

**AGREEMENT BETWEEN THE  
SUFFIELD BOARD OF EDUCATION  
AND  
TEAMSTERS, LOCAL 671**

Effective July 1, 2021  
Through June 30, 2024

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**ARTICLE I**  
**RECOGNITION**

- 1.0 The Board of Education hereby recognizes the Union as the exclusive Collective Bargaining Agent, for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for the unit consisting of all custodial, maintenance, secretaries, clerks, paraprofessionals, technology support specialist, application support specialist, bus monitors, accounting coordinator, bookkeepers and academic support personnel employed by the Suffield Board of Education excluding operations supervisors, secretary for business affairs and transportation, secretary to the superintendent, and the fiscal services coordinator, and those excluded by the Municipal Relations Act.

**ARTICLE 2**  
**UNION SECURITY/DUES, AGENCY FEES**

- 2.0 The Board of Education agrees to deduct Union membership dues from the pay of those employees who individually and in writing authorize such deductions. The Board of Education will remit once each month such deductions together with the list of employees from whose wages these sums have been deducted, to the Treasurer of Teamsters Local 671. Such dues deductions shall continue for the duration of this Agreement and any extension thereof. The Union agrees to hold the Board of Education harmless from damage arising from the enforcement of this Article.
- 2.1 The Union may hold a new hire orientation for any new hire within thirty (30) days of the new hire's start date. The orientation may be held during work hours provided it is approved by the building principal or designee. The meeting shall not exceed thirty (30) minutes in duration.
- 2.2 On a quarterly basis, the Board shall electronically transmit to the Union a current list of all bargaining unit employees, including their name, cell phone number, home address, work email address, shift information, payroll dues deduction status, date of hire, job title/classification, date of birth, and school assignment. Nothing in this section requires the Board to disclose information that is not subject to disclosure under the law.

**ARTICLE 3**  
**MANAGEMENT RIGHTS**

3.0 Nothing herein contained shall be construed as limiting the right of the Board of Education to manage or direct the working force, including: the right to hire, transfer, promote, suspend or discharge any employee in order to maintain discipline and efficiency; to relieve employees from duty because of lack of work or other causes deemed sufficient to the Board of Education; to determine the methods, processes and means of operation, the schedules of work, methods or facilities; and to limit or curtail its operations unless, and only to the extent that, provisions of this Agreement specifically curtail or limit such rights, powers, and authority.

**ARTICLE 4**  
**NO STRIKE/NO LOCKOUT**

4.0 The Union agrees that all employees included in this Agreement will not collectively, concertedly or individually engage in or participate directly or indirectly, in any strike, sympathy strike, slowdown or stoppage during the term of this Agreement.

4.1 The Board of Education agrees that it shall not lockout employees during the term of this Agreement.

**ARTICLE 5**  
**SENIORITY**

5.0 Seniority shall commence upon the date that the employee begins as a full-time or permanent part-time paid employee of the Board of Education. The employee's earned seniority shall not be lost because of absence due to illness, pregnancy, maternity leave, bereavement, jury duty, personal leave, or authorized leave or while eligible for recall. Seniority and seniority rights will accrue during authorized leave or layoff for a period not to exceed eighteen (18) months, and such rights will not be lost by the employee because of such leave or layoff. Part-time seniority shall be credited as follows:

½ year of seniority for each one (1) year of part-time service.

5.1 To determine transfers or promotions of any employees, the District shall take into account the following factors

- (1) Qualifications determined through an objective rubric established by the Board with input from the Union;
- (2) Performance evaluations;

(3) Seniority and length of service in Suffield.

5.2 New employees of the Board of Education shall be considered probationary during their first ninety (90) days of employment. During such probationary period the employee shall not attain seniority rights under this Agreement, and such probationary employee will be subject to discharge by the Board of Education, without access to the Grievance Procedure. At the successful completion of the probationary period, seniority shall be retroactive to the commencement of employment.

5.3 When new jobs or job vacancies are created within the unit, the Board of Education shall post the job title, job description, wage scale and location for one (1) week and promptly notify the Union Business Agent of such posting. Each employee who is interested will have the opportunity to apply and interview for said opening(s). In filling a vacancy, the Board shall determine which applicant is best able to fill the position using the following criteria in the order listed below:

- (1) Qualifications determined through an objective rubric established by the Board with input from the Union;
- (2) Performance evaluations;
- (3) Seniority and length of service in Suffield

The Board of Education, through its administration, retains the right to fill positions from outside the Unit. In the event there are two or more qualified finalists for the job and one of whom is from outside the unit, the inside senior applicant shall receive the appointment. Promoted employees shall have a seventy-five (75) day trial period to demonstrate ability to perform in the position. Promoted employees shall receive a written performance evaluation from the employee's supervisor after the first thirty (30) working days of the seventy-five (75) working day trial period. If a promoted employee is determined to not have performed appropriately during the probationary period, as determined by the employee's supervisor, such employee shall be placed back in his/her former classification and pay rate. The board shall have the right to employ a non-bargaining unit substitute employee in the employee's former classification/position during the duration of the probationary period. The board shall make best efforts to place applicants who are awarded positions under this article in positions not later than 45 days after the original posting date.

5.4 For the purposes of layoff, there shall be eight (8) seniority groups. The seniority groups are Accounting Coordinator, Paraprofessional, Bus Monitors, Technology Support Specialist, Application Support Specialist, Secretaries/Book Keepers/Clerks, Facilities Employees (Custodians, Maintainers and Cleaners) and Academic Support Personnel.

5.5 In the event there is a reduction in or a proposed reduction in the number of employees or work hours, the employee with the least seniority in the job title

shall be laid off first, subject to the conditions set forth in Section 5.6. The Board of Education shall notify the Union as soon as possible, but in no event less than forty-eight (48) hours prior to the time in which the layoff is to be effective. The Board of Education shall notify the least senior employee within the affected job title at least fourteen (14) calendar days before the effective date of the layoff. Failure to provide such fourteen (14) day notice shall result in payment of a two (2) week severance pay penalty.

- 5.6 The order of layoff for employees covered by this Agreement shall be within the seniority group/job classification as follows:
- a. Probationary employees, part-time before full-time;
  - b. Regular part-time employees before regular full-time regardless of seniority; and
  - c. Within the seniority group, full-time employees with the least seniority first. If there are full-time ten (10) month and full-time twelve (12) month employees within the same seniority group/job classification, full-time ten (10) month employees shall be laid off before full-time (12) month employees.

An employee who receives such notice may elect within seven (7) calendar days thereafter to bump into a lower job title within his/her seniority group, provided that the employee is qualified to perform the work and has more seniority than the least senior employee in the lower job title. The employee to be bumped shall have the same bumping rights to positions held by less senior employees in a lower job title provided all such bumping rights are exercised prior to the effective date of layoff.

- 5.7 Employees who are laid off or bumped into a lower job title under this Article shall have recall rights as follows:
- a. The affected employee shall notify the Human Resources Department in writing at the time of layoff that he/she requests placement on a recall list.
  - b. An employee who is bumped to a lower job title shall have recall rights to his/her former job title. When an employee is bumped to a lower job title, he/she shall be placed on the appropriate pay scale and step that represents the least reduction to the pay of the employee.
  - c. For a period of eighteen (18) months, the affected employee shall have the right to be recalled to the job title from which he/she was laid off or to a position in a lower job title within his/her prior seniority group if qualified, if such a position should become vacant.
  - d. No person shall be newly employed until all persons on the recall list have been notified by certified mail, and such persons either are offered re-employment, or declined such re-employment offer. An employee who declines an offer of re-employment for which he/she is qualified

shall forfeit recall rights. If a person on recall fails to respond to a certified letter notifying the employee of a recall opportunity within five (5) days of receipt, the employee shall lose recall rights.

An employee recalled to a position other than the position he/she was laid-off from shall have a ninety (90) calendar day period in which to demonstrate his/her qualifications to perform the job.

If the employee fails such ninety (90) day period, he/she shall be placed back on the recall list or offered another position if available.

## **ARTICLE 6** **HOURS OF WORK AND OVERTIME**

6.0a All full-time/twelve (12) month Secretarial/Clerical employees shall have a regular work schedule of not less than 37-1/2 hours weekly, 7-1/2 hours per day, Monday through Friday. Any changes in these hours shall be negotiated.

All full-time/ten (10) month Secretarial/Clerical employees shall have a regular work schedule of not less than 37-1/2 hours weekly, 7-1/2 hours per day, Monday through Friday. The work year shall be the school year plus ten (10) days.

All Secretaries and Clerical employees are entitled to a one-half hour non-paid lunch period.

All full-time/twelve (12) month Secretaries shall be entitled to modify their summer schedules with the mutual consent of their supervisors; and to have a one-hour unpaid lunch period, with the mutual consent of the immediate supervisor, when school is not in session.

For the purposes of Article 6 – School year is equal to the number of scheduled student days in the school calendar posted at the beginning of the school year.

No employee shall be required to perform work without appropriate compensation as set forth in Conn. Gen. Stat. §31-76.

6.0b All full-time/ten (10) month Paraprofessionals work day shall consist of a minimum of 6.75 hours per day, Monday through Friday, with a one-half hour unpaid lunch.

The work year for all Paraprofessionals shall be the entire school year plus convocation and one (1) additional day as prescribed by the immediate supervisor. Two (2) additional days may be required beyond that.

All Bus Monitors work day shall consist of a minimum of 1 hour per day,

Monday through Friday. The work year shall be the school year.

The Board has the right to assign Paraprofessionals to bus monitoring duty. Offers will follow down the seniority list of the bargaining unit in each school. At the beginning of the school year, the Board, or designee, shall establish a weekly schedule to identify the paraprofessional subject to such assignment each week. If no one volunteers, assignment shall be made from the on-call schedule. If that paraprofessional is absent or otherwise unavailable, then the least senior paraprofessional shall be assigned. Such employees shall receive incentive pay of time and one half (1-1/2x) their regular hourly rate for such duties.

- 6.0c The standard work week for all Custodians shall be forty (40) hours, consisting of five (5) days of eight (8) hours each, Monday through Friday, with one-half hour unpaid lunch except that the Board of Education may designate that at the High School and Middle School the least senior Custodian's standard work week shall be Tuesday through Saturday. Such employees shall receive double time (2x) for work on their second day off of the week, and time and one-half (1-1/2x) for work on their first day off of the week. All overtime is to be authorized by the Superintendent of Schools or his/her designee.

If the Board designates a Tuesday through Saturday position, it shall be posted as a Custodian position for one week as required by Article 5, Section 5.3. If no employee volunteers for the Tuesday through Saturday schedule, the least senior employee shall be assigned the position. A pay differential of 10% will be paid to all employees on a Tuesday through Saturday schedule for all work performed on Saturday or Sunday.

On scheduled non-school days, all full-time Custodial/Maintenance employees may be asked report to the day shift.

Work schedules shall continue as currently practiced.

- 6.0d All full-time / twelve (12) month Application Support Specialists shall have a regular work schedule of not less than 37-1/2 hours weekly, 7-1/2 hours per day, Monday through Friday, one-half hour unpaid lunch.

All full-time / ten (10) month or twelve (12) month Technology Support Specialists shall have a regular work schedule of not less than 37-1/2 hours weekly, 7-1/2 hours per day, Monday through Friday, one-half hour unpaid lunch. The work year for ten month Technology Specialists shall be the school year plus twenty (20) days.

- 6.0e The standard work week for all full time cleaners shall be forty (40) hours, consisting of five (5) days of eight (8) hours each, Monday through Friday, with one-half hour unpaid lunch. All overtime is to be authorized by the Superintendent of Schools or his/her designee. Part-time Cleaner's work



schedule shall consist of fifteen (15) hours per week generally between the hours of 11:00 a.m. and 11:00 p.m. when school is in session. Times could change due to needs and non-school schedule. The Board of Education may designate that at the High School and Middle School the least senior full time Cleaners' standard work week shall be Tuesday through Saturday. Such employees shall receive double time (2x) for work on their second day off of the week, and time and one-half (1-1/2x) for work on the first day off of the week. All overtime is to be authorized by the Superintendent of Schools or his/her designee.

If the Board designates a Tuesday through Saturday position, it shall be posted as a full time Cleaner position for one week as required by Article 5, Section 5.3. If no employee volunteers for the Tuesday through Saturday schedule, the least senior employee shall be assigned the position. A pay differential of 10% will be paid to all employees on a Tuesday through Saturday schedule for all work performed on Saturday or Sunday.

- 6.0f The standard work year for all Academic Support Personnel shall begin no later than 1 week after the start of the school year and conclude no more than 2 weeks prior to the conclusion of the student school year, as determined by the Superintendent or his/her designee. Academic Support Personnel shall also attend convocation. The work hours of Academic Support Personnel shall be based on the Superintendent or his/her designee's assessment of student need, but shall not be less than 15 hours per week.
- 6.1 No employee shall be required to perform work in excess of the hours stated above without appropriate compensation.
- 6.2 In the event of school cancellation, all Custodial/Maintenance employees will report to their assigned school based on regular shift hours. In the event of school cancellation due to inclement weather, Custodial/Maintenance employees are to report to work as soon as notified by their supervisor.
- 6.3 All employees shall receive one and one-half (1-1/2) times their regular hourly rate for all work performed in excess of eight (8) hours per day or forty (40) hours per week. All overtime shall have the prior approval of the immediate supervisor or Board of Education administrator.
- 6.4 All full-time employees shall receive one and one-half (1-1/2) times their regular hourly rate for all work performed on Saturday. Double time shall be paid for all work performed on Sunday or holidays. This paragraph does not apply to employees whose regular schedule includes Saturday or Sunday.

- 6.5 Overtime will be divided as equally as practical using the following guidelines. Bargaining unit members shall perform all overtime work. All overtime work shall be approved by the Superintendent or his/her designee. The following applies to all overtime including Special Events. The order of rotation on the overtime list is maintained, even if overtime is refused.
- a. Maintenance Employees – Overtime work will be by rotation on a seniority basis for all full time staff.
  - b. Paraprofessionals – By rotation on a seniority basis within the school requiring overtime. However, if the overtime is for a specific student, the paraprofessional assigned to that student will be given preference. In all cases where student supervision is needed, preference will be given to those with required training. If no one is available within a school, the overtime may be given to a paraprofessional at another school.
  - c. All Others - By rotation on a seniority basis within the school requiring overtime. If no one is available within a school, the overtime may be given to an employee at another school.
  - d. Assignments outside of the employee’s regular schedule are for a minimum of two (2) hours.
- 6.6 All building checks performed by custodial staff during non-working hours shall be paid at the applicable overtime rate for a minimum of two (2) hours.
- 6.7 Any employee who is assigned to substitute for a Head Custodian I or Head Custodian II for more than two (2) days shall be placed in the lowest step of the Head Custodian I or Head Custodian II pay scale that would provide a minimum of \$1.00 per hour wage increase.
- 6.8 If the Board, through an authorized agent, requires an employee to work any part of his/her lunch period, he or she will be paid for the lunch period and will be granted an additional reasonable further period of paid time in which to complete lunch. When called, the employee shall state that he/she is on a lunch break so that the need for such interruption can be assessed.
- 6.9 Personnel covered by this agreement shall follow the district calendar and on early release days designated for professional learning all employees shall work their normal schedule, even if students leave school earlier.

In the event of an early dismissal or late opening due to weather conditions or other emergency, paraprofessionals will be dismissed fifteen (15) minutes after the students are dismissed or are safely on busses, as determined by the administration. Once the transportation contractor notifies central office that all busses have returned to the bus yard, secretaries may be dismissed.

On all early dismissal days (including those designated for professional learning

and weather related dismissals), academic support personnel shall conclude their day when the students leave and shall be paid only for hours worked. However, academic support personnel who are required to report to work on such days and who work less than three (3) hours shall be paid a minimum of three (3) hours for that day. Any time in excess of three hours shall be paid in accordance with the hours actually worked.

- 6.10 Employees will be notified in writing annually of their work assignment, hours of work and location for the coming school year as soon as it is practicable and generally no later than August 1<sup>st</sup>.

## **ARTICLE 7** **GRIEVANCE PROCEDURE**

- 7.0 **Purpose.** The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to insure employees' morale without impairing Board of Education efficiency.

7.1 **Definitions.**

- A. A "Grievance" is any claim of a violation of any provision of this Agreement.
- B. A "Grievant" may be the employee and/or Union.
- C. "Days" shall mean business days unless otherwise indicated.

**STEP ONE** Any employee with a grievance and/or his/her Union Representative shall meet with the immediate supervisor or designee within ten (10) business days of the date that the alleged grievance occurred or is discovered, and the immediate supervisor or his/her designee shall submit his/her decision to the aggrieved employee within five (5) business days of the receipt of the grievance.

**STEP TWO** If the employee or the Union are not satisfied with the decision rendered by the immediate supervisor, employee or the Union shall submit the grievance in writing, within five (5) business days after receiving such decision, to the Superintendent of Schools or his/her designee, who shall meet with the Grievant and Union Representative and render a decision within five (5) business days after receipt.

**STEP THREE** If the employee or the Union is not satisfied with the decision rendered by the Superintendent of Schools, the employee or the Union shall submit the grievance in writing within five (5) business days after receiving such decision, to the Board of Education, who shall meet with the Grievant and the

Union Representative at the Board of Education's next regularly scheduled meeting and render a written decision within five (5) business days after the hearing provided that such meeting shall occur within thirty (30) business days of the appeal to Step Three. The Board of Education shall schedule such grievance(s) as its item of new business.

**STEP FOUR** If the Union is not satisfied with the decision rendered by the Board of Education, it may, within twenty (20) business days after the receipt of that decision, submit the grievance to the Connecticut State Board of Mediation and Arbitration under its expedited procedures or by mutual consent of the parties, such grievance may be submitted to the American Arbitration Association for resolution. The decision rendered by the Arbitrator(s) shall have no power to add to or subtract from or modify in any way the terms of this Agreement. The cost of the arbitration shall be borne equally by both parties.

7.2 **Mediation.** The Mediation services of the Connecticut State Board of Mediation and Arbitration may be utilized at any time by mutual agreement.

7.3 By mutual written agreement the parties may agree to extend the time limits of this procedure.

## **ARTICLE 8** **DISCIPLINE**

8.0 All written disciplinary action shall be applied for just cause.

All suspensions and discharges must be given in writing with reasons stated and a copy given to the employee and the Union within seventy-two (72) hours of the suspension or discharge.

Depending on the offense, disciplinary action may include, but not be limited to, verbal and/or written warning, suspension without pay, and discharge.

Progressive discipline shall be applied when appropriate. No employee shall be discharged or suspended without just cause. Disciplinary action normally shall follow in this order:

- a. Verbal Warning
- b. Written Warning to employee and personnel file
- c. Suspension without pay
- d. Discharge

All disciplinary action may be appealed through the established grievance procedure.

8.1 Each employee shall have the right to see and review his or her personnel file upon the written request of the employee by appointment with the Business Manager. The Board of Education shall provide copies of all materials in the

file upon request of the employee. Employees may request that the Board of Education correct, amend or delete incorrect or inaccurate material. Failing mutual agreement, the employee shall have the right to respond and it shall be made part of the file.

No separate active personnel file shall be maintained other than the one subject to employee inspection.

An employee may not access another bargaining unit member's personnel file unless an employee has been directed to do so by his/her supervisor and/or accessing such information is a function of his/her job duties. Failure to adhere to this language may subject an employee to disciplinary action.

- 8.2 Each employee shall be given copies of evaluation reports, if any, placed in the employee's personnel file. Evaluations shall be conducted only by qualified individuals designated by the Superintendent.
- 8.3 The Board of Education reserves the right to suspend or discharge an employee without a hearing, provided a hearing shall be given within twenty (20) working days.
- 8.4 When requested by the union or the employee, there shall be a steward present whenever the employer meets with an employee concerning grievances, discipline or investigatory interviews. In such cases, the meeting shall not continue until the Steward or alternative Steward or Business Agent is present.

Such representatives or employee shall not suffer any loss of pay for time involved during said meetings.

## **ARTICLE 9** **INSURANCE BENEFITS AND PENSION**

- 9.0 This article and the attached insurance matrix document contain summaries and descriptions of various insurance benefits. It is agreed and understood by the parties that the insurance descriptions contained in this Agreement and the matrix are descriptive only and are not insurance policies. All questions or issues concerning insurance coverage and related matters shall be determined by reference to the actual insurance policy documents issued or possessed by the insurers. In the event of error or misstatement in this Agreement or the matrix, the policies shall always prevail.
- 9.1. Eligibility: The Board shall provide the following insurance benefits for each employee employed for 20 or more hours per week excluding Academic Support Personnel. Academic Support Personnel employed thirty (30) hours or more per week shall also be eligible for the following insurance benefits.

9.2. **Change of Carriers/Funding Arrangements:** The Board shall have the right to change insurance carriers and/or to self-insure in whole or in part in order to provide the insurance coverages set forth above, provided that there shall be no reduction or diminution in the above coverage and no increase in expense to any bargaining unit members, and provided further that coverages which result from change on carriers and/or self-insurance are substantially equivalent or comparable to coverage described above, in terms of coverage, benefits and administration.

9.3. **Group Term Life Insurance:** Life Insurance, fully paid by the Board (Additional insurance may be purchased to the maximum limits allowed by the insurance company):

- a. For all Secretarial/Clerical and Custodial/Maintenance employees - \$50,000 policy.
- b. For all Paraprofessionals/Academic Support Personnel/Technology - \$50,000 Policy.

9.4. **Group Medical:**

- a. On an annual basis, eligible participating employees shall elect on a form provided by the Board to participate in the following option:

A Health Savings Account (HSA) (with plan design noted below):

	In-Network	Out-of-Network
Annual Deductible (Individual/Aggregate Family)	\$2000	\$4000
Co-insurance	0% after deductible	20% co-insurance after deductible, subject to co-insurance limits
Co-insurance Maximum (Individual/Aggregate Family)	\$3,000 (In-network post deductible RX copays)	\$6,000 (Out of network Coinsurance)
Cost Share Maximum (Individual/Aggregate Family)	\$4,000	\$6,850
Lifetime Maximum	Unlimited	\$1,000,000
Preventive Care	Deductible waived	N/A
Prescription Drug Coverage	Subject to deductible, once deductible is met, then \$5/30/45 copay per prescription. MP4 Prescription.	

Effective July 1, 2021, the parties agrees to the additional plan changes:

- Care Management Preferred (requires pre-certification for outpatient procedures and provides after-care services)
- Standard Formulary for prescriptions
- Accredo Specialty Network (required for specialty drugs)
- Preventive generic Rx Coverage (Certain generic drugs available at no cost)

9.5. Employee Premium Cost share:

	2021-22	2022-23	2023-24
HDHP/H.S.A	17%	17%	17%

9.6. HSA Funding:

The Board will fund fifty percent (50%) of the applicable HSA deductible. The Board’s contribution toward the HSA deductible will be deposited into the HSA accounts throughout the course of the year, on the Board’s payroll dates. The parties acknowledge that the Board’s contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for actively employed administrators. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment.

9.7. Section 125.

The Board shall make an I.R.C. Section 125 premium conversion plan available to employees making such contributions. Employees enrolled in the HDHP/HSA may only enroll in a dependent care flexible spending plan.

9.8. Retirees:

The Board shall allow continuation of all existing health care insurance for any employee upon retirement at no cost to the Board of Education. Such coverage shall be equal to the terms in the current master agreement between the Board and the Union, It is understood that if a retiring employee wishes to continue in the insurance plan, payments must be made by the employee at the appropriate time. Retirees must enroll in Medicare when eligible. The Board will make available a Medicare Supplement or Medicare Advantage plan for these individuals. Either plan will be paid 100% by the retiree.

9.9 The provision of an ordinance establishing a Pension Plan for Board of Education employees, enacted by vote of the special town meeting for the Town of Suffield on June 29, 1961, is made part of this Agreement, together with such amendments to said ordinance as may have been made during the term of this Agreement, which shall include the latest pension amendments. Eligible

employees hired on or after July 1, 2017, shall be permitted to participate in a Defined Contribution Plan, with a mandatory contribution of 5.25% from the employee and 5.25% employer annual contribution. The Board of Education will match any additional contribution by an employee up to an additional 1.75%, for a total Board of Education contribution not to exceed seven (7) percent.

9.10 Miscellaneous.

The Board of Education will furnish each employee a copy of the above insurance and pension program plans.

The Board of Education shall provide the Union with copies of insurance rate increases at least fourteen (14) calendar prior to the beginning salary reductions.

The Board will provide every employee with a copy of insurance coverage as requested. A provider directory will be available on the insurance administrator's website.

- 9.11. Should any Federal statute or regulation pertaining to IRC §4980I be mandated to take effect in any contract year triggering the imposition of an excise tax with respect to any of the contractually agreed upon insurance plans offered herein, the parties agree to commence mid-term negotiations in accordance with the MERA. During such mid-term negotiations, the parties will reopen Article 9 (Insurance Benefits and Pension) of the contract for the purpose of addressing the impact of the excise tax. No other provision of the contract shall be reopened during such mid-term negotiations.



**ARTICLE 10**  
**HOLIDAYS**

10.0 Subject to the provisions below, all bargaining unit employees will be granted leave with pay in observance of the following holidays:

**APPLICATION SUPPORT SPECIALIST, CUSTODIAL/MAINTENANCE,  
ACCOUNTING COORDINATOR, TWELVE (12) MONTH SECRETARIES  
AND CLERKS**

- 1 New Year's Day
- 2 Martin Luther King Day
- 3 Presidents' Day
- 4 Good Friday
- 5 Memorial Day
- 6 Independence Day
- 7 Labor Day
- 8 Columbus Day
- 9 Thanksgiving Day
- 10 Day after Thanksgiving
- 11 Christmas Day

**SCHOOL YEAR SECRETARIES AND CLERKS AND TECH SUPPORT  
SPECIALISTS, PARAPROFESSIONALS**

- 1 Martin Luther King Day
- 2 Presidents' Day
- 3 Good Friday
- 4 Memorial Day
- 5 Labor Day
- 6 Columbus Day
- 7 Thanksgiving Day
- 8 Day After Thanksgiving
- 9 Christmas Day

**CLEANERS AND BUS MONITORS**

1. New Year's Day
2. Martin Luther King Day
3. Presidents' Day
4. Labor Day
5. Columbus Day
6. Thanksgiving Day
7. Day After Thanksgiving
8. Christmas Day

**ACADEMIC SUPPORT SPECIALISTS**

1. Memorial Day
2. Thanksgiving Day

3. The Day after Thanksgiving
4. Christmas Day
5. New Year's Day
6. Martin Luther King Day, to take effect in 2022-23
7. Labor Day, to take effect in 2023-24

The day before and after Christmas and the day before New Year's shall also be holidays for full-time/twelve (12) month employees. If school is in session on any one of these days, an alternate date for the holiday(s) shall be mutually chosen by the Superintendent or his/her designee and representatives of the Teamsters Local 671.

Full-time/Twelve (12) month Secretaries, Clerks, Application Support Specialist, Custodial and Maintenance employees shall receive a floating holiday taken with the mutual consent of the employee and department head. Such holiday shall not be considered a regular holiday for overtime.

- 10.1
  - a. When a specified holiday falls on a Saturday, the holiday leave shall be granted on the preceding day, Friday.
  - b. When a specified holiday falls on Sunday, the holiday leave shall be granted on the following day, Monday.
  - c. If the Friday or Monday is a day when school is in session, the parties shall agree upon a mutual alternate date for said holiday.
- 10.2 Whenever any of these holidays shall occur while an employee is out on sick leave, there shall be no charge to sick leave for that holiday.
- 10.3 When a holiday occurs during an employee's vacation period, the employee shall not be charged with a vacation day for that holiday.
- 10.4 When a full-time employee is required to work a holiday, the employee shall receive double (2 times) his/her hourly rate of pay, plus the holiday pay.

**ARTICLE 11**  
**VACATION LEAVE**

- 11.0 All full-time/twelve (12) month Board of Education employees of the bargaining unit will receive paid vacation according to the following schedule:

	<u>Vacation Earned</u>	<u>Annual</u>
	<u>Per Month</u>	
1st month completed through 60th month completed	5/6 day	10 days

61st month completed through 120th month completed	1 & 1/4 days	15 days
121st month completed through 240th month completed	1 & 2/3 days	20 days
241st month completed or more	2 & 1/12/days	25 days

Any time worked in any month shall be counted as a full month.

Accrued leave shall be available after completing six (6) months of service.

No employee shall carry forward to July 1st of any year, a total number of vacation days greater than twelve (12) months' earned time at their vacation accrual rate in effect the preceding June 30th. The ability to carry over vacation days in this manner shall only apply to employees hired on or before June 30, 2017.

- 11.1 Employees may take their vacation leave, in accordance with schedules established by the supervisor, throughout the year. The supervisor may, however, limit the number of employees on vacation at any one time because of the operating requirements of the school. In the event there is a conflict concerning the choice of vacation weeks between the employees, the supervisor shall give preference on the basis of greatest length of service.
- 11.2 For the purpose of computing vacation leave, only dismissal and unpaid leave of absence of more than thirty (30) days will break the continuity of service; other leave will not deter vacation leave accrual during such leave.
- 11.3 In the event of illness, of a minimum of two (2) days, during an employee's vacation period, the employee shall be given the option of charging the sick days to his/her sick leave provided a doctor's certificate verifies such illness.
- 11.4 Employees terminated for just cause under articles 7 and 8 of this agreement shall not be paid for any unused vacation leave that has accrued to their last day of service. Upon retirement, employees hired on or before June 30, 2017 shall be entitled to use up to two (2) weeks of accrued vacation leave to the effective date of their retirement. Such employees shall receive payment for any remaining accrued vacation time, capped at a maximum of ten (10) days.
- 11.5 Notwithstanding section 11.4, the following shall apply to employees hired on or after July 1, 2017:

Employees hired on or after July 1, 2017, may carry up to ten (10) accumulated vacation days from one year to the next. Up to a maximum of ten (10) accumulated vacation days shall be paid to an employee in the event that he/she voluntarily separates and/or retires from his/her employment with the Board of Education, provided the employee has given the Board at least fourteen (14) days' written notice of such voluntary termination and/or retirement.

- 11.6 Accrued vacation leave or authorized overtime for which payment is due shall be considered to be earned and payable upon death of any employee to such person or persons entitled by law to receive any compensation due such employee in accordance with sections 11.4 and 11.5.

**ARTICLE 12**  
**SICK LEAVE**

- 12.0 An employee may be absent from work with pay during such period as actual illness or injury prevents him/her from performing his/her duties. Each such absence may be supported by a physician's statement if the absence exceeds three (3) days unless the illness or injury is of such nature that the supervisor and/or Board of Education waives the furnishing of a physician's statement. An employee absent due to illness or injury shall notify his/her supervisor prior to the regular starting time of the work day. Failure to do so could result in denial of sick leave for the period of absence.
- a. Each full-time/twelve (12) month Secretarial/Clerical, Application Support Specialist, Custodial/Maintenance employee shall be entitled to fifteen (15) sick leave days per year credited each July 1st, cumulative to one hundred sixty-five (165) days.
- Each full-time/ten (10) month Technology Support Specialist/ Secretarial/Clerical/ employee shall be entitled to twelve (12) days sick leave per year.
- b. Each full-time Paraprofessional/Technology Assistant shall be entitled to twelve (12) sick leave days per year credited each September 1st, cumulative to one hundred twenty (120) days.
- c. Part-time employees, including part-time Academic Support Personnel, shall be entitled to six (6) paid sick leave days per year on a pro-rata basis.
- d. Employees shall be notified in writing of the number of accumulated sick leave days annually on or before September 30th of each year.
- e. Academic Support Personnel who work thirty (30) hours or more shall be entitled to eight (8) sick days per year. Sick leave shall not accumulate for Academic Support Personnel and must be used in the year it was granted.
- 12.1 Authorized absence under this Article will include the situation when an employee's family member is so ill as to require the employee's presence at home. If the Board of Education believes this provision is being abused by an employee the Board of Education may require the employee to submit a

certificate of such illness by a physician.

- 12.2 Sick leave shall not accrue during any leave of absence in excess of thirty (30) days, except maternity leave, without pay.
- 12.3 The Board at its sole discretion may provide sick leave in excess of limits defined.
- 12.4 A Sick Leave Bank is established for the purpose of providing additional coverage after the exhaustion of Teamsters Local 671 Member annual and/or accumulated sick leave in the event of a catastrophic, extended/prolonged illness or injury as evidenced by medical certification.
- A. In order to be a participating member of the Sick Leave Bank (the “Bank”), bargaining unit members must contribute one (1) day of accumulated sick leave to the Bank. Once such days are contributed, they are forfeited and will not be returned to a bargaining unit member under any circumstances. Donated days are provided to the Bank within the first thirty (30) workdays of each academic year.
- B. The Bank shall be administered by a committee of six: three representatives selected by the Superintendent and three district representatives selected by the Teamsters Local 671. This committee shall consider the eligibility of bargaining unit members to draw from the Bank, and such decision shall be by a majority vote of committee members present at a meeting. A tied committee vote shall constitute a rejection of eligibility.
- C. The following criteria shall be used by the Sick Leave Bank Committee in determining the eligibility of a bargaining unit member to draw from the Bank and determining the amount of leave:
- A bargaining unit member must have completed twenty (20) continuous months of service in Suffield.
  - A bargaining unit member must have used all accumulated sick leave.
  - A bargaining unit member needs to submit appropriate medical verification that a request is due to a catastrophic, extended/prolonged illness or injury, that is not covered by workers’ compensation.
- D. Upon compliance with Section C above, the Sick Leave Bank Committee may issue up to two (2) grants of days from the Sick Leave Bank for a bargaining unit member in connection with the request of the bargaining unit member. The cumulative total of the two (2) grants shall not exceed ninety (90) days per bargaining unit member.

- E. The Sick Leave Bank shall have a minimum of twenty-five (25) days in reserve. If the number of days falls below 25, then Section A shall be reapplied. Bargaining unit members that do not contribute an additional day will not be able to access the Sick Leave Bank. However, the total number of Sick Leave Bank days in reserve shall not exceed three hundred fifty (350). In the event the 350 maximum is exceeded, then Section A of this Article will not be reapplied. A waiting list will be established in the event that more than 300 days has been accumulated.
- F. The decisions of the Sick Leave Bank Committee shall be final and binding and not be subject to the grievance procedure or arbitration. In addition, the decisions of the Sick Leave Bank Committee shall not establish a practice or precedent for any purpose.

**ARTICLE 13**  
**WAGES**

- 13.0 All employees shall be paid in accordance with the amount of Board of Education service each has in his/her particular classification, except that any employee advanced or promoted to a higher classification shall be placed at the lowest step in the new classification which would provide for a wage increase.
- 13.1 The salary schedule shall have an Entry Rate (75% of job rate), Step 2 (80% of job rate), Step 3 (85% of job rate), Step 4 (90% of job rate), Step 5 (95% of job rate) and Step 6 (Job Rate).  
  - In 2021-22, there shall be a 2.50% GWI plus step movement, retroactive to July 1, 2021.
  - In 2022-23, there shall be a 2.50% GWI plus step movement
  - In 2023-24, there shall be a 2.50% GWI plus step movement
- 13.2 **Longevity** Employees hired prior to July 1, 2011 shall be paid each year on their anniversary date of employment as follows:

15 years	\$300.00
20 years	\$400.00
25 years	\$500.00
- 13.3 Effective July 1, 2021, any paraprofessional whose regular, daily assignment is to work with a student requiring the services noted below, shall be paid a stipend of \$1800.00, pro-rated for any partial year of service and subject to all applicable deductions, in addition to his/her regular hourly rate for the school year. Partial year of service shall be defined as when an employee commences employment after the start of a school year or separates from employment before the end of a school year or when a paraprofessional is reassigned to a position

that does not meet the criteria set forth below.

The following working conditions will apply when determining who receives the stipend:

- SMILE and PAWS programs
- Implementation of Behavioral Intervention Plan Strategies
- Toileting;
- Diapering;
- Feeding.

By August 15 annually, the Director of Special Services will consult with Union leadership regarding all planned paraprofessional assignments that will require stipends as per this Article of the collective bargaining agreement.

Stipend Appeal Process:

The following will outline the Stipend Appeal Process that must be followed prior to formal grievance proceedings on this stipend designation only:

- Paraprofessional or Union Leadership notifies Director of Special Services of Stipend Appeal;
- Within 10 days, Director of Special Services establishes meeting with Paraprofessional, Union Leadership, and administrative designee(s) to discuss and consider Stipend Appeal;
- Within 5 days, Director of Special Services will notify Paraprofessional and Union Leadership of Stipend Appeal decision.

Notwithstanding the above, any employee hired before July 1, 2021 that was receiving the \$1800 stipend during the 2020-21 academic year will continue to receive such annual stipend even if they are reassigned to a position deemed ineligible for such stipend.

These stipends will be paid bi-weekly during the school year.

#### **ARTICLE 14** **WORKER COMPENSATION**

- 14.0 Employees who are absent from work due to illness or accident for which they are entitled to compensation under the Workers' Compensation Act shall not be charged sick time.
- 14.1 When an employee is injured within the scope of his/her employment, the Board will make up the difference between his/her benefits allowed by the Workers' Compensation Policy and his/her regular rate of pay for a period not to exceed three (3) months.
- 14.2 Said amount shall be payable by the Board of Education at the time Workers' Compensation benefits are paid. The Board of Education shall, however, pay an employee his/her full compensation from the date an injury or illness commenced, provided that the employee involved shall make the Board of

Education whole by endorsing over to the Board of Education any Workers' Compensation checks he/she receives for which he/she has already received the money, provided further that if it is eventually determined that the employee is not entitled to Workers' Compensation benefits, the employee shall make the Board of Education whole for all the monies received, any accumulated sick leave may be used by the employee for such reimbursements. Such advances by the Board of Education shall not constitute an admission of the claim in any Workers' Compensation proceeding or prejudice in any way the Board of Education or its agent's ability to contest any claim.

## **ARTICLE 15** **LEAVE PROVISIONS**

- 15.0 The Board and the Association recognize that employees are entitled to leaves for maternity related disabilities in accordance with the law.

Childrearing Leave: Upon request, any employee who is expecting a child, or whose spouse is expecting a child, or who has received acceptance to adopt a child, shall be granted a long-term leave of absence for childrearing purposes. The Board will comply with all mandatory provisions of the Family Medical Leave Act (FMLA) of 1993.

The request for childrearing leave shall be made at least thirty (30) days prior to its commencement.

Such leave request must establish in writing the beginning and ending dates of the proposed leave as well as the use of days being requested, i.e. FMLA, sick days, unpaid days. A form will be completed by the employee and submitted to Central Office that will determine the status of the leave (sick leave, FMLA).

15.1 **Personal Leave.**

Each employee working twenty (20) or more hours per week shall be entitled to five (5) paid days for the following reasons which make absence from work unavoidable and necessary because they cannot be handled during non-work time:

- Marriage in the immediate family (for purposes of this provision "immediate family" is defined as child, parent, sibling)
- Religious requirements
- Birth of child by employee's spouse
- Urgent personal business which cannot be scheduled outside of regular school hours
- Moving one's domicile
- For emergency care of illness/injury in the immediate family. For purposes of this provision, "immediate family" is defined as parent, spouse, domestic partner, child, sibling and grandchild. This shall also include the need to make arrangements for necessary medical and/or nursing care.



- To attend a ceremony for the awarding of a degree or college graduation of oneself, spouse, child or grandchild.
  - Necessary for attendance at the funeral services of a person whose relationship to the employee warrants such attendance.
  - For participation in a family member's wedding ceremony.
- A. Personal days not taken in the school year shall not be carried forward to the next year nor shall they be paid for. They shall not be added to any accumulation the employee presently has.
- B. Employees employed before July 1, 1999, who have accumulated personal days under previous agreements shall not lose these days. They can be used under the same conditions as in 15.1 above. The bank of days as of June 30, 1999, accumulated under previous agreements, cannot be added to and will be reduced with each use of a day. When the use of a personal day is required, it shall be charged to the current year allowance. It shall be charged against the accumulated bank only if more than five (5) personal days have been used in the current year.
- C. Application for such leave shall be made as far in advance as practicable and, except for emergencies, shall be made at least twenty-four (24) hours prior to the date of the leave. Such leave shall be granted except in cases of extreme hardship or disability to the school system and permission will not be unreasonably withheld.
- 15.2 **Paid Bereavement Leave.** In the event of the death of an employee's spouse, father, mother, father-in-law, mother-in-law, sister, brother, child, stepchild, stepparent, stepsister, stepbrother, grandparents, grandchild or any person of the immediate household regardless of relationship, an employee may have time off starting on the date of the death and continuing to the date of the funeral (not to exceed three days) without loss of regular pay.
- 15.3 **Jury Leave.** Any employee called to jury duty shall be paid the difference between the employee's regular rate of pay and the fee received from serving as a juror. No employee shall receive more compensation than normally would have been received in a regular work week. An employee called to jury duty shall furnish the Board of Education with a notice to service in evidence of attendance. The Board of Education may request exclusion for any employee who received notification of jury duty.
- 15.4 **Military Leave.** Military leave shall be granted to permanent employees or permanent part-time employees when required to serve on active reserve or on National Guard duty for a period not to exceed two (2) weeks. During this period, the employee shall be paid the difference, if any, between his/her regular pay and military pay. Time on military leave shall be included in computing seniority earned in the Board of Education's service. Copies of orders for active duty shall be supplied to the supervisor if requested.

15.5 **Leave of Absence.** An employee requesting leave of absence without pay may be granted the same at the discretion of the supervisor and/or Board of Education upon reasonable cause being given. Such leave shall not exceed six (6) months. During such leave, insurance benefits shall continue for a maximum period of three (3) months or as may be required by state or federal law. The Employee shall be obligated to pay his or her employee premium contribution percentage in order to remain on the insurance.

15.6 **Union Leave.**

- a. One (1) member of the Union and the grievant may be designated to process grievances and such member shall be granted leave of duty with full pay while engaged in processing said grievance, at each step of the procedure through arbitration. Additionally, the Union Steward or alternate shall be entitled to leave with pay for meetings with management.
- b. One (1) member of the Union may be granted leave of absence from duty to attend annual conventions, or other Union business, but said employee shall not be granted or entitled to reimbursement by the Board of Education for any expenses incurred in travel or otherwise. Such leave shall not exceed a total of forty (40) hours unpaid leave. Leave may be taken in one hour increments, and any earned compensatory time or day may be used by such Union representative.

15.7 **Unpaid Leave.** Requests for approval of unpaid leave during the work year shall be considered only in exceptional cases. The planned use of unpaid leave for the purpose of family vacation or extension of time when school is not in sessions will not be considered. The supervisor, or designee, shall inform the employee of his/her decision, in writing, as to whether the request has been approved. Such requests shall not be unreasonably denied. Should the employee be denied his/her request, the employee may appeal through the grievance procedure.

**ARTICLE 16**  
**UNIFORMS**

16.0 (a) The Board of Education shall supply to Custodial/Maintenance employees at no cost to the employee:

**New Full-time Employees (After 90 Day Probation Period)**

- 5 button down or polo shirts
- 5 t-shirts
- 5 sweatshirts/pull over with half-zipper/hoodie (Total of 5 mix or match)
- 5 pants or \$75.00 jean allowance if No pants are selected
- 5 shorts
- 1 jacket
- \$125.00 shoe allowance per year (receipt for shoes required)

After first year allotment, replacements as necessary only.

**New Part-time Employees (After 90 Day Probation Period)**

5 button down or polo shirts

5 t-shirts

2 sweatshirts/pull over with half-zipper/hoodie (Total of 2 mix or match)

5 pants/shorts (Total of 5 mix or match)

\$75.00 shoe allowance per year (receipt for shoes required)

After first year allotment, replacements as necessary only.

(b) The Board of Education shall supply to Technology employees at no cost to the employee:

**New Full-time Employees (After 90 Day Probation Period)**

5 short sleeve shirts

5 long sleeve shirts

1 jacket

After first year allotment, replacements as necessary only.

- 16.1 Employees' clothing and equipment and personal possessions which are damaged in the line of duty shall be replaced by the Board of Education, at a maximum of \$250.00 per year, per employee. Employees who are offered uniforms in accordance with Section 16.0 are not eligible for reimbursement of clothing damaged in line of duty as it will be replaced in accordance with Section 16.0.
- 16.2 Upon termination of employment, all uniforms provided by the Board of Education will be returned to the employer.

**ARTICLE 17**  
**GENERAL PROVISIONS**

- 17.0 The Board of Education agrees it will not subcontract work for the purpose of laying off employees. Further, the Board of Education will make every effort to recall employees from layoff whenever the duration and nature of the work being done makes it practical to do so.
- 17.1 During the term of this Agreement, the Board of Education shall furnish the Union with an up-to-date list of employees. When a new employee is hired, the Board of Education shall notify the Union and furnish the Union with the name, date of employment, classification, and rate of pay of the new employee. When the employment of an employee terminates, the Board of Education shall notify the Union and furnish the name and date of termination of the employee, and the reason for termination.

- 17.2 The Board of Education shall provide a copy of this Agreement to each employee presently employed and to each new employee upon employment.
- 17.3 Should any article, section or portion thereof, of this Agreement be held unlawful and unenforceable by any court of competent jurisdiction, such decision of the court shall apply only to the specific article, section or portion thereof, directly specified in the decision; upon the issuance of such a decision; the parties agree immediately to negotiate a substitute for the invalidated article, section or portion thereof.
- 17.4 There shall be no alteration, variation, no amendment of the terms and conditions of this Agreement, unless made and agreed to in writing by both parties. Any agreement must be ratified by the Union membership.
- 17.5 If there is any previously adopted policy, rule or regulation of the Board of Education which is in conflict with any provision of the Agreement, said Agreement provision shall prevail during the term of this Agreement.
- 17.6 When an employee is required to use his/her own motor vehicle to perform Board of Education business, or attend conferences at the direction of the Superintendent of Schools or his/her designee, he/she shall be reimbursed on the basis of the present IRS rate or if the Board of Education policy is higher, such higher rate shall apply.
- 17.7 The Union's business representative shall be permitted to visit specific job sites where bargaining unit members are employed provided such visits are at normal business hours and do not interfere with the operation of the department or classroom activities. It is agreed that the Union business representative will report to the Supervisor before talking to bargaining unit members.
- 17.8 The Board of Education shall provide bulletin board space for the Union located in each school for the posting of notices concerning the Union's business and activities.
- 17.9 The Board agrees that past practice will be maintained unless changed by the terms of this Agreement or otherwise in accordance with the rulings of the Connecticut State Board of Labor Relations.
- 17.10 a. Any employee who is required by the Board of Education to attend any training or conferences shall be reimbursed for the reasonable expenses associated with said training or conference. Employees required to attend such training shall be paid their regular rate for time in such training. In addition, the Board will offer a minimum of five (5) hours of training for unit members for the purpose of improving their skills. Attendance at such training sessions shall be optional and shall not be

considered compensable time. Employees may request permission to attend training sessions or conferences, and they shall be reimbursed for reasonable expenses associated with said training or conference as approved in advance.

- b. Paraprofessionals, Secretarial/Clerical, Technology Support Specialist, Application Support Specialist and Custodial/Maintenance employees at the Supervisor's discretion may be entitled to attend workshop days and be compensated for such attendance.

17.11 When the Board of Education creates a new classification or extensively changes an existing job, the Board of Education shall meet with the Union to establish appropriate pay rates for such new or changed classification. Any dispute that may arise as a result shall be resolved through the midterm negotiation and arbitration procedures of the Municipal Employees Relations Act.

17.12 Any charge or complaint by a member of the public may be made against a bargaining unit member but neither the Superintendent nor the Board of Education shall officially recognize the charge or complaint as valid unless and until it is in writing, signed by the Complainant. Where a State or Federal law contradicts such requirement this provision shall be waived. Such complaint shall include particular description of the acts complained of and names and addresses of witnesses. The Union and the employee involved shall be informed of the complaint with a copy of said complaint to the employee and the Union. Within twenty-four (24) hours, an investigation shall be initiated by the Superintendent, and if any formal charges are to be made against the employee as a result of said investigation, a hearing will be held before the Board of Education and the employee shall have the right to cross-examine the accuser.

17.13 Every attempt will be made to use bargaining unit employees to perform bargaining unit work.

17.14 The Board of Education shall participate in payroll deductions for any required payroll taxes for residents of Massachusetts and Connecticut.

17.15 In an emergency requiring a teacher's absence, that grade level Paraprofessional shall be asked to cover the class. When a Paraprofessional or Academic Support Specialist is used in an emergency situation as a substitute, he/she shall be paid \$3.00 per hour more than his/her regular rate for all or any portion of an hour.

In an emergency requiring a Secretary's absence for more than a half-hour, if a Paraprofessional covers his/her position, the Paraprofessional or Academic Support Specialist shall be paid \$2.00 per hour more than his/her regular rate for all or any portion of an hour.

Said coverage time shall be reviewed and paid on total time worked in any week.

17.16 All Side Letters of Agreement shall remain in effect and be attached to this

Agreement.

- 17.17 A yearly stipend of \$1,000 shall be paid to any Maintainer or Facilities Coordinator who maintains at least one State of Connecticut Journeyman License. Said employee shall be required to provide proof that they have paid the respective state license fee(s) to be eligible for the \$1,000 stipend to be paid in equal bi-weekly payments over the course of the year.
- 17.18 There shall be a joint Labor/Management Committee that shall discuss matters of mutual concern. The Committee shall be composed of two representatives appointed by the Union and two representatives appointed by the Superintendent of Schools. The Committee shall meet quarterly, except that it may meet more frequently or less frequently by mutual agreement. The Committee shall have the power to make recommendations to the Union and to the Board respectively, but any changes to this Agreement shall only be in writing after approval by both parties.
- 17.19 The parties agree that neither the Board or its representatives nor the Union or its unit members should discriminate against any person on any basis prohibited by law. Should either an employee or a Board representative claim that there has been such discrimination, that person may file a grievance under Article 7. Review of such grievance shall terminate at the Board level.
- 17.20 Employees covered by this Agreement shall not be compelled to be videotaped for any purpose without their consent.
- 17.21 The Union reserves the right to remove any local Steward at any time for the good of the Union as determined by the Local Union's Executive Board. The Superintendent of Schools will be notified immediately of any such change. The Union hereby agrees that this provision shall not be subject to the contractual grievance procedure, and furthermore, the Union agrees to hold the Board of Education harmless from claims arising from the enforcement of this Article.
- 17.22 No employee shall be obligated to purchase school supplies in order to perform their job duties. Employees shall, however, be reimbursed promptly for all school supplies purchased with prior approval from the building principal upon submission of a receipt.

**ARTICLE 18**

**DURATION**

18.0 This Agreement shall become effective on July 1, 2021, except that only salary shall be retroactive, and shall remain in effect through June 30, 2024, and thereafter shall continue in effect from year to year except that it may be amended effective at the date of expiration by one party giving notice of its intention to amend the Agreement to the other party not later than one hundred and fifty (150) days prior to the expiration date.

FOR THE BOARD OF EDUCATION

FOR THE UNION

Board Chairman

**APPENDIX A**  
**HOURLY WAGE SCHEDULES**  
**FOR THE PERIOD July 1, 2021 - June 30, 2024**

**2021-22**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	
Paraprofessional	\$16.34	\$17.40	\$18.46	\$19.50	\$20.57	\$21.62	
Bus Monitor	\$15.54	\$16.58	\$17.62	\$18.66	\$19.70	\$20.74	
Secretary	\$21.89	\$23.36	\$24.81	\$26.27	\$27.73	\$29.19	
Building Maintainer	\$26.69	\$28.35	\$29.98	\$31.61	\$33.28	\$34.91	
Head Custodian I	\$24.61	\$26.26	\$27.89	\$29.52	\$31.18	\$32.82	
Head Custodian II	\$21.18	\$22.60	\$24.01	\$25.42	\$26.82	\$28.25	
Custodian	\$17.67	\$18.86	\$20.04	\$21.22	\$22.40	\$23.58	
Cleaner	\$14.68	\$15.65	\$16.64	\$17.61	\$18.59	\$19.57	
Accounting Coordinator/ Secretary Asst Supt	\$24.36	\$25.98	\$27.61	\$29.23	\$30.85	\$32.48	
Technology Support	\$19.26	\$20.55	\$21.83	\$23.11	\$24.40	\$25.69	
Application Support	\$20.87	\$22.25	\$23.65	\$25.04	\$26.42	\$27.82	
Academic Support						\$19.42	

The hourly equivalent of the ABA Stipend added after GWI to Paraprofessional rates only in the 2021-22 year.

Each custodian shall receive a one-time lump sum payment of \$500, effective July 1, 2021, subject to all applicable deductions

**2022-23**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	
Paraprofessional	\$16.74	\$17.84	\$18.92	\$19.99	\$21.08	\$22.16	
Bus Monitor	\$15.93	\$17.00	\$18.06	\$19.12	\$20.19	\$21.25	
Secretary	\$22.44	\$23.94	\$25.43	\$26.93	\$28.42	\$29.92	
Building Maintainer	\$27.36	\$29.06	\$30.73	\$32.40	\$34.11	\$35.78	
Head Custodian I	\$25.46	\$27.16	\$28.83	\$30.50	\$32.20	\$33.88	
Head Custodian II	\$21.95	\$23.41	\$24.85	\$26.29	\$27.73	\$29.19	
Custodian	\$18.35	\$19.57	\$20.78	\$21.99	\$23.20	\$24.40	
Cleaner	\$15.04	\$16.04	\$17.05	\$18.05	\$19.06	\$20.06	
Accounting Coordinator/ Secretary Asst Supt	\$24.97	\$26.63	\$28.30	\$29.96	\$31.62	\$33.29	
Technology Support	\$19.74	\$21.07	\$22.38	\$23.69	\$25.00	\$26.33	
Application Support	\$21.39	\$22.81	\$24.24	\$25.67	\$27.09	\$28.51	
Academic Support						\$19.91	

The hourly equivalent of the custodian \$500 payment was added to the custodian rates only.



**2023-24**

	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	
Paraprofessional	\$17.16	\$18.28	\$19.39	\$20.49	\$21.61	\$22.72	
Bus Monitor	\$16.33	\$17.42	\$18.51	\$19.60	\$20.70	\$21.79	
Secretary	\$23.00	\$24.54	\$26.06	\$27.60	\$29.13	\$30.67	
Building Maintainer	\$28.04	\$29.79	\$31.50	\$33.21	\$34.97	\$36.68	
Head Custodian I	\$26.10	\$27.84	\$29.55	\$31.26	\$33.00	\$34.73	
Head Custodian II	\$22.49	\$23.99	\$25.47	\$26.95	\$28.43	\$29.92	
Custodian	\$18.81	\$20.06	\$21.30	\$22.54	\$23.78	\$25.01	
Cleaner	\$15.42	\$16.44	\$17.48	\$18.50	\$19.53	\$20.56	
Accounting Coordinator/ Secretary Asst Supt	\$25.60	\$27.30	\$29.01	\$30.71	\$32.41	\$34.13	
Technology Support	\$20.23	\$21.59	\$22.94	\$24.28	\$25.63	\$26.99	
Application Support	\$21.93	\$23.38	\$24.84	\$26.31	\$27.76	\$29.23	
Academic Support						\$20.41	

NOTES:

1. All special education paraprofessionals shall be trained in ABA and restraint/seclusion/de-escalation. This shall be the base level of training for special education paraprofessionals.
  
2. Years of experience between the steps is defined as years served in Suffield Public Schools. For purposes of placement and movement on the hourly rate scale, “years of experience” is defined as *years of experience in that occupation* (e.g. paraprofessional, custodian etc.).
  
3. An employee may be hired at any step providing there is no present employee below that step in a given occupation. Should there be an employee in a lower step than the step for the proposed new hire, the Board shall not place that new hire in other than the starting step without the Union’s concurrence.

**AGREEMENT BETWEEN  
SUFFIELD BOARD OF EDUCATION AND  
TEAMSTERS, LOCAL 671**

- A. The Board of Education and the Union agree to the following in order to ensure the safety and health of the employees:
1. The Board of Education will comply with occupational safety and health standards (OSHA) as promulgated under State of Connecticut Statutes, Chapter 571.
  2. The Board of Education shall provide to all members of the bargaining unit who are exposed to transmission of communicable disease(s), all necessary immunizations at no cost to the employee.
  3. Those employees who are required to lift and/or care for students shall receive all necessary and proper training prior to being required to perform such tasks.
  4. Employees shall be provided, at the Board's expense, all necessary protective gloves, clothing, etc. All handicapped bathrooms shall comply with current law and shall have a bacterial soap available for use.

B. Elimination of Full-Time Positions

The Suffield Board of Education agrees it shall not eliminate full-time positions within the bargaining unit and then proceed to create part-time positions to perform the same work without at least ninety (90) days advance consultation with the Union.

- C. The Board of Education agrees not to reduce the hours for any member of the bargaining unit for the purpose of avoiding benefits.