

AGREEMENT

BETWEEN

THE TOWN OF PUTNAM

AND

UNITED PUBLIC SERVICE EMPLOYEES UNION

HIGHWAY AND PARKS & GROUNDS UNIT

July 1, 2024 – June 30, 2027

ARTICLE I
PREAMBLE

THIS AGREEMENT made and entered into this 7th day of November 2024, by and between the Town of Putnam, a municipal corporation having its territorial limits within the County of Windham and State of Connecticut, for the purposes of collective bargaining with members of the United Public Service Employees Union – Highway and Parks & Grounds Unit.

WHEREAS, said Town of Putnam and United Public Service Employees Union – Highway and Parks & Grounds Unit have conducted collective bargaining in accordance with the applicable provisions of the General Statutes of Connecticut;

NOW, THEREFORE, it is hereby agreed by both parties hereto as follows:

ARTICLE II
RECOGNITION

Section 1. The Town recognizes the Union as the exclusive bargaining agent for the purposes of collective bargaining in respect to wages, hours and other conditions of employment of all employees of the bargaining unit.

Section 2. The unit shall include all employees of the Town of Putnam Highway and Parks & Grounds Staff and exclude only elected officials, supervisors, confidential employees, students hired for summer employment working less than 65 days per year, and employees who work less than nineteen and one-half (19 ½) hours per week.

- (a) The term “full-time employee” as used in this Agreement shall mean members of the bargaining unit who are regularly scheduled to work forty (40) hour week for the Town of Putnam.
- (b) The term “part-time employee” as used in this Agreement shall mean employees who work nineteen and one-half (19 1/2) or more hours per week, but less than thirty-five (35) hours per week.

ARTICLE III

UNION SECURITY

Section 1. The Town agrees to make the applicable dues or service fee deductions from the pay of members of the bargaining unit, after sixty (60) days of continued employment, upon the receipt of a written authorization from the member. Payment of collected dues or fees will be paid over to the Union, normally not later than the second Friday of each month after said dues or fees are collected. The Union agrees to hold the Town and its agent(s) harmless from claims, demands, judgments, or any liability, including reasonable attorney’s fees resulting from the implementation of this article. The Town agrees to provide the Union President with the name and contact information of all new employees.

ARTICLE IV

WAGES

Section 1. Wages shall be paid in accordance with the wage scales and accompanying stipulations set forth in Appendix A.

Section 2. New employees will be assigned to an appropriate step on the salary schedule in Appendix A, to be determined by the Town based upon each individual employee’s qualifications and experience and subject to the approval of the Board of Selectmen, depending on where the employee is assigned to work. Each employee’s salary shall advance in the salary schedule in accordance with the amount of service in that particular job classification.

Section 3. If an employee permanently changes to a lower classification, the employee will be placed in the same Step the employee held prior to the change of classification. If an employee permanently changes to a higher classification, then the employee will move to the next higher Step provided moving to the higher Step does not exceed the employee's current length of service. However, if placement on the Step with the closest rate of pay would result in a pay cut, then the employee will proceed to the next Step that would result in a pay increase provided moving to the next Step does not exceed the employee's current length of service. The Union will be notified any time a bargaining unit member is placed in a higher job classification.

Section 4. It is understood that the job description will be implemented by the Town subject to any impact bargaining with the Union required by the Municipal Employee Relations Act ("MERA") after the Town has conducted a job analysis.

ARTICLE V

HOLIDAYS, FUNERAL, LEAVE, PERSONAL LEAVE

Section 1. The Town recognizes twelve (12) days during the year as holidays for all its employees. The specific holidays observed by the Town are as follows:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day

Section 2. All bargaining unit employees as defined in this Agreement are eligible for the leave provisions of this Article, including part-time employees on a pro-rated basis.

Section 3. In the event a holiday occurs on Saturday, said holiday shall be observed and paid for on the previous Friday. If a Town recognized holiday falls on a Sunday, it shall be observed and paid for on the following Monday.

Section 4. In the event a holiday falls during an employee's scheduled vacation, the employee shall be paid for the holiday and such day will not be charged against the employee's vacation time.

Section 5. Holiday pay shall be equal to the employee's regular base rate times the employee's regular number of work hours per day. If the employee works on the holiday, he/she shall receive the holiday pay plus one and one-half (1 ½) times his/her regular base pay. If an employee works on Thanksgiving Day, Christmas Day, New Year's Day or Independence Day he/she shall receive the holiday pay plus double time his/her regular base pay.

Section 6. To be eligible for holiday pay, employees must work their last regularly scheduled workday immediately preceding and their first regularly scheduled workday immediately following the holiday. Excuses shall be granted for the failure to work either the day before and/or the day after a holiday because of approved paid vacation leave, sick leave or bereavement leave. Employees who are not excused as provided above shall be considered ineligible for holiday pay.

Section 7. Funeral Leave. Employees shall be granted leave in the event of a death in their immediate families. Such leave shall only continue through the day after the funeral but shall not exceed three (3) work days. Employees will receive pay equal to their regular base rate times their regularly scheduled hours of work per day for each regular working day which falls within the leave period. In addition, an employee may use up to five (5) sick days if needed for additional bereavement time. For the purposes of this Agreement immediate family includes the employee's spouse, mother, father, sister, brother, child, stepparent, grandparent, grandchild, or stepchild, mother-in-law, father-in-law.

Section 8. Personal Leave. All employees shall be granted 24 hours for those with a 40-hour work week of leave for personal business during each year of this contract without loss of pay or deduction of sick leave.

There is no payout option paid for personal days if an employee is separated from the Town for any reason. All personal days must be used by June 30th of each fiscal year or it will be forfeited.

Section 9. Request for personal leave must be made in writing, either by email, text or using approved online portal as may be applicable and must be approved by the employee's immediate supervisor.

ARTICLE VI

HOURS AND OVERTIME

Section 1. The employee's hours of work shall remain consistent with established practice, with a minimum of one-half (1/2) hour unpaid lunch, except for those employees whose job requires continuous monitoring of a machine or equipment.

Employees of this Unit work a forty (40) hour workweek. Employees' hours typically shall be Monday through Friday, starting at 6 am during warmer months, and starting at 7 am during cold-weather months. The Highway Supervisor shall direct the date of the seasonal start time change, as applicable.

Section 2. Personnel will be provided one ten (10) minute break for cleanup and travel prior to lunch.

Section 3. Time and one-half of the applicable rate shall be paid for all work time in excess of eight (8) hours per day or forty (40) hours per week. Note that any time worked outside of normal shifts, including call-backs or scheduled work after hours and weekends, is considered overtime. All paid time shall be considered as work time for the purpose of computing overtime payments. If overtime falls on a Sunday, double time of the applicable rate shall be paid for all work time.

Employees may elect to exchange overtime pay for comp-time. Comp-time shall be calculated equal to the manner in which overtime is calculated. Employees may elect to take their comp-time at their discretion provided it does not interfere with approved vacation time, the taking of comp-time does not create an overtime situation and the

Town received one week's notice. Employees who were hired prior to March 16, 2022 who work forty (40) hours a week shall not accumulate comp-time in excess of eighty (80) hours in any one calendar year. Employees who were hired on or after March 16, 2022, who work forty (40) hours a week shall not accumulate comp-time in excess of forty (40) hours in any one calendar year. Employees must use any comp-time within the same calendar year in which this comp-time is accrued. Upon employee resignation or retirement, comp-time shall be paid out in full of the remaining balance.

Section 4. All overtime must have prior authorization by the Department Head or his/her designee before overtime is worked.

Section 5. Supervisors shall have the right to require overtime to be worked by an employee. They shall take into account the health of the employee and reasonable safety requirements.

Section 6. This article is intended to define the normal hours of work and to provide the basis for the calculation of payment of overtime. It shall not be construed as a guarantee of hours of work per day or per week or of days of work per week.

Section 7. Full-time employees have two (2) breaks per day, one (1) in the morning and one (1) in the afternoon. The morning break shall not exceed fifteen (15) minutes including any travel time, and the afternoon break shall not exceed fifteen (15) minutes including any travel time.

Section 8. During overtime situations and other emergency situations, employees will be reimbursed meal tickets in the amount of sixteen (16.00) dollars each. Employees will qualify for meal tickets for every six (6) hours of overtime worked either before, after, or outside their normal scheduled shift.

- a. For each period up to six (6) hours worked beyond the initial six (6) hours, an additional meal ticket. For example, if an employee works 6 hours overtime, that employee is eligible for 1 ticket. If an employee work between 7 and 12 hours of overtime, that employee is eligible for 2 tickets. If an

employee work between 13 and 18 hours of overtime, that employee is eligible for 3 tickets.

Employee's supervisor will track number of meal tickets per employee and include that information on the weekly timesheets. Reimbursement of meal tickets will be paid in the first payroll of the following week. All meal ticket payments shall be taxable.

For meal categories described above, employees called into work more than two (2) hours before the start of their regular shift or working either three (3) or more hours after their regular shift ends or beyond 6:30 p.m., whichever is later, shall be entitled to a meal allowance. When an employee is notified by his or her supervisor that he/she is required to work beyond 6:30 p.m., such employee may take his/her supper break at his/her convenience. It is agreed that if an employee is scheduled in advance for weekend overtime there will be no meal allowance allowed.

Section 9. When an employee is called in to work outside his/her regular scheduled working hours, he/she shall be paid a minimum of four (4) hours at time and one half (on Sundays double time) his/her regular pay; said minimum is to begin from the time of the punch-in for emergency call-in. When an employee is called-in for overtime that is contiguous with the employee's regularly scheduled working hours, the employee shall be paid time and one-half overtime only for those hours worked outside of the employee's regularly scheduled work day. The minimum call- in pay of four (4) hours of overtime at time and one-half the regular rate (on Sundays double time), shall only apply to call-in situations that are not contiguous with the employee's regularly scheduled working hours.

Scheduled overtime is not eligible for a minimum amount of time, and scheduled overtime shall be paid for the actual amount of work time. Scheduled overtime includes planned weather/snow related work, weekend events, sports field events and preparation, and other work outside of normal work hours that the Supervisor has communicated to staff prior to the work. Emergency call-in are those cases where an immediate need for work is notified for immediate attention.

Section 9.1 Drive Time. When an employee assigned to operate a motor vehicle in hazardous conditions, such as removal of snow and ice, the employee will be provided a paid two (2) hour rest break for every fourteen (14) hours they are working in these hazardous conditions. The employer will provide an adequate area for such a rest period. While being compensated for the rest period no employee can leave the location designated for the rest unless authorization is given by their supervisor.

Section 10. A bargaining unit member who is absent from his/her regularly scheduled shift due to sick leave shall not be eligible for emergency call-in work.

ARTICLE VII SENIORITY

Section 1. Seniority shall, for the purposes of this Agreement, be defined as an employee's length of continuous full-time bargaining unit service since his/her last date of hire by the Town and/or former City of Putnam. Authorized leaves or layoffs shall not be considered a break in continuous employment, but no seniority will accrue during said leave periods. Seniority will be considered broken by any unauthorized leaves, voluntary or involuntary terminations, strikes, or other forms of work stoppages.

Section 2. The purpose of seniority is to provide a declared policy for making employment decisions between employees with equal skill, ability and/or qualifications for transfers, lay-offs and eligibility for vacation or earned leave.

Section 3. Seniority does not apply to, and shall not be required to be used as, a determining factor in, assigning particular types of work to employees.

Section 4. As to new employees, seniority as defined herein shall be retroactive to the date of hire upon the successful completion of a ninety (90) day probationary period. During the probationary period, seniority shall not be a factor in employment decisions.

Section 5. In the event the Town determines it is necessary to lay off members of the bargaining unit, the order of layoff shall be as follows, providing the remaining employees are qualified to perform the available work:

- (a) probationary employees, part-time before full-time;
- (b) part-time employees; and
- (c) full-time employees.

In the event of a layoff, the Town shall notify the Union President at least forty-eight (48) hours prior to its occurrence. The layoff of full-time employees covered by this Agreement shall be in inverse order of hiring by classification within group and recall shall be by seniority within group. A full-time employee who receives notice of layoff (or notice that he/she is being bumped) may elect within forty-eight (48) hours thereafter to bump into a different job classification within the group, provided that the employee has more seniority than the least senior employee within that group, and it is determined by the Town that the employee is qualified to perform the essential duties of that job with minimal transitional training. It is understood that the Town will provide such minimal transitional training provided such training shall not result in any additional cost to the Town and shall not significantly detract from the work being performed by any other personnel working with the employee. An employee exercising his/her bumping rights shall be placed on the same Step that he/she left. He/she shall have thirty (30) working days to demonstrate the ability to perform the essential duties of the job into which he/she bumps.

Section 6. Employees who are laid off or bumped into a different job classification under this Article shall have recall rights as follows:

- (a) For a period of one year, the affected employee shall have the right to be recalled to the classification from which he/she was laid off or bumped if a position should become vacant or be reinstated. The Town shall notify by certified mail any affected employee who is to be recalled that such person is being offered re-employment. Failure to respond to the offer of

re-employment within ten (10) working days after the receipt thereof shall be deemed a refusal to accept re- employment.

- (b) No person shall be newly employed in a job classification in which an employee who had held a job in that classification is still on layoff with recall rights.

Section 7. The Town shall maintain a seniority list for all bargaining unit employees which shall be brought up to date and made available to the president of the Union at reasonable intervals not more than one (1) time per calendar year.

Section 8. Members of the bargaining unit whose names are on the recall list will be notified of opportunities for temporary part-time or seasonal employment. No new employee shall be hired for a temporary, part-time or seasonal position until all employees on the recall list have had an opportunity to decline. Notification of opportunities for such employment shall not constitute recall, and no employee shall forfeit recall rights by declining such employment.

Section 9. All new employees, including rehired employees, shall be considered as probationary employees and must successfully complete a probationary period of ninety (90) calendar days before attaining full-time employee status. Any full-time employee who is permanently transferred or promoted shall be considered as a special probationary employee and must successfully complete a special probationary period of thirty (30) calendar days before being appointed to the new position. Any work time missed for any reason during the probationary period shall not count toward the satisfaction of the probationary period. The probationary period listed above may be extended by a maximum of ninety (90) additional calendar days when the Town determines that such an extension is necessary to properly evaluate an employee's performance and determine whether or not he/she can completely and satisfactorily perform the job. In such case, the employee and the Union shall be notified in writing of the reasons for the extension. During any probationary period, the probationary employee may be disciplined, discharged, laid off or otherwise dismissed at the sole discretion of the Town, and neither the reason for the action nor the discipline,

discharge, layoff or dismissal itself may be subject to the grievance procedure of this Agreement. A full-time employee, who has been promoted retains the right to his or her former position, should he or she not successfully pass the thirty (30) day probationary period or chooses to return to their previous position held prior to said promotion. Prior to the completion of a probationary period (either 90 days for new employees, or 30 days for transferred employees), a meeting will be held between the Town Administration, Department Head and employee to review and finalize plans for promotion or choice to return to their previous position.

ARTICLE VIII

UNIFORMS AND SAFETY

Section 1. The Town shall maintain a safety policy consistent with the demands of the Statutes of the State of Connecticut. All bargaining unit members shall abide by all safety policies, applicable laws and regulations concerning safety, including the wearing of all appropriate and provided safety equipment.

Section 2. Each fiscal year each employee required to wear safety shoes or boots by applicable state and federal statutes and regulations shall receive a flat amount of three hundred fifty dollars (\$350.00) annually with applicable taxes withheld, to be used for purchase of safety shoes or boots necessary to perform work. This amount shall be paid in July of each fiscal year, within the first two pay periods of each fiscal year. Note that personal protective equipment (with the exception of safety shoes or boots) and rain gear will be supplied by the Town. The Town will also supply five t-shirts and two sweatshirts to each employee of this unit annually (typically with Town logo).

ARTICLE IX

VACATIONS

Section 1. The provisions of this article shall apply only to full-time employees as defined in Article II of this Agreement. Employees shall receive one (1) day of vacation as of July 1st of each year, which shall not be part of the vacation accrual described

below, and in addition shall then accrue, pursuant to Section 3 of this Article, the following vacation days:

40 Hrs Week

<u>Years of Continuous Service</u>	Hours
More than 6 months	40
More than 1 year up to 5 years	80
More than 5 years up to 10 years	120
More than 10 years up to 15 years	144
More than 15 years up to 20 years	160
More than 20 years	200

Employees shall have one-half of all vacation time credited as of the first pay period of the new fiscal year of each contract year. The remaining vacation time will be accrued on a monthly basis. For any new hires who start within the fiscal year, following the one (1) year anniversary date, vacation will be credited the prorated applicable accrual for the remainder of the fiscal year.

Effective upon the execution of this Agreement, any new hire shall accrue a maximum of 160 hours for employees for more than 15 years.

Section 2. Requests for vacation time shall be made in writing prior to the first of May preceding the applicable vacation period. In cases of conflicting vacation requests, seniority, as previously defined in this Agreement, shall control. Requests after May 1 will be granted on a first-come, first-served basis. In any event all vacation requests must be received at least five (5) days prior to the requested dates. Requests must be approved by the employee's supervisor.

Section 3. Vacation benefits are accrued and payable monthly commencing on the date of hire and ending on their anniversary date of each year. No more than one and one-half (1/2) of a current year's vacation accrual may be carried over to the next

contract year (contract years begin July 1). No more than four (4) weeks' vacation may be taken consecutively. Employees hired on or after July 1, 2000 shall be permitted to carry over a maximum of fifteen (15) accrued but unused vacation days.

Section 4. Vacation shall not be requested, approved or taken in increments of less than two (2) hours.

Section 5. An employee who is laid off or voluntarily terminated will receive, at the end of the pay period following the layoff or termination, all accrued but unused vacation pay. Such vacation pay will be computed up to and including the last full month of employment. An employee terminated for cause shall not receive accrued payment for accrued vacation time.

Section 6. In the event a holiday, as defined in this Agreement, occurs during an employee's vacation, the holiday will not be counted against the employee's accrued vacation time.

Section 7. In the event of the death of an employee, the employee's accrued vacation shall be paid to the employee's estate and calculated under the provisions of Section 5 above; however, if a release is obtained from the probate court the accrued vacation shall be paid to the employee's survivor.

Section 8. One (1) days' vacation pay for an employee is equal to the employee's regular hourly straight-time rate of pay times the number of hours in the employee's regular scheduled workday.

Section 9. Any employee who works less than full-time as defined in Article II of this Agreement shall be granted vacation benefits based on the number of hours in his/her regularly scheduled workweek.

ARTICLE X

SICK LEAVE

Section 1. Each full-time employee will be granted ten (10) work-days per year of paid sick leave. Each part-time employee will be granted five (5) work-days per year of

paid sick leave. Paid sick leave shall be equal to the employee's hourly base wage rate times their regularly scheduled work hours per day. Sick days are accrued and payable on a monthly basis during the fiscal year. Sick leave shall be granted for illnesses only and shall not be used as vacation time. If an employee is sick, he/she must call the supervisor in advance of his/her regularly scheduled starting time to be eligible to receive sick pay. An employee must call in each day he/she is absent due to illness to be eligible to receive sick leave pay.

Section 2. Sick leave pay will be available to any employee who has contracted an illness or is injured and is suffering from a non-service-connected sickness or disability which renders him/her unable to perform the duties of his/her position. This also includes periods during which the employee is under an enforced quarantine in accordance with the community health regulations or restricted due to exposure to a contagious disease in accordance with a doctor's written order.

Section 3. If the Town has grounds to believe sick leave is being abused, it may, at its discretion, require any employee requesting paid or unpaid sick leave to furnish substantiating evidence in the form of a statement from his/her attending physician certifying that absence from work was required due to the employee's illness. In any case, such certification must be presented whenever sick leave is requested for five (5) or more consecutive workdays.

Section 4. Any employee who is sick or disabled for five (5) or more consecutive workdays shall be required to secure and submit a physician's release certifying that the employee is fit to return to work. This release must be submitted to the employee's supervisor before the employee will be permitted to return to work.

Section 5. Sick leave may be accrued to the sum of one-hundred-twenty (120) days. Employees hired after March 16, 2022, shall accrue sick leave up to 60 days.

Section 6. Upon retirement an employee shall receive the lesser of fifty (50) percent of his/her accrued sick leave or sixty (60) days. Upon voluntary termination, an

employee shall receive the lesser of twenty-five (25) percent of his/her accrued sick leave or thirty (30) days.

In the event of the death of an employee, the employee's accrued sick time shall be paid to the employee's estate and calculated under the retirement provisions of this Section 6: however, if a release is obtained from the probate court, the accrued sick time shall be paid to the employee's survivor.

Section 7. An employee who is an "eligible employee" as defined under the Federal Family and Medical Leave Act ("FMLA"), 29 U.S.C. §1601, et seq., shall be granted up to twelve (12) weeks of FMLA leave during a twelve-month period in accordance with the Act. Any accumulated paid leave time must be exhausted first in situations where the leave being taken by the employee is covered by the Act and said paid leave shall be included in (and shall not be in addition to) the aforementioned twelve (12) weeks of allowable leave. A medical certificate acceptable to the Town shall be required for FMLA leave situations involving the health of the employee or family member. Employees on leave without pay shall not be credited with the monthly allotment of sick, personal or vacation leave until return from such leave. The continuity of employment shall be preserved for purposes of seniority. Employees on FMLA leave shall have their health insurance coverage maintained during such leave on the same terms as if the employees had continued to work; provided if the employee fails to return to work, the employee shall be liable for the retroactive full premium payments in accordance with the FMLA. Any employee for whom the Town has advanced the employee's premium cost share, shall have the option of reimbursing the Town in the same amount of time as premium contributions were advanced. Employees must notify the Town of the request for FMLA Leave as soon as possible.

Note: That per this Agreement, the Unit selects to opt-out of the Connecticut Paid FMLA program.

Section 8. Unpaid sick leave may be granted at the Town's discretion, but in no event shall be granted while the employee has paid vacation leave available (i.e., such vacation leave will be docked).

Section 9. Employees may use up to five (5) days per year from their accumulated sick leave for immediate family sickness that is not otherwise covered by the Family Medical Leave Act.

ARTICLE XI **WORKERS' COMPENSATION**

Employees covered by this Agreement shall come under the terms of the Workers' Compensation Act for injury incurred in the line of duty. Employees may supplement their income with accrued sick leave; however, in no event shall the employee's earnings exceed his/her regular weekly earnings.

ARTICLE XII **INSURANCE**

Section 1. The Town will provide and pay for the premiums for the following coverage for all full-time employees, and their dependents, as required by federal regulation, subject to Section 5 below:

- (a) Employees agree that employees may voluntarily participate in wellness programs as a means of attempting to contain premium cost.
- (b) Full-time employees may elect to participate in the following health insurance plan:
 - 1. A High Deductible Health Plan (HDHP) with a periodically updated Preventive Generics Drug List where such drugs are not subject to the deductible, and Health Savings Account (HSA) as outlined in Appendix B. The HDHP annual deductible shall be \$2,000 for employee coverage or \$4,000 for two-person or family coverage with an in network out of pocket annual maximum of \$4,000 for employee coverage and \$8,000 for two person or family coverage as outlined in Appendix B. If at any time the deductible levels described above do not comply with the Internal Revenue Code and its interpretive regulations, the Town shall have the right to

adopt the next higher deductibles that comply with the Internal Revenue Code and its interpretive regulations.

(c) The Town shall pay into the HSA the following amounts:

- \$1,000 toward the employee only deductible and \$2,000 toward the two person/family deductible

The employee is not required to contribute any portion of the balance of the deductible, or the statutory maximum for an HSA contribution, in any contract year, but if the employee chooses to do so such payment shall be on a pre-tax basis to the HSA through payroll deduction. The HSA shall be set up by a Trustee as allowed by federal and state law, the basic set up and monthly service fee to be paid for by the Town for such Trustee.

Contributions made by the Town to the HSA will roll over from year to year in the employee's HSA account. The Town shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment and the HSA and any accrued interest at the time of separation shall remain with the individual.

Per federal guidelines, employees who are enrolled in Medicare are not eligible to receive or contribute funds into an HSA account. Therefore, the Town's contribution will not be applicable in those circumstances.

(d) Seventy-five thousand dollars (\$75,000) term life insurance, with a double indemnity/accidental death benefit clause.

Section 2. The Town will provide and pay the Dental Plan described in the Appendix B, co-pay for the individual employee only. The Town shall offer an additional optional Dental Plan described in Appendix B under the same terms as described in this Section. If the Town opts to change dental plans the new plan must be substantially equivalent to the current plan. Dental co-pay shall be deducted by the Town on a weekly basis, in approximate equal amounts. An employee may obtain additional coverage through this

plan at the employee's expense, providing this additional coverage does not affect the Town's insurance rates.

Employees may waive Dental Plan, there is no buy-out stipend related to Dental waiver.

Section 3. Part-time employee insurance. The Town will pay one-half of the premium for the coverage under Section 1(a) for any part-time employee working nineteen and one half (19 1/2) or more hours per week who seeks such coverage. The Town will also pay one-half of the Town's HSA contributions based on eligibility, (\$500 toward employee only deductible, \$1,000 toward two-person/family deductible).

Part-time employees are eligible for the same Dental Plan benefits as included in Section 2.

Part-time employees are eligible for the same term life insurance benefits as included in Section 1 (d).

Part-time employees are not eligible for any insurance waiver buy-out.

Section 4.

- (a) Employees choosing the HDHP as described in Section 1(b) above will share the cost for the coverage by contributing an amount equal to the following percentages:

Effective 07/01/24: 13%

Effective 07/01/25: 14%

Effective 07/01/26: 14.5%

Section 5. If an employee that is eligible for single coverage waives such coverage, the Town will pay two thousand dollars (\$2,000). If an employee otherwise qualifies for the level of coverage at the time of the waiver and/or has been insured on the Town's health insurance plan in the prior year with "employee plus one" coverage under Section 1 (a) waives such coverage for both the employee and the dependent the Town

will pay the employee three thousand dollars (\$3,000). If an employee otherwise qualifies for this level of coverage at the time of the waiver and/or has been insured on the Town's health insurance plan in the prior year with family coverage under Section 1 (a) waives family coverage, including coverage for themselves, the Town will pay the employee five thousand dollars (\$5,000). The above-referenced dollar amounts for waiving insurance coverage are annual amounts and will be paid to the employee in a separate pay-check twice per year. After each six (6) month period in which an employee continuously waives insurance coverage in accordance with this Section, the employee will be paid one-half (1/2) the applicable annual dollar amount referenced above; an employee who waives coverage for less than six (6) continuous months will not be entitled to any payment under this section. Any reentry into the plan will be subject to the provisions of the carrier's policy. All waivers under this Section must be in the form of an executed written waiver agreement and shall only be allowed upon proof of coverage under another medical insurance plan.

Employees who select the insurance buyout option shall be eligible to receive a buyout amount that reflects only the level of coverage the employees would otherwise be qualified to obtain pursuant to the qualification provisions of the insurance policy.

Following the ratification and approval of this Agreement, the Town will make applicable waiver payments in the months of June and December; with the initial transition from current months being calculated pro-rated amount. Effective upon the execution of this Agreement, any new hires shall be eligible for waiver pay in whichever upcoming June or December month is at least six (6) months from the date of hire.

Section 6. The Town may provide any of the above insurance plans or substantially equivalent plans through either the current carriers, through alternate carriers or through self-insurance, either in whole or in part. If the specifically described plan(s) in this Article and as described in greater detail in Appendix B and C are no longer available, the Town and Union agree to discuss the most comparable plan and agreement on moving to an alternate plan shall not be unreasonably withheld.

Section 7. A labor-management committee comprised of labor and management members shall be established and meet periodically to discuss matters related to medical, dental and prescription coverage as well as wellness programs and other similar health and medical programs.

Section 8. If the total cost of a group health plan or plans offered under this Agreement triggers an excise tax under Internal Revenue Code Section 49801, and/or any other local, state or federal statute or regulation, the Town and Union agree to reopen this Agreement for purposes of negotiating insurance, including but not limited to how the excise tax will be paid, alternative plan designs with a total combined cost that either reduces/mitigates the excise tax or falls below the excise tax thresholds and other ways to reduce/mitigate the excise tax.

Section 9. The Town shall provide a HDHP-HRA option for employees ineligible to have a health saving account funded due to military service or other legal or IRS regulation exclusion. Such HDHP-HRA options will be at the same HDHP coverage type and cost share as active employees enrolled in the HDHP-HSA. The Town agrees, however, to fund such employees HRA account at fifty percent (50%) of the plan deductible amount. Employees enrolled in the HRA will have any unused amount of their HRA account eligible for roll over from year to year to the fullest extent allowed by the IRS. A summary of the HDHP-HRA administration is included in Appendix D.

ARTICLE XIII

RETIREMENT

The Town and the Union agree that the retirement plan for eligible members of the bargaining unit is set forth in the document entitled "The Town of Putnam Retirement Plan."

ARTICLE XIV

GRIEVANCE PROCEDURE

Section 1. The purpose of the grievance procedure shall be to settle employee grievances on an informal basis or on as low an administrative level as is possible and practicable so as to ensure efficiency and employee morale.

Section 2. A grievance, for the purposes of this Agreement is defined as a dispute or difference of opinion raised by an employee, the Union, or by a group of employees with respect to a single common issue, involving to his/her/them the meaning, interpretation or application of the express provisions of this Agreement.

Section 3. Procedure

Step 1. Within ten (10) business days of the occurrence constituting a grievance, the employee or Union shall reduce the grievance to writing and submit it to his/her supervisor, who shall use his/her best efforts to settle the dispute informally. Such informal process shall be concluded within ten (10) business days of receipt of the grievance. If the grievance is denied the supervisor shall return the grievance and indicate the date of denial.

Step 2. If the employee or the Union is not satisfied with the results of Step 1, the employee or the Union may, within ten (10) business days of the conclusion of Step 1, submit the written grievance to the Mayor or his/her designee for further processing. The Mayor or his/her designee shall submit a written decision to the employee and the Union within ten (10) business days of receipt of the grievance at Step 2.

Step 3. If the Union is not satisfied with the decision rendered by the employer and elects further processing, it may within ten (10) business days submit the grievance to the Connecticut State Board of Mediation and Arbitration, who shall render a decision except that the decision rendered shall not amend or alter this Agreement in any manner.

Section 4. A grievance shall be considered settled, and the employee and the Union will be estopped from any further action arising from the occurrence if the grievance is not presented to the next higher step under the procedure contained in Section 3 of this article within the time limits prescribed by said procedure. In the event no answer is received within the prescribed time limits, unless mutually extended by the parties, the grievant may proceed to the next step in the grievance procedure.

Section 5. The employee, the Union or the Town shall have the right, at his/her/its own expense, to be represented by counsel of their choice.

Section 6. It is understood that the Union shall establish a Grievance Committee which shall review all grievances before they will be processed by the Union.

ARTICLE XV

NO STRIKE

All employees included in this Agreement pursuant to Connecticut General Statutes, §7-475, shall not hinder the operations of the Town by strike.

ARTICLE XVI

PROMOTIONS

Section 1. When a job is created or vacated, the Town shall post the position for employees of the bargaining unit first for (5) five working days. If, in the Town's sole discretion, no bargaining unit employee is qualified, the Town shall seek applicants from outside the bargaining unit.

Section 2. The Town shall fill the vacancy with the most qualified applicant. An applicant's qualifications shall be determined based on his or her experience, skill and ability.

Section 3. In the event that the qualifications of a bargaining unit member and an outside applicant are substantially equivalent, the Town shall select the bargaining unit member to fill the vacancy. In the event that the two bargaining unit members are the most qualified and their qualifications are substantially equivalent, the Town shall select the bargaining unit member with the greatest seniority to fill the vacancy.

Section 4. In the event that the Town decides that a vacancy is to be filled, every attempt must be made to fill such vacancy within sixty (60) calendar days of the date that a particular position has been vacated and, when a new position has been created, within one-hundred-twenty (120) calendar days from the date such new position has been created.

ARTICLE XVII

DISCIPLINE

Section 1. No employee shall be suspended or discharged without just cause. All suspensions and discharge must be given in writing, if requested, with reasons stated. A copy of such notice must be given to the employee at the time of the suspension or discharge. The Union president shall be notified when an employee is disciplined or discharged. Disciplinary actions shall normally follow this order.

- (a) Verbal warning with notation or order in writing.
- (b) Written warning.
- (c) Suspension without pay.

Depending on the severity of the offense, the Town has the right to suspend or discharge an employee, without following the above order, after "Loudermill" rights have been afforded. All disciplinary actions shall be applied in a fair and equitable manner

and shall be consistent with the infraction and the employee's past record for which disciplinary action is being applied.

Section 2. All disciplinary actions shall be subject to the grievance procedure specified in this Agreement.

ARTICLE XVIII

GENERAL PROVISIONS

Section 1. The Town reserves the right to contract or subcontract work consistent with established practice, provided that no bargaining unit members' positions or normal hours of work are reduced, and that no bargaining unit members are laid off as a result thereof.

Section 2. The Town shall provide bulletin board space for the Union located in the designated areas for the posting of notices concerning Union business and activity in all work locations to which members generally report for work.

Section 3. The Town shall provide a copy of this Agreement to each employee presently employed and to each new employee upon employment, and five (5) copies to the United Public Service Employees Union. Unless specifically requested, copies will be electronic.

Section 4. Upon the signing of this Agreement the Town shall provide a copy of all Insurance and Retirement coverage to each employee.

Section 5. When the Town creates a new classification or changes an existing job other than minor change, the Town and the Union shall negotiate appropriate pay rates for such new or changed classification and said classification and pay rates shall become effective upon agreement through negotiations.

Section 6. There shall be no discrimination, coercion or intimidation of any kind against any employee for any reason whatsoever including marital status, age, race, creed, color, sex, religious beliefs or union activity either by the Town or the Union.

Section 7. Any reclassification, promotion, change in individual wages shall be authorized by the Town Administrator. Any other modification of this Agreement must be authorized by the Mayor and the Board of Selectmen.

Section 8. When the context so requires, the masculine gender shall include the feminine and the feminine shall include the masculine; and the singular shall include the plural and the plural the singular.

Section 9. Any change in the current schedule of payday periods shall only be made upon mutual consent of the Town and the Union.

Section 10. There shall be no variation, alteration or amendment to this Agreement unless agreed to in writing by both Parties.

Section 11. Initially, upon the signing of this Agreement, the Town shall furnish the Union with an up-to-date list of employees. When a new employee is hired, the Town shall notify the Union and furnish the Union with the name, date of employment, classification and rate of pay for the new employee. When the employment of an employee terminates, the Town shall notify the Union and furnish the name and date of termination of the employee.

Section 12. Each employee shall have the right to review his/her personnel file by appointment. Written documentation of the request is required to either the Human Resources Director or the Town Administrator. Copies of material placed in the employee's file shall be furnished to the employee upon request.

Section 13. When an employee is authorized to use his/her own motor vehicle to perform Town business, he/she shall be reimbursed at the Internal Revenue Service (IRS) standard mileage rate for business use. This in no way requires an employee to use his/her own vehicle if they choose not to.

Section 14. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and, together with any letters of understanding executed concurrently with or subsequent to

this Agreement, constitutes the complete and entire agreement between the parties and concludes collective bargaining for the term of this Agreement.

Section 15. All members of the bargaining unit shall be furnished a copy of all personnel rules and regulations which are the property of the Town. Any future changes which affect working conditions shall be negotiated with the Union.

Section 16. Nothing in this Agreement shall prevent any employee from holding outside employment, other than Town work, as long as such employment does not conflict with the employee's duties as a Town employee, subject to approval by the Town, which will not be unreasonably withheld.

Section 17. Copies of individual job descriptions shall be provided by the Town to each employee.

Section 18. It is understood that excessive absenteeism, excessive tardiness or the abuse of sick leave constitutes just cause for discipline and it is the intent of the Town to take corrective action, up to and including discharge.

Section 19. The Town may at its discretion temporarily assign employees a position in an equal, lower or higher salary rate. In the event the position is in a higher rate the employee shall be paid at the rate of pay for the position being filled temporarily which is immediately above the rate paid to the employee for working in his/her regular position, even if the temporary rate is in a different step or represents a different year of experience on the salary schedule then that which the employee has attained in his/her regular position. This rate shall be paid provided the employee works a minimum of fifteen (15) consecutive work days at which point the higher rate of pay shall be retroactive to the first day. An employee who works a total of fifteen (15) non-consecutive days during any ninety (90) day period shall be entitled to non-retroactive higher rate of pay in accordance with this provision beginning the sixteenth (16th) day of work in the temporary assignment. Upon the completion of the assignment in a higher rate the employee shall revert to his/her original salary. At no time shall an employee under this Section receive less than his/her regular rate of pay. This Section shall not

apply to employees who are temporarily assigned to a position to fill in or substitute for another employee who is out on vacation, regardless of the duration. No assignment under this Section shall become effective, nor shall an employee be entitled to the higher rate of pay referenced above, unless the assignment is authorized in writing by the Mayor or by someone who has been specifically designated by the Mayor in writing to carry out the Mayor's responsibilities under this Section.

Section 20. The Town will provide jury leave for employees ordered to serve on jury duty, precluding their being available for work. To be eligible for jury leave, an employee must not volunteer for jury duty and, if requested, must cooperate with the Town in applying for an excuse or deferment from jury duty. Employees who, after fulfilling all other obligations of this section, must report to jury duty will be paid the difference between their jury pay and the pay they would have received for working their regularly scheduled hours for those workdays for which the employee is absent to fulfill the jury duty obligation.

Section 21. CDL Exams. The Town shall reimburse any employee who is required to hold a CDL to perform their position with the Town one hundred percent (100%) of the cost of the required applicable annual or bi-annual physical examinations that are not otherwise covered by and/or paid for through insurance. Reasonable accommodations will be made during work hours to obtain the CDL physical if off hour appointments are not available.

Section 22. The Town shall maintain an accurate up-to-date record of each employee's accrued leave time.

ARTICLE XIX

UNION ACTIVITIES LEAVE

Section 1. The three (3) members of the Union Negotiating Committee shall be granted leave from duty with full pay for all meetings between the Town and the Union for the purpose of negotiating the terms of agreements when such meetings take place at a time during which such members are scheduled to be on duty.

Section 2. One (1) member of the Union Grievance Committee, in addition to the employee or employees who filed the grievance, shall be granted leave from duty with full pay for all meetings between the Town and the Union for the purpose of processing grievances through arbitration when such meetings take place at a time during which such members are scheduled to be on duty.

Section 3. The Union President, or his designee, shall be granted up to three (3) days or twenty-four (24) hours of Union Business Leave with pay per contract year for Union training, seminars or conferences.

ARTICLE XX

SEVERABILITY

If any provision of this Agreement is subsequently declared by legislative or judicial authority to be unlawful, unenforceable or not in accordance with applicable laws, statutes, or ordinances and regulations of the United States of America, the State of Connecticut or the Town of Putnam, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement and the parties shall meet as soon as possible to agree on a substitute provision. If, however, the parties are unable to agree within thirty (30) days following the commencement of the initial meeting, then the matter shall be postponed until contract negotiations are reopened.

ARTICLE XXI

DURATION OF AGREEMENT

The effective date of this Agreement shall be July 1, 2024 and it shall remain in effect until June 30, 2027. This Agreement shall, after that date, remain in effect during negotiations until agreement is reached and signed to amend or modify this Agreement. At least one- hundred-twenty (120) days before the expiration date of this Agreement, the parties agree to meet and discuss a successor Agreement.

ARTICLE XXII
MANAGEMENT RIGHTS

Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Town has and will continue to retain, whether exercised or not, all of the rights, powers and authority heretofore had by it and, except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, it shall have the right, responsibility and prerogative of management of the affairs of the Town.

ARTICLE XXIII
DRUG AND ALCOHOL FREE POLICY

Section 1. The Town has adopted a Drug and Alcohol Free Workplace Policy as set forth in the Town's Employee Handbook.

IN WITNESS WHEREOF, the parties have hereto caused this instrument to be signed and executed by its mutually authorized officers and representative as of the 7th day of November, 2024.

TOWN OF PUTNAM

UNITED PUBLIC SERVICE EMPLOYEES UNION



Signed: Norman B. Seney, Mayor

Date: 11-7-24

(Approved by the Board of Selectmen
on 11/4/2024)



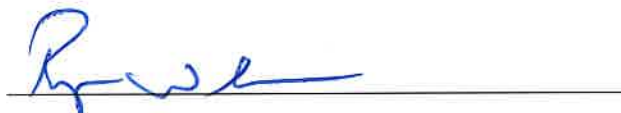
Kevin Boyle, UPSEU President



David Perrotti, UPSEU Labor Relations Representative



Jonathan Williams, Local Unit President



Ryan Walsh, Unit Bargaining Committee Member



James Crabtree, Unit Bargaining Committee Member

Date: 11-7-2024

(Approved by Union Membership on 10/22/2024)

APPENDIX A

WAGES

The attached general wage increases for the duration of this Agreement is as follows:

July 1, 2024- June 30, 2025: 3% *

July 1, 2025- June 30, 2026: 3%

July 1, 2026- June 30, 2027: 3%

* Wages are retroactive to July 1, 2024, and the differential will be paid in the first two pay periods after execution of the Agreement.

APPENDIX A - Wage Table

Department	Date	Entrance	1 Year	2 Years	3 Years	4 Years
HIGHWAY DEPARTMENT						
Road Crew Chief	7/1/2024	\$ 28.55	\$ 30.06	\$ 31.61	\$ 33.14	\$ 34.88
	7/1/2025	\$ 29.41	\$ 30.96	\$ 32.56	\$ 34.13	\$ 35.93
	7/1/2026	\$ 30.29	\$ 31.89	\$ 33.54	\$ 35.15	\$ 37.01
Mechanic	7/1/2024	\$ 26.48	\$ 27.79	\$ 29.10	\$ 30.41	\$ 32.01
	7/1/2025	\$ 27.28	\$ 28.62	\$ 29.97	\$ 31.32	\$ 32.97
	7/1/2026	\$ 28.09	\$ 29.48	\$ 30.87	\$ 32.26	\$ 33.96
Highway Maintainer	7/1/2024	\$ 24.53	\$ 25.82	\$ 27.13	\$ 28.46	\$ 30.09
	7/1/2025	\$ 25.27	\$ 26.60	\$ 27.94	\$ 29.31	\$ 30.99
	7/1/2026	\$ 26.03	\$ 27.39	\$ 28.78	\$ 30.19	\$ 31.92
PARKS & GROUNDS						
P&G Maintainer	7/1/2024	\$ 20.97	\$ 21.98	\$ 23.00	\$ 24.02	\$ 25.04
	7/1/2025	\$ 21.60	\$ 22.64	\$ 23.69	\$ 24.74	\$ 25.79
	7/1/2026	\$ 22.25	\$ 23.32	\$ 24.40	\$ 25.48	\$ 26.56
Grass Cutter ¹	7/1/2024	\$ 16.35	\$ 16.35	\$ 16.35	\$ 16.35	\$ 16.35
	7/1/2025	\$ 16.35	\$ 16.35	\$ 16.35	\$ 16.35	\$ 16.35
	7/1/2026	\$ 16.35	\$ 16.35	\$ 16.35	\$ 16.35	\$ 16.35

1. Grass Cutter rates for calculations are based on published minimum wage schedules (\$16.35 as of upcoming January 1, 2025), and will be modified as applicable per federal and state regulations.

APPENDIX B

Health Insurance Plans

BENEFIT SUMMARY



Administered by - Cigna Health and Life Insurance Co.
For - Eastern Connecticut Health Insurance Program (ECHIP)
Open Access Plus HDHPQ Plan
Town Non-Union HDHPQ HPT Putnam
Effective - 07/01/2023

Selection of a Primary Care Provider - your plan may require or allow the designation of a primary care provider. You have the right to designate any primary care provider who participates in the network and who is available to accept you or your family members. If your plan requires designation of a primary care provider, Cigna may designate one for you until you make this designation. For information on how to select a primary care provider, and for a list of the participating primary care providers, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card. For children, you may designate a pediatrician as the primary care provider.

Direct Access to Obstetricians and Gynecologists - You do not need prior authorization from the plan or from any other person (including a primary care provider) in order to obtain access to obstetrical or gynecological care from a health care professional in our network who specializes in obstetrics or gynecology. The health care professional, however, may be required to comply with certain procedures, including obtaining prior authorization for certain services, following a pre-approved treatment plan, or procedures for making referrals. For a list of participating health care professionals who specialize in obstetrics or gynecology, visit www.mycigna.com or contact customer service at the phone number listed on the back of your ID card.

Plan Highlights	In-Network	Out-of-Network
Lifetime Maximum	Unlimited	Unlimited
Plan Year Accumulation	Your Plan's Deductibles, Out-of-Pockets and benefit level limits accumulate on a contract year basis unless otherwise stated. In addition, all plan maximums and service-specific maximums (dollar and occurrence) cross-accumulate between In- and Out-of-Network unless otherwise noted.	
Plan Coinsurance	Plan pays 100%	Plan pays 80%
Maximum Reimbursable Charge	Not Applicable	300%
Plan Deductible	Individual - Employee Only: \$2,000 Family Maximum: \$4,000	Individual - Employee Only: \$4,000 Family Maximum: \$8,000
- Only the amount you pay for in-network covered expenses counts towards your in-network deductible. Only the amount you pay for out-of-network covered expenses counts towards both your in-network and out-of-network deductibles. - Plan deductible always applies before any benefit copay/deductible or coinsurance. - Plan deductible does not apply to in-network preventive services. - All family members contribute towards the family deductible. An individual cannot have claims covered under the plan coinsurance until the total family deductible has been satisfied. - This plan includes a combined Medical/Pharmacy plan deductible.		
Note: Services where plan deductible applies are noted with a caret (^).		

Plan Highlights		In-Network	Out-of-Network
Plan Out-of-Pocket Maximum		Individual - Employee Only: \$4,000 Individual - within a Family: \$6,850 Family Maximum: \$8,000	Individual - Employee Only: \$8,000 Individual - within a Family: \$16,000 Family Maximum: \$16,000
- Only the amount you pay for in-network covered expenses counts toward your in-network out-of-pocket maximum. Only the amount you pay for out-of-network covered expenses counts toward both your in-network and out-of-network out-of-pocket maximums. - Plan deductible contributes towards your out-of-pocket maximum. - All benefit copays/deductibles contribute towards your out-of-pocket maximum. - Covered expenses that count towards your out-of-pocket maximum include customer paid coinsurance and charges for Mental Health and Substance Use Disorder. Out-of-network non-compliance penalties or charges in excess of Maximum Reimbursable Charge do not contribute towards the out-of-pocket maximum. - After each eligible family member meets his or her individual out-of-pocket maximum, the plan will pay 100% of their covered expenses. Or, after the family out-of-pocket maximum has been met, the plan will pay 100% of each eligible family member's covered expenses. - This plan includes a combined Medical/Pharmacy out-of-pocket maximum.			
Benefit		In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays/deductibles.			
Physician Services - Office Visits			
Primary Care Physician (PCP) Services/Office Visit		Plan pays 100% ^	Plan pays 80% ^
Specialty Care Physician Services/Office Visit		Plan pays 100% ^	Plan pays 80% ^
NOTE: Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist).			
Surgery Performed in Physician's Office		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Allergy Treatment/Injections and Allergy Serum Allergy serum dispensed by the physician in the office		Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Virtual Care			
Dedicated Virtual Providers - MDLIVE			
MDLIVE Urgent Virtual Care Services		Plan pays 100% ^	Not Covered
MDLIVE Primary Care Services		Plan pays 100% ^	Not Covered
MDLIVE Specialty Care Services		Plan pays 100% ^	Not Covered
- Primary Care cost share applies to routine care. Virtual wellness screenings are payable under Preventive Care. - For MDLIVE Behavioral Services, please refer to the Mental Health and Substance Use Disorder section (below). - Lab services supporting a virtual visit must be obtained through dedicated labs. - Includes charges for the delivery of medical and health-related services and consultations by dedicated virtual providers as medically appropriate through audio, video, and secure internet-based technologies.			

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Open Access Plus HDHPQ - Town Non-Union HDHPQ HPT Putnam

Benefit	In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays/deductibles.		
Virtual Physician Services - Office Visits		
Primary Care Physician (PCP) Services/Office Visit	Plan pays 100% ^	Plan pays 80% ^
Specialty Care Physician Services/Office Visit	Plan pays 100% ^	Plan pays 80% ^
- Physicians may deliver services virtually that are payable under other benefits (e.g., Preventive Care, Outpatient Therapy Services). - Includes charges for the delivery of medical and health-related services and consultations as medically appropriate through audio, video, and secure internet-based technologies that are similar to office visit services provided in a face-to-face setting.		
NOTE: Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist).		
Convenience Care Clinic		
Convenience Care Clinic	Plan pays 100% ^	Plan pays 80% ^
Preventive Care		
Preventive Care	Plan pays 100%	Plan pays 80% ^
- Includes coverage of additional services, such as urinalysis, EKG, and other laboratory tests, supplementing the standard Preventive Care benefit when billed as part of office visit. - Annual Limit: Unlimited		
Immunizations	Plan pays 100%	Plan pays 80% ^
Mammogram, PAP, and PSA Tests	Plan pays 100%	Covered same as other x-ray and lab services, based on Place of Service
- Coverage includes the associated Preventive Outpatient Professional Services. - Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on Place of Service.		
Inpatient		
Inpatient Hospital Facility Services	Plan pays 100% ^	Plan pays 80% ^
Note: Includes all Lab and Radiology services, including Advanced Radiological Imaging as well as Medical Specialty Drugs		
Inpatient Hospital Physician's Visit/Consultation	Plan pays 100% ^	Plan pays 80% ^
Inpatient Professional Services	Plan pays 100% ^	Plan pays 80% ^
For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists		
Outpatient		
Outpatient Facility Services	Plan pays 100% ^	Plan pays 80% ^
Outpatient Professional Services	Plan pays 100% ^	Plan pays 80% ^
For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists		
Emergency Services		
Emergency Room	Plan pays 100% ^	Plan pays 100% ^
Includes Professional, X-ray and/or Lab services performed at the Emergency Room and billed by the facility as part of the ER visit.		

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Benefit	In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays/deductibles.		
Urgent Care Facility Includes Professional, X-ray and/or Lab services performed at the Urgent Care Facility and billed by the facility as part of the urgent care visit.	Plan pays 100% ^	Plan pays 100% ^
Ambulance Ambulance services used as non-emergency transportation (e.g., transportation from hospital back home) generally are not covered.	Plan pays 100% ^	Plan pays 100% ^
Inpatient Services at Other Health Care Facilities		
Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facilities Annual Limit: 60 days	Plan pays 100% ^	Plan pays 80% ^
Laboratory Services		
Physician's Services/Office Visit	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Independent Lab	Plan pays 100% ^	Plan pays 80% ^
Outpatient Facility	Plan pays 100% ^	Plan pays 80% ^
Radiology Services		
Physician's Services/Office Visit	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Outpatient Facility	Plan pays 100% ^	Plan pays 80% ^
Advanced Radiological Imaging (ARI)	Includes MRI, MRA, CAT Scan, PET Scan, etc.	
Outpatient Facility	Plan pays 100% ^	Plan pays 80% ^
Physician's Services/Office Visit	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Outpatient Therapy Services		
Outpatient Therapy and Chiropractic Services	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Annual Limits: - All Therapies Combined - Includes Chiropractic Care, Cardiac Rehabilitation, Cognitive Therapy, Occupational Therapy, Physical Therapy, Pulmonary Rehabilitation, and Speech Therapy - 50 days - Limits are not applicable to mental health conditions for Physical, Speech and Occupational Therapies.		
Note: Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient therapy services maximum.		
Hospice		
Inpatient Facilities	Plan pays 100% ^	Plan pays 80% ^
Outpatient Services	Plan pays 100% ^	Plan pays 80% ^
Note: Includes Bereavement counseling provided as part of a hospice program.		

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Benefit	In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays/deductibles.		
Bereavement Counseling (for services not provided as part of a hospice program)		
Services Provided by a Mental Health Professional	Covered under Mental Health benefit	Covered under Mental Health benefit
Medical Specialty Drugs		
Outpatient Facility	Plan pays 100% ^	Plan pays 80% ^
Physician's Office	Plan pays 100% ^	Plan pays 80% ^
Home	Plan pays 100% ^	Plan pays 80% ^
Note: This benefit only applies to the cost of the Infusion Therapy drugs administered. This benefit does not cover the related Facility, Office Visit or Professional charges.		
Maternity		
Initial Visit to Confirm Pregnancy	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
All Subsequent Prenatal Visits, Postnatal Visits and Physician's Delivery Charges (Global Maternity Fee)	Plan pays 100% ^	Plan pays 80% ^
Office Visits in Addition to Global Maternity Fee (Performed by OB/GYN or Specialist)	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Delivery - Facility (Inpatient Hospital, Birthing Center)	Covered same as plan's Inpatient Hospital benefit	Covered same as plan's Inpatient Hospital benefit
Abortion		
Abortion Services	Coverage varies based on Place of Service	Coverage varies based on Place of Service
Note: Elective and non-elective procedures		
Family Planning		
Women's Services	Plan pays 100%	Coverage varies based on Place of Service
Includes contraceptive devices as ordered or prescribed by a physician and surgical sterilization services, such as tubal ligation (excludes reversals)		
Men's Services	Coverage varies based on Place of Service	Coverage varies based on Place of Service
Includes surgical sterilization services, such as vasectomy (excludes reversals)		

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Benefit	In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays/deductibles.		
Infertility		
Infertility Treatment	Coverage varies based on Place of Service	Coverage varies based on Place of Service
Infertility covered services: lab and radiology test, counseling, surgical treatment, includes artificial insemination, in-vitro fertilization, GIFT, ZIFT, etc. Lifetime Maximum: Unlimited		
Outpatient Dialysis Services		
Physician's Services/Office Visit	Covered same as Physician Services - Office Visit	Covered same as Physician Services - Office Visit
Home Dialysis Note: Dialysis visits will not accumulate to Home Health Care maximum	Covered same as plan's Home Health Care benefit	Covered same as plan's Home Health Care benefit
Outpatient Facility Services	Covered same as plan's Outpatient Facility Services benefit	Covered same as plan's Outpatient Facility Services benefit
Outpatient Professional Services	Covered same as plan's Outpatient Professional Services benefit	Covered same as plan's Outpatient Professional Services benefit
Other Health Care Facilities/Services		
Home Health Care - Annual Limit: 80 days (The limit is not applicable to mental health and substance use disorder conditions.) 16 hour maximum per day Note: Includes outpatient private duty nursing when approved as medically necessary	Plan pays 100% ^	Plan pays 80% ^
Organ Transplants		
Inpatient Hospital Facility Services		
LifeSOURCE Facility	Plan pays 100% ^	Not Applicable
Non-LifeSOURCE Facility	Covered same as plan's Inpatient Hospital benefit	Covered same as plan's Inpatient Hospital benefit
Inpatient Professional Services		
LifeSOURCE Facility	Plan pays 100% ^	Not Applicable
Non-LifeSOURCE Facility	Covered same as plan's Inpatient Professional benefit	Covered same as plan's Inpatient Professional benefit
Travel Maximum - Cigna LifeSOURCE Transplant Network® Facility Only: After the plan deductible is met, \$10,000 maximum per Transplant		
Durable Medical Equipment Annual Limit: Unlimited	Plan pays 100% ^	Plan pays 80% ^
Breast Feeding Equipment and Supplies - Limited to the rental of one breast pump per birth as ordered or prescribed by a physician - Includes related supplies	Plan pays 100%	Plan pays 80% ^

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Benefit	In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays/deductibles.		
External Prosthetic Appliances (EPA) Annual Limit: Unlimited	Plan pays 100% ^	Plan pays 80% ^
Routine Foot Care Note: Services associated with foot care for diabetes and peripheral vascular disease are covered when approved as medically necessary.	Not Covered	Not Covered
Routine Eye Care One exam every 24 months	Plan pays 100%	Plan pays 100%
Hearing Aids - Annual Limit: Unlimited - Includes testing and fitting of hearing aid devices at Physician Office Visit cost share - Coverage through age 12	Plan pays 100% ^	Plan pays 80% ^
Wigs Annual Limit: Unlimited	Plan pays 100% ^	Plan pays 80% ^

Benefit	In-Network	Out-of-Network
Note: Services where plan deductible applies are noted with a caret (^). Plan deductible always applies before benefit copays/deductibles.		
Mental Health and Substance Use Disorder		
Inpatient Mental Health	Plan pays 100% ^	Plan pays 80% ^
Outpatient Mental Health – Physician’s Office	Plan pays 100% ^	Plan pays 80% ^
Outpatient Mental Health - MDLIVE Behavioral Services	Plan pays 100% ^	Not Covered
Outpatient Mental Health – All Other Services	Plan pays 100% ^	Plan pays 80% ^
Inpatient Substance Use Disorder	Plan pays 100% ^	Plan pays 80% ^
Outpatient Substance Use Disorder – Physician’s Office	Plan pays 100% ^	Plan pays 80% ^
Outpatient Substance Use Disorder - MDLIVE Behavioral Services	Plan pays 100% ^	Not Covered
Outpatient Substance Use Disorder – All Other Services	Plan pays 100% ^	Plan pays 80% ^
Annual Limits: Unlimited maximum		
Notes: - Inpatient includes Acute Inpatient and Residential Treatment. - Outpatient - Physician's Office and MDLIVE Behavioral Services - may include Individual, family and group therapy, psychotherapy, medication management, etc. - Outpatient - All Other Services - may include Partial Hospitalization, Intensive Outpatient Services, Applied Behavior Analysis (ABA Therapy), etc. - Services are paid at 100% after you reach your out-of-pocket maximum.		
Mental Health/Substance Use Disorder Utilization Review, Case Management and Programs		
Cigna Total Behavioral Health - Inpatient and Outpatient Management - Inpatient utilization review and case management - Outpatient utilization review and case management - Partial Hospitalization - Intensive outpatient programs - Changing Lives by Integrating Mind and Body Program - Lifestyle Management Programs: Stress Management, Tobacco Cessation and Weight Management. - Narcotic Therapy Management - inMyndSM program - a comprehensive, holistic solution to help recognize and find resources to treat behavioral health conditions.		

Pharmacy	In-Network	Out-of-Network
Cost Share and Supply		
Cigna Pharmacy Cost Share - Retail – up to 90-day supply (except Specialty up to 30-day supply) - Home Delivery – up to 90-day supply (except Specialty up to 30-day supply)	Retail (per 30-day supply): Generic: You pay 0% ^ Preferred Brand: You pay 30% ^ Non-Preferred Brand: You pay 30% ^ Retail and Home Delivery (per 90-day supply): Generic: You pay 0% ^ Preferred Brand: You pay 30% ^ Non-Preferred Brand: You pay 30% ^	Retail: You pay 50% ^ Your plan pays 50% ^ Home Delivery: Not Covered
- Retail drugs for a 30 day supply may be obtained In-Network at a wide range of pharmacies across the nation although prescriptions for a 90 day supply (such as maintenance drugs) will be available at select network pharmacies. - Cigna 90 Now Program: You can choose to fill your medications in a 30- or 90-day supply. If you choose to fill a 30-day prescription, it can be filled at any network retail pharmacy or network home delivery pharmacy. If you choose to fill a 90-day prescription, it must be filled at a 90-day network retail pharmacy or network home delivery pharmacy to be covered by the plan. - Specialty medications are used to treat an underlying disease which is considered to be rare and chronic including, but not limited to, multiple sclerosis, hepatitis C or rheumatoid arthritis. Specialty Drugs may include high cost medications as well as medications that may require special handling and close supervision when being administered. - Patient is responsible for the applicable cost share based upon the tier of the dispensed medication. - Your pharmacy benefits share an annual deductible and out-of-pocket maximum with the medical/behavioral benefits. The applicable cost share for covered drugs applies after the combined deductible has been met. - If you receive a supply of 34 days or less at home delivery (including a Specialty Prescription Drug), the home delivery pharmacy cost share will be adjusted to reflect a 30-day supply.		
Drugs Covered		
Prescription Drug List: Your Cigna Legacy Prescription Drug List includes a full range of drugs including all those required under applicable health care laws. To check which drugs are included in your plan, please log on to myCigna.com. Some highlights: - Coverage includes Self Administered injectables and optional injectable drugs – includes infertility drugs. - Contraceptive devices and drugs are covered with federally required products covered at 100%. - Insulin, glucose test strips, lancets, insulin needles & syringes, insulin pens and cartridges are covered. - Lifestyle drugs are covered - limited to sexual dysfunction. - Oral Fertility drugs are covered.		

Pharmacy Program Information

Pharmacy Clinical Management

Your plan features drug management programs and edits to ensure safe prescribing, and access to medications proven to be the most reliable and cost effective for the medical condition, including:

- Prior authorization requirements
- Quantity over time edits and dose optimization edits
- Age edits, and refill-too-soon edits
- Plan exclusion edits
- Your plan includes Specialty Drug Management features, such as prior authorization and quantity limits, to ensure the safe prescribing and access to specialty medications.
- For customers with complex conditions taking a specialty medication, we will offer Accredo Therapeutic Resource Centers (TRCs) to provide specialty medication and condition counseling. For customers taking a specialty medication not dispensed by Accredo, Cigna experts will offer this important specialty medication and condition counseling.

Patient Assurance Program

Your plan includes the Patient Assurance Program, which waives the deductible and reduces the amount you owe for certain medications used to treat chronic conditions included in the program. Additionally:

- Any amount you pay for these medications only count toward meeting your out-of-pocket maximum.
- Any discount provided by a pharmaceutical manufacturer for these medications only count toward meeting your out-of-pocket maximum.

Additional Information

Case Management

Coordinated by Cigna HealthCare. This is a service designated to provide assistance to a patient who is at risk of developing medical complexities or for whom a health incident has precipitated a need for rehabilitation or additional health care support. The program strives to attain a balance between quality and cost effective care while maximizing the patient's quality of life.

Comprehensive Oncology Program

- Care Management outreach
- Case Management

Included

Health Advisor - A

Support for healthy and at-risk individuals to help them stay healthy

- Health Assessments
- Health and Wellness Coaching
- Gaps in Care Coaching
- Treatment Decision Support
- Educate and Refer

Included

Additional Information

Maximum Reimbursable Charge

The allowable covered expense for non-network services is based on the lesser of the health care professional's normal charge for a similar service or a percentage of a fee schedule (300%) developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule will not be used and the maximum reimbursable charge for covered services is based on the lesser of the health care professional's normal charge for a similar service or a percentile (80th) of charges made by health care professionals of such service or supply in the geographic area where it is received. If sufficient charge data is unavailable in the database for that geographic area to determine the Maximum Reimbursable Charge, then data in the database for similar services may be used. Out-of-network services are subject to a Contract Year deductible and maximum reimbursable charge limitations.

Out-of-Network Emergency Services Charges

1. Emergency Services are covered at the In-Network cost-sharing level as required by applicable state or federal law if services are received from a non-participating (Out-of-Network) provider.
2. The allowable amount used to determine the Plan's benefit payment for covered Emergency Services rendered in an Out-of-Network Hospital, or by an Out-of-Network provider in an In-Network Hospital, is the amount agreed to by the Out-of-Network provider and Cigna, or as required by applicable state or federal law.

The member is responsible for applicable In-Network cost-sharing amounts (any deductible, copay or coinsurance). The member is not responsible for any charges that may be made in excess of the allowable amount. If the Out-of-Network provider bills you for an amount higher than the amount you owe as indicated on the Explanation of Benefits (EOB), contact Cigna Customer Service at the phone number on your ID card.

Medicare Coordination

In accordance with the Social Security Act of 1965, this plan will pay as the Secondary plan to Medicare Part A and B as follows:

- (a) a former Employee such as a retiree, a former Disabled Employee, a former Employee's Dependent, or an Employee's Domestic Partner who is also eligible for Medicare and whose insurance is continued for any reason as provided in this plan (including COBRA continuation);
- (b) an Employee, a former Employee, an Employee's Dependent, or former Employee's Dependent, who is eligible for Medicare due to End Stage Renal Disease after that person has been eligible for Medicare for 30 months.

When a person is eligible for Medicare A and B as described above, this plan will pay as the Secondary Plan to Medicare Part A and B **regardless if the person is actually enrolled in Medicare Part A and/or Part B and regardless if the person seeks care at a Medicare Provider or not for Medicare covered services.**

Multiple Surgical Reduction

Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.

Pre-Certification - Continued Stay Review - Basic Care Low Management Inpatient - required for all inpatient admissions

In-Network: Coordinated by your physician

Out-of-Network: Customer is responsible for contacting Cigna Healthcare. Subject to penalty/reduction or denial for non-compliance.

- The lesser of 50% of covered expenses or \$500 penalty applied to hospital inpatient charges for failure to contact Cigna Healthcare to precertify admission.
- Benefits are denied for any admission reviewed by Cigna Healthcare and not certified.
- Benefits are denied for any additional days not certified by Cigna Healthcare.

Pre-Existing Condition Limitation (PCL) does not apply.

Additional Information

Your Health First - 300

Individuals with one or more of the chronic conditions, identified on the right, may be eligible to receive the following type of support:

- Condition Management
- Medication adherence
- Risk factor management
- Lifestyle issues
- Health & Wellness issues
- Pre/post-admission
- Treatment decision support
- Gaps in care

Holistic health support for the following chronic health conditions:

- Heart Disease
- Coronary Artery Disease
- Angina
- Congestive Heart Failure
- Acute Myocardial Infarction
- Peripheral Arterial Disease
- Asthma
- Chronic Obstructive Pulmonary Disease (Emphysema and Chronic Bronchitis)
- Diabetes Type 1
- Diabetes Type 2
- Metabolic Syndrome/Weight Complications
- Osteoarthritis
- Low Back Pain
- Anxiety
- Bipolar Disorder
- Depression

Definitions

Coinsurance - After you've reached your deductible, you and your plan share some of your medical costs. The portion of covered expenses you are responsible for is called Coinsurance.

Copay - A flat fee you pay for certain covered services such as doctor's visits or prescriptions.

Deductible - A flat dollar amount you must pay out of your own pocket before your plan begins to pay for covered services.

Out-of-Pocket Maximum - Specific limits for the total amount you will pay out of your own pocket before your plan coinsurance percentage no longer applies. Once you meet these maximums, your plan then pays 100 percent of the "Maximum Reimbursable Charges" or negotiated fees for covered services.

Place of Service - Your plan pays based on where you receive services. For example, for hospital stays, your coverage is paid at the inpatient level.

Prescription Drug List - The list of prescription brand and generic drugs covered by your pharmacy plan.

Professional Services - Services performed by Surgeons, Assistant Surgeons, Hospital Based Physicians, Radiologists, Pathologists and Anesthesiologists

Transition of Care - Provides in-network health coverage to new customers when the customer's doctor is not part of the Cigna network and there are approved clinical reasons why the customer should continue to see the same doctor.

Exclusions

What's Not Covered (not all-inclusive):

Your plan provides for most medically necessary services. The complete list of exclusions is provided in your Certificate or Summary Plan Description. To the extent there may be differences, the terms of the Certificate or Summary Plan Description control. Examples of things your plan does not cover, unless required by law or covered under the pharmacy benefit, include (but aren't limited to):

- Care for health conditions that are required by state or local law to be treated in a public facility.
- Care required by state or federal law to be supplied by a public school system or school district.
- Care for military service disabilities treatable through governmental services if you are legally entitled to such treatment and facilities are reasonably available.

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Exclusions

- Treatment of an Injury or Sickness which is due to war, declared, or undeclared.
- Charges which you are not obligated to pay or for which you are not billed or for which you would not have been billed except that they were covered under this plan. For example, if Cigna determines that a provider or Pharmacy is or has waived, reduced, or forgiven any portion of its charges and/or any portion of Copayment, Deductible, and/or Coinsurance amount(s) you are required to pay for a Covered Expense (as shown on The Schedule) without Cigna's express consent, then Cigna in its sole discretion shall have the right to deny the payment of benefits in connection with the Covered Expense, or reduce the benefits in proportion to the amount of the Copayment, Deductible, and/or Coinsurance amounts waived, forgiven or reduced, regardless of whether the provider or Pharmacy represents that you remain responsible for any amounts that your plan does not cover. In the exercise of that discretion, Cigna shall have the right to require you to provide proof sufficient to Cigna that you have made your required cost share payment(s) prior to the payment of any benefits by Cigna. This exclusion includes, but is not limited to, charges of a non-Participating Provider who has agreed to charge you or charged you at an In-Network benefits level or some other benefits level not otherwise applicable to the services received.
- Charges arising out of or relating to any violation of a healthcare-related state or federal law or which themselves are a violation of a healthcare-related state or federal law.
- Assistance in the activities of daily living, including but not limited to eating, bathing, dressing or other Custodial Services or self-care activities, homemaker services and services primarily for rest, domiciliary or convalescent care.
- For or in connection with experimental, investigational or unproven services.
- Experimental, investigational and unproven services are medical, surgical, diagnostic, psychiatric, substance use disorder or other health care technologies, supplies, treatments, procedures, drug or Biologic therapies or devices that are determined by the utilization review Physician to be:
 - not approved by the U.S. Food and Drug Administration (FDA) or other appropriate regulatory agency to be lawfully marketed;
 - not demonstrated, through existing peer-reviewed, evidence-based, scientific literature to be safe and effective for treating or diagnosing the condition or Sickness for which its use is proposed;
 - the subject of review or approval by an Institutional Review Board for the proposed use except as provided in the "Clinical Trials" sections of this plan; or
 - the subject of an ongoing phase I, II or III clinical trial, except for routine patient care costs related to qualified clinical trials as provided in the "Clinical Trials" sections of this plan.

In determining whether any such technologies, supplies, treatments, drug or Biologic therapies or devices are experimental, investigational and/or unproven, the utilization review Physician may rely on the clinical coverage policies maintained by Cigna or the Review Organization. Clinical coverage policies may incorporate, without limitation and as applicable, criteria relating to U.S. Food and Drug Administration-approved labeling, the standard medical reference compendia and peer-reviewed, evidence-based scientific literature or guidelines.

- Cosmetic surgery and therapies. Cosmetic surgery or therapy is defined as surgery or therapy performed to improve or alter appearance or self-esteem.
- The following services are excluded from coverage regardless of clinical indications: abdominoplasty; panniculectomy; rhinoplasty; blepharoplasty; redundant skin surgery; removal of skin tags; acupressure; craniosacral/cranial therapy; dance therapy, movement therapy; applied kinesiology; rolfing; prolotherapy; and extracorporeal shock wave lithotripsy (ESWL) for musculoskeletal and orthopedic conditions.
- Surgical or non-surgical treatment of TMJ disorders.
- Dental treatment of the teeth, gums or structures directly supporting the teeth, including dental X-rays, examinations, repairs, orthodontics, periodontics, casts, splints and services for dental malocclusion, for any condition. Charges made for services or supplies provided for or in connection with an accidental Injury to teeth are covered provided a continuous course of dental treatment is started within six months of an accident.
- For medical and surgical services, initial and repeat, intended for the treatment or control of obesity including clinically severe (morbid) obesity, including: medical and surgical services to alter appearance or physical changes that are the result of any surgery performed for the management of obesity or clinically

Exclusions

severe (morbid) obesity; and weight loss programs or treatments, whether prescribed or recommended by a Physician or under medical supervision.

- Unless otherwise covered in this plan, for reports, evaluations, physical examinations, or hospitalization not required for health reasons including, but not limited to, employment, insurance or government licenses, and court-ordered, forensic or custodial evaluations.
- Court-ordered treatment or hospitalization, unless such treatment is prescribed by a Physician and listed as covered in this plan.
- Medical and Hospital care and costs for the infant child of a Dependent, unless this infant child is otherwise eligible under this plan.
- Non-medical counseling and/or ancillary services including, but not limited to, Custodial Services, educational services, vocational counseling, training and rehabilitation services, behavioral training, biofeedback, neurofeedback, hypnosis, sleep therapy, return to work services, work hardening programs and driver safety courses.
- Therapy or treatment intended primarily to improve or maintain general physical condition or for the purpose of enhancing job, school, athletic or recreational performance, including but not limited to routine, long term, or maintenance care which is provided after the resolution of the acute medical problem and when significant therapeutic improvement is not expected.
- Consumable medical supplies other than ostomy supplies, urinary catheters, and wound care supplies for the treatment of epidermolysis bullosa. Excluded supplies include, but are not limited to bandages and other disposable medical supplies, skin preparations and test strips, except as specified in the "Home Health Services" or "Breast Reconstruction and Breast Prostheses" sections of this plan.
- Private Hospital rooms and/or private duty nursing except as provided under the Home Health Services provision.
- Personal or comfort items such as personal care kits provided on admission to a Hospital, television, telephone, newborn infant photographs, complimentary meals, birth announcements, and other articles which are not for the specific treatment of an Injury or Sickness.
- Artificial aids including, but not limited to, corrective orthopedic shoes, arch supports, elastic stockings, garter belts, corsets and dentures.
- Aids or devices that assist with non-verbal communications, including but not limited to communication boards, pre-recorded speech devices, laptop computers, desktop computers, Personal Digital Assistants (PDAs), Braille typewriters, visual alert systems for the deaf and memory books.
- Eyeglass lenses and frames and contact lenses (except for the first pair of contact lenses for treatment of keratoconus or post cataract surgery).
- Eye exercises and surgical treatment for the correction of a refractive error, including radial keratotomy.
- Treatment by acupuncture.
- All non-injectable prescription drugs, unless Physician administration or oversight is required, injectable prescription drugs to the extent they do not require Physician supervision and are typically considered self-administered drugs, non-prescription drugs, and investigational and experimental drugs, except as provided in this plan.
- Routine foot care, including the paring and removing of corns and calluses or trimming of nails. However, services associated with foot care for diabetes and peripheral vascular disease are covered when Medically Necessary.
- Membership costs or fees associated with health clubs, weight loss programs and smoking cessation programs.
- Genetic screening or pre-implantations genetic screening. General population-based genetic screening is a testing method performed in the absence of any symptoms or any significant, proven risk factors for genetically linked inheritable disease.
- Dental implants for any condition.
- Fees associated with the collection or donation of blood or blood products, except for autologous donation in anticipation of scheduled services where in the utilization review Physician's opinion the likelihood of excess blood loss is such that transfusion is an expected adjunct to surgery.
- Blood administration for the purpose of general improvement in physical condition.
- Cost of biologicals that are immunizations or medications for the purpose of travel, or to protect against occupational hazards and risks.
- Cosmetics, dietary supplements and health and beauty aids.
- For or in connection with an Injury or Sickness arising out of, or in the course of, any employment for wage or profit.
- Charges for the delivery of medical and health-related services via telecommunications technologies, including telephone and internet, unless provided as specifically described under Covered Expenses.

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Exclusions

- Massage therapy.

These are only the highlights

This summary outlines the highlights of your plan. For a complete list of both covered and not covered services, including benefits required by your state, see your employer's insurance certificate, service agreement or summary plan description -- the official plan documents. If there are any differences between this summary and the plan documents, the information in the plan documents takes precedence.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company, Connecticut General Life Insurance Company, Evernorth Care Solutions, Inc., Evernorth Behavioral Health, Inc., Cigna Health Management, Inc., and HMO or service company subsidiaries of Cigna Health Corporation. The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc.

EHB State: CT

DISCRIMINATION IS AGAINST THE LAW

Medical coverage

Cigna complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex. Cigna does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex.

Cigna:

- Provides free aids and services to people with disabilities to communicate effectively with us, such as:
 - Qualified sign language interpreters
 - Written information in other formats (large print, audio, accessible electronic formats, other formats)
- Provides free language services to people whose primary language is not English, such as:
 - Qualified interpreters
 - Information written in other languages

If you need these services, contact customer service at the toll-free number shown on your ID card, and ask a Customer Service Associate for assistance.

If you believe that Cigna has failed to provide these services or discriminated in another way on the basis of race, color, national origin, age, disability, or sex, you can file

a grievance by sending an email to ACAGrievance@Cigna.com or by writing to the following address:

Cigna
Nondiscrimination Complaint Coordinator
PO Box 188016
Chattanooga, TN 37422

If you need assistance filing a written grievance, please call the number on the back of your ID card or send an email to ACAGrievance@Cigna.com. You can also file a civil rights complaint with the U.S. Department of Health and Human Services, Office for Civil Rights electronically through the Office for Civil Rights Complaint Portal, available at <https://ocrportal.hhs.gov/ocr/portal/lobby.jsf>, or by mail or phone at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW
Room 509F, HHH Building
Washington, DC 20201
1.800.368.1019, 800.537.7697 (TDD)

Complaint forms are available at
<http://www.hhs.gov/ocr/office/file/index.html>.



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Proficiency of Language Assistance Services

English – ATTENTION: Language assistance services, free of charge, are available to you. For current Cigna customers, call the number on the back of your ID card. Otherwise, call 1.800.244.6224 (TTY: Dial 711).

Spanish – ATENCIÓN: Hay servicios de asistencia de idiomas, sin cargo, a su disposición. Si es un cliente actual de Cigna, llame al número que figura en el reverso de su tarjeta de identificación. Si no lo es, llame al 1.800.244.6224 (los usuarios de TTY deben llamar al 711).

Chinese – 注意：我們可為您免費提供語言協助服務。對於 Cigna 的現有客戶，請致電您的 ID 卡背面的號碼。其他客戶請致電 1.800.244.6224（聽障專線：請撥 711）。

Vietnamese – XIN LƯU Ý: Quý vị được cấp dịch vụ trợ giúp về ngôn ngữ miễn phí. Dành cho khách hàng hiện tại của Cigna, vui lòng gọi số ở mặt sau thẻ Hội viên. Các trường hợp khác xin gọi số 1.800.244.6224 (TTY: Quay số 711).

Korean – 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 현재 Cigna 가입자님들께서는 ID 카드 뒷면에 있는 전화번호로 연락해주시고. 기타 다른 경우에는 1.800.244.6224 (TTY: 다이얼 711)번으로 전화해주시고.

Tagalog – PAUNAWA: Makakakuha ka ng mga serbisyo sa tulong sa wika nang libre. Para sa mga kasalukuyang customer ng Cigna, tawagan ang numero sa likuran ng iyong ID card. O kaya, tumawag sa 1.800.244.6224 (TTY: I-dial ang 711).

Russian – ВНИМАНИЕ: вам могут предоставить бесплатные услуги перевода. Если вы уже участвуете в плане Cigna, позвоните по номеру, указанному на обратной стороне вашей идентификационной карточки участника плана. Если вы не являетесь участником одного из наших планов, позвоните по номеру 1.800.244.6224 (TTY: 711).

Arabic – برجاء الانتباه خدمات الترجمة المجانية متاحة لكم. لعملاء Cigna الحاليين برجاء الاتصال بالرقم المدون علي ظهر بطاقتكم الشخصية. او اتصل ب 1.800.244.6224 (TTY: اتصل ب 711).

French Creole – ATANSYON: Gen sèvis èd nan lang ki disponib gratis pou ou. Pou kliyan Cigna yo, rele nimewo ki dèyè kat ID ou. Sinon, rele nimewo 1.800.244.6224 (TTY: Rele 711).

French – ATTENTION: Des services d'aide linguistique vous sont proposés gratuitement. Si vous êtes un client actuel de Cigna, veuillez appeler le numéro indiqué au verso de votre carte d'identité. Sinon, veuillez appeler le numéro 1.800.244.6224 (ATS : composez le numéro 711).

Portuguese – ATENÇÃO: Tem ao seu dispor serviços de assistência linguística, totalmente gratuitos. Para clientes Cigna atuais, ligue para o número que se encontra no verso do seu cartão de identificação. Caso contrário, ligue para 1.800.244.6224 (Dispositivos TTY: marque 711).

Polish – UWAGA: w celu skorzystania z dostępnej, bezpłatnej pomocy językowej, obecni klienci firmy Cigna mogą dzwonić pod numer podany na odwrocie karty identyfikacyjnej. Wszystkie inne osoby prosimy o skorzystanie z numeru 1 800 244 6224 (TTY: wybierz 711).

Japanese – 注意事項:日本語を話される場合、無料の言語支援サービスをご利用いただけます。現在のCignaのお客様は、IDカード裏面の電話番号まで、お電話にてご連絡ください。その他の方は、1.800.244.6224 (TTY: 711)まで、お電話にてご連絡ください。

Italian – ATTENZIONE: Sono disponibili servizi di assistenza linguistica gratuiti. Per i clienti Cigna attuali, chiamare il numero sul retro della tessera di identificazione. In caso contrario, chiamare il numero 1.800.244.6224 (utenti TTY: chiamare il numero 711).

German – ACHTUNG: Die Leistungen der Sprachunterstützung stehen Ihnen kostenlos zur Verfügung. Wenn Sie gegenwärtiger Cigna-Kunde sind, rufen Sie bitte die Nummer auf der Rückseite Ihrer Krankenversicherungskarte an. Andernfalls rufen Sie 1.800.244.6224 an (TTY: Wählen Sie 711).

Persian (Farsi) – توجه: خدمات کمک زبانی، به صورت رایگان به شما ارائه می‌شود. برای مشتریان فعلی Cigna، لطفاً با شماره‌ای که در پشت کارت شناسایی شماست تماس بگیرید. در غیر اینصورت با شماره 1.800.244.6224 تماس بگیرید (شماره تلفن ویژه ناشنوايان: شماره 711 را شماره‌گیری کنید).

APPENDIX C

Dental Plans

Copay Dental 57CZ
Town of Putnam
Effective Date: 2024

Summary of Benefits

Annual Maximum	Unlimited	
Annual Maximum for Rider C	N/A	
Individual/Family Deductible	N/A	
Covered Services	(In-network) We will pay:	(Out-of-network) We will pay:
Full Service Basic Benefits	80%	80%
- Oral evaluations - Full mouth series of x-rays - Panoramic x-ray - Bitewing x-ray - Periapical x-rays - Topical fluoride application - Prophylaxis - Relining of dentures - Repair of dentures - Palliative emergency treatment - Fillings - Stainless steel crowns - Simple extractions - Endodontic services including pulpotomy, direct pulp capping and root canal treatment		
Rider A	Not covered	Not covered
- Inlays (not part of bridge) - Onlays (not part of bridge) - Crowns (not part of bridge) - Space maintainers - Fracture and dislocation treatment - Diagnosis and treatment of cyst and abscesses - Surgical extractions and impaction - Apicoectomy		
Rider B	Not covered	Not covered
- Dentures, full and partial - Bridges, fixed (including bridge abutments and pontics) and removable - Addition of teeth to partial dentures to replace extracted teeth		
Rider C	Not covered	Not covered
- Gingival curettage - Gingivectomy and gingivoplasty - Osseous surgery - Mucogingivoplastic surgery - Management of acute infection and oral lesions		
Rider D	Not covered	Not covered
Covered services include exams, diagnostic records, tooth guidance, repositioning (straightening) of the teeth.		
Orthodontic Lifetime Maximum	N/A	

**Full Dental 4945
Town of Putnam
Effective Date: 2024**

Summary of Benefits

Annual Maximum	Unlimited	
Annual Maximum for Rider C	N/A	
Individual/Family Deductible	N/A	
Covered Services	(In-network) We will pay:	(Out-of-network) We will pay:
Full Service Basic Benefits	100%	100%
- Oral evaluations - Full mouth series of x-rays - Panoramic x-ray - Bitewing x-ray - Periapical x-rays - Topical fluoride application - Prophylaxis - Relining of dentures - Repair of dentures - Palliative emergency treatment - Fillings - Stainless steel crowns - Simple extractions - Endodontic services including pulpotomy, direct pulp capping and root canal treatment		
Rider A	50%	50%
- Inlays (not part of bridge) - Onlays (not part of bridge) - Crowns (not part of bridge) - Space maintainers - Fracture and dislocation treatment - Diagnosis and treatment of cyst and abscesses - Surgical extractions and impaction - Apicoectomy		
Rider B	50%	50%
- Dentures, full and partial - Bridges, fixed (including bridge abutments and pontics) and removable - Addition of teeth to partial dentures to replace extracted teeth		
Rider C	Not covered	Not covered
- Gingival curettage - Gingivectomy and gingivoplasty - Osseous surgery - Mucogingivoplastic surgery - Management of acute infection and oral lesions		
Rider D	Not covered	Not covered
Covered services include exams, diagnostic records, tooth guidance, repositioning (straightening) of the teeth.		
Orthodontic Lifetime Maximum	N/A	

APPENDIX D

High Deductible Health Plan – Health Reimbursement Arrangement (HDHP-HRA)

Description of HRA

The Town will use our benefits package brokerage firm to create and administer a HRA plan for eligible employees. The HRA is a funding vehicle, and the Town's health insurance provider, CIGNA, will administer the HRA plan.

The HRA will be an option for those employees (1) that are participants in the Town's health insurance plan, and (2) that are not eligible to receive Town contributions towards deductibles into their health savings account. The Town will fund the HRA plan with an equivalent HSA amount of funding into these eligible employees' HRA instead. Any such contributions will be made in July of the applicable fiscal year.

Note that based on current Highway and Parks & Grounds Unit employees' selections, there are no members that fall within this HRA-eligible classification. In addition, all Unit health insurance participants have received this year's Town contributions into applicable health savings accounts as of July 2024. Therefore, this HRA would not affect current Unit employees until at least July 2025.