

AGREEMENT

between

WEST HARTFORD BOARD OF EDUCATION

and

LOCAL 1303-61 OF COUNCIL #4

AFSCME

AFL-CIO

July 1, 2022 – June 30, 2027

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WEST HARTFORD BOARD OF EDUCATION

and

LOCAL 1303-61 OF COUNCIL #4

AFSCME

AFL-CIO

2022 – 2027

This Agreement entered into by and between the West Hartford Board of Education hereinafter referred to as the "Board" and Local 1303-61 of Council #4 of the American Federation of State, County and Municipal Employees, AFL-CIO hereinafter referred to as the "Union".

ARTICLE I **RECOGNITION**

- 1.0 The Board of Education recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours of employment, and other conditions of employment for all of the maintenance employees and printer employees in the West Hartford Schools as certified by the Connecticut State Labor Relations Board.

ARTICLE II **UNION SECURITY**

- 2.0 During the term of this Agreement, all employees in the bargaining unit, upon completion of probation, may, become members of the Union or pay to the Union a service fee. Such service fee shall be set by the Union.
- 2.1 The Union shall certify in writing to the Board the annual rate of membership dues and the annual rate of the service fee within ten (10) days following any change in said annual rates.
- 2.2 Upon receipt of a signed authorization form from the employee involved, a copy of which is attached to this Agreement as Appendix D, the employer shall deduct from the employee's pay such initiation fees and/or dues as the Union shall determine.
- 2.3 Deductions as provided in Section 2.2 shall be remitted to the Council #4 office of the Union no later than fifteen (15) days after such deductions have been made along with a list of employees from whom the deductions have been made. In addition, every 120 days the Employer will submit information on employees represented by the bargaining unit in the format of an excel spreadsheet to the Union via a secure upload site to be provided by the Union. The spreadsheet will contain the following information for all employees represented by bargaining unit: Last name, First Name, Middle Initial, Hire Date, rate of pay, total hours worked in the reporting period, dues paid, employment status, job hours, Employee ID, job title, shift, worksite, home address, home phone, cell phone, work email, and home email.

- 2.4 If for any reason an employee has no pay available from which the dues may be deducted, the deduction will take place beginning the payroll period in which he does have pay available and continue until the back deductions have been made up at which time he will return to the monthly basis.
- 2.5 The Union shall hold the Board harmless against any and all claims, demands, liabilities, lawsuits, attorneys' fees or other costs which may arise out of, or by reason of, actions taken against the Board as a result of the enforcement or administration of this Article.
- 2.6 The Board agrees that there will be no lockout of any employee or employees during the life of this Agreement.
- 2.7 The Union agrees that it will not call or authorize any strike, slowdown, or stoppage of work against the West Hartford Board of Education during the period of this Agreement or any extension thereof.
- 2.8 Residency shall not be a term of condition of employment for any member of this bargaining unit.
- 2.9 The Union shall have the right and opportunity to hold an orientation session with all newly hired employees. This orientation session shall be for the purpose of explaining the new employee's contractual rights and introducing them to the Union. The orientation will be held within five (5) days of the employee's hire date and shall be during working hours at a time agreed to by the employee's immediate supervisor. The employees shall be released from work for one hour without loss of pay to attend a Union orientation session.

ARTICLE III

SENIORITY

- 3.0 All new employees and employees who come under the bargaining unit covered by this Agreement from the bargaining unit for custodians shall serve a probationary period of one hundred twenty days (120) actually worked and shall have no seniority rights during this period but shall be subject to all other clauses of this Agreement.
- 3.1 Employees whom the Board continues under its employ following completion of the probationary period shall be continuing employees. Their probationary period will be considered completed, and their seniority shall be defined as follows:
 - a. Except for any employee who comes under the bargaining unit covered by this Agreement from the bargaining unit for custodians, seniority shall be the employee's length of continuous service from his/her last date of hire by the Board.
 - b. For any employees who come under the bargaining unit covered by this Agreement from the bargaining unit for custodians after July 1, 1983, seniority shall be the employee's length of continuous service from his/her last date of hire by the Board, except that for layoff, seniority shall be the employee's length of continuous service from the date his/her employment commences under the bargaining unit covered by this Agreement.
- 3.2 A maximum of five (5) Officers and Stewards of the Union as designated by the Union shall have top seniority within their respective classification in the event of layoff and recall.

3.3 Consistent with 3.1 b., in the event a lay off becomes necessary, the least senior employee within each classification shall be laid off first and so on.

3.4 Laid off employees within each classification shall be recalled to work with the most senior employee recalled first and so on.

3.5 No new employees shall be hired until all laid off employees have first been recalled.

In the event an employee refuses to return to work when recalled, his seniority will be considered lost and he will no longer be considered eligible for recall.

3.6 Layoffs shall take effect in the following order:

- (a) Part-time employees
- (b) Probationary employees
- (c) Employees with least seniority first, etc.

3.7 No temporary help (employees who will work twenty (20) hours per week or less) will be employed while permanent employees are on laid off status.

3.8 An employee who is laid off shall be given two (2) weeks' notice or two (2) weeks' pay plus accrued vacation pay that may be due him/her.

An employee with a minimum of three (3) years of service who is terminated for a reason other than cause shall also be entitled to one-half (1 / 2) of his/her accrued sick leave. Not to exceed fifteen (15) Days.

3.9 The Board shall establish a seniority list and the list shall be brought up to date July 1 of each year and a copy shall be delivered to the Union.

ARTICLE IV **PROMOTIONS AND VACANCIES**

4.0 All promotional opportunities and job vacancies shall be posted for a period of five (5) working days on a bulletin board(s) accessible to all employees.

4.1 In the event that a current position is vacated, the Board shall notify the Union within 20 days of the vacancy whether that position will be filled. Every attempt must be made to fill such vacancy within sixty (60) days of the date that a particular position has been vacated and ninety (90) days from the date that a new position has been created. The selection of personnel to fill job vacancies is the ultimate responsibility of the Superintendent, who after notice to and discussion with the Union will make the final decision with respect to the filling of job vacancies. The filling of those job vacancies which are included within the scope of this Contract is subject to arbitration.

4.2 New or additional staff members will not be hired until required posting procedures have been followed.

ARTICLE V
HOURS OF WORK AND OVERTIME

5.0 Hours of Work

The basic workday shall be eight (8) hours a day, five (5) consecutive days a week, Monday through Friday. Starting and finishing hours shall be dictated by the particular needs of each trade. The Administration reserves the right to create a second shift. At such time that the Administration decides to implement and utilize a second shift for purposes of efficiently and effectively providing needed maintenance services, it shall first consult with the Union with respect to said implementation. After notice to the Union and reasonably taking into consideration any concerns the Union may raise, the Administration may proceed to staff the second shift by first soliciting volunteers from among current employees. To the extent the Administration is unable to adequately staff the desired shift with volunteers, the second shift may thereafter be filled by assigning current employees on an involuntary basis on the basis of inverse seniority within the respective classifications. Nothing here in shall preclude the Administration from hiring new employees to staff the second shift, at any time, without prior consultation with the Union. Overtime hours will not be used to compute the basic workday or workweek.

- a. The regular daily schedule of the second shift shall be set for eight (8) contiguous hours between 11:00 a.m. and 11:30 p.m.
- b. All bargaining unit employees whose assigned shift begins at 11:00 a.m. or later shall receive a five (5%) shift differential for all paid hours.

5.1 Overtime

- a. Time and one-half shall be paid for:
 - 1) All hours actually worked in excess of eight (8) hours in any one day and forty (40) hours in one week.
 - 2) All hours actually worked on Saturday'
- b. Double-time shall be paid for all hours actually worked on Sundays and holidays.
- c. Full-time employees shall be given preference on all overtime assignments. Overtime work within job classifications will be assigned on an equitable basis by the Manager of maintenance Services to the fullest extent possible. However, in situations where, in the opinion of the Manager of Maintenance Services, a particular overtime assignment must be performed by a staff member who is qualified, because of his special skills, to handle such assignments (e.g. the repair of a faulty oil burner or air-conditioning unit) the work may be assigned to such specially qualified employee.
- d. The employee called upon to perform such specifically assigned overtime tasks must respond favorably to such requests unless he/she is sick or on vacation or is excused by the Manager of Maintenance Services.

- e. Failure of a staff member to respond favorably to a legitimate request for the performance of an overtime assignment will be considered grounds for disciplinary action.
 - f. Employees called back to work after the completion of a basic eight (8) hour workday or on a Saturday or Sunday or holiday will be paid each time they are called for a minimum of three (3) hours from the time of reporting to the site of the job in accordance with the applicable overtime provision of this Agreement. If, in the opinion of the Manager of Maintenance Services, it is deemed advisable to hold an employee called in for the emergency, the person called may be held for the full period of three (3) hours or longer. If the call back is between the hours of midnight and 5 a.m., the employee will receive a minimum of four (4) hours pay at the appropriate overtime rate.
 - g. If an employee is required to extend his/her workday by either starting earlier than customarily required or remaining beyond his/her normal eight (8) hour workday, such request for an extension of the workday will not be considered as a call back. In such a situation the employee will be paid in accordance with the applicable overtime provision of this Agreement.
- 5.2 When an employee is temporarily assigned by his/her supervisor to a position in a higher classification because of absence for reasons other than another employee's vacation, he/she shall be paid at his/her experience step at the higher rate starting with the sixth consecutive workday, retroactive to the first day. During the vacation of a foreman, the Manager of Maintenance Services or the Director of Plant and Facilities Services or his/her designee shall act in the capacity of the absent foreman.

ARTICLE VI

HOLIDAYS

- 6.0 (a) All employees are authorized to be absent with pay on twelve (12) holidays annually. Except as outlined in paragraph 6.0 (d) holidays shall be taken when schools are not in session during the period July 1 through June 30.
- (b) So long as schools are not in session eleven (11) of these holidays shall include Independence Day, Labor Day, Columbus Day, Thanksgiving Day and the day following Thanksgiving, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, Presidents' Day, Good Friday and Memorial Day.
- (c) The twelfth holiday shall be selected by the individual employee subject to the prior approval of the Director of Plant and Facility Services or his/her designee. In the event there are multiple requests for a given date and the Director of Plant and Facility Services or his/her designee cannot grant all of them, the Director of Plant and Facility Services or his/her designee shall make the decision on the basis of seniority.
- (d) The twelve (12) holiday dates that shall apply for all employees in the period July 1 through June 30 shall be determined as soon as possible following adoption of the school year calendar by the Board of Education but by no-later-than September 1.

- (e) If Veteran's Day is not mutually agreed upon as a holiday, an employee who is a veteran, has a veteran in his/her immediate family or is participating in a Veteran's Day event may choose to take the day off with pay using his/her floating holiday or using personal leave under Section 9.10. Such request shall not be unreasonably denied.
- 6.1 (a) Holidays occurring on Saturday will be observed on the preceding Friday if there is no school on said Friday.
- (b) Holidays occurring on Sunday will be observed on the following day if there is no school on said Monday.
- 6.2 Whenever any of these holidays shall occur while an employee is out on sick leave, the employee shall be granted an additional day off at a time agreeable to the Manager of Maintenance Services and the employee.
- 6.3 When a holiday occurs at the beginning or end of a particular week and the resulting time off becomes a three (3) day holiday period, the employee will be required to report for duty on the day before and the day after the three (3) day holiday interim in order to establish eligibility for holiday pay. In the event of illness during the three (3) day holiday period, the employee will be required to furnish a doctor's certification of illness in order to establish eligibility for holiday pay.
- 6.4 When a holiday occurs during a regular vacation period, said holiday shall not be charged against the employee's earned vacation time. The employee will be granted an additional day off to compensate for the lost holiday at a time mutually agreeable to the Manager of Maintenance Services and the employee.
- 6.5 When Christmas Day and New Year's Day are preceded by a workday, employees shall be granted a four (4) hour leave from work on the day preceding each of these holidays provided that school is not in session.

ARTICLE VII

WAGES

- 7.0 Negotiation procedures shall be conducted in accordance with the provisions of applicable statutes of the State of Connecticut.
- 7.1 Wage rates and longevity compensation will be paid to eligible employees for the duration of this Agreement in accordance with pay schedules as listed in Appendix A and longevity programs as outlined in Appendix C attached hereto.
- 7.2 New hires move to Step 2 at the successful completion of the probationary period. Employees on staff will be placed in accordance with their experience step.
- 7.3 The superintendent reserves the right to advance to a higher salary step and/or classification, employees who are recommended by the Director of Plant and facility Services, and who by reason of demonstrated capability and performance are deemed to be eligible for promotion prior to the spending of the required one hundred and twenty (120) days probation.

- 7.4 All employees must participate in direct deposit of paychecks. Prior to implementation of mandatory direct deposit, each employee will be provided with secure password protected access to his/her individual account to receive payroll information, and reasonable access to a computer and printer.
- 7.5 Effective July 1, 2022, all wage rates that were in effect on June 30, 2022 shall be increased by three percent (3.0 %)
- 7.6 Effective July 1, 2023, all wage rates that were in effect on June 30, 2023 shall be increased by three percent (3.0 %).
- 7.7 Effective July 1, 2024 all wage rates that were in effect on June 30, 2024 shall be increased by three percent (3.0 %)
- 7.8 Effective July 1, 2025 all wage rates that were in effect on June 30, 2025 shall be increased by three percent (3.0 %)
- 7.9 Effective July 1, 2026 all wage rates that were in effect on June 30, 2026 shall be increased by three percent (3.0 %)

ARTICLE VIII
SAFETY AND HEALTH

- 8.0 A joint safety committee shall be formed by the Director of Plant and Facility Services and the Union. Said committee shall meet quarterly to review and recommend safety and health conditions in all maintenance departments. Labor Management meeting will be incorporated into the safety committee meeting and all bargaining unit members are invited to attend. The Board and the Union agree that a priority of the committee is to attempt to enhance work opportunities for bargaining unit employees.
- 8.1 The Board of Education agrees to provide employees a comprehensive uniform maintenance program at no cost to employees. The Board and the Union shall negotiate the terms of said uniform program.
- 8.2 Employees shall be given the option to choose sweatshirts and/or jackets in lieu of the eleven (11) button down uniform shirts provided under Appendix H.
- 8.3 Safety equipment, including hard hats, safety glasses, facemasks, coveralls and work gloves, as well as foul weather gear, including rain slickers, rain pants and rubber boots will be furnished to employees required as part of their assignments to work in hazardous conditions or in foul weather.

The Board of Education will reimburse each employee in the amount of \$300.00 annually to partially defray the cost of safety shoes that the employee purchases for use on the job. Appropriate safety shoes must be worn at all times.

The employee will also be reimbursed for the full cost of safety eye glasses which must be replaced by the employee in the event that such glasses are broken or damaged as a result of a

job accident.

ARTICLE IX
LEAVE PROVISIONS

- 9.0 Sick leave of fifteen (15) days annually (based on the rate of 1-1/4 days per month), not including absence covered by Worker's Compensation, cumulative to 150 days, shall be granted to maintenance personnel who have completed the required probationary period. July 1 of each fiscal year shall be the date for determining the amount of sick leave accumulated annually.
- 9.1 Each employee shall be notified of his/her accumulated sick leave in writing quarterly.
- 9.2 Extended sick leave for a major illness may be granted on request of an employee at the discretion of the Superintendent of Schools. The employee must present a doctor's certificate describing the major illness.
- 9.3 Sick leave may be used in the following cases:
- (a) Personal illness or physical incapacity
 - (b) Enforced quarantine of the employee in accordance with community health regulations
 - (c) Illness or physical incapacity in the employee's immediate family. Immediate family may be defined as parents, grandparents, spouse, brother, sister, child, grandchild, any relative whether by birth or marriage who is a resident other than temporary in the employee's immediate household.
 - (d) To meet dental or medical appointments or other sickness prevention measures, provided that it is not possible to arrange for a dental or medical appointment at a time other than when the employee is to be on duty. Except in emergency situations, the employee shall inform the Manager of Maintenance Services in advance of the date and time of such appointment. Employees must provide notification of regular dental or medical appointments at least forty eight (48) hours in advance to the Manager of Maintenance Services.
- 9.4
- (a) Upon retirement under the Town pension and retirement plan, an employee shall receive, on the basis of his/her current regular-time wage rate, one-half (1/2) of the sick leave benefits which may have accrued to his/her credit to a maximum of sixty (60) days, provided that this arrangement does not conflict with any provisions of the pension and retirement plan of the Town of West Hartford. Employees hired after July 1, 2015 are not eligible for sick leave payout at retirement.
 - (b) In the event of an employee's death his/her spouse and/or minor children shall receive, on the basis of the employee's current regular-time wage rate, one-half (1/2) of the sick leave benefits which may have accrued to his/her credit to a maximum of sixty (60) days, provided that the employee is a member of the Town Retirement Plan at the time of his/her death.
 - (c) On voluntary termination of employment, an employee, who has provided a minimum of

five (5) years satisfactory service to the Board of Education, is sixty (60) years of age or older and who was never eligible for membership in the Retirement Plan of the Town of West Hartford, shall receive, on the basis of his/her current regular-time wage rate, one-half (1/2) of the sick leave benefits which may have accrued to his/her credit to a maximum of sixty (60) days.

- 9.5 A maximum number of five (5) days special leave with pay shall be granted for death in the immediate family of an employee, or the immediate family of his/her spouse. Immediate family may be defined as parents, grandparents, spouse, brother, sister, child, grandchild, any relative, whether by birth or marriage, who is a resident, other than temporary, in the employee's immediate household.
- 9.6 Injury leave, as distinguished from sick leave, shall mean paid leave given to an employee due to absence from duty caused by an accident or injury that occurred while the employee was engaged in the performance of his/her duties. Employees of the Board are covered by Worker's Compensation Insurance and are paid stated amounts due for injuries sustained on the job. The employee will receive the difference between the Worker's Compensation amount paid to him/her and his/her full pay with no charge to his/her sick leave for a period not to exceed one year from the date on which the injuries were sustained, following which the difference will be charged to his/her accumulated sick leave. The difference will cease to be paid when the employee's accumulated sick leave has been exhausted.
- 9.7 Two Union members, who may be elected as delegates, shall be allowed the required time without loss of pay, to attend official Union conventions and conferences up to a maximum of three (3) days per member per year.
- 9.8 Negotiation sessions shall be divided up equally between employee working and non-working hours. Such Union officers as the Union may designate shall be allowed time as required for contract negotiations with the employer.
- 9.9 Other leave with pay. Employees shall be granted leave with pay for the following reasons:
- (a) Jury duty. Fees realized from jury service, however, must be turned over to the Board of Education.
 - (b) Any other appearance of the employee before a court or other public body to which the employee is legally summoned. Proof of required appearance will be provided as a condition of payment for the date(s) of absence.
 - (c) The Board shall provide leave to fulfill military obligations in accordance with state and federal law.
 - (d) Participation in conferences or official meetings as approved by the Superintendent or his agent, which will enhance the value of the employee to the school system.
 - (e) Participation in education or training courses as approved by the Superintendent or his agent, which will enhance the value of the employee to the school system.

- 9.10 It is recognized that there can be circumstances when an employee must be absent for very personal and private reasons. While this type of situation is exceptional, one (1) day of absence for such reason in a fiscal year will be without loss of wages. Such day shall not be charged to sick leave. Except in emergency situations, the employee shall notify the Service Response Manager of his/her intended absence for personal and private reasons at least three (3) days in advance. In an emergency situation, the employee shall inform the Service Response Manager of his/her absence for personal and private reasons as soon as possible, but definitely on the workday next succeeding the personal absence day.

Employees may be granted up to two (2) additional days within the fiscal year at the discretion of the Superintendent for pressing matters of personal need that cannot be conducted outside of regular work hours. Request for such leave shall be made in writing to the Director of Plant and Facility Services at least three (3) days prior to the requested leave, except in emergencies where notification by telephone is acceptable, and such request shall state the reasons for such leave. This benefit is considered as discretionary and not mandatory. Any such leave granted shall be charged to sick leave.

- 9.11 Employees shall be granted a bonus for perfect attendance in a given year according to the schedule listed below. Perfect attendance will not be interrupted by authorized funeral leave, jury duty leave, holiday or vacation, military leave or authorized Union business.

Bonus Schedule for Perfect Attendance

| | |
|-----------------------------|-------|
| 1 Year | \$150 |
| 2 Consecutive Years | \$500 |
| 3 Consecutive Years or more | \$750 |

ARTICLE X
INSURANCE AND PENSION

- 10.0 The Board shall provide to all employees for the duration of this contract the following benefit plan except that employees shall contribute only the following base salary percentages listed herein below toward the provision of all medical, dental, and life insurance benefits. Life and Long-Term Disability (LTD) insurance is provided at no cost to the employee. There shall be no reduction in retiree health benefits or increase in the employee/retiree costs due to the change to the following benefit plans:

- A. Medical Plan - The Board shall provide a triple option medical plan through the third Party services of Anthem Blue Cross/Blue Shield: (1) Century Preferred PPO, (2) Blue Care Plus (HMO), (3) Health Savings Account (HSA) Plan, as described in appendix B. The HSA plan shall be an alternative to and not a replacement for the PPO and HMO plans.

The plan designs for the Century Preferred PPO and Blue Care Plus HMO plans shall be modified as shown in Appendix B.

- B. Dental Plan - The Board shall provide a dual option dental plan through the third party administrator services of Dental: (1), Premier or (2) Preferred as described in Appendix B.

- C. Effective July 1, 2019, the Board shall only offer each bargaining unit active and retired member the opportunity to participate in the Connecticut State Partnership Plan 2.0 (SPP) for medical and dental benefits in lieu of the medical and dental benefits described in Article X and Appendix B. The medical benefits shall be as set forth in the SPP effective on July 1, 2019, 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 provisions shall be as established by the SPP.

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 non-compliance \$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.

- D. Long Term Disability/Life Insurance - For employees hired prior to or on October 31, 2012, long term disability and group life insurances shall be provided at a level of coverage no less than that in effect on July 1, 2001, provided that the maximum monthly long term disability benefit shall be \$4,000 and the maximum life insurance benefit shall be \$200,000. For employees hired after October 31, 2012, the maximum monthly long term disability benefit shall be \$5,000 and the maximum life insurance benefit shall be equal to three (3) times their annual base salary, with no cap. The Board may substitute a comparable plan if agreed to by the Union. Such consent shall not be withheld except for just cause. The issue of just cause shall be subject to review through the grievance arbitration provision of this Agreement. No change shall be implemented prior to the completion of arbitration if required.

10.1 Premium Cost Sharing Percentage of base pay

COVERAGE LEVEL

Effective upon issuance of the arbitration award, the premium cost share percentages shall be as follows:

| Plan Type | Individual | Plus one | Family |
|-----------|-------------------------------|-------------------------------|-------------------------------|
| PPO | 2.75 % of base pay | 3.55 % of base pay | 4.1 % of base pay |
| HMO | 2.50 % of base pay | 3.25 % of base pay | 3.8 % of base pay |
| HSA | 16.5 % of the allocation rate | 16.5 % of the allocation rate | 16.5 % of the allocation rate |

Effective July 1, 2015, the premium cost share percentages shall be as follows:

| Plan Type | Individual | Plus one | Family |
|-----------|-------------------------------|-------------------------------|-------------------------------|
| PPO | 2.75 % of base pay | 3.9 % of base pay | 4.8 % of base pay |
| HMO | 2.50 % of base pay | 3.65 % of base pay | 4.54 % of base pay |
| HSA | 16.5 % of the allocation rate | 16.5 % of the allocation rate | 16.5 % of the allocation rate |

Effective July 1, 2016, the premium cost share percentages shall be as follows:

| Plan Type | Individual | Plus one | Family |
|-----------|-------------------------------|-------------------------------|-------------------------------|
| PPO | 2.75 % of base pay | 4.2 % of base pay | 5.6 % of base pay |
| HMO | 2.50 % of base pay | 4.1 % of base pay | 5.2 % of base pay |
| HSA | 16.5 % of the allocation rate | 16.5 % of the allocation rate | 16.5 % of the allocation rate |

The premium cost share percentages for the State Partnership Plan shall be as follows:

| Plan Type: State Partnership Plan 2.0 (PPO) | Individual | Plus One | Family |
|--|-------------------|-----------------|---------------|
| 7/1/2022 | 3.40% | 5.20% | 6.80% |
| 7/1/2023 | 3.50% | 5.30% | 6.90% |
| 7/1/2024 | 3.60% | 5.40% | 7.0% |
| 7/1/2025 | 3.70% | 5.50% | 7.10% |
| 7/1/2026 | 3.80% | 5.60% | 7.20% |

For the PPO and HMO plans, the percentages of pay set forth above are based on an employee's base pay.

- 10.2 The Board shall make an IRS section 125 plan available to the employee making premium contributions for insurance benefits under Section 10.0 of the Agreement.
- 10.3 Upon retirement the employee may continue medical coverage in the Board of Education sponsored plan for self and dependents. The Board of Education will pay 100% of individual medical coverage for each enrolled retired employee who is under age 65. The Board of Education will pay for each enrolled retired employee under age 65, 100% of the cost for individual and 50% of the cost of the employee's enrolled dependents who are under age 65, the same medical insurance premiums that would be provided by the Board of Education if the member were a regularly employed and active member. In addition, each employee who is pensioned after July 1, 1984, will have his group life insurance automatically reduced to fifteen thousand dollars. The cost of such reduced life insurance shall be paid by the retiree.

If an active employee elects no medical coverage, no salary deduction for medical insurance will be made by the Board of Education.

All bargaining unit employees in the Printer/manager, Senior Printer II, Printer and Printer/Binder classifications shall be eligible upon retirement for insurance benefits as set forth in Section 10.3.

- 10.4 Retirees and their dependents over age 65 may elect to enroll in the State Of Connecticut Partnership Plan Group Medicare Advantage PPO Plan. The Board shall pay 100% of the value of the medical portion of the plan for retired employees and 50% of the medical portion value for dependents. The retired employee and their dependents shall pay 100% of the prescription drug

portion value of the Plan. After the State of Connecticut Comptroller's Office posts the new monthly rates annually in October to commence on January 1st, the values of the medical and prescription drug portions of the above referenced plan shall be determined by an independent consultant. The Board agrees to provide the Union and retirees with a breakdown of the cost of the medical and prescription drug portions determined by the independent consultant prior to January 1 each year.

All bargaining unit employees in the Printer/Manager, Senior Printer II, Printer/Binder classifications shall be eligible upon retirement for insurance benefits as set forth in Section 10.4.

10.5 The employee retirement program of the Town of West Hartford shall be a part of this Agreement and incorporated herein by reference.

a. All active employees in the bargaining unit hired prior to October 31, 2012 shall contribute the following percentages of their gross earnings to the Pension fund.

| Year | Percentage Amount |
|----------|-------------------|
| 7/1/2022 | 5.25% |
| 7/1/2023 | 5.50% |
| 7/1/2024 | 5.75% |
| 7/1/2025 | 6.0% |
| 7/1/2026 | 6.25% |

All employees hired on or after October 31, 2012 shall contribute 3% of their gross earnings to the Pension fund.

- b. Whenever an employee hired on or after July 1, 2004 reaches 35 years of credited service with the Town (excluding any buy-back time), their contribution shall be reduced to 2.0% of their gross earnings,
- c. Whenever an employee hired prior to July 1, 2004 reaches 30 years of credited service with the Town (excluding any buy-back time), their contribution shall be reduced to 2.0% of their gross earnings
- d. For bargaining unit employees who are Part B members of the Pension Plan, the Pension Ordinance shall be modified, effective July 1, 2004, to reflect the following:
1. Any member who is covered under a collective bargaining agreement with AFSCME, Local 1303-61, hired before July 1, 2004 and retires on or after July 1, 2004 shall be eligible for retirement from active service and for a normal unreduced retirement allowance if he or she shall have attained the age of 55 years and completed 25 years of credited service, or attained the age of 60 years and completed 10 years of credited service, or completed 30 years of credited service, or attained the age of 70 years. .
 2. Any member hired by the Town on or after July 1, 2004 shall be eligible for retirement from active service and for a normal unreduced retirement allowance if he or she shall have attained

the age of 65 years and completed 15 years of credited service or completed 35 years of credited service, or attained the age of 70 years.

- e. For bargaining unit members hired before July 1, 2004, the Pension Ordinance shall be modified to reflect the following:

Each member of Part B hired before July 1, 2004 and retiring on or after July 1, 2004 who is covered under a collective bargaining agreement with AFSCME, Local 1303-61 shall receive an annual amount equal to 2% of the member's average final compensation multiplied by the member's years of credited service up to 30 years. If such member earns 30 or more years of credited service with the town (not including any buy back of time) they shall receive an annual amount equal to 70% of the member's average final compensation. Members with years of service prior to January 1, 1989 are not subject to a social security offset for years worked prior to January 1, 1989 as outlined in Section 30-18 of the Pension Ordinances, as amended from time to time.

- f. For bargaining unit employees who are Part B members of the Pension Plan and who are employed by the Town as of June 30, 2004, the Pension Ordinance shall be modified to reflect the following:

1. Each member hired before July 1, 2004 and retires on or after July 1, 2004 shall be eligible to receive a supplemental benefit if such member does not retire for at least one year after becoming eligible to retire following attainment of 55 years of age and completion of 25 years of credited service or attainment of 60 years of age and completion of 10 years of credited service. The amount of the supplemental benefit that is accrued for such member shall be \$600 at the end of the first year for which retirement is deferred following satisfaction of the pertinent age and service requirements, and increased by an additional \$600 at the end of each additional year for which retirement is deferred.
2. This supplemental benefit shall be paid for the life of the member as of each July 1 following his or her retirement. As of the first July 1 following the date of death, there shall be a payment equal to the amount that would have been paid had the member not died. No other benefits will be paid pursuant to this supplemental benefit following the date of the member's death.
3. The pension supplement shall not be calculated in the cap calculation. The years of credited service and/or buy-back of years from other employment are still capped at 35. However, the supplement will be added to an employee's pension above the cap amount.

- g. 1. For bargaining unit employees who are Part B members of the Pension Plan and who are hired by the Town on or after October 31, 2012, the Pension Ordinance shall be modified to reflect the following:

New Section 30-18 (I)

A member in Part B hired on or after October 31, 2012 who is covered under a collective bargaining agreement with the Skilled Trades Union, Local 1303-61 AFSCME, upon retirement under §30.12 or 30.13, shall receive a retirement allowance payable during the member's lifetime of an annual amount equal to 1% of the member's final average compensation multiplied by the member's years of credited service, up to a maximum of 35 years.

2. Bargaining unit employees who are Part B members of the Pension Plan and who are hired by the Town on or after October 31, 2012 shall be enrolled in a 457 Defined Contribution Plan. The Board and the employee shall each make a non-elective contribution of 2.25% of the employee's base wages to the employee's account. The employee may elect to contribute additional wages to the account up to the IRS maximum without a matching contribution from the Board.
 3. All other provisions applicable to members of the part B pension shall apply to employees hired on or after October 31, 2012.
- 10.6 The Board may at any time and from time to time change the carriers for any of the foregoing insurance provided that such change shall not at any time cause the actual cost to employees or retirees to be higher than such cost would be if such change had not occurred; and provided further that the benefits shall be equivalent or better than those provided in the above referenced coverage.
- 10.7 In the event any of the following occur, the Board or AFSCME Local1303-61 may reopen negotiations in accordance with the Municipal Employee Relations Act as to the sole issue of medical benefits, including plan design and plan funding, premium cost share and/or introduction of a replacement medical benefits plan 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 benefits plan offered herein. Reopener negotiations shall be limited to medical benefits plan design and funding, premium cost share and/or introduction of an additional optional medical benefits 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 benefits plan offered herein. Reopener negotiations shall be limited to medical benefits plan design and funding, premium cost share and/or introduction of an additional optional medical benefits plan; and/or

In any negotiations triggered under the conditions above as well as negotiations for a successor to the current collective bargaining agreement, the parties shall consider the plan options in place as of June 30, 2017 (as well as the premium cost-sharing amounts as set forth above, as may be subsequently negotiated between the parties) to be the baseline for such negotiations, and the parties shall consider the following additional factors:

- Trends in medical 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.

ARTICLE XI
VACATIONS

11.0 Employees shall be given vacations at their base rate on the following basis:

| | | |
|----|--|---|
| a. | less than five (5) months service | no vacation days |
| b. | 5 months but less than 12 months service | 1 workday per month not to exceed 5 workdays |
| c. | 1 year but less than 5 years service | 10 workdays |
| d. | 5 years but less than 7 years service | 15 workdays |
| e. | 7 years but less than 9 years service | 16 workdays |
| f. | 9 years but less than 15 years service | 17 workdays |
| g. | 15 years and over of service | 20 workdays |

All vacation benefits must be considered as earned by virtue of employment in the school system during the fiscal year immediately preceding the vacation period.

- 11.1 The vacation period will be set by mutual agreement between the Executive Director of Plant and Facilities Services or his/her designee and the employee. Seniority shall guide vacation preferences, but in all cases the welfare and best interests of the school system must be considered as paramount. Where requests for vacation time may be in conflict, seniority shall be the determining factor provided that notice of dates in conflict shall be given in a reasonable time.
- 11.2 a. Prorated accumulated vacation shall be granted to an employee who is a member of the Town Retirement Plan, provided that this arrangement does not conflict with any provisions of the pension and retirement plan of the Town of West Hartford.
- b. Prorated accumulated vacation pay shall be granted to an employee in the event he/she terminates his/her service with the school.
- c. In the event of the death of an employee, his/her spouse and/or minor children shall receive his/her prorated accumulated vacation pay.
- 11.3 In the event of illness during an employee's vacation period, the employee shall be given the option of charging the sick days to his/her sick leave, provided such illness has been verified by a doctor's certificate.
- 11.4 Nothing contained herein shall be construed as preventing the employee from taking vacation periods in increments of one (1) day.
- 11.5 An employee, who without prior approval, extends his/her vacation period beyond the number of earned days to which he/she is entitled, may be subject to disciplinary action as set forth in Article XII. If upon review of the matter it is ascertained that the absence period had to be extended for reasons beyond the control of the employee, the provisions of this section will not be invoked.
- 11.6 Each employee shall be notified of his/her earned vacation days in writing quarterly.

- 11.7 Employees who do not use their full accumulated vacation days during the fiscal year shall be paid for any unused vacation days in their account up to five (5) days and may elect to carry over five (5) such unused days to be used before the first day of school, and the payment for such days shall be paid in the month of July.

All unused accrued vacation days shall be granted to an employee in the event he/she terminates his/her service with the school.

ARTICLE XII

DISCIPLINARY PROCEDURE

- 12.0
- a. The tenure of every employee shall be conditioned upon good behavior and the satisfactory performance of his/her duties.
 - b. All disciplinary measures shall be for just cause and shall not be discriminatory.
 - c. Whenever, in the judgment of the department head, an employee's work performance or conduct justifies such action, he/she may be suspended without pay pending a hearing of the allegations. When such action is taken, the Executive Director of Plant and Facilities Services shall within one (1) working day furnish to the employee, in writing, a statement of the reasons for such action and the period of time during which a suspension or demotion is to be in effect and shall furnish a copy of the statement to the Union President and the International Representative.
- 12.1 Disciplinary action shall normally follow in this order except in cases of serious misconduct:
- a. Verbal warning
 - b. Written warning
 - c. Written warning, included with a meeting with the offending party, the employer and the Union to discuss incidents leading to disciplinary actions
 - d. Suspension
 - e. Discharge
- 12.2 All disciplinary actions are subject to grievance procedures

ARTICLE XIII

GRIEVANCE PROCEDURE

- 13.0 A grievance under this Agreement shall be defined as an alleged violation, misinterpretation or misapplication of any of the provisions of this Agreement.

13.1 Employee and Immediate Supervisor

- a. The employee and/or his/her representative shall present to the Associate Director of Plant and Facilities Services all facts pertaining to the grievance.
- b. The Associate Director of Plant and Facilities Services shall adjust the grievance at once, or notify

the employee and/or his/her representative of his decision within five (5) working days following the day that the grievance is presented.

13.2 Employee and Department Head

- a. If either the employee or the Union is not satisfied with the disposition of the grievance under 13.1, the Union may appeal the grievance to the Executive Director of Plant and Facilities Services. The appeal shall be submitted in writing stating:
 1. The facts of the grievance;
 2. The articles and sections of this Agreement allegedly violated, and
 3. The remedy sought.

The Executive Director of Plant and Facilities Services must receive such appeal statement within five (5) working days following completion of the procedure set forth under 13.1.

- b. The Executive Director of Plant and Facilities Services, and/or his representative, shall meet with the employee and Union representative to consider the appeal within five (5) working days following receipt of the appeal statement.

The Executive Director of Plant and Facilities Services shall give his decision on the appeal in writing to the employee and Union within five (5) working days following the conclusion of such meeting.

13.3 Employee and Administrative Head

- a. If either the employee or the Union is not satisfied with the disposition of the grievance under 13.2, the Union President may request the Superintendent of Schools, or an agent he designates, to review the grievance.

Such request for review must be in writing and the Superintendent, or his agent, must receive it within five (5) workdays following completion of the procedure set forth under 13.2.

- b. The Superintendent or his agent, shall meet with the employee, the Union President and a Council 4 staff representative to review the grievance within ten (10) working days following receipt of the request for review.

The Superintendent or his agent shall give his decision on the review in writing to the employee, the Union President and the Council 4 staff representative within five (5) working days following the conclusion of such meeting.

13.4 Arbitration

In the event that the Union feels that further review is justified, it shall file written notice with the Board within twenty (20) working days following completion of the procedure set forth in 13.3 of its intent to submit the matter to arbitration. There may be agreement by both parties as to the designation of the arbitrator. If such agreement cannot be reached within ten (10) working days following receipt of the notice' to submit, the Union may submit the grievance to

the American Arbitration Association or the State of Connecticut Board of Mediation and Arbitration for arbitration.

The arbitrator shall hear and decide only one grievance in each case. The arbitrator shall be bound by and must comply with all of the terms of this Agreement. He shall have no power to add to, delete from or modify in any way any of the provisions of this Agreement, unless same is contrary to the law.

All costs and expenses of arbitration shall be borne equally by the Board and the Union.

- 13.5 Any grievance not presented in writing for disposition through the grievance procedure set forth above within twenty (20) working days of the occurrence of the condition giving rise thereto, or within twenty (20) working days of the time the employee or the Union knew, or reasonably should have known, of the occurrence of the condition giving rise thereto, whichever comes later, shall not thereafter be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision within the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered, and such decision shall thereafter be binding upon the aggrieved and the Union. The time limits specified at any step may be extended in any particular instance by mutual agreement of the Superintendent, or his agent, and the Union.

ARTICLE XIV **MISCELLANEOUS**

- 14.0 A staff representative of the Union may have access to the premises of the employer at a time mutually agreeable to employer and the Union to discuss with the local Union President issues which may arise concerning the collective bargaining agreement.
- 14.1 Any employee required to use his/her personal vehicle within town in connection with his/her work assignment will be reimbursed at the current G.S.A. rate per mile for the use of such vehicle.
- 14.2 The employer shall distribute signed copies of the Agreement as follows:
- a. Six (6) copies to the Union upon the signing of the Agreement.
 - b. A copy to each employee within thirty (30) days after the signing of the contract.
 - c. A copy to each new employee within thirty (30) days after the date on which he/she has been hired.
- 14.3 The Board shall reimburse employees for the cost of maintaining trade licenses including, but not limited to, Electrician, Plumbing, HVAC and Pesticide Application licenses. Employees requesting reimbursement shall provide proof of license renewal and payment.

ARTICLE XV
RIGHTS AND RESPONSIBILITIES OF THE BOARD OF EDUCATION

- 15.0 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board of Education has and will continue to retain whether exercised or not, all of the rights, powers and authority heretofore had by it and, except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, it shall have the sole and unquestioned right, responsibility and prerogative of management of the affairs of the Board of Education and direction of the working forces, including, but not limited to, the following:
- a. To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the Board of Education.
 - b. To establish or continue policies, practices and procedures for the conduct of the Board of Education business from time to time to change or abolish such policies, practices or procedures or deviate from procedures, practices or policies in exceptional cases after notice to and discussion with the Union.
 - c. To discontinue processes or operations, or to discontinue their performance by employees.
 - d. To select and to determine the number and type of employees required to perform the operations of the Board of Education.
 - e. To employ, transfer, promote or demote employees, or to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Board of Education.
 - f. To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Board of Education, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
 - g. To ensure that incidental duties connected with school operations whether enumerated in job descriptions or not, shall be performed by employees.
 - h. To establish contracts or subcontracts for school operations, provided that this right shall not be used for the purpose or intention of undermining the Union or of discriminating against its members. All work customarily performed by employees of the bargaining unit shall continue to be so performed unless, in the sole judgment of the Board of Education it can be done more economically or expeditiously otherwise.
- 15.1 The above rights, responsibilities and prerogatives are inherent in the Board of Education and the Superintendent by virtue of statutory and charter provisions and are not subject to delegation in whole or in part. Such rights may not be subject to review or determination in any grievance or arbitration proceeding, but the manner of exercise of such rights may be subject to the grievance procedure described in this Agreement.

ARTICLE XVI
DURATION

- 16.0 a. This Agreement shall be effective and shall remain in full force and effect through June 30, 2027.
- b. During negotiations to develop any successor agreement, each party shall provide the other, upon reasonable request and to the extent available, with any non - privileged information necessary to negotiations. Neither party shall be required to develop any information not in its possession. The requesting party may be charged a reasonable amount for the expense of extracting or reproducing the requested information.
- 16.1 Upon receipt of such notice, meetings will be in accordance with applicable provisions of the General Statutes of the State of Connecticut.


In witness whereof the parties have set their hands on this 28 day of June, 2022.

FOR THE EMPLOYER


Chairman, Board of Education


Superintendent of Schools

FOR THE UNION


President, Local 1303-61


Staff Representative, Council 4

APPENDIX A

MAINTENANCE WAGE SCHEDULE

| | 7/1/2022 | 7/1/2023 | 7/1/2024 | 7/1/2025 | 7/1/2026 |
|----------------------------|------------------|------------------|------------------|------------------|------------------|
| | 3.0 % GWI | 3.0 % GWI | 3.0 % GWI | 3.0 % GWI | 3.0 % GWI |
| Carpenter Foreman | | | | | |
| Step 1 | \$37.60 | \$38.72 | \$39.88 | \$41.08 | \$42.31 |
| Step 2 | \$40.38 | \$41.59 | \$42.83 | \$44.12 | \$45.44 |
| Carpenter I | | | | | |
| Step 1 | | | | | |
| Step 2 | \$39.10 | \$40.27 | \$41.48 | \$42.72 | \$44.01 |
| Carpenter II | | | | | |
| Step 1 | \$34.43 | \$35.47 | \$36.53 | \$37.63 | \$38.75 |
| Step 2 | \$36.65 | \$37.75 | \$38.88 | \$40.05 | \$41.25 |
| Electrician Foreman | | | | | |
| Step 1 | \$39.22 | \$40.40 | \$41.61 | \$42.86 | \$44.15 |
| Step 2 | \$42.22 | \$43.49 | \$44.79 | \$46.13 | \$47.52 |
| Electrician II | | | | | |
| Step 1 | \$35.69 | \$36.76 | \$37.86 | \$39.00 | \$40.17 |
| Step 2 | \$38.12 | \$39.26 | \$40.44 | \$41.66 | \$42.90 |
| Grounds Foreman | | | | | |
| Step 1 | \$35.83 | \$36.91 | \$38.02 | \$39.16 | \$40.33 |
| Step 2 | \$38.39 | \$39.54 | \$40.73 | \$41.95 | \$43.21 |
| Grounds II | | | | | |
| Step 1 | \$32.58 | \$33.56 | \$34.56 | \$35.60 | \$36.67 |
| Step 2 | \$34.98 | \$36.03 | \$37.11 | \$38.22 | \$39.37 |
| HVAC Foreman | | | | | |
| Step 1 | \$39.22 | \$40.40 | \$41.61 | \$42.86 | \$44.15 |
| Step 2 | \$42.22 | \$43.49 | \$44.79 | \$46.13 | \$47.52 |
| [HVAC I | | | | | |
| Step 1 | \$40.82 | \$42.04 | \$43.30 | \$44.60 | \$45.94 |
| Step 2 | \$40.82 | \$42.04 | \$43.30 | \$44.60 | \$45.94 |
| HVAC II | | | | | |
| Step 1 | \$35.69 | \$36.76 | \$37.86 | \$39.00 | \$40.17 |
| Step 2 | \$38.12 | \$39.26 | \$40.44 | \$41.66 | \$42.90 |
| Maintenance Foreman | | | | | |
| Step 1 | \$35.83 | \$36.91 | \$38.02 | \$39.16 | \$40.33 |
| Step 2 | \$38.39 | \$39.54 | \$40.73 | \$41.95 | \$43.21 |
| Maintenance II | | | | | |
| Step 1 | \$32.58 | \$33.56 | \$34.56 | \$35.60 | \$36.67 |
| Step 2 | \$34.98 | \$36.03 | \$37.11 | \$38.22 | \$39.37 |

APPENDIX A

MAINTENANCE WAGE SCHEDULE (cont.)

| | 7/1/2022 | 7/1/2023 | 7/1/2024 | 7/1/2025 | 7/1/2026 |
|------------------------|----------|----------|----------|----------|----------|
| | 3.0% GWI | 3.0% GWI | 3.0% GWI | 3.0% GWI | 3.0% GWI |
| Painter Foreman | | | | | |
| Step 1 | \$35.83 | \$36.91 | \$38.02 | \$39.16 | \$40.33 |
| Step 2 | \$38.39 | \$39.54 | \$40.73 | \$41.95 | \$43.21 |
| Painter II | | | | | |
| Step 1 | \$32.58 | \$33.56 | \$34.56 | \$35.60 | \$36.67 |
| Step 2 | \$34.98 | \$36.03 | \$37.11 | \$38.22 | \$39.37 |
| Plumber Foreman | | | | | |
| Step 1 | \$39.22 | \$40.40 | \$41.61 | \$42.86 | \$44.15 |
| Step 2 | \$42.22 | \$43.49 | \$44.79 | \$46.13 | \$47.52 |
| Plumber I | | | | | |
| Step 1 | \$40.82 | \$42.04 | \$43.30 | \$44.60 | \$45.94 |
| Step 2 | \$40.82 | \$42.04 | \$43.30 | \$44.60 | \$45.94 |
| Plumber II | | | | | |
| Step 1 | \$35.69 | \$36.76 | \$37.86 | \$39.00 | \$40.17 |
| Step 2 | \$38.12 | \$39.26 | \$40.44 | \$41.66 | \$42.90 |
| Helper | | | | | |
| Step 1 | \$30.28 | \$31.19 | \$32.13 | \$33.09 | \$34.08 |
| Step 2 | \$32.68 | \$33.66 | \$34.67 | \$35.71 | \$36.78 |

1. A differential of 50 cents per hour in addition to the base pay rate for each member of a two-man spray team shall be paid as extra compensation during the time that the team is engaged in spray paint work.
2. A differential of \$1.00 per hour shall be paid as extra compensation for any patching or taping work required.
3. The position of Helper shall receive a rate of pay two dollars (\$2.00) per hour less than paid to a maintenance employee at the Maintenance 2 classification.
4. After any employee works two (2) years in the position of Helper, he/she shall be promoted to Step 2 of at least the next higher classification on the Maintenance pay scale.
5. When an existing employee is being paid at a level 1 (i.e. Plumber 1, Carpenter 1, HVAC 1 or any other lead position) and an additional employee is added to their department, the existing employee being paid at the level 1 shall begin to receive Foreman's pay for that department.

PRINTER WAGE SCHEDULE

| 7/1/2022 3.0% GWI | | | | |
|------------------------------------|---------|---------|---------|---------|
| | Step 1 | Step 2 | Step 3 | Step 4 |
| Printer/Manager | \$29.28 | \$30.17 | \$31.10 | \$31.98 |
| Senior Printer II | \$28.26 | \$29.17 | \$30.01 | \$30.93 |
| Senior Printer | \$24.08 | \$24.81 | \$25.55 | \$26.30 |
| Printer | \$21.56 | \$22.22 | \$22.89 | \$23.57 |
| Printer Binder | \$19.43 | \$20.00 | \$20.59 | \$21.24 |

| 7/1/2023 3.0% GWI | | | | |
|------------------------------------|---------|---------|---------|---------|
| | Step 1 | Step 2 | Step 3 | Step 4 |
| Printer/Manager | \$30.16 | \$31.07 | \$32.03 | \$32.94 |
| Senior Printer II | \$29.11 | \$30.04 | \$30.91 | \$31.86 |
| Senior Printer | \$24.80 | \$25.56 | \$26.32 | \$27.08 |
| Printer | \$22.20 | \$22.88 | \$23.57 | \$24.27 |
| Printer Binder | \$20.01 | \$20.60 | \$21.21 | \$21.88 |

| 7/1/2024 3.0% GWI | | | | |
|------------------------------------|---------|---------|---------|---------|
| | Step 1 | Step 2 | Step 3 | Step 4 |
| Printer/Manager | \$31.07 | \$32.01 | \$32.99 | \$33.93 |
| Senior Printer II | \$29.98 | \$30.95 | \$31.84 | \$32.81 |
| Senior Printer | \$25.55 | \$26.32 | \$27.11 | \$27.90 |
| Printer | \$22.87 | \$23.57 | \$24.28 | \$25.00 |
| Printer Binder | \$20.61 | \$21.22 | \$21.84 | \$22.53 |


| 7/1/2025 3.0% GWI | | | | |
|------------------------------------|---------|---------|---------|---------|
| | Step 1 | Step 2 | Step 3 | Step 4 |
| Printer/Manager | \$32.00 | \$32.97 | \$33.98 | \$34.95 |
| Senior Printer II | \$30.88 | \$31.87 | \$32.80 | \$33.80 |
| Senior Printer | \$26.31 | \$27.11 | \$27.92 | \$28.73 |
| Printer | \$23.56 | \$24.28 | \$25.01 | \$25.75 |
| Printer Binder | \$21.23 | \$21.86 | \$22.50 | \$23.21 |

| 7/1/2026 3.0% GWI | | | | |
|------------------------------------|---------|---------|---------|---------|
| | Step 1 | Step 2 | Step 3 | Step 4 |
| Printer/Manager | \$32.96 | \$33.96 | \$35.00 | \$36.00 |
| Senior Printer II | \$31.81 | \$32.83 | \$33.78 | \$34.81 |
| Senior Printer | \$27.10 | \$27.93 | \$28.76 | \$29.60 |
| Printer | \$24.26 | \$25.01 | \$25.76 | \$26.52 |
| Printer Binder | \$21.86 | \$22.51 | \$23.17 | \$23.90 |

New hires shall move to Step 2 at the successful completion of the probationary period. Employees who have served one year at Step 2 shall move to Step 3, and employees who have served one year at Step 3 shall move to step 4

APPENDIX B

|  POS MEDICAL BENEFIT SUMMARY | | |
|---|--|--|
| 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 <i>after</i> 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 |
| Chiropractic Care | \$0 copay | 20% of allowable UCR* charges |
| Diagnostic Labs and X-Rays ¹ ** High Cost Testing (MRI, CAT, etc.) | \$0 copay (<i>your doctor</i> will need to get prior authorization for high-cost testing) | 20% of allowable UCR* charges (<i>you</i> will need to get prior authorization for high-cost testing) |
| Durable Medical Equipment | \$0 (<i>your doctor</i> may need to get prior authorization) | 20% of allowable UCR* charges (<i>you</i> may need to get prior authorization) |
| ¹ IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility. Outside your carrier's immediate service area: no co-pay. ¹ OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance. Outside of carrier's immediate service area: deductible plus 20% coinsurance. | | |
| | | (continued on next page) 2 |

|  POS MEDICAL BENEFIT SUMMARY | | |
|---|---|--|
| 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 Outpatient or Inpatient Hospital Care | \$15 copay \$0 | 20% of allowable UCR* charges 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 for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx Medically necessary treatment resulting from other causes is subject to Prior Authorization | \$0 \$0 (30 visits per Covered Person per Calendar Year) | Deductible plus Coinsurance (30 visits per Calendar Year) Deductible plus Coinsurance (30 visits per Calendar Year) |
| *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. | | |

Cigna Dental Benefit Summary
West Hartford Public Schools Premier
Plan Effective Date: 07/01/2019



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations.

| Cigna Dental PPO | | | | |
|---|--|-------------------------|---|-------------------------|
| Network Options | In-Network: State of Connecticut Network | | Non-Network: See Non-Network Reimbursement | |
| Reimbursement Levels | Based on Contracted Fees | | Based on Billed Charge | |
| Calendar Year Benefits Maximum Applies to: Class I, II, III & V expenses | \$1,500 | | \$1,500 | |
| Calendar Year Deductible Individual Family | \$50 \$150 | | \$50 \$150 | |
| Benefit Highlights | Plan Pays | You Pay | Plan Pays | You Pay |
| Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Sealants: per tooth Space Maintainers: non-orthodontic Emergency Care to Relieve Pain | 100% No Deductible | No Charge | 100% No Deductible | No Charge |
| Class II: Basic Restorative Restorative: fillings (amalgam & composite) Endodontics: minor and major Oral Surgery: minor and major Anesthesia: general and IV sedation Repairs: Bridges, Crowns and Inlays Repairs: Dentures Denture Relines, Rebases and Adjustments | 100% After Deductible | No Charge | 100% After Deductible | No Charge |
| Class III: Major Restorative Inlays and Onlays Prosthesis Over Implant Crowns: prefabricated stainless steel / resin Crowns: permanent cast and porcelain Bridges and Dentures | 50% After Deductible | 50% After Deductible | 50% After Deductible | 50% After Deductible |
| Class IV: Orthodontia Coverage for Employee and All Dependents Lifetime Benefits Maximum: \$600 | 60% No Deductible | 40% No Deductible | 60% No Deductible | 40% No Deductible |
| Class V: TMJ Occlusal orthotic device and adjustment Calendar Year Maximum: \$1,500 | 60% After Deductible | 40% After Deductible | 60% After Deductible | 40% After Deductible |
| Class VI: Periodontal Calendar Year Maximum: \$500 | 100% After Deductible | No Charge | 100% After Deductible | No Charge |
| Benefit Plan Provisions: | | | | |
| In-Network Reimbursement | For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule. | | | |
| Non-Network Reimbursement | For services provided by a non-network dentist, Cigna Dental will reimburse according to the Billed Charge. | | | |
| Cross Accumulation | All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network. | | | |
| Calendar Year Benefits Maximum | The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply. | | | |
| Calendar Year Deductible | This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply. | | | |
| Late Entrant Limitation Provision | No coverage until next open enrollment. This provision does not apply to new hires. | | | |
| Pretreatment Review | Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed. | | | |

| | |
|--|---|
| Alternate Benefit Provision | When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna HealthCare will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses. This provision does not |
| Oral Health Integration Program (OHIP) | Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with the following medical conditions: diabetes, heart disease, stroke, maternity, head and neck cancer radiation, organ transplants and chronic kidney disease. There's no additional charge for the program, those who qualify get reimbursed 100% of coinsurance for certain related dental procedures. Eligible customers can also receive guidance on behavioral issues related to oral health and discounts on prescription and non-prescription dental products. Reimbursements under this program are not subject to the annual deductible, but will be applied to and are subject to the plan annual maximum. Discounts on certain prescription and non-prescription dental products are available through Cigna Home Delivery Pharmacy only, and you are required to pay the entire discounted charge. For more information including how to enroll in this program and a complete list of program terms and eligible medical conditions, go to www.mycigna.com or call customer service 24/7 at 1.800.CIGNA24. |
| Timely Filing | Out of network claims submitted to Cigna after 365 days from date of service will be denied. |
| Benefit Limitations: | |
| Oral Evaluations | 2 per calendar year |
| X-rays (routine) | Bitewings: 2 per calendar year |
| X-rays (non-routine) | Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months |
| Diagnostic Casts | Payable only in conjunction with orthodontic workup |
| Cleanings | 2 per calendar year including periodontal maintenance procedures following active therapy |
| Fluoride Application | 1 per calendar year for children under age 19 |
| Sealants (per tooth) | Limited to posterior tooth. 1 treatment per tooth every 36 months for children under age 16 |
| Space Maintainers | Limited to non-orthodontic treatment for children under age 19 |
| Inlays, Crowns, Bridges, Dentures and Partial | Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges. |
| Denture and Bridge Repairs | Reviewed if more than once |
| Denture Relines, Rebases and Adjustments | Covered if more than 6 months after installation |
| Prosthesis Over Implant | Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges. |
| Benefit Exclusions: | |
| Covered Expenses will not include, and no payment will be made for the following: | |
| Procedures and services not included in the list of covered dental expenses; | |
| Diagnostic: cone beam imaging; Preventive Services: instruction for plaque control, oral hygiene and diet; | |
| Restorative: veneers of porcelain, ceramic, resin, or acrylic materials on crowns or pontics on or replacing the upper and or lower first, second and/or third molars; | |
| Periodontics: bite registrations; splinting; | |
| Prosthodontic: precision or semi-precision attachments; initial placement of a complete or partial denture per plan guidelines; | |
| Implants: implants or implant related services; | |
| Procedures, appliances or restorations, except full dentures, whose main purpose is to: change vertical dimension; stabilize periodontally involved teeth; or restore occlusion; | |
| Athletic mouth guards; services performed primarily for cosmetic reasons; personalization; replacement of an appliance per benefit guidelines; | |
| Services that are deemed to be medical in nature; services and supplies received from a hospital; Drugs: prescription drugs | |
| Charges in excess of the Billed Charge. | |

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Cigna Dental PPO plans are insured and/or administered by Cigna Health and Life Insurance Company (CHLIC) or Connecticut General Life Insurance Company (CGLIC), with network management services provided by Cigna Dental Health, Inc. and certain of its subsidiaries. In Texas, the insured dental plan is known as Cigna Dental Choice, and this plan uses the national Cigna DPPO network.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation "Cigna Home Delivery Pharmacy" refers to Tel-Drug, Inc. and Tel-Drug of Pennsylvania, L.L.C. Policy forms (for insured dental plans) in OK: HP-POL99 (CHLIC), GM6000 EL1288 et al (CGLIC); OR: HP-POL68; TN: HP-POL69/HC-CER2V1 et al (CHLIC). The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

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Cigna Dental Benefit Summary
West Hartford Public Schools - Preferred
Plan Effective Date: 7/01/2019



Insured by: Cigna Health and Life Insurance Company

This material is for informational purposes only and is designed to highlight some of the benefits available under this plan. Consult the plan documents to determine specific terms of coverage relating to your plan. Terms include covered procedures, applicable waiting periods, exclusions and limitations.

| Cigna Dental PPO | | | | |
|---|--|----------------------|---|-------------------------|
| Network Options | In-Network: State of Connecticut Network | | Non-Network: See Non-Network Reimbursement | |
| Reimbursement Levels | Based on Contracted Fees | | Maximum Allowable Charge | |
| Calendar Year Benefits Maximum Applies to: Class I, II & III, expenses | Unlimited | | \$500 | |
| Calendar Year Deductible Individual Family | \$0 \$0 | | \$100 \$300 | |
| Benefit Highlights | Plan Pays | You Pay | Plan Pays | You Pay |
| Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Space Maintainers: non-orthodontic Emergency Care to Relieve Pain | 100% No Deductible | No Charge | 50% No Deductible | 50% No Deductible |
| Class II: Basic Restorative Restorative: fillings (amalgam & composite) Endodontics: minor and major Periodontics: minor and major Oral Surgery: minor and major Anesthesia: general and IV sedation Repairs: Bridges, Crowns and Inlays Repairs: Dentures Denture Relines, Rebases and Adjustments Sealants: per tooth | 80% No Deductible | 20% No Deductible | 50% After Deductible | 50% After Deductible |
| Class III: Major Restorative Inlays and Onlays Prosthesis Over Implant Crowns: prefabricated stainless steel / resin Crowns: permanent cast and porcelain Bridges and Dentures | 60% No Deductible | 40% No Deductible | 50% After Deductible | 50% After Deductible |
| Class IV: Orthodontia Coverage for Employee and All Dependents Lifetime Benefits Maximum: \$3,000 | 50% No Deductible | 50% No Deductible | Not Covered | Not Covered |
| Benefit Plan Provisions: | | | | |
| In-Network Reimbursement | For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule. | | | |
| Non-Network Reimbursement | For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Allowable Charge. The dentist may balance bill up to their usual fees. | | | |
| Cross Accumulation | All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network. | | | |
| Calendar Year Benefits Maximum | The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply. | | | |
| Calendar Year Deductible | This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply. | | | |
| Late Entrant Limitation Provision | No coverage until next open enrollment. This provision does not apply to new hires. | | | |
| Pretreatment Review | Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed. | | | |

| | |
|--|---|
| Alternate Benefit Provision | When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna HealthCare will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses. This provision does not apply to fillings. |
| Oral Health Integration Program (OHIP) | Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with the following medical conditions: diabetes, heart disease, stroke, maternity, head and neck cancer radiation, organ transplants and chronic kidney disease. There's no additional charge for the program, those who qualify get reimbursed 100% of coinsurance for certain related dental procedures. Eligible customers can also receive guidance on behavioral issues related to oral health and discounts on prescription and non-prescription dental products. Reimbursements under this program are not subject to the annual deductible, but will be applied to and are subject to the plan annual maximum. Discounts on certain prescription and non-prescription dental products are available through Cigna Home Delivery Pharmacy only, and you are required to pay the entire discounted charge. For more information including how to enroll in this program and a complete list of program terms and eligible medical conditions, go to www.mycigna.com or call customer service 24/7 at 1.800.CIGNA24. |
| Timely Filing | Out of network claims submitted to Cigna after 365 days from date of service will be denied. |
| Benefit Limitations: | |
| Oral Evaluations | 2 per calendar year |
| X-rays (routine) | Bitewings: 2 per calendar year |
| X-rays (non-routine) | Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months |
| Diagnostic Casts | Payable only in conjunction with orthodontic workup |
| Cleanings | 2 per calendar year, including periodontal maintenance procedures following active therapy |
| Fluoride Application | 1 per calendar year for children under age 19 |
| Sealants (per tooth) | Limited to posterior tooth. 1 treatment per tooth every 36 months for children under age 16 |
| Space Maintainers | Limited to non-orthodontic treatment for children under age 19 |
| Inlays, Crowns, Bridges, Dentures and Partial | Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges. |
| Denture and Bridge Repairs | Reviewed if more than once |
| Denture Relines, Rebases and Adjustments | Covered if more than 6 months after installation |
| Prosthesis Over Implant | Replacement every 60 months if unserviceable and cannot be repaired. Benefits are based on the amount payable for non-precious metals. No porcelain or white/tooth-colored material on molar crowns or bridges. |
| Benefit Exclusions: | |
| Covered Expenses will not include, and no payment will be made for the following: | |
| Procedures and services not included in the list of covered dental expenses; | |
| Diagnostic: cone beam imaging; Preventive Services: instruction for plaque control, oral hygiene and diet; | |
| Restorative: veneers of porcelain, ceramic, resin, or acrylic materials on crowns or pontics on or replacing the upper and or lower first, second and/or third molars; | |
| Periodontics: bite registrations; splinting; | |
| Prosthodontic: precision or semi-precision attachments; initial placement of a complete or partial denture per plan guidelines; | |
| Implants: implants or implant related services; | |
| Procedures, appliances or restorations, except full dentures, whose main purpose is to: change vertical dimension; diagnose or treat conditions or dysfunction of the temporomandibular joint (TMJ); stabilize periodontally involved teeth; or restore occlusion; | |
| Athletic mouth guards; services performed primarily for cosmetic reasons; personalization; replacement of an appliance per benefit guidelines; | |
| Services that are deemed to be medical in nature; services and supplies received from a hospital; Drugs: prescription drugs | |
| Charges in excess of the Maximum Allowable Charge. | |

This document provides a summary only. It is not a contract. If there are any differences between this summary and the official plan documents, the terms of the official plan documents will prevail.

Cigna Dental PPO plans are insured and/or administered by Cigna Health and Life Insurance Company (CHLIC) or Connecticut General Life Insurance Company (CGLIC), with network management services provided by Cigna Dental Health, Inc. and certain of its subsidiaries. In Texas, the insured dental plan is known as Cigna Dental Choice, and this plan uses the national Cigna DPPO network.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation "Cigna Home Delivery Pharmacy" refers to Tel-Drug, Inc. and Tel-Drug of Pennsylvania, L.L.C. Policy forms (for insured dental plans) in OK: HP-POL99 (CHLIC), GM6000 ELI288 et al (CGLIC); OR: HP-POL68; TN: HP-POL69/HC-CER2V1 et al (CHLIC). The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

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APPENDIX C

MAINTENANCE LONGEVITY PROGRAM

| | |
|-----------------------------|----------|
| 6 to 9 years of service | \$550.00 |
| 10 to 14 years of service | \$650.00 |
| 15 to 19 years of service | \$700.00 |
| 20 to 24 years of service | \$750.00 |
| 25 or more years of service | \$800.00 |

The amounts set forth in the Longevity pay schedule above shall be effective and retroactive to July 1, 2013.

Longevity payment shall be made in a lump sum on the first (1st) payday following the employee's anniversary date of employment.

If employment terminates for reason other than cause between anniversary dates, an employee who is eligible for longevity shall receive payment as follows:

- a. less than three (3) months service following the anniversary date -- no payment
- b. three (3) months service but less than six (6) months service following the anniversary date -- one quarter (1/4) payment
- c. six (6) months service but less than nine (9) months service following the anniversary date -- one-half (1/2) payment
- d. nine (9) months service but less than 12 months service following the anniversary date -- three quarters (3/4) payment.

APPENDIX D

UNION DEDUCTION AUTHORIZATION FORM

COUNCIL NO .4 AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES AFL-CIO

AUTHORIZATION FOR PAYROLL DEDUCTION AND REPRESENTATION

**AFSCME
STRONG**

Council 4

☐ **Yes! I am AFSCME Strong.**
I want a strong voice at work and in my community

Yes, sign me up to:

☐ Talk to colleagues at work

☐ Make phone calls to AFSCME members for campaigns

☐ Knock AFSCME member doors during campaigns

Membership — Public Sector

American Federation of State, County and Municipal Employees Membership and Authorization for Dues Deduction

I hereby apply for membership in AFSCME Council 4 (hereafter the "Union") and I agree to abide by its Constitution and Bylaws. I authorize the Union and its successor or assign to act as my exclusive bargaining representative for purposes of collective bargaining with respect to wages, hours and other terms and conditions of employment with my Employer.

Effective immediately, I hereby voluntarily authorize and direct my Employer to deduct from my pay each pay period, regardless of whether I am or remain a member of the Union, the amount of dues certified by the Union, and as they may be adjusted periodically by the Union, and to authorize my Employer to remit such amount monthly to the Union.

This voluntary authorization and assignment shall remain in effect, regardless of whether I am or remain a member of the Union, subject to the revocation provisions in the General Statutes of Connecticut. For municipal Employees, if the applicable collective-bargaining agreement does not address revocation, then this voluntary authorization and assignment shall remain in effect, regardless of whether I am or remain a member of the Union, for a period of one year from the date of execution, and for year to year thereafter unless I give the Employer and the Union written notice of revocation not more than ten (10) days before and not more than twenty (20) days after the end of any yearly period. The applicable collective-bargaining agreement is available for review, upon request. This card supersedes any prior check-off authorization card I signed.

I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment. This authorization and assignment shall remain in effect if my employment with the Employer ends and I am later re-employed by the Employer.

Payments to the Union are not deductible as charitable donations for federal income tax purposes. However, state law may extend favored tax treatment.

Please Print Legibly

| | | |
|------------------|--------------------------|----------|
| Local Union # | Department | |
| Last Name | First Name | M.I. |
| Street Address | | Apt. No. |
| City | State | ZIP Code |
| XXX-XX-____ | | |
| Last Four of SSN | Payroll No. | |
| Personal E-mail | Personal Cell Phone No.* | |
| Signature | Date Signed | |

*By providing your cell phone number you consent to receive calls (including recorded or autodialed calls, or texts) at that number from AFSCME and its affiliated labor, political and charitable organizations on any subject matter. Your carrier's rates may apply. You may modify your preferences by calling the Union at 860-224-4000.

APPENDIX F

MEMORANDUM OF AGREEMENT

In accordance with the request of Ed Zimnoch, President of Local 1303, Council 4, AFSCME, AFL-CIO that payroll deductions be permitted for contributions to the AFSCME federal political action committee (PEOPLE), the West Hartford Board of Education and the undersigned AFSCME local units hereby agree as follows:

1. The Board of Education will make payroll deductions and remit same on a monthly basis to AFSCME International, P.E.O.P.L.E., 1625 L. Street, N.W., Washington, D.C., from the base pay of unit members who authorize such deductions in writing on a form provided by the respective AFSCME local units and as approved by the Board of Education.
2. Such deductions will be made from the regular base pay of such employees, and such deductions shall not be made from overtime and other additional pay, if any, earned by such employee.
3. This agreement may be terminated at any time by either the Board of Education or Local 1303, Council 4, AFSCME, AFL-CIO, by providing written notification to the other party thirty days in advance of such termination.
4. This agreement shall not establish a past practice or precedent with respect to the aforementioned deductions or any other deductions as may be requested by the Local 1303, Council 4, AFSCME, AFL-CIO, and as such it may not be cited as bargaining history by either party, should there be future negotiations between the Board and Local 1303, Council 4, AFSCME, AFL-CIO over payroll deductions.

WEST HARTFORD BOARD OF EDUCATION

By _____.

LOCAL 1303-061 COUNCIL 4, AFSCME, AFL-CIO

BY _____

APPENDIX G

MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF WEST HARTFORD AND AFSCME, LOCAL 1303-61

The Town of West Hartford and AFSCME, Local. 1303-61 met and negotiated changes in the Town Pension Plan that are reflected in Article 10.5 of the 2004-2009 Collective Bargaining Agreement and the Pension Ordinance. The changes are for employees hired prior to July 1, 2004, and regard the issue of what constitutes eligibility for a normal unreduced pension and what the benefit rate will be. To further the understanding of how this provision shall be applied, the following examples are provided:

Examples:

Employees shall earn a benefit rate of 2% per year of credited service for all years less than 30. Therefore, if an employee retires at age 55 with 25 years of credited service his or her benefit will be calculated based on 25 years at 2% per year or 50% of average final compensation. If the employee retires at age 59.5 with 29.5 years of credited service his or her benefit will be calculated based on 29.5 years at 2% per year or 59% of average final compensation (plus the supplemental incentive) .

If an employee earns 30 years or more of credited service with the town their pension benefit will be calculated at 70% of average final compensation. Therefore, at 30 years of credited service the benefit would be 70% of average final compensation and at 34 years of credited service the benefit would be 70% of average final compensation. An employee eligible for normal retirement at 30 years of credited service shall not be eligible for the supplemental pension incentive unless they otherwise meet qualification for the pension supplement as provided in Article 10.5.

MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF WEST HARTFORD AND AFSCME, LOCAL 1303-61

The Town of West Hartford and AFSCME, Local 1303-61 met and negotiated changes in the Town Pension Plan that are reflected in Article 10.5 of the 2004-2007 Collective Bargaining Agreement and the Pension Ordinance. The changes are regarding the issue of a supplemental pension incentive to encourage employees to defer their retirement date after they have reached eligibility to retire with a normal unreduced pension at age 55 with 25 years of service or at age 60 with 10 years of service. To further the understanding of how this provision shall be applied, the following examples are provided:

Examples:

1. The pension incentive supplements are to be cumulative. That is, if someone reaches age 55 with 25 years of service and therefore is eligible to retire with a normal unreduced pension, but waits until they are age 65 with 35 years of service, the pension supplement will be \$6,000 per year (the sum of each year (10) deferred).
2. If an employee becomes eligible for a normal unreduced pension at age 57 with 25 years of service and waits until they are age 65 with 33 years of service, the pension supplement will be \$4,800 per year (the sum of each year (8) deferred from above age 57).
3. If an employee becomes eligible for a normal unreduced pension at age 63 with 10 years of service and waits until they are age 65 with 12 years of service, the pension supplement will be \$1,200 per year (the sum of each year above age 63).

APPENDIX H

MEMORANDUM OF UNDERSTANDING BETWEEN THE TOWN OF WEST HARTFORD AND AFSCME, LOCAL 1303-61

The Parties agree that the Board shall provide the following regarding uniforms. The Employee shall be given the option to choose (4) sweatshirts and (1) jacket in lieu of the (11) button down uniforms shirts listed under A below.

- A. Blue Uniforms (laundered by the employer)
 - (11) Dark blue denim pants 100% cotton
 - (11) Light blue button down shirts 100% cotton
- B. Light blue "Tee" shirt 100% cotton with pocket
5 per year issued each May (laundered by employee).
- C. Painter
 - (11) White pants (laundered by the employer)

The employer agrees to replace the employee's uniforms on an as needed basis.

The employee agrees to launder the sweatshirts and jackets.

For the West Hartford Board of Education : For AFSCME Local 1303-61:

Date: _____

Date: _____

APPENDIX I
MEMORANDUM OF UNDERSTANDING
Between the
West Hartford Board of Education
And
Local 1303-61 of Council 4, AFSCME

The parties agree to the following:

1. The 2004-2009 Collective Bargaining Agreement shall be extended by one year, and shall expire on June 30, 2010.'
2. The members of the bargaining unit shall not receive a general wage increase in fiscal year 2009-2010. However, each bargaining unit member who retires or is laid off after July 1, 2009 shall receive, at the time of separation, a lump sum payment equal to three percent (3.0%) of his annual straight-time earnings at the fiscal year 2009-2010 pay rate for his classification. Such payment shall be added to the employee's final year earnings for the purposes of pension calculation.
3. During fiscal year 2009-2010 only, employees requesting personal leave under Section 9.10 of the Collective Bargaining Agreement shall not be required to state the reasons for the leave and such requests shall not be unreasonably denied.
4. The Town shall not lay off any bargaining unit employees during the 2009-2010 fiscal year.

For the West Hartford
Board of Education

For Local 1303-61 of Council 4,
AFSCME

Date _____

Date _____

APPENDIX J

MEMORANDUM OF UNDERSTANDING

Between

**THE WEST HARTFORD BOARD OF EDUCATION
and
LOCAL 1303-61 of AFSCME, COUNCIL #4
and
LOCAL 1303-195 of AFSCME, COUNCIL #4**

WHEREAS: The number of Print Shop employees, who are member of Local 1303- 195, has been reduced by fifty percent in the last three years and;

WHEREAS: The members of Local 1303-61 (Maintenance) and Local 1303-195 (Printers) share a community of interest and;

WHEREAS: The parties to this memorandum have agreed that combining the members of Local 1303-61 and Local 1303-195 is in the best interests of both the Locals involved and the Board of Education;

The parties have therefore agreed to the following:

1. Effective upon the execution of this agreement, the current members of Local 1303-195 (Printer-Manager Parnell Durant and Senior Printer, Dennis Fravel) shall become members of Local 1303-61. They shall carry over the seniority they've accrued as members of Local 1303-195 into Local 1303-61-
2. Mr. Durant and Mr. Fravel shall be covered by all provisions of the current collective bargaining agreement between Local 1303-61 and the West Hartford Board of Education and all successor agreements.
3. All future employees hired by the West Hartford Board of Education in the Printer-Manager, Senior Printer, Printer and Printer/Binder classifications shall be covered by all provisions of the 1303-61 collective bargaining agreement except health insurance coverage in retirement as provided for in Articles 10.3 and 10.4. The Union retains the right to propose inclusion of such employees under Articles 10.3 and 10.4 in future negotiations.

4. The parties agree that this agreement shall be without precedence to either party as to any other situation and may not be introduced in any arbitration or other proceeding except for the purpose of enforcement of this agreement.

For the Board:

For the Union:

Timothy Dunn
Assistant Superintendent
For Administration

Brian Mitchell
President, Local 1303-61

Date _____

Date _____

Date _____

Date _____