

AGREEMENT

BETWEEN

THE CITY OF NEW BRITAIN

AND

LOCAL 1186 AMERICAN FEDERATION

OF STATE, COUNTY AND MUNICIPAL

EMPLOYEES COUNCIL 4, AFL-CIO



AGREEMENT PERIOD

JULY 1, 2025 TO JUNE 30, 2028

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AGREEMENT BETWEEN
THE CITY OF NEW BRITAIN AND
LOCAL 1186, AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL
EMPLOYEES, COUNCIL 4, AFL-CIO

This agreement is entered into by and between the City of New Britain (hereinafter referred to as the “City”), and Local 1186 of Council 4, of the American Federation of State, County and Municipal Employees AFL-CIO (hereinafter referred to as the “Union”). It is the intention of the parties entering into this Agreement to maintain a harmonious relationship between them recognizing the legitimate needs of the employees covered as well as the obligation of the City to the public.

ARTICLE I – UNION RECOGNITION

- 1.0 The City recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining pursuant to the terms and conditions of the Municipal Employees Relations Act with respect to rates of pay, wages, salaries, hours of employment and other conditions of employment for all employees in classifications listed in the compensation plan appended hereto, and any and all employees paid from funds obtained by the City from federal, state or other sources, with the exception of those covered by the job classifications listed in Appendix B of this Agreement, and with the further exception of all uniformed and investigatory employees of the Fire and Police Departments.
- 1.1 No job classification included in the bargaining unit under Section 1.0 above shall be reclassified outside the unit as defined above during the life of this Agreement without mutual consent of the parties.
- 1.2 If the City shall create any new position during the life of this Agreement, it will meet with the Union in an attempt to arrive at a mutual determination as to inclusion or exclusion from the bargaining unit. In the event they are unable to agree, the City at its option may rescind the creation of the position or refer the matter to the State Labor Relations Board for determination under Section 7-471 (2) of the General Statutes in which event, the City’s option to rescind will no longer be effective.

If the position is determined to be within the scope of the bargaining unit, the City and the Union must agree on proper pay grade or use the services of the State Board of Mediation and Arbitration as stated above.
- 1.3 Each month, the City of New Britain shall furnish to the Union a list of all newly hired employees. In addition, and upon request, the City shall submit information every four (4) months on employees represented by the bargaining unit in the format of an excel spreadsheet to the Union via a secure upload site to be provided by the Union. The spreadsheet will contain the following information: name of employee, date of hire, address of employee, position, department, rate of pay, work phone, and email address.

- 1.4 The term “employee” as used in this Agreement shall not include temporary or seasonal personnel. Temporary or seasonal personnel are those employed for not more than one hundred eighty (180) calendar days within a calendar year, except as noted below. The Union shall be notified of the hiring of any temporary or seasonal personnel.

Seasonal personnel assigned to the Golf Course may be extended beyond the 180-day limit, up to the maximum number of days the course is open to the public. Seasonal employees will not be used in lieu of the full-time employees currently assigned to the Golf Course.

Seasonal employees in the Parks and Cemeteries may work from April 1 of each year to Thanksgiving Day. Effective March 1, 2014, seasonal employees in the Department of Public Works may be employed from March 1st through the first Friday in December of each year.

Temporary employees hired to fill a vacant bargaining unit position may be extended beyond the 180-day limit if the City is actively taking steps to fill the position.

ARTICLE II – THE RIGHTS OF THE CITY

- 2.0 Unless expressly limited or relinquished below by a specific section of this Agreement, the rights, power and authority held by the City and any of its Departments, Agencies or Boards pursuant to any Charter, general or special statute, ordinance, regulation or other lawful provision over matters involving the municipality, and the complete operational control over the policies, practices, procedures and regulations with respect to its employees shall remain vested solely and exclusively in the City of New Britain.

ARTICLE III – UNION SECURITY

- 3.0 The City agrees to deduct an initiation fee, weekly dues, or service fees as specified by the Secretary of the Union from the wages of all City employees covered by this Agreement, provided, however, that the City has been duly authorized by the employees to make such deduction. The parties recognize that the authorization of the Union to payroll deductions is an agreement solely between the Union and its members which the member may revoke consistent with the Union’s membership rules. Should a bargaining unit member approach the Employer or its agent to terminate or modify his or her contractual relationship with the Union, that bargaining unit member will be directed to communicate such intent directly with the Union.
- 3.1 All employees hired into a collective bargaining unit position may become and remain union members in good standing in accordance with the provisions of the International Constitution or pay to the Union a service fee that’s determined by the Union.
- 3.2 The total amount of dues deducted for any week shall be remitted to the Financial Officer of the Union no later than the following week.

- 3.3 The weekly remittance of dues or service fees to the Union will be accompanied by a list of names of employees from whose wages, dues or service fee deductions have been made.
- 3.4 The City agrees that there will be no lockout of any employee or employees during the life of this Agreement. The Union and the individual employees covered hereunder expressly agree that there will be no strike, slowdown, work stoppage or other interference with the operations of the City during the life of this Agreement.
- 3.5 The City agrees to deduct from the weekly pay of bargaining unit members who authorize such deductions from their wages, such amounts as each individual employee wishes to contribute to the National People Committee of AFSCME. It is understood that such contributions are voluntary and are not required as a condition of employment. The Union shall provide to the City authorization for payroll deductions signed by the employee, with the weekly deduction amount clearly indicated. The City agrees that the total amount deducted, along with a list of names of contributors and individual contributions shall be forwarded to Local 1186 on a monthly basis. Checks for such amounts shall be made payable to the National People Committee.
- 3.6 The Union agrees to indemnify and save the City harmless against any and all claims demands, suits or other forms of liability that shall arise out of or by reason of action taken by the City for the purpose of complying with the payroll deduction provisions of this Article.
- 3.7 All new hires which are represented by the bargaining unit, within fifteen (15) days of their start date, shall be released from work, for thirty (30) minutes without loss of pay, to attend a Union orientation. Management shall not be present during the Union's orientation.

ARTICLE IV – SENIORITY

- 4.0 Seniority is defined as the length of service of the employee in the bargaining unit from the last date of employment by the City. Employees who were employed under EEA or CETA and who had no break in full-time service prior to entering City service, shall have such EEA or CETA time credited for the purpose of seniority, longevity and vacation entitlement. Service as a temporary full-time or temporary part-time employee does not count towards seniority.
- 4.1 The City will maintain a seniority list for all departments, which shall be revised as of January 1st of each year and a copy furnished to the Union no later than February 1st. Any claims for correction of such list must be submitted to the Human Resources Director in writing by the Union within thirty (30) days of its receipt of the seniority list. The Human Resources Director shall respond within thirty (30) days of such notification by the Union. If no agreement is reached the Union may file a grievance within thirty (30) days.
- 4.2 (A) No employee shall attain seniority rights under this Agreement until the employee has worked twelve (12) months in the Department for which employed. During

such period the employee shall be subject to all other clauses of this Agreement but shall be on probation and may be discharged by the City for any reason and without recourse to the grievance and arbitration provision of this Agreement by either the Union or the employee. Upon completion of the probationary period, the employee's seniority shall date back to the time the employee started work with the City. The probationary period may be extended upon the recommendation of the Department Head or designee and with the approval of the Human Resources Director and the Union, providing such recommendation is made at least two (2) weeks prior to the expiration of the initial probationary period.

- (B) At any time during the initial probationary period, the Department Head or designee may recommend in writing to the Human Resources Director the removal of an employee, if in his/her opinion, the working test indicates that such employee is unable or unwilling to perform the duties of the position satisfactorily or that his/her habits and dependability do not merit his/her continuance in the service. Such recommendation of the Department Head or designee and the reasons therefore shall be in writing to the Human Resources Director with a copy to the employee and to the Union if it requests it. No employee shall be removed from a position during his/her probationary period without the approval of the Human Resources Director. The employee, if removed, shall not have any right to be restored to the eligibility list from which he/she was appointed.
- 4.3
- (A) Examinations shall be open to bargaining unit employees who have completed their initial probationary period and meet the established qualification standards as stated in the respective job descriptions.
 - (B) The probationary period for promotional appointments is six (6) months. During the probationary period, an employee shall receive a written evaluation at the end of two (2) months and at the end of four (4) months. Such evaluations shall indicate to the employee the areas where performance has been satisfactory and those where improvements are needed. In the latter case, the improvements required shall be clearly indicated. A supervisor familiar with the employee's job performance and work habits shall complete the evaluations. The evaluating supervisor with or without Department Head or designee shall meet with the employee to review each evaluation. An employee who fails to pass the probationary period in the judgment of the Department Head or designee shall be reinstated to the position occupied immediately prior to his/her promotion. In the event an evaluation is not completed at the times specified above, the employees' performance shall be considered to have been satisfactory. The employee may be removed at any time during the probationary period for failure to meet the performance standards of the position.

Under extenuating circumstances, the probationary period may be extended for up to three (3) months upon the recommendation of the Department Head or designee and with the approval of the Human Resources Director and the Union providing such recommendation is made at least two (2) weeks prior to the expiration of the probationary period.

- (C) A position may be filled on an acting basis for a period not to exceed six (6) months. This provision shall apply to any bargaining unit vacancy occurring after the signing of this Agreement. Any acting position beyond six (6) months must be agreed to by the City and the Union. Employees who are on their initial probation shall not be eligible to serve in an acting capacity until their initial probation has been completed unless no non-probationary employee is willing to accept the position.

4.4 An employee shall lose his/her seniority only under the following conditions:

- (A) Termination of employment by voluntary resignation or discharge for just cause.
- (B) Failure to respond within fourteen (14) working days after having been notified to return to work pursuant to notice of recall given to a laid-off employee; Notice of recall shall be sent by certified mail with return receipt requested and shall be sent to the employee's last known address.
- (C) Failure to return to work at the expiration of a leave of absence.
- (D) Refusal to accept recall from layoff when the classification and pay grade are the same as those held by the employee at the time of layoff. An employee shall be allowed one refusal of recall to any position rated lower than the position held at the time of layoff.
- (E) Remaining on the recall list for more than twenty-four (24) consecutive months.

An employee who is promoted outside the bargaining unit shall lose his/her seniority benefits for the purpose of layoff, promotion and vacation selection unless such employee returns to a bargaining unit position within six (6) months of the promotion.

ARTICLE V – LAYOFF RECALL, TRANSFER AND VOLUNTARY DEMOTION

5.0 Layoff shall mean any of the following measures initiated by the City:

- (A) Involuntary, non-discipline termination of an employee because of lack of work, elimination of a position, or the elimination of an activity.
- (B) Reduction of an employee's hours of work, below the established workweek for the classification.
- (C) Demotion of an employee unrelated to any disciplinary action or performance evaluation made in lieu of (A) or (B) above.

- 5.1 The City shall notify the Union and the employee at least two (2) weeks in advance of any layoff of a permanent employee.
- 5.2 Layoffs shall take place within a Department or Division as identified in Appendix A. Layoffs of field personnel shall be within the department with the least senior employee being laid off first. Layoffs of clerical personnel shall be within the department with the least senior employee being laid off first. For either field or clerical personnel the order of layoff shall be as follows:
- (A) Substitute Employees
 - (B) Temporary and Seasonal Employees
 - (C) Part-time Employees (working less than the standard workweek for the classification)
 - (D) Full-time employees serving an initial probationary period
 - (E) Permanent full-time employees
- 5.3 (A) BUMPING: In lieu of layoff, an employee may elect to bump into a lower class within the Department or Division in which the employee works, providing the employee previously had permanent status in such lower class or has the minimum qualifications of the classification as determined by the Human Resources Director and providing the employee to be replaced has less seniority.
- An employee electing the option to bump must submit his/her request in writing to the Department Head or designee and the Human Resources Director within five (5) working days of receipt of notice of layoff. Upon a decision to bump, the Department Head or designee shall reassign the employee to the lower classification if the employee meets the requirements as set forth above.
- (B) BUMPING CITY-WIDE: In the event an employee scheduled to be laid off does not qualify to bump into a lower class within his/her Department or Division, the employee may elect to bump outside his/her Department or Division. In order to exercise such option the employee must submit his/her request in writing to the Human Resources Director within the five (5) day period cited in (A) above. Upon receipt of such notice, the Human Resources Director shall assign the employee to the position held by the least senior employee in the City who is in the same or lower class in which he or she meets the minimum qualifications outlined in the job description as determined by the Human Resources Director.
- 5.4 Any employee who is laid off, involuntarily demoted (bumped) or had his/her hours of work reduced in accordance with Section 5.0 of this Article shall have his/her name placed on a reemployment list(s). An employee shall be entitled to specify placement on the reemployment list(s) for any and all classifications in which he/she held permanent status. The names of employees shall be arranged on the reemployment list in order of seniority and shall remain thereon for a period of two (2) years.

- 5.5 Any individual recalled under the provisions of this Article shall not suffer any loss of rights, privileges or benefits.
- 5.6 Employees on a reemployment list shall be rehired, reclassified to their former positions or reinstated to their former workweek in accordance with their seniority and there shall be no appointments to such positions from outside the bargaining unit until employees on such reemployment list have been restored to their original status.
- 5.7 An employee appointed from a reemployment list to a position in his/her former classification shall be paid at the same pay step as held when he/she was reduced in status or laid off.
- 5.8 In the event an employee is recalled into a lower classification, or assigned to a lower classification in lieu of layoff, such employee shall be paid at the pay step in the lower classification which is closest to but not more than his/her previous step.
- 5.9 The following Union Representatives who are employees shall have top seniority during their terms of office to be applied to all cases of a decrease in a working force: President, (8) Vice Presidents, Treasurer, Secretary, (6) Trustees, Sergeant at Arms, Departmental Stewards (not more than one (1) per Department per shift nor in any event more than an average of one (1) Steward per fifty (50) employees or major fraction thereof in the bargaining unit). In the event of Union restructure, no more than three (3) additional officials may be included by the Union for purposes of this section.
- 5.10 Prior to filling a position from an open competitive list, the City shall post that such position is available to bargaining unit members in an equivalent class and grade. An eligible employee who desires to transfer to such position must file a transfer request with the Human Resources Director. A transfer may be effected upon acceptance by the Department Head or designee in which the vacancy exists and approval of the Human Resources Director. No person shall be transferred to a position for which he/she does not possess the minimum qualifications.

When an employee is transferred from one department to another, the employee shall retain seniority in the department from which transferred and shall be considered a probationary employee in the second department until the employee has worked sixty (60) days therein. At the end of the probationary period, seniority shall be transferred to the new department. If an employee in a position filled by transfer is removed during the probationary period, he/she shall be reinstated in a position in the classification occupied by the employee immediately prior to the transfer. If no vacancy in that class exists at the time, then the provision governing layoff shall be applied.

- 5.11 Employee requests for voluntary demotion to a vacant position in a lower job classification for which they are qualified shall be subject to the approval of the Department Head(s) or designee affected and the Human Resources Director. If more than one department is involved, agreement must be obtained from both Department Heads or designee in addition to the Human Resources Director. Notice of the action taken by the Department Head or designee shall be given promptly to the employee.

Denial of a voluntary demotion shall not be subject to the grievance procedure unless such voluntary demotion shall not be subject to the grievance procedure unless such voluntary demotion is requested for health reasons which are substantiated by medical documentation to the satisfaction of the City. The City reserves the right to question the employee's Doctor and to send the employee to a Doctor of its choice.

Such voluntary demotion may be given without the necessity for a competitive examination. If the employee's salary is higher than the maximum for the class to which he/she is being demoted, the employee shall be placed at the maximum salary for the class. If his/her salary is less than the maximum for the class, he/she shall be placed in the next lower step in the new salary range. An employee must serve a probationary period of sixty (60) working days in the case of a voluntary demotion to a position not previously held. If the employee does not successfully complete the probationary period in the judgment of the Department Head or designee with the approval of the Human Resources Director, he/she may be reassigned, transferred or terminated but such action may be appealed through the grievance procedure.

- 5.12 The City of New Britain reserves the right to transfer an employee to any department or division within his or her classification.
- 5.13 Effective July 1, 2017, the minimum staffing for field positions shall be 112. The 112 shall include employees from Stanley Golf Course, Fairview Cemetery, Fleet and Parks Mechanics, Building Maintainers, Property Management security guards, parking attendants and custodians, Filtration Plant, Utility Staff and staff of the Parks, Streets, Sanitation and Sewer Division and all other 1186 field personnel.

ARTICLE VI – HOURS OF WORK OVERTIME AND HOLIDAY PREMIUM PAY

- 6.0 (A) The regular workweek and work day for City Hall offices, clerical workers in the Police Department, and other administrative and clerical employees shall be seven and one-quarter (1/4) working hours a day (8:15 A.M. to 4:00 P.M. with one-half (1/2) hour for lunch) five (5) consecutive days a week, Monday through Friday.
- (B) Any employee who works the above schedule will be entitled to one (1) thirty (30) minute break each day to be taken in the morning or afternoon with the approval of the supervisor.
- (C) If the City so decides, the Town Clerk, Revenue Division which includes Tax, City Assessor, Parking Tickets and Water and Sewer Billing and Collection, and Recreation and Community Service will work either one or all of the following work schedules, Monday through Friday:

8:15 A.M. to 4:00 P.M.
8:45 A.M. to 4:30 P.M.
9:15 A.M. to 5:00 P.M.

Such working schedules will be subject to the following provisions:

1. The alternate working hours schedule will be operative for a two-year period.
2. An employee's selection of a working schedule will be binding for two months except in the case of an emergency.
3. If there are no volunteers for the above working schedules, the City has the right to assign the least senior qualified employees to such shifts.
4. If more requests for specific work schedules are received than can be accommodated, preference will be given on the basis of departmental seniority.
5. The City may, upon two weeks' notice, except in an emergency where no notice is required, discontinue the above working schedules. If this occurs, the normal working schedule will be implemented.
6. A review and any necessary modifications may be made after six (6) month, or at other times deemed practicable by the City and the Union.

In addition to the above, the City, if it decides to do so, may offer the employees in the above three departments, the opportunity to work extended working hours to 7:00 P.M. on Thursday evenings as it deems practicable. Employee shall only work such hours on a voluntary basis. If such hours are worked, the employee(s) shall receive compensatory time as provided for in Section 6.1.C. Employees who volunteer for such Thursday working schedule must be able to provide the necessary services to the public as determined by the Department head or designee. If at any time coverage of the extended hours on Thursday nights is not provided on a voluntary basis sufficient to meet the needs of these departments, the City and the Union agree to meet and discuss.

Employees in the Town Clerk's Office shall all become a notary public. The City agrees to pay the employee to get their Notary and shall pay all costs associated with renewing their Notary.

6.1 For all other employees covered under this Agreement, the regular workweek and workday shall be as follows:

- A. Cemetery – Five (5) days, forty (40) hours per week, eight (8) hours per day 7:00 A.M. to 3:00 P.M. Break schedule will be; 20 minute AM break, 18 minute paid lunch, 20 minute PM break. Employees hired prior to January 1, 1975 shall work Monday through Friday, employees hired after January 1, 1975 may be scheduled to work Tuesday through Saturday.

B. At the following City Facilities:

Badolato Garage:	Security Guard	8 a.m. – 5:43:30 p.m. (1/2 hour lunch)
Szczesny Garage:	Security Guard	8 a.m. – 4:30 p.m. (1/2 hour lunch)
	Cashier Clerk #1	8:30 a.m. – 5 p.m. (1/2 hour lunch)
	Cashier Clerk #2	9 a.m. – 5:30 p.m. (1/2 hour lunch)
Government Ctr.:	Security Guard #1	7 a.m. – 3:30 p.m. (1/2 hour lunch)
	Security Guard #2	9:30 a.m. – 6 p.m. (1/2 hour lunch)
	Cashier #1	8 a.m. – 4:30 p.m. (1/2 hour lunch)
	Cashier #2	9 a.m. – 5:30 p.m. (1/2 hour lunch)
	Cashier #3	10 a.m. – 6:30 p.m. (1/2 hour lunch)
Government Ctr.:	Laborer	6 a.m. – 2:30 p.m. (1/2 hour lunch)
Police Dept.:	Custodian #1	6 a.m. - 2:30 p.m. (1/2 hour lunch)
	Custodian #2	7 a.m. - 3:30 p.m. (1/2 hour lunch)
	Custodian #3	4 p.m. – Midnight (Mon.-Thurs)
		3 p.m. – 11 p.m. (Friday) (1/2 hour lunch)
City Hall:	Custodian #1/PW Maintainer	6 a.m. - 2:30 p.m. (1/2 hour lunch)
	Custodian #1	4 p.m. – Midnight (Mon. – Thurs.)
		3 p.m. – 11 p.m. (Friday) (1/2 lunch)
	Custodian Foreperson	12 p.m. – 8 p.m. (Mon.– Fri.) (1/2 hour lunch)
	Security Guard	4 p.m. – Midnight (Mon. – Thurs.)
		3 p.m. – 11 p.m. (Friday) (½ hour lunch)
	Facilities and Energy General Foreperson	7:30 a.m. – 4 p.m. (1/2 hour lunch)
	Facilities Maintainer	7:30 a.m. – 4 p.m. (1/2 hour lunch)
C.	Clerical	8:15 a.m. – 4 p.m. (1/2 hour lunch)
	Public Works Department Field Operations (excluding Golf Course and Cemetery), Fleet and Facilities Management and Utility Division – Five (5) days, forty (40) hours per week, eight (8) hours per day, Monday through Friday. Employees shall work from 7:00 A.M. to 3:00 P.M. Break schedule will be; 20 minute A.M. break, 18 minute paid lunch, 20 P.M. break.	

- D. Golf Course – Five (5) days, forty (40) hours per week, eight (8) hours per day. After the last Friday of September, employees shall work from 7:00 a.m. to 3:00 p.m. with a half hour paid lunch and a 15 minute break in the morning.

From the first Monday on or after April 17th through last Friday of September, the Golf Division will change its work hours from 6:00 a.m. to 2:00 p.m. with a half hour paid lunch and a 15 minute break in the morning.

All Golf Division employees and seasonal workers assigned to the Golf Course will report to work Monday through Friday excluding holidays from 6:00 a.m. to 2:00 p.m. during the summer hours schedule and 7:00 a.m. to 3:00 p.m. during winter months.

Local 1186 agrees that overtime at the Golf course will be first offered to full-time permanent employees of the Golf Course in Local 1186. If all full-time permanent employees of the Golf Course in Local 1186 refuse, the City can then use seasonal workers assigned to the Golf Course for overtime.

- E. Water Department:

Employees of the Water Treatment Plant Division will maintain the normal hours of work.

Filtration Plant Operators work 3 shifts:
8 a.m. – 4 p.m.
4 p.m. – 12:00 midnight
12:00 midnight – 8 a.m.

For Clerical and Administrative employees in the Filter Plant work hours are 8:15 a.m. – 4:00 p.m., Monday – Friday.

- F. Civilian employees of the Police Department – Five (5) days, thirty-six and one-quarter (36.25) hours per week, seven and one-quarter (7.25) hours per day, Monday through Friday, 8:15 a.m. – 4:00 p.m. with a 30 minute unpaid lunch. With the approval of the Department Head or designee, work force may change the lunch period to meet circumstances.

- G. Senior Citizens Center:

Office staff work 8:15 a.m. – 4:00 p.m., Monday – Friday

Travel and Trip Coordinator works a 36.25 hour week.

Senior Center Building and Grounds Maintainer works a flexible schedule within the two schedules below:

7:00 a.m. – 3:30 p.m.
12 noon – 8:30 p.m.
(40 hours per week)

- H. Employees working on any shift or workweek shall be given preference by seniority to transfer to any other shift or workweek provided a vacancy exists in the same classification. Such transfer may be made only once during the life of this Agreement.

6.2

I. GENERAL

The Department of Public Works is solely responsible for snow/ice removal operations on all city streets, parks, and parks maintained sidewalks and roads and this work is considered shared overtime among the Field Services, Utility and Fleet Divisions of Public Works, and the conditions of this amendment pertain to only the members of Public Works employees who are eligible for Public Works' Winter Storm Operations.

II. STAFFING FOR WINTER STORM OPERATIONS WORK ASSIGNMENTS

- A. Winter Storm Operations shall be offered and tracked separately from regular overtime. For overtime equity associated with Public Works Winter Storm Operations the following shall apply:
- 1) Unless otherwise noted, all Local 1186 job classifications in the Public Works Department that have a CDL requirement are eligible to sign up for a "Snow Priority List" for the general work assignments associated with Winter Storm Operations by October 15th each year. Employees that sign up for the "Snow Priority List" will have first priority for calls-ins and scheduled overtime. For overtime equity purposes employees on the "Snow Priority List" shall be equalized among each other. The following job positions are not eligible to sign up for the "Snow Priority List":
 - a) Local 1186 Public Works Supervisors.
 - b) Local 1186 Fleet Division employees and Facility Division employees (if applicable).
 - c) Local 1186 Water Caretakers.
 - d) Local 1186 Job classifications associated with the operation of the Water Treatment Plant.
 - 2) General Foreperson supervisory responsibilities for Winter Storm Operations shall be assigned based on job classification, with the exception

that Winter Storm Operations on sidewalk operations and major park roads shall be considered shared work between the Public Works and Parks General Foreperson job classifications.

- 3) Foreperson “chaser” supervisory responsibilities for Winter Storm Operations shall be considered shared work between Public Works Foreperson job classification and Field Services Division Supervisors. Public Works General Forepersons and Parks General Forepersons shall be called in as “chaser” prior to Utility Division Supervisors being called in as backup chasers if the Public Works General Foreperson and Park General Foreperson are not scheduled or not going to be scheduled for a snow shift that falls within the same storms. Overtime hours associated with “chaser” responsibilities shall be tracked on a Snow Overtime Equity List.
 - i. The City is NOT required to assign a Foreperson as a chaser when only sidewalk operations are occurring and when the Parks General Foreperson is working; and
 - ii. In addition to the Parks General Foreperson, the City will assign a Foreperson as a chaser for larger park operations which include Park Roads, Parks Parking Lots or Downtown Clean up.
- 4) Local 1186 Supervisors from Public Works Utility Division shall serve as back-up supervisors for both the Public Works Snow Operations.
- 5) All Local 1186 Public Works Fleet Division employees shall be pooled for the Fleet Management duties related to Winter Snow Operations and snow overtime shall be distributed and snow overtime equity shall be achieved accordingly. Related to this, a minimum of one (1) fleet mechanic shall be called in for half snow shifts and a minimum of two (2) fleet mechanics shall be called in for full snow shifts.

The City will assign one (1) mechanic to perform fleet management duties during sidewalk operations ONLY for sidewalk operations and/or portion of sidewalk operations which occur after regular scheduled work hours on the weekdays, or on the weekends and holidays, and if no mechanics are working during that time period. The City shall not be required to assign a mechanic to any sidewalk operation or any portion of a sidewalk operation which occurs during the regular work day or while a Street snow shift is in progress and mechanics are already working.

- 6) All Public Works employees that hold a valid Class A or B CDL license are eligible to perform other Winter Storm Operations related work assignments as back-ups to the employees on the “Snow Priority List”. Back-up assignments will be assigned from the lowest eligible job classification to the highest job classification.

- 7) The City reserves the right to skip employees (ex. Supervisors, Fleet Employees) when filling “back-ups” to staff Winter Storm Operations in situations where they may be needed for their primary duty on a following shift.
- 8) Effective the 2021/2022 Winter Season, employees that sign up for the “Snow Priority List” and get six (6) or more refusals in three (3) consecutive winter seasons shall not be eligible for the “Snow Priority List” the following Snow Equity Year. If an employee is offered two overlapping shifts in the same time period and refuses both, he/she shall only receive one refusal but shall be charged for the hours of the shift with the greatest hours.

III. SHIFTS FOR WINTER STORM OPERATIONS WORK ASSIGNMENTS

- A. Work assignments for Winter Storm Operations shall be staffed based on alternating shifts. The first and last shift of a Winter Storm Operations may last up to 18 hours with middle shifts (if needed) lasting 12 hours. Shift changes will be scheduled at noon and midnight.
 1. For winter storms only, which are predetermined prior to the regular workday (i.e. 7 A.M. to 3 P.M. Monday to Friday) to have multiple shifts, the Union agrees that the City has the right to change regular work hours for employee(s) on shifts for winter storm operations; and
 2. For storms that occur during the work week Monday to Friday, if the first shift of a multi shift storm is less than 12 hours long, and a second shift is starting at 12 noon, employees working that first shift will be allowed to continue to work from 12 p.m. to 3 p.m. at straight time or an employee may choose to go home and not be charged accrued time provided they have met their Connecticut Municipal Retirement System (CMERS) full work day requirement (i.e. 8 hours); and
 3. For storms that occur during the work week Monday to Friday, when a shift is scheduled for noon, employees working that shift shall report to work at noon and shall be guaranteed a minimum of 12 hours pay provided that shift was scheduled prior to 5:00 A.M. on the normal workday. When a shift is scheduled for noon after 5 A.M. on the normal workday (i.e. employees are reporting for work at 7:00 A.M.) employees working that shift shall be paid for their hours worked; and
 4. For any multi shift storm, the final shift shall be in accordance with Section 6.2 III G of the Collective Bargaining Agreement. For example, in a three shift storm, the third shift is the final shift and the employees working the third shift shall be allowed “to work until the end of their normal work day at time and one-half (1.5) or work until noon of that work day and leave without needing to use earned time. Overtime hours not worked shall be charged for employees that elect to leave at noon.”
- B. Work assignments for supervisors and fleet employees for each shift of a Winter Storm Operations shall be staff independently.

- C. General work assignments for each shift of a Winter Storm Operations shall be offered in the following order:
- 1) Public Works employees on the "Snow Priority List" until exhausted.
 - 2) Public Works employees on the "Snow Priority List" already working a current shift. The City maintains the option of limiting the number of consecutive shifts beyond double shifts that an employee can work.
 - 3) Fleet employees unless Section 6.2 II A.7 applies
 - 4) Public Works "Back-up" employees including Public Works employees eligible to sign-up for the Snow Priority List that did not sign up and Public Works employees that have "struck out" based on 6 or more refusals . Assignments for employees covered by this subsection shall be mandatory based upon lowest to highest seniority if required to meet the needs of winter storm operations and overtime equity shall not apply. This does not apply to supervisors and fleet employees.
- D. Employees called in to work prior to establishment of a snow shift shall be guaranteed a minimum of four (4.0) hours call in time or hours worked, whichever is greater.
- E. Employees working two or more consecutive snow shifts shall be provided a meal allowance. The meal allowance shall involve an employee being given an additional \$20.00 per each continuous eight (8) hours of Winter Snow Operations worked. Any meal allowances paid will be added to an employee's pay check.
- F. When City-wide Winter Snow Operations are ongoing Public Works employees that are assigned to the current shift shall be compensated at time and a half (1.5) for their hours worked. Employees that are called in to perform Winter Storm Operations work in relief of an on-shift employee shall be compensated at time and one-half (1.5) for their relief hours worked. This shall apply to employees working in relief of an on-shift employee during their four (4) hour rest period, in relief of employees that need to leave a shift for a sickness or emergency, in relief of utility workers that had to leave a shift to respond to a utility emergency, and/or other similar circumstances.
- G. For Winter Storm Operations that last 6 hours or more, and that concludes either at the beginning of, or during a regular workday, employees that worked the final shift of the storm operation shall be allowed work until the end of their normal workday at time and one-half (1.5) or work until noon of that workday and leave without needing to use earned time. Overtime hours not worked shall be charged for employees that elect to leave at noon.
- H. Public Works employees not working a current shift are eligible to do snow plowing, snow blowing, hand work and other related work during regular work hours.

- I. During Winter Storm Operations employees will be allowed one 30 minute break and two 15 minute breaks per eight (8) continuous hours worked.
- J. Employees working a Winter Storm Operation will be given a 4-hour rest period at the completion of 18 hours of duty, or earlier at the City's discretion, provided that the completion of the Winter Storm Operation does not occur within that timeframe. The City maintains the option of either staggering 4-hour paid rest periods or scheduling them together, and shall make efforts to schedule rest periods during nighttime hours. The start of the 18-hours of duty shall be measured from the beginning of that employee's work hours or the end of that employee's previous rest period.
- K. Employees are required to stay on City premises, or at an agreed to location, during 4-hour paid rest periods unless otherwise approved by the Public Works Supervisor in charge of the Snow Operation. Cots will be provided for employees during the 4-hour rest period. Additionally, shower facilities will be provided for Winter Storm Operations lasting longer than 24 hours for employees working double shifts.
- L. All classifications of City employees involved in Winter Storm Operations are required to remain working until their shift is completed unless otherwise approved by the Public Works Supervisor in-charge of the Snow Operation.
- M. In cases where an employee has worked an overtime work assignment prior to the regular work day and/or the Snow Operation, and where the employee would be due a 4-hour rest period during their shift the employee is required to let the supervisor filling the snow shift know this prior to accepting the Snow overtime assignment. In these cases if the Supervisor does not use this employee for the shift they will not be charged the hours or charged a refusal.
- N. During Winter Storm Operations the City shall make a good faith effort to call in City employees prior to outside contractors and in general, contractors shall only be used in emergency situations.
- O. The provisions for double time and holiday pay will remain as stated in the current Agreement in Article VI, Section 6.3(B).
- IV. OVERTIME EQUITY AND REFUSALS FOR WINTER STORM OPERATIONS
 - A. Overtime equity for Winter Snow Operations shall be tracked and equalized per winter season.
 - B. Each employee is required to supply the City phone numbers (up to 2) that the City will use to call in that employee for Winter Storm Operations. A refusal occurs:
 - 1) If an employee fails to answer the call from the Public Works Supervisor filling staff for a Public Works Snow Operation with the following exceptions:

- a) If the individual is on Active Duty for Military Training; or
 - b) If the individual was scheduled for a subsequent shift and did not anticipate being called provided, however, the City fills the shift.
- 2) The individual claims an illness and then reports to their next regularly scheduled shift.
- 3) The individual refuses to report to work or states they are not available to work.
- C. All Snow Operations overtime hours offered or worked shall be charged to an employee's applicable equity list except as provided in Section 6.2 III C 4.
- D. An on-shift employee that is offered, but does not accept, work for the next shift of a Winter Storm Operation shall have these hours charged as not available, but shall not be charged as a refusal.
- E. An employee that cannot work a Snow Operation overtime assignment due to a medical issue or an illness that prevented them from working this overtime assignment shall not be charged a refusal provided they can provide a doctor's note or adequate documentation within seven (7) calendar days.
- F. An employee on bereavement leave in accordance with the language in the Local 1186 Agreement shall not be charged a refusal.
- G. An employee that cannot accept a snow shift because they are either scheduled for or are already working a regular overtime assignment shall be charged for the hours missed, but shall not be charged a refusal.
- H. Supervisors eligible for Winter Storm Operations, Fleet Division employees, and employees on the "Snow Priority List" that complete the entire winter season with less than 6 refusals shall be awarded one (1) personal day on April 15th of the applicable calendar year provided they have accepted a minimum of 50% of the shifts offered to them. This personal day is required to be used within six (6) months of the day it was earned.
- I. Public Works Employees shall typically be offered snow overtime prior to calling in outside contractors except in cases of emergency where the health and safety of the public is a major factor.
- J. Employees shall receive (2) passes per winter season from being charged a refusal for time they are on a pre-approved vacation. Each pass shall apply to vacation approvals between 1 and 7 calendar days approved in writing.
- K. Winter Storm Operations overtime equity shall be considered achieved for an employee if an employee's hours are within 10% of the average overtime equity

amount for all the employees on their equity list at the end of the overtime equity year which shall be between October 15th and April 15th .

- L. Winter Storm Operations “Back-up” work shall be offered from the lowest to the highest eligible job classification, and shall be tracked, but is not eligible for overtime equity unless otherwise noted.
- M. Winter Storm Operations “Back-up” work by Supervisors and Fleet Employees shall be tracked on these employees Overtime Equity Lists. Supervisors and Fleet Employees shall not be charged refusals for “Back-up” assignments they do not accept but they shall be charged the hours.
- N. If the City cannot fill its Winter Storm Operations to full staffing levels through a voluntary process, participation for Winter Storm Operations shall be mandatory and shifts shall be filled based on lowest to highest seniority. In cases where an employee has already refused this shift and is then required to work the refusal shall be removed. Cases of hardship will be considered if it is necessary to fill snow shifts utilizing this provision.
- O. To better equalize the benefit of double time versus time and a half overtime assignments, all overtime equity shall be tracked based on overtime hours paid, and not on overtime hours worked.
- P. Snow Equity Lists for all Public Works employees shall be revised after every storm and the list shall be conveniently posted as soon as possible. Further the City agrees to send the snow equity list to the Local 1186 Union president within a reasonable time of the completion of the storm.

The City and the Union will continue to keep the lines of communication open as it pertains to Winter Storm Operations to help ensure successful operations for all parties involved.

6.3 (A) Time and one-half shall be paid as follows:

- 1. For all work performed by an employee in excess of his/her regular workday or workweek.
- 2. For all work performed on the sixth day of an employee’s regular workweek as set forth in Section 6.0.

(B) Double time shall be paid as follows:

- 1. For all work performed on the seventh day of the employee’s regular workweek as set forth in Section 6.0.
- 2. For all work performed on holidays plus regular holiday pay.

(C) Employees may opt to receive compensatory time off in lieu of cash payment for overtime worked. The City has the option to elect compensatory time off for any one (1) overtime opportunity worked by each employee in each month at the applicable rate.

Should the City elect compensatory time in lieu of paid overtime, employees shall not be charged for the assignment if they decline.

1. Requests for compensatory time off shall be processed in the same manner as vacation leave.
 2. Compensatory time shall be taken within one (1) year from the date earned unless approved by the employee's Department Head or designee. Employees shall not lose earned compensatory time, but must either use the time or be paid for it.
 3. Employees shall be allowed to accrue no more than fifty (50) hours of compensatory time per fiscal year unless otherwise approved by the Department Head or designee. Employees may cash out all or part of their compensatory hours in June of each calendar year with two (2) weeks' notice to the City. Upon leaving the City, employees' compensatory hours will be paid to the employee in their entirety.
 4. Compensatory time shall be taken in half hour increments. Compensatory time shall not be used for tardiness.
- (D) Any employee who refuses to report for a scheduled overtime assignment on five (5) occasions during the overtime equalization year will not be eligible for overtime equity for the remainder of that year. In addition, any future call-in will be subject to the discretion of the City. Scheduled overtime is defined as an overtime assignment made at least seventy-two (72) hours in advance.
- 6.4 (A) Full-time permanent employees within a department shall be given preference on all overtime assignments.
- (B) Overtime work for all employees of the department shall be assigned as set forth in the Memorandum of Understanding, which was signed by the Union and City on October 28, 2013 and the Amendment to that Memorandum of Understanding, which was signed by the Union and City on December 6, 2013 both documents are attached hereto as Appendix F and G and incorporated herein by reference.
- (C) The Union shall be given upon request, a list of all overtime hours, rates paid to each employee as of October 1st and April 1st.
- (D) Overtime hours shall not be considered as part of an employee's regularly scheduled hours of work.
- (E) (1) An employee called in to work outside regularly scheduled working hours shall be guaranteed a minimum of four (4) hours pay at one and one-half (1 - ½) times or double time, whichever is applicable. The minimum four (4) hours shall be for each call-in event and the change of the day shall not break the continuity of the four (4) hour minimum. If an employee is required to return to work during any four (4) hour call in period, he or she shall only receive one (1) four (4) hour call in. This does not apply to additional call ins if they are outside of the 4 hour time frame of a call in

- (2) Whenever overtime of two (2) hours or less prior to the start of a regular workday is scheduled at least seventy-two (72) hours in advance, the employee shall be guaranteed a minimum of two (2) hours at the time and one-half rate. If such overtime is scheduled on a weekend or holiday, or with less than seventy-two (72) hours' notice, the provisions of (1) above shall apply.
 - (3) When overtime is requested of an employee, which overtime shall extend the normal end of an employee's shift and said employee elects with the supervisor's approval to perform said overtime prior to the start of said employee's normal shift, said employee shall be paid for the actual time worked prior to said shift at time and one-half of said employee's normal hourly rate.
 - (4) An employee who is scheduled to attend a meeting of a City board, commission or committee outside of his/her work hours shall be guaranteed a minimum of two (2) hours at the time and one half rate or hours worked at the time and one half rate whichever is greater.
 - (F) An employee working a workweek other than the basic Monday through Friday workweek shall be given preference by seniority to transfer to the regular workweek provided a vacancy exists in the same classification.
 - (G) If the City decides to create shifts other than those already established by the Agreement, the following procedures will take place:
 - 1. Current full-time bargaining unit employees shall first be asked to volunteer to move to a shift other than the one they are currently assigned. The City agrees that there will be no mandatory transfers of present employees who are on the payroll as of July 1, 1999 to either the second or third shift.
 - 2. The City shall reserve the right to assign permanent bargaining unit employees hired after 7/1/99 to either the 2nd or 3rd shift.
- 6.5 For special overtime events, such as baseball games, track meets and/or concerts, in extreme heat conditions, the Superintendent of Field Services can permit Public Work's employees working these events to wear shorts.

ARTICLE VII – LEAVE PROVISIONS

- 7.0 (A) Each employee hired on or before September 25, 1996 shall receive paid sick leave at the rate of one and one-fourth (1¼) days a month, cumulative to a maximum of two hundred and fifty (250) working days. For all employees hired on or before September 25, 1996, at the time of the employee's retirement or death, he/she or the beneficiary shall receive, on the basis of current wages, compensation for any unused accumulated sick

leave according to the following: 20% of the first seventy-five (75) days and 35% of the next one hundred and seventy-five (175) days.

Employees hired after September 25, 1996 shall receive paid sick leave at the rate of one (1) day a month, cumulative to a maximum of one hundred and fifty (150) days. Employees will receive no compensation for unused sick leave upon separation from service.

Employees may use paid sick leave for illness, injury, health condition, medical diagnosis, and emergency care or treatment

Upon written request, each employee shall be notified of accumulated sick leave by letter during the month of January of each year.

(B) When the illness, injury, health condition, medical diagnosis and emergency care or treatment of the employee's immediate family requires the employee's personal attendance to care for such family member, up to five (5) working days per year chargeable to sick leave shall be granted, provided, however, that the employee shall furnish a medical certificate when required to do so under the Federal Family and Medical Leave Act (FMLA). The Department Head may, upon application and the showing of extenuating circumstances, extend the leave which will be charged to sick leave. For purposes of immediate family, it is defined as spouse, parents, grandparents, child, stepchild, brother, sister or a relative domiciled in the household.

(C) Personal leave days will be granted to each employee each year based on the number of annual sick days, excluding CT Paid Sick Leave as long as it applies to the City, used at the end of each fiscal year (June 30) according to the schedule below. Employees on a leave of absence without pay during the fiscal year will not be entitled to personal days under this section. Personal days must be used (1) year from the date granted and normally shall be scheduled at least twenty-four (24) hours in advance with the employee's Department Head or designee but this shall not preclude the Department Head or designee from granting such time off with lessor notice. An employee who is at the maximum sick leave accumulation will earn personal leave days in the same manner as other employees although such days may not be credited to the maximum sick leave accumulation.

<u>Number of Sick Days Used</u>	<u>Number of Personal Days Earned</u>
0	6
1/4 to 4	5

Employees hired after July 1st in any fiscal year may earn two (2) personal leave days to be used in the following fiscal year, provided they have worked more than six (6) months and have perfect attendance in the fiscal year in which they were hired.

Effective July 1, 2026, for a one year trial basis, the following language will govern the granting and use of personal days:

Each employee shall receive four (4) personal days every July 1st. For each six-month

period of perfect attendance the employee shall receive an additional personal day. If an employee is unable to use his/her personal day as the result of a request for a personal day being denied by the Department Head/Appointing Authority, the Employee shall be paid out for those personal days.

- 1) Personal days, holidays, compensatory days, funeral days which are not charged to sick leave, days covered by the Connecticut Paid Sick Leave Law (as long as it applies to the City), and days covered by Workers' Compensation shall not disrupt continuity for perfect attendance.
- 2) In the event an employee's perfect attendance continuity is broken, a new six (6) month accumulation period shall begin immediately upon the employee's return to work.

After the trial basis, the City or Union may request to reopen negotiations concerning personal days and the other party shall agree to negotiate.

- (E) The City reserves the right to propose an alternative to the present sick leave program (i.e., a short-term and/or long-term disability program). Such proposal, however, shall be subject to full negotiations with the Union and may not be implemented unilaterally by the City. Any such agreed upon change shall be subject to ratification by Union members.
 - (F) Employees while out on sick leave shall not work for any other employer during work hours.
- 7.1
- (A) Employees are to report absences to their immediate supervisor or authorized agent prior to the start of the shift, or as soon thereafter as possible. Extenuating circumstances will be taken into consideration. Sick leave can be used in one (1) hour increments.
 - (B) An investigation by a non-bargaining unit member may be made to determine the validity of a sick leave claim including a request for the employee involved to submit a medical certificate to substantiate the illness
- 7.2
- (A) Sick leave in excess of the amount stipulated in this rule may be granted by the respective Department Head or designee with the prior approval of the Human Resources Director who shall be presented with a complete statement as to the reason and necessity for such extension, provided however, that a sick leave may be extended beyond the time earned up to a limit of thirty (30) days with pay provided that the employee, upon return to work, pays this back at the rate as follows:
 1. Each employee hired on or before September 25, 1996 shall pay this back at the rate of one-half (1/2) day, per month, while the balance of three-fourths (3/4) day may be credited to the employee's account.

2. Each employee hired after September 25, 1996 shall pay this back at the rate of one-half (1/2) day, per month, while the balance of one-half (1/2) day may be credited to the employee's account.
 - (B) Sick leave in excess of the amount earned will not become effective until the employee has exhausted all other time due. All employees shall sign a stipulated agreement for personal liability to reimburse to the City in monies for all time extended or balance due the City at the time of their leaving the employment of the City.
- 7.3 In the event of death in the employee's immediate family or the immediate family of his/her spouse or civil union partner, the employee shall be granted a minimum of three (3) days and may request up to five (5) regular work days absence without loss of pay except that the maximum time for the death of a brother-in-law and/or sister-in-law shall be two (2) days. Three of the five working days are not to be deducted from the employee's sick leave account. Immediate family for purpose of this clause is defined as parents, grandparents, spouse, siblings, child or grandchild and also any relation who is domiciled in the employee's household. Any days deducted from an employee's sick leave account for this purpose shall not be counted as an occurrence for purposes of a performance evaluation.
- Other individuals domiciled in the employee's household, or their immediate family members, will be considered on a case-by-case basis and will not have recourse to the grievance and/or arbitration procedure.
- 7.4 (A) Whenever an employee is absent from work due to an injury or other incapacity resulting from his/her employment with the City, and is entitled to compensation under the Workers' Compensation Act, such absence shall not be charged against the employee's accumulated sick leave for a period not to exceed six (6) consecutive months. During said period, such employee shall be paid wages which together with weekly Workers' Compensation checks do not exceed his/her regular net weekly wage. If an employee is absent for this cause beyond six (6) months, the employee may, at his/her option make-up the difference between weekly Workers' Compensation checks and his/her regular net weekly wage through the use of accumulated sick leave to the extent it is available. Such differential will only be permitted for no more than two years. Thereafter, the employee shall receive only his/her Workers' Compensation entitlement.
- Net pay shall mean gross base pay less deductions for pension, income tax and FICA, if applicable.
- (B) The City may assign any "light duty" medically able Local 1186 employee who has incurred a work related injury to any work duties, which the employee is medically able to perform in any department or job classification at the applicable rate of pay or his/her former rate, whichever is highest.
- 7.5 Any permanent full-time employee in the bargaining unit who is a member of the National Guard or Naval Militia or the Military or Naval Forces of the United States

who is required to undergo field training therein, shall be entitled to leave of absence with full pay for the period of such field training not to exceed ten working days per fiscal year. The said leave of absence shall be in addition to the annual vacation leave. A statement from military authorities evidencing such attendance shall be required by the City. The statement shall include rank, pay and allowance.

- 7.6 (A) Upon written request and with the approval of the Department Head and Human Resources Director, a leave of absence for a specified purpose and for a specific period not exceeding one (1) calendar year may be granted to the employee of the City without pay and without loss of seniority. Employees on a leave of absence for other than medical incapacity will be required to pay for their health insurance after the first month of such leave at the group rate if they choose to continue such insurance.
- (B) Unpaid maternity leaves shall be granted for a period of three (3) months. Such leave shall begin at a time determined by the employee's personal physician. In the event the employee is unable to return to work at the end of the maternity leave period for medical reasons, an extension of up to three (3) months shall be granted by the Human Resources Director provided the employee's physician provides written justification for the need for such an extension.
- (C) In addition to (A) above, a leave of absence without pay up to a total of ten (10) working days in any fiscal year may be granted by the Department Head to any employee with not less than six (6) months of employment.
- 7.7 Union Offices and/or delegates shall be granted leave with pay not to exceed four hundred (400) hours per fiscal year to conduct union business and to attend officially sponsored meetings, conferences or conventions providing no compensation for loss of time is received by the employees from the Union. Such leave shall only be granted upon prior notification of the Union President to the Department Head and shall be subject to his/her approval. The Department Head shall notify the Human Resources Director.
- 7.8 Employee summoned to jury duty will be paid the difference, if any, between the pay for jury service and their regular day's pay, provided that the employee notifies the Department Head at the time of receipt of summons, furnishes proof of jury service, and any payment received and reports back to the department for work on any day or portion thereof when the jury is not in session.
- 7.9 No employee will be eligible for sick leave during any period he/she is eligible for and/or collecting Workers' Compensation from an employer other than the City of New Britain.

ARTICLE VIII – VACATIONS

8.0 Employees shall earn vacation credits according to the schedule cited below. Vacation time is credited on an annual basis (with the exception of Section 8 A and B below) and may be taken by the employee as it is earned.

- (A) An employee who has completed six (6) months but less than one (1) year of continuous service shall be entitled to one (1) week or five (5) working days with pay.
- (B) An employee who has completed one (1) year of continuous service shall be entitled to an additional week or an additional (5) working days with pay.
- (C) An employee who has completed the required years of continuous service below shall be entitled to a vacation with pay as follows:

Two (2) years up to and including four (4) years:

-- Ten (10) working days—

Five (5) years up to and including nine (9) years:

-- Fifteen (15) working days—

Ten (10) years

-- Sixteen (16) working days—

Eleven (11) years:

-- Seventeen (17) working days—

Twelve (12) years:

--Eighteen (18) working days—

Thirteen (13) years:

--Nineteen (19) working days—

Fourteen (14) years:

--Twenty (20) working days—

Fifteen (15) years up to and including twenty (20) years:

-- Twenty (20) working days—

Twenty-one (21) years

--Twenty-one (21) working days—

Twenty-two (22) years:

--Twenty-two (22) working days—

Twenty-three (23) years:

--Twenty-three (23) working days—

Twenty-four (24) years:

--Twenty-four (24) working days—

Twenty-five (25) years:

--Twenty-five (25) working days—

- 8.1 The vacation period will be set by mutual agreement between the Department Head and the employees except that seniority shall govern preference, provided a department's efficiency is not impaired. Whenever there is a conflict in requested dates, preference shall be given to the more senior employee. However, once a vacation request is approved, the employee shall not be bumped out of his/her vacation request by a more senior employee. Vacation leave can be used in 1 hour increments.
- 8.2 (A) Any accrued pro-rata vacation pay due an employee at the time of separation from City service, regardless of the reason, shall be paid in a lump sum.
- (B) In the event of the death of an employee, the employee's legal representative shall receive any accrued, pro-rata vacation pay.
- 8.3 When a holiday as specified in Article X occurs during a regular vacation, such time shall be charged as a holiday and the employee shall not be charged a vacation day for such time.
- 8.4 Vacation days shall not be accumulated but *must* be taken within one (1) year of the date earned unless written permission is granted by the Human Resources Director. Upon written request from an employee to carry over vacation time, the Human Resources Director may authorize the carryover up to fifteen (15) vacation days to be used within six (6) months of the employee's anniversary date. The Human Resources Director's decision concerning the carryover of vacation time shall not be subject to the grievance and arbitration procedure. However, should an employee be denied a request to use vacation days within the ninety (90) days prior to his/her anniversary date, the employee shall be allowed to carryover the denied vacation days, but in no case shall the carried over days exceed fifteen (15) days.

ARTICLE IX – DISCIPLINARY PROCEDURE

- 9.0 No employee covered by this Agreement shall be discharged or disciplined except for just cause.
- 9.1 Other than in the case of probationary employees, any disciplinary action including discharge may be appealed through the grievance procedure of this Agreement.
- 9.2 Any disciplinary action shall be stated in writing giving the reason for it and a copy given to the employee and the Union Steward at the time of such action.
- 9.3 Written warnings shall not be used against an employee beyond one (1) year from the date of original issue. The time limits specified herein are valid only when no other disciplinary action has been imposed for the same offense during the specific time period. The Human Resources Director shall attach a notification to all materials concerning a written warning stating that written warning is beyond the one year period and cannot be used against the employee for purposes of progressive discipline provided that the conditions cited above have been met.

- 9.4 The parties agree that disciplinary procedures constitute a corrective process designed to improve an employee's behavior through counseling and to make the employee aware of the fact that failure to change will result in increased penalties. In the event it is necessary to discipline an employee, such employee shall be informed that he/she has the right to have a Union Representative present and shall be allowed time to arrange for such representation.

The procedure for the imposition of disciplinary action shall occur in the following order:

- (A) Corrective interview conducted during an informal meeting between the supervisor (with or without the Department Head) and the employee. Reference shall be made to the required corrective action. This shall not be considered a disciplinary action.
- (B) Written warning putting the employee on formal notice that unless improvement is shown, further disciplinary action will be taken.
- (C) Letter of reprimand from the Department Head or designee containing a statement of prior efforts made to direct the employee's improvement and specifying a time limit within which a level of improvement must be made.
- (D) Suspension without pay.
- (E) Dismissal.

The order of disciplinary actions specified need not be followed, such as in the case of serious misconduct or when the well being of other employees or the public is at risk. For purposes of the above, the term "supervisor" shall mean the next immediate supervisor excluded from the bargaining unit.

ARTICLE X – HOLIDAYS

- 10.0 The recognized paid Holidays shall be as follows:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Lincoln's Birthday	Veteran's Day
Washington's Birthday	Thanksgiving Day
Good Friday	Day after Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Floating Holiday*
Juneteenth**	

And any Holiday officially proclaimed as such by the Congress of the United States or the Legislature of the State of Connecticut.

Any filter plant operator whose regularly scheduled day off falls on a holiday shall receive eight (8) hours of compensatory time to be used in accordance with Section 6.3(c)

*Effective July 1, 1999, the City may, at its option, upon notice to the Union no later than September 1, 1999 and each September 1st thereafter, reinstitute Election Day as a paid holiday. If not, employees may choose to take their Floating Holiday in lieu thereof. Such Floating Holiday will be scheduled in the same manner as a vacation day. If Election Day is once again declared a federal holiday, the Union shall not be entitled to another but rather the floating holiday shall remain.

** The City reserves the right to observe the Juneteenth holiday as set forth above or as a floating holiday. The City will notify the Union no later than January 7th as to whether Juneteenth will be observed or treated as a floating holiday.

- 10.1 Holidays falling on a Saturday shall be celebrated on the preceding day.
- 10.2 Holidays falling on a Sunday shall be celebrated on the following Monday.
- 10.3 No holiday pay shall be paid to an employee who is under suspension or on a leave of absence without pay when the holiday occurs. The unpaid holiday shall count as one of the days of the employee's suspension
- 10.4 If a holiday occurs while an employee is out on sick leave, such holiday shall not be charged against the employee's sick leave account.

ARTICLE XI – WAGES/LONGEVITY

- 11.0 Wages shall be increased in accordance with the attached compensation plan.

An employee, who is permanently in a position, after having served one (1) year (12 months) in grade will advance to the next step of the pay plan. The implementation of this higher rate will become effective the first full workweek occurring after such twelve (12) month period, provided Civil Service requirements governing such increments have been met. Should any employee be denied their step increase, it shall be grievable. This section shall not apply to any period of time which an employee was acting in a position

- 11.1 (A) (1) An employee temporarily required and assigned to perform the work of a higher classification inside the bargaining unit on an acting basis shall receive an adjusted rate while working in the higher classification. This adjusted rate shall be the step in the higher classification which is at least 5% higher than the employee's current salary, provided that one exists. If such a step does not exist, the employee's salary shall be paid 5% more than his or her current salary.

(2) An employee temporarily required and assigned to perform the work of a higher classification outside the bargaining unit on an acting basis shall receive an

adjusted rate while working in that higher classification which shall be negotiated by City and the Union.

(B) An employee who has been required and assigned to perform the work of a higher classification on an acting basis outside the bargaining unit, after having served one year (12 months) in an acting basis in such higher classification, shall be advanced to the next step of the pay plan to which he/she has been temporarily assigned. In the event the employee continues to be assigned to perform the work of a higher classification on an acting basis, step advances shall be made annually thereafter. If the employee was not placed on a step in the higher classification, then after having served one year in the acting position, the City and Union shall negotiate what employee shall be paid.

(C) An employee who has been required and assigned to perform the work in a higher classification on an acting basis within the bargaining unit, after having served one year (12 months) in an acting basis in such higher classification, shall be advanced to the next step of the pay plan to which he/she has been temporarily assigned. In the event the employee continues to be assigned to perform the work of a higher classification on an acting basis, step advances shall be made annually thereafter.

11.2 Any employee permanently promoted to a new classification shall receive at least the next higher rate step above the former rate with not less than one (1) full increment step (5% minimum) of the new classification, provided that one exists.

11.3 For each employee hired prior to June 23, 2021 covered by this Agreement with a minimum of five (5) years of continuous service as of April 1st, each year the following amounts shall be added to such employee's annual salary for the years of service completed by April 1st, of each year:

For five (5) through nine (9) years of service:	\$125.00
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For ten (10) through fourteen (14) years of service:	\$525.00
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For fifteen (15) through nineteen (19) years of service:	\$600.00
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For twenty (20) or more years of service:	\$700.00
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Such longevity payments shall be made during the month of June each year. In the case of retirement only, the City agrees to prorate the above longevity amounts (1/12 for each month of service). Employees hired after June 23, 2021 shall not be entitled to longevity.

11.4 Employees working on a regularly scheduled shift operation, other than snow removal or other similar emergency type work shall receive a shift differential as follows:

(A) Employees on the second shift shall receive 6% in addition to their regular rate.

(B) Employees on the third shift shall receive 8% in addition to their regular rate.

(C) The City will provide uniforms for the following positions:

1. Meter Technicians, Meter Mechanics and Mechanics – Water Department
2. Automotive Mechanic, Mechanic – Public Works and Parks Department
3. Equipment Operators in all departments shall be provided summer and winter weight coveralls.
4. Security Guards, Parking Monitors – Parking Garage.
5. If in the future the City requires Garage Attendants to wear uniforms, the City will provide such uniforms.

11.5 The Union may submit requests for an upgrade and/or title changes to the Department Head who shall provide a recommendation to the Appointing Authority. Any upgrade and/or title change denied by the Appointing Authority may be raised during negotiation of the successor collective bargaining agreement.

11.6 (A) The City shall provide access to a medical examination through a contracted medical provider to obtain CDL medical certification and shall pay for that examination for any employee whose job description requires a CDL or states that it is preferable or who may be required to operate a commercial vehicle as part of his/her job duties. An employee may request an exception from using the City's medical provider by submitting that request to the HR Director. Only those positions whose job description require a CDL, state that a CDL is preferable or that may be required to operate a commercial vehicle as part of the duties shall be on the random drug test and the City shall pay for the cost of the medical examination provided the above conditions are met.

(B) Should the City require an employee to obtain a license or certification that is not listed on the employee's job description as of July 1, 2008, the City shall pay all costs for obtaining and renewing such license or certification.

(C) Employees shall be reimbursed for legitimate expenses, books, registration and other fees paid to maintain licenses and certifications that are necessary for the employee to perform the functions of his/her position.

11.7 Employees who are required by the Department Head to be reachable by mobile phone during the work day who are not provided a mobile phone by the City shall receive a stipend of fifty (\$50) per month.

11.8 On a one year trial basis from July 1, 2026 to June 30, 2027, Public Works employees who were employed at the time of ratification, have been employed by the City for at least one year and possess a Class A CDL license will receive an annual stipend of three hundred dollars (\$300.00) to be paid on at the beginning of fiscal year 2026. At the end of the one year trial basis, the City shall determine whether to continue this stipend.

11.9 All employees who have a bank account shall utilize direct deposit for their paychecks.

11.10 (1) Any employee for a hired without a CDL for a Public Works Maintainer and Utility Worker shall be subject to the following conditions:

- a. Shall be hired as a Public Works Trainee position, PG35A.
- b. Shall have six (6) months from their date of hire to obtain their CDL at their own cost and with no training provided by City employees.
- c. Shall not be eligible for overtime or overtime equity until they obtain their CDL.
- d. Failure to obtain their CDL by the end of six (6) months from their date of hire shall result in termination.
- e. Once CDL is obtained, the Employee will become a Public Works Maintainer or Utility Worker and their one year probationary period will continue.

(2) No employee shall be allowed to operate a vehicle requiring a tanker endorsement unless they hold a valid tanker endorsement along with their Class A or B CDL. An employee without a tanker endorsement cannot accept a work order or assignment that requires a tanker endorsement. In cases where an employee cannot accept an overtime assignment requiring a tanker endorsement, they will be charged the hours not worked on that Division's tracking sheet. This section shall not apply to situations in which a Vehicle Equipment Technician is test-driving a vehicle that requires a tanker endorsement. Such testing shall be for a limited time and for the limited purpose of performing a repair diagnosis.

ARTICLE XII – INSURANCE

12.0 All Local 1186 members (hereinafter “members”) shall be offered a \$2,000/\$4,000 High Deductible Health Plan (HDHP) with a Health Savings Account (HSA). Effective 7/1/20 HSA accounts shall be funded half (½) of the fifty percent (50%) of the City's contribution in July and the remaining half (½) in January. The City's installments will be prorated as necessary based on the number of calendar months that an employee is enrolled in the City's health insurance. Members may choose to contribute their portion of the deductible in equal installments through payroll deduction. Members shall obtain an advance against the January (second) HSA City 50% contribution in the event the member's HSA account has been exhausted and unpaid bills exceed \$200 prior to January 1 annually. If the member is participating in payroll deduction for his/her portion of the annual deductible or has prefunded his/her portion of the deductible and said member has bills exceeding his/her HSA account total, the City shall make an additional contribution up to the City's 50% unpaid HSA contribution. Contributions shall be as follows:

7/1/25	13% fully insured premium cost share and City to pay 50% of the deductible
7/1/26	13% fully insured premium cost share and City to pay 50% of the deductible
7/1/27	14% fully insured premium cost share and City to pay 50% of the deductible

The City of New Britain High Deductible Health Plan Summary as described in Appendix D.

Vision is a separate rider and vision rates will be included in the rates of the HDHP.

Dental Plan cost share premium shall remain as present until such time as the health insurance cost share premium exceeds the dental plan cost share premium and at such time the dental cost share premium shall be the same as the health cost share premium.

At the employee's sole cost and only as may be offered by the provider, additional Delta Dental coverage beyond the basic coverage offered by the City may be elected.

Any individual hired by the City after 10/1/2016 shall only be offered the High Deductible Health Plan with HSA for health insurance.

Effective July 1, 2026, the High Deductible Health Plan with HSA shall be the only option available to members

From July 1, 2025 to June 30, 2026, For any member continuing to be enrolled in the Anthem PPO plan, the City will pay the same dollar amount toward the premium cost for each plan as the City pays for the premium cost in the High deductible plan for each member enrolled at each level of coverage. The member shall pay 100% of the difference between the City's total dollar premium (Core Plan) and the total premium cost for the Anthem PPO/Century Preferred plan. Bluecare will no longer be offered.

In addition, the following design plan changes shall be made to the Anthem PPO/Century Preferred Plan:

- Office co-pay increases from \$30 to \$30 PCP/\$45 Specialist
- Inpatient Hospital Stay increases from \$100 to \$500
- Outpatient Hospital visit increases from \$100 to \$250
- Emergency Room visit increases from \$50 to \$100
- Urgent Care visit increases from \$50 to \$75
- Out of Network Deductible remain at \$200/\$400/\$400
- Out of Pocket Maximum remain at \$500/\$1000/\$1000
- Prescription Drug co-pays increase from \$10/\$20/\$30 to \$10/\$25/\$40
- Mandatory mail-order for long term maintenance drugs
- Mail-order Pharmacy remains at 2 co-pays for a 90 day supply
Maximum is unlimited (no change)
- 50 visits combined PT/OT/ST and Chiropractic visits per member per calendar year
- Mandatory mail order after 3rd refill
- Gastric Bypass eliminated as of July 1, 2015
- Fertility reduced from unlimited to CT mandate as of July 1, 2015
- \$45.00 co-pay for all allergy office visits

The premium cost share shall be based on the equivalent fully underwritten rates as set forth in the Anthem Annual Renewal Package plus the following fees as may be charged under the Patient Protection and Affordable Care Act:

PCORI Fee

Transitional Reinsurance Fee

Health Insurance Provider Fee (if not already included in the premium)

All employees and dependents enrolled in the City's health insurance are encouraged to participate in the City of New Britain Health Enhancement Program which requires employees and dependents to do the following:

1. Have their physician complete a preventative health attestation form indicating each employee/dependent is current for age appropriate screenings:
 - Physical exam
 - Breast cancer screening
 - Colon cancer screening
 - Cervical cancer screening
 2. Have their physician provide them with age appropriate biometrical results Including:
 - LDL, HDL, total cholesterol, blood glucose, height, weight, body mass index, waist circumference, blood pressure and pulse.
- (B)
1. The City shall assume full cost of insurance for employees retired on a job-related disability for the life of the employee.
 2. The City shall pay the cost of insurance for individuals covered under this Agreement who were employed by the City on or before September 25, 1996, for the first seven (7) years of their retirement. All shall be subject to the following restrictions:
 - a. The employee must be eligible for and must be collecting a normal service retirement benefits as defined by MERS. If during any portion of the seven (7) year period the retiree and spouse are eligible for group health insurance through any other employer, whose coverage is equal to or better than the basic hospital, surgical and major medical insurance provided by the City on the date of retirement, the City's obligation during that time shall be limited to reimbursement of any portion of the premium for such coverage which has not been paid or reimbursed by any other employer.
 - b. For those who retire after October 1, 2016 and who meet the eligibility requirements for post-retirement health insurance as set forth in this section. Effective October 8, 2025, the High Deductible Health Plan shall be the only option. If the retired

employee is enrolled in the High Deductible Health Plan/HSA, City shall pay 100% of member's premium cost share for the period of seven (7) years who are eligible for post-retirement health insurance under the CBA, which shall include up to the spouse and family. The City's HSA (or HRA where applicable) deductible contribution shall remain at the percentage that the City was contributing toward active employees at the time of the employee's retirement. The City's HSA deductible contribution for retirees will be handled and paid in as described above.

The City will only pay for the full cost of coverage for the retiree and spouse in the case of normal service retirement as defined by MERS after at least twenty-five (25) years of service with the City or retirement under the service connected disability provisions of the pension plan. The City will pay eighty (80%) percent of such costs for those who retire after at least twenty (20) years of service; sixty (60%) percent of such costs for employees who retire after at least fifteen (15) years of such service; and forty (40%) percent of such cost for employees who retire after at least ten (10) years of such service, provided in each case the employee meets the age and service requirements for retirement benefits or meets the requirements for service connected disability retirement benefits.

If during the seven (7) year period, the employee or the spouse reaches age 65, he or she shall be placed on Medicare (if eligible) as primary and a Medicare supplement as secondary, both subject to the City of New Britain's obligation to pay all or a portion of the cost of the premium as outlined above.

Effective July 1, 2014, those employees who are participating in the City's medical insurance plan at the time of retirement shall be eligible to participate in such medical insurance plan which the City provides to its active bargaining unit employees, as such plans may change pursuant to any successor collective bargaining agreement, subject to the same conditions as may exist at any time for such active employees.

- c. Any individual hired into the Local bargaining unit after September 25, 1996, shall not be eligible for any City paid retiree health insurance benefits as outlined in Section 12.0 (B)(2)(a)(b)(c) above. Any permanent employee hired prior to July 1, 1995 who subsequently becomes a Local bargaining unit member, shall receive the same level of retiree health insurance benefits that he/she was afforded prior to their inclusion in the Local bargaining unit, but not to exceed seven (7) years.

- d. Questions relating to the interpretation and application of this section, including eligibility for other insurance coverage and equal to or better than coverage, shall be subject to the grievance and arbitration provisions of this agreement.

- 12.1 An employee who is covered under alternate health insurance through an employer other than the City of New Britain (e.g. spouse) may waive their basic health insurance benefits provided by the City (HMO, Blue Cross/Blue Shield, and the related riders) for a minimum period of one (1) year. Employees who opt not to accept health insurance as outlined above shall be compensated on a fiscal year basis, capped at the rates of: *single* - \$1,200; *two-person* - \$2,700; *family* - \$3,700. Such payment (subject to regular deductions) shall be made during the fourth payroll week in July of each fiscal year. Employees choosing this option shall only be able to change their option effective on July 1 of each fiscal year by notifying the Human Resources Director by the preceding May 31st. However, any employee who becomes ineligible under some alternate health insurance coverage during the one (1) year period will be re-enrolled under the City's health insurance provisions provided that the City is notified, in writing, by the employee. No proof of insurability will be required. In a case requiring the re-enrollment of an employee before the one (1) year period has expired, the employee will receive a pro-rated amount for any full month he/she has participated in the plan; provided, however, that a minimum participation of six (6) full months in the plan is required. Such payment shall be made during the fourth payroll week in July. Any employee choosing this option will be required to sign a waiver of City insurance (HMO, Blue Cross/Blue Shield, and the related riders) and submit proof of alternate health insurance coverage to the Human Resources Director and the Union President. Any current employee who is married to another City employee and is receiving PILO as of June 23, 2021 shall be grandfathered

If mandated by employer group insurance requirements, the City reserves the right to limit the number of employees who may participate in the plan.

12.2 Life Insurance

Prior to October 1, 2016, each employee may elect to participate in a group life insurance plan of the City of New Britain in the amount of \$40,000 during the term of employment and \$7,000 at the time of retirement. Effective October 1, 2016 each current employee may elect to participate in a group life insurance plan of the City of New Britain in the amount of \$50,000 during the term of employment and \$10,000 at the time of retirement. Those employees hired on or after October 1, 2016 SHALL NOT be eligible for retiree life insurance but shall be eligible for the active employee life insurance in the amount of \$50,000. The City shall pay the cost of such coverage. The employee will also be permitted to purchase additional life insurance at his/her own expense to a maximum of \$200,000 in accordance with the requirements of the optional life benefit program.

- 12.3 Pension benefits shall be provided for the employee according to the Connecticut Municipal Employees Retirement Fund Act as contained in Section 7-425 – 7-459 of the Connecticut General Statutes, as amended.

- 12.4 It is agreed that the \$1,000 Life Insurance Coverage will be continued for those employees retired prior to the effective date of Plan B. Any present Local 1186 retiree, who left the City prior to July 1, 1988, will receive the following life insurance coverage: \$4,000; from 7/1/88 to 6/30/97: \$6,000; from 7/1/97 to 10/1/16: \$7,000; for all employees who were actively employed as of 10/1/16: \$10,000; employees hired after 10/1/16 are not entitled to retiree life insurance.

- 12.5 The City shall initiate beginning in January 1998, a pre-tax feature and a dependent care account at no cost to the employee.

A tax savings plan within the meaning of Section 125 of the Internal Revenue Code of 1986, as amended, and the income designated by the employee in compliance with such plan shall be excluded from the employee's taxable income as provided by law.

An employee may designate pre-tax dollars for certain medical/dependent care costs such as premium cost sharing amounts, deductibles, co-insurance charges and certain medical care not covered under existing insurance programs, and a dependent care account to pay expenses for children, disabled dependent or elderly parent.

- 12.6 DISABILITY: Any employee of Local 1186 who has been retired by reason of physical or mental disability, pursuant to the provisions of Section 7-432 of the Connecticut General Statutes, may be required by the State of Connecticut to submit to a re-examination. Such examination is to be conducted by a surgeon or physician appointed by the State Employees' Retirement Commission and paid for either by said commission or the City of New Britain. Should the employee be found capable of returning to active duty, the employee shall be reinstated at the pay grade and step held at the time of the employee's retirement under terms of the Local 1186 contract in force at the time of re-instatement. In the event said retired member shall fail to comply with the order for re-examination, or if after re-examination, shall fail to comply with the request of the City or State to return to duty, said City or State shall have the power to stop further pension payments until the order has been complied with.

- 12.7 The City may provide medical and dental insurance as described in this Article through alternative insurance carriers as long as the alternative carrier provides benefits and services equal or better than the coverage specified above on an overall basis and the City provides the Union with a copy of the proposed plan at least sixty (60) days prior to the proposed date of implementation. Any disputes as to whether or not the alternative plan is "equal to or better than" the coverage specified above shall be subject to resolution through the grievance and arbitration procedures of this Agreement. There shall be no implementation of any disputed alternative plan until the dispute has been resolved.

ARTICLE XIII – SAFETY AND HEALTH

- 13.0 The City shall make reasonable provisions for the safety and health of its employees during the hours of their employment including the furnishing of foul weather gear,

boots and gloves, protective helmets, authorized safety glasses or goggles to these employees exposed to severe elements or required to work in hazardous locations.

- 13.1 City and the Union shall form a joint safety committee. The committee which shall be comprised of two (2) representatives designated by the Union and two (2) representatives designated by the City, shall meet as necessary to review and recommend safety and health measures in the various departments covered by this Agreement. Corrective measures against hazardous and unsafe conditions shall be implemented promptly. The selection of the appropriate corrective action shall be the sole responsibility of the City. One additional Union member shall be allowed, who in the absence of the regular member will be allowed to vote on matters before the committee.
- 13.2 The City shall furnish hot plate and refrigerator facilities for the filtration plant, where twenty-four (24) hour coverage is required. The City will maintain a microwave oven for the Water Department Administration Building.
- 13.3 The City and the Union have agreed upon three (3) vendors from whom employees must purchase up to two (2) pair of safety shoes not to exceed two hundred twenty five (\$225.00) dollars in any fiscal year. The City shall pay the vendor directly for the safety shoes and therefore employees will not receive any reimbursement. Employees shall wear safety shoes at all times while working. Effective July 1, 2026, this amount shall be increased to three hundred (\$300.00) dollars.
- If an employee has a special shoe requirement and cannot purchase shoes from the agreed upon vendor(s), he/she may purchase shoes from other sources. Such employee will give notice to the City prior to purchase from another vendor.
- 13.4 Employees who regularly and for continuous periods of time operate Video Display Terminals (VDT) for twenty (20) hours or more per week shall be assigned to at least fifteen (15) minutes of alternative work after any one (1) hour of VDT work. This section shall not be construed as providing any additional break time.
- 13.5 Hepatitis B vaccines and tetanus shots shall be provided to all staff employees who request them.

ARTICLE XIV – GRIEVANCE PROCEDURE AND ARBITRATION

- 14.0 A grievance shall mean a claim by an employee or class of employees or the Union that rights under a specific section of this Agreement has been violated, or that there has been a misinterpretation or misapplication of the specific provisions of this Agreement. As used in this Agreement, the term “Employee” shall mean either (1) an individual employee, or (2) a group of employees having the same grievance.
- 14.1 No grievance may be filed after fifteen (15) working days of the event giving rise to it. A “working day” is any day that City Hall is open for business.

- 14.2 Grievances shall be filed on official Union Grievance forms which specify (a) the facts, (b) the issue, and (c) the date(s) of the violation alleged, (d) the controlling contract provision(s) and (e) the remedy or relief sought. Grievances may be modified up to and including Step III.
- 14.3 INFORMAL RESOLUTIONS: The grievance procedure outlined herein is designed to facilitate resolution of disputes at the lowest possible level of the procedure. It is therefore urged that the parties attempt informal resolution of any dispute and to avoid formal procedures.
- 14.4 NON-DISCIPLINARY GRIEVANCES: shall be processed in the following manner:

STEP I:

The employee, in company with the Union Representative, shall first discuss the grievance with the next immediate supervisor excluded from the bargaining unit, who shall answer within two (2) working days. The immediate supervisor shall document the date of the presentation/discussion of the grievance and provide a copy to the Union. If no satisfactory settlement is reached at this step, the grievance shall be put in writing, dated with the date of the initial presentation/discussion, and submitted to the employee's Department Head within five (5) working days from the date on which the supervisor answered.

STEP II:

Within five (5) working days of receipt of the grievance, the Department Head shall meet with the employee and the Union Representative in an effort to resolve the grievance. The Department Head will answer in writing within three (3) working days after such meeting.

STEP III:

If not settled, the grievance may be submitted within five (5) working days after receipt of the answer of the Department Head to the Human Resources Director. The Human Resources Director shall meet with the employee and/or the Union Representative within five (5) working days of the receipt of the grievance in an attempt to settle it. The Human Resources Director shall answer the grievance in writing within five (5) working days after such meeting.

STEP IV:

If the grievance is not settled by Step III within the required time, the Union, but not an individual employee, may submit such grievance to arbitration. Notice of intention to arbitrate must be in writing addressed to the Human Resources Director, and must be made not later than twenty (20) working days following receipt of the Step III decision or the expiration of the time limits for making such decision, whichever shall occur first. The matter shall be heard by the Connecticut State Board of Mediation and Arbitration

in accordance with its administrative procedures, practices and rules. If designated by the Union in its notice of intent to arbitrate, the Union may request the services of a mediator prior to submitting the matter to arbitration, provided in no event may the case be submitted to arbitration later than twenty (20) working days after the first meeting with the mediator unless mutually agreed otherwise. The arbitrator shall hear and decide only one grievance at a time and shall be bound by and must comply with all the terms of this Agreement. The arbitrator shall have no power to add to, delete from or modify in any way any of the provisions of this Agreement. The decision of the arbitrator shall be binding upon both parties during the life of this Agreement, as provided by law. Fees and expenses, if any, of the arbitrator shall be borne equally by the Union and the City. References to "Arbitrator" include a single arbitrator or a panel of arbitrators.

- 14.5 DISCIPLINARY GRIEVANCES: Pursuant to the provisions of Article IX, a Department Head may discipline an employee up to and including a suspension without pay not to exceed fifteen (15) days. In the event a Department Head decides to recommend a disciplinary action be taken against an employee which exceeds the limit stated herein, such recommendation shall be put in writing and first provided to the employee and the Union President. The employee, a Union Representative and the Department Head shall meet within five (5) working days of notice of such recommendation and attempt to resolve the issue. If resolution is reached, the settlement shall be reduced to writing by the Department Head within three (3) working days of the meeting and signed by the employee, the Union and the Human Resources Director with copies provided to each. If settlement is not reached within three (3) working days of the meeting, the Department Head may submit his/her recommendation to the appointing authority with copies to the employee and the Union President. Such pre-disciplinary hearing shall be held within thirty (30) calendar days of the appointing authority's receipt of the recommendation. The employee shall be permitted to have legal counsel and union representation at the hearing, if desired. The decision of the appointing authority shall be reduced to writing with a copy provided to the employee, the Union and the Human Resources Director, within ten (10) working days after the hearing.
- 14.6 An employee disciplined by an appointing authority or Department Head in accordance with the provision of Section 14.5, may appeal such action beginning at Step III as provided for in Section 14.3.
- 14.7 The grievance procedure shall be the sole method of processing claims concerning rights and/or privileges provided herein or concerning interpretation or application of provisions of this Agreement.
- 14.8 (A) Any time limits specified within this Article, except for the initial filing of a grievance, may be extended by mutual agreement of the Union and the City provided that if a grievance is not submitted to a higher step in the above procedure, it shall be deemed settled on the basis of the City's answer in the last step considered.

- (B) In the event the City fails to answer a grievance at any step within the time limits set forth in the Agreement, the grievance may be taken to the next step, subject to the provisions herein.
- 14.9 (A) Not more than two (2) stewards in each department shall be permitted to handle grievances. Such persons shall be permitted to adjust grievances during working hours without loss of pay up to a maximum of eight (8) hours each per month, provided that they shall notify their immediate supervisor when leaving their position for such purposes.
- (B) Two (2) officers of the Local Union shall be permitted to adjust grievances during working hours without loss of pay, provided that the total number of hours spent by the two employees between them shall not exceed eight (8) hours in any calendar week. Meetings requested by, or scheduled with representatives of the City, the State Board of Mediation and Arbitration and State Board of Labor Relations under any of the provisions of Article XIV, and relating to the negotiation, enforcement, interpretation or application of this Agreement, shall not be charged against such time limit.
- (C) Four (4) employees of the Local Union shall be permitted time off to participate in negotiations for renewal or modification of this contract under Article XVI without loss of pay for any hours during which they would have been scheduled to work.
- (D) Two (2) officers of the Local Union shall be permitted time off without loss of pay for all time actually spent in arbitration hearings and Labor Board hearings. The same shall apply for the principal participants and witnesses as mutually agreed upon by the Human Resources Director and the Union.
- (E) Upon five (5) days' notice to the respective supervisor (unless waived by the supervisor), a member of the Union who serves as President or Vice-President shall be allowed up to no more than a total of eight (8) hours combined per month to attend meetings between the Union and the Board of Education and/or the City in reference to any Union matters.

ARTICLE XV – COMPLETE AGREEMENT

- 15.0 The parties agree that all points covered herein above constitute the full and complete agreement between them. The parties agree to meet annually to review all prior written agreements and memoranda of understandings to determine their relevance going forward. Each party has been fully represented and had adequate opportunity to make proposals and counter-proposals and neither shall be required, without its consent, to bargain further on any matter unless and until notice, in accordance with Section 15.1 below, is given.
- 15.1 No amendments, additions, subtractions or modifications shall be made to rules and regulations of the employer, which shall override or contradict specific provisions of this

Agreement or reduce the benefits provided herein without the mutual agreement of the parties.

- 15.2 Union members shall pay for parking in employee-designated areas of City parking garages. They shall pay \$25.00 per month.

ARTICLE XVI – NON-DISCRIMINATION

- 16.0 The parties agree there shall be no discrimination against any employee because of age, race, creed, color, religion, national origin, disability, sexual orientation, marital status, or membership in the Union or any other reason prescribed by law.

ARTICLE XVII – PAST PRACTICE

- 17.0 Nothing in this Agreement shall be construed as abridging any right, benefit or privilege that employees have enjoyed heretofore unless it is specifically stated that said practice has been superseded by a provision of this Agreement.

ARTICLE XVIII – RESIDENCY

- 18.0 There shall be no residency requirements during the term of this Agreement for bargaining unit employees.

ARTICLE XIX – DEPARTMENT OF MUNICIPAL DEVELOPMENT & SENIOR CITIZENS CENTER

- 19.0 With reference to employees of the Department of Municipal Development and the Senior Citizens Center, the following provisions will apply:
- (A) Seniority shall be defined in accordance with the practice in effect at the time of this Agreement and no employee shall lose any seniority credits he/she may have heretofore enjoyed prior to the effective dates of this Agreement.
 - (B) For the purpose of this Section, no present employee shall be subject to any examination procedure in order to retain his/her present position in an unclassified status.
 - (C) Following the effective date of this Agreement, when a vacancy or new position in the bargaining unit exists within the Departments covered herein and the City decides to fill the vacancy or new position, such position(s) shall be filled by regular Civil Service procedures subject to the conditions of the Agreement and will be included in the classified service by the Civil Service Commission and the Common Council.
 - (D) As relates to Section 5.2 in the Agreement, seniority shall include all full-time service of the employees regardless of the funding source.

- (E) As relates to Section 5.3(A) Bumping, in the Agreement, the bumping rights of employees within the Departments covered herein shall be limited to classifications specifically identified with their department.
- (F) As relates to Section 5.3(B) Bumping, City-wide in the Agreement, employees within the Departments covered herein shall have no City-wide bumping rights.
- (G) For the purposes of this Section, the present practice shall continue with regard to day-long and overnight trips by employees in the Senior Citizens Center.
- (H) The regular workweek and workday shall be those in effect at the time of this Agreement. The existing practices for employees at the Senior Citizens Center for the recording of hours worked shall continue in effort for the duration of the Agreement.
- (I) As relates to Section 11.3 in this Agreement, employees shall continue to be credited with the years of service as computed prior to the effective date of the Agreement and no employee shall lose any service credits as a result of the execution of the Agreement.
- (J) As relates to Article 12 in the Agreement, the City and employees of the Department of Municipal Development agree that the present pension provisions shall continue in effect for the duration of this Agreement or any extension thereof. Employees hired on or before June 30, 1998 thereby waive all rights during such period to participation in the Municipal Employees Retirement Fund B. New employees hired on or after July 1, 1998 shall participate in the Municipal Employees Retirement Fund B.

ARTICLE XX – LABOR MANAGEMENT COMMITTEE

- 20.1 It is understood that certain subjects of mutual concern shall be considered appropriate for ongoing discussion by representatives of the Local and the City. These subjects include, but are not limited to, career mobility and training, etc.
- 20.2 This Committee shall consist of not more than four (4) members total from both sides. The Committee shall meet upon request of either party during normal business hours with pay for purposes of attending and implementing results of the meetings.
- 20.3 This Committee shall not have the authority to negotiate additions to, subtractions from, or other modifications of this Agreement, unless ratified by both parties.
- 20.4 The General Guidelines are:
 - (A) No grievances shall be discussed.
 - (B) Topics that could lead to grievances may be discussed.
 - (C) Each person wishing to speak will be recognized.

- (D) Each topic shall be discussed fully and action reached before proceeding to another topic.
- (E) Substitutes may not be used, except other people can be invited to talk.
- (F) The chairmanship shall alternate.
- (G) Minutes of meetings will be taken and one designated representative from each party will refine drafts of the Minutes of meetings. Minutes are not official unless they are voted by majority approval.
- (H) An agenda shall be submitted forty-eight (48) hours prior to the meeting, topics not on this agenda may be discussed by mutual agreement.

ARTICLE XXI – DURATION AND RENEWAL

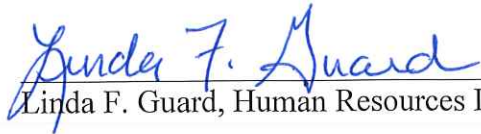
- 21.0 This Agreement shall be binding upon the City and the Union from the first day of July, 2025, and shall continue in full force and effect until midnight of the thirtieth day of June, 2028, when it shall expire provided that if neither party gives the notice provided for in Section 21.1, this Agreement shall automatically renew itself for additional periods of one (1) year each and all provisions shall remain in effect with the same force as during the original term thereof.
- 21.1 If either the Union or the City desire to meet for the purpose of negotiating changes or modifications in the provisions of this Agreement, they shall give written notice of such desire to the other by certified or registered mail not more than one hundred fifty (150) days prior to the expiration of this Agreement. Negotiations will commence not less than one hundred and twenty (120) days prior to expiration of the existing Agreement.

SIGNED THIS 22nd DAY OF October, 2025

FOR THE CITY OF NEW BRITAIN:

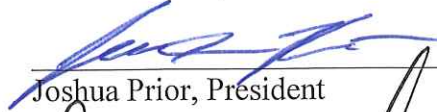


Erin E. Stewart, Mayor



Linda F. Guard, Human Resources Director

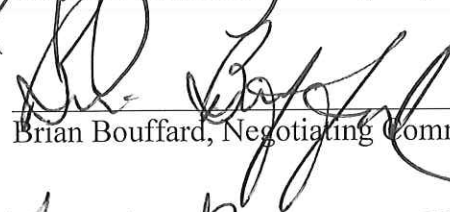
FOR LOCAL 1186, AMERICAN
FEDERATION OF STATE,
COUNTY AND MUNICIPAL
EMPLOYEES, COUNCIL 4, AFL-CIO



Joshua Prior, President



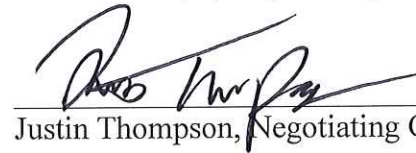
Gary Brochu, Staff Attorney Representative



Brian Bouffard, Negotiating Committee



Todd Ruszczyk, Negotiating Committee



Justin Thompson, Negotiating Committee



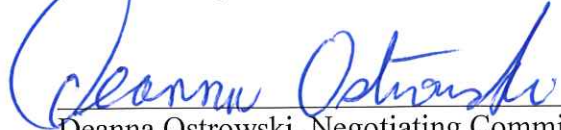
Paolo Formica, Negotiating Committee



Scott Bernabucci, Negotiating Committee



Michael Grzywacz, Negotiating Committee



Deanna Ostrowski, Negotiating Committee

DEPARTMENT LISTING FOR PURPOSES OF ARTICLE V (LAY OFF)

Recreation and Community Services Department, which shall include:

- Recreation Division, which shall include:
 - All recreation programming
 - Stanley Golf Course operations
 - Cemetery operations
- Community Services Division, which shall include:
 - Youth & Family Services
 - Persons with Disabilities
 - Veterans Services
 - Fair Housing
- Senior Center

Health & Building Services Department, which shall include:

- Building/Housing Inspections and Permitting
- Health Inspections and Permitting
- Nursing Services

Finance Department, which shall include:

- Central Administration, which shall include:
 - a. Treasury & Accounting Functions
 - b. Budget & Capitol Projects
 - c. Water/Sewer Billing & Assessments
 - d. Purchasing & Risk Management
- City Assessor

Legal Services Department which consists of:

- Town Clerk
- Corporation Counsel
- Civil Service Commission/Personnel
- Registrar of Voters

Department of Municipal Development, which shall include:

- HUD Funds Administration
- City Plan & Zoning

Police Department

Fire Department

Public Works Department which consists of:

- Administrative Services
- Field Services & Parks Division, which shall include:
 - Stanley Golf Course maintenance
 - Cemetery maintenance
- Fleet and Facilities Division
- Water & Sewer Division

APPENDIX B – EXCLUDED JOB CLASSIFICATIONS

NEW BRITAIN CIVIL SERVICE PLAN JOB CLASSIFICATIONS EXCLUDED FROM
AGREEMENT BETWEEN CITY OF NEW BRITAIN AND LOCAL 1186, AFSCME*

Accounting Manager
Administrative Secretary (Public Works)
Administrative Services Officer (Water Department)
Assistant City Assessor
Assistant City Attorney
Assistant Corporation Counsel
Assistant Director of Engineering
Assistant Director of Finance
Building & Yard Superintendent
Case Supervisor (welfare)
Cemetery Superintendent
City Assessor
City Attorney
Civil Engineer II
Civil Engineer III
Coordinator of Community Services
Data Processing Specialist
Deputy Building Inspector
Director of Finance
Director of Health
Director of Human Resources
Director of Human Rights
Director of Licenses, Permits and Inspector
Director of Management Information Systems
Director of Parks & Recreation
Director of Public Works
Director of Veterans Center
Director of Water
Director of Welfare
Engineer III
Executive Secretary (Police Dept.)
Garage Superintendent
General Superintendent Street and Garage
Division of Golf Course Superintendent
Health Laboratory Supervisor
Parks Superintendent
Parking Supervisor
Administrative and Clerical Staff of the Mayor's
Office Personnel Administrator
Physician
Project Accountant
Public Works Superintendent

Purchasing Agent
Recreation Superintendent
Recreation Supervisor
Recycling Coordinator
Senior Citizens Coordinator Supervising
Public Health Nurse
Supervising Sanitarian
Systems Software Analyst
Water Distribution Superintendent
Water Treatment and Supply Superintendent

*The above is provided as illustrative only and not inclusive of all positions which are represented by other bargaining units.

APPENDIX C – PAY PLAN

Effective July 1, 2025:	3% general wage increase
Effective July 1, 2026:	2.75% general wage increase
Effective July 1, 2027:	2.75% general wage increase

[illegible]

[illegible]

[illegible]

[illegible]

Summary of Benefits and Coverage: What this Plan Covers & What You Pay for Covered Services
New Britain City and Board of Education: Open Access Plus HDHPQ

Coverage Period: 07/01/2025 - 06/30/2026
Coverage for: Individual/Individual + Family | Plan Type: OAP

 The Summary of Benefits and Coverage (SBC) document will help you choose a health <u>plan</u>. The SBC shows you how you and the <u>plan</u> would share the cost for covered health care services. NOTE: Information about the cost of this <u>plan</u> (called the <u>premium</u>) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, go online at www.cigna.com/sp. For general definitions of common terms, such as <u>allowed amount</u>, <u>balance billing</u>, <u>coinsurance</u>, <u>copayment</u>, <u>deductible</u>, <u>provider</u>, or other <u>underlined</u> terms, see the Glossary. You can view the Glossary at https://www.healthcare.gov/sbc-glossary or call 1-800-Cigna24 to request a copy.		
Important Questions	Answers	Why This Matters:
What is the overall <u>deductible</u> ?	For <u>in-network providers</u> : \$2,000/individual - employee only or \$4,000/family maximum For <u>out-of-network providers</u> : \$2,000/individual - employee only or \$4,000/family maximum Combined medical/behavioral and pharmacy <u>deductible</u> <u>Deductible</u> per individual applies when the employee is the only individual covered under the <u>plan</u> .	Generally, you must pay all of the costs from <u>providers</u> up to the <u>deductible</u> amount before this <u>plan</u> begins to pay. If you have other family members on the policy, the overall family <u>deductible</u> must be met before the <u>plan</u> begins to pay.
Are there services covered before you meet your <u>deductible</u> ?	Yes. In-network <u>preventive care</u> & immunizations, in-network generic and preferred brand preventive drugs.	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without <u>cost-sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u> ?	For <u>in-network providers</u> : \$2,000/individual - employee only or \$4,000/family maximum For <u>out-of-network providers</u> : \$4,000/individual - employee only or \$8,000/family maximum Combined medical/behavioral and pharmacy <u>out-of-pocket limit</u> Penalties for failure to obtain <u>pre-authorization</u> for services, <u>premiums</u> , <u>balance-billing</u> charges, and health care this <u>plan</u> doesn't cover.	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , the overall family <u>out-of-pocket limit</u> must be met.
What is not included in the <u>out-of-pocket limit</u> ?		Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .

Important Questions	Answers	Why This Matters:
Will you pay less if you use a <u>network provider</u> ?	Yes. See www.cigna.com or call 1-800-Cigna24 for a list of <u>network providers</u> .	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the <u>plan's network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's</u> charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a <u>referral</u> to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .



All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <u>provider's office</u> or clinic	Primary care visit to treat an injury or illness	No charge/visit	20% <u>coinsurance</u>	None
	<u>Specialist</u> visit	No charge/visit	20% <u>coinsurance</u>	None
	Preventive care/ <u>screening</u> / immunization	No charge <u>Deductible</u> does not apply	20% <u>coinsurance</u>	You may have to pay for services that aren't preventive. Ask your <u>provider</u> if the services needed are preventive. Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray, blood work)	No charge	20% <u>coinsurance</u>	in-network diagnostic mammogram.
	Imaging (CT/PET scans, MRIs)	No charge	20% <u>coinsurance</u>	None
If you need drugs to treat your illness or condition	Generic drugs (Tier 1)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	20% <u>coinsurance</u> /prescription (retail); Not covered (home delivery)	Coverage is limited up to a 90-day supply (retail and home delivery); up to a 30-day supply (retail and home delivery) for <u>Specialty drugs</u> . Certain limitations may apply, including, for example: prior
More information about <u>prescription drug coverage</u> is available at				

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
www.cigna.com	Preferred brand drugs (Tier 2)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	20% coinsurance/prescription (retail); Not covered (home delivery)	authorization, step therapy, quantity limits. For drugs in the Cigna Patient Assurance Program you may pay less than the noted retail or home delivery cost share amounts. In-network Federally required preventive drugs will be provided at no charge.
	Non-preferred brand drugs (Tier 3)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	20% coinsurance/prescription (retail); Not covered (home delivery)	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge	20% coinsurance	None
	Physician/surgeon fees	No charge	20% coinsurance	None
If you need immediate medical attention	<u>Emergency room care</u>	No charge/visit	No charge/visit	Out-of-network services are paid at the in-network cost share and <u>deductible</u> .
	<u>Emergency medical transportation</u>	No charge	No charge	Out-of-network air ambulance services are paid at the in-network cost share and <u>deductible</u> .
If you have a hospital stay	<u>Urgent care</u>	No charge/visit	20% coinsurance	None
	Facility fee (e.g., hospital room)	No charge	20% coinsurance	\$750 penalty for no out-of-network precertification.
	Physician/surgeon fees	No charge	20% coinsurance	\$750 penalty for no out-of-network precertification.
If you need mental health, behavioral health, or substance abuse services	Outpatient services	No charge/office visit No charge/all other services	20% coinsurance/office visit 20% coinsurance/all other services	Includes medical services for MH/SA diagnoses.
	Inpatient services	No charge	20% coinsurance	\$750 penalty for no out-of-network precertification. Includes medical services for MH/SA diagnoses.
If you are pregnant	Office visits	No charge	20% coinsurance	Primary Care or <u>Specialist</u> benefit
	Childbirth/delivery professional services	No charge	20% coinsurance	levels apply for initial visit to confirm pregnancy.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need help recovering or have other special health needs	Childbirth/delivery facility services	No charge	20% coinsurance	Cost sharing does not apply for preventive services. Depending on the type of services, a copayment , coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Home health care	No charge	20% coinsurance	Coverage is limited to 200 days annual max. (The limit is not applicable to mental health and substance use disorder conditions.)
	Rehabilitation services	No charge/PCP visit No charge/ Specialist visit No charge/Chiropractic care visits.	20% coinsurance /PCP visit 20% coinsurance / Specialist visit No charge/Chiropractic care visits.	Coverage is limited to annual max of: 50 days for Rehabilitation services ; 36 days for Cardiac rehab services; 50 days for Chiropractic care services. Out-of-network Chiropractic care services are paid at the in-network cost share and deductible. Limits are not applicable to mental health conditions for Physical, Speech and Occupational therapies.
	Habilitation services	No charge/PCP visit No charge/ Specialist visit	20% coinsurance /PCP visit 20% coinsurance / Specialist visit	Services are covered when Medically Necessary to treat a mental health condition (e.g. autism) or a congenital abnormality. Limits are not applicable to mental health conditions for Physical, Speech and Occupational therapies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
	Skilled nursing care	No charge	20% coinsurance	\$750 penalty for no out-of-network precertification. Coverage is limited to 120 days annual max.
	Durable medical equipment	No charge	20% coinsurance	None
	Hospice services	No charge/inpatient services No charge/outpatient services	20% coinsurance /inpatient services 20% coinsurance /outpatient services	\$750 penalty for no out-of-network precertification.
If your child needs dental or eye care	Children's eye exam	Not covered	Not covered	None
	Children's glasses	Not covered	Not covered	None
	Children's dental check-up	Not covered	Not covered	None

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services .)	
• Cosmetic surgery • Dental care (Adult) • Dental care (Children)	• Long-term care • Non-emergency care when traveling outside the U.S. • Private-duty nursing • Routine foot care • Weight loss programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)	
• Acupuncture • Bariatric Surgery (in-network only) • Chiropractic care (50 days)	• Hearing aids (1 device per 24 months) • Infertility treatment • Routine eye care (Adult)

Your Rights to Continue Coverage:

There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Cigna at 1-800-Cigna24, Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or www.cciio.cms.gov. Other coverage options may be available to you, too, including buying individual insurance coverage through the [Health Insurance Marketplace](#). For more information about the [Marketplace](#), visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights:

There are agencies that can help if you have a complaint against your [plan](#) for a denial of a [claim](#). This complaint is called a [grievance](#) or [appeal](#). For more information about your rights, look at the explanation of benefits you will receive for that medical [claim](#). Your [plan](#) documents also provide complete information on how to submit a [claim](#), [appeal](#) or a [grievance](#) for any reason to your [plan](#). For more information about your rights, this notice, or assistance, contact: Cigna Customer service at 1-800-Cigna24. Additionally, a consumer assistance program can help you file your [appeal](#). Contact: Connecticut Office of the Health Care Advocate at (866) 466-4446.

Does this plan provide Minimum Essential Coverage? Yes.

[Minimum Essential Coverage](#) generally includes [plans](#), [health insurance](#) available through the [Marketplace](#) or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of [Minimum Essential Coverage](#), you may not be eligible for the [premium tax credit](#).

Does this plan meet the Minimum Value Standards? Yes.

If your [plan](#) doesn't meet the [Minimum Value Standards](#), you may be eligible for a [premium tax credit](#) to help you pay for a [plan](#) through the [Marketplace](#).

Language Access Services:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-244-6224.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-244-6224.

Chinese (中文): 如果需要中文的帮助，请拨打这个号码 1-800-244-6224.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-800-244-6224.

To see examples of how this [plan](#) might cover costs for a sample medical situation, see the next section.

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby

(9 months of in-network pre-natal care and a hospital delivery)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:

Specialist office visits (*prenatal care*)
 Childbirth/Delivery Professional Services
 Childbirth/Delivery Facility Services
 Diagnostic tests (*ultrasounds and blood work*)
 Specialist visit (*anesthesia*)

Total Example Cost	\$12,700
--------------------	----------

In this example, Peg would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$20
The total Peg would pay is	\$2,020

Managing Joe's Type 2 Diabetes

(a year of routine in-network care of a well-controlled condition)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:

Primary care physician office visits (*including disease education*)
 Diagnostic tests (*blood work*)
 Prescription drugs
 Durable medical equipment (*glucose meter*)

Total Example Cost	\$5,600
--------------------	---------

In this example, Joe would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$40
The total Joe would pay is	\$2,040

Mia's Simple Fracture

(in-network emergency room visit and follow up care)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This EXAMPLE event includes services like:

Emergency room care (*including medical supplies*)
 Diagnostic test (*x-ray*)
 Durable medical equipment (*crutches*)
 Rehabilitation services (*physical therapy*)

Total Example Cost	\$2,800
--------------------	---------

In this example, Mia would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$0
The total Mia would pay is	\$2,000

The plan would be responsible for the other costs of these EXAMPLE covered services.

Plan Name: HDP2-City1165,1186,1303,818,992,TD HDHPQ Ben Ver: 33 Plan ID: 37580747

Medical coverage

896375f 3/24 © 2024 Cigna Healthcare

Complaint forms are available at <https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/index.html>

Proficiency of Language Assistance Services

English – ATTENTION: Language assistance services, free of charge, are available to you. For current Cigna Healthcare 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 Healthcare, 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 Healthcare 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 Healthcare, 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 Healthcare 가입자님들께서는 ID 카드 뒷면에 있는 전화번호로 연락해주시요. 기타 다른 경우에는 1.800.244.6224 (TTY: 다이얼 711) 번으로 전화해주십시오.

Tagalog – PAUNAWA: Makakakuha ka ng mga serbisyo sa tulong sa wika nang libre. Para sa mga kasalukuyang customer ng Cigna Healthcare, 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 Healthcare, 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 Healthcare الحاليين برجاء الاتصال بالرقم المدون على ظهر بطاقةكم الشخصية. أو اتصل بـ 1.800.244.6224 (TTY: اتصل بـ 711).

French Creole – ATANSYON: Gen sèvis èd nan lang ki disponib gratis pou ou. Pou kliyan Cigna Healthcare yo, rele nimewo ki deyè 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 Healthcare, 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 Healthcare 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 Healthcare 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 Healthcare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 Healthcare 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 Healthcare-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).

تماس 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 ناشنوایان: شماره 711 را شمار مگیری کنید).

Persian (Farsi)

 The Summary of Benefits and Coverage (SBC) document will help you choose a health <u>plan</u>. The SBC shows you how you and the <u>plan</u> would share the cost for covered health care services. NOTE: Information about the cost of this <u>plan</u> (called the <u>premium</u>) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, go online at www.cigna.com/sp. For general definitions of common terms, such as <u>allowed amount</u>, <u>balance billing</u>, <u>coinsurance</u>, <u>copayment</u>, <u>deductible</u>, <u>provider</u>, or other underlined terms, see the Glossary. You can view the Glossary at https://www.healthcare.gov/sbc-glossary or call 1-800-Cigna24 to request a copy.		
Important Questions	Answers	Why This Matters:
What is the overall <u>deductible</u> ?	For <u>in-network providers</u>: \$2,000/individual or \$4,000/family For <u>out-of-network providers</u>: \$2,000/individual or \$4,000/family Combined medical/behavioral and pharmacy <u>deductible</u> <u>Deductible</u> per individual applies when the employee is the only individual covered under the <u>plan</u>. Amount your employer contributes to your account: Up to \$1,000/individual or \$2,000/family	Generally, you must pay all of the costs from <u>providers</u> up to the <u>deductible</u> amount before this <u>plan</u> begins to pay. If you have other family members on the policy, the overall family <u>deductible</u> must be met before the <u>plan</u> begins to pay.
Are there services covered before you meet your <u>deductible</u> ?	Yes. In-network <u>preventive care</u> & immunizations, in-network generic and preferred brand preventive drugs.	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without <u>cost-sharing</u> and before you meet your <u>deductible</u>. See a list of covered <u>preventive services</u> at https://www.healthcare.gov/coverage/preventive-care-benefits/.
Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u> ?	For <u>in-network providers</u>: \$2,000/individual or \$4,000/family For <u>out-of-network providers</u>: \$4,000/individual or \$8,000/family Combined medical/behavioral and pharmacy <u>out-of-pocket limit</u>	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u>, the overall family <u>out-of-pocket limit</u> must be met.
What is not included in the <u>out-of-pocket limit</u> ?	Penalties for failure to obtain <u>pre-authorization</u> for services, <u>premiums</u> , <u>balance-billing</u> charges, and health care this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u>.

Important Questions	Answers	Why This Matters:
Will you pay less if you use a <u>network provider</u> ?	Yes. See www.cigna.com or call 1-800-Cigna24 for a list of <u>network providers</u> .	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the <u>plan's network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the <u>provider's</u> charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a <u>referral</u> to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .



All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	No charge/visit	20% <u>coinsurance</u>	None
	<u>Specialist</u> visit	No charge/visit	20% <u>coinsurance</u>	None
	<u>Preventive care/ screening/ immunization</u>	No charge <u>Deductible</u> does not apply	20% <u>coinsurance</u>	You may have to pay for services that aren't preventive. Ask your <u>provider</u> if the services needed are preventive. Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray, blood work)	No charge	20% <u>coinsurance</u>	in-network diagnostic mammogram.
	Imaging (CT/PET scans, MRIs)	No charge	20% <u>coinsurance</u>	None
If you need drugs to treat your illness or condition	Generic drugs (Tier 1)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	20% <u>coinsurance</u> /prescription (retail); Not covered (home delivery)	Coverage is limited up to a 90-day supply (retail and home delivery); up to a 30-day supply (retail and home delivery) for <u>Specialty drugs</u> . Certain limitations may apply, including, for example: prior
More information about <u>prescription drug coverage</u> is available at				

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
www.cigna.com	Preferred brand drugs (Tier 2)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	20% coinsurance/prescription (retail); Not covered (home delivery)	authorization, step therapy, quantity limits. For drugs in the Cigna Patient Assurance Program you may pay less than the noted retail or home delivery cost share amounts. In-network Federally required preventive drugs will be provided at no charge.
	Non-preferred brand drugs (Tier 3)	No charge/prescription (retail 30 days), No charge/prescription (retail & home delivery 90 days)	20% coinsurance/prescription (retail); Not covered (home delivery)	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No charge	20% coinsurance	None
	Physician/surgeon fees	No charge	20% coinsurance	None
If you need immediate medical attention	<u>Emergency room care</u>	No charge/visit	No charge/visit	Out-of-network services are paid at the in-network cost share and <u>deductible</u> .
	<u>Emergency medical transportation</u>	No charge	No charge	Out-of-network air ambulance services are paid at the in-network cost share and <u>deductible</u> .
	<u>Urgent care</u>	No charge/visit	20% coinsurance	None
	Facility fee (e.g., hospital room)	No charge	20% coinsurance	\$750 penalty for no out-of-network precertification.
If you have a hospital stay	Physician/surgeon fees	No charge	20% coinsurance	\$750 penalty for no out-of-network precertification.
	Outpatient services	No charge/office visit No charge/all other services	20% coinsurance/office visit 20% coinsurance/all other services	Includes medical services for MH/SA diagnoses.
	Inpatient services	No charge	20% coinsurance	\$750 penalty for no out-of-network precertification. Includes medical services for MH/SA diagnoses.
If you need mental health, behavioral health, or substance abuse services	Office visits	No charge	20% coinsurance	Primary Care or <u>Specialist</u> benefit levels apply for initial visit to confirm pregnancy.
	Childbirth/delivery professional services	No charge	20% coinsurance	

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need help recovering or have other special health needs	Childbirth/delivery facility services	No charge	20% coinsurance	Cost sharing does not apply for preventive services . Depending on the type of services, a copayment , coinsurance or deductible may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e., ultrasound).
	Home health care	No charge	20% coinsurance	Coverage is limited to 200 days annual max. (The limit is not applicable to mental health and substance use disorder conditions.)
	Rehabilitation services	No charge/PCP visit No charge/ Specialist visit	20% coinsurance /PCP visit 20% coinsurance / Specialist visit No charge/Chiropractic care visits.	Coverage is limited to annual max of: 50 days for Rehabilitation services ; 36 days for Cardiac rehab services; 50 days for Chiropractic care services. Out-of-network Chiropractic care services are paid at the in-network cost share and deductible. Limits are not applicable to mental health conditions for Physical, Speech and Occupational therapies.
	Habilitation services	No charge/PCP visit No charge/ Specialist visit	20% coinsurance /PCP visit 20% coinsurance / Specialist visit	Services are covered when Medically Necessary to treat a mental health condition (e.g. autism) or a congenital abnormality. Limits are not applicable to mental health conditions for Physical, Speech and Occupational therapies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
	Skilled nursing care	No charge	20% coinsurance	\$750 penalty for no out-of-network precertification. Coverage is limited to 120 days annual max.
	Durable medical equipment	No charge	20% coinsurance	None
	Hospice services	No charge/inpatient services No charge/outpatient services	20% coinsurance /inpatient services 20% coinsurance /outpatient services	\$750 penalty for no out-of-network precertification.
If your child needs dental or eye care	Children's eye exam	Not covered	Not covered	None
	Children's glasses	Not covered	Not covered	None
	Children's dental check-up	Not covered	Not covered	None

Excluded Services & Other Covered Services:

Services Your Plan Generally Does NOT Cover (Check your policy or plan document for more information and a list of any other excluded services .)	
• Cosmetic surgery • Dental care (Adult) • Dental care (Children)	• Long-term care • Non-emergency care when traveling outside the U.S. • Private-duty nursing • Routine foot care • Weight loss programs

Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your plan document.)	
• Acupuncture • Bariatric Surgery (in-network only) • Chiropractic care (50 days)	• Hearing aids (1 device per 24 months) • Infertility treatment • Routine eye care (Adult)

Your Rights to Continue Coverage:

There are agencies that can help if you want to continue your coverage after it ends. The contact information for those agencies is: Cigna at 1-800-Cigna24, Department of Health and Human Services, Center for Consumer Information and Insurance Oversight, at 1-877-267-2323 x61565 or www.ccoio.cms.gov. Other coverage options may be available to you, too, including buying individual insurance coverage through the [Health Insurance Marketplace](#). For more information about the [Marketplace](#), visit www.HealthCare.gov or call 1-800-318-2596.

Your Grievance and Appeals Rights:

There are agencies that can help if you have a complaint against your [plan](#) for a denial of a [claim](#). This complaint is called a [grievance](#) or [appeal](#). For more information about your rights, look at the explanation of benefits you will receive for that medical [claim](#). Your [plan](#) documents also provide complete information on how to submit a [claim](#), [appeal](#) or a [grievance](#) for any reason to your [plan](#). For more information about your rights, this notice, or assistance, contact: Cigna Customer service at 1-800-Cigna24. Additionally, a consumer assistance program can help you file your [appeal](#). Contact: Connecticut Office of the Health Care Advocate at (866) 466-4446.

Does this plan provide Minimum Essential Coverage? Yes.

[Minimum Essential Coverage](#) generally includes [plans](#), [health insurance](#) available through the [Marketplace](#) or other individual market policies, Medicare, Medicaid, CHIP, TRICARE, and certain other coverage. If you are eligible for certain types of [Minimum Essential Coverage](#), you may not be eligible for the [premium tax credit](#).

Does this plan meet the Minimum Value Standards? Yes.

If your [plan](#) doesn't meet the [Minimum Value Standards](#), you may be eligible for a [premium tax credit](#) to help you pay for a [plan](#) through the [Marketplace](#).

Language Access Services:

Spanish (Español): Para obtener asistencia en Español, llame al 1-800-244-6224.

Tagalog (Tagalog): Kung kailangan ninyo ang tulong sa Tagalog tumawag sa 1-800-244-6224.

Chinese (中文): 如果需要中文的帮助，请拨打这个号码 1-800-244-6224.

Navajo (Dine): Dinek'ehgo shika at'ohwol ninisingo, kwijigo holne' 1-800-244-6224.

To see examples of how this [plan](#) might cover costs for a sample medical situation, see the next section.

About these Coverage Examples:



This is not a cost estimator. Treatments shown are just examples of how this plan might cover medical care. Your actual costs will be different depending on the actual care you receive, the prices your providers charge, and many other factors. Focus on the cost sharing amounts (deductibles, copayments and coinsurance) and excluded services under the plan. Use this information to compare the portion of costs you might pay under different health plans. Please note these coverage examples are based on self-only coverage.

Peg is Having a Baby

(9 months of in-network pre-natal care and a hospital delivery)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This **EXAMPLE** event includes services like:

Specialist office visits (*prenatal care*)
Childbirth/Delivery Professional Services
Childbirth/Delivery Facility Services
Diagnostic tests (*ultrasounds and blood work*)
Specialist visit (*anesthesia*)

Total Example Cost	\$12,700
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In this example, Peg would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$20
The total Peg would pay is	\$2,020

Managing Joe's Type 2 Diabetes

(a year of routine in-network care of a well-controlled condition)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This **EXAMPLE** event includes services like:

Primary care physician office visits (*including disease education*)
Diagnostic tests (*blood work*)
Prescription drugs
Durable medical equipment (*glucose meter*)

Total Example Cost	\$5,600
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In this example, Joe would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$40
The total Joe would pay is	\$2,040

Mia's Simple Fracture

(in-network emergency room visit and follow up care)

- The plan's overall deductible \$2,000
- Specialist coinsurance 0%
- Hospital (facility) coinsurance 0%
- Other coinsurance 0%

This **EXAMPLE** event includes services like:

Emergency room care (*including medical supplies*)
Diagnostic test (*x-ray*)
Durable medical equipment (*crutches*)
Rehabilitation services (*physical therapy*)

Total Example Cost	\$2,800
---------------------------	----------------

In this example, Mia would pay:

Cost Sharing	
Deductibles	\$2,000
Copayments	\$0
Coinsurance	\$0
What isn't covered	
Limits or exclusions	\$0
The total Mia would pay is	\$2,000

The plan would be responsible for the other costs of these **EXAMPLE** covered services.

Discrimination is against the law.

Medical coverage

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

Cigna Healthcare:

- 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 Healthcare 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 Healthcare

Nondiscrimination Complaint Coordinator
P.O. 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 <https://www.hhs.gov/civil-rights/filing-a-complaint/complaint-process/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 Healthcare 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 Healthcare, 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 Healthcare 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 Healthcare, 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 Healthcare 가입자님들께서는 ID 카드 뒷면에 있는 전화번호로 연락해주시요. 기타 다른 경우에는 1.800.244.6224 (TTY: 다이얼 711)번으로 전화해주시요.

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برجاء الانتباه خدمات الترجمة المجانية متاحة لكم. لعملاء Cigna Healthcare الحاليين برجاء الاتصال بالرقم المدون على ظهر بطاقتكم الشخصية. **Arabic**
أو اتصل بـ 1.800.244.6224 (TTY: اتصل بـ 711).

French Creole – ATANSYON: Gen sèvis èd nan lang ki disponib gratis pou ou. Pou kliyan Cigna Healthcare 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 Healthcare, 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 Healthcare 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 Healthcare 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 Healthcare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 Healthcare 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 Healthcare-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).

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

Summary of Benefits Cigna Health and Life Insurance Company

Cigna Healthcare Vision New Britain City and Board of Education – High Plan PPO - Scheduled (C1)



Welcome to Cigna Vision Schedule of Vision Coverage Effective Date: July 1, 2025			
Vision Services and Frequency	In-Network Plan Coverage**	In-Network Member Cost***	Out-of-Network Reimbursement
Exam and Professional Services: Frequency*: once per 12 month Eye Exam Retinal Screening Contact Lens Professional Services (Fit and Follow-up)	100% after Copay Not Covered 100% after \$0 Copay	\$0 Copay Up to \$39 \$0 Copay	Up to \$72 Allowance Not Covered Not Covered
Standard Eyeglass Lenses Allowances: Frequency*: one pair per 12 month Lenses: Single Vision Lined Bifocal Lined Trifocal Lenticular	100% after Copay 100% after Copay 100% after Copay 100% after Copay	\$20 Copay \$20 Copay \$20 Copay \$20 Copay	Up to \$60 Allowance Up to \$85 Allowance Up to \$110 Allowance Up to \$130 Allowance
Lens Enhancements / Options: Oversize lenses Rose #1 and #2 Solid Tints Polycarbonate Lenses <19 years of age Polycarbonate Lenses Standard Progressives+ Premium Progressive+ Plastic Dye Tints Photochromic – Glass or Plastic Standard Scratch Coating Standard Ultraviolet (UV) Coating Standard Anti-Reflective (AR) Coating+ Premium Anti-Reflective Coating+ Hi-Index Lenses All other lens options	100% 100% 100% \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0	\$0 \$0 \$0 \$40 \$65¹ Tier 1: \$85¹ Tier 2: \$95¹ Tier 3: \$110¹ Tier 4: \$65 plus 20% off retail Less \$120 allowance¹ \$15 \$75 \$15 \$15 \$45 Tier 1: \$57 Tier 2: \$68 Tier 3: 20% off Retail 20% off retail 20% off retail	Not Covered Not Covered Not Covered Not Covered Not Covered¹ Not Covered¹ Not Covered Not Covered Not Covered Not Covered Not Covered Not Covered Not Covered Not Covered

Contact Lenses Retail Allowance: Frequency*: one pair or single purchase per 12 month			
Elective – Conventional	100% up to \$300 Retail Allowance; Additional 15% off balance over allowance	Balance over \$300 Allowance	Up to \$180 Allowance
Elective – Disposable	100% up to \$300 Retail Allowance		
Therapeutic	100%	\$0	Up to \$240 Allowance
Frame Allowance Frequency*: one per 12 month			
Retail	100% up to \$250 Allowance	20% off balance over Allowance	Up to \$200 Allowance
Costco	100% up to \$80 Allowance	Balance over Allowance	
*Your Frequency Period begins on January 1 (Calendar year basis) +Changes to the products in each tier and member out-of-pocket amounts are subject to change; All providers are not required to carry all brands at all levels. Check with your in-network provider for details. ¹Member out-of-pocket includes Lined Bifocal copay. Out-of-network reimbursement based on Lined Bifocal allowance.			
Definitions: Copay: the amount you pay towards your exam and/or materials, lenses and/or frames Coinsurance: the percentage of charges Cigna will pay. Customer is financially responsible for the balance. Allowance: the maximum amount Cigna will pay. Customer is financially responsible for any amount over the allowance.			

In-Network Coverage Includes**: - One vision and eye health evaluation including but not limited to eye health examination, dilation, refraction, and prescription for glasses; - Contact Lens Professional Services including the fitting, evaluation and two follow-up visits, covered under the contact lens materials allowance, unless otherwise stated above. - One pair of standard prescription plastic or glass lenses, all ranges of prescriptions (powers and prisms) including Oversize, Rose #1 or #2 Solid Tint and Polycarbonate lenses < 19 years of age. 20% savings on all additional lens enhancements/ option you choose for your lenses, not shown on the Schedule of Vision Coverage above. - One pair of Elective conventional contact lenses or a single purchase of a supply of disposable contact lenses – in lieu of eyeglass lenses and frame benefit, (may not receive contact lenses and eyeglasses (lenses and frames) in same benefit year). - Coverage for Therapeutic contact lenses will be provided when visual acuity cannot be corrected to 20/70 in the better eye with eyeglasses and the fitting of the contact lenses would obtain this level of visual acuity; and in certain cases of anisometropia, keratoconus, or aphakia; as determined and documented by your Vision eye care professional. Contact lenses fitted for other therapeutic purposes or the narrowing of visual fields due to high minus or plus correction will be covered in accordance with the Elective contact lens coverage shown on the Schedule of Vision Coverage.	What's Not Covered: - Orthoptic or vision training and any associated supplemental testing - Medical or surgical treatment of the eyes - Any eye examination, or any corrective eyewear, required by an employer as a condition of employment - Any injury or illness when paid or payable by Workers' Compensation or similar law, or which is work-related - Charges in excess of the usual and customary charge for the Service or Materials - Charges incurred after the policy ends or the insured's coverage under the policy ends, except as stated in the policy - Experimental or non-conventional treatment or device - Magnification or low vision aids not shown as covered in the Schedule of Vision Coverage - Any non-prescription (minimum Rx required) eyeglasses, includes frame, lenses, or contact lenses - Spectacle lens treatments, "add-ons", or lens coatings not shown as covered in the Schedule of Vision Coverage - Prescription sunglasses lens "add-ons", or lens coatings not shown as covered in the Schedule of Vision Coverage - Two pair of glasses, in lieu of bifocals or trifocals - Safety glasses or lenses required for employment not shown as covered in the Schedule of Vision Coverage - VDI (video display terminal)/computer eyeglass benefit - Claims submitted and received in excess of twelve (12) months from the original Date of Service
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One frame for prescription lenses – frame of choice covered up to retail plan allowance, plus a 20% savings on amount that exceeds frame allowance; ** Coverage may vary at participating discount retail and membership club optical locations, please contact Customer Service for specific coverage information. *** Provider participation is 100% voluntary and subject to applicable law; please check with your Eye Care Professional for any offered discounts.	
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In-Network Value Added Savings

- Up to 40% off additional complete pairs of glasses (frame and lenses)
- 20% off any item not covered by the plan, including non-prescription sunglasses, but excluding professional services***

Interested in Laser Vision Correction service such as LASIK? Visit your MyCigna.com and search for Healthy Rewards® for details.

How to use your Cigna Vision Benefits

(Please be aware that the Cigna Vision network is different from the networks supporting our health/medical plans).

1. Finding a doctor

There are three ways to find a quality eye doctor in your area:

- Log into myCigna.com, under "Coverage", select Vision page. Click on Visit Cigna Vision. Then select "Find a Cigna Vision Network Eye Care Professional" to search the Cigna Vision – serviced by EyeMed Directory.
- Don't have access to myCigna.com? Go to Cigna.com, top of the page select "Find A Doctor", select Employer or School, click on Additional Directories and select Cigna Vision serviced by EyeMed Directory.
- Prefer the phone? Call the toll-free number found on your Cigna insurance card and talk with a Cigna Vision customer service representative.

2. Schedule an appointment

Identify yourself as a Cigna Vision customer when scheduling an appointment. Present your Cigna Vision serviced by EyeMed Proof of Coverage Identification at the time of your appointment, which will quickly assist the doctor's office with accessing your plan details and verifying your eligibility.

3. Out-of-network plan reimbursement

How to use your Cigna Vision Benefits

Send a completed Cigna Vision service by EyeMed claim form and itemized receipt to: Cigna Vision, Claims Dept. c/oFAA
PO Box 8504, Mason, OH 45040-7111

To get a Cigna Vision serviced by EyeMed claim form:

- Go to **Cigna.com** and go to Forms, Vision Forms, select the Cigna Vision serviced by EyeMed form
- Go to **myCigna.com** and go to your vision coverage page

Cigna Vision will pay for covered expenses within ten business days of receiving the completed claim form and itemized receipt.



Benefits are underwritten or administered by Connecticut General Life Insurance Company or Cigna Health and Life Insurance Company. Read your plan carefully – this benefit summary provides a very brief description of the important features of your plans. This is not the insurance contract. Your full rights and benefits are expressed in the actual plan documents that are available to you upon request or a copy of the NH Vision Outline of Coverage is available and can be downloaded at [Health Insurance & Medical Forms for Customers | Cigna](#) under Vision Forms. Participating providers are independent contractors solely responsible for your routine vision examinations and products.

All Cigna products and services are provided exclusively by or through operating subsidiaries of Cigna Corporation, including Cigna Health and Life Insurance Company. The Cigna name, logo, and other Cigna marks are owned by Cigna Intellectual Property, Inc. Healthy Rewards® - is a discount program, not an insured benefit.

Discrimination is against the law

Vision coverage

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

Cigna Healthcare:

- 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 Healthcare 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 Healthcare

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. Call 1.888.353.2653 (TTY dial 711 for operator, then dial 1-844-230-6498).

Spanish - ATENCIÓN: Hay servicios de asistencia de idiomas, sin cargo, a su disposición. Llame al 1.888.353.2653 (TTY: marque 711 para hablar con un operador y luego marque 1-844-230-6498).

Chinese - 注意：我們可為您免費提供語言協助服務。請致電 1.888.353.2653（聽語障人士請撥打 711（聽語障專線）由操作人員為您服務，然後撥打 1-844-230-6498）。

Vietnamese - XIN LƯU Ý: Quý vị được cấp dịch vụ trợ giúp về ngôn ngữ miễn phí. Vui lòng gọi 1.888.353.2653 (TTY xin quay số 711 để kết nối với tổng đài, sau đó quay số 1-844-230-6498).

Korean - 주의: 한국어를 사용하시는 경우, 언어 지원 서비스를 무료로 이용하실 수 있습니다. 1.888.353.2653번으로 문의하십시오(TTY는 교환원 연결을 위해 711번으로 전화하신 후, 1-844-230-6498번으로 전화하십시오).

Tagalog - PAUNAWA: Makakakuha ka ng mga serbisyo sa tulong sa wika nang libre. Tumawag sa 1.888.353.2653 (Para sa TTY, i-dial ang 711 para sa operator, pagkatapos ay i-dial ang 1-844-230-6498).

Russian - ВНИМАНИЕ: Если вы говорите на русском языке, то вам доступны бесплатные услуги перевода. Звоните 1.888.353.2653 (линия TTY: наберите 711 для соединения с оператором, затем наберите 1-844-230-6498).

Arabic - ملحوظة: إذا كنت تتحدث اذكر اللغة، فإن خدمات المساعدة اللغوية تتوافر لك بالمجان. اتصل برقم 1.888.353.2653 (بنبغي لمستخدمي TTY الاتصال على الرقم 711 للتحدث إلى عامل الهاتف، ثم الاتصال على الرقم 1-844-230-6498).

French Creole - ATANSYON: Gen sèvis èd pou lang ki disponib gratis pou ou. Rele 1.888.353.2653 (TTY konpoze 711 pou pale ak yon operatè, apresya konpoze 1-844-230-6498).

French - ATTENTION : Des services d'aide linguistique vous sont proposés gratuitement. Veuillez appeler le 1.888.353.2653 (ATS: composez le 711 pour joindre l'opérateur, puis composez le 1-844-230-6498).

Portuguese - ATENÇÃO: Se fala português, encontram-se disponíveis serviços linguísticos, grátis. Ligue 1.888.353.2653 (TTY: marque 711 para o telefonista e, em seguida, marque 1-844-230-6498).

Polish - UWAGA: Możesz skorzystać z bezpłatnej pomocy językowej. Zadzwoń pod numer 1.888.353.2653 (użytkownicy TTY powinni dzwonić pod numer 711, aby otrzymać połączenie z telefonistą, a następnie wybrać numer 1-844-230-6498).

Japanese - 注意事項:日本語を話される場合、無料の言語支援をご利用いただけます。1.888.353.2653 にお電話ください (TTYをご利用の場合は、711 をダイヤルしてオペレーターに接続してから 1-844-230-6498 におかけください)。

Italian - ATTENZIONE: In caso la lingua parlata sia l'italiano, sono disponibili servizi di assistenza linguistica gratuiti. Chiamare il numero 1.888.353.2653 (TTY: comporre il 711 per l'operatore, quindi comporre il numero 1-844-230-6498).

German - ACHTUNG: Wenn Sie Deutsch sprechen, stehen Ihnen kostenlos sprachliche Hilfsdienstleistungen zur Verfügung. Rufnummer: Rufen Sie die Nummer 1.888.353.2653 an (TTY-Benutzer wählen 711 für die Vermittlung und dann 1-844-230-6498).

Persian (Farsi) - توجه: خدمات کمک زبانی، به صورت رایگان به شما ارائه می‌شود. با شماره 1.888.353.2653 تماس بگیرید (TTY شماره 711 را برای اپراتور گرفته و سپس 1-844-230-6498 را شماره گیری کنید).

824734a 6/23

Cigna Dental Benefit Summary
New Britain City and Board of Education
Dental PPO City Low – 4949
Plan Effective Date: 07/01/2025



Administered by: Cigna Health and Life Insurance Company

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

Receiving regular dental care can not only catch minor problems before they become major and expensive to treat - it may even help improve your overall health. Gum disease is increasingly being linked to complications for pre-term birth, heart disease, stroke, diabetes, osteoporosis and other health issues. That's why this dental plan includes **Cigna Dental WellnessPlusSM** features. When you or your family members receive any preventive care service in one plan year, the annual dollar maximum will increase in the following plan year. When you or your family members remain enrolled in the plan and continue to receive preventive care, the annual dollar maximum will increase in the following plan year, until it reaches the level specified below. Please refer to your plan materials for additional information on this plan feature. **Your plan allows you to see any licensed dentist, but using an in-network dentist may minimize your out-of-pocket expenses.**

DPPO				
Network Options	In-Network: Total Network		Out-of-Network: Non-Network Reimbursement	
Reimbursement Levels	Based on Contracted Fees		Maximum Reimbursable Charge	
WellnessPlusSM Progressive Maximum Benefit: When you or your family members receive any preventive care service during one plan year, the annual dollar maximum will increase in the following plan year; until it reaches the highest level specified below. Please refer to your plan materials for additional information on this plan feature.				
Calendar Year Benefits Maximum Applies to: Class II expenses	Year 1: \$750 Year 2: \$800 Year 3: \$850 Year 4 & Beyond: \$900		Year 1: \$750 Year 2: \$800 Year 3: \$850 Year 4 & Beyond: \$900	
Calendar Year Deductible Individual Family	\$0 \$0		\$0 \$0	
Benefit Highlights	Plan Pays	You Pay	Plan Pays	You Pay
Class I: Diagnostic & Preventive Oral Evaluations Prophylaxis: routine cleanings X-rays: routine X-rays: non-routine Fluoride Application Space Maintainers: non-orthodontic Emergency Care to Relieve Pain (Note: This service is administered at the in-network coinsurance level.)	100% No Deductible	No Charge	100% No Deductible	No Charge
Class II: Basic Restorative Oral Surgery: Simple Extractions	100% No Deductible	No Charge	100% No Deductible	No Charge

Benefit Plan Provisions:	
<i>In-Network Reimbursement</i>	For services provided by a Cigna Dental PPO network dentist, Cigna Dental will reimburse the dentist according to a Fee Schedule or Discount Schedule.
<i>Non-Network Reimbursement</i>	For services provided by a non-network dentist, Cigna Dental will reimburse according to the Maximum Reimbursable Charge. The MRC is calculated at the 85th percentile of all provider submitted amounts in the geographic area. The dentist may balance bill up to their usual fees.
<i>Cross Accumulation</i>	All deductibles, plan maximums, and service specific maximums cross accumulate between in and out of network. Benefit frequency limitations are based on the date of service and cross accumulate between in and out of network.
<i>Calendar Year Benefits Maximum</i>	The plan will only pay for covered charges up to the yearly Benefits Maximum, when applicable. Benefit-specific Maximums may also apply.
<i>Calendar Year Deductible</i>	This is the amount you must pay before the plan begins to pay for covered charges, when applicable. Benefit-specific deductibles may also apply.
<i>Pretreatment Review</i>	Pretreatment review is available on a voluntary basis when dental work in excess of \$200 is proposed.
<i>Alternate Benefit Provision</i>	When more than one covered Dental Service could provide suitable treatment based on common dental standards, Cigna HealthCare will determine the covered Dental Service on which payment will be based and the expenses that will be included as Covered Expenses.
<i>Oral Health Integration Program*</i>	The Cigna Dental Oral Health Integration Program offers enhanced dental coverage for customers with certain medical conditions. There is no additional charge to participate in the program. Those who qualify can receive reimbursement of their coinsurance for eligible dental services. Eligible customers can also receive guidance on behavioral issues related to oral health. Reimbursements under this program are not subject to the annual deductible, but will be applied to the plan annual maximum. For more information on how to enroll in this program and a complete list of terms and eligible conditions, go to www.mycigna.com or call customer service 24/7 at 1-800-Cigna24.
<i>Timely Filing</i>	Out of network claims submitted to Cigna after 365 days from date of service will be denied.
Benefit Limitations:	
Oral Evaluations/Exams	2 per calendar year.
X-rays (routine)	Bitewings: 2 per calendar year.
X-rays (non-routine)	Complete series of radiographic images and panoramic radiographic images: Limited to a combined total of 1 per 36 months.
Cleanings	2 per calendar year, including periodontal maintenance procedures following active therapy.
Fluoride Application	2 per covered person per benefit period for covered persons under age 19
Space Maintainers	Limited to non-orthodontic treatment for children under age 19.

Benefit Exclusions:

Covered Expenses will not include, and no payment will be made for the following:

- Procedures and services not included in the list of covered dental expenses;
- Diagnostic: cone beam imaging;
- Preventive Services: instruction for plaque control, oral hygiene and diet;
- Sealants (per tooth);
- Restorative: inlays; onlays; crowns; veneers;
- Filling; Amalgam and Composite;
- Endodontics: minor and major;
- Periodontics: minor and major;
- Periodontics: bite registrations; splinting;
- Oral Surgery; Major;
- Repairs; Dentures, Bridges, Crowns and Inlays;
- Denture Relines, Rebases and Adjustments;
- Prosthodontic: precision or semi-precision attachments;
- Prosthodontics: bridges, dentures or any related services;
- Implants: implants or implant related services;
- Orthodontics: orthodontic treatment;
- Anesthesia: general anesthesia or intravenous sedation;
- Procedures, appliances or restorations, except full dentures, whose main purpose is to change vertical dimension, diagnose or treat conditions of dysfunction of the temporomandibular joint (TMJ), stabilize periodontally involved teeth or restore occlusion;
- Athletic mouth guards;
- Services performed primarily for cosmetic reasons;
- Personalization or decoration of any dental device or dental work;
- Replacement of an appliance per benefit guidelines;
- Services that are deemed to be medical in nature;
- Services and supplies received from a hospital;
- Drugs: prescription drugs;
- Charges in excess of the Maximum Reimbursable Charge.
- Benefits are not provided for sealants on front teeth or any tooth that has been restored.

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

Product availability may vary by location and plan type and is subject to change. All group dental insurance policies and dental benefit plans contain exclusions and limitations. For costs and details of coverage, review your plan documents or contact a Cigna representative.

A copy of the NH Dental Outline of Coverage is available and can be downloaded at Health Insurance & Medical Forms for Customers | Cigna under Dental Forms.

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City of New Britain – Group # 4538
Delta Dental PPO plus Premier™
0001 Active / 0002 COBRA

If a Delta Dental PPOSM, Delta
Dental Premier®, or Non
Participating Dentist is used

Calendar Year Deductible

- Per Person

\$0

Plan Pays:

Initial Oral Exam – 1/36 mos.	100%
Periodic Oral Exams, Cleaning (2 per calendar year per person)	100%
Space Maintainers (for children to age 19)	100%
Fluoride Treatments (twice in a 12 month period for persons 18 and under)	100%
X-rays	100%
Emergency Treatment	100%
Simple Extractions (#7140)	100%

Calendar Year Annual Maximum

\$750

Dependent children are covered to age 25

Carryover *Carryover MaxSM* from Delta Dental allows you to increase your benefits.

This valuable benefit feature allows you to carry over a portion of your unused standard annual maximum benefit limit into the next year, and beyond. You can accumulate part of your unused benefit dollars from a healthy year and use it for services such as bridges, crowns, and root canals.

Carryover MaxSM is easy and automatic.

- To qualify for *Carryover MaxSM*, you must receive at least one cleaning or one oral exam during the plan year. If you don't receive a cleaning or exam, you won't be eligible to carry over any of your benefit dollars to the following year. If you fail to do so, any accumulated carryover will be lost.
- A covered person is eligible for the *Carryover MaxSM* benefit if less than half of the standard annual maximum is used in the prior benefit year.
- Carryover MaxSM allows you to carry over up to 25% of the unused portion of your standard annual maximum up to a maximum of \$500. For example, if your standard annual maximum is \$1,000, and you use \$200, you can carry over \$200 (\$800 x 25% = \$200).
- The accumulated amount can never exceed your standard annual maximum.
- Standard annual maximum dollars are used first. Carryover MaxSM dollars are used after the standard annual maximum is met.

Over 300,000 participating dental offices nationwide participate with the national Delta Dental system, although you may choose any fully licensed dentist to render necessary services. Participating dentists will be paid directly by Delta Dental to the extent that services are covered by the contract. Non-participating dentists will bill the patient directly, and Delta Dental will make payment directly to the member. Maximum benefit may be derived by utilizing the services of a participating dentist.

Where the eligible patient is treated by a Delta Dental PPOSM dentist, the fee for the covered service(s) will not exceed the Delta Dental PPO maximum allowable charge(s). Where the eligible patient is treated by a Delta Dental Premier® dentist who does not participate in Delta Dental PPO or by a Participating Specialist, the dentist has agreed not to charge eligible patients more than the dentist's filed fee or Delta Dental's established maximum plan allowance, and Delta Dental will pay such dentists based on the least of the actual fee, the filed fee, or Delta Dental's established maximum plan allowance for the procedure(s). Claims for services provided by dentists who are neither Delta Dental Premier, Delta Dental PPO dentists, or Participating Specialists are paid based on the lesser of the dentist's actual charge or the prevailing fee. Members utilizing non-participating dentists may be billed for the difference between the dentist's charge and Delta Dental's allowable charge. Visit www.deltadentalct.com for a directory of participating dentists.

During your FIRST appointment, tell your dentist that you are covered under this program. Give him/her your Group's name, its Delta Dental Group Number and your Member ID number. If you have any questions regarding your benefits, you may contact our Customer Service Department Monday through Thursday, 8:00 a.m. to 6:30 p.m. EST and Friday, 8:00 a.m. to 5:00 p.m. EST, at 1-800-452-9310.

This overview contains a general description of your dental care program for your use as a convenient reference. Complete details of your program appear in the group contract between your plan sponsor and Delta Dental of New Jersey, Inc. which governs the benefits and operation of your program. In CT, Delta Dental of Connecticut writes dental coverage on an insured basis and Delta Dental of New Jersey administers self-funded dental benefit programs. The group contract would control if there should be any inconsistency or difference between its provisions and the information in this overview.

2024



City of New Britain - Group # 4538
Delta Dental PPO plus Premier™
Supervisors – Buy Up Option
1001 Active / 1002 COBRA

If a Delta Dental PPOSM, Delta Dental Premier®, or Non Participating Dentist is used

Calendar Year Deductible

- Per Person

\$0

Plan Pays:

Preventive & Diagnostic

100%

Fluoride Treatments (*twice in a 12 month period for persons 18 and under*)

100%

100%

Fillings (*composite fillings on all teeth, posterior and anterior*)

Endodontics

100%

Simple Restorations

100%

Simple Extractions

100%

Repair of Dentures

100%

Oral Surgery

80%

Crowns, Inlays and Gold Restorations

50%

Non Surgical Periodontics (\$500 maximum per person per year)

50%

Prosthodontics

50%

Orthodontic Benefits (Adults & Children - \$1,000 lifetime maximum per person)

60%

Annual Maximum

\$1,750

Dependent children are covered to age 25

Carryover Carryover MaxSM from Delta Dental allows you to increase your benefits.

This valuable benefit feature allows you to carry over a portion of your unused standard annual maximum benefit limit into the next year, and beyond. You can accumulate part of your unused benefit dollars from a healthy year and use it for services such as bridges, crowns, and root canals.

Carryover MaxSM is easy and automatic.

- To qualify for Carryover MaxSM, you must receive at least one cleaning or one oral exam during the plan year. If you don't receive a cleaning or exam, you won't be eligible to carry over any of your benefit dollars to the following year. If you fail to do so, any accumulated carryover will be lost.
- A covered person is eligible for the Carryover MaxSM benefit if less than half of the standard annual maximum is used in the prior benefit year.
- Carryover MaxSM allows you to carry over up to 25% of the unused portion of your standard annual maximum up to a maximum of \$500. For example, if your standard annual maximum is \$1,000, and you use \$200, you can carry over \$200 (\$800 x 25% = \$200)
- The accumulated amount can never exceed your standard annual maximum.
- Standard annual maximum dollars are used first. Carryover MaxSM dollars are used after the standard annual maximum is met.

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Where the eligible patient is treated by a Delta Dental PPOSM dentist, the fee for the covered service(s) will not exceed the Delta Dental PPO maximum allowable charge(s). Where the eligible patient is treated by a Delta Dental Premier® dentist who does not participate in Delta Dental PPO or by a Participating Specialist, the dentist has agreed not to charge eligible patients more than the dentist's filed fee or Delta Dental's established maximum plan allowance, and Delta Dental will pay such dentists based on the least of the actual fee, the filed fee, or Delta Dental's established maximum plan allowance for the procedure(s). Claims for services provided by dentists who are neither Delta Dental Premier, Delta Dental PPO dentists, or Participating Specialists are paid based on the lesser of the dentist's actual charge or the prevailing fee. Members utilizing non-participating dentists may be billed for the difference between the dentist's charge and Delta Dental's allowable charge. Visit www.deltadentalct.com for a directory of participating dentists.

During your FIRST appointment, tell your dentist that you are covered under this program. Give him/her your Group's name, its Delta Dental Group Number and your Member ID number. If you have any questions regarding your benefits, you may contact our Customer Service Department Monday through Thursday, 8:00 a.m. to 6:30 p.m. EST and Friday, 8:00 a.m. to 5:00 p.m. EST, at 1-800-452-9310.

This overview contains a general description of your dental care program for your use as a convenient reference. Complete details of your program appear in the group contract between your plan sponsor and Delta Dental of New Jersey, Inc. which governs the benefits and operation of your program. In CT, Delta Dental of Connecticut writes dental coverage on an insured basis and Delta Dental of New Jersey administers self-funded dental benefit programs. The group contract would control if there should be any inconsistency or difference between its provisions and the information in this overview.

2023

APPENDIX E

SICK LEAVE POOL

1. A sick leave pool is hereby established for all employees to donate sick leave to be used when a member of the sick leave pool has exhausted accumulated leave and has a hardship which requires additional sick leave. Membership in the pool shall be on a voluntary basis, however, only members of the pool shall be allowed to apply for the withdrawal of days from the pool.
2. Newly hired employees shall be provided an opportunity to join the sick leave pool at any point in their first ninety (90) days of employment. For all current employees, there will be an open enrollment period in the month of July to allow any employee not in the sick leave pool, the opportunity to join. Any member who does not join upon hire or during the open enrollment period will not be able to join until the following year's open enrollment period. Members who join during the open enrollment period shall be required to contribute the number of days equal to the amount that they would have been required to contribute had they joined the sick pool upon its creation or upon hiring, whichever is applicable.

If a member of the sick leave pool wishes to terminate his/her membership in the pool, he or she shall send a written request to the Sick Leave Pool Committee c/o the Human Resources Director stating therein that he/she wishes to terminate membership and waives any and all claims to the sick time he/she has donated to the pool.

3. All members of the pool shall initially contribute one (1) sick day that shall be deducted from the member's accumulated sick leave. If at any time, the sick leave pool has a balance of less than one hundred (100) days, the City shall deduct one (1) additional day from each member's accumulated sick leave to the sick leave pool.
4. Upon exhaustion of accumulated leave, any member of the pool may apply to the Sick Leave Pool Committee, as hereinafter provided, for a withdrawal of days. Application should be made as soon as a member suspects that time will be required. Sick pool time will not be awarded retroactively. Any additional sick leave accumulated by a member while that member is withdrawing from the sick pool shall be exhausted prior to additional days from the pool being used.
5. A Sick Leave Pool Committee consisting of the respective Department Head, the Human Resources Director and the Union President shall be established. The Committee shall develop procedures for the applying and granting of sick days from the pool. The Committee shall: a) require that an FMLA form be completed by a physician; b) award a maximum of one hundred (100) days of paid leave to any employee in any given contract year; c) consider that nature and projected duration of the employee's injury or illness ; and d) consider the applicant's prior record of sick leave use. Additional Committee criteria may be added with the unanimous consent of the Committee.

6. Application for withdrawal of days shall be made to the Human Resources Director who will present the application to the Committee. Applications to the Committee shall be made by letter and accompanied by a completed FMLA form and a statement that the applicant agrees to and understands the terms of the sick leave pool. Applications shall be transmitted with supporting documents to the Committee. It is the applicant's responsibility to provide, with the letter of application, the following information to the Committee:
 - a. A completed FMLA form.
 - b. Date of expiration of accumulated sick time.
 - c. A request for a specific number days of paid sick leave to be drawn from the Sick Leave Pool.

Incomplete applications will not be acted upon by the Sick Leave Pool Committee, but will be returned to the employee with a note about what additional information is required.

7. The granting of any sick leave days from the pool shall be by majority vote of the Committee and such vote shall be final and shall not be subject to the grievance procedure.
8. Any days withdrawn from the pool and not used upon the return to work shall be returned to the pool.
9. Once sick days are contributed to the pool they are deducted from each member's accumulated sick leave and the member waives all rights to those sick days.

APPENDIX F

*****WITH RESPECT TO ANY SNOW
LANGUAGE IN THIS MOU, THAT
LANGUAGE HAS BEEN REPLACED WITH
NEW CONTRACT LANGUAGE FOUND IN
SECTION 6.2 ON PAGES 12-18 OF THE
CONTRACT*****

M OF UNDERSTANDING

BETWEEN

OF NEW BRITAIN

AND

ME LOCAL 1186

This Memorandum is entered into between the City of New Britain (hereinafter "City"), AFSCME Local 1186 (hereinafter "Union")

Whereas, as of July 1, 2012, the Public Works Department was re-organized to save money by eliminating operational redundancies associated with the old City department structure, and to maintain services by implementing a more flexible system for shifting staff between service areas depending on current work load; and

Whereas, as part of the July 1, 2012 re-organization, the City's Public Works Department now includes the former: Public Works Department, the Parks and Recreation Department, the Water Department, and the Department of Property Management; and

Whereas, as a result of July 1, 2012 re-organization, the City's Public Works Department is now comprised of five divisions including: Field Services, Utilities (Water and Sewer, Fleet and Facilities, Administrative and Recreation; and

Whereas, it is recognized that some changes to how overtime is distributed and on how overtime equity is achieved are needed to properly align overtime assignments with the Public Works division staff needed to fill these overtime assignments; and

Therefore, the City, Union and Employees agree to the following:

1. Regular overtime shall be defined as overtime distributed based on the duties associated with a specific job classification. Regular overtime does

not include filtration plant overtime, Streets and Parks based Winter Snow Operations, and overtime at Stanley Golf Course or Fairview Cemetery; and

2. Regular overtime will be distributed and overtime equity shall be achieved based on the job classifications within each of the five Public Works Divisions, i.e., Field Services, Utilities, Fleet and Facilities, Administrative and Recreation; and
 - a. Given the unique nature of their operations and licensing requirements, overtime distribution and equity associated with the Water Filtration Plant, Stanley Golf Course and Fairview Cemetery shall continue to exist outside the Division structure;
 - b. Snow overtime associated with the former Water Department and the former Facilities portion of the Property Management Division shall be included as regular overtime for each of those Divisions;
 - c. Regular Overtime equity shall be considered achieved for an employee within a job classification if an employee's hours are within 10% of the highest employee's overtime equity hours within the same job classification and within the same Public Works Division at the end of the overtime equity year;
 - d. The City will be bound to achieve the new overtime distribution and overtime equity associated with this M.O.U. once it is signed and as such will be required to provide the necessary training for employees to help ensure that they are qualified for overtime assignments for which they are eligible. The City's shall provide the necessary cross training by the end of December 2014 to ensure that Overtime Equity can be achieved for all affected job classifications. If an employee is not able to gain the necessary skills despite a good faith effort to provide training these situations will be handled on a case by case basis.
3. Snow overtime associated with the former Public Works Department and the former Parks and Recreation Department shall be considered shared overtime among

the Field Services and Utilities Divisions of Public Works. Snow overtime shall be offered and snow overtime equity shall be tracked separately from regular overtime. For overtime equity related to Public Works Winter Storm Operations the following shall apply:

a. For purposes of calculating overtime equity, all Local 1186 job classifications in the Public Works Department for which a CDL is required shall be pooled during Winter Storm Operations with the following exceptions:

- (1) Local 1186 Public Works Supervisors
- (2) Local 1186 Fleet and Facility Division employees
- (3) Local 1186 Water Caretakers
- (4) Local 1186 Job classifications associated with the operation of the Water Treatment Plant

b. For purposes of calculating overtime equity, all non-pooled Public Works job classifications shall be assigned overtime during Winter Storm Operations based on their job specification unless otherwise noted.

c. Local 1186 Public Works Streets Foreman, Sanitation Foreman, Sewer Foreman, and the Parks Foreman with the most seniority shall serve as the "chasers" for Public Works' city street based snow operations, and shall be equalized together on the Snow Equity list.

d. Local 1186 Supervisors from the Parks sub-division of Public Works Field Service Division shall serve as the primary supervisors for Public Works' city parks and sidewalk clearing based snow operations except as otherwise noted in item C.

e. Local 1186 Supervisors from Public Works Utility Division shall serve as back-up supervisors for both the Public Works Street based and Parks based Winter Snow Operations, and are also eligible to work as back-up plow drivers except as otherwise noted in Item C.

f. Local 1186 Public Works Fleet employees shall be pooled specifically for the Fleet Management duties related to Winter Snow Operations, and snow overtime shall be distributed and snow overtime equity shall be achieved accordingly. Related to this, a minimum

- of one (1) fleet mechanic shall be called in for half snow shifts, and a minimum of two (2) fleet mechanics shall be called in for full snow shifts.
- g. Any Local 1186 Public Works employee that holds a valid Class B CDL license is eligible to work as a back-up plow driver, or other similar duties, after all eligible employees on the "100% List" and the "Regular Snow Overtime Equity List" have been exhausted.
 - h. All Snow Operations overtime hours offered or worked shall be charged to an employees' applicable equity list.
 - i. Overtime for Public Works Winter Snow Operations shall be offered and assigned overtime and shall have overtime equity achieved based on the following:
 - (1) Eligible "pooled" Public Works employees have the option of signing up for a "100% List" prior to the start of Winter Snow Operations season which shall be considered October 15th each year. Employees that sign up for the "100% List" will have first priority for call-ins and scheduled overtime related to Winter Snow Operations. For snow overtime equity purposes, employees on the "100% List" shall be equalized among each other.
 - (2) Employees that sign up for the "100% List" and get three (3) or more refusals each year over the course of two (2) consecutive winter seasons shall not be eligible for the "100% List" the following Snow Equity Year. Employees shall be eligible to sign up for the 100% list again after their one year ban.
 - (3) "Pooled" Public Works employees that do not sign upon the "100% List" shall be part of the Regular Snow Overtime Equity List and shall have secondary priority for call-ins and scheduled overtime related to Winter Snow Operations. For snow overtime equity purposes, "pooled" Public Works employees under this classification shall be equalized among each other.
 - (4) Employees with 3 or more refusals shall not be eligible for Winter Snow Operations overtime equity and any future call-ins for these employees shall be at the discretion of the

City. Employees with three (3) or more refusals shall typically be offered snow overtime prior to calling in outside contractors except in cases of emergency where the health and safety of the public is a major factor.

(5) The following language pertains to refusals as they relate towards Winter Snow Operations:

- i. An employee that cannot work a Snow Operations overtime assignment due to a military service commitment shall not be charged with a refusal.
- ii. An employee that cannot work a Snow Operations overtime assignment due to a medical issues or an illness that prevented them from working this overtime assignment shall not be charged a refusal provided they can provide a doctor's note or adequate documentation within seven (7) calendar days of the refusal.
- iii. Employees shall receive (2) pass per winter season from being charged a refusal for time they are on a pre-approved vacation. Each pass shall apply to vacation approvals of between 1 and 7 calendar days
- iv. Overtime hours not worked as described in bullets i., ii., and iii. shall be charged as not available and the overtime equity hours missed shall be charged to this employee.

- j. Winter Storm Operations overtime equity shall be considered achieved for an employee if an employee's hours are within 10% of the average overtime equity amount for all the "pooled" eligible employees at the end of the overtime equity year;
- k. Snow Equity Lists for all Public Works employees shall be revised after every storm and the list shall be conveniently posted as soon as possible.

4. If the City cannot fill its Winter Storm Operations to full staffing levels through a voluntary process, participation for Winter Storm Operations shall be mandatory and shifts shall be filled based on lowest to highest seniority. In cases where an employee has already refused this shift and is then required to work the refusal shall be removed. Cases of hardship

will be considered if it is necessary to fill snow shifts utilizing this provision.

5. Overtime equity for regular overtime, shall be tracked and equalized at the end of each calendar year (January 1st through December 31st) at which point a new equity year shall begin.
6. For regular overtime, overtime distribution and overtime equity under the new Public Works Department Division Structure shall begin January 1, 2014. Until that time overtime distribution and overtime equity shall continue to follow the old Department structure (Public Works, Parks and Recreation, Water, and Property Management). The exception to this is the old Parks Department's Snow Operation which will now be included in the overall Snow Operations overtime.
7. Overtime equity for Winter Snow Operation shall be tracked and equalized per winter season, and overtime distribution and overtime equity under the new Public Works Department Division Structure shall begin with the beginning of this upcoming winter season.
8. To better equalize the benefit of double time versus time and a half overtime assignments, all overtime equity shall be tracked based on overtime hours paid, and not on overtime hours worked.
9. If a permanent job classification employee is not available to fill an overtime assignment within a Division of Public Works, the City shall fill the overtime assignment using an acting employee from lower job classifications within the same division with one exception. Masonry overtime shall first be offered to the permanent Public Works Mason regardless of which Division the overtime assignment is associated with.
10. The City shall continue to work with the Union for language to replace the existing Snow Removal Operations language included in Article VI.9 of the current Local 1186 Agreement.
11. Upon the signing of this M.O.U. by all parties, the following Job Classifications included as Attachment A

to this M.O.U. shall be accepted and adopted as described below:

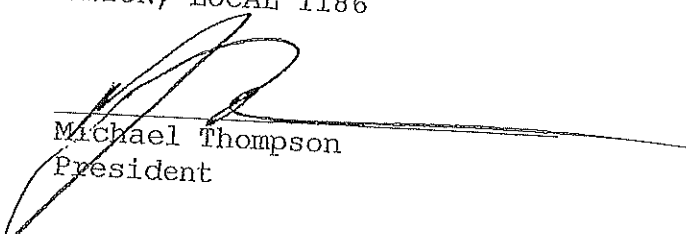
- a. For employees working in the Field Services Division and Fleet and Facilities Divisions, the General Laborer and Groundskeeper positions shall be combined in one position titled Public Works Maintainer which shall be paid at Pay Grade 21. All applicable staff occupying the old job positions shall assume the new job position once the M.O.U. is signed and ratified.
 - b. For employees working in the Utilities Division, the General Laborer and Water Utility Worker positions shall be combined in one position titled Utility Worker which shall be paid at Pay Grade 21. All applicable staff occupying the old job positions shall assume the new job position once the M.O.U. is signed and ratified.
 - c. The Equipment Operator and Tree Trimmer positions shall both be upgraded from Pay Grade 11A to Pay Grade 10A.
 - d. The Mason position shall be upgraded from Pay Grade 10A to Pay Grade 8A.
 - e. The Park Foreperson, Public Works Foreperson, and Water Foreperson positions shall be upgraded from Pay Grade 10A to Pay Grade 8A.
 - f. The Horticulturalist position shall be upgraded from Pay Grade 8A to Pay Grade 5B.
 - g. While this has already been implemented in practice, the Park General Foreperson position shall be upgraded from Pay Grade 8A to Pay Grade 5A.
 - h. Employees working in the existing job descriptions associated with these changes shall assume the new job classification upon the execution of the M.O.U.
 - i. See Attachment A for new and revised job specifications associated with this M.O.U.
12. Changes to, or the combination of positions, beyond those described in the M.O.U. associated with the

Public Works Reorganization shall be handled separately through negotiation.

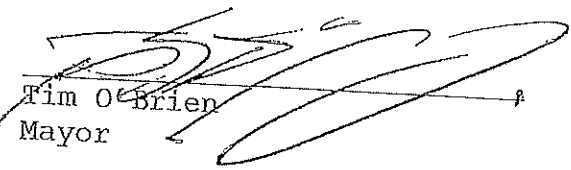
13. The City agrees to maintain 150 field positions for the Local 1186 employees in the Public Works Department. This will require the addition of 8 positions being added compared to the current staffing levels. These figures include employees from Stanley Golf Course, Fairview Cemetery, Fleet and Parks Mechanics, Building Maintainers, Property Management security guards, parking attendants and custodians. Also included are water filter plant and water utility staff and the staff of the Parks, Streets, Sanitation and Sewer Divisions and all other 1186 field personnel. The City agrees to begin the hiring process within 100 days and to fill these positions within 18 months of the signing on this memorandum.
14. In the future, the City agrees to begin the hiring process for new vacancies within 180 days of the positions covered under this M.O.U. to maintain field staffing levels at 150 unless otherwise agreed to by both parties.
15. The contents with this M.O.U. shall be incorporated into the next Local 1186 Agreement that follows the signing of this document.
16. The ratification of this M.O.U. shall be included as part of the ratification of the upcoming Local 1186 Collective Bargaining Unit agreement.

Entered into this 28 day of October, 2013

UNION, LOCAL 1186


Michael Thompson
President

CITY OF NEW BRITAIN


Tim O'Brien
Mayor

CITY OF NEW BRITAIN


Karen R. Levine,
Personnel Director



CITY OF NEW BRITAIN

EST. 1871

DEPARTMENT OF PUBLIC WORKS

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**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF NEW BRITAIN
AND
AFSCME LOCAL 1186
AND
JOSEPH VERENEAU
AND
DONALD WOITOWITZ**

WHEREAS, This Memorandum is entered into between the City of New Britain (hereinafter "City"), AFSCME Local 1186 (hereinafter "Union") and Joseph Vereneau and Donald Woitowitz (hereinafter "Employees")

WHEREAS, the Joseph Vereneau is employed as a Mechanic Foreperson and Donald Woitowitz has been acting in a Lead Mechanic temporary position under an MOU for several years and has been receiving a stipend; and

WHEREAS, rather than continuing with the Lead Mechanic position the City would like to create an additional Mechanic Foreperson position in the Fleet Division and add the Lead Mechanic duties to the Mechanic Foreperson job description; and

WHEREAS, the City, the Union, and the Employees are agreeable to modifying the job duties of the Mechanic Foreperson position (Local 1186 Paygrade 5A) so that it accommodates the job duties of the current Mechanic Foreperson position and the Lead Mechanic temporary position and with creating an additional Mechanic Foreperson position in the Fleet Division; and

THEREFORE, The City of New Britain, Local 1186, and the Employees hereby agree to the following:

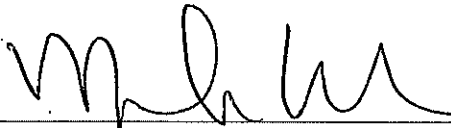
1. The Mechanic Foreperson job description shall be modified to include the Lead Mechanic job duties, and other requirements as set forth in Attachment A.
2. An additional Mechanic Foreperson position is created for the Fleet Division at Paygrade 5A.

3. Effective upon signing, this Memorandum of Understanding hereby replaces and therefore renders the April 2, 2013 and September 9, 2014 Memorandums of Understanding signed by the City, Union and Donald Weitowitz null and void.
4. Per the signing n this agreement Donald Weitowitz shall be placed in the Mechanic Foreperson position at Step 4 in an acting capacity.
5. Regular overtime, including pool overtime, for the two Mechanic Foreperson positions shall be assigned and tracked based on the historical Public Works and Parks Fleet operations. Regular overtime for the Mechanic Forepersons working at the Public Works and Parks operations shall not be required equalized or bound by the overtime equity requirements of the Local 1186 Agreement.
6. Overtime for Winter Storm Operations for the Mechanic Foreperson shall continue to follow section 6.3.I of the Local 1186 Agreement.
7. The City, Union and Employee agree that the action taken under this agreement does not set a precedent or past practice and shall not serve a precedent or past practice in the future nor shall it create any rights for the parties and shall not be used by any of parties as evidence of a precedent or past practice.
5. The Union agrees that it will not file any grievance or any other complaint related to this Agreement.

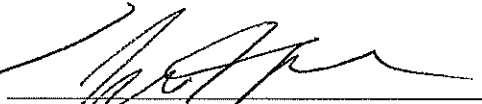
Dated this 12, November, 2024

City of New Britain

AFSCME, Council 4, Local 1186



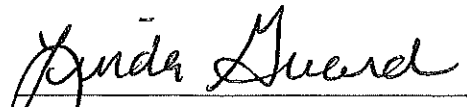
Mark E. Moriarty, PE
Director of Public Work



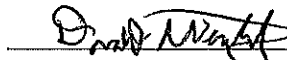
Josh Prior
Local 1186 President

City of New Britain

Employee



Linda Guard
Director of Human Resources



Donald Weitowitz

Employee

Appendix H

AMENDMENT

TO

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF NEW BRITAIN

AND

AFSCME LOCAL 1186

This Amendment is entered this 28 day of February, 2023 between the City of New Britain (hereinafter "City") and Local 1186, AFSCME Council 4 (hereinafter "Union").

WHEREAS, on April 8, 2022 the City and Union entered into a Memorandum of Understanding concerning the Mechanic Foreperson's overtime duties which include call ins, 4 hours on each Saturday and Sunday, and holidays during a twelve week summer period in connection with the City's two swimming pools and splash pads, copy of which is attached hereto as Exhibit 1 and made a part hereof; and

WHEREAS, that April 8, 2022 Memorandum of Understanding provided that the swimming pool and splash pads overtime duties would first be offered to the Mechanic Foreperson and if the Mechanic Foreperson does not want to or cannot accept the call in then the call in would be offered to the VET who is assigned to swimming pools and/or splash pads for that week in which the call in is received but the VET would be paid VET overtime rate; and

WHEREAS, May 2023, an issue was raised by the Union with respect to the overtime rate that VETs are paid for the swimming pool and splash pads overtime and the parties agreed to discuss this issue in the Winter of 2023; and

WHEREAS, on February 2, 2024 the City and the Union met and discussed this issue and came to an agreement; and

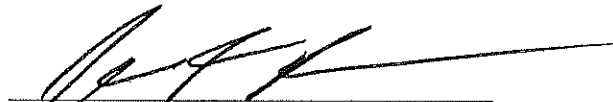
THEREFORE, the City and Union agree to the following:

1. The April 8, 2022 Memorandum of Understanding and any other similar memorandum of understanding signed by the City, Union and Mechanic Foreperson or VET are amended as follows: Effective June 1, 2024, the VETs shall be paid an acting Mechanic Foreperson overtime rate for the swimming pool and splash pad overtime duties as set forth in Section 11.1(A) of the 2020-2025 1186 Collective Bargaining Agreement.
2. All other terms of the April 8, 2022 Memorandum of Understanding and any other similar memorandum of understanding signed by the City, Union and Mechanic Foreperson or VET shall remain in full force and effect and are not altered by this Amendment.

3. Moving forward it is agreed and understood that the April 8, 2022 MOU and this Amendment are the only agreements that control the swimming pool and splash pad overtime. Any other MOUs that were signed by VETs are hereby rendered null and void.
4. The April 8, 2022 MOU and this Amendment shall apply to all current VETs and any VETs hired in the future.

Entered into the 2nd of February, 2024

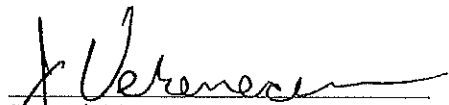
UNION

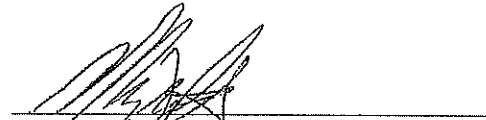

Joshua Prior, 1186 President

CITY OF NEW BRITAIN


Mark Moriarty, Director of Public Works

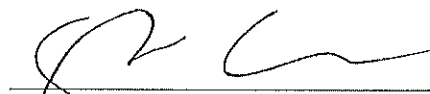
EMPLOYEES:


Joseph Vereneau

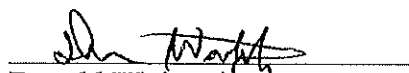

Miguel Aldea

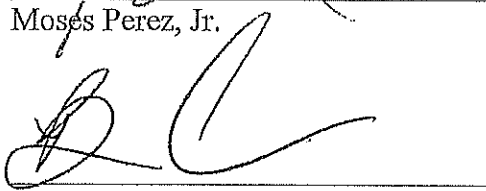

Michael Woitowitz

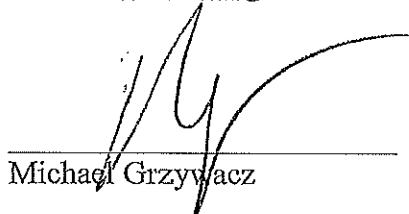

Scott Bernabucci


Steven Grouten


Moses Perez, Jr.


Donald Woitowitz


Brian Crespan


Michael Grzywacz

MEMORANDUM OF UNDERSTANDING

BETWEEN

CITY OF NEW BRITAIN

AND

AFSCME LOCAL 1186

This Memorandum is entered into between the City of New Britain (hereinafter "City") and Local 1186, AFSCME Council 4 (hereinafter "Union").

WHEREAS, the Mechanic Foreperson performs overtime duties which include call ins, 4 hours on each Saturday and Sunday, and holidays during a twelve week summer period in connection with the City's two swimming pools and splash pads; and

WHEREAS, the Mechanic Foreperson has requested that the overtime duties be rotated; and

WHEREAS, the City is willing to rotate the swimming pool and splash pad overtime duties as it will allow other employees to be trained and able to perform these duties in absence of the Mechanic Foreperson but with certain conditions; and

WHEREAS, the City and the Union have agreed that call ins overtime assignments shall be first offered to the Mechanic Foreperson and the Saturday and Sunday hours shall be rotated with two VET; and

THEREFORE, the City and Union agree to the following:

1. Effective June 1, 2022, all calls after hours related to swimming pools and/or splash pads shall first be offered to the Mechanic Foreperson if the Mechanic Foreperson does not want to or cannot accept the call in then the call in shall be offered to the VET who is assigned to swimming pools and/or splash pads for that week in which the call is received.
2. Effective June 1, 2022, the swimming pools and/splash pads daily work duties during the regular work hours and on Saturday, Sundays and holidays shall rotate between the Mechanics Foreperson and two VETs who are selected in accordance with the procedure set forth below with each person having those duties for a one week period.
3. It is recognized that some initial training for the two selected VET candidates will be needed by the Mechanic Foreperson, and that this may include some overtime assignments. This time shall not exceed more than one week unless otherwise approved by the City's Fleet Manager.
4. The VETs shall be paid VET overtime rate for the swimming pool and splash pad overtime duties.
5. The VETs selected understand and agree that the Mechanic Foreperson has first right of refusal on call-ins.

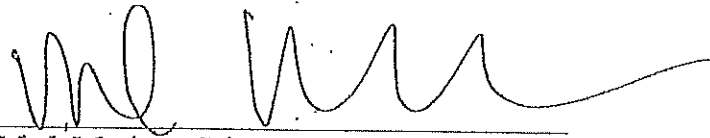
6. While daily work activities related to the City's swimming pools shall be shared, but the Mechanic Foreperson shall retain higher level managerial responsibilities related to their maintenance and care.
7. The Mechanic Foreperson and VETs understand and agree that the City has not control over call-ins and the City IS NOT obligated in any way to equalize the pool and splash pad related call-in overtime.
8. All VETs shall be offered the opportunity to apply for the swimming pools and splash pad duties and overtime. The City reserves the right to select the two VETs who are most qualified to perform these duties. The City also reserves the right to require that the selected VETs obtain the pool certification, and to rotate the pool duties to different qualified VETs each year.
9. The swimming pool and splash pad overtime shall not count towards the VETS regular overtime equity but rather shall be separate and distinct.
10. The Mechanic Foreperson shall train the two VETs selected by taking them one at a time to call-ins and on Saturday and Sunday for one weekend rotation.
11. The City reserves the right to terminate this Memorandum of Understanding or to remove a VET if the operations of the swimming pools and splash pads are negatively impacted by this rotation.
12. The City and Union agree that the terms set forth in this Memorandum of Understanding does not establish a precedent or past practice and shall not be used by any of the parties as evidence of a precedent or past practice?

Entered into the 4 of 8, 2022

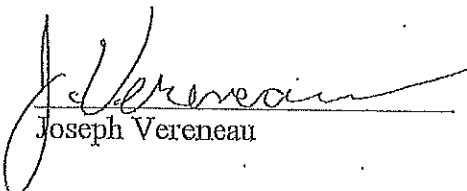
UNION


Phil Pepin, 1186 President

CITY OF NEW BRITAIN


Mark Moriarty, Director of Public Works

EMPLOYEES:


Joseph Vereneau

APPENDIX I

CITY OF NEW BRITAIN AND LOCAL 1186

CLERICAL UPGRADES/CHANGES – Agreed to in the Tentative Agreement signed by the parties on November 4, 2013.

All upgrades and changes were effective January 1, 2014

PG1A Eliminate (Administrative Clerk I)

PG2 Eliminate (Accounting Clerk I)

PG3 Eliminate Administrative Bookkeeper I, Office Equipment Operator and possibly Senior Center Program Assistant

PG4 Combine Accounting Clerk II and Administrative Clerk II positions into new title of Administrative Assistant 1 and leave at PG4 except for Accounting Clerk II positions in Tax/Water, Accounting Clerk II position in Assessor, Administrative Clerk II position in Assessor, Accounting Clerk II position in Public Works and Administrative Clerk II position in parking tickets

Eliminate Administrative Secretary I

PG5 Eliminate Administrative Bookkeeper II

Upgrade Assessment Aide (Accounting Clerk II and Administrative Clerk II positions in Assessor's office will be changed to Assessment Aide) PG5 Step 3

New classification of Revenue Collection Aide created for Accounting Clerk II position in Water/Tax and Administrative Clerk II in Parking Tickets PG 5 Step 3

Eliminate Administrative Clerk III, Client Services Supervisor, Client Services Tech and Legal Administrative Aide I

Veterans' Affair Clerk – change title to Administrative Assistant 2

PG6 Account Clerk III, Accounting Assistant and Administrative Bookkeeper II position will be combined into Accounting Assistant classification and upgraded to pay grade 7 step 2

Financial Specialist and NRZ Coordinator will be placed in Pay grade 6

Administrative Assistant, Administrative Aide, Administrative Secretary II and Asst. Town & City Clerk be combined into new title of Administrative Assistant 3 but stays at pay grade 6

Legal Administrative Aide II in Building becomes Administrative Assistant 3, however, Legal Administrative Aide II in Corporation Counsel remains.

PG7 Administrative Assistant – Water - title change to Revenue Specialist – Water Tax Assistant - Title change to Revenue Specialist - Tax

***Those positions with upgrades and remaining steps will advance steps on anniversary of date of upgrade**

Where applicable, new job descriptions will be agreed upon by the parties

Parking Monitor will be placed in PG 35 Step 3



**MEMORANDUM OF UNDERSTANDING
BETWEEN
CITY OF NEW BRITAIN
AND
AFSCME LOCAL 1186
November 8, 2023**

WHEREAS, This Memorandum is entered into between the City of New Britain (hereinafter "City") and AFSCME Local 1186 (hereinafter "Union")

WHEREAS, the Public Works Department had a Sanitary and Sewer Division which was overseen by a General Foreperson position; and

WHEREAS, the Water Department had a Water Distribution Division which was overseen by a separate General Foreperson position; and

WHEREAS, on or about July 1, 2012, the City of New Britain reorganized some of its departments and as part of that reorganization the Water Department was incorporated into the Public Works Department and as part of that reorganization the sewer, sanitary sewers, storms sewers and water distribution were placed under the Utilities Division under the Water General Foreperson; and

WHEREAS, on June 3, 2015, as the result of a grievance that was filed the City and Local 1186 entered into a Memorandum of Understanding which combined responsibilities for sanitary sewers, storm sewers, and the water distribution system into one General Foreperson, which was titled "Utilities General Foreperson" and

WHEREAS, related to the creation of a new stormwater utility in July of 2022 titled the City's "Clean Water Fund," increased environmental compliance under the state and federal MS4 program and CMOM compliance program, major upgrades being performed the City's sanitary sewer operations under the City's NB FLUSH program, and increased regular flooding, management responsibilities for the City's sewer operations have increased substantially in recent years; and

WHEREAS, the City and the Union entered an MOU on March 3, 2023, that created a General Foreperson position in charge of sewer operations on a temporary, trial basis; and

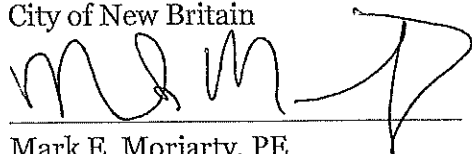
WHEREAS, the given the additional responsibilities and duties the City and the Union are agreeable to separating the Utilities General Foreperson back into two separate positions, which would be titled Utilities General Foreperson (Water) and Utilities General Foreperson (Sewer) and

THEREFORE, The City of New Britain, Local 1186, and the Employee hereby agree to the following:

1. Effective per the signing of this MOU, the Utilities General Foreperson position will be separate into two separate positions, Utilities General Foreperson (Water) and Utilities General Foreperson (Sewer) and the job descriptions for each of those positions shall be as set forth in Exhibit A – Utilities General Foreperson (Water) and Exhibit B - Utilities General Foreperson (Sewer) attached hereto and made a part hereto.
2. The Utilities General Foreperson (Water) and Utilities General Foreperson (Sewer) shall be compensated at Paygrade 5A in the Local 1186 Agreement.
3. Both positions shall serve as "backup" supervisors for the City's Winter Storm Operations.
4. The City and the Union agree that upgrading the lead responsibilities in the Sewer Division to a General Foreperson position shall not then require the City to fill a Public Works Foreperson in the Sewer Division however the Public Works Foreperson in the Sewer Division will remain in the Local 1186 pay plan.
5. The Utilities General Foreperson (Sewer) shall be the first responding supervisor for Sewer Call-ins. If the City fills the Public Works Foreperson position in the Sewer Division then the Utilities General Foreperson (Sewer) shall be the second responding supervisor after the Sewer Foreperson for Sewer Call-ins.
6. The Utilities General Foreperson (Water) shall be the second responding supervisor after the Water Foreperson for Water Call-ins.
7. Both positions shall be included in the rotation for other Utility Division call-ins and
8. The City, Union, and Employee agree that the action taken under this Agreement does not set a precedent or past practice and shall not serve a precedent or past practice in the future, nor shall it create any rights for the parties and shall not be used by any of parties as evidence of a precedent or past practice.
9. The Union agrees not to file any grievance or other complaint related to this Agreement.

Dated this 8th day of November 2023

City of New Britain

A handwritten signature in dark ink, appearing to read 'M. Moriarty', written over a horizontal line.

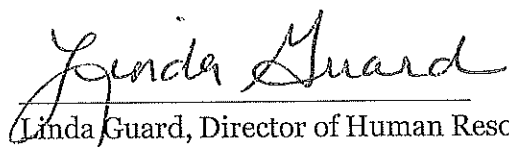
Mark E. Moriarty, PE
Director of Public Work

AFSCME, Council 4, Local 1186

A handwritten signature in dark ink, appearing to read 'Phil Pepin', written over a horizontal line.

Phil Pepin
Local 1186 President

City of New Britain

A handwritten signature in dark ink, appearing to read 'Linda Guard', written over a horizontal line.

Linda Guard, Director of Human Resources

UTILITIES GENERAL FOREPERSON (SEWER)

This position is represented by Local 1186 AFSMCE, Council 4, AFL-CIO.

JOB SUMMARY: Performs high level supervisory work related to the management, maintenance, and repair of the City's sanitary sewer and storm sewer utilities, along with other related infrastructure such as bridges, culverts and brooks.

SUPERVISION RECEIVED: Works under the general supervision of a Superintendent of Utilities; works with consequential independence; and reports work accomplished to Superintendent.

SUPERVISION EXERCISED: Provides general supervision to subordinate staff such as Forepersons, Masons, Equipment Operators, Utility Workers, and to other assigned personnel. Evaluates work of employees and takes action as necessary to assure an acceptable level of performance.

EXAMPLES OF ESSENTIAL DUTIES:

1. Plans work according to established operating procedures and maintenance schedule. Organizes work in a safe, efficient and professional manner in accordance with supervisor's instructions. Maintains job and/or project logs, and completes daily worksheets. Maximizes time and manpower in the most efficient manner, and evaluates work methods, procedures and makes improvements where needed. Performs a variety of skilled and semi-skilled tasks, light and heavy labor, and related work.
2. Allocates work to sewer and stormwater crews. Performs and assigns work related to the MS4 program, CMOM Compliance Program and NB Flush Program. Monitors job sites and revises work schedules when necessary. Makes unit budget recommendations and submits to Superintendent.
3. Recommends equipment purchases and specifications. Coordinates necessary repair and maintenance of vehicles and equipment with the Fleet Manager. Initiates purchase of supplies and materials as needed. Maintains inventory of assigned materials, supplies and equipment. Maintains time, equipment, and material records. May examine work under construction and completed work to assure compliance with plans and specifications. Investigates reports of customer complaints.
4. Plan, coordinates, assigns, supervises, and track works related to the City's sanitary sewer systems including maintenance and repair activities such as jet rodding, videoing, blockage and illicit connection investigations among other activities. Coordinates maintenance for storm and sanitary sewer pump stations.
5. Plan, coordinates, assigns, supervises, and track works related to the City's stormwater system including maintenance, repair, and construction activities such installing or repairing new drainage structures, catch basin cleaning, illicit connection investigations, among other activities such as work activities related to culverts, brooks, and bridges.

6. Responds and supervises emergency response operations during and after regular work hour for issues such as flooding, sewer backups, storm water back-ups, utility collapses, and other similar emergencies.
7. Provides on-the-job training to assigned employees. Arranges for hands-on training of employees in operating assigned equipment. Provides initial and ongoing training in safety practices and procedures. Supervises the wearing and use of safety clothing and devices as needed. Performs work related to creating a safe work environment for work crews.
8. Performs other related work as required.

EXAMPLES OF INCIDENTAL DUTIES:

1. Assists Superintendent in preparation of operating and capital improvement departmental budget recommendations.
2. Provides assistance to superiors and technical staff in near term and long-range planning to meet City's sanitary sewer and stormwater systems.
3. Prepares and/or assists in the preparation of specifications for contract work and/or equipment purchases.
4. Works as a back-up supervisor as part of the city's Emergency Winter Storm Operations.
5. Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: A strong knowledge of the operation, repair and maintenance of storm and sanitary sewer systems, underground utilities and bridges. A strong knowledge of equipment used in the excavation of roads, laying of pipe, masonry work, and other ancillary facilities. A working knowledge of safety practices, OSHA requirements, and procedures including CBYD mark-out requirements. Ability to supervise and to provide practical training in the maintenance of the distribution system. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Ability to deal with problems involving several concrete variables in or from standardized situations. Ability to plan, organize and supervise seasonal maintenance and emergency response programs. Ability to deal with engineering, maintenance and mechanical staff in a positive, effective manner. Ability to deal with the public in a courteous and efficient manner. Ability to prepare reports and maintain records using computer programs. Ability to deal effectively with professional staff.

MINIMUM QUALIFICATIONS REQUIRED: The skills and knowledge required would generally be acquired with graduation from high school or a vocational technical school and six years increasingly responsible experience performing maintenance and construction work for a sanitary sewer and/or stormwater utility systems including three years of lead or supervisory experience; or an equivalent combination of education and experience.

LICENSE AND CERTIFICATE: Connecticut Class B CDL;

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS: Performs duties in extreme weather conditions, including heat, cold rain or snow. Must wear protective clothing and safety equipment. Must be able to lift and/or carry objects of medium to heavy weight. Some highway driving may be required to carry out duties. Exposed to hazardous conditions during routine work in general emergencies. Exposed to stress in providing leadership under emergency conditions and in dealing with the public. Physical strength and agility sufficient to do manual work.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

UTILITIES GENERAL FOREPERSON (WATER)

This position is represented by Local 1186 AFSMCE, Council 4, AFL-CIO.

JOB SUMMARY: Performs high level supervisory work related to the management, maintenance, and repair of the City's water distribution system; oversees the construction, installation, maintenance and repair of water mains, equipment, and facilities of the City's water system; supervises the installation and inspection of cross-connection and backflow installations; or performs cross-connection inspections, and tests high and low hazard backflow devices.

SUPERVISION RECEIVED: Works under the general supervision of a Superintendent of Utilities; works with consequential independence; and reports work accomplished to Superintendent.

SUPERVISION EXERCISED: Provides general supervision to subordinate staff such as Forepersons, Equipment Operators, Utility Workers, and to other assigned personnel. Evaluates work of employees and takes action as necessary to assure an acceptable level of performance.

EXAMPLES OF ESSENTIAL DUTIES:

1. Plans work according to established operating procedures and maintenance schedule. Organizes work in a safe, efficient and professional manner in accordance with supervisor's instructions. Maintains job and/or project logs, and completes daily worksheets. Maximizes time and manpower in the most efficient manner, and evaluates work methods, procedures and makes improvements where needed.
2. Performs a variety of skilled and semi-skilled tasks, light and heavy labor, and related work. Organizes work in a safe, efficient and professional manner in accordance with supervisor's instructions. Maintains job and/or project logs, and completes daily worksheets. Maximizes time and manpower in the most efficient manner, and evaluates work methods, procedures and makes improvements where needed.
3. Recommends equipment purchases and specifications. Coordinates necessary repair and maintenance of vehicles and equipment with the Fleet Manager. Initiates purchase of supplies and materials as needed. Maintains inventory of assigned materials, supplies and equipment. Maintains time, equipment, and material records. May examine work under construction and completed work to assure compliance with plans and specifications. Investigates reports of customer complaints.
4. Coordinates work with Water Forepersons and Public Works personnel to assure equipment is available, excavation and repair sites are marked and sufficient materials ready. Maintains project and job records in an automated system, including labor hours, equipment used, and materials consumed.
5. Plan, coordinates, assigns, supervises, and track works related to the City's water distribution systems on work activities such valve turning, water system upgrades and repairs, annual flushing program, hydrant replacements and repairs, and other related work. Notifies the public, Police and Fire Departments of possible disruptions in service, and takes

precautions to assure public safety. Regularly reviews status of hydrant system, assuring system capability and required pressures.

6. Provides assistance to superiors and technical staff in near term and long range planning to meet City's potable water needs, including Water Supply Plan. Reviews and comments on plans to change water distribution system.
7. Responds and supervises emergency response operations during and after regular work hour for issues such as water main breaks, utility collapses, and other similar emergencies.
8. Inspects and checks pressure zone devices and other equipment needed to prevent system water contamination. Coordinates and supervises cross-connection inspection program.

EXAMPLES OF INCIDENTAL DUTIES:

1. Assists Superintendent in preparation of operating and capital improvement departmental budget recommendations.
2. Provides assistance to superiors and technical staff in near term and long-range planning to meet City's water distribution system
3. Provides information to public on interruptions in water distribution system. And responds both orally and in writing to specific complaints concerning distribution or water quality matters.
4. Prepares and/or assists in the preparation of specifications for contract work and/or equipment purchases.
5. Works as a back-up supervisor as part of the city's Emergency Winter Storm Operations.
6. Performs other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: A strong knowledge of the operation, repair and maintenance of water distribution system. A working knowledge of cross-connection and backflow controls. A working knowledge of equipment used in the excavation of roads, laying of pipe, and locating water valves, mains, and other ancillary facilities. A working knowledge of safety practices, OSHA requirements, and procedures including CBYD mark-out requirements. Ability to supervise and to provide practical training in the maintenance of the distribution system. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form. Ability to deal with problems involving several concrete variables in or from standardized situations. Ability to plan, organize and supervise seasonal maintenance and emergency response programs. Ability to deal with engineering, maintenance and mechanical staff in a positive, effective manner. Ability to deal with the public and the media in a courteous and efficient manner. Ability to prepare reports and maintain records using computer programs. Ability to deal effectively with professional staff.

MINIMUM QUALIFICATIONS REQUIRED: The skills and knowledge required would generally be acquired with graduation from high school or a vocational technical school and six years increasingly responsible experience in water distribution or treatment work, including

three years of lead or supervisory experience; or an equivalent combination of education and experience.

LICENSE AND CERTIFICATE: Connecticut Class B CDL; backflow preventer tester and cross-connection survey inspector certification, Class III Water Distribution Operator certification.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS: Performs duties in extreme weather conditions, including heat, cold rain or snow. Must wear protective clothing and safety equipment. Must be able to lift and/or carry objects of medium to heavy weight. Some highway driving may be required to carry out duties. Exposed to hazardous conditions during routine work in general emergencies. Exposed to stress in providing leadership under emergency conditions and in dealing with the public. Physical strength and agility sufficient to do manual work.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

Appendix K

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF NEW BRITAIN, AFSCME LOCAL 1186

AND

CRAIG SIMS

September 24, 2021

This Memorandum is entered into between the City of New Britain hereinafter "City"), AFSCME Local 1186 (hereinafter "Union") and **Craig Sims** (hereinafter "Employee")

Whereas, the Employee is employed as a Cross Connection/Fire Services Technician in Public Works Utility Division; and

Whereas, as Cross Connection/Fire Service Technician, Employee has taken on additional responsibilities including but not limited to running, maintaining and managing the Cross Connection Program including supervision of employees that assist with cross connection inspections; and

Whereas, given the additional responsibilities taken on by Craig Sims, the City, the Union, and the Employee are agreeable to changing the Employee's title and paygrade of the position to reflect the higher level responsibilities; and

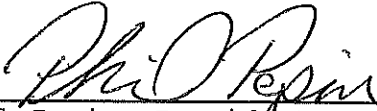
Now, therefore, in exchange of the mutual promises and considerations contained herein, the parties agree as follows:

1. Effective October 4, 2021, the Employee's title shall change to Cross Connection Control/Fire Protection **Supervising** Technician, the job description is attached hereto as Exhibit A and made a part hereof, and the Supervising Technician will be placed at Paygrade 8A. The Union and Employee agree and understand that the change in paygrade is effective October 4, 2021 and that no retroactive wages will be paid.
2. The position of Cross Connection Control/Fire Protection Technician will remain at Paygrade 10A and those employees who are assigned to assist the Supervising Technician with cross connection inspections will be compensated at Paygrade 10A not Paygrade 8A unless assigned to act in the Supervising Technician position in which case the contract will be followed.
3. As a supervisor, Mr. Sims will not be eligible to sign up for the "Snow Priority List" but will be eligible to sign up for the back up list.

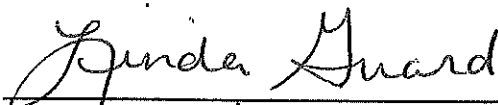
4. Union agrees that they cannot use this Agreement to support any future request for an upgrade.
5. The Employee and the Union agree that nothing in this agreement will be challenged by grievance, arbitration, or any other administrative or legal proceeding.
6. The parties agree that this Memorandum of Understanding and the resolution of this matter shall not serve as a precedent for any future matter involving any other member of Local 1186.

Date: September 24, 2021

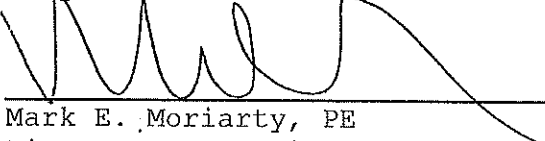
Local 1186


Phil Pepin, President

City of New Britain


Linda Guard, HR Director

City of New Britain


Mark E. Moriarty, PE
Director of Public Works

City of New Britain


Ramon Esponda, PE
Dept. Director of Public Works

Employee

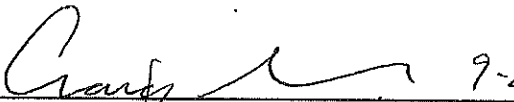
 9-24-21
Craig Sims

EXHIBIT A

Cross Connection Control/Fire Protection Service Supervising Technician

Pay Grade 8A / This position is represented by Local 1186 AFSCME, Council 4, AFL-CIO.

JOB SUMMARY: Organizes and performs all field and administrative duties required to effectively maintain the Water Department cross connection control and fire protection service systems. Works with the public, contractors, personnel from other departments (i.e.: Health Department), and other Water Department personnel to ensure that all local, state and federal regulations are complied with. Responsible for effective record keeping and reporting in all Water Department cross connection control and fire protection data base systems. Responsible for the timely filling of all required local, state and federal reports. Performs duties independently, establishing priorities within this area of responsibility. Performs related work as required. Coordinates the daily work schedule of staff as needed, reviews their reports for accuracy.

SUPERVISION RECEIVED: Receives general supervision from the Superintendent of Water Works; or applicable supervisor. Work is carried out according to all applicable state and federal regulations and general procedures. Performs duties independently, establishing priorities within work assignment.

SUPERVISION EXERCISED: Provides direct supervision to backflow device testers as assigned. Provides general supervision and assigns tasks to assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES:

Plans, organizes, manages and performs all field and administrative duties required to effectively maintain the Water Department cross connection control and fire protection service systems. Updates records, schedules inspections and follows up on violations. Completes annual reporting to the State of Connecticut. Supervises employees assigned to assist with cross connection inspections and updates these employees' records and monitors their compliance with the State. Assists with water installation inspection and performs water repairs.

Inspects customers premises for cross connection control regulation compliance and fire protection service regulation compliance. Reviews plans and specifications submitted for cross connection control services and fire protection services.

Diagnoses problems and repairs backflow prevention devices. Advises customers concerning backflow prevention devices and systems and fire protection services. Performs required tests in accordance with local, state and/or federal regulations to ensure standards are met. Prepares all required local, state and federal reports. Keeps all related departmental records. Maintains the Water Department database for cross connection control and fire protection. Maintains the Water Department Fire Hydrant database.

Follows standard safety practices, procedures and regulations.

Communicates effectively with the public, contractors and co-workers. Advises the public, contractors, co-workers and other public officials in related matters.
Communicates effectively with supervisors concerning related matters.

Reads, interprets and understands mechanical drawings and plumbing diagrams and/or blueprints. Works with contractors concerning cross connection control and fire protection service installation.

Takes immediate corrective action to prevent sub-standard water from entering the distribution system.

Uses hand tools to repair and maintain equipment.

Trains cross connection backflow testers by preparing material, for both initial training and recertification renewals.

Performs follow up inspections to ensure any and all violations are corrected for compliance with all required codes and regulations.

Performs related duties as assigned/required.

EXAMPLES OF INCIDENTAL DUTIES:

1. Maintains tools, equipment and supplies used in the performance of essential duties.
2. Trains co-workers in the procedures used to document backflow device testing.
3. Performs related work as required
4. Represents the City at professional or peer organizations meetings.
5. Works with various state and federal agencies as required.
6. May work with vendors and suppliers for information on purchases, supplies of products.
7. Meets and customers, citizens and sales representatives as needed to address cross connection issues.
8. Follows workplace safety procedures and practices.

NOTE: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Working knowledge of distribution systems and domestic water plumbing systems. Working knowledge of the operation, maintenance and repair of cross connection control devices and systems. Working knowledge of the operation and maintenance of fire protection services. Working knowledge of local, state and federal regulations concerning cross connection control and fire protection. Working knowledge of related environmental laws and regulations. Ability to effectively inspect and investigate, diagnose problems, and to order and/or take required corrective action. Ability to apply common sense understanding to carry out instructions furnished in oral, written or diagrammatic form. Ability to deal effectively with emergencies. Ability to establish and maintain satisfactory relations with other employees, departments and the public. Ability to read, understand and interpret blueprints and mechanical diagrams. Working knowledge of personal computer operations and windows operating system.

MINIMUM QUALIFICATION REQUIRED: Graduation from high school or a vocational technical school, or completion of a vocational training program in water treatment plus 10 years of progressive responsibility in the field of cross connection control as an employee of a portable water supplier, or in a private company specializing in cross connection control and fire protection service installation, repair and maintenance; or an equivalent combination of experience and training. A plumbing license is preferred.

LICENSE AND CERTIFICATE: State of Connecticut Department of Public Health General Backflow Preventer Tester and Cross Connection Survey Inspection certification. (Holders of an equivalent, reciprocal certification from another state may be considered, provided they can obtain the required Connecticut certification from the State of Connecticut Department of Public Health prior to their date of hire.) Valid Connecticut driver's license. The ability to obtain additional and/or equivalent licenses required by the State of Connecticut Department of Public Health to perform the work of the position.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS: Work is performed with extreme safety precautions due to exposure to chemicals and operating machinery. May be exposed to all weather conditions, including cold, heat, rain or snow. Lifts up to 60 lbs. Driving is required to carry out duties.

PROBATIONARY PERIOD: The probationary period for this position shall be 1 year.