any proceedings hereunder shall be kept as informal and confidential as may be appropriate at each level of the procedure.

- A. Level One: Principal or Designated Administrator
In the event that any Paraeducator shall have a grievance, an effort shall be made to resolve the grievance through the paraeducator’s Principal or Designated Administrator. Not more than thirty (30) school days should elapse before the paraeducator informs his/her Principal or Designated Administrator of his/her grievance. If the grievance is not resolved within seven (7) school days after the Principal or Designated Administrator has been informed of the grievance, the ASSOCIATION / UNION may take up the grievance at Level Two.
- B. Level Two: Superintendent or Designee
In the event that the Grievance Committee of the ASSOCIATION / UNION is not satisfied with the disposition of the grievance at Level One or in the event that no decision has been rendered within seven (7) schools days after the grievance

was submitted at Level One, the President of the ASSOCIATION / UNION shall file a written grievance with the Superintendent of Schools or his/her designee. Within ten (10) school days after receipt of the written grievance by the Superintendent or his/her designee, the Superintendent or his/her designee shall meet with the aggrieved person and the ASSOCIATION / UNION representative in an effort to resolve it. If no resolution of such grievance is reached with the Superintendent or his/her designee, the Superintendent or his/her designee shall answer the grievance in writing within five (5) school days.

C. Level Three: Board of Education

1. Should negotiations between the parties fail to bring about an agreement with respect to the grievance, the ASSOCIATION may, within ten (10) days from the date of the Superintendent's answer, submit the grievance to a hearing before the Board of Education.
2. The Board of Education shall hear any said grievance appealed to this level within thirty (30) days after a letter requesting the hearing is received by the office of the Board of Education in Stamford.
3. Said hearing shall be handled in a manner giving the aggrieved paraeducator an opportunity for a full and fair hearing. The Board of Education shall provide a written response to the grievance within ten (10) school days of the hearing (within ten (10) calendar days during the summer).
4. If the ASSOCIATION / UNION fails to appeal to the BOARD within said ten (10) day period, the decision of the Superintendent shall be binding on the parties. If the BOARD, or its representative on each level fails to give its answer within the time limits provided on each level, the grievance shall proceed immediately to the next level. Should the Superintendent fail to answer within the time limit provided in Level Two the matter shall proceed immediately to said hearing.

D. Impartial Arbitration

1. In the event that the aggrieved paraeducator is not satisfied with the disposition of the grievance at Level Three, or in the event no decision has been rendered within ten (10) school days after the conclusion of the hearing, the paraeducator or the ASSOCIATION / UNION may within five (5) school days after a decision by the BOARD or fifteen (15) school days after the conclusion of the BOARD hearing, whichever is sooner, present a request in writing to the chairperson of the ASSOCIATION / UNION Grievance Committee to carry the grievance to impartial arbitration. The Grievance Committee shall notify the BOARD of its intention to proceed to impartial arbitration within 15 days thereafter.

2. The parties shall be governed by the rules and regulations of the American Arbitration Association in the selection and designation of an arbitrator, however, the parties may, by mutual agreement, select an arbitrator outside of the American Arbitration Association process.
3. The arbitrator so selected shall hold hearings promptly and shall issue a decision in accordance with the rules and regulations of the American Arbitration Association. The arbitrator shall be without power or authority to make any decision or recommendation which requires the commission of an act prohibited by law or which violates, modifies, alters, or changes the terms of this agreement.
4. Where the grievance involves an alleged violation, misinterpretation, or misapplication of the terms of this agreement, the arbitrator may render a decision which is final and binding on the parties; however, where the grievance involves an alleged violation, misinterpretation or misapplication of the rules, regulations, administrative directives or policies of the BOARD, then the recommendation or decision of the arbitrator shall be advisory. Such decision or recommendation of the arbitrator shall be submitted to the BOARD, the aggrieved paraeducator, and the chairperson of the ASSOCIATION / UNION Grievance Committee.
5. Cost of such arbitrator shall be equally borne by the ASSOCIATION / UNION and the BOARD.

ARTICLE 11 – GENERAL PROVISIONS

A. Evaluations

Each Paraeducator will be formally evaluated in writing by his/her Principal and/or designated Administrator at least twice a year during the first years of service and at least once a year thereafter. Within the paraeducator's first year of service, the first in-person evaluation shall be conducted by February 1 of each year and the second in-person evaluation shall be conducted by the end of each school year. Thereafter, the paraeducator shall be formally evaluated in-person at least once a year before the end of the school year. The paraeducator will receive a copy of said written evaluations in ProTraxx and via email at least twenty-four (24) hours before each of the in-person meetings. Each paraeducator shall have the opportunity to attach written comments on any evaluation.

B. Personnel Files

Each bargaining unit member shall have the right to review the contents of

his/her personnel file, which is maintained at the Human Resources Office. A bargaining unit member may authorize his/her representative, in writing, to review said file(s). Employees shall be given a copy "cc Personnel File" of any material relating to their performance which is placed in their file. Should he/she feel such addition to be false and inaccurate, such matter shall be handled in the same manner as the grievance procedure outlined in ARTICLE 10.

Paraeducators shall be permitted to submit for inclusion in their personnel files written comment to material relating to their performance, provided that such material is placed in their personnel file. Upon written request, an employee will be provided one copy of the materials in the personnel file at no cost.

C. Assignments/Transfers

1. Assignments

Assignments of paraeducators within these respective classifications is the responsibility of the Superintendent or his/her designee. No instructional paraeducator shall be assigned to a special education paraeducator position, and no special education paraeducator shall be assigned to an instructional paraeducator position, unless the respective instructional paraeducator/special education paraeducator to be assigned to the other classification is the least senior instructional paraeducator/ special education paraeducator within his/her respective classification.

2. Voluntary Transfers

An employee wishing to be transferred to another school must file such request with the Executive Director of Human Resources prior to May 15th each year.

Such employee's name will be placed on a "Request for Transfer List," which shall be maintained in the Human Resource Office, and a copy will be provided to the Association President and the UPSEU Labor Relations Representative.

3. Involuntary Transfers

When involuntary transfers are necessary within a school year, current assignment, the best interest of the student, and the paraeducator's training applicable to student's needs shall be the major factors in determining the transfer. Notwithstanding the foregoing, the BOARD may make temporary assignments out of classification to meet district needs.

An involuntary transfer shall be made only after a meeting or a telephone conversation between the paraeducator involved and the Superintendent or his/her designee, at which time the paraeducator shall be notified of the

reason for the transfer. If the paraeducator so requests, an ASSOCIATION / UNION representative may be present at this meeting.

D. Vacancies

All vacancies must be posted for five (5) business days. Individuals interested in applying must do so through the on-line application system. The new assignment becomes effective the 1st day of the following school year unless a then current member volunteers to transfer by applying through the on-line application system. The supervisor shall conduct interviews of members who applied and consider education level or passage of the ParaPro Assessment, prior evaluations, references, and then seniority, before making a decision to request the transfer of the member applicant. To maintain continuity of services, a long-term sub will be placed into the vacancy for the remainder of the current school year.

E. Resignations

To resign in good standing, a paraeducator must give the Human Resources Office at least fourteen (14) calendar days prior notice unless the Human Resources Office, because of extenuating circumstances, agrees to permit a shorter period of notice. A written resignation shall be supplied by the paraeducator to the Human Resources Office giving reasons for leaving and the effective date of departure.

F. Duties and Responsibilities

The BOARD and the ASSOCIATION / UNION agree that, except as provided below, paraeducators should not be required to assume the duties and responsibilities of teachers, including but not limited to the administration of medicines to students. Therefore, every reasonable effort shall be made to avoid situations where paraeducators are required to assume the duties and responsibilities of teachers. Reasonable effort shall include attempts to secure a substitute teacher and/or attempts to use teachers on staff to cover for the situation.

Any paraeducator who meets State requirements to serve as a substitute teacher (e.g. has a Bachelor's degree) and independently performs the duties of a classroom teacher for sixty (60) minutes or more will be paid an additional stipend of \$15.00 per hour in addition to his/her regular wage up to a maximum of \$80.00. Such amount shall be paid through submission of an extra-service voucher submitted by paraeducators at the completion of every work week.

Toileting

1. When a student is in need of toileting assistance, it is recommended that it be with two (2) adults present, subject to urgent or unavoidable circumstances.
2. The building Principal or his/her designee will assign the staff to assist the child.
3. Paraeducator will be trained on the appropriate techniques to assist a child with toileting, menstrual cycles and hygiene techniques.
4. The building Principal may designate the bathroom within the school nurse's office as the bathroom location of choice based upon building construction/location.

G. Protection

The BOARD shall provide the necessary safeguards from threats or bodily harm to all paraeducators during any work stoppage or interruption by any employees of the BOARD.

The BOARD will use its best efforts to provide a safe work area for all paraeducators.

The BOARD shall protect and save harmless any paraeducator employed by it from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other action resulting in accidental bodily injury to or death of any person, or in accidental damage to or destruction of property, within or without the school building, or any other acts, including but not limited to infringement of any person's civil rights, resulting in any injury, which acts are not wanton, reckless or malicious, provided that such paraeducator, at the time of the acts resulting in the injury, damage or destruction, was acting in the discharge of his or her duties or within the scope of employment, as set forth in Connecticut General Statutes Section 10-235.

H. Part-time Paraeducators

Paraeducators employed on a part-time basis will be placed on the appropriate step of the scale and will be paid at the hourly rate then prevailing for that step. A part-time paraeducator employed on a regular basis of one-half (1/2) days or more shall be entitled to the fringe benefits provided herein according to his/her duty rate of pay and shall be eligible for insurance coverage as provided in ARTICLE 7 above.

I. Workers' Compensation / Accident & Sickness Benefits

Whenever a unit member is absent from school as a result of a personal injury caused by an accident or assault arising out of and in the course of his/her

employment, he/she shall be paid his/her full salary less the amount of any worker's compensation award made for temporary disability due to said injury, provided the injured unit member presents sufficient evidence that the absence was necessitated by his/her job related injury. These absences shall not be charged to a unit member's sick leave.

- J. After negotiations with the ASSOCIATION / UNION, the BOARD may establish stipends for positions that require specialized training (e.g. sign language, specialized interventions for autistic children) as verified by transcript or certificate of completion, which stipend shall be paid for each year of service for which the specialized training is required.
- K. The BOARD shall provide training each year to paraeducators in areas determined by the Administration to be relevant to their responsibilities and as required by law (e.g. computers/technology, physical restraint and seclusion, special education). Such training activities shall be planned in consultation with the ASSOCIATION / UNION.
- L. Newly hired paraeducators shall serve a probationary period of 186 work days. During the probationary period, paraeducators shall be subject to all provisions of this Agreement except for the Grievance Procedure in cases of termination.
- M. If any provision of this Agreement is adjudicated invalid by a court of competent jurisdiction, the remainder of this Agreement shall continue in full force and effect, and the parties shall negotiate over a substitute provision in light of such ruling.

ARTICLE 12 – PERMITTED ABSENCES AND LEAVES

A. Medical Leave of Absence

All full time paraeducators with a minimum of one (1) year of full-time service shall be entitled to Family Medical Leave Act (FMLA) leave of absence in accordance with the State and Federal law. Such leave shall run concurrently with leave, if any, otherwise available under this Agreement.

- 1. Paraeducators shall be entitled to up to two (2) working days in the event of illness in the immediate family, *i.e.*, husband, wife, son, daughter, mother, father, or in the event of illness of a sister, brother or other relative who is a permanent member of the paraeducator's household. A paraeducator may use up to three (3) accumulated sick leave days as additional family illness days if available and with the approval of his/her principal or supervisor.
- 2. Any paraeducator so qualifying shall direct his/her request for a leave of absence to the Superintendent's designee in writing, stating the reasons

therefore. The illness or other incapacitation of the paraeducator or the care required for the immediate relative must be documented in writing by a physician and submitted to the Superintendent's designee on the BOARD's designated forms.

3. The leave of absence will guarantee the paraeducator granted said leave that the BOARD and Superintendent will hold open the paraeducator's same position for four (4) months from the first day of the paraeducator's leave, and will not permanently replace him/her. At the expiration of the said four (4) month leave of absence, the BOARD and Superintendent may permanently replace the paraeducator in his/her position if the paraeducator has not returned to work.

B. Maternity Disability and Child Care Leave

See Section A.

C. Voluntary Leave of Absence

1. Upon the completion of three (3) years of continuous, satisfactory service, a paraeducator shall be eligible for a voluntary leave of absence for a period of one (1) school year without pay or benefits if he/she notifies their supervisor in writing by April 1st preceding the school year desired for leave or the intention to take leave, unless excused by extenuating circumstances, but in no event later than July 1st. Only ten (10) paraeducators per year will be permitted to take such a voluntary leave. The order of preference for those paraeducators desiring to take such a voluntary leave shall be based on seniority.
2. Upon conclusion of said leave, the paraeducator shall be entitled to reemployment in the position he or she left if available or in a comparable position at the same pay step as when the paraeducator left on leave. However, to be entitled to such reemployment, the paraeducator shall notify the Human Resources Office in writing by February 1st of the year prior to expected return of his/her intention to return. If notification is not received by said date, said paraeducator loses entitlement to re-employment.
3. Paid leaves granted in this Agreement with the BOARD shall not be deducted from the paraeducator's length of service record. Unless otherwise prohibited by law, unpaid leave shall be deducted from the paraeducator's length of service record.

D. Personal Days

The BOARD will permit the Principal of each school to authorize two (2) personal days with pay for all paraeducators. The paraeducator requesting said personal day shall make his/her request to the principal in writing at least seventy-two (72)

hours before the day off requested if possible (emergencies excepted). These said personal days shall be non-cumulative from year to year. Under no circumstances can the said days be taken immediately prior to or immediately after vacations or holidays. Any violations of this provision shall result in a payroll deduction.

E. Jury Duty

Whenever a paraeducator is required to serve on jury duty, the BOARD shall pay to the paraeducator the difference between the pay for jury duty and the paraeducator's daily pay in his or her paraeducator job.

F. Military Leave

In the event a paraeducator leaves work to enter the military service of the United States of America, he/she will be guaranteed his/her job upon return with full credit for accrued benefits and seniority earned before he/she left his/her job with the BOARD in accordance with applicable state and/or federal law.

G. Bereavement Leave

1. Paraeducators shall be eligible to a paid bereavement leave of five (5) continuous working days in the event of the death of a spouse, parent, child, brother, sister, grandparent or grandchild, and three (3) continuous working days in the event of the death of a spouse's immediate relative, i.e., parent, brother, or sister, or a son or daughter and one (1) working day in the event of the death of a first cousin, aunt, uncle, niece, nephew or the spouse of a spouse's immediate relative.
2. Additional bereavement leave in connection with required travel or other unusual circumstances shall be granted at the discretion of the Superintendent or his/her designee. Such additional bereavement leave shall be without pay, unless otherwise determined by the Superintendent.

H. Religious Leave

Paraeducators may be absent no more than one day per year as required by an individual's religion.

I. Authorized Absences

In order to be authorized, all permitted absences must be reported by the paraeducator in the proper manner, i.e. by calling the absence reporting number and building location no later than the morning of the absence, and when necessary, for personal business, family illness and religious holiday, submission of a completed absence request form. Any absence that is not reported in the proper manner will be deemed unauthorized, will result in a payroll deduction, and may result in disciplinary action taken against the paraeducator up to and including the termination of that paraeducator's contract.

ARTICLE 13 – CONSULTATIONS

It is recognized by the parties hereto that all situations and developments could not be anticipated at the time of the negotiation of this contract. To meet such unforeseen situations and developments and to further achieve rapport between the BOARD and the ASSOCIATION / UNION, periodic informal meetings shall be held between committees of each organization as requested by either the ASSOCIATION / UNION or the BOARD.

The BOARD and the ASSOCIATION / UNION agree to the following procedure:

- A. Proposals Initiated by the ASSOCIATION / UNION
The ASSOCIATION / UNION shall submit to the BOARD a written proposal and request for a meeting. The BOARD shall acknowledge receipt of said proposal within five (5) school days and within fifteen (15) school days thereafter a meeting shall be held between representative(s) of the BOARD and representative(s) of the ASSOCIATION / UNION on said proposal. If, as a result of this meeting, or subsequent meetings arranged to the mutual satisfaction of the representative(s) of the BOARD and the ASSOCIATION / UNION, agreement is reached on said proposal, it should be presented to the BOARD and the ASSOCIATION / UNION with a joint recommendation of their representative(s).
- B. Proposals Initiated by the BOARD
The BOARD shall submit to the ASSOCIATION / UNION a written proposal and request for a meeting. The ASSOCIATION / UNION shall acknowledge receipt of said proposal within five (5) school days and within fifteen (15) school days thereafter a meeting shall be held between representative(s) of the BOARD and representative(s) of the ASSOCIATION / UNION on said proposal. If, as a result of this meeting, or subsequent meetings arranged to the mutual satisfaction of the representative(s) of the ASSOCIATION / UNION and the BOARD, agreement is reached on said proposal, it should be presented to the ASSOCIATION / UNION and the BOARD as a joint recommendation of their representative(s).
- C. Any agreement reached between the BOARD and the ASSOCIATION / UNION in accordance with any of the procedures outlined in (A) or (B) above shall be reduced to writing, signed by the BOARD and the ASSOCIATION / UNION and shall, when appropriate, become an addendum to this contract. In any discussions as aforesaid, the BOARD or the ASSOCIATION / UNION may utilize the services of outside consultants, to be paid by the party hiring said consultants.
- D. After the close of school, proposals must be made five (5) days prior to the scheduled BOARD meeting and the representative(s) designated by the BOARD

should meet with the representative(s) designated by the ASSOCIATION / UNION to discuss the proposal within fifteen (15) days thereafter.

- E. Utilization of this procedure shall not constitute negotiations under the Municipal Employees Relations Act, Conn. General Statutes §7-467 et seq. and shall not supersede or be deemed a substitute for the parties' duty to negotiate, if any, pursuant to said statutory provisions.

ARTICLE 14 – REDUCTION IN FORCE

- A. A district wide seniority list of paraeducators based on the length of continuous service in the Stamford School System as a Paraeducator shall be established. This list shall be generated and provided to the President of the ASSOCIATION / UNION or his/her designee when reduction of staff is necessary. Length of service shall be from the date the paraeducator was employed by the school system as a Paraeducator. Paid leaves granted in this Agreement with the BOARD shall not be deducted from the paraeducator's length of service record. Unless otherwise prohibited by law, unpaid leave shall be deducted from the paraeducator's length of service record.
- B. Reductions in force shall be made in the following order: first, probationary paraeducators; second, paraeducators who have not passed the ParaPro Assessment and third, all other paraeducators.

The criteria to be utilized in determining who shall be laid off within each group shall consist of three (3) parts:

1. Highest rank goes to a paraeducator who has earned a BS or BA degree, then a paraeducator in possession of an AA or AS degree, then a paraeducator who has earned 60 college credits or passed the ParaPro Assessment.
2. Seniority of the paraeducator within the Bargaining Unit.
3. Written evaluations of the paraeducator as called for in Article 11(A) and/or the unique needs of the potentially affected positions.
4. Paraeducator's attendance record over his/her entire term of employment, except that no more than the most recent five (5) year period shall be considered.

A paraeducator who is displaced from one classification in a reduction in force may displace a less senior paraeducator in the other classification if displacement is warranted by application of the criteria in Article 14(B).

- C. Each paraeducator to be laid off pursuant to the above shall receive at least thirty (30) days' written notice prior to the effective date.

- D. ASSOCIATION / UNION representatives will serve as observers in both the lay-off and rehiring process and will serve as observers in the determination of transfers and assignments that may result from such lay-offs or rehiring.
- E. When there is an increase in positions following such lay-offs or positions become available through natural attrition, the paraeducators who have been laid off shall be offered reemployment to positions that they previously held and otherwise based upon the criteria listed in ARTICLE 14(B) above.
- F. Pending possible return to the employ of the BOARD, the following benefits shall be frozen: accumulated sick time and the salary step.
- G. A RIF'd paraeducator whose name appears on the list will be eligible for reemployment only until September 1st of the 3rd year after the effective date of his/her layoff.
- H. Laid-off employees who wish to be on the recall list shall submit and keep current a resident address and an email address. All employees on the recall list shall be notified of recall by certified mail and by email. Such employees shall have five (5) working days from the mailing date of such notice or from the read-receipt of the email notification to notify the Superintendent or his/her designee of acceptance of the recall, and failure to provide such notification in a timely manner shall constitute a waiver of recall rights under this Article.
- I. Laid-off employees notified of recall shall report to work within five (5) working days of receipt of notification. If a laid off employee has secured employment elsewhere, he or she shall be allowed ten (10) working days of time before being required to report to work.

ARTICLE 15 – BOARD’S PREROGATIVES

- A. Except as otherwise specifically and expressly provided in this Agreement, the BOARD retains the sole and exclusive right to determine all matters affecting the operation, management and administration of the school system including but not limited to: the right to hire, evaluate, fire for just cause, direct and control the staff; to plan, direct and schedule operations; to lay off; to promote; to transfer; to discipline or dismiss employees for just cause; to promulgate rules and regulations not inconsistent with the terms hereof; to introduce new and improved methods and systems; to determine general practices and policies and in all respects to carry out the ordinary and customary functions of school management whether or not exercised by the BOARD prior to the execution of this Agreement.

- B. Notice shall be sent to the President of the ASSOCIATION / UNION of any written discipline.

ARTICLE 16 – NO STRIKE-NO LOCKOUT

- A. The ASSOCIATION / UNION agrees that neither it, its officers or members will directly or indirectly authorize, finance, assist or encourage, or in any way participate in any strike, stoppage or work, sit-down, slowdown, boycott, mass absenteeism or any other interference with the operation and maintenance of the school system. Any paraeducator who participates in any such interruption of work shall be subject to disciplinary action.
- B. If any paraeducator or group of paraeducators violates the above paragraph, the ASSOCIATION / UNION, immediately upon notice, shall notify such paraeducator that their action is in violation of law and this Agreement and order them to cease and desist immediately from engaging in such activity.
- C. The BOARD agrees not to engage in a lockout during the life of this Agreement.
- D. The foregoing shall not be deemed in derogation of, but in addition to, any prohibition against strikes as provided by statute.

ARTICLE 17 – ASSOCIATION / UNION RIGHTS AND PRIVILEGES

- A. There shall be no reprisals of any kind against any paraeducator by reason of his/her membership in the ASSOCIATION / UNION or participation in its activities.
- B. Paraeducators shall not drive students from place to place. No paraeducator shall be required to use his/her automobile for Board of Education purposes. If a paraeducator volunteers to use his/her automobile, he/she shall be reimbursed for travel at the defined IRS reimbursement rate.
- C. For the purposes of professional growth, all paraeducators shall participate in meetings and in-service activities that may be planned for them. The parties recognize that when a paraeducator is required to attend meetings and in-service activities beyond his/her normal workday, he/she shall be compensated at his/her normal hourly rate of pay for the duration of the meeting or in-service that had been planned for the paraeducator. A paraeducator required to attend any such meetings or activities must be given at least three (3) school days' advance notice or date and time, except in cases of emergency.
- D. New paraeducators may be required to participate in an orientation program of one (1) day prior to the commencement of their work assignment.

- E. Whenever workshops are offered to teachers and there is additional space available, the course may be offered to an interested paraeducator.
- F. The ASSOCIATION / UNION shall be allowed to use a portion of a bulletin board in each school, normally used by the staff of each school, to post notices relative to the ASSOCIATION / UNION and its members.
- G. The ASSOCIATION / UNION will be permitted to use school interoffice mail for distribution of notices and materials to its members.
- H. The ASSOCIATION / UNION will be permitted to use school equipment at reasonable times for the duplicating of notices to its members. The ASSOCIATION / UNION will authorize two (2) of its members to operate said equipment in the building where they are assigned.
- I. The ASSOCIATION / UNION will be permitted to use one (1) room at least four (4) times per year in a centrally located Board of Education controlled building that is generally open at night.
- J. The President or his/her designee shall be permitted ten (10) working days with pay per school year for conducting ASSOCIATION / UNION business.
- K. The BOARD will provide a copy of this final contract for each of the paraeducators at the BOARD's sole expense within thirty (30) days after ratification thereof by the appropriate City Boards. All paraeducators employed after the distribution of this Agreement shall be provided with a copy of this Agreement along with their job description by the Human Resources Office at the time of their hiring.
- L. The BOARD shall immediately notify the ASSOCIATION / UNION of the names of all paraeducators hired, transferred, on leave of absence, resigning, laid off or otherwise terminated. Such notification shall be made by providing the President of the ASSOCIATION / UNION and the UPSEU Labor Relations Representative with a copy of the monthly print-out of paraeducators' names and assignments.
- M. At the beginning of each school year, the BOARD shall furnish a list to the President of the ASSOCIATION / UNION and UPSEU Labor Relations Representative of all employees covered by this Agreement together with their then current hourly rate. All paraeducators shall be notified in writing of their assignment for the following school year prior to the last day of school.
- N. Up to five (5) members of the ASSOCIATION / UNION as authorized by the ASSOCIATION / UNION will be given time off with pay for the purpose of negotiating the ASSOCIATION'S / UNION'S contract, if negotiations are conducted during hours when they are scheduled to be on duty, and for the purpose of processing and/or meeting with the appropriate School Administrators

during the Grievance Procedure outlined in ARTICLE 10 thereof if meetings are scheduled during hours when they are on duty.

- O. Employees shall be entitled to participate in an Employee Assistance Program (EAP) sponsored by the BOARD. The EAP, which provides professional assistance in dealing with personal difficulties, shall be confidential and free of charge to paraeducators.
- P. Employer shall establish a Tuition Reimbursement Plan effective upon signing. Employees who enroll in accredited trade or college programs relevant to elementary and secondary education as approved by the Executive Director of Human Resources in advance shall be reimbursed at seventy-five (75%) percent of the cost of tuition for one course if they obtain C average or above or, if pass/fail course, a passing mark. The Board's maximum liability shall be five thousand (\$5,000) per year for the bargaining unit. Reimbursement shall be paid by September 1 of the next school year, and such reimbursement may be reduced pro rata as necessary to stay within the \$5,000 limit.
- Q. The Board shall provide members of the bargaining unit a safe and secure location at each school or work site to store their essential personal belongings (e.g. purse, wallet) during the work day.

ARTICLE 18 – NON-DISCRIMINATION

The parties agree that there shall be no discrimination against any employee by reason of any basis prohibited by law. Any grievance concerning this Article shall terminate at the Board level.

ARTICLE 19 – DISCIPLINARY ACTION

Any discipline, including discharge of employees, shall be only for just cause. Disputes over whether just cause exists shall be resolved in accordance with the grievance procedure.

ARTICLE 20 – PENSION

- A. Effective July 1, 2002, members of the unit shall participate in the pension plan administered by the City of Stamford, except as otherwise provided below. The specific terms of such participation are that unit members will contribute five percent (5%) of their base salary, and the benefit upon retirement shall be one and one-half percent (1.5%) times "final average earnings" for each year of

service, commencing July 1, 2002. Except as provided herein (employee contribution, benefit level, effective date, vesting), terms and conditions of participation shall be as defined by the City of Stamford in the pension plan provided for custodial employees of the school district. Paraeducators with ten (10) or more years of service with the Board of Education are considered to be vested for the purpose of pension, effective July 1, 2002.

- B. Employees with more than twenty (20) years of service as of July 1, 2001 may elect in writing on or before October 1, 2002, to waive participation in the pension plan. For such employees, the Board of Education will pay fifty percent (50%) of "individual medical coverage" for a maximum of five (5) years. At age sixty-five, insurance provided shall be the current health insurance program with Medicare A and B.

ARTICLE 21 – DURATION

The parties had the unlimited right and opportunity to make demands and proposals on all matters subject to collective bargaining during the negotiations which resulted in this Agreement. Therefore, this Agreement represents full accord on all matters subject to collective bargaining, and shall continue in full force subject to collective bargaining and shall continue in full force and effect without reopening or change of any kind until June 30, 2022, and shall continue thereafter from year to year unless either party gives notice in writing, by any traceable method of mail, to the other no later than the January 15th preceding the expiration date of the initial term of this Agreement or the anniversary date of any extension, of its desire to modify or terminate this Agreement. Thereafter, the parties shall meet to negotiate the terms and conditions of any extension Agreement.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their proper officers hereunto duly authorized and their seals affixed hereto as of the date and year first above written.

STAMFORD BOARD OF EDUCATION

By:
Andy George
President



Date: 10/16/19

PARAEDUCATORS ASSOCIATION OF STAMFORD (POSA) / UPSEU

By:
Kevin E. Boyle
UPSEU President



Date: 10/9/19

By:
Paulette L. DeLeo
Association President



Date: 10/9/19

By:
Elyse Pastore
Association Negotiations Chair



Date: 10/9/19

APPENDIX 1

WAGE GRIDS INCORPORATING STIPENDS

The first pro-forma takes the 2018-19 wages and incorporates stipends

Pro-Forma 18-19 Annual Wage Schedule

Schedule I Instructional Paraeducators	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$18,337	\$20,417	\$20,803
	2	\$18,770	\$21,007	\$21,418
	3	\$20,323	\$22,778	\$23,225
	4	\$22,330	\$25,014	\$25,498
	5	\$24,845	\$27,831	\$28,399
	6	\$27,360	\$30,648	\$31,265
	7	\$29,671	\$34,237	\$34,906

Schedule II - +\$500 Special Education Paraeducator - General Special Education Paraeducator - Employment Facilitator	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$18,837	\$20,917	\$21,303
	2	\$19,270	\$21,507	\$21,918
	3	\$20,823	\$23,278	\$23,725
	4	\$22,830	\$25,514	\$25,998
	5	\$25,345	\$28,331	\$28,899
	6	\$27,860	\$31,148	\$31,765
	7	\$30,171	\$34,737	\$35,406

Hourly calculation based on 1,209 hours

Pro-Forma 18-19 Hourly Wage Schedule

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$15.17	\$16.89	\$17.21
2	\$15.53	\$17.38	\$17.72
3	\$16.81	\$18.84	\$19.21
4	\$18.47	\$20.69	\$21.09
5	\$20.55	\$23.02	\$23.49
6	\$22.63	\$25.35	\$25.86
7	\$24.54	\$28.32	\$28.87

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$15.58	\$17.30	\$17.62
2	\$15.94	\$17.79	\$18.13
3	\$17.22	\$19.25	\$19.62
4	\$18.88	\$21.10	\$21.50
5	\$20.96	\$23.43	\$23.90
6	\$23.04	\$25.76	\$26.27
7	\$24.96	\$28.73	\$29.29

Schedule III - +\$1,000 Special Education Paraeducator - for Medically Fragile and Moderately to Severely Disabled Students Special Education Paraeducator - ASD and Specialized Programs Special Education Paraeducator - Visually and/or Hearing Impaired	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$19,337	\$21,417	\$21,803
	2	\$19,770	\$22,007	\$22,418
	3	\$21,323	\$23,778	\$24,225
	4	\$23,330	\$26,014	\$26,498
	5	\$25,845	\$28,831	\$29,399
	6	\$28,360	\$31,648	\$32,265
	7	\$30,671	\$35,237	\$35,906

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$15.99	\$17.71	\$18.03
2	\$16.35	\$18.20	\$18.54
3	\$17.64	\$19.67	\$20.04
4	\$19.30	\$21.52	\$21.92
5	\$21.38	\$23.85	\$24.32
6	\$23.46	\$26.18	\$26.69
7	\$25.37	\$29.15	\$29.70

Schedule IV - +\$2,000 Special Education Paraeducator - Registered Behavioral Technician (RBT)	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$20,337	\$22,417	\$22,803
	2	\$20,770	\$23,007	\$23,418
	3	\$22,323	\$24,778	\$25,225
	4	\$24,330	\$27,014	\$27,498
	5	\$26,845	\$29,831	\$30,399
	6	\$29,360	\$32,648	\$33,265
	7	\$31,671	\$36,237	\$36,906

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$16.82	\$18.54	\$18.86
2	\$17.18	\$19.03	\$19.37
3	\$18.46	\$20.49	\$20.86
4	\$20.12	\$22.34	\$22.74
5	\$22.20	\$24.67	\$25.14
6	\$24.28	\$27.00	\$27.51
7	\$26.20	\$29.97	\$30.53

NOTE: Paraeducators shall advance on the salary grid effective July 1st of each year of the Agreement.

APPENDIX 2

2019-2020 WAGE GRIDS

Effective and retroactive to July 1, 2019, each employee shall receive a 1.75% general wage increase and shall advance one step.

2019-20 Annual Wage Schedule

Schedule I Instructional Paraeducators	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$18,658	\$20,774	\$21,167
	2	\$19,098	\$21,375	\$21,793
	3	\$20,679	\$23,177	\$23,631
	4	\$22,721	\$25,452	\$25,944
	5	\$25,280	\$28,318	\$28,896
	6	\$27,839	\$31,184	\$31,812
	7	\$30,190	\$34,836	\$35,517

Schedule II Special Education Paraeducator - General Special Education Paraeducator - Employment Facilitator	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$19,167	\$21,283	\$21,676
	2	\$19,607	\$21,883	\$22,302
	3	\$21,187	\$23,685	\$24,140
	4	\$23,230	\$25,960	\$26,453
	5	\$25,789	\$28,827	\$29,405
	6	\$28,348	\$31,693	\$32,321
	7	\$30,699	\$35,345	\$36,026

2019-20 Hourly Wage Schedule

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$15.43	\$17.18	\$17.51
2	\$15.80	\$17.68	\$18.03
3	\$17.10	\$19.17	\$19.55
4	\$18.79	\$21.05	\$21.46
5	\$20.91	\$23.42	\$23.90
6	\$23.03	\$25.79	\$26.31
7	\$24.97	\$28.81	\$29.38

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$15.85	\$17.60	\$17.93
2	\$16.22	\$18.10	\$18.45
3	\$17.52	\$19.59	\$19.97
4	\$19.21	\$21.47	\$21.88
5	\$21.33	\$23.84	\$24.32
6	\$23.45	\$26.21	\$26.73
7	\$25.39	\$29.23	\$29.80

Schedule III Special Education Paraeducator - for Medically Fragile and Moderately to Severely Disabled Students Special Education Paraeducator - ASD and Specialized Programs Special Education Paraeducator - Visually and/or Hearing Impaired	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$19,675	\$21,792	\$22,185
	2	\$20,116	\$22,392	\$22,810
	3	\$21,696	\$24,194	\$24,649
	4	\$23,738	\$26,469	\$26,962
	5	\$26,297	\$29,336	\$29,913
	6	\$28,856	\$32,202	\$32,830
	7	\$31,208	\$35,854	\$36,534

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$16.27	\$18.02	\$18.35
2	\$16.64	\$18.52	\$18.87
3	\$17.95	\$20.01	\$20.39
4	\$19.63	\$21.89	\$22.30
5	\$21.75	\$24.26	\$24.74
6	\$23.87	\$26.64	\$27.15
7	\$25.81	\$29.66	\$30.22

Schedule IV Special Education Paraeducator - Registered Behavioral Technician (RBT)	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$20,693	\$22,809	\$23,202
	2	\$21,133	\$23,410	\$23,828
	3	\$22,714	\$25,212	\$25,666
	4	\$24,756	\$27,487	\$27,979
	5	\$27,315	\$30,353	\$30,931
	6	\$29,874	\$33,219	\$33,847
	7	\$32,225	\$36,871	\$37,552

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$17.12	\$18.87	\$19.19
2	\$17.48	\$19.36	\$19.71
3	\$18.79	\$20.85	\$21.23
4	\$20.48	\$22.74	\$23.14
5	\$22.59	\$25.11	\$25.58
6	\$24.71	\$27.48	\$28.00
7	\$26.65	\$30.50	\$31.06

APPENDIX 3

2020-2021 WAGE GRIDS

Effective July 1, 2020, each employee shall receive a 2.5% general wage increase and shall advance one step.

2020-21 Annual Wage Schedule

Schedule I Instructional Paraeducators	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$19,124	\$21,294	\$21,696
	2	\$19,576	\$21,909	\$22,338
	3	\$21,196	\$23,756	\$24,222
	4	\$23,289	\$26,088	\$26,593
	5	\$25,912	\$29,026	\$29,618
	6	\$28,535	\$31,964	\$32,607
	7	\$30,945	\$35,707	\$36,405

Schedule II Special Education Paraeducator - General Special Education Paraeducator - Employment Facilitator	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$19,646	\$21,815	\$22,218
	2	\$20,097	\$22,430	\$22,859
	3	\$21,717	\$24,277	\$24,744
	4	\$23,810	\$26,610	\$27,114
	5	\$26,433	\$29,547	\$30,140
	6	\$29,056	\$32,485	\$33,129
	7	\$31,466	\$36,229	\$36,926

2020-21 Hourly Wage Schedule

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$15.82	\$17.61	\$17.95
2	\$16.19	\$18.12	\$18.48
3	\$17.53	\$19.65	\$20.03
4	\$19.26	\$21.58	\$22.00
5	\$21.43	\$24.01	\$24.50
6	\$23.60	\$26.44	\$26.97
7	\$25.60	\$29.53	\$30.11

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$16.25	\$18.04	\$18.38
2	\$16.62	\$18.55	\$18.91
3	\$17.96	\$20.08	\$20.47
4	\$19.69	\$22.01	\$22.43
5	\$21.86	\$24.44	\$24.93
6	\$24.03	\$26.87	\$27.40
7	\$26.03	\$29.97	\$30.54

Schedule III Special Education Paraeducator - for Medically Fragile and Moderately to Severely Disabled Students Special Education Paraeducator - ASD and Specialized Programs Special Education Paraeducator - Visually and/or Hearing Impaired	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$20,167	\$22,337	\$22,739
	2	\$20,619	\$22,952	\$23,381
	3	\$22,239	\$24,799	\$25,265
	4	\$24,332	\$27,131	\$27,636
	5	\$26,955	\$30,069	\$30,661
	6	\$29,578	\$33,007	\$33,650
	7	\$31,988	\$36,750	\$37,448

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$16.68	\$18.48	\$18.81
2	\$17.05	\$18.98	\$19.34
3	\$18.39	\$20.51	\$20.90
4	\$20.13	\$22.44	\$22.86
5	\$22.30	\$24.87	\$25.36
6	\$24.46	\$27.30	\$27.83
7	\$26.46	\$30.40	\$30.97

Schedule IV Special Education Paraeducator - Registered Behavioral Technician (RBT)	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$21,210	\$23,380	\$23,782
	2	\$21,662	\$23,995	\$24,424
	3	\$23,281	\$25,842	\$26,308
	4	\$25,375	\$28,174	\$28,679
	5	\$27,998	\$31,112	\$31,704
	6	\$30,621	\$34,050	\$34,693
	7	\$33,031	\$37,793	\$38,491

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$17.54	\$19.34	\$19.67
2	\$17.92	\$19.85	\$20.20
3	\$19.26	\$21.37	\$21.76
4	\$20.99	\$23.30	\$23.72
5	\$23.16	\$25.73	\$26.22
6	\$25.33	\$28.16	\$28.70
7	\$27.32	\$31.26	\$31.84

Note: Effective July 1, 2020, any employee with eight years of service with Stamford Public Schools shall advance to Step 7.

APPENDIX 4

2021-2022 WAGE GRIDS

Effective July 1, 2021, each employee shall receive a 2.5% general wage increase and shall advance one step.

2021-22 Annual Wage Schedule

Schedule I Instructional Paraeducators	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$19,602	\$21,826	\$22,239
	2	\$20,065	\$22,457	\$22,896
	3	\$21,726	\$24,350	\$24,828
	4	\$23,871	\$26,740	\$27,258
	5	\$26,560	\$29,752	\$30,359
	6	\$29,248	\$32,763	\$33,423
	7	\$31,719	\$36,600	\$37,315

Schedule II Special Education Paraeducator - General Special Education Paraeducator - Employment Facilitator	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$20,137	\$22,361	\$22,773
	2	\$20,600	\$22,991	\$23,431
	3	\$22,260	\$24,884	\$25,362
	4	\$24,406	\$27,275	\$27,792
	5	\$27,094	\$30,286	\$30,893
	6	\$29,783	\$33,298	\$33,957
	7	\$32,253	\$37,134	\$37,849

2021-22 Hourly Wage Schedule

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$16.21	\$18.05	\$18.39
2	\$16.60	\$18.57	\$18.94
3	\$17.97	\$20.14	\$20.54
4	\$19.74	\$22.12	\$22.55
5	\$21.97	\$24.61	\$25.11
6	\$24.19	\$27.10	\$27.64
7	\$26.24	\$30.27	\$30.86

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$16.66	\$18.50	\$18.84
2	\$17.04	\$19.02	\$19.38
3	\$18.41	\$20.58	\$20.98
4	\$20.19	\$22.56	\$22.99
5	\$22.41	\$25.05	\$25.55
6	\$24.63	\$27.54	\$28.09
7	\$26.68	\$30.71	\$31.31

Schedule III Special Education Paraeducator - for Medically Fragile and Moderately to Severely Disabled Students Special Education Paraeducator - ASD and Specialized Programs Special Education Paraeducator - Visually and/or Hearing Impaired	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$20,671	\$22,895	\$23,308
	2	\$21,134	\$23,526	\$23,965
	3	\$22,795	\$25,419	\$25,897
	4	\$24,940	\$27,809	\$28,327
	5	\$27,629	\$30,821	\$31,428
	6	\$30,317	\$33,832	\$34,492
	7	\$32,788	\$37,669	\$38,384

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$17.10	\$18.94	\$19.28
2	\$17.48	\$19.46	\$19.82
3	\$18.85	\$21.02	\$21.42
4	\$20.63	\$23.00	\$23.43
5	\$22.85	\$25.49	\$25.99
6	\$25.08	\$27.98	\$28.53
7	\$27.12	\$31.16	\$31.75

Schedule IV Special Education Paraeducator - Registered Behavioral Technician (RBT)	Step	HS Diploma	AS/60/ Parapro	Bachelors
	1	\$21,740	\$23,964	\$24,377
	2	\$22,203	\$24,595	\$25,034
	3	\$23,864	\$26,488	\$26,966
	4	\$26,009	\$28,878	\$29,396
	5	\$28,698	\$31,890	\$32,497
	6	\$31,386	\$34,901	\$35,561
	7	\$33,857	\$38,738	\$39,453

Step	HS Diploma	AS/60/ Parapro	Bachelors
1	\$17.98	\$19.82	\$20.16
2	\$18.37	\$20.34	\$20.71
3	\$19.74	\$21.91	\$22.30
4	\$21.51	\$23.89	\$24.31
5	\$23.74	\$26.38	\$26.88
6	\$25.96	\$28.87	\$29.41
7	\$28.00	\$32.04	\$32.63

NOTE: Effective July 1, 2021, there shall be no years of service requirement to advance to Step 7.

APPENDIX 5
LONGEVITY STIPEND

	<u>2019-2022</u>
>10<20	600
20<25	700
25 or >	800

APPENDIX 6

SPP 2.0 INSURANCE SUMMARY OF BENEFITS



A Great Opportunity for Very Valuable Healthcare Coverage

Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

The CT Partnership Plan is the same POS plan currently offered to State of Connecticut employees.

You get the same great healthcare benefits that state employees get, including \$15 in-network office visits (average actual cost in CT: \$150*), free preventive care, and \$5 or \$10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of-network. But, when you see in-network providers, you pay less. That's because they contract with UnitedHealthcare/Oxford—the plan's administrator—to charge lower rates for their services. You have access to Oxford's Freedom Select Network in Connecticut, New Jersey, and parts of New York, and United's Choice Plus Network for seamless national access!

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 5, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and visit www.osc.ct.gov/CTpartner to find out if your doctor, hospital or other medical provider is in UnitedHealthcare/Oxford's network. Information about the dental plan offered where you work, and the amount you'll pay for healthcare and dental coverage, will be provided by your employer.

*Source: Healthcare Bluebook: healthcarebluebook.com

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	\$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: \$350 Family: \$350 per member (\$1,400 maximum) <i>Waived for HEP-compliant members</i>	Individual: \$300 Family: \$900
Coinsurance (the percentage of a covered expense you pay after you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: \$2,000 Family: 4,000	Individual: \$2,300 (includes deductible) Family: \$4,900 (includes deductible)
Primary Care Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	\$15 copay (\$0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	\$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	\$15 copay	20% of allowable UCR* charges
**Bariatric Surgery (based on medical necessity)	\$0 copay	20% of allowable UCR* charges
Chiropractic Care	\$0 copay	20% of allowable UCR* charges
***Diagnostic Labs and X-Rays **High Cost Testing (MRI, CAT etc.)	\$0 copay (your doctor will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges (you will need to get prior authorization for high-cost testing)
Durable Medical Equipment	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)

(continued on next page)

BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	\$250 copay (waived if admitted)	\$250 copay (waived if admitted)
Eye Exam (one per year)	\$15 copay	50% of allowable UCR* charges
**Infertility (based on medical necessity)		
Office Visit	\$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	\$0	20% of allowable UCR* charges
**Inpatient Hospital Stay	\$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment		
**Inpatient	\$0	20% of allowable UCR* charges (you may need to get prior authorization)
Outpatient	\$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	\$0	20% of allowable UCR* charges
**Outpatient Surgery	\$0	20% of allowable UCR* charges
**Physical/Occupational Therapy	\$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	\$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech Therapy (Covered only for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx)	\$0	20% of allowable UCR* charges (Limit of 30 visits per year per condition)

*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

** Prior authorization required: If you use in-network providers, your provider is responsible for obtaining prior authorization from UnitedHealthcare/Oxford. If you use out-of-network providers, you are responsible for obtaining prior authorization from UnitedHealthcare/Oxford.

*** Site of Service Program for Preferred Lab and Imaging facilities coming soon

We are dedicated to helping people live healthier lives. *This is our mission and we take it seriously. By making healthier decisions, you can live a healthier life. It's that simple. Our programs and network can help you do just that.*

Our Network

We have a robust local and national network. Nationally and in the tri-state area, we have a large number of doctors, health care professionals and hospitals. For years, our members have accessed our Connecticut, New York and New Jersey tri-state network. Whichever plan you choose, you'll have seamless access to our UnitedHealthcare Choice Plus Network of physicians and health care professionals outside of the tri-state area. This gives State of Connecticut employees, retirees and their families better access to care whether you are in Connecticut, traveling outside the tri-state area, or living somewhere else in the country.

Just giving you a list of doctors is not very helpful. The UnitedHealth Premium® designation program recognizes doctors who meet standards for quality and cost-efficiency. We use evidence-based medicine and national industry guidelines to evaluate quality and the cost-efficiency standards are based on local market benchmarks for the efficient use of resources in providing care. The 2016 UnitedHealth Premium program covers 27 specialty areas of medicine, including two new specialties (Ear, Nose and Throat, and Gastroenterology).

For more information about our network and the Premium designation program or to search for physicians participating in our local network and the national UnitedHealthcare Choice Plus Network, please visit partnershipstateofct.welcometouhc.com.

For information on these discounts and special offers, please visit partnershipstateofct.welcometouhc.com



Oxford On-Call®

Healthcare Guidance 24 hours a day

We realize that questions about your health can come up at any time. That's why we offer you flexible choices in health care guidance through our *Oxford On-Call* program. Speak with a registered nurse who can offer suggestions and guide you to the most appropriate source of care, 24 hours a day, seven days a week. That's the idea behind *Oxford On-Call*.

If you are a member and you need to reach *Oxford On-Call*, please call 800-201-4911. Press option 4. *Oxford On-Call* can give you helpful information on general health information, deciding where to go for care, choosing self-care measures or guidance for difficult decisions.

Custom Website

We created this website for State of Connecticut employees and retirees to provide the tools and information to help you make informed health care decisions.

Visit partnershipstateofct.welcometouhc.com to search for a doctor or hospital, or learn about your health plans. You also can get Health Enhancement Program information at cthep.com, or by phone at 877-687-1448.

Value-added programs such as wellness programs and discounts offered by the plan are not negotiated benefits and are subject to change at any time at the discretion of the plan.

PRESCRIPTION DRUGS	Maintenance* (31-to-90-day supply)	Non-Maintenance (up to 30-day supply)	HEP Chronic Conditions
Generic (preferred/non-preferred)**	\$5/\$10	\$5/\$10	\$0
Preferred/Listed Brand Name Drugs	\$25	\$25	\$5
Non-Preferred/Non-Listed Brand Name Drugs	\$40	\$40	\$12.50
Annual Out-of-Pocket Maximum	\$4,600 Individual/\$9,200 Family		

* Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

** Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

Preferred and Non-Preferred Brand-Name Drugs

A drug's tier placement is determined by Caremark's Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at www.osc.ct.gov/ctpartner) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

If You Choose a Brand Name When a Generic Is Available

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It is not enough for your doctor to note "dispense as written" on your prescription; a separate

form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

Mandatory 90-day Supply for Maintenance Medications

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on the Comptroller's website at www.osc.ct.gov).

The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2018 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0 - 5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	1 screening between age 35-39**	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Annual FIT/FOBT to age 75

*Dental cleanings are required for family members who are participating in one of the Partnership dental plans

**Or as recommended by your physician



The Health Enhancement Program features an easy-to-use website to keep you up to date on your requirements.

Additional Requirements for Those With Certain Conditions

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

If You Do Not Comply with the requirements of HEP

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be \$100 per month higher and you will have an annual \$350 per individual (\$1,400 per family) in-network medical deductible.

Care Management Solutions, an affiliate of ConnectiCare, is the administrator for the Health Enhancement Program (HEP). The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. You can visit www.cthep.com to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals

You can also call Care Management Solutions to speak with a representative.

Care Management Solutions

(877) 687-1448 Monday – Thursday, 8:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 5:00 p.m.

Office of the State Comptroller, Healthcare Policy & Benefit Services Division

www.osc.ct.gov/ctpartner
860-702-3560

UnitedHealthcare Oxford

<http://partnershipstateofct.welcometouhc.com>
Prior to Effective Date: 1-800-760-4566
After Effective Date: 1-800-385-9055

Caremark (Prescription drug benefits)

www.caremark.com
1-800-318-2572

CIGNA (Dental and Vision Rider benefits)

www.cigna.com/stateofct
1-800-244-6226

*Health Enhancement Program (HEP) Care Management Solutions
(an affiliate of ConnectiCare)*

www.cthep.com
1-877-687-1448

For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.

NOTE: This plan description is subject to change by the State Partnership Plan, and any such changes will supersede the terms of this plan description.