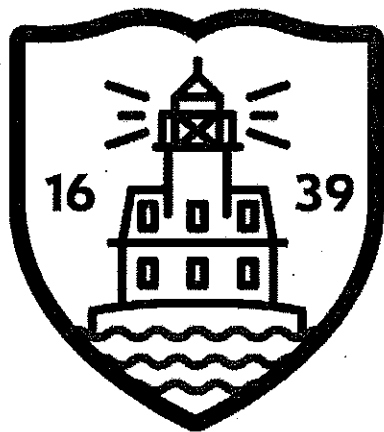


FAIRFIELD UNION OF EDUCATIONAL
OFFICE PROFESSIONALS



FAIRFIELD
PUBLIC SCHOOLS

July 1, 2023 to June 30, 2026

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AGREEMENT

This Agreement is between the Board of Education, Town of Fairfield, Fairfield County, Connecticut, hereinafter referred to as the Board, and the Fairfield Union of Educational Office Professionals, hereinafter referred to as the Union.

ARTICLE I - RECOGNITION

The Board recognizes the Union as the sole and exclusive collective bargaining representative for all employees in the unit who are non-supervisory, permanent clerical and secretarial employees of the Board of Education, said Recognition Agreement dated January 13, 1966 having been submitted to the Connecticut State Board of Labor Relations for purpose of record. This Agreement does not cover probationary, temporary, and part-time employees.

**ARTICLE II - PROBATIONARY, TEMPORARY, AND PART-TIME
EMPLOYEES**

Probationary, temporary, and part-time employees will not be represented by the Union and are excluded from provisions of this Agreement. A probationary employee is an employee who has been employed less than ninety (90) calendar days. A temporary employee is one hired for seasonal work whose duration of employment is not expected to be longer than 180 calendar days per year. A part-time employee is an employee who is working a regular schedule of less than 20 hours per week.

ARTICLE III - HOURS OF WORK

- A. The regular work week shall be 35 hours.
- B. Hours worked in excess of thirty-five (35) hours but not more than forty (40) hours per week shall be compensated at the employee's regular rate. Hours worked in excess of forty (40) hours per week shall be compensated at one and one-half (1½) times the regular rate.

Holidays, sick days, and other authorized absences under the terms of this contract shall not be credited to the forty (40) hour work period for determining overtime payments.

- C. Insofar as possible, supervisors shall endeavor to give at least four (4) hours of notice of overtime work assignments.
- D. All overtime work shall be distributed equally among eligible employees as far as is practicable within classification.

E. 10½ MONTH ASSIGNMENTS

- a. The work year is 194 days. The Board reserves the right to increase the work year for elementary and house secretaries by up to 11 days. Reasonable advance notice will be given to the affected secretaries. Payment will be at a per diem rate. The Board is not obligated to add additional days beyond the established work year.
 - b. They are not expected to report on days when school sessions are canceled.
- F. When daily school sessions are canceled, the twelve (12) month secretaries are also exempt from reporting to their offices unless instructed to come to their offices through various district communication methods (i.e. Infinite Campus, email, text message, district email, 255-TALK etc...). It is the employee's responsibility to access at least one of these communication methods early in the morning when school sessions are canceled for the day.
- G. However, any administrator or supervisor may call his/her secretary and request that the secretary reports to work as soon as practicable to perform essential tasks that are non-postponable.
- H. On days when school sessions are dismissed early for reasons other than adverse weather, separate specific instructions concerning secretaries will be issued from the Superintendent's Office.
- I. On days when school sessions are dismissed early for adverse weather conditions, school building offices must be staffed by all secretaries for 45 minutes after the last school bus departs. Secretaries staffing non-school offices in the Fairfield Public School District shall also be released from duty 45 minutes after the last elementary school sessions are dismissed.
- J. In the event it becomes necessary to modify the regular work week and regular work year in order to address budget, staffing and other reasonable operational considerations, the Union and Board of Education shall work cooperatively in order to minimize the impact of such modifications on members of the Union.

ARTICLE IV - WAGES

- A. Effective July 1, 2023, there shall be a 2.0% general wage increase to all bargaining unit employees. There shall be no step increase. Wages for the 2023-2024 year shall be retroactive to July 1, 2023 for all bargaining unit employees who are still on the payroll at the time of the execution of the successor collective bargaining agreement.
- Effective July 1, 2024, all employees below the maximum step who are eligible for step advancement shall advance one step (they shall receive no general wage increase). All employee at maximum step shall receive a general wage increase of 1.75%.
- Effective July 1, 2025, all employees below the maximum step who are eligible for step advancement shall advance one step (they shall receive no general wage increase). All employee at maximum step shall receive a general wage increase of 1.75%.

The salary schedule for the years July 1, 2023, through June 30, 2026 are set forth in Appendix A, B and C.

The wages for the Food Services Secretary are set forth in Appendix H.

- B. Pay increases to higher increment steps within job classification will be based on merit and longevity. Employees shall be granted step increments unless the Supervisor/Administrator certifies that the employee has not demonstrated the growth and performance normally expected. Notwithstanding the foregoing, no pay increases to higher increment steps shall be withheld, except upon prior notice to the employee and after an appropriate opportunity has been afforded to such employee to improve his/her performance.
- C. Incentive Step 7-I, 106% of Step #5, will be available after 12 calendar months in Step #6 and the acquisition of 8 In-service Credits (ISC) of approved in-service professional growth. Step #6 shall remain at 3.8% higher than Step #5.
- D. The Longevity Step (L) will be paid from the anniversary date of 10 completed years of credited service and will be set at \$800 effective July 1, 2013, retroactive for those still on the payroll on the date of signing this Agreement.
- E. An annual non-cumulative longevity step (LL) of \$800 is to be awarded to each employee in the bargaining unit upon completion of 15 years of continuous service, commencing on the anniversary date. Effective upon the execution of this Agreement, an annual non-cumulative longevity step (LLL) of \$800, is to be awarded to each employee in the bargaining unit upon completion of 25 years of continuous service, commencing on the anniversary date of hire.
- F. The Board of Education shall allow any member of the secretarial unit to select payment of annual salary in one of the following manners: 22 pay plan or 26 pay plan. Salary shall be defined as hourly rate times hours scheduled to work in a year. Employees shall be paid for hours actually worked, plus sick, personal and/or vacation time. Employees shall report and keep contemporaneous records of all time worked in a manner to be proscribed by the Board.
- G. The Fairfield Public Schools shall have discretion to hire new employees at a higher step than entry level when, in its discretion, recruitment needs render it advisable to do so.
- H. Summer employment or supplemental service on days not normally employed will be compensated at the individual employee's hourly rate. Such employment will be made available to all members of the unit before such employment is offered to persons outside the Bargaining Unit, unless there are no qualified current employees as reasonably determined by the Superintendent or his/her designee.

I. A notification for each employee in the bargaining unit will be sent to said employees each year containing the following information:

- a. Salary, Classification and Step, place of assignment before June 30th;
- b. Transcript of In-service credits accrued before November 1st.

Every Bargaining Unit member in the Town of Fairfield's Employees' Retirement system will receive, by October 1 of each fiscal year, a statement concerning: name, address, social security number, credited service (years and months), fiscal year contributions, accumulated contributions, interest credited, and designated beneficiary.

J. Effective upon signing of this agreement all employees must enroll in direct deposit.

ARTICLE V - VACATION

A. Employees will receive paid vacation for full months anticipated to be worked during the first year of employment, or part of the school year, at a rate of one (1) day per anticipated month worked, up to ten (10) working days. Vacation days will be allotted for the next fiscal year according to the following schedule:

<u>Length of Service completed as of 6/30 of current fiscal year</u>	<u>Vacation days earned for next fiscal year</u>
1 - 5 years	2 weeks - 10 working days
6 - 10 years	3 weeks - 15 working days
11 years or more	4 weeks - 20 working days

For vacation credit for any month, the employee must be employed on the 1st workday of the month to obtain credit for the month.

B. Employees presently in a 10 1/2 month position who transfer to a 12 month position or whose position is changed to 12 months, will receive accrued vacation time based on their total months of employment.

C. Vacations must ordinarily be taken during the fiscal year in which the employee becomes entitled to the vacation. However, with the prior approval of the employee's immediate supervisor, up to five (5) vacation days may be carried over to the next fiscal year. There shall be no accumulation of carried over vacation days beyond such five (5) days. Pay in lieu of vacations will not be permitted.

D. Employees voluntarily terminating their services with the Town and giving two weeks notice will receive vacation accrual equal to 1/12th of their vacation for each full month of service since the previous July 1. Vacation accrual will also be paid to employees who die or retire. If the employee fails to provide two weeks written notice of their termination, they shall forfeit payment of any accrued vacation.

- E. The amount of vacation to which an employee becomes entitled as of June 30th shall be considered an earned right, payable upon termination for any cause.
- F. A thirteenth holiday will be granted on a date to be selected by the Board of Education.
- G. Notification must be received by the Human Resources Office at least 14 calendar days in advance. Changes in approved vacation requests must have signature of approval from the unit administrator.
- H. When initial vacation scheduling conflicts occur, employees who schedule a minimum of five (5) consecutive days will have priority over employees taking lesser amounts.

ARTICLE VI - PENSION PLAN

- A. All bargaining unit members hired prior to attaining age 60 shall become members of the Town of Fairfield Employee Retirement Plan. All employees shall be entitled to retirement benefits after attaining ten (10) years of continuous membership in the Plan. Effective July 1, 1991, those employees covered by this agreement shall become eligible for normal retirement benefits under the Plan if they retire after that date at the age of sixty-two (62) or older.

Effective July 1, 2007, a member eligible for Normal Retirement shall receive an annual benefit equal to 2.275% of the Member's Highest Salary, multiplied by years of creditable service. Highest salary shall mean the highest final base salary paid (including longevity pay) to a Member during the years of active employment. Such salary shall not include compensation for overtime, bonuses, travel or maintenance allowances or other similar benefits.

Effective July 1, 2008, member's contributions as set forth in Section 2.5 of the Town Retirement Program shall be 4% of the employee's current base salary paid (including longevity pay.)

Employees hired on or after the effective date of this Agreement shall participate in a 401(a) type pension plan with no eligibility or vesting rights in the Town's existing pension system. The employee shall be required to contribute at least 4% of the base salary but may contribute up to the maximum allowed by law. The Town shall match the employee's contribution up to a maximum of four percent (4%) of base salary. The Town's contribution shall not vest until the employee has been continuously employed for five (5) years.

ARTICLE VII - INSURANCE

The Board shall continue to provide insurance through the State Plan 2.0, as such may be amended from time to time, and in accordance with the Memorandum of Understanding dated January 22, 2016. (Appendix F). The remaining portions of this section relating to the insurance provided by the Board prior to its entry into the State 2.0 Plan (See also Appendix E) shall remain for comparable purposes in the event the Board seeks to exercise its right to exit the State 2.0 Plan.

Notwithstanding the language in prior Appendix D (Current Appendix E) regarding the premium cost shares that applied to the insurance plan prior to the Board's participation in the State Plan 2.0, the employees' premium cost share during the term of this contract shall be:

- 24% effective upon the first pay period after ratification and approval by both parties.
 - 24.5% effective July 1, 2024.
 - 25% effective July 1, 2025.
 - Dental shall be the same as the medical.
- A. The Board may with reasonable advance notice to the Union change carriers, plans and/or plan designs and insure/self-insure, in whole or in part, provided that the level of benefits, coverages, and administration of claims resulting from such change(s) shall be at least substantially equivalent to that which is set forth in prior Appendix D, when viewed as a whole.
- B. Retiring members between the age of 55 and 65 with 15 years of continuous employment with the Board of Education may continue existing coverage, providing they have no other employment. Full premium group rate for the health insurance is to be paid by the individual retiree, semi-annually, in advance, subject to the carrier's approval.
- C. The Board agrees to offer Long Term Disability Insurance for all individuals covered by this Agreement:
1. 60% of salary will be provided after a six (6) month waiting period effective upon signing of the Agreement.
 2. Benefits payable will be:
 - a. for sickness and accident to age 65.
 - b. rights of survivorship.
 - c. primary Social Security leveled at time of disability.
- D. The Board agrees to offer at its own cost and expense a \$50,000 straight term life insurance policy for all individuals covered by this Agreement effective upon signing of the Agreement.
- E. The Board has established an I.R.S. Section 125 for treating premium payment on a pretax arrangement. Under Section 125, the Board of Education will make available those subsections that relate to dependent care and excess medical expenses. Participants shall pay any operating fees.
- F. Recovery Incentive Program

Secretaries are encouraged to scan their hospital bills for overcharges and shall be paid 25% of all monies recovered.

- G. The Board reserves the right at its discretion to implement a high deductible comprehensive health plan or other alternative to the plans set forth in Section A. Design and premium cost share will be determined by the Board. Participation in any said alternative plan will be voluntary on the part of the bargaining unit members.
- H. Each employee must certify annually on a form provided by the Board as to the dependent status of those enrolled in any of the Board of Education's insurance programs, as well as provide information as to any qualifying events affecting eligibility.

ARTICLE VIII - ABSENCES

A. Sick Time

Employees with less than one (1) year's service will receive one day per month sick leave up to a maximum of ten (10) by June 30th. Thereafter, the regular accumulated sick leave provision will be 10 days per year of continuous service cumulative to 150 days. Five (5) sick days per year may be used to care for sick members of the employee's family.

B. Personal Time

Up to five days in each school year may be allowed with pay for such absences, which in the opinion of the Superintendent of Schools, are considered unavoidable and reasonable, such as illness in the employee's immediate family. One day of such five days shall be permitted by the Superintendent without requiring the employee to disclose the personal need or reason for the absence, provided that such day shall also be for an unavoidable and reasonable purpose. Before making any requests for an absence of such nature, staff members should bear in mind that their professional responsibility is to be at the appropriate place of assigned work. A Private Day cannot be used prior to or following vacations or single holidays, and may not be used in the month of June.

C. Bereavement

In case of death in the immediate family of any regular employee, such employee shall be entitled to leave with full pay for a maximum of five (5) days. Immediate family is defined as wife, husband, mother, father, daughter, son, mother-in-law, father-in-law, brother and sister, domestic partners, grandchildren and relatives customarily living in the employee's immediate household.

Permission for time off with pay due to the death of a relative outside of the immediate family may be granted for up to one (1) day.

D. Religious Holidays

All regular employees shall be entitled to leave with full pay for not more than three days in each school year for the observance of major religious holidays.

E. Additional Days

Up to three additional days may be allowed for causes which, while not unavoidable, are deemed important and reasonable by both the employee and the Superintendent of Schools. These three days may be made available to the employee with pay equal to fifty (50) percent of regular daily pay. Such absences are to be exclusive of allowable sick leave. Such days cannot be used prior to or following vacations or single holidays and may not be used in the month of June, absent written permission of the Superintendent, the Executive Director of Human Resources or designee.

F. Leaves of Absence

Secretaries in Fairfield shall be entitled to Family and Medical Leave pursuant to the Family and Medical Leave Act of 1993, as set forth in the Board's Family and Medical Leave Policy.

A ten and one-half month secretary on a leave of absence must notify the Superintendent in writing at least sixty (60) days in advance if he/she wishes to return to secretarial duties at the beginning of school in the fall. A twelve month secretary on a leave of absence must notify the Superintendent, in writing, at least sixty (60) days in advance if he/she wishes to return to secretarial duties on July 1. Failure to provide either of the above-referenced notices constitutes resignation of employment.

G. Maternity Leave of Absence

1. A secretary shall be entitled to an unpaid leave of absence for child rearing purposes immediately following expiration of maternity leave.
2. At the expiration of twelve (12) weeks from the date the maternity leave commenced, the secretary may return to work or may remain on leave for the balance of the school year during which the child was born or adopted.

ARTICLE IX - PROFESSIONAL DEVELOPMENT

- A. Effective upon the signing of this Agreement, the total sum of up to \$4,000 will be made available each year to the Fairfield Union of Educational Office Professionals for reimbursing members for business expenses incurred in attending out-of-town conferences and meetings and college courses directly related to their current job responsibilities or job responsibilities related to a growth opportunity within the Bargaining Unit. College tuition will be reimbursed at the rate of \$125 per semester hour for courses pre-approved by the Superintendent of Schools or the Superintendent's designee. Enrollment fees for other job related courses pre-approved by the Superintendent will be reimbursed up to \$125. Monies must be allocated by the

Executive Committee of the FAEOP with the advice and consent of the Superintendent of Schools or a designee. Such requests must be received by the Superintendent of Schools or a designee at least 14 calendar days in advance. None of the expenditures referenced above will be approved by the Superintendent unless the Superintendent determines, at his/her discretion, that it meets the approval requirements for reimbursement above.

B. Professional Day

Within any given work year, employees in the bargaining unit may be granted in-service leave without loss of salary to attend one single-day workshop, seminar, conference or other session intended to improve the work competencies of the employee with full credit given.

A clerical substitute may be provided for one secretary offices, if requested by the Supervisor/Administrator, with payment to be provided from the secretarial in-service education appropriation with the approval of the FAEOP Executive Board.

C. In-Service Credits

1. Two in-service credits will be accorded to individuals who complete a term as president of the Fairfield Union of Educational Office Professionals or chairperson of the FAEOP negotiating committee. A member of the negotiating team will be accorded one in-service credit providing the person attends 80% of the meetings. Only one such allowance will be made during any contract period to any individual.
2. In-service Credits (ISC) will be determined in accordance with standard Continuing Education Unit (CEU) procedures using the formula of 60% for conversion to In-service Credits.

A standard CEU/CEU Equivalent is based on ten (10) hours of contact time.

The following schedule shows the conversion of CEU/CEU Equivalents to In-service Credits:

3 CEU'S	=	5	In-service Credits
4.8 CEU'S	=	8	In-service Credits
9 CEU'S	=	15	In-service Credits

The following schedule shows the conversion of contact hours to In-service Credits:

(a)	3 hrs or one morning or one afternoon or one evening session	=	.5 In-service Credit
(b)	6 hrs or 2 x (a) above	=	1.0 In-service Credit
(c)	12 hrs or 4 x (a) above	=	2.0 In-service Credits

No credit is given for time blocks of less than one (1) hour unless the partial hours are part of one activity, which has been broken into time blocks, which include partial hours.

Any earned CEU's will be converted to In-service Credits.

College or University credit shall receive In-service Credit recognition equal to the same number of college or graduate credits earned and issued by the institution (i.e. 3 credit course = 3 in-service credits).

4. A cumulative record of in-service credits will be maintained in individual personnel files.
5. Members of the bargaining unit will be granted one day of non-cumulative leave upon the achievement of 15 in-service credits and for each subsequent 5 credits. Any credits applied after the initial 15 credits must be earned on non-work time, i.e., after the regular working hours, evenings, weekends and vacation.

In-service credit days may be annexed before and after vacation time, holidays or holiday weekends. Such days require 10 days advance notification and the approval of the immediate supervisor. No more than three (3) such days may be assembled for a continuous absence period.

By "one day of non-cumulative leave," it is meant that the in-service credit leave day must be utilized by the end of the following school year in which the leave day was earned.

ARTICLE X - PERSONNEL ACTION APPEALS

- A. Any employee, group of employees, or the Union, having a problem concerning (a.) the interpretation or application of any provision, rule, or regulation covered by this Agreement, or (b.) discipline, including dismissal, where it is claimed that such discipline is not based on just cause or constituted a violation of progressive discipline, shall seek adjustment in the step order listed below:

Step #1. Within fifteen (15) days (excluding Saturdays and Sundays and holidays) after the occurrence of an alleged grievance, the employee shall submit such grievance in writing to his or her immediate supervisor. Within five (5) days (excluding Saturdays and Sundays and holidays) after the receipt of said notice, said Supervisor shall arrange to and shall meet with said employee for the purpose of adjusting or resolving such grievance. Such Supervisor shall render a decision within three (3) days (excluding Saturdays and Sundays and holidays) of such meeting. If such grievance is not resolved to the satisfaction of the employee, the employee may within three (3) days (excluding Saturdays and Sundays and holidays) of such decision, initiate Step #2 of this procedure.

Step #2. Further review of such grievance shall be made by presenting in writing such grievance to the Superintendent of Schools or designee. Within five (5) days (excluding Saturdays and Sundays and holidays) after the receipt of said notice, the Superintendent or a delegate shall arrange to and shall meet with the employee for the purpose of adjusting or resolving such grievance. The Superintendent or a delegate shall render a decision in writing concerning such grievance within five (5) days (excluding Saturdays and Sundays and holidays) of such meeting. If such grievance is not resolved to the satisfaction of the employee the employee may, within five (5) days (excluding Saturdays and Sundays and holidays) of such decision initiate Step #3 of this procedure by filing such grievance in writing with the Board of Education.

A class action grievance may be filed at Step 2 with the Superintendent of Schools or designee. A class action grievance shall be defined as a violation of a specific provision of the collective bargaining agreement that affects two (2) or more members of the bargaining unit.

Step #3. Said Board will have the option of meeting with the grievant and the Union for the purpose of adjusting or resolving such grievance. The Board shall render a decision in writing concerning such grievance within twenty-one (21) days (excluding Saturdays and Sundays) after notification to it. If such grievance is not resolved to the satisfaction of the grievant, the Union may, within ten (10) days (excluding Saturdays and Sundays) of such a decision, initiate Step #4 of this procedure.

Step #4. Further review of such grievance shall be made by submitting this dispute to arbitration by the American Arbitration Union within ten (10) days (excluding Saturdays and Sundays) of notification of the decision of the Board. The notice of arbitration shall include a brief statement of the issues to be decided by the arbitrator and the specific provisions of the agreement involved. Said Union shall hear and act on such dispute in accordance with its rules of voluntary labor arbitration. The decision of the arbitrator, if made in accordance with his/her jurisdiction and authority under this agreement, shall be final and binding on all parties.

The arbitrator may allocate the costs of the Arbitration Panel as part of the final award. Otherwise, the costs shall be equally borne by the parties.

- B. Failure to process a grievance within the time limits established in Steps One, Two, and Three of this Article presumes that it has been satisfactorily resolved at the last step to which it had been properly processed.
- C. Nothing in this agreement shall be construed as requiring the Fairfield Union of Educational Office Professionals to submit a grievance to arbitration.
- D. One member of the Union's Grievance Committee shall be granted leave from duty with full pay to attend meetings called by the Board in Steps Two, Three, and Four of the Grievance Procedure, when such meetings take place at a time during which such

representative is scheduled to be on duty. The Union President or designee may be released during the workday if a bargaining unit member requests Union representation during a pre-disciplinary meeting or other meeting in which Union representation is requested and/or required. Reasonable efforts shall be made by the school administrator and the Union to schedule meetings during non-work hours.

ARTICLE XI - MANAGEMENT CLAUSE

- A. Except as herein provided in this Agreement, the right of the Board in all respects to manage its business, operations and affairs; to sub-contract, to change, combine, establish or discontinue jobs or operations, shall be unimpaired. The Board's not exercising any right hereby reserved to it, or its exercising any right in a particular way shall not be deemed a waiver of any such right or preclude the Board from exercising the same in some other way not in conflict with the express terms of this Agreement.
- B. Nothing in the Agreement shall be construed as abridging any right, benefit, or privilege that employees of the Board have enjoyed heretofore, unless such practice has been superseded by provisions of this Agreement.
- C. If it becomes necessary or advisable to change work schedules, the Union will cooperate in developing said changes providing they are not inconsistent with other provisions of this Agreement.

ARTICLE XII - LAYOFF AND RECALL

Seniority will determine the order of layoff within job classification for employees in the bargaining unit provided remaining employees are qualified to do the remaining work. An employee whose job is no longer available may displace an employee within the same job classification with the least seniority provided the employee is qualified to do the work, without further training or break in period. Seniority shall be gauged on the basis of continuous service with the Board of Education, including Town service. Seniority for layoff and recall shall be determined on the basis of continuous service, as part of this bargaining unit only, for employees hired after July 1, 2013.

Persons laid off due to a reduction in force will receive paid medical insurance benefits for ninety (90) days from the date of layoff or until offered equivalent grade employment, whichever occurs first. Such persons shall be recalled to the first available position in their former grade or any lesser grade if they are qualified to fulfill the position. Reinstatement shall be made if the individual's skills, training, experience, and personal characteristics fulfill the job requirements as specified. Selection shall include an interview by the departmental supervisor. If the former employee declines recall to an available position of the grade previously held and for which he/she is qualified, the person shall forfeit the right to further recall.

Former employees, except as provided above, shall retain seniority status and right of recall for twelve (12) months following the date of layoff. During that period, promotional and vacancy notifications will be provided by email, provided at the time of layoffs the school administration shall obtain the employee's personal and work email address. Response to such notification

must be made within one week and return to work must be accomplished within two (2) weeks from acceptance, or as mutually agreed by the parties.

All previously accrued contract benefits will be restored upon reemployment in accordance with the provisions of this Article.

ARTICLE XIII - DUTIES

The ten and one-half month employees in the unit shall in the absence of a school nurse or health aide render first aid and assistance and the Board agrees that such first aid and assistance shall be considered within the scope of their employment and within the discharge of their duties so that the Board will duly indemnify said employees as provided in Sec. 10-235 of the Connecticut General Statute. The Board will continue to seek alternate ways of delivering medical aid to elementary school students.

Any employee required, as part of their duties, to administer first aid, shall be provided basic first aid training to be arranged by the Board of Education. All trainings, costs and fees for initial certification and recertification shall be paid for by the Board.

Training/professional development relevant to job duties and positions shall be provided during the regular work day.

ARTICLE XIV – VACANCIES AND PROMOTIONS

A. Whenever a vacancy occurs for any promotional position within the bargaining unit, the vacancy and job description shall be posted for at least five (5) working days before it is filled to enable any person who is qualified to bid for the position. Promotional positions shall be filled from within the unit if such applicants provide the skills, training, experience, and personal characteristics to fulfill the job requirements as specified. Probationary employees are precluded from applying.

B. 1. Screening committees for all job openings within the bargaining unit will be comprised of:

1. Administrator (direct supervisor)
2. One secretary chosen by management
3. One secretary chosen by FAEOP

Additional members may be appointed by the Director of Human Resources. Each member shall have equal input in the screening committee interviews and deliberation, with the understanding that the activities of the screening committee are advisory only.

2. Promotional applicants shall be informed of the screening outcome within seven (7) working days after the final screening session.

3. The Board agrees to make a reasonable effort to provide a three-day (3) training period for employees entering a new position. Such training to be provided by the employee leaving the position.
 4. Any secretary interested in a change of assignment should notify the Director of Human Resources in writing.
 5. When one is promoted, the individual moves up to the lowest step in the new classification, not to make less than one would be making in the prior assignment.
- C. Fairfield Public Schools reserves the right to utilize and identify assessment instruments as a component for selecting applicants to any vacancies, new positions or promotional positions in the bargaining unit. Should the Administration anticipate using an identified assessment instrument for a particular position, it will be noted in the posting and the assessment specifically identified on the notice distributed to the staff.
- D. The Board may require that, as a condition of continued employment in any bargaining unit position, the incumbent or applicant for said position be competent in all job related skills, including the use of the school system's computers and in specific computer applications designated by administration for that specific position. Said designated competence shall be required as a condition for an employee to apply for any new position, vacancy, or promotional position in the unit.

ARTICLE XV – DUES AND FEES

Upon receipt of the "Authorization for Payroll Deduction" form signed by the employee who voluntarily agrees to become a Union member, the Board agrees to deduct a sum certified by the Secretary or other authorized officials of the Union to be Union dues. Deductions will be made from the regular wages paid to each such employee in an amount justified as monthly total dues of the Union on the Authorization Form. The total dues withheld shall be delivered to the Treasurer of the Union.

An employee may revoke their authorization for dues check-off by sending a written request to the Town, Board of Education, and the Union, during the fifteen (15) calendar days immediately preceding the termination or anniversary date of this Agreement.

- A. In the event a member of the Bargaining Unit contends that a percentage of the required dues are being utilized for matters other than collective bargaining, contract administration, and/or grievance adjustment, the percent of the service fee so claimed shall be placed in an interest-bearing escrow account by the Union until the dispute is resolved. The Fairfield Union of Educational Office Professionals agrees to provide an impartial process to resolve disputes over the amount of the dues. The Fairfield Union of Educational Office Professionals agrees that this Section A shall impose no cost or liability upon the Board of Education.

- B. The Union agrees to defend, indemnify, and hold the Board and the Town harmless against any and all expenses, liabilities, suits or claims which arise from bargaining unit employees under this Article and/or from the Board's or Town's action in compliance with the provisions of this Article.

ARTICLE XVI – PROFESSIONAL ATTIRE

Each member of the bargaining unit shall dress in a professional manner appropriate for his/her assignment.

ARTICLE XVII – WORKERS' COMPENSATION

Employees on workers' compensation leave shall receive compensation as required by law. The Board will not supplement statutory workers' compensation payments; provided however, an employee may elect to use accrued unused sick leave to supplement the difference between workers' compensation statutory payments and his/her regular wage rate.

ARTICLE XVIII - DURATION

This agreement shall remain in full force and effect for a period from through July 1, 2023 to June 30, 2026. It will remain in effect each year thereafter unless either party gives notice to the other of its intention to change this Agreement.

ARTICLE XIX – REASONABLE SUSPICION DRUG POLICY

An employee must submit to a reasonable suspicion drug or alcohol test when a manager or supervisor has reasonable suspicion to believe that the employee has violated the drug or alcohol prohibitions contained in this Article and/or Sections 4225 and 4225AR of the District's Personnel Policy. A reasonable suspicion determination may be made any time the employee is on school property and may be based on observations concerning, including but not limited to, the appearance, behavior, speech or body odors of the employee. The observations may include indications of chronic and withdrawal effects of drugs and/or alcohol. Supervisory personnel may request that an employee submit to drug or alcohol testing when a supervisor has a reasonable suspicion that an employee is under the influence of drugs or alcohol. The term "reasonable suspicion" as used in this section is defined consistent with Connecticut law, and generally exists when, based upon objective facts and considerations, a reasonably prudent supervisor would suspect that an employee is under the influence of drugs and/or alcohol.

- a. The supervisor or manager who makes a reasonable suspicion determination will conduct the drug or alcohol test.
- b. The Board shall contact the testing agency and the employee will remain on site, supervised by a Board of Education employee, until the agency employee arrives and during the full time of the testing process.

- c. The employee must submit to a reasonable suspicion drug or alcohol test. Failure or refusal to submit to a reasonable suspicion drug or alcohol test, as directed by a manager or supervisor, shall constitute a positive drug test.
- d. An employee who tests positive to drugs and/or alcohol may be subject to disciplinary action up to and including termination of employment.
- e. An employee who acknowledges having a drug/alcohol problem to the Human Resources Department and seeks help for same prior to being directed to taking a reasonable suspicion drug test, will be given the opportunity to seek help and assistance for said drug/alcohol issue, and the employee's acknowledgement of the drug/alcohol problem under these circumstances shall not be the basis for discipline of the employee.

IN WITNESS WHEREOF, the parties hereto have set their hands.

6/25/24
Date

6/25/2024
Date

Jennifer Jacobsen
Jennifer Jacobsen, Chair
Board of Education

Michelle Sierau
Michelle Sierau, President
Fairfield Union of Educational
Office Professionals

APPENDIX A - 2023-24 HOURLY WAGES & ANNUAL SALARIES

12-MONTH EMPLOYEES

	1	2	3	4	5	6	7	L	LL	LLL
S-8	23.54 42,835	24.48 44,549	25.46 46,329	26.47 48,182	27.53 50,110	28.58 52,013	29.62 53,913	30.06 54,713	30.50 55,513	30.94 56,313
S-8.5	24.15 43,961	25.12 45,719	26.13 47,548	27.17 49,450	28.26 51,428	29.33 53,386	30.40 55,332	30.84 56,132	31.28 56,932	31.72 57,732
S-9	24.77 45,087	25.76 46,891	26.80 48,767	27.87 50,715	28.98 52,745	30.08 54,750	31.18 56,749	31.62 57,549	32.06 58,349	32.50 59,149
S-10	26.13 47,555	27.17 49,456	28.26 51,437	29.39 53,493	30.57 55,632	31.73 57,745	32.89 59,854	33.33 60,654	33.77 61,454	34.21 62,254
S-11	27.49 50,026	28.58 52,024	29.73 54,111	30.92 56,272	32.16 58,525	33.38 60,748	34.60 62,966	35.04 63,766	35.48 64,566	35.92 65,366
S-12	28.83 52,479	29.99 54,577	31.19 56,760	32.43 59,030	33.73 61,393	35.01 63,725	36.29 66,051	36.73 66,851	37.17 67,651	37.61 68,451
S-13	35.30 64,253	37.63 68,478	37.63 68,478	37.63 68,478	37.63 68,478	37.63 68,478	37.63 68,478	38.06 69,278	38.50 70,078	38.94 70,878

10.5-MONTH EMPLOYEES - "SCHOOL YEAR"

	1	2	3	4	5	6	7	L	LL	LLL
S-8	26.28 35,691	27.33 37,117	28.43 38,603	29.56 40,148	30.75 41,754	31.91 43,340	33.08 44,923	33.67 45,723	34.26 46,523	34.85 47,323
S-8.5	26.97 36,630	28.05 38,096	29.17 39,619	30.34 41,204	31.55 42,851	32.75 44,480	33.95 46,104	34.54 46,904	35.13 47,704	35.72 48,504
S-9	27.67 37,570	28.77 39,072	29.92 40,636	31.12 42,263	32.36 43,951	33.59 45,621	34.82 47,286	35.41 48,086	36.00 48,886	36.59 49,686
S-10	29.18 39,633	30.35 41,215	31.57 42,867	32.83 44,581	34.14 46,363	35.44 48,125	36.73 49,881	37.32 50,681	37.91 51,481	38.50 52,281
S-11	30.70 41,687	31.93 43,356	33.20 45,090	34.53 46,892	35.91 48,771	37.28 50,623	38.64 52,471	39.23 53,271	39.82 54,071	40.41 54,871
S-12	32.20 43,731	33.49 45,480	34.83 47,298	36.22 49,192	37.67 51,160	39.11 53,105	40.53 55,043	41.12 55,843	41.71 56,643	42.30 57,443

This schedule reflects a 2% general wage increase at every step. All bargaining unit members shall remain on the same step in 2023-24 as they were on in 2022-23.

APPENDIX B - 2024-25 HOURLY WAGES & ANNUAL SALARIES

12-MONTH EMPLOYEES

	1	2	3	4	5	6	7	L	LL	LLL
S-8	23.54 42,835	24.48 44,549	25.46 46,329	26.47 48,182	27.53 50,110	28.58 52,013	30.14 54,856	30.58 55,656	31.02 56,456	31.46 57,256
S-8.5	24.15 43,961	25.12 45,719	26.13 47,548	27.17 49,450	28.26 51,428	29.33 53,386	30.93 56,300	31.37 57,100	31.81 57,900	32.25 58,700
S-9	24.77 45,087	25.76 46,891	26.80 48,767	27.87 50,715	28.98 52,745	30.08 54,750	31.73 57,742	32.17 58,542	32.61 59,342	33.05 60,142
S-10	26.13 47,555	27.17 49,456	28.26 51,437	29.39 53,493	30.57 55,632	31.73 57,745	33.46 60,901	33.90 61,701	34.34 62,501	34.78 63,301
S-11	27.49 50,026	28.58 52,024	29.73 54,111	30.92 56,272	32.16 58,525	33.38 60,748	35.20 64,068	35.64 64,868	36.08 65,668	36.52 66,468
S-12	28.83 52,479	29.99 54,577	31.19 56,760	32.43 59,030	33.73 61,393	35.01 63,725	36.93 67,207	37.37 68,007	37.81 68,807	38.25 69,607
S-13	35.30 64,253	38.28 69,676	38.28 69,676	38.28 69,676	38.28 69,676	38.28 69,676	38.28 69,676	38.72 70,476	39.16 71,276	39.60 72,076

10.5-MONTH EMPLOYEES - "SCHOOL YEAR"

	1	2	3	4	5	6	7	L	LL	LLL
S-8	26.28 35,691	27.33 37,117	28.43 38,603	29.56 40,148	30.75 41,754	31.91 43,340	33.66 45,709	34.25 46,509	34.84 47,309	35.43 48,109
S-8.5	26.97 36,630	28.05 38,096	29.17 39,619	30.34 41,204	31.55 42,851	32.75 44,480	34.54 46,911	35.13 47,711	35.72 48,511	36.31 49,311
S-9	27.67 37,570	28.77 39,072	29.92 40,636	31.12 42,263	32.36 43,951	33.59 45,621	35.43 48,114	36.02 48,914	36.61 49,714	37.20 50,514
S-10	29.18 39,633	30.35 41,215	31.57 42,867	32.83 44,581	34.14 46,363	35.44 48,125	37.37 50,754	37.96 51,554	38.55 52,354	39.14 53,154
S-11	30.70 41,687	31.93 43,356	33.20 45,090	34.53 46,892	35.91 48,771	37.28 50,623	39.31 53,389	39.90 54,189	40.49 54,989	41.08 55,789
S-12	32.20 43,731	33.49 45,480	34.83 47,298	36.22 49,192	37.67 51,160	39.11 53,105	41.24 56,006	41.83 56,806	42.42 57,606	43.01 58,406

The top step was increased by 1.75%. All bargaining unit members not at maximum shall advance one step.

APPENDIX C - 2025-26 HOURLY WAGES & ANNUAL SALARIES

12-MONTH EMPLOYEES

	1	2	3	4	5	6	7	L	LL	LLL
S-8	23.54 42,835	24.48 44,549	25.46 46,329	26.47 48,182	27.53 50,110	28.58 52,013	30.67 55,816	31.11 56,616	31.55 57,416	31.99 58,216
S-8.5	24.15 43,961	25.12 45,719	26.13 47,548	27.17 49,450	28.26 51,428	29.33 53,386	31.48 57,285	31.91 58,085	32.35 58,885	32.79 59,685
S-9	24.77 45,087	25.76 46,891	26.80 48,767	27.87 50,715	28.98 52,745	30.08 54,750	32.28 58,752	32.72 59,552	33.16 60,352	33.60 61,152
S-10	26.13 47,555	27.17 49,456	28.26 51,437	29.39 53,493	30.57 55,632	31.73 57,745	34.05 61,967	34.49 62,767	34.93 63,567	35.37 64,367
S-11	27.49 50,026	28.58 52,024	29.73 54,111	30.92 56,272	32.16 58,525	33.38 60,748	35.82 65,189	36.26 65,989	36.70 66,789	37.14 67,589
S-12	28.83 52,479	29.99 54,577	31.19 56,760	32.43 59,030	33.73 61,393	35.01 63,725	37.57 68,383	38.01 69,183	38.45 69,983	38.89 70,783
S-13	35.30 64,253	38.95 70,895	38.95 70,895	38.95 70,895	38.95 70,895	38.95 70,895	38.95 70,895	39.39 71,695	39.83 72,495	40.27 73,295

10.5-MONTH EMPLOYEES - "SCHOOL YEAR"

	1	2	3	4	5	6	7	L	LL	LLL
S-8	26.28 35,691	27.33 37,117	28.43 38,603	29.56 40,148	30.75 41,754	31.91 43,340	34.25 46,509	34.84 47,309	35.43 48,109	36.02 48,909
S-8.5	26.97 36,630	28.05 38,096	29.17 39,619	30.34 41,204	31.55 42,851	32.75 44,480	35.15 47,732	35.74 48,532	36.33 49,332	36.92 50,132
S-9	27.67 37,570	28.77 39,072	29.92 40,636	31.12 42,263	32.36 43,951	33.59 45,621	36.05 48,956	36.64 49,756	37.23 50,556	37.82 51,356
S-10	29.18 39,633	30.35 41,215	31.57 42,867	32.83 44,581	34.14 46,363	35.44 48,125	38.03 51,642	38.62 52,442	39.21 53,242	39.80 54,042
S-11	30.70 41,687	31.93 43,356	33.20 45,090	34.53 46,892	35.91 48,771	37.28 50,623	40.00 54,323	40.59 55,123	41.18 55,923	41.77 56,723
S-12	32.20 43,731	33.49 45,480	34.83 47,298	36.22 49,192	37.67 51,160	39.11 53,105	41.96 56,986	42.55 57,786	43.14 58,586	43.73 59,386

The top step was increased by 1.75%. All bargaining unit members not at maximum shall advance one step.

**APPENDIX D-INSURANCE PLAN
PRIOR TO ENTRY INTO STATE PLAN 2.0**

APPENDIX D – MEDICAL BENEFITS PREMIUM COST SHARE AND CO-PAYS

<u>Medical – PPO or Equivalent</u>	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Home and Office/Specialist/Urgent Care ¹	\$25	\$30
Emergency Room (In and out of network)	\$100	\$100
Hospital Admission (Semi-private room); Inpatient Mental Health Substance Abuse and Inpatient Rehab Services	\$200	\$200
Outpatient Surgical	\$50	\$50
Outpatient Mental Health/ Substance Abuse	\$30	\$30
Diagnostic Lab and Xray	\$0	\$0
High Cost Diagnostics	\$50	\$50
Outpatient Rehabilitative Services	\$25	\$30
Skilled Nursing Facility	\$0	\$0
Out-of-Network Deductible		
Single	\$325	\$325
Employee plus one	\$650	\$650
Family	\$975	\$975
Out-of-Network Co-Payment	80/20	80/20

¹ For treatment at Hospital affiliated walk-in treatment facilities, such as St. Vincent's on the Post Road, Fairfield, the amount of the co-pay, \$100, \$25, or effective July 1, 2015 \$30, is determined by the facility based on the seriousness of the condition for which the individual seeks treatment. The employee should speak directly with the facility to determine amount of the copay.

Medical – PPO or Equivalent	July 1, 2014	July 1, 2015
Premium Cost Share - Single	19%**	20%**
Premium Cost Share – Two Person & Family	19%**	20%**
Ages for Dependent Children	26	26
HMO Coverage	July 1, 2014	July 1, 2015
Home and Office/Specialist/Urgent Care ²	\$25	\$30
Emergency Room	\$100	\$100
Hospital Admission (Semi-private room); Inpatient Mental Health Substance Abuse and Inpatient Rehab Services	\$200	\$200
Outpatient Surgical	\$50	\$50
Outpatient Mental Health/ Substance Abuse	\$30	\$30
Diagnostic Lab and Xray	\$0	\$0
High Cost Diagnostics	\$50	\$50
Outpatient Rehabilitative Services	\$25	\$30
Skilled Nursing Facility	\$0	\$0
Out-of-Network	None	None
Premium Cost Share – Single	17%*	18%**
Premium Cost Share – Two Person & Family	17%*	18%**
Spouse employed-eligible elsewhere – Two Person & Family	22%*	23%**
Ages for Dependent Children	26	26

² For treatment at Hospital affiliated walk-in treatment facilities, such as St. Vincent's on the Post Road, Fairfield, the amount of the co-pay, \$100, \$25, or effective July 1, 2015 \$30, is determined by the facility based on the seriousness of the condition for which the individual seeks treatment. The employee should speak directly with the facility to determine amount of the copay.

<u>Prescription Drug</u>	<u>July 1, 2014</u>	<u>July 1, 2015</u>
<u>3-Tier Formulary</u>		
Generic	\$15	\$15
Brand	\$30	\$30
Non-list Brand	\$45	\$45
Mandatory Mail Order for Maintenance Drugs	Co-pay 2 time mail; mandatory generic substitution unless DAW and 30 day supply at retail	Co-pay 2 time mail; mandatory generic substitution unless DAW and 30 day supply at retail
Premium Cost Share - Single	19%*	20%**
Premium Cost Share – Two Person & Family	19%*	20%**
Ages for Dependent Children	26	26

<u>Dental</u>	<u>July 1, 2014</u>	<u>July 1, 2015</u>
Benefit: Preventive	80%	80%
Benefit: Basic	80%	80%
Benefit: Major	50%	50%
Premium Cost Share - Single	19%*	20%**
Premium Cost Share – Two Person & Family	19%*	20%**
Ages for Dependent Children	26	26
Life Insurance (Employee Only)	\$45,000-Death Benefit	\$45,000-Death Benefit
Disability Contributions (Employee Only)	\$.80	\$.80

* Effective July 1, 2014, the Premium Cost Share dollar amount will increase by 2% and no limit on the dollar amount.

** Effective July 1, 2015, the Premium Cost Share dollar amount will increase by 1% and no limit on the dollar amount.

These benefits are provided only upon request. They are not automatically in effect upon employment. If the employee chooses not to enroll, a signed waiver form must be completed and returned to the Insurance Office. Return all unused applications and cards to the Insurance Specialist.

Applications must be submitted to the Insurance Office by the 20th of the month for insurance coverage to begin on the first of the following month. The Board of Education allows the employee to change health insurance with 30 days notice to the Insurance Specialist based on a qualifying event (i.e. marriage, births, termination of spouse's coverage.) These changes will be effective on the first of the following month. Changing coverage from an HMO to a PPO can only occur effective July 1st.

Payroll deductions for 10.5 month employees for the premium cost share shall be done in twenty (20) equal deductions.

The Board may implement a Comprehensive Plan or HSA as an alternative to the PPO Plan. Details and Premium Cost Share of the Comprehensive Plan or HSA shall be as determined by the Board. Participation by any Secretary in the Comprehensive Plan or HSA is voluntary.

APPENDIX E – MEMORANDUM OF UNDERSTANDING
STATE PARTNERSHIP PLAN 2.0

MEMORANDUM OF UNDERSTANDING

MR DEPT 26 JAN 2016 AM 08:30

This Memorandum of Understanding is entered into between Fairfield Board of Education and the Fairfield Association for Educational Office Professionals for the purpose of memorializing the Board's decision to change insurance plan design from the option(s) currently set forth in the 2013 – 2016 collective bargaining agreement between the parties, to the Oxford/United Healthcare Freedom Select POS HEP Preferred Plan offered through the State of Connecticut and designated as the State Partnership Plan 2.0 (SP2.0). The Board regards this change as within its rights under the collective bargaining agreement, its inherent management rights and/or applicable practice and legal precedent to effect this change without the necessity of agreement by the Union.

The Board also understands that the Union may take the position that the Board may not unilaterally implement this change, on the basis and argument that SP2.0 is not substantially equivalent to the current insurance plan option(s) set forth in the collective bargaining agreement between the parties.

However, both parties acknowledge that the change of insurance plan offering to SP2.0 is beneficial to both the District and the bargaining unit, and that, accordingly, the issue of unilateral change versus bargaining obligation need not be resolved in connection with this issue.

Accordingly, the details set forth below serve to clarify and detail the specifics of the Board's change from the current insurance options set forth in the current collective bargaining agreement, and to which the Union does not object, rather than as a negotiated modification of the collective bargaining agreement.

1. Notwithstanding the provisions of Article VII, Insurance in the collective bargaining agreement between the parties, effective July 1, 2016 the only medical, RX and dental insurance plan offered by the Board shall be the SP2.0.
2. Current premium cost share percentages for medical, RX and dental shall follow negotiated percentages for each fiscal year for the term of the collective bargaining contract but will be applied to the SP2.0 rates.
3. Premium rates will be established by the State of Connecticut for the relevant July 1 through June 30 yearly period, and shall be inclusive of medical, RX and all administrative fees. Mr. Slowik indicated that the 2016-2017 rates have not yet been determined.
4. The premium rates will be as established by the State for single, employee + one and family, and for actives, pre-65 retirees, Medicare retirees and post-65 non-Medicare eligible retirees, but blended consistent with Board practice to provide for uniform rates across category for actives and retirees. This will result, for example, in an active office professional with family coverage paying a higher premium than the active employee family rate posted by the State.

5. SP2.0 design and co-payments shall be as specified in the four (4) page multi-color document distributed on December 14, 2015 by Mr. Slowik and Ms. Dunn, titled Connecticut Partnership Plan 2.0, and with page headings "Why Join CT Partnership 2.0," "MEDICAL BENEFIT SUMMARY" and "DENTAL BENEFIT SUMMARY." (ATTACHMENT 1).
6. In lieu of the dental plan offered by the Board in Article VII, Section A of the current collective bargaining agreement, the Board will provide the "Unlimited Annual Maximum Plan" described on the last page of ATTACHMENT 1. Said Plan is currently administered by Cigna.
7. Current Dental Plan premium cost share percentages will follow negotiated percentages for each fiscal year for the term of the collective bargaining agreement but will be applied to the SP2.0 rates.
8. Employees participating in the medical insurance are not required to enroll in the Dental Plan.
9. The SP2.0 Cigna Vision Rider (lenses and frames) will not be offered. However, medical based vision issues and checkups are provided through SP2.0.
10. The Recovery Incentive Program is discontinued as of July 1, 2016.
11. In the event the Board at any time exercises its specific or management rights under the collective bargaining agreement to leave the SP2.0 plan for a substantially equivalent plan or carrier, then the Board, in determining if the new plan or carrier is substantially equivalent, may use the plan offering in the current collective bargaining agreement in force at the time of signing this Memorandum of Understanding as the baseline for determining substantial equivalency. The Board will not be required to use SP2.0 as the baseline.
12. As of December 18, 2015, the Board's attorney has been advised by Bernard Slowik, Partnership Plan Health Care Analyst with the Connecticut Office of the State Comptroller, that a Summary Plan Description for SP2.0 has not yet been finalized.
13. In the event SP2.0 is amended by the State, such amendments shall be in full force and effect for the term of the collective bargaining agreement, without the necessity of any action by either the Board or the Union, but shall not limit or curtail the Board's rights to leave SP2.0 for a substantially equivalent plan.
14. The SP2.0 contains a Health Enhancement Plan component. All employees participating in the SP2.0 will be required to join the HEP and will be subject to its terms and provisions.

Details of the HEP are addressed in the single page "Health Enhancement Program (HEP)" document distributed at the December 14, 2015 State Presentation (ATTACHMENT 2) the single page document "State of CT Preventive Care Requirements" (ATTACHMENT 3) also distributed on December 14, 2015, and the three page document "ATTACHMENT B – Specifics Relating to Health Enhancement Program." (ATTACHMENT 4).

15. Participation in the SP2.0 and the HEP are conditioned upon the employee completing and submitting necessary enrollment forms (written or electronic as determined by the administrator) during the specified enrollment period, and also signing an authorization for the deductions of premium cost shares through payroll deductions.
16. In the event SP2.0 Plan 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.
17. In the event the State does not accept the Board's application for participation in SP2.0, then current collective bargaining agreement insurance provisions will continue as set forth in the current collective bargaining agreement.

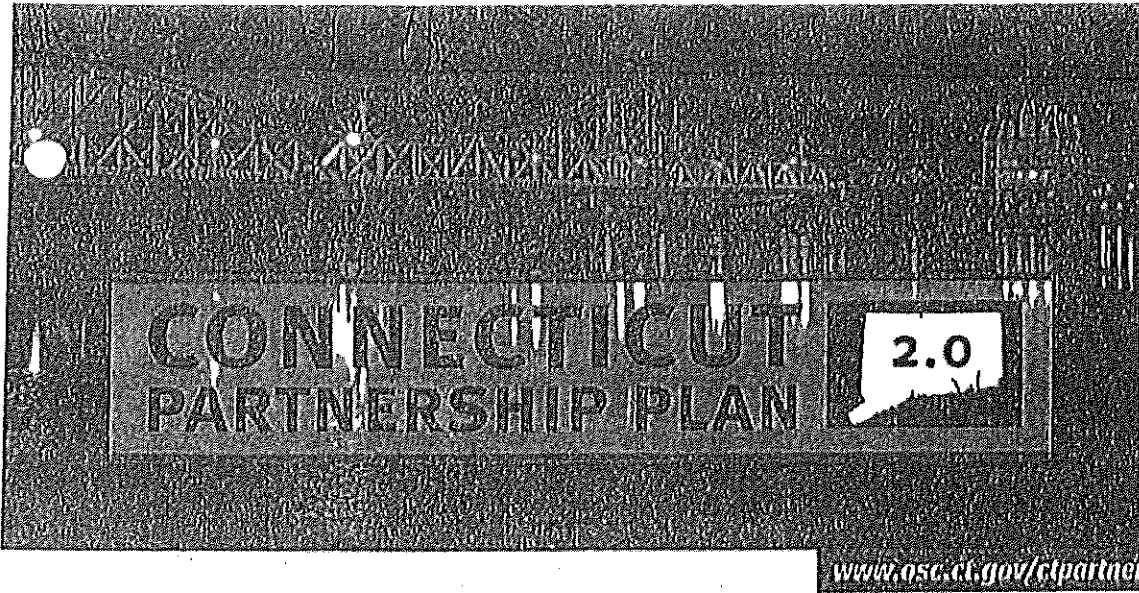
Quinn Tappet
Board of Education

Thomas P. Rusk
Union
James Street School

1/26/16
Date

1-22-16
Date

ATTACHMENT I



Why Join CT Partnership 2.0

Rate Stability: Claims from Partnership 2.0 are being pooled with all the state claims and will be factored into the yearly renewal rating thus reducing exposure to volatile claims.

Rich Plan Design: Same point-of-service (POS) plan design offered to state employees providing: In- and out-of-network coverage, 100% coverage for preventive care, an extensive local and national network through UnitedHealthcare, and low co-pays for maintenance drugs available at local pharmacies.

Health Enhancement Program (HEP): The Health Enhancement Program (HEP) is also included in the Partnership Plan 2.0. It is a program designed to promote preventive screenings, wellness visits and chronic disease education and counseling for employees and, as a result, saves money on health care in the long term by focusing health care dollars on prevention.

Dedicated Service Team: The Partnership Plan 2.0 has a dedicated team of individuals who are your point of contact throughout the process. You will not be lost in the shuffle with questions or concerns about enrollment, billing, or claims.

Ease of Applying: Simply fill out an application on the partnership website to start the process. Fixed (quarterly) rates are posted on the Partnership Plan 2.0 website so you know exactly what you are paying and can budget appropriately.

12/14/15 from State Reps

CONNECTICUT PARTNERSHIP PLAN 2.0

MEDICAL BENEFIT SUMMARY

Visit www.ct.gov/health for more information on the plan and to search the list of network providers.

IN NETWORK **CT Partnership Plan 2.0**

Annual Deductible \$1,000

Specialist Office Visit \$15 Co-pay

Virtual Care (Remote Patient Monitoring) \$0 Co-pay

Inpatient Hospital \$0 Co-pay

Emergency Room \$35 Co-pay (Waived if admitted)

Walk In \$15 Co-pay

Deductible Individual \$350

Family \$350 each member (\$1,400 maximum). Waived for HEP-eligible members.

Max out of pocket \$2,000 Individual / \$4,000 family

PREVENTIVE SERVICES **CT Partnership Plan 2.0**

Primary Care (Adult and Child Wellness Exam) \$0 Co-pay

Mammogram \$0 Co-pay

OUT OF NETWORK **CT Partnership Plan 2.0**

Annual Deductible \$300 Individual / \$300 family

Max Out-of-Pocket \$2,300 Individual / \$4,600 family

CONNECTICUT PARTNERSHIP PLAN 2.0

MEDICAL BENEFIT SUMMARY

Visit www.osc.ct.gov/ctpartner for details on provider and network providers.

Administered by UnitedHealthcare/Oxford

OTHER SERVICES

CT Partnership Plan 2.0

Deductible	Not applicable*
Advancare (20 visits/year)	\$15 Co-pay
Chiropractic	\$0 Co-pay
Nutrition Counseling (8 visits/year)	\$0 Co-pay
Physical/Occupational Therapy	\$0 Co-pay
Durable Medical Equipment	\$0 Co-pay
Routine Hearing Screening (as part of an exam)	\$15 Co-pay

PRESCRIPTION COVERAGE	PREferred DRUGS	NON-PREferred DRUGS	OTC/OTC/OTC DRUGS
Generic	\$6	\$9	\$0
Preferred/Non-Brand Name	\$10	\$16	\$0
Non-Preferred/Non-Listed Brand Name	\$19	\$35	\$19.50
Annual Maximum	Unlimited		
Max out of pocket	\$4,600 Individual / \$9,200 Family		

UnitedHealthcare/Oxford Contact Information

Live, knowledgeable customer service representatives are available for current State of Connecticut Partnership members toll-free at 800-325-9055 from 8am to 6pm EST, Monday through Friday.

If you prefer, you may also visit <http://partnershipstateofct.welcometouhc.com> to search for a participating physician or facility, to learn about your health plan, to find the status of claims, or obtain additional information about discount programs offered to State of Connecticut Partnership members.

UnitedHealth Allies: This health discount program helps you, and your family, save money on many health and wellness purchases not included in your standard health benefit plan.

Visit www.osc.ct.gov/ctpartner to search the list of network providers.

CONNECTICUT PARTNERSHIP PLAN 2.0

DENTAL BENEFIT SUMMARY

Administered by:igna
 Unaffiliated Maximum Plan: \$250 Annual Maximum Plan: \$1,500 Annual Maximum Plan: \$2,000 Annual Maximum Plan: \$2,000 Annual Maximum Plan: \$2,000 Annual Maximum Plan: \$2,000 Annual Maximum Plan: \$2,000
 IN/OUT NETWORK IN/OUT NETWORK IN/OUT NETWORK IN/OUT NETWORK IN/OUT NETWORK

Annual Deductible	\$0	\$0	\$25 indiv/\$75 family	\$0	\$0
Annual Maximum	N/A	\$250	\$1,500	\$2,000	\$2,000
Lifetime Orthodontia Max	N/A	N/A	\$1,500	\$1,500	covered*
PREVENTIVE					
Preventive	Yes	Yes	Yes	Yes	N/A
BASIC					
Major	N/A	N/A	No	N/A	N/A
PREVENTIVE					
X-Ray	100%	100%	100%	100%	100%
QUANTITIES					
Oral Exam	100%	100%	100%	100%	100%
BASIC					
Fillings	80%	0%	80%	80%	covered*
ORTHODONTIA					
Periodontics	80%/50%	0%	80%/50%	80%	covered*
ORTHODONTIA					
Dentures (Repair Only)	80%	0%	80%	80%	covered*
MAJOR					
Crown	67%	0%	50%	67%	covered*
MAJOR					
Onlays	67%	0%	50%	67%	covered*
QUANTITIES					
Bridges	0%	0%	0%	67%	covered*
ORTHODONTIA					
Oral Surgery	67%	0%	50%	67%	covered*
ORTHODONTIA					
Braces (Adult & Child)	N/A	N/A	50%	50% Child Only	covered*

* visit www.igna.com/CT/Partner to view full Dental BMO benefit Plan.

ATTACHMENT 2

Health Enhancement Program (HEP)

- Targets preventive care and chronic disease through:
 - » Required age-appropriate preventive screenings and care
 - » Lower co-pays for medication/care associated with five chronic diseases and conditions
 - » Chronic disease management education program
- **Lowers costs for participating/compliant employees by:**
 - » Waiving co-pays for preventive care and chronic disease management
 - » Reducing monthly premium share (\$100 per month)
 - » Waiving annual deductible (\$350 Individual, \$1,400 family)

ATTACHMENT 3

HEP Preventive Care Requirements

Preventive Service	Birth – age 5	Age 6 - 17	Age 18 – 24	Age 25 – 29	Age 30 – 39	Age 40 – 49	Age 50+
Preventive Visit	Once per year	Once every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50 - 64 - Every 3 years 65 and Over - Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years starting at 20	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	One screening between the ages of 35 and 39. Otherwise as recommended by physician	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years starting at age 21	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Annual FIT/FOBT to age 75

*As is currently the case under your State Health plan, any medical decisions will continue to be made by you and your physician.

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

ATTACHMENT 4

ATTACHMENT B – Specifics Relating to Health Enhancement Program

B1 -- Consent to Participate

My enrolled spouse and dependents and I agree to participate in the State of Connecticut Health Enhancement program sponsored by my employer, the State of Connecticut. Information regarding my personal health and the health of my dependents will continue to be protected by all applicable state and federal laws and regulations.

I and my enrolled dependents agree to comply with the requirements of the program including the applicable schedule of physical examinations, the applicable schedule of preventive screenings and participation in any of the five disease counseling and education programs should I or any dependent be diagnosed with one or more of the five listed chronic diseases (Diabetes, Chronic Obstructive Pulmonary Disorder or Asthma, Hypertension, Hyperlipidemia (high cholesterol), or coronary artery disease (heart disease/heart failure). I understand my participation may be revoked should I not comply with my commitment to the health enhancement program. I understand and agree that my revocation will make me responsible for higher premium co-shares of \$100 per month, a \$350 per participant per year deductible, and would make me ineligible for reductions in the co-pays for certain prescriptions and office visits.

I recognize that I am required to sign this authorization as a condition of my participation and the participation of my enrolled dependents, if any, in the Health Enhancement Program.

I accept the terms of the Health Enhancement Program as listed in the open enrollment materials.

B2 -- Required Screenings

While the State Employee Health Plan will continue to cover an extensive schedule of periodic physical wellness examinations and screenings which I may continue to access as covered services under the health plan, participants in the Health Enhancement program agree to comply with the following minimum schedule of physical wellness exams and the following specific schedule of screenings in order to be compliant with the Program:

Scheduled Preventive Physical Examinations

Well Child Visits:

Birth to 1	6 exams (1month, 2 months, 4 months, 6 months, 9 months, 12 months)
Ages 1-5	one per year

Ages 6 -17 once every year

Adult Wellness Physical Examinations:

Ages 18- 39 every three years

Ages 40- 49 every two years

Ages 50 + every year

Preventive Screenings

Cholesterol screenings every five years from ages 20-29 (typically done through a blood test in conjunction with the schedule of wellness physicals above.) every two years from Ages 40-50; every year from Ages 50 +

Clinical breast examination for women by their health care provider every three years; mammograms as recommended by your physician; one screening mammogram for every female member who is between age 35 and 39.

Cervical cancer screening every three years commencing at age 21

Colorectal screenings beginning at age 50 consisting of screening options as decided by your physician which options include colonoscopy every ten years; CT colonoscopy which may be an appropriate alternative to a colonoscopy; or annual fecal occult blood test.

Vision examination; every two years

Dental cleanings; two free cleanings per year for participants. Participants not enrolled in dental coverage through the State Health Plan do not have to meet this screening requirement.

As to all of the above listed and described screenings, no employee or enrolled dependent shall be required to get a listed and described screening which is against the recommendation of a physician or other health care professional.

83 . Disease Counseling and Education Programs

As is currently the case under the State Health Plan, any medical decisions will continue to be made by you and your physician.

Employees and their enrolled dependents in the Health Enhancement Program will have available and agree to participate in disease counseling and education programs which consist

of the following components and these are the components you must meet to fulfill your commitment to the Health Enhancement Program. These programs only apply to those employees and their enrolled dependents in the disease states listed in the description of the Health Enhancement Program and in the authorization letter signed by the employee indicating his or her desire to be in the Health Enhancement Program.

You will be contacted by a health care counselor familiar with the specific program applicable to your condition or conditions who will explain current strategies to control the disease; you will receive materials to help you and your enrolled dependents to better understand and control or eliminate the disease condition; and you will be provided a variety of on-line and/or printed support tools and materials to further assist you.

APPENDIX G – VACATION CALCULATION

Vacation Calculation when 6 or 11 years of service are **not** completed as of June 30 of the current fiscal year:

Any of the pro-rata days earned can be taken as vacation as of July 1 of the fiscal year in which you reach your 6th and 11th year anniversary date.

Must start on first workday of month to get credit for month.

Calculation of Months credit when hired:

<u>IF 1ST WORKDAY OF</u>		<u>IF NOT 1ST</u>	
<u>MO</u>		<u>WORKDAY</u>	
JULY	12	JULY	11
AUG	11	AUG	10
SEPT	10	SEPT	9
OCT	9	OCT	8
NOV	8	NOV	7
DEC	7	DEC	6
JAN	6	JAN	5
FEB	5	FEB	4
MAR	4	MAR	3
APR	3	APR	2
MAY	2	MAY	1
JUNE	1	JUNE	0

The additional days are calculated by determining the number of months worked beyond the 6th and 11th year anniversary date prior to the end of that fiscal year.

5 days = 0.42 vacation day per month
 12 months completed as of June 30 = full 5 days

	11 months	X	0.42 per month	=	4.6 days
	10 months	X	0.42 per month	=	4.2 days
	9 months	X	0.42 per month	=	3.8 days
	8 months	X	0.42 per month	=	3.4 days
	7 months	X	0.42 per month	=	2.9 days
	6 months	X	0.42 per month	=	2.5 days
	5 months	X	0.42 per month	=	2.1 days
	4 months	X	0.42 per month	=	1.7 days
	3 months	X	0.42 per month	=	1.3 days
	2 months	X	0.42 per month	=	0.8 days
	1 month	X	0.42 per month	=	0.4 days

NEW APPENDIX F

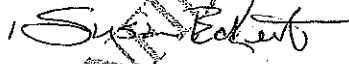
MOU RE: FOOD SERVICES
SECRETARY

MEMORANDUM OF UNDERSTANDING

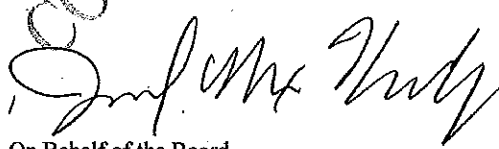
This Memorandum of Understanding ("MOU") is being entered into by and between the Fairfield Board of Education (the "Board") and the Fairfield Association of Educational Office Professionals (the "Union"). The purpose of this MOU is to confirm the hours and wages of the Food Service Secretary.

IT IS HEREBY AGREED AS FOLLOWS:

1. The position of Food Services Secretary is a position within the bargaining unit.
2. The Food Services Secretary shall work a work year of 194 days (10.5 months), plus an additional 14 days as agreed upon with the Superintendent or designee.
3. For the 2022-2023 school year, the Food Services Secretary shall be paid during the 10.5-month school year, at the level of Grade 9, Step 4.
4. In addition to the wages paid as set forth in paragraph 3 above, the Food Services Secretary shall be paid at a per diem rate for the 14 additional days (or other additional days) worked after the conclusion of the 194-day year. The per diem rate shall be calculated by dividing the 12-month grade 9, step 4 salary by 248 days.
5. The Food Services Secretary shall be entitled to all step increases and general wage increases set forth in the collective bargaining agreement that is the successor to the 2020-2023 Contract.
6. This MOU is being entered into without prejudice and shall not constitute a pattern or practice with respect to any other matter, including but not limited to the creation of bargaining unit positions, the hours and salary of any bargaining unit positions, the interpretation of the applicable collective bargaining agreement and/or any grievance or interest arbitration. The Union may not use this MOU in any other proceeding unless such is necessary to establish a breach of this MOU or to enforce the terms of this MOU.


On Behalf of the Union

Date 3/19/24


On Behalf of the Board

Date 3/20/24