CONTRACT BETWEEN

THE TOWN OF WEST HARTFORD

AND

CSEA Local 2001, SEIU

Clerical Unit

2025-2029

WEST HARTFORD

123212

Table of Contents

Application of Agreement 4
ARTICLE I – Recognition 4
ARTICLE II – Union Security 4
ARTICLE III - Management Rights 6
ARTICLE IV – Grievance Procedure 7
ARTICLE V – Holidays 9
ARTICLE VI – Vacations 10
ARTICLE VII - Sick Leave 13
ARTICLE VIII - Insurance and Pension Program 15

8.1 - Health Insurance 15
8.2 - Prescription Drug Program 16
8.3 - Retiree Health and Prescription Drug Plan 17
8.4 - Health Benefits with Disability Retirement 19
8.5 - Cost Containment 20
8.6 - Life Insurance 20
8.7 - Long Term Disability 21
8.8 - Vision Care 21
8.9 - Dental Insurance 21
8.10 – Carriers 21
8.11 – Pension 22

ARTICLE IX – Wages 27
ARTICLE X - Hours of Work and Overtime 36
ARTICLE XI - Existing Rules and Practices 39
ARTICLE XII - Union Business Leave 43
ARTICLE XIII - Seniority, Job Security and Layoffs 44
ARTICLE XIV – Miscellaneous 46
ARTICLE XV – Duration 47

Appendix

A	Listing of Occupational Series	...49
B	Agreement of 11/18/86 Regarding Pension Plan	50
C	Agreement of 11/18/86 Regarding Health Care Cost Containment	51
D	MOU Regarding Recognition of Local 760	56
E	Agreement of 3/3/04 Related to Pension Supplement Benefit	57
F	Agreement of 3/7/08 Recognizing CSEA, Local 2001, SEIU	58
G	Agreement of 3/7/08 Related to Disability Pension and Benefit Offset	59
H	Family and Medical Leave Act Guidelines	61

Attachments

A	Outline of Health and Prescription Drug Program CT Partnership Plan 2.0	70
B	Outline of Vision Care Benefits	78
C	Outline of Dental Care Benefits	80

Application of Agreement

This Agreement shall apply to all Secretarial and Clerical employees of the Town of West Hartford in those titles listed on the Certification of Representative (ME-8429), excluding those employees now represented by other bargaining agents heretofore certified by the Connecticut State Board of Labor Relations, confidential employees as mutually agreed, part-time employees who work less than twenty (20) hours per week, temporary employees who work less than six (6) months, seasonal employees, and other employees who work less than one thousand (1000) hours per year.

ARTICLE I - Recognition

1.1 The Town hereby recognizes CSEA Local 2001, SEIU as the sole and exclusive bargaining agent for the purposes of collective bargaining on matters of wages, hours of employment, and other conditions of employment for the employees of the Town in the positions described above.

1.2 It is agreed, however, that any other employees eligible under the law, may at any time be designated to be represented by the Union either (a) by their majority consent and mutual agreement of the parties hereto or (b) by certification of the State Board of Labor Relations.

ARTICLE II – Union Security

2.1 The Town agrees that, upon the written authorization of any employee in the bargaining unit, unit, as defined in the Application of Agreement, it will make a monthly deduction from the wages of such employee of an amount authorized by the employee for the purpose of paying Union dues and CSEA PAC or initiation fees or making deposits in a credit union. Such authorization shall include written and electronic authorization allowable under State and Federal Law. Such deduction shall be discontinued only in the event of termination of the employee's services or upon employee's written request, in accordance with the terms of the membership agreement. No refund will be made to any employee in the event of the employee's failure to comply with this provision. All deductions under this section will be made from the wages payable on the first regular payroll of each month.

2.2 Any employee who objects to joining or financially supporting labor organizations shall not be required to join or financially support the Union.

2.3 The Union agrees to indemnify and save harmless the Town for any sums which the Town is required to pay as the result of a claim that the sums of money herein referred to have been illegally deducted, or for any liabilities which may arise from the Town's having complied with or enforced this provision.

2.4 The total amount deducted each month, in accordance with the provisions of Article II, will be remitted by the Town, together with a list of the employees from whose wages such deductions have been made, and those in the bargaining unit from whom such

deductions were not made, to such individual and at such address as shall be specified by the Union. Such remittance shall be made by the last day of the month in which the deductions are made. Such lists shall be in an editable digital file format and include the following information for all employees of the bargaining unit the employee identification number, and if on file with the employer: full name, job title, department, work location, home email address, work email address, home telephone number, home address, work telephone number, date of hire, rate of pay, dues paid during the reporting period and employment status.

2.5 The Town shall deduct contributions to the CSEA PAC, or for any other service, program or committee provided or sponsored by the Union, from the wages of those employees who have authorized such a deduction. All such contributions shall be remitted to the Union along with a list, in editable electronic format, of each contributor showing the amount deducted. Deductions and remittances shall be on the same schedule as dues deductions.

2.6 The Town shall provide, in an editable digital file format, the following information for any new hire if on file with the Town: Name, job title, department, work location, home email address, work email address, home telephone number, work telephone number and the home address. The Town shall provide such information with real time electronic transmission of new hire data. The Town agrees that if the Union provides a template and/or a site for which such data may be submitted the Town will use the format and submission method provided by the Union.

2.7 The obligation of the Town for funds actually deducted under this Article terminates upon the delivery of the deductions so made to the person authorized to receive such amounts from the Town. Neither any employee nor the Union shall have any claim against the Town for errors in processing of deductions unless a claim of error is made in writing to the Finance Director within ninety (90) calendar days after the date such deductions were or should have been made.

2.8 The Union agrees that it will not call, authorize, instigate, sanction or condone any strike, slowdown, work stoppage, or any action against the Town by bargaining unit employees who are on duty. The Town agrees that it will not lock out any employees.

2.9 The Town agrees that each newly hired employee shall participate in a mandatory and in-person meeting, as small as one (1) individual, within the first fourteen (14) calendar days from the date of hire during regular working hours and onsite without loss of compensation.

Each newly hired employee, as part of their in-person orientation meeting, shall be required to attend a mandatory thirty (30) minute orientation meeting, conducted by the Union, without loss of compensation, during regular work hours and at the employer's work site.

If no orientation is conducted, then the Union will be allowed thirty (30) minutes during the new employee's workday, at a mutually agreed to time and place, to make such a presentation without loss of compensation.

Union designee(s) including, but not limited to, Field Representative, Officers, Stewards and members shall conduct the sessions covered under this Article.

The Town shall grant Union designee(s) release time, including reasonable time for travel and set up, without loss of compensation to conduct any sessions, meetings and trainings covered by this Article.

The Town shall be absent from the room during any sessions, meeting and trainings conducted by the Union.

The Union shall have the right to access and use the Town's facilities to conduct orientation sessions and other separate meetings with newly hired employees.

The Town shall provide the Union with at least ten (10) days electronic notice of any orientation meeting, when feasible, and send an electronic list of expected participants at least forty-eight (48) hours in advance of the orientation meeting.

2.10 The Town agrees to provide bulletin boards at the various buildings in Town where employees of this Unit work and to permit the Union to utilize them for posting of notices concerning Union business and activities. Permission is also granted to utilize the internal mail system to send notices and communication addressed to various members.

2.11 The Town shall also utilize the boards for posting any matter generally related to wages, hours, or conditions of employment; and supervisors shall be instructed to post such matter.

ARTICLE III - Management Rights

3.1 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this agreement, the Town has and will continue to retain, whether exercised or not, all of the rights, powers and authority heretofore had by it and, except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this agreement, it shall have the sole and absolute right, responsibility and prerogative of management of the affairs of the Town and direction of the working force, including, but not limited to the following:

(a) To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the Town.

(b) To establish or continue policies, practices and procedures for the conduct of Town business and, from time to time, to change or abolish such policies, practices, or procedures.

(c) To discontinue processes or operations or to discontinue their performance by employees.

(d) To select and to determine the number and types of employees required to perform the Town's operations.

(e) To employ, transfer, promote or demote employees, or to layoff, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interests of the Town or the department.

(f) To prescribe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the Town, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.

(g) To ensure that incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.

(h) To establish contracts or sub-contracts for municipal operations, provided that this right shall not be used for the purpose or intention of undermining the Union or of discriminating against its members. All work customarily performed by the employees of the bargaining unit shall be continued to be so performed unless in the sole judgment of the Town it can be done more economically or expeditiously otherwise.

(i) To create job specifications and to revise existing job specifications.

3.2 The above rights, responsibilities and prerogatives are inherent in the Town Council and the Town Manager by virtue of statutory and charter provisions and are not subject to delegation in whole or in part.

ARTICLE IV – Grievance Procedure

4.1 No permanent employee shall be discharged, reduced in rank or compensation, suspended without pay or disciplined in any other manner except for just cause. Whenever any employee is so disciplined, the Department Head or designated representative shall present such employee with written reasons for such disciplinary action within five (5) days after such employee is disciplined or notified of their discipline, whichever comes sooner.

Written warnings or letters of reprimand may not be used against an employee after one (1) year from the date of issue, and records of disciplinary suspension shall not be used against any employee after five (5) years from the date of issue. In addition, upon request of the affected employee, the Town will seek approval of the State of Connecticut Public Records Administrator for the destruction of written warnings or letters of reprimand after one (1) year from the date of issue, and of records of disciplinary suspensions after five (5) years from the date of issue. In addition, copies of all written warning letters of reprimand and records of disciplinary suspension shall be emailed to the Union's Field Representative.

4.2 A grievance shall mean a complaint by an employee or group of employees or the Union that, as to them, there has been a violation, misinterpretation or misapplication of the provisions of this Agreement.

4.3 Adjustment of all grievances shall be sought as follows, except that grievances over a disciplinary action may, at the discretion of the Union, be started at Step 4 of this Section:

> ***Step 1.*** The aggrieved employee, who may be represented by a Field Representative, shall present in writing the grievance or dispute to their immediate supervisor within ten (10) calendar days of the date of the grievance or the employee's knowledge of its occurrence. The written grievance shall include a statement of the grievance and facts involved, the alleged violation of the agreement, and the remedy

requested. The immediate supervisor shall meet with the interested parties within ten (10) calendar days after receipt of the grievance in an attempt to adjust the matter and shall render their decision within ten (10) calendar days after the grievance hearing.

Step 2. If the employee or the Union is not satisfied with the decision at Step 1, the grievance shall be presented in writing to the Department Head within ten (10) calendar days after the supervisor's response is received or should have been received. The Department Head or their designated representative shall meet with the interested parties within ten (10) calendar days after such Department Head receives such grievance, and render their decision in writing no later than ten (10) calendar days after the grievance hearing.

Step 3. If the employee or the Union is not satisfied with the decision at Step 2, the grievance shall be appealed to the Director of Human Resources within ten (10) calendar days after the decision of the Department Head or their designated representative is received or should have been received. The Director of Human Resources or their designated representative shall meet with the parties within ten (10) calendar days after the receipt of the grievance and in any case shall render their decision in writing within ten (10) calendar days after the grievance hearing.

Step 4. If the employee or the Union is not satisfied with the decision at Step 3, the grievance shall be appealed to the Town Manager in writing within ten (10) calendar days of the decision rendered in Step 3. The Town Manager shall hear and act on such grievance and render a decision in writing within thirty (30) calendar days after such grievance is heard.

Step 5. If the Union or the Town is not satisfied with the decision of the Town Manager, it may within thirty (30) calendar days after receipt of the decision submit the grievance to arbitration. Notice of intention to proceed to arbitration must be given to the Town Manager or Union President within thirty (30) calendar days after receipt of such decision. Arbitration shall be by the State Board of Mediation and Arbitration, except in the case of grievances involving, discharges, reprimands, reductions in rank or compensation, and suspensions without pay, which may at the option of the Town be submitted to the American Arbitration Association. If the Town elects to exercise its option, it shall pay the fee of the arbitrator. If the Town chooses to exercise such option, it must do so within two (2) working days after receipt of notice of the Union's intention to proceed to arbitration. The arbitrator shall be limited to the express terms of the contract and shall not have the power to modify, amend, or delete any of the terms or provisions of the agreement.

4.4 The decision of the arbitrator shall be final and binding on the parties.

4.5 The time limits provided for in Section 4.3 of this Article may be extended by agreement of the parties. As used throughout this Article, the term "days" refers to calendar days, unless otherwise specified.

4.6 The number of bargaining unit employees who may be released from duty with pay in order to present grievances, under Section 3 of this Article, shall not exceed two (2) at any one (1) time, unless the attendance of additional witnesses is required.

4.7 Nothing contained herein shall prevent any employee from presenting their own grievance and representing themselves in steps 1 through 4 in these procedures.

4.8 The Union business agent may submit a written request for specific factual information, as related to a disciplinary action case, from the Department Head. The Department Head will make such requested data available to the business agent.

4.9 A grievance may be appealed to the next step at any time during the period in which a response is overdue, but not yet received. Failure at any step to appeal shall be considered acceptance of the decision rendered.

ARTICLE V - Holidays

5.1 The following holidays shall be observed as days off with pay, and except as specified elsewhere in this Article, shall be celebrated on the dates set forth in Connecticut General Statutes, Section 1-4:

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

Lincoln's Birthday and Employee's Birthday (floating holidays)

(a) As with the Employee's Birthday holiday, and in lieu of the former Lincoln's Birthday holiday, an employee may take a floating holiday with pay during each fiscal year at a time mutually agreed to between the employee and their immediate supervisor, but not during the month of June. The only exception is that the Employee's Birthday floating holiday may be used in June if the employee's birthday is in June.

(b) Under no circumstances shall such holiday be carried over to another fiscal year if not taken nor will the employee receive premium pay for working on their birthday or on Lincoln's Birthday.

(c) Any employee who leaves the Town service for any reason shall repay the Town if they have taken their birthday or the Lincoln's birthday floating holiday before having earned such day (their birth date and Lincoln's birthday respectively). As an option, the employee may elect to subtract the day from any accumulated vacation days the employee has due them at separation.

5.2 Holiday leave shall be granted on the day of the week on which the holiday falls except:

(a) When a specified holiday falls on Saturday, the holiday leave shall be granted on the preceding day, Friday, to those employees in such departments as are regularly scheduled to work only from Monday to Friday inclusive.

(b) When a specified holiday falls on Sunday, the holiday leave shall be granted on the following day, Monday.

(c) When, in the opinion of the head of the Library Department or the Director of Human Resources, it is necessary to operate their department on a holiday or satisfy public service requirements, they may, with approval of the Town Manager, require the employees other than labor and trade personnel of their department to work on such holiday but, in each such instance, shall post a notice of such holiday work requirement not less than fifteen (15) days in advance of such holiday.

5.3 Whenever any of these holidays shall occur while an employee is out on sick leave, such employee shall be paid for the holiday and no charge to sick leave shall be made for that day.

5.4 When a holiday occurs while an employee is on vacation, the employee shall be granted an additional vacation day with pay, or (in the case of a vacation of one (1) week or more) the employee may elect to receive an additional day's pay with their vacation pay.

5.5 Classified, permanent, part-time employees who are members of the bargaining unit shall be granted pro rata holiday pay for each holiday based upon their working hours compared to the normal weekly working hours for employees in their class and organizational unit.

5.6 Unauthorized absence from work on the scheduled workdays before or after the holiday will forfeit the employee's eligibility for holiday pay. If an employee is on authorized leave without pay for any duration and a holiday occurs during such absence, the employee shall not be entitled to any holiday pay.

5.7 Nothing in this agreement shall in any way abridge the Town's right to schedule employees to work on recognized holidays, subject to compensation provisions included in Article 10 of this contract.

ARTICLE VI - Vacations

6.1 (a) Annual vacation leave with pay shall be earned by all classified employees as follows:

-Less than four (4) full years of service:	5/6 day per month (two (2) weeks)
-Four (4) but less than fourteen (14) full years:	1¼ days per month (three (3) weeks)
-Fourteen (14) but less than twenty-four (24)full years:	1 2/3 days per month four (4) weeks)
- More than twenty-four (24) full years:	2-1/12 days per month Five (5) weeks)

One (1) year's vacation accrual shall be posted to each employees' credit with the first full paycheck in July of each fiscal year. For any new employee such posting shall be for the portion of the fiscal year from date of hire to the end of the fiscal year and shall be made on the first full (ten (10) working days) paycheck after the employee's date of hire. The accrual shall be adjusted down, at the appropriate rate for the employees' length of service, for each month the employee fails to be in service (pay status) the full month. Any employee who leaves the Town service for any reason shall repay the Town for any vacation leave taken in excess of what they would have earned on a monthly accrual basis from the first of the fiscal year or date of hire. For employees with prior accumulation of vacation leave, said repayment shall be first subtracted from prior accumulated vacation days.

(b) In addition, immediately on completion of the number of full years of service indicated below, the following number of vacation days shall be credited to all classified employees as follows:

Ten (10) full years - one (1) day	Twenty (20) full years - one (1) day
Eleven (11) full years - two (2) days	Twenty-one (21) full years - two (2) days
Twelve (12) full years - three (3) days	Twenty-two (22) full years - three (3) days
Thirteen (13) full years - four (4) days	Twenty-three (23) full years - four (4) days

(c) At the beginning of the fourteenth (14^{th}) and twenty-fourth (24^{th}) year of service, employees shall accrue vacation as stated in Section 1(a) as of and including the month in which their anniversary occurs.

6.2 However, earned but unused vacation leave shall not accrue to an employee's credit in excess of fifty (50) working days. Unused vacation in excess of the maximum accrual shall be forfeited if not used by the end of the fiscal year in which such excess accrual occurs.

6.3 For the purpose of computing vacation leave only dismissal or resignation will break the continuity of service; other leave except sick leave will defer vacation leave accrual during such leave. Vacation leave shall not be granted to employees with less than six (6) months of service; however, upon completion of six (6) months of service, employees shall have their accrual of such leave computed from the date of their original appointment.

6.4 In the event of illness during an employee's vacation period, the employee shall be given an option of charging the sick day to their sick leave, providing a doctor's certificate verifies illness.

6.5 Classified permanent employees working on a part-time basis will be granted vacation leave on a schedule prorated on their working hours compared to the normal weekly working hours for employees in their class and organizational unit.

6.6 Employees who resign in good standing or who are laid off shall be paid for any unused vacation leave that has accrued to their last day of service. An employee shall be considered to resign in good standing only if such employee notified their Department Head of such resignation at least fifteen (15) calendar days in advance of their last day of service. Employees who retire shall be entitled to use any accrued vacation leave prior to the effective date of their retirement, but any accrued vacation not so used shall be forfeited and in no

case may a period of vacation leave delay retirement beyond the date of retirement as provided by the Town pension plan. Vacation leave shall not further accrue during the period of such terminal leave.

Only upon separation from Town service for immediate retirement under the Town Pension Plan, unused vacation leave, up to the maximum allowable accrual, shall be paid in a lump sum payment and shall be deposited into a Special Pay Retirement Plan. This Special Pay Retirement Plan is subject to Section 401 of the Internal Revenue Code and, as such, is subject to its provisions.

Such payments shall not be credited toward the employee's average final compensation for the purpose of calculating their pension benefit.

6.7 Employees entitled to vacation leave who are terminated for cause shall be paid for any unused vacation leave in excess of fifteen (15) days that has accrued to their last day of service. Any part or all of accrued unused vacation leave up to fifteen (15) days may be granted at the discretion of the Town Manager.

6.8 An employee leaving on vacation may be granted pay due them for their accrued vacation time, provided they submit a written request for such pay to the Finance Department not less than ten (10) calendar days in advance.

6.9 Employees may take their vacation leave, in accordance with schedules established by the Department Head, throughout the fiscal year. The Department Head may, however, limit the number of employees on vacation at any one (1) time because of the operating requirements of the department and may further provide that no employee may take more than two (2) consecutive vacation weeks during the months of July and August. In the event there is a conflict concerning the choice of vacation weeks between employees, the Department Head shall give preference on the basis of greatest length of service in the highest classification but this decision shall be final.

6.10 If the work load of an employee's organization unit makes adherence to the vacation schedule impracticable or undesirable, vacation leave may be postponed at the discretion of the Department Head, but in requiring such postponement employees having the greatest length of service in their respective classifications shall be given preference over those with less service in said classification. Vacation leave so postponed shall accrue to the employee's credit notwithstanding the above provision for a maximum of such leave.

6.11 An employee may cash in up to five (5) days of unused vacation leave each fiscal year in a one (1) time lump sum payment each year. Such payment shall not count towards an employee's Average Final Compensation for pension calculation purposes, regardless of the date of hire, and no pension contributions shall be taken on such payment.

6.12 An employee may opt to keep two (2) weeks of vacation time while on parental/bonding leave.

ARTICLE VII - Sick Leave

7.1 Sick leave shall not be considered as an entitlement which an employee may use at their discretion, but shall be allowed only in case of necessity arising from actual sickness or disability of the employee, or to meet dental appointment, or to take physical examination or other sickness prevention measures, when such appointment, examination and/or measure cannot reasonably be scheduled outside of working hours.

7.2 Sick leave with pay shall accrue to the credit of each employee as follows, subject to the restrictions listed below:

(a) Sick leave with pay shall accrue to the credit of each employee at the rate of one and one-quarter (1-1/4) working days for each full month of service to a maximum of one hundred fifty (150) working days.

One year's sick leave accrual (i.e., fifteen (15) days) shall be posted to each employees' credit with the first full paycheck in July of each fiscal year. For any new employee such posting shall be for the portion of the fiscal year from date of hire to the end of the fiscal year and shall be made on the first full (ten (10) working days) paycheck after the employee's date of hire. The accrual shall be adjusted down at a rate of one and one-quarter (1¼) days, for each month the employee fails to be in service (pay status) the full month. Any employee who leaves the Town service for any reason shall repay the Town for any sick leave taken in excess of what they would have earned on a monthly accrual basis from the first of the fiscal year or date of hire. For employees with prior accumulation of sick leave, said repayment shall be first subtracted from prior accumulated sick days.

(b) Except for time otherwise covered by the Connecticut Paid Sick Leave Law, no provision of these rules is to be construed as preventing any Department Head, with the concurrence of the Town Manager, from withholding sick leave for just cause from any employee under their jurisdiction.

(c) Notwithstanding the foregoing provision regarding maximum accrual of paid sick leave, any employee may be granted additional paid sick leave upon joint approval of the employee's Department Head, the Director of Human Resources, and the Town Manager. Consideration of such approval shall take into account personal hardship, the nature of the illness, the employee's service record and length of service, and needs of the Town service.

(d) Except for time otherwise covered by the Connecticut Paid Sick Leave Law, in all cases, sick leave with pay in excess of five (5) consecutive workdays will be granted only when a certificate from a regularly licensed practitioner of medicine or surgery, or both, verifying the need for sick leave, has been submitted to the Division Manager, Assistant Department Head, or Department Head.

However, if such authority feels an employee has been abusing sick leave by requesting such leave without justification, they may require such a certificate for future sick leave of any duration. The authority shall so notify the employee in writing, stating in its letter the reasons for the requirement.

(e) Sick leave shall not accrue during any leave of absence without pay.

(f) Up to five (5) days of an employee's accumulated sick leave may be used in any fiscal year for illness or incapacity in the employee's immediate household in cases where the presence of the employee is essential, which shall include illness or incapacity of the employee's domestic partner.

An employee may utilize accrued sick leave and/or vacation leave in any fiscal year for the birth, adoption or foster care of a child or the serious health condition of a child, parent, civil union spouse or spouse in accordance with FMLA provisions. This provision does not include the employee's domestic partner.

(g)(i) Immediately upon separation from Town service for any reason except retirement under the Town Pension Plan, unused accrued sick leave shall revert to the Town. There shall be no sick leave buy-out for employee's who separate from Town service and vest for purposes of their pension benefit or for employees hired after May 24, 2016 who retire from Town service.

(ii) Employees hired on or after July 1, 2003, but prior to May 24, 2016, who retire under the Town pension plan immediately upon separation from Town service, shall be paid at their regular rate for fifty percent (50%) of the sick leave accrued to their credit up to one hundred fifty (150) working days' accrual (i.e., seventy-five (75) working days' payment). Sick leave will not be included in the calculation of their average final compensation for the purposes of calculating pension benefits.

(iii) Employees hired prior to July 1, 2003, who retire under the Town Pension Plan immediately upon separation from Town service, shall be paid at their regular rate of pay for fifty percent (50%) of the sick leave accrued to their credit up to one hundred-fifty (150) working days' accrual (i.e., seventy-five (75) working days' payment). For purposes of calculating pension benefits only, sick leave shall be calculated as one-half (1/2) the sick leave accrued to the employee's credit up to one hundred twenty (120) working days' accrual (i.e., sixty (60) working days' payment), plus one-tenth (1/10) of the additional sick leave accrual to the employee's credit up to an additional thirty (30) working days' accrual (i.e., three (3) working days' payment).

(iv) Any payments made to an employee under this Section shall be paid in a lump sum payment and shall be deposited into a Special Pay Retirement Plan. This Special Pay Retirement Plan is subject to Section 401 of the Internal Revenue Code and, as such, is subject to its provisions.

(h) In cases of sick leave of less than one (1) full working day, an employee's accrued sick leave shall only be charged to the nearest hour of absence from work.

(i) Classified, permanent part-time, employees who are members of the bargaining unit will be granted sick leave on a schedule prorated on their working hours compared to the normal weekly working hours for employees in their class and organizational unit.

7.3 No more than three (3) days of accrued sick leave may be used by the employee each fiscal year for personal business which cannot be conducted at any other time, and which is not covered by any other leave provision in this Agreement. Request for leave under this paragraph should be made as soon as the employee is aware of the need, and in no event less than twenty-four (24) hours prior to the beginning of the shift for which leave is requested, except in case of emergency or other unforeseen circumstances arising after such

time limit has passed. If necessary, the Department Head or their designee may limit the number of employees on leave under this paragraph at any one time in order to meet the operating requirements of the Department. Personal leave days under this paragraph may not accumulate from year to year except as sick leave.

ARTICLE VIII - Insurance and Pension Program

8.1 - Health Insurance

(a) The Town will provide bargaining unit employees with the CT Partnership Plan 2.0 for health insurance as outlined in Attachment A.

(b) Effective July 1, 2026 or thirty (30) days after the contract is signed, whichever is later each member of the bargaining unit hired prior to July 1, 2023 shall contribute twenty percent (20%) of the fully insured rate for the plan for the individual or dependent coverage desired, not to exceed a cap of 5.75% of the employee's annual earnings, 6.25% of the employee's annual earnings effective July 1, 2027, and 6.75% of the employee's annual earnings effective July 1, 2028.

All employees hired on or after July 1, 2023 shall contribute twenty percent (20%) of the fully insured rate for the plan for the individual or dependent coverage desired, not to exceed a cap of 6.75% of the employee's annual earnings effective July 1, 2026 or thirty (30) days following the signing of this Agreement, whichever is later, and 7.25% of the employee's annual earnings effective July 1, 2027.

(c) After initial enrollment, an employee may modify coverage only during the annual open enrollment period, except for changes in family status by birth, death, adoption, marriage, or loss of coverage due to extenuating circumstances. In such cases, the employee must notify the Benefits Division within thirty-one (31) days of the change in status, otherwise the employee may be required to wait until the next open enrollment period. For the birth of a child, the notification requirement is ninety-one (91) days.

(d) Upon death of an active employee, medical benefits shall continue, for a period of thirty-six (36) months, to the surviving spouse and eligible dependents in the same manner as if the deceased had remained an active employee, with the exception that any contributions to premiums shall not be required, and benefits for a surviving spouse age sixty five (65) or over will be coordinated with Medicare in the same manner as with a retired employee. Such continuation of medical benefits is intended to satisfy the requirements of COBRA and no further continuation shall be made.

(e) The Town shall provide 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 excludable from the employees' taxable income as provided by law.

(f) The group benefits coverage shall extend to domestic partners of the employee. Dependents of the domestic partner are not eligible for medical benefits coverage except as they qualify as a dependent of the employee. The plan will define a "domestic partner" as an individual who is (1) living in an exclusive committed relationship with the employee

for at least three (3) years prior to the commencement of the coverage; (2) jointly financially responsible with the eligible employee for their common welfare and living expenses; (3) neither married to anyone else, legally separated from anyone else, nor the domestic partner of anyone else; (4) not related by blood; and (5) over the age of 18; and (6) are living together in the same residence and intend to do so indefinitely. The Town shall have the sole and absolute discretion with regards to accepting a domestic partner as a covered participant in the Town health and prescription drug plans.

Required evidence for domestic partner participation may include:

- joint checking and savings accounts; and
- either joint ownership of home(s) or a jointly signed lease; and
- a will designating the partner as beneficiary; and
- designated primary beneficiary on life insurance policies; and
- evidence of joint responsibility for vehicles, other personal property, or debts.

Any change in the status of the aforementioned eligibility evidence from the time of acceptance shall make the domestic partner ineligible for Plan participation.

The taxability of benefits provided shall be in accordance with IRS regulations and it is further understood that medical expenses or premiums paid by an employer for a domestic partner will be included in the gross income of an employee as compensation for services. This shall not be used for any other purpose and specifically shall be excluded from determination of pension benefits.

The employee shall sign an affidavit attesting to their eligibility to enroll their domestic partner. This affidavit shall also bind the employee to accepting the taxability of such domestic partner benefits as determined by the IRS.

If, for any reason, this relationship is not continued, or the employee is no longer eligible to receive a health benefit, the domestic partner shall not have any rights to continue health coverage under COBRA or any other means. The employee shall notify the Human Resources as to any changes in domestic partner status within thirty (30) days of such change.

(g) Opt Out Stipend. - Employees who opt out of health insurance coverage during the July–June fiscal year will be eligible for a stipend of up to two thousand five hundred dollars ($2,500) paid in a lump sum in the first full pay date in July following completion of the fiscal year in which the employee opted out. The stipend will be prorated based on the number of full months that health insurance coverage was waived. Only those employees who, as of the signing of the 2021-2025 CBA, receive two (2) weeks of vacation in lieu of an opt out payment shall be permitted to continue to receive vacation instead of an opt out payment for as long as those employees continuously waive insurance.

8.2 - Prescription Drug Program

(a) The Town will maintain a prescription drug program on behalf of Town employees in accordance with the CT Partnership Plan 2.0.

8.3 - Retiree Health and Prescription Drug Plan

(a) For purposes of this Section, employees hired on or after July 1, 1986, the term "retired employee" shall be limited to those who are eligible to receive, and who actually do receive, a normal (unreduced) retirement benefit from the Town pension plan immediately upon separation from Town service.

(b) Each individual retired employee and any eligible and enrolled dependents shall be eligible to participate in the same health and prescription drug programs which they enjoyed immediately prior to retirement. Such plans are described in Sections 8.1 and 8.2 of this Article and include the same co-pays, deductibles and other terms and conditions.

(c) The parties agree to incorporate the provisions of Section 8.3 (C)(1) of this Article in a separate agreement with individual members of the bargaining unit who were employed prior to July 1, 1986. Such agreement shall be binding on the Town and on such individuals regardless of the result of future negotiations between the Town and the Union on the subject of retiree health insurance benefits. However, the Union does not waive its right to represent such individuals, and the Town shall have no right to negotiate directly with such individuals, as long as they remain employed by the Town and are covered by Section 8.3 of this Article, or by any successor provision governing retiree health insurance.

(d) 1. Employees hired on or after July 1, 1986 and prior to November 10, 1997, who retire with a normal (unreduced) retirement benefit immediately upon separation from Town service, shall pay seven percent (7%) of the fully insured rate for the individual or dependent coverage desired, for continued coverage of the health program that they enjoyed immediately prior to retirement. Payment shall be made to the Town until the retiree and/or spouse reaches Medicare eligibility and/or the retiree's dependent child reaches the plan age limitation.

2. Employees hired on or after November 10, 1997, or on or before June 30, 2003, who retire with a normal (unreduced - and with eligibility at age fifty five (55) with twenty five (25) years of service) retirement benefit immediately upon separation from Town service, shall pay fifteen percent (15%) of the fully insured rate for the individual or dependent coverage desired, for continued coverage of the health program that they enjoyed immediately prior to retirement. Payment shall be made to the Town until the retiree and/or spouse reaches Medicare eligibility and/or the retiree's dependent child reaches the plan age limitation.

3. Employees hired on or after November 10, 1997, or on or before June 30, 2003, who retire with a normal (unreduced - and with eligibility at age sixty (60) with ten (10) years of service) retirement benefit immediately upon separation from Town service, shall pay thirty percent (30%) of the fully insured rate for the individual or dependent coverage desired, for continued coverage of the health program that they enjoyed immediately prior to retirement. Payment shall be made to the Town until the retiree and/or spouse reaches Medicare eligibility and/or the retiree's dependent child reaches the plan age limitation.

4. The parties agree that for the duration of the 2002-2007 collective bargaining agreement, and in negotiations for all succeeding collective bargaining agreements between the parties, any change in Sections 8.3 D (1), (2) and (3) shall not be mandatory subjects of bargaining.

(e) 1. Employees hired on or after July 1, 2003, but prior to May 24, 2016, who retire with a normal retirement benefit (unreduced and with eligibility at age 65 with 15 years of service or age sixty-two (62) with thirty-five (35) years of service) immediately upon separation from Town service, shall pay twenty five percent (25%) of the fully insured rate for individual coverage or fifty percent (50%) for dependent coverage of the health program that they enjoyed immediately prior to retirement. Payment shall be made to the Town until the retiree and/or reaches Medicare eligibility and/or the retiree's dependent child reaches the plan age limitation.

2. Employees hired on or after May 24, 2016, who retire with a normal retirement benefit (unreduced and with eligibility at age sixty-five (65) with fifteen (15) years of service or age sixty-two (62) with thirty-five (35) years of service) immediately upon separation from Town service, shall pay fifty percent (50%) of the fully insured rate for the individual or dependent coverage elected. The health program shall be the same as current active members until the retiree and/or spouse reaches Medicare eligibility and/or the retiree's dependent child reaches the plan age limitation. At Medicare eligibility, provisions of Section 8.3 (F) shall apply. Payment shall be made to the Town as long as the retiree is receiving retiree health benefits (pre- and post-sixty-five (65)) through the Town.

(f) 1. For employees retiring prior to July 1, 2021, at Medicare eligibility, the retired employee's health insurance coverage shall be converted to a Medicare Supplement Plan; and continuation is contingent upon conditions established by the carrier. The cost of the Medicare Supplement Plan shall be provided by the Town to the retiree without cost sharing for employees hired prior to May 24, 2016. Upon reaching Medicare eligibility, employees hired on or after May 24, 2016, shall pay fifty percent (50%) of the fully insured rate for the individual or dependent coverage elected. For employees retiring on or after July 1, 2021, at Medicare eligibility, the retired employee's health insurance coverage will be converted to the Connecticut Partnership Plan 2.0's Medicare Advantage Plan.

2. It is assumed that the retired employee is covered by Medicare - Part A and Part B. Enrollment in Medicare Part A and Part B and payment of the Medicare Part B premium is the retired employee's responsibility. Whether enrolled or not, the Town Plan will only pay for the amount normally payable under the Town Plan minus the amount payable under Medicare Part A and Part B for the same expenses.

(g) Upon the death of the retiree, medical benefits shall continue, for a period of twenty-four (24) months, to the surviving spouse and eligible dependents in the same manner as if the deceased had remained an active employee, with the exception that any contributions to premiums shall not be required during this twenty-four (24) month period, and benefits for a surviving spouse age sixty-five (65) or over will be coordinated with Medicare in the same manner as with a retired employee. This twenty-four (24) month continuation of medical benefits is intended to be applied to meeting the requirements of COBRA and any further continuation shall not exceed the COBRA limits.

(h) For employees hired on or after July 1, 1986 who retire prior to July 1, 2021, at Medicare eligibility, the retired employees' and qualifying dependent's prescription drug plan shall remain the same as is available to active employees. Agreement on having this benefit "remain the same as is available to active employees" shall not establish a precedent for other benefit negotiations.

(i) Employees who are otherwise eligible to receive retiree health care benefits immediately upon separation from Town service and elect to opt-out of coverage, shall have the right to elect coverage in the future, as if they had elected coverage at the time of retirement (immediately upon separation from Town service).

(j) This entire Article (8.3) shall remain in force and effect so long as the Town remains in the CT Partnership Plan 2.0 as detailed in Articles 8.1 and 8.2 above. If, however the Town leaves the CT Partnership Plan 2.0, then the parties agree to reopen negotiations as to Article 8.3.

(k) An employee electing health insurance coverage under this Agreement and who, at the time of normal retirement, had previously elected and received a health insurance opt-out benefit of vacation days, shall reimburse the Town the value of the benefit received on a pro-rata basis for each full month of service that the health insurance benefits are to be received for the balance of the calendar year.

(l) For employees hired on or after July 1, 2023, who are eligible for retiree health insurance upon retirement, the pre-Medicare health program shall be the same health and prescription drug program offered to active employees, as that coverage changes from time to time until the retiree reaches Medicare eligibility.

8.4 - Health Benefits with Disability Retirement

(a) Effective January 1, 1998, any employee who retires with a disability pension under Section 30-14 of the Pension Ordinance, and, has at least ten (10) years of consecutive and continuous years of service with the Town immediately prior to retirement, shall be eligible to receive health benefits in the following manner:

1. The employee shall receive the same health benefit that is applicable to active employees in the same bargaining unit that the employee was in immediately prior to their disability retirement. Any change in the health plan for active employees shall also change the health plan for the retiree. At Medicare eligibility, the health plan shall convert to the Medicare Supplement Plan.* The retiree shall continue to contribute toward the cost of the plan as defined in Section 8.4 (A)(2) of this Article.

*For employees retiring on or after July 1, 2021, the health plan shall convert to the CT Partnership Plan 2.0 Medicare Advantage Plan.

2. The employee shall contribute toward the cost of this health benefit in the following manner:

(a) One hundred percent (100%) of the fully insured rate minus an amount determined by multiplying the employee's years of service by 3.5. For example, if an employee had fifteen (15) years of service, they would contribute forty-seven and one-half percent (47.5%) of the fully insured rate. (100 - [15X3.5])

(b) Dependent coverage may be continued for twelve (12) months at the same rate as determined in Section 8.4(A)(2)(a) above. Any and all dependents coverage will be terminated thereafter, except that COBRA continuation will be offered, for a period of twenty-six (26) months, by paying one hundred two percent (102%) of the fully insured rate.

(c) Upon reemployment with any other employer who provides a health plan of any kind, the employee and dependents shall be ineligible for further participation in the Town plan.

(i) The employee shall be responsible for notification of the Town and shall be responsible for any claim made against the Town during any period of time they could have been covered by another plan.

(ii) The employee shall furnish such documentation as required from time to time by the Town for purposes of verifying other employment and available health benefits. Failure to do so shall render the employee ineligible for this health benefit.

8.5 - Cost Containment

The Town may choose to provide for the administration of employee health benefits under a "cost-containment" program by any provider who has filed with and been approved by the Connecticut State Department of Insurance to provide such services. Such a program may include any classifications and definitions of services which have been agreed upon by the Union, provided that implementation or elimination of any such service is thoroughly communicated to all employees not less than sixty (60) days prior to the effective date of implementation or elimination. Once implemented, the Town may eliminate any such service at its sole discretion provided it gives employees the notice required above and further provided it restores the full contractual benefit that the eliminated service(s) affected. Any service implemented must be within parameters which have been agreed upon by the Union in writing.

8.6 - Life Insurance

(a) The Town will participate in a group life insurance plan providing a benefit in the amount of fifty-thousand dollars ($50,000) for each full-time active employee and will pay the cost of such insurance for each participating employee.

(b) Effective July 1, 2023, each employee eligible for and choosing to receive a normal, unreduced pension benefit immediately upon termination from the Town or each employee eligible for and choosing a disability pension, will have their group life insurance automatically reduced from fifty-thousand dollars ($50,000) to twenty-five thousand dollars ($25,000). This reduction will become effective as specified in the group life insurance plan. The cost of such reduced life insurance for each pensioned employee who retires shall be paid by the Town. The balance of each retired employee's group life insurance may be converted and paid for by the retired employee in accordance with the terms of the group life insurance plan.

(c) In lieu of the reference insurance coverages, the Town shall pay the cost of a three-thousand dollar ($3,000) group life insurance policy for permanent part-time employees in the bargaining unit. As used in the preceding sentence, the phrase "permanent part-time employees" means those employees who work twenty (20) hours or more per week, but less than a full workweek, and who are employed fifty-two (52) weeks per year.

8.7 - Long Term Disability

The Town shall provide for active employees' disability insurance coverage with the following features: one hundred eighty (180) day waiting period, benefit of sixty percent (60%) of pay with three thousand dollar ($3,000) monthly maximum and with offset for any other disability income, benefits to age sixty five (65), disability defined as unable to engage in own occupation for first two (2) years and unable to engage in any occupation thereafter.

8.8 - Vision Care

The Town shall provide and pay the cost, for active employees and qualified dependents, for a vision care program as outlined in Attachment B. After initial enrollment, an employee may modify coverage only during the annual open enrollment period, except for changes in family status by birth, death, adoption, marriage or loss of coverage due to extenuating circumstances. In such cases, the employee must notify the Benefits Division within thirty-one (31) days of the change in status, otherwise the employee may be required to wait until the next open enrollment period. For each retiree retiring prior to July 1, 2021 who is eligible for health insurance benefits as defined in Article VIII, Section 8.3 (B), (C)(1), (D)(1), (2), and (3) and their eligible dependents, one (1) routine vision examination shall be provided per year and be paid in full after a twenty dollar ($20) copayment , until eligibility for the Medicare Supplement Plan, as per practice. Employees retiring on or after July 1, 2021, and their eligible dependents, who are enrolled in the CT Partnership Plan 2.0 (if pre-Medicare) will receive vision benefits in accordance with the terms of the CT Partnership Plan 2.0 Group Medicare Advantage Plan (if Medicare eligible).

8.9 - Dental Insurance

The Town shall provide a full service dental plan as outlined in Attachment C and pay seventy-five percent (75%) of the fully insured rate toward the cost of individual coverage. Each bargaining unit member enrolled will pay twenty-five percent (25%) of the fully insured rate for individual coverage Employees who elect to enroll eligible dependents will pay fifty-percent (50%) of the fully insured rate toward the cost of dependent coverage. After initial enrollment, an employee may modify coverage only during the annual open enrollment period, except for changes in family status by birth, death, adoption, marriage or loss of coverage due to extenuating circumstances. In such cases, the employee must notify the Benefits Division within thirty-one (31) days of the change in status, otherwise the employee may be required to wait until the next open enrollment period. Participation in the Dental Plan is limited to active employees, unless otherwise required by applicable law. Eligible dependent children may remain on the plan until the end of the calendar year during which they turn age twenty-six (26).

8.10 - Carriers

The Town may at any time and from time to time change the carriers for any of the foregoing insurance, provided that the benefits shall be the equivalent or better than those provided in the above referenced coverages.

8.11 - Pension

(a) 1. The provisions of the Codified Ordinances of the Town of West Hartford relating to pensions for Town employees are made a part of this agreement. The Town shall continue the present pension coverage for existing clerical unit employees for the duration of the Agreement. Any and all amendments to said pension ordinance, which effect this bargaining unit, and which are enacted during the term of the Agreement shall also become a part hereof, provided that no such amendment which reduces retirement allowances or their dependent or beneficiaries, or which requires greater employee contributions than now specified, shall become a part hereof without written consent of the Union.

2. Employees hired on or after May 24, 2016 will participate in a "hybrid" retirement program. Employees shall become members of the Town of West Hartford Pension Plan, Part E. The Part E member shall contribute three percent (3%) of Base wages to the Plan. Upon reaching eligibility for a retirement benefit and, in compliance with Pension Ordinances, the defined benefit shall be calculated at one percent (1%) of Base wage multiplied by the member's years of credited service, up to a maximum of thirty-five (35) years.

3. Additionally, employees hired on or after May 24, 2016 shall become enrolled in the 401(a) defined contribution plan and shall allocate two and one-quarter percent (2.25%) of their Base wage to their 401 (a) plan. The Town shall contribute an amount equal to two and one-quarter percent (2.25%) of the employee's base wage to the employee's 401(a) plan. The Plan shall be in compliance with IRS regulations.

(b) The following amendments to the Pension Ordinance have been agreed to by both parties, effective as to members of this bargaining unit on the dates specified below, but shall not apply to Part E members hired on or after May 24, 2016:

1. For each individual retiring on or after January 1, 1998 there shall be a one percent (1%) cost-of-living adjustment to their pension every year beginning three (3) years after retiring with a normal retirement. The adjusted benefit shall begin on the closest January 1st or July 1st to the third year following the member's normal retirement date.

2. For each individual retiring on or after January 1, 1998 with an early retirement, there shall be a one percent (1%) cost-of-living adjustment to their pension every year beginning three (3) years after they would have been eligible for a normal retirement. The adjusted benefit shall begin on the closest January 1st or July 1st to the third year following the member's normal retirement date.

3. Section 30-24 (H) of the Pension Ordinance regarding the one percent (1%) cost of living adjustment will be applied as follows:

(a) The one percent (1%) cost of living adjustment is provided on the amount of the member's benefit at the time they are receiving it, except as modified by (3)(d) of this Section. The benefit will include all previous year's COLA adjustments, so that there will be a compounding effect.

(b) When a member who is receiving the temporary retirement allowance (as defined in Section 30-18 and 30-19 of the Pension Ordinance) is no longer eligible for that allowance, the COLA amount that was applied to the members benefit

during the temporary increase will be applied on an actuarial equivalent basis to the new benefit.

(c) COLA increases after a member's eligibility for the temporary retirement allowance shall be on the amount of the member's actual benefit at the time the COLA increase is to take effect, except as modified by (3)(d) of this Section.

(d) COLA increases shall be calculated without regard to or inclusion of any portion of the retirement allowance which is payable to the member as a result of a retirement incentive.

4. The COLA provision shall not apply to disability retirements, employees who terminate with a deferred vested benefit, or to beneficiaries of employees who die before becoming eligible for retirement.

5. Effective January 1, 1998, all active employees in the bargaining unit shall contribute, in addition to any other contribution they may make to the Pension plan, one percent (1%) of gross earnings to the Pension plan.

6. It is understood by both parties that the intended relationship of this one percent (1%) employee contribution and one percent (1%) COLA is to have the benefit pay for itself through employee contributions. It is agreed that any future change in the plan benefit negotiated by the parties that would change the intended relationship between the contribution and the COLA will be reason, for either party, to request and have accepted a reopener of this Article VIII, Section 8.11(B)(1), (2), (3), (4) and (5) of the collective bargaining agreement, for the purpose of negotiating a change that will keep the intended relationship intact. Such reopener shall not, however, violate the provisions of Section 8.11(B)(6).

7. Any employee who leaves Town service and withdraws from participation in the Town's Pension Plan shall receive a refund of their one percent (1%) pension contribution as referenced in Section 8.11 (B)(5) plus two percent (2%) interest payment. Such payment is a separate refund from any other refund which may be provided in Section 8.11(E).

(c) For bargaining unit employees who are Part B members of the Pension Plan, Section 30-19 of the Pension Ordinance shall be modified, effective January 1, 1998, so that:

1. The reduction in benefits for years of service prior to January 1, 1989 shall be changed to apply to years of service prior to January 1, 1986; and
2. The reduction shall not be made until the member reaches full retirement age as defined by the Social Security Administration schedule.
3. Members with years of service prior to January 1, 1986 and with total Town service exceeding thirty (30) years, the pension calculation shall adjust the amount of service worked prior to January 1, 1986 by the amount of service worked beyond the maximum of thirty (30) years. For example:

   Employee A has a total of thirty-four (34) years of service. Of the thirty-four (34) years, five (5) years were worked prior to January 1, 1986. The years of service in excess of thirty (30) years are four (4) years. The five (5) Pre-86 offset years shall be reduced by four (4) years, leaving one (1) year to be offset.

(d)

1. The Town shall establish procedures for allowing members of the bargaining unit to buy back eligible years of service from other governmental entities through payroll deductions and to use any contractual provision for sick leave buy out upon retirement for the purpose of such buy back. Employees may only buy back years of service from other entities during their first year of service with the Town or during their last year of service with the Town.

2. Employees who exercised their option to purchase eligible years of service from other governmental entities as provided in Section 8.11 (D)(1) may request reimbursement of the previously purchased service if they no longer wish the previous service to used in the calculation of retirement benefits. Refunds will be allowed and calculated based on the cash value at the time of the initial purchase. Reimbursement of buyback payments shall not be subject to any interest payment from the Plan. All buyback provisions shall be in accordance with Pension Plan provisions.

(e) An employee shall provide their Department Head thirty (30) days' notice of their intent to retire under the Town of West Hartford Pension Plan.

(f) For bargaining unit employees who are Part B members of the Pension Plan, Section 30-12 of the Pension Ordinance shall be modified, effective July 1, 2003, to reflect the following:

1. Any member who is hired by the Town on or after July 1, 2003 and shall have attained the age of sixty-five (65) years and completed fifteen (15) years of credited service or attained the age of sixty-two (62) years and completed thirty-five (35) years of credited service shall be eligible for retirement from active service and for a normal unreduced retirement allowance.

2. Any member who is hired by the Town before July 1, 2003, and who retires on or after July 1, 2003 and who became eligible for a normal retirement by attaining at least the age of fifty five (55) and having at least twenty five (25) years of credited service or at least the age of sixty (60) and having at least ten (10) years of credited service, and does not retire shall earn the following annual pension supplement:

Full Years after Normal Retirement	Supplement	Total
One (1)	six hundred dollars ($ 600)	six hundred dollars ($600)
Two (2)	six hundred dollars ($600)	one thousand two hundred dollars ($1200)
Three (3)	six hundred dollars ($600)	one thousand eight hundred dollars ($1800)
Four (4)	six hundred dollars ($600)	two thousand four hundred dollars ($2400)
Five (5)	six hundred dollars ($600)	three thousand dollars ($3000)
Each full year over five (5)	additional six hundred dollars ($ 600)	

3. (a) The pension supplement shall not be calculated in the cap calculation. The years of credited service and/or buy-back of years from other employment are still capped at 35. However, the supplement will be added to an employee's pension above the cap amount.

   (b) The above pension supplement will not be calculated as part of the COLA computation and will not be a survivor benefit.

   (c) The supplement shall be made annually in a single payment during the month of July, starting the first July after the employee's retirement date.

(g) For bargaining unit employees who are Part B members of the Pension Plan, Section 30-13D of the Pension Ordinance shall be added, effective July 1, 2003, to reflect the following:

Any member who is hired by the Town on or after July 1, 2003 and shall have attained the age of fifty five (55) years and shall have completed fifteen (15) years of credited service or attained the age of sixty (60) years and completed ten (10) years of credited services shall have the option, to be exercised by written request to the Pension Board, to retire not less than sixty (60) days after the filing of said request with the Pension Board.

(h) For bargaining unit employees who are Part B members of the Pension Plan, Section 30-8 of the Pension Ordinance shall be modified, effective July 1, 2003, to reflect the following:

AVERAGE FINAL COMPENSATION – The average annual compensation of a member during the three (3) highest paid years of service prior to and including the last full month of employment. For employees hired on or after July 1, 2003 the average final compensation for a Part B member shall not exceed the member's highest paid calendar year base wage. The highest paid calendar year base wage will be calculated on base wages or salary only and will not include payments on account of overtime worked, longevity payments, meal payments, or any other payment.

(i) 1. (a) Effective upon the first of the month following ratification of this agreement, all active employees in the bargaining unit, except those subject to Article VIII, Section 8.11(A)(2), shall contribute, (in addition to Article VIII, Section 8.11(B)(5) for eligible employees), 5.25% of their gross earnings to the Pension fund.

2. (a) When an employee hired prior to July 1, 2003, reaches thirty (30) years of credited service with the Town (excluding any buy-back time) their contribution shall be reduced to two percent (2.0%) of their gross earnings.

   (b) When an employee hired after July 1, 2003, but prior to May 24, 2016, reaches thirty-five (35) years of credited service with the Town (excluding any buy-back time) their contribution shall be reduced to two percent (2.0%) of their gross earnings.

   (c) Any employee hired after May 24, 2016 shall maintain their employee contribution to the Pension Plan through the term of their employment.

(j) 1. Effective July 1, 2007, any member of the bargaining unit hired prior to July 1, 2003 and retiring after July 1, 2007, who earns thirty (30) years of credited service, not counting buyback of service time, shall receive an annual benefit equal to seventy percent (70%) of the member's average final compensation provided they otherwise are eligible for a normal retirement benefit by reaching age fifty five (55) with twenty five (25) years of service or age sixty (60) with ten (10) years of service.

2. Effective July 1, 2007, any member of the bargaining unit hired prior to July 1, 2003 and retiring after July 1, 2007, who earns twenty five (25) years of credited service but less than thirty (30) years of service, not counting buyback of service time, shall receive an annual benefit equal to sixty percent (60%) of the member's average final compensation provided they otherwise are eligible for a normal retirement benefit by reaching age fifty five (55) with twenty five (25) years of service or age sixty (60) with ten (10) years of service.

(k) Provisions of the Pension Ordinance related to Disability Pensions, as a result of workplace injuries, shall be modified effective July 1, 2007 to provide for the following:

1. An employee with less than ten (10) years of service who is unable to perform any work in accordance with federal Social Security Administration provisions shall be eligible to receive a disability pension.

2. Regardless of years of service, the disability pension benefit shall be offset at a rate of one dollar ($1) for every two dollars ($2) of income, once income plus disability pension benefit equals the employee's annual base salary at the time of disability. Income shall be defined as adjusted gross income on federal income taxes and include, but not be limited to, wages, long term disability payments, workers' compensation payments, etc.

3. An employee who qualifies for a disability pension, who is offered alternate employment shall remain a member of Part B of the Pension Plan for all purposes, including the computation of employee and Town contributions, retirement eligibility date, and pension benefit computation, as if the employee had remained in their former position, and had received the salary increase uniformly applicable to their former position. An employee similarly situated from another bargaining unit shall maintain the benefits afforded to them under the collective bargaining unit they belonged at the time of the injury.

(l) The Town shall establish procedures for enrolling members of the bargaining unit in a Section 457 deferred compensation plan. Participation in this plan shall be at the discretion of each individual employee. Effective the first of the month following ratification of this agreement, and in each calendar year thereafter, the Town shall match, on a dollar-to-dollar basis, the employee's contribution to a 457 deferred compensation program. The Town's contribution shall not exceed 1.7% of the employee's annual base pay and shall start with the employee's first contribution of the calendar year. Employees shall be informed of the 457 deferred compensation plan at the time of hire.

(m) For the one (1) bargaining unit employee described in the December 30, 2024 Memorandum of Understanding who remained in the 457 Plan and did not enroll in the Town's pension plan, the employee shall make annual contributions into a 457 Plan as a retirement vehicle. The employee shall contribute at least five percent (5%) of base pay, and up to the maximum permitted by law, and the Town shall make a matching contribution to

the employee's contribution in the 457 Plan, on a dollar-to-dollar basis, not to exceed five percent (5%) of the employee's base pay. Except for employees covered by this paragraph, membership in the Town's defined benefit pension plan is mandatory.

ARTICLE IX - Wages

9.1 The pay schedules below show the biweekly rates of compensation to become effective as specified. The approximate annual equivalents are obtained by multiplying these rates by twenty-six (26):

Clerical - Grade 8 (C08)
Assistant Town Clerk II (1120), Payroll Specialist (1150)

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2025	3.00%	2,948.00	76,648.00
2	C2B	7/1/2025	3.00%	3,062.00	79,612.00
3	C2C	7/1/2025	3.00%	3,183.00	82,758.00
4	C2D	7/1/2025	3.00%	3,294.00	85,644.00
5	C2E	7/1/2025	3.00%	3,413.00	88,738.00
6	C2F	7/1/2025	3.00%	3,534.00	91,884.00
7	C2G	7/1/2025	3.00%	3,644.00	94,744.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2026	3.00%	3,036.00	78,936.00
2	C2B	7/1/2026	3.00%	3,154.00	82,004.00
3	C2C	7/1/2026	3.00%	3,278.00	85,228.00
4	C2D	7/1/2026	3.00%	3,393.00	88,218.00
5	C2E	7/1/2026	3.00%	3,515.00	91,390.00
6	C2F	7/1/2026	3.00%	3,640.00	94,640.00
7	C2G	7/1/2026	3.00%	3,753.00	97,578.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2027	3.00%	3,127.00	81,302.00
2	C2B	7/1/2027	3.00%	3,249.00	84,474.00
3	C2C	7/1/2027	3.00%	3,376.00	87,776.00
4	C2D	7/1/2027	3.00%	3,495.00	90,870.00
5	C2E	7/1/2027	3.00%	3,620.00	94,120.00
6	C2F	7/1/2027	3.00%	3,749.00	97,474.00
7	C2G	7/1/2027	3.00%	3,866.00	100,516.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2028	3.00%	3,221.00	83,746.00
2	C2B	7/1/2028	3.00%	3,346.00	86,996.00
3	C2C	7/1/2028	3.00%	3,477.00	90,402.00
4	C2D	7/1/2028	3.00%	3,600.00	93,600.00
5	C2E	7/1/2028	3.00%	3,729.00	96,954.00
6	C2F	7/1/2028	3.00%	3,861.00	100,386.00
7	C2G	7/1/2028	3.00%	3,982.00	103,532.00

Clerical - Grade 7 (C07) (PT17)

Office Operations Specialist (1145), Executive Assistant Housing Specialist, Del Tax Collector (1156), Assistant Town Clerk I (1122)

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2025	3.00%	2,679.00	69,654.00
2	C2B	7/1/2025	3.00%	2,782.00	72,332.00
3	C2C	7/1/2025	3.00%	2,892.00	75,192.00
4	C2D	7/1/2025	3.00%	2,998.00	77,948.00
5	C2E	7/1/2025	3.00%	3,121.00	81,146.00
6	C2F	7/1/2025	3.00%	3,204.00	83,304.00
7	C2G	7/1/2025	3.00%	3,319.00	86,294.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2026	3.00%	2,759.00	71,734.00
2	C2B	7/1/2026	3.00%	2,865.00	74,490.00
3	C2C	7/1/2026	3.00%	2,979.00	77,454.00
4	C2D	7/1/2026	3.00%	3,088.00	80,288.00
5	C2E	7/1/2026	3.00%	3,215.00	83,590.00
6	C2F	7/1/2026	3.00%	3,300.00	85,800.00
7	C2G	7/1/2026	3.00%	3,419.00	88,894.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2027	3.00%	2,842.00	73,892.00
2	C2B	7/1/2027	3.00%	2,951.00	76,726.00
3	C2C	7/1/2027	3.00%	3,068.00	79,768.00
4	C2D	7/1/2027	3.00%	3,181.00	82,706.00
5	C2E	7/1/2027	3.00%	3,311.00	86,086.00
6	C2F	7/1/2027	3.00%	3,399.00	88,374.00
7	C2G	7/1/2027	3.00%	3,522.00	91,572.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2028	3.00%	2,927.00	76,102.00
2	C2B	7/1/2028	3.00%	3,040.00	79,040.00
3	C2C	7/1/2028	3.00%	3,160.00	82,160.00
4	C2D	7/1/2028	3.00%	3,276.00	85,176.00
5	C2E	7/1/2028	3.00%	3,410.00	88,660.00
6	C2F	7/1/2028	3.00%	3,501.00	91,026.00
7	C2G	7/1/2028	3.00%	3,628.00	94,328.00

Clerical - Grade 6 (C06) (PT15)

Administrative Assistant (1115), Accounting Specialist (1105), Library Specialist (1140) Administrative Assessment Technician (1110), Revenue Service Representative (1155) Assistant Police Records Supervisor (1125), Clerk of Vital Statistics (1130)

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2025	3.00%	2,437.00	63,362.00
2	C2B	7/1/2025	3.00%	2,533.00	65,858.00
3	C2C	7/1/2025	3.00%	2,630.00	68,380.00
4	C2D	7/1/2025	3.00%	2,726.00	70,876.00
5	C2E	7/1/2025	3.00%	2,828.00	73,528.00
6	C2F	7/1/2025	3.00%	2,923.00	75,998.00
7	C2G	7/1/2025	3.00%	3,019.00	78,494.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2026	3.00%	2,510.00	65,260.00
2	C2B	7/1/2026	3.00%	2,609.00	67,834.00
3	C2C	7/1/2026	3.00%	2,709.00	70,434.00
4	C2D	7/1/2026	3.00%	2,808.00	73,008.00
5	C2E	7/1/2026	3.00%	2,913.00	75,738.00
6	C2F	7/1/2026	3.00%	3,011.00	78,286.00
7	C2G	7/1/2026	3.00%	3,110.00	80,860.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2027	3.00%	2,585.00	67,210.00
2	C2B	7/1/2027	3.00%	2,687.00	69,862.00
3	C2C	7/1/2027	3.00%	2,790.00	72,540.00
4	C2D	7/1/2027	3.00%	2,892.00	75,192.00
5	C2E	7/1/2027	3.00%	3,000.00	78,000.00
6	C2F	7/1/2027	3.00%	3,101.00	80,626.00
7	C2G	7/1/2027	3.00%	3,203.00	83,278.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2028	3.00%	2,663.00	69,238.00
2	C2B	7/1/2028	3.00%	2,768.00	71,968.00
3	C2C	7/1/2028	3.00%	2,874.00	74,724.00
4	C2D	7/1/2028	3.00%	2,979.00	77,454.00
5	C2E	7/1/2028	3.00%	3,090.00	80,340.00
6	C2F	7/1/2028	3.00%	3,194.00	83,044.00
7	C2G	7/1/2028	3.00%	3,299.00	85,774.00

Clerical - Grade 5 (C05) (PT04)
Senior Staff Assistant (1160) Information Processing Assistant

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2025	3.00%	2,212.00	57,512.00
2	C2B	7/1/2025	3.00%	2,298.00	59,748.00
3	C2C	7/1/2025	3.00%	2,393.00	62,218.00
4	C2D	7/1/2025	3.00%	2,479.00	64,454.00
5	C2E	7/1/2025	3.00%	2,570.00	66,820.00
6	C2F	7/1/2025	3.00%	2,660.00	69,160.00
7	C2G	7/1/2025	3.00%	2,754.00	71,604.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2026	3.00%	2,278.00	59,228.00
2	C2B	7/1/2026	3.00%	2,367.00	61,542.00
3	C2C	7/1/2026	3.00%	2,465.00	64,090.00
4	C2D	7/1/2026	3.00%	2,553.00	66,378.00
5	C2E	7/1/2026	3.00%	2,647.00	68,822.00
6	C2F	7/1/2026	3.00%	2,740.00	71,240.00
7	C2G	7/1/2026	3.00%	2,837.00	73,762.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2027	3.00%	2,346.00	60,996.00
2	C2B	7/1/2027	3.00%	2,438.00	63,388.00
3	C2C	7/1/2027	3.00%	2,539.00	66,014.00
4	C2D	7/1/2027	3.00%	2,630.00	68,380.00
5	C2E	7/1/2027	3.00%	2,726.00	70,876.00
6	C2F	7/1/2027	3.00%	2,822.00	73,372.00
7	C2G	7/1/2027	3.00%	2,922.00	75,972.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2028	3.00%	2,416.00	62,816.00
2	C2B	7/1/2028	3.00%	2,511.00	65,286.00
3	C2C	7/1/2028	3.00%	2,615.00	67,990.00
4	C2D	7/1/2028	3.00%	2,709.00	70,434.00
5	C2E	7/1/2028	3.00%	2,808.00	73,008.00
6	C2F	7/1/2028	3.00%	2,907.00	75,582.00
7	C2G	7/1/2028	3.00%	3,010.00	78,260.00

Clerical - Grade 4 (C04) (PT03)

Staff Assistant (1165), Accounting Assistant (1100), Library Assistant (1135)

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2025	3.00%	2,014.00	52,364.00
2	C2B	7/1/2025	3.00%	2,091.00	54,366.00
3	C2C	7/1/2025	3.00%	2,169.00	56,394.00
4	C2D	7/1/2025	3.00%	2,254.00	58,604.00
5	C2E	7/1/2025	3.00%	2,338.00	60,788.00
6	C2F	7/1/2025	3.00%	2,413.00	62,738.00
7	C2G	7/1/2025	3.00%	2,505.00	65,130.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2026	3.00%	2,074.00	53,924.00
2	C2B	7/1/2026	3.00%	2,154.00	56,004.00
3	C2C	7/1/2026	3.00%	2,234.00	58,084.00
4	C2D	7/1/2026	3.00%	2,322.00	60,372.00
5	C2E	7/1/2026	3.00%	2,408.00	62,608.00
6	C2F	7/1/2026	3.00%	2,485.00	64,610.00
7	C2G	7/1/2026	3.00%	2,580.00	67,080.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2027	3.00%	2,136.00	55,536.00
2	C2B	7/1/2027	3.00%	2,219.00	57,694.00
3	C2C	7/1/2027	3.00%	2,301.00	59,826.00
4	C2D	7/1/2027	3.00%	2,392.00	62,192.00
5	C2E	7/1/2027	3.00%	2,480.00	64,480.00
6	C2F	7/1/2027	3.00%	2,560.00	66,560.00
7	C2G	7/1/2027	3.00%	2,657.00	69,082.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2028	3.00%	2,200.00	57,200.00
2	C2B	7/1/2028	3.00%	2,286.00	59,436.00
3	C2C	7/1/2028	3.00%	2,370.00	61,620.00
4	C2D	7/1/2028	3.00%	2,464.00	64,064.00
5	C2E	7/1/2028	3.00%	2,554.00	66,404.00
6	C2F	7/1/2028	3.00%	2,637.00	68,562.00
7	C2G	7/1/2028	3.00%	2,737.00	71,162.00

Clerical - Grade 3 (C03)
Communications Assistant, Data Entry Operator

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2025	3.00%	1,832.00	47,632.00
2	C2B	7/1/2025	3.00%	1,901.00	49,426.00
3	C2C	7/1/2025	3.00%	1,975.00	51,350.00
4	C2D	7/1/2025	3.00%	2,049.00	53,274.00
5	C2E	7/1/2025	3.00%	2,116.00	55,016.00
6	C2F	7/1/2025	3.00%	2,195.00	57,070.00
7	C2G	7/1/2025	3.00%	2,274.00	59,124.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2026	3.00%	1,887.00	49,062.00
2	C2B	7/1/2026	3.00%	1,958.00	50,908.00
3	C2C	7/1/2026	3.00%	2,034.00	52,884.00
4	C2D	7/1/2026	3.00%	2,110.00	54,860.00
5	C2E	7/1/2026	3.00%	2,179.00	56,654.00
6	C2F	7/1/2026	3.00%	2,261.00	58,786.00
7	C2G	7/1/2026	3.00%	2,342.00	60,892.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2027	3.00%	1,944.00	50,544.00
2	C2B	7/1/2027	3.00%	2,017.00	52,442.00
3	C2C	7/1/2027	3.00%	2,095.00	54,470.00
4	C2D	7/1/2027	3.00%	2,173.00	56,498.00
5	C2E	7/1/2027	3.00%	2,244.00	58,344.00
6	C2F	7/1/2027	3.00%	2,329.00	60,554.00
7	C2G	7/1/2027	3.00%	2,412.00	62,712.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2028	3.00%	2,002.00	52,052.00
2	C2B	7/1/2028	3.00%	2,078.00	54,028.00
3	C2C	7/1/2028	3.00%	2,158.00	56,108.00
4	C2D	7/1/2028	3.00%	2,238.00	58,188.00
5	C2E	7/1/2028	3.00%	2,311.00	60,086.00
6	C2F	7/1/2028	3.00%	2,399.00	62,374.00
7	C2G	7/1/2028	3.00%	2,484.00	64,584.00

Clerical - Grade 2 (C02) (PT02)
Office Assistant

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2025	3.00%	1,664.00	43,264.00
2	C2B	7/1/2025	3.00%	1,729.00	44,954.00
3	C2C	7/1/2025	3.00%	1,794.00	46,644.00
4	C2D	7/1/2025	3.00%	1,865.00	48,490.00
5	C2E	7/1/2025	3.00%	1,929.00	50,154.00
6	C2F	7/1/2025	3.00%	1,999.00	51,974.00
7	C2G	7/1/2025	3.00%	2,060.00	53,560.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2026	3.00%	1,714.00	44,564.00
2	C2B	7/1/2026	3.00%	1,781.00	46,306.00
3	C2C	7/1/2026	3.00%	1,848.00	48,048.00
4	C2D	7/1/2026	3.00%	1,921.00	49,946.00
5	C2E	7/1/2026	3.00%	1,987.00	51,662.00
6	C2F	7/1/2026	3.00%	2,059.00	53,534.00
7	C2G	7/1/2026	3.00%	2,122.00	55,172.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2027	3.00%	1,765.00	45,890.00
2	C2B	7/1/2027	3.00%	1,834.00	47,684.00
3	C2C	7/1/2027	3.00%	1,903.00	49,478.00
4	C2D	7/1/2027	3.00%	1,979.00	51,454.00
5	C2E	7/1/2027	3.00%	2,047.00	53,222.00
6	C2F	7/1/2027	3.00%	2,121.00	55,146.00
7	C2G	7/1/2027	3.00%	2,186.00	56,836.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C2A	7/1/2028	3.00%	1,818.00	47,268.00
2	C2B	7/1/2028	3.00%	1,889.00	49,114.00
3	C2C	7/1/2028	3.00%	1,960.00	50,960.00
4	C2D	7/1/2028	3.00%	2,038.00	52,988.00
5	C2E	7/1/2028	3.00%	2,108.00	54,808.00
6	C2F	7/1/2028	3.00%	2,185.00	56,810.00
7	C2G	7/1/2028	3.00%	2,252.00	58,552.00

Clerical - Grade 1 (C01) (PT01)
Staff Assistant Trainee

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C1A	7/1/2025	3.00%	1,511.00	39,286.00
2	C1B	7/1/2025	3.00%	1,563.00	40,638.00
3	C1C	7/1/2025	3.00%	1,616.00	42,016.00
4	C1D	7/1/2025	3.00%	1,664.00	43,264.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C1A	7/1/2026	3.00%	1,556.00	40,456.00
2	C1B	7/1/2026	3.00%	1,610.00	41,860.00
3	C1C	7/1/2026	3.00%	1,664.00	43,264.00
4	C1D	7/1/2026	3.00%	1,714.00	44,564.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C1A	7/1/2027	3.00%	1,603.00	41,678.00
2	C1B	7/1/2027	3.00%	1,658.00	43,108.00
3	C1C	7/1/2027	3.00%	1,714.00	44,564.00
4	C1D	7/1/2027	3.00%	1,765.00	45,890.00

STEP	LEVEL	EFF DATE	% Inc	PERIOD SALARY	ANNUAL SALARY
1	C1A	7/1/2028	3.00%	1,651.00	42,926.00
2	C1B	7/1/2028	3.00%	1,708.00	44,408.00
3	C1C	7/1/2028	3.00%	1,765.00	45,890.00
4	C1D	7/1/2028	3.00%	1,818.00	47,268.00

9.2 There shall be a six (6) month probationary period. If an employee is hired at the first step and completes six (6) months of service, they will be eligible to advance on or after the effective date of this agreement to the second step effective with the full payroll period that includes the employee's six (6) month anniversary date of employment provided they meet the conditions set forth in Section 9.3 of this Article. If at the conclusion of the probationary period the employee has not successfully completed probation, the

probationary period may be extended for up to three (3) additional months and step advancement shall be suspended until the employee has successfully completed extended probation. If the probationary period is extended, the employee and the Union shall be notified. During the extended probationary period, a performance improvement plan shall be implemented.

9.3 The Town reserves the right to grant annual merit pay increases. Merit salary increases within an established range shall depend primarily upon recommendations of merit by the Department Head. Merit salary increases shall not be predicted solely upon the length of service. Merit increase will be given only upon certification by a Department Head that the employee has maintained consistently high level of performance throughout the preceding year. When an increment is withheld, the employee shall be notified in writing of the reasons for such action and shall have the right to challenge the decision by means of the grievance procedure.

Merit increases in excess of one step or more often than once per year shall be reserved for exceptional performance and shall be given only with approval of the appointing authority. Merit salary increases will normally be made with the full payroll period that includes the employee's anniversary date of advancement.

9.4 When an employee is promoted from one class to another their rate of pay will be increased on the date of such promotion from their current step in their current salary range to the corresponding step in the range for the position to which the employee is promoted, except that the employee shall not be placed on any step in the pay range for the new position which results in an increase of more than ten percent (10%) in the employee's biweekly or hourly rate unless required to place the employee at least at the minimum of the new rate range. Following promotion, merit salary increases will normally be made on the anniversary date of the promotion.

9.5 No employee shall repeatedly or for an extended period be detailed or required by their superiors to perform duties of a higher level of skill or responsibility than those included in the description of their regular position in the classification plan without reasonable provision for additional compensation to the employee, except as provided below. Such duty is hereinafter referred to as "higher work assignment" and such additional compensation shall be paid for the period of such "higher work assignment at a rate not less than five percent (5%) higher than the employee's current rate in their regular position. Notwithstanding the foregoing, however:

(a) Additional compensation shall not be paid for any "higher work assignment" that, with the consent of the employee, is included as part of an apprenticeship or on-the-job training program administered under regular supervision and designed specifically to prepare the employee for possible advancement.

(b) If operating conditions so required, an employee may be detailed to an occasional "higher working assignment" of less than one (1) normal work day's duration without additional compensation but they may refuse to accept more than one such "higher working assignment" in any calendar month without additional compensation for the period of the assignment.

9.6 On the employee's anniversary date of employment after five (5) years of consecutive and continuous full-time (excluding part-time) Town service, and on their yearly anniversaries thereafter, they will be awarded a lump sum according to the following table.

On completion:

5 to 9 years	Three hundred seventy-five dollars ($375)
10 to 14 yrs	Five hundred dollars ($500)
15 yrs. To 20yrs.	Six hundred fifty dollars ($650)
21+ Years	Eight hundred dollars ($800)

Such lump sum will be given to the employee on a regular payroll date nearest to the employee's anniversary date of employment, and will be subject to payroll deductions. For the purpose of this Section, if the employee leaves the Town service for any reason prior to their anniversary date of employment of this lump sum payment, they shall forfeit such payment.

9.7 A Staff Assistant working in the Police Records Division performing the payroll function, in addition to their other duties, will receive a stipend of twenty-five dollars ($25) per day. One (1) Staff Assistant will be assigned payroll duties typically for a twelve (12) week period. Only the Staff Assistant assigned to payroll duties will receive the stipend.

9.8

(a) Upon receipt of transcripts, members of this bargaining unit shall receive additional compensation for educational attainments in accordance with the following schedule:

1.) For satisfactory completion at an accredited college or university of an Associate's Degree - Nine hundred sixty dollars ($960) annually (eighty dollars ($80) per month).
2.) For satisfactory completion at an accredited college or university of a Bachelor's Degree – One thousand two hundred dollars ($1,260) annually (one hundred five dollars ($105) per month).

(b) Employees shall be eligible for either education incentive defined in Section 9.8 (A) (1) or (2), not both. Within each category a member may only receive one (1) incentive regardless of the number of degrees possessed.

(c) Employees shall provide certified transcripts to the Human Resources Department prior to determination of eligibility for this benefit. Educational incentive commences following receipt of certified transcripts.

ARTICLE X – Hours of Work and Overtime

10.1 Unless otherwise specified herein, the basic work week for full-time employees who are in the bargaining unit shall consist of 35 hours.

10.2 All work in excess of hours in the basic workweek shall constitute overtime.

10.3 Work Schedule: For all Library personnel, the work schedule shall consist of five (5) workdays during the service week and two (2) days off, one (1) of which shall be Sunday; provided that if the Town makes a decision to keep the Library open to the public seven (7) days a week, the Town shall provide the Union with written notice of such decision at least thirty (30) days prior to implementation thereof, and the parties shall meet to renegotiate the provisions of this sentence. For all other personnel in the bargaining unit, the work schedule shall consist of five (5) consecutive workdays during the service week and two (2) days off, at least one (1) of which shall be either Saturday or Sunday; provided that work schedules shall be rotated every four (4) weeks in departments where more than one (1) work schedule exists.

10.4 Distribution of Overtime: The Town shall have the right to require overtime work in a manner most advantageous to the Town, but every effort shall be made to keep overtime at a minimum consistent with the demands of the public service. Generally, overtime work, when required, shall be offered to and distributed as equally as practicable among employees within the organizational unit whose position classifications call for such work as is required. When such overtime work is related to a specific job assignment to which a particular employee has been detailed over a period of time, however, or for which, in the opinion of the Division or Department Head, a particular employee is particularly well qualified, nothing herein shall be construed as preventing the detailing of such particular employee to a specific overtime work assignment, regardless of other considerations. In any event, the opportunity for overtime work shall be offered to all employees in the organizational unit whose position classification calls for such work as is required before it is offered to any other employee. If an employee is scheduled for overtime work and the employee does not avail themselves of the opportunity to work overtime, it shall be so noted, and the hours for the purpose of determining equal distribution of overtime shall be considered as worked by such employee. If all persons in the same classification refuse to work overtime, the Town may require employees to work overtime, starting with the least senior person.

10.5 Compensation for Overtime: Employees shall be compensated for overtime work at the following rates, payable for the pay period in which the overtime was incurred, so that the next immediate succeeding paycheck includes such compensation:

(a) at "straight time" or regular rate of pay, for up to four (4) hours worked in excess of their basic workweek for employees whose basic workweek schedule is thirty-five (35) hours.

(b) at one and one-half (1½) their regular rate of pay for any time worked that is:

1. more than four (4) hours in excess of their basic workweek, or
2. performed by employees in excess of forty (40) hours, or
3. performed on any day observed as a holiday in accordance with Article V, or
4. performed on any other day not included in their work schedule.

(c) Overtime may be compensated (by agreement between the employee and supervisor) by compensatory time off, computed in the same manner as financial compensation would otherwise have been computed. An employee may bank up to five (5) days of compensatory time. Use of compensatory time must be requested and approved in advance by the supervisor. Compensatory time shall generally be taken during the year it is earned but can be carried over from year to year with the approval of the supervisors. If a supervisor denies

a request to use compensatory time in the year it is earned, it automatically carries over to the next year. Employees may request payment for accumulated compensatory time, or a portion thereof, two (2) times a year. Payment of unused compensatory time will be paid upon resignation or retirement and compensatory time may not be used as terminal leave.

10.6 Computation of Overtime: For the purpose of computing overtime hours in excess of the basic workweek, hours paid for but not worked on holidays or any other approved leave with pay shall be counted as hours worked.

10.7 Compensation for Holidays: Subject to the provisions of Articles V and XIV, every employee shall receive a full day's pay for each holiday observed by the Town, consisting of their regular rate of pay for one-fifth (1/5) of their basic work week. Work performed on an actual holiday, determined without reference to Article V, Section 5.2(a) and (b), shall be compensated at two (2) times the employee's regular rate of pay.

10.8 An employee called in for emergency work, as determined by the Town, shall be paid at one and one-half (1-1/2) times their regular rate of pay for actual hours worked, but not less than the equivalent for four (4) hours of their regular hourly rate of pay.

10.9 An employee shall be deemed to have been "called in" only when they are notified, after finishing their preceding regular shift, of work to be done. If they receive such notice before finishing their shift, they shall be deemed to have worked continuously, for purposes of this Section. Only hours between their regular quitting time and two (2) hours before their next day's starting time are subject to the call-in provision during the regular work week.

10.10 Once an employee has been called in, they shall be considered to be available for work for the next four (4) hours; and if they are called back to work more than once within such four (4) hour period, they shall not be entitled to a second four (4) hour straight-time minimum. However, if the second call-in extends beyond the end of the original four (4) hour period, all work thereafter shall be compensated at time and one-half (1½).

10.11 Overtime records: A record of overtime shall be kept in the department, or division, and shall be made available to inspection by employees and the Union.

10.12 An employee who is requested or required to attend and participate in a meeting or public hearing or to conduct other Town business away from the office after scheduled work hours shall be paid not less than the equivalent of three (3) hours at their regular hourly rate of pay.

10.13 The Payroll Specialist position will work seventy-five (75) hours bi-weekly. The Payroll Specialist will normally work forty (40) hours per week during a payroll preparation week, and thirty-five (35) hours during a non-payroll preparation week. The job description for the Payroll Specialist will be updated to include Certified Payroll Professional as a requirement.

10.14 When the clerical support staff are working in the Department of Public Works is working snow and emergency situations, with the prior approval of the Director of Public Works, in addition to the employee's regular duties, the employee shall be paid a stipend of twenty dollars ($20.00) for a two (2) hour event, thirty dollars ($30.00) for a three (3) hour event, etc. for the hours spent operating in this capacity.

ARTICLE XI - Existing Rules and Practices

11.1 The Town agrees to provide bulletin boards at the various buildings in Town where employees of this Unit work and to permit the Union to utilize them for posting of notices concerning Union business and activities. Permission is also granted to utilize the internal mail system to send notices and communication addressed to various members.

11.2 The Town shall also utilize the boards for posting any matter generally related to wages, hours, or conditions of employment; and supervisors shall be instructed to post such matter.

11.3 Except as specifically abridged, modified by or in conflict with express provisions of this agreement, Chapter XIII, Consolidated of Codified Ordinances of the Town of West Hartford, entitled "Personnel Rules," shall continue in effect as amended from time to time.

11.4 No rule, regulation, or work practice approved by the Division Managers and Department Heads shall be changed or adopted during the term of this Agreement without prior consultation with the Union concerning the content of such proposed change or adoption. In the event disagreements are not resolved by such consultation, and such change or adoption takes place, the rule, regulation or work practice in question may be challenged through the grievance procedure with regard to whether or not it is a reasonable one.

11.5 If any Article or Section of this contract is declared invalid by a competent court or by any State Labor Department ruling, for any reason, such declaration of invalidity shall not affect the other articles or sections or portions thereof which shall be held valid and in continued force.

11.6

(a) Any employee who believes their position is not properly classified, may request the Director of Human Resources to review such position. After receipt of the job analysis questionnaire, the Director of Human Resources or their designated representative shall conduct a study of the individual's position and shall render their decision in writing to the employee, Union and the Department Head within one hundred and twenty (120) days of receipt of the job analysis questionnaire. If the employee is not satisfied with the decision of the Director of Human Resources, the employee may submit an appeal to the Town Manager within ten (10) days thereafter. The Town Manager shall hear and act on such dispute and render a decision within sixty (60) days of the date of the receipt of such appeal which shall be final and binding on all parties unless a request for arbitration is made by the Union or the Town within ten (10) calendar days of the receipt of the Town Manager's decision.

The appealing party shall file notice of appeal with the American Arbitration Association, with all costs borne equally by the Town and the Union. The AAA shall act on such request in accordance with its rules and regulations. The decision of the arbitrator shall be final and binding on both parties.

(b) The Time limits specified above may be extended by written agreement of the parties.

(c) If an employee's position is reallocated to a higher class, such employee's merit increment date will be the date the employee started in the higher class. Such action will be treated as a promotion for the purpose of determining the pay rate of the employee involved. If an employee's position is reallocated to an lower class, such action shall be treated as a demotion for purposes of determining the pay rate of the employee involved, provided that if the maximum rate of pay for the employee's new class is lower than the employee's existing rate of pay, such employee shall continue to receive their existing rate as long as they remain in such position, until such time as the maximum rate for the employee's new class equals or exceeds the employee's existing rate. If an employee is demoted, the merit date will remain unchanged.

(d) This section shall not apply to cases where there is more than one (1) employee or position occupying the classification in question, unless the claim is that a single employee's work is sufficiently distinct from that of other employees who justify reallocation of their position to a new or different classification. Claims affecting more than a single employee or position shall be reserved to general contract negotiations or wage reopeners.

11.7 The Town agrees to electronically post this contract and to provide a copy to the Union offices and to each Department Head and Division Manager and other administrators, by whatever title, whose functions are substantially managerial.

11.8 The Town shall electronically post announcements of promotional position vacancies. In addition, the Town shall inform the Union of any new hires or terminations among full-time or part-time permanent employees in the bargaining unit.

11.9 Mileage reimbursement for employees who use their private automobiles for business purposes shall be in accordance with Town policy as established by the Town Manager.

11.10

(a) The Town shall make accessible to employees through the Town's time tracking system with the earned sick days to their credit, and net accrued vacation days.

(b) The Town shall furnish each employee with a copy of each Personnel Action Form pertaining to the employee's personnel record including such actions as are signed by management, without the employee's own signature.

11.11 The Town shall promptly furnish the Union with copies of all duly authorized new and revised specifications concerning classifications within the bargaining unit.

11.12 When death occurs in an employee's immediate family, funeral leave with pay shall be granted in accordance with the following schedule:

- Five (5) days leave for employee's mother, father, spouse, civil union spouse, child, sister, brother, domestic partner;
- Five (5) days leave for spouse's or civil union's spouse's mother, father, children;
- Three (3) days leave for employee's grandparent, grandchild; or any other relative whether by birth, civil union or marriage actually domiciled within the household of the employee or to whose support the employee contributed a majority share.

- Three (3) days leave for spouse's or civil union spouse's sister, brother, grandparent, grandchild;
- One (1) day leave for employee's aunt, uncle

Exceptions to this provision will be referred to the Director of Human Resources. Documentation of need and priority may be required at the discretion of the Director. Domestic Partner is not considered as the spouse for the purposes of this provision, however a civil union spouse is considered a spouse.

11.13 Employees shall be granted leave with pay for the following reasons and subject to the following restrictions: (1) Jury duty. (2) Any other required appearance before a court or public body except where the employee is a litigant. (3) Participation in short term military training in Federal Reserve or National Guard, in short term military training in Federal Reserve or National Guard, not to exceed two (2) weeks in any calendar year. (4) Participation in conferences or official meetings which enhance the employee's value to the Town and approved by the appointing authority. (5) Participation in education or training courses which enhance the employee's value to the Town and approved by the appointing authority. In case the employee receives any pay or remuneration, such as a fee for jury duty or military pay, or a scholarship or fellowship, their Town salary shall be reduced by the amount for the duration of the leave.

11.14 Employees shall be granted leave without pay for the duration of military service and shall be returned to their original position or to one similar in pay and duties upon their separation from such military service provided they return to the Town service within ninety (90) days of their separation from the military service or from hospitalization arising from such service in accordance with the federal military leave guidelines and USERRA.

11.15

(a) Both parties agree to continue their policies of not discriminating against any employee on the basis of race, creed, color, national origin, religion, age, sex, marital status or physical disability, or membership or lawfully protected group status or activities in behalf of the Union.

(b) The parties agree to continue their policies of not discriminating against any employee on the basis of any State or Federal statutorily protected class.

11.16

(a)The Town shall provide adequate Workers' Compensation Insurance under the provisions of the Connecticut Workers' Compensation Act and shall supplement the Workers' Compensation payments of the insurance company so that the employee will receive full pay (less the amount of any worker's compensation award made for temporary disability due to said injury) during this absence, provided that such supplementary benefits shall end one (1) year from the date on which the injuries were sustained; provided, however, that in the sole discretion of the Town's Human Resources Director and Risk Manager, based solely upon the written referral for a latent surgery or procedure by the authorized treating physician, the same time period may be extended up to an additional ninety (90) calendar days.

In addition to the foregoing, an employee's paid leave may be extended for an indefinite period, in the sole discretion of the Town's Human Resources Director and Risk Manager if it is determined that such extension is in the best interest of the Town and the employee concerned. To be eligible for any extensions, the employee must, if directed by the Town, submit an application for disability retirement to the Pension Board and/or submit to a physical examination by a physician authorized by the Town to determine the approximate length of time necessary to return to duty. The Town may, in its sole discretion, at any time during the extension, terminate such indefinite period extension if the Town determines that the extension is no longer in the best interest of the Town and the employee concerned. In that event, the employee is released to work in any capacity by the authorized treating physician and refuses any light duty assignment, in the sole and exclusive discretion of the Town may either be placed on unpaid leave status (after the employee is allowed to exhaust all accrued leave) or separated from employment.

Whenever an employee out of work due to an on-the-job injury becomes physically able, as provided by the authorized treating physician, to perform some useful light duty work for the Town as deemed appropriate by the Department Director, the employee may be required to do so as a condition to receiving the benefits specified in Section (a) above.

(b) When so directed by the Town, an employee out of work due to an on-the-job injury shall attend a medical examination. The Town will bear the full expense of said examination. The failure of such employee to participate in such an examination as directed will operate to automatically terminate any payments under this Section.

(c) Should an employee recover from a third party damages for an illness or injury including death, compensable pursuant to C.G.S. Chapter 568, the employee agrees to reimburse the Town for the supplemental wage payments paid to them up to the limit of such recovery, in the same manner that workers' compensation payments are reimbursed under applicable law.

11.17 The Town may employ temporary or seasonal employees provided no members of this bargaining unit who are qualified to perform the work involved are on layoff at the time.

11.18

(a) The Town shall make every reasonable effort to make repairs or to adjust unsafe or unhealthy working conditions as soon as possible after such conditions are reported.

(b) Employees shall perform their duties in a safe manner and shall comply with the Town's safety rules and accident prevention measures. Unsafe conditions shall be reported to the Town promptly.

(c) The Town has established a Town wide Safety Committee, and concerns regarding safety should be brought to the Committee for resolution. If such issue is not satisfactorily resolved with the Safety Committee, then an individual employee or the Union may raise the issue at Step 4 (Town Manager) of the contractual grievance procedure (the timelines for such grievance shall be suspended while the matter is before the Safety Committee).

Nothing herein shall preclude an individual employee or the Union from filing a grievance over an issue that the employee believes presents an imminent threat or danger while the matter is also pending with the Safety Committee.

11.19 The Town shall provide an employee full financial assistance for required educational courses and training programs which are job related and designed to improve the employee's chances for promotion. For courses which are voluntary, reimbursement shall be provided at the discretion of the Director of Human Resources and the Department Director. In exercising that discretion, the Town may review requests, and may adopt reasonable restrictions on reimbursement in order to ensure that available funds are distributed equitably.

In order to be reimbursed the employee must complete the course with a passing grade of at least C. Total reimbursement will be seventy percent (70%) of costs for a grade of C or above, eighty percent (80%) of costs for a grade of B or above and ninety percent (90%) of costs for a grade of A or above. Courses that are graded on a pass/fail basis shall be reimbursed at seventy-five percent (75%) Reimbursement shall be paid upon completion with proof of a satisfactory grade.

11.20 Any employee may request a leave of absence without pay, which may be granted or denied by the Department Head with the concurrence of the Director of Human Resources when, in their opinion, the Town service would benefit from such leave. Such approval shall be granted only after consideration of the needs of the Town service, the service record of the employee, and the relevancy of the request to the needs of the Town. If such leave is granted, the employee and dependents shall remain enrolled in the Town's medical insurance plans, with the Town paying the cost of coverage for the month in which the leave commences plus one (1) additional month (six (6) months in the case of leave without pay for medical reasons, as verified by a physician's certification), and the employee paying the cost of such coverage thereafter. The employee shall not accrue vacation leave, sick leave, pension credits or other benefits during a leave without pay, but upon the employee's return, such benefits will be reinstated at the same level they existed when the leave began. If the employee allows the coverage to lapse, the Town will assure that upon return to active employment, the coverage will resume immediately without a waiting period. The employee shall not accrue vacation or sick leave for any calendar month during which the employee is not actively employed for at least half the scheduled number of working days. Employees shall not be paid for holidays or other paid leave while on leave without pay. Administration of other benefits shall be in accordance with applicable provisions of the Personnel Rules and the Pension Plan.

11.21 Employees shall be required to have their payroll checks deposited directly. Direct deposit of payroll checks shall be a condition of continued employment. Employees with on-line access shall receive their payroll related documents using the on-line direct deposit system.

ARTICLE XII - Union Business Leave

12.1 Wages are payable to not more than four (4) employees for the time spent in negotiations during normal working hours, but not after such hours. Wages shall not be payable to more than one (1) employee in any one department at any one time.

12.2 Special leave of absence with pay will be granted under the following conditions to authorized Union Representatives for attendance at conferences, institutes, or seminars sponsored or endorsed by the Union:

(a) Written request for such leave shall be submitted by the Union to the Department Head at least ten (10) calendar days prior to the first day of such requested leave.

(b) Not more than an aggregate total of ten (10) days of leave from scheduled duty shall be granted annually with pay under this Section. Leave without pay aggregating an additional fifteen (15) days may be granted annually by the Department Head for other Union business.

(c) The Department Head may deny a request for either paid or unpaid leave submitted under the section if, in their opinion, the absence from duty of the employee during the period of requested leave would be seriously detrimental to the best interests of the department because of operating requirements. When such leave is for a longer period than one (1) day, the Department Head may deny leave to any more than two (2) employees who would otherwise be on scheduled duty during any part of the proposed period of leave.

(d) The Department Head, within three (3) calendar days after submission of a request for leave under this Section, shall grant or deny the request in writing to the Union. In granting any such request, the Department Head may require that the employee, upon return to duty, furnish evidence of their attendance at the conference, institute or seminar for which the leave was granted.

(e) It is recognized that an employee who is granted leave with pay under this Section is granted such leave in their capacity as a representative of the Union, as distinguished from their service as an employee of the Town; therefore, it is agreed that during the period of such leave, the Town shall have no greater legal or other obligation to such employee than it would have to any employee absent from duty on authorized leave without pay.

ARTICLE XIII - Seniority, Job Security and Layoffs

13.1 Seniority shall be defined as an employee's length of service in the bargaining unit since their most recent date of hire. Probationary employees shall have no seniority during the period of their probations, but at the expiration of such period they shall immediately accrue seniority from their date of hire.

13.2 In the event of layoffs within a particular classification, employees in that classification shall be laid off in reverse order of seniority. In lieu of layoff, an affected employee may elect to displace any less senior employee in the bargaining unit in any lower job classification within the same occupational series (as defined in Appendix A), provided the employee is qualified. Such replaced employee may exercise the same right. For the purposes of this Section only, Union stewards, not to exceed four (4), shall be treated as the most senior employees in their classification or in any classification into which they are placed as a result of this Section.

13.3 Employees on layoff shall retain recall rights for a period equal to their length of continuous service, up to a maximum of two (2) years from the date of layoff. Recall shall be in order of seniority. An employee who is recalled shall be so notified by certified mail, return receipt requested, and shall be expected to report for duty not more than five (5) days after receipt of such notification. Time limit may be waived by agreement of the parties for good cause. Employees recalled to any classification shall return to the same status they held on the date of layoff in terms of pay rate within classification, vacation and sick leave accumulation, if any, seniority, and all other benefits (including pension, to the extent permitted by ordinance). However, no seniority, leave time, or other benefits shall accrue during the period of layoff. Employees shall have recall rights to any classification to which they had displacement rights under Section 2, as well as to their former classification.

Employees who accept recall to a lower classification shall retain recall rights to their former classification for the balance of their recall period.

13.4 Seniority shall be broken only by the following events: discharge for cause; retirement; resignation; layoff for more than the applicable recall period; failure to report for duty within five (5) days after notification of recall (unless waived in accordance with preceding Section). Seniority accumulation shall be suspended (but not broken) during layoff or during long term leave of absence without pay (more than thirty (30) days).

13.5 Every permanent full-time classified or unclassified employee in the bargaining unit whose services are terminated as a result of the elimination of their position is entitled to any unused vacation leave accrual and in addition, severance pay. Such termination which is outside of the employee's control will not reflect any discredit on the service of the employee. The employee is eligible to receive severance pay as follows:

LENGTH OF SERVICE	NUMBER OF BASIC WORK WEEKS OF PAY
Three (3) to five (5) years inclusive	Two (2)
Over five (5) to ten (10) years inclusive	Three (3)
Over ten (10) to twenty (20) years inclusive	Four (4)
Over twenty (20) years or more	Five (5)

Employees must have a minimum of three (3) calendar years of continuous Town service in order to be eligible for severance pay. A week's pay will be determined by the employee's basic work week and excludes overtime earnings.

13.6 Except as otherwise specifically set forth in this Article, the term "layoff" means involuntary separation from employment because of lack of work, lack of funds, elimination of position, or other legitimate reasons. The term "layoff" shall not include demotion, nor cases where an employee is promoted but does not successfully complete the probationary period for the classification. Such an employee shall be returned to a position in their former classification, if at any time during the probationary period the Town determines they are not qualified for the new classification.

13.7 The present ordinance on personnel rules shall apply except as modified by this contract. Ordinance paragraph 30.0.25(e) (2) ("Emergency Appointments") shall be changed so that appointments shall automatically end in thirty (30) days, except that if the emergency continues, the appointment may be extended to a total of one hundred twenty

(120) days; and furthermore, no individual may be given more than a total of two (2) one hundred twenty (120) day appointments to the same position in any fiscal year.

13.8 The Town shall maintain a current list of employees in the bargaining unit. The Town agrees to furnish the Union with the current list of employees, their classification, date they obtained regular status, and their pay rates. This list to be furnished at least twice a year; once between December 1st and December 29th of each year; and once between July 15th and July 30th of each year. The Town will also furnish the union with a list of regular part-timers in the bargaining unit.

13.9 For the duration of the 2013-2017 collective bargaining contract, the parties agree to the following:

(a) As a result of the Employer contracting out to a private source or reassigning to the Board of Education any of this bargaining unit's present work or services, no bargaining unit employee shall be demoted, have their work week reduced below normal hours, be laid off, or suffer any loss in wage rate, as a result of this contracting out or reassigning to the Board of Education;

(b) Not as an attempt to shift work out of the bargaining unit but rather to have others support this bargaining unit to finish a task in a given time, the parties agree that:

1. The employer may use supervisors and employees from other bargaining units to temporarily supplement and support the work of this bargaining unit provided the use of said supervisors or employees from other Town bargaining units does not result in the reduction in standard work hours, lay off, demotion, or loss of wage rate for members of this bargaining unit; and

2. The Town may use members of this bargaining unit to temporarily supplement and support the work of their own and other bargaining units provided that so doing does not result in the demotion, reduction in standard work hours, layoff, or loss of wage rate for members of this bargaining unit.

ARTICLE XIV - Miscellaneous

14.1 The parties acknowledge and agree that the following memoranda of understanding remain in full force and effect:

(a) Agreements of 11/18/86 relating to Pension Plan.

(b) Agreement of 11/18/86 regarding Health Care Cost Containment

(c) 2026 Flexible Work Schedule Policy

ARTICLE XV - Duration

15.1 This Agreement contains the full agreement between the parties on all negotiable issues, and neither party shall be required during the term hereof to negotiate upon any issue, whether covered or not covered herein, during the term hereof.

15.2 This Contract shall be in full force and effect from July 1, 2025 to June 30, 2029, and shall continue in effect thereafter, unless amended or modified in the manner prescribed below, or terminated in accordance with the law. Wage increases and other changes which bear an effective date prior to the execution of this agreement shall be implemented retroactive to the date indicated. All other changes shall be implemented as soon as possible after the execution of this agreement.

In witness whereof the parties hereto have set their hands on this 25th day of October, 2026.

TOWN OF WEST HARTFORD

By _____
Town Manager

_____
Witness

_____
Witness

CSEA Local 2001, SEIU

By _____, CSEA
Staff Representative

_____
Witness

_____
Witness

APPENDIX A

Listing of Occupational Series
for Application of Article XIII, Section 13.2

1. Executive Assistant
   Office Operations Specialist
   Administrative Assistant

2. Senior Staff Assistant
   Staff Assistant
   Communications Assistant
   Office Assistant
   Staff Assistant Trainee

3. Information Processing Assistant
   Data Entry Operator

4. Assistant Police Records Supervisor

5. Library Specialist
   Library Assistant

6. Deputy Collector of Revenue
   Payroll Specialist
   Delinquent Tax Collector
   Accounting Specialist
   Revenue Service Representative
   Accounting Assistant

7. Assistant Town Clerk 1
   Clerk of Vital Statistics

8. Graphic Publicist
   Assistant Town Clerk II

9. Housing Specialist

10. Customer Service Representative

11. Administrative Assessment Technician

Employees in positions listed in the categories 1, 4, and 7 may exercise displacement rights to positions listed in category 2 as well as other positions (if any) listed in their own category.

Employees in the positions listed in categories 3, 5, 6, 8, 9, 10, and 11 may exercise displacement rights only to other positions listed in their own category (if any).

APPENDIX B

TOWN OF WEST HARTFORD and SEIU LOCAL 531

Agreements Relating to Pension Plan

In conjunction with the negotiations during 1985 and 1986 leading to new collective bargaining agreements with the various units of Town employees represented by Local 531, the parties have reached certain understandings regarding pension provisions which apply to all Local 531 bargaining units. Although these understandings are not appropriate for inclusion in the Pension Plan itself, they are binding on the Town and the Union.

1. The Union does not object to the amendments to the Plan currently under consideration by the Town Council, relating to eligibility requirements for entry into the Plan. However, the Union reserves the right to challenge such amendments if they are determined not to comply with applicable age discrimination requirements, and assumes no responsibility or liability if such a determination is made.

2. The Town agrees to change its administrative procedures so that upon termination of an employee who is vested in the Pension Plan, in the absence of an election, the employee will be presumed to elect retention of vested rights rather than a return of contributions.

3. The Town will explore the possibility of providing annual pension benefit statements within the limits of available funds.

4. Upon the expiration of the current term of the employee appointee to the Pension Board in 1988, the Town will appoint a member of one of the Local 531 bargaining units, such individual to be selected by the Town from a list of five (5) SEIU bargaining unit members submitted by the Union.

IN WITNESS WHEREOF, the parties have caused their duly authorized representatives to affix their signatures this 18th day of November, 1986.

TOWN OF WEST HARTFORD	LOCAL 531, S.E.I.U., AFL-CIO
BY /s/Barry Feldman Town Manager	BY /s/ Harold Alpert President
_____ Witness	_____ Witness

APPENDIX C

TOWN OF WEST HARTFORD
AND
SEIU LOCAL 531

Memorandum of Understanding re:
Health Care Cost Containment

The Town may choose to provide for the administration of employee health benefits under a "cost-containment" program by any provider who has filed with and been approved by the Connecticut State Department of Insurance to provide such services. Such a program may include any of the following classifications and definitions of services, provided that implementation or elimination of any such service is thoroughly communicated to all employees not less than 60 days prior to the effective date of implementation or elimination. Once implemented, the Town may eliminate any such service at its sole discretion provided it gives employees the notice required above and further provided it restores the full contractual benefit that the eliminated service(s) affected. Any service implemented must be within the parameters listed below for each service.

A. Pre-Admission Certification (non-emergency)

The Process is as follows:

1. The employee/dependent will telephone the provider using a toll free 800 number prior to any non-emergency admission. The call will be made as soon as the date of admission is known to the patient.

2. The attending physician will submit information to the provider delineating the indications for admission. If the planned date of admission is within seven days of the attending physician's decision to admit the patient, the physician will contact the provider via telephone using the toll free 800 number. For all other admissions, the attending physician/provider contact will be conducted via the mail using an approved review form.

3. These indications will be screened by a provider nurse according to criteria developed by physicians to determine if the admission is medically necessary.

4. For cases which meet the criteria, the provider nurse will approve the admission.

5. Any proposed admission not meeting the criteria will be referred to a provider physician reviewer. He will discuss the case with the attending physician and a determination will be made to approve or disapprove the case.

6. The patient, the attending physician and the hospital will be notified in writing about the outcome of the review. If the case is reviewed within five days prior to the admission date, they will be notified by telephone followed by written communication.

7. When a case is disapproved, the insurance carrier will receive a copy of this written communication.

8. If the employee/dependent decides to go ahead with a disapproved hospitalization, the Town insurance will pay only 80% of what it would have paid for an approved hospitalization, the employee/dependent will be liable for the remaining 20%, not to exceed $1,000.

9. The provider of this service will offer a patient awareness/education service which will involve discussing with the employee/dependent the alternatives to hospitalization which may be available. This will occur when the provider physician reviewer determines that the recommended treatment can be provided without hospitalizing the patient.

10. There will be an appeal process where hospitalization is denied. This appeal will utilize a tripartite panel consisting of the patient's attending physician, the provider physician reviewer and a third physician agreed upon by the above designated physicians but who is not affiliated with either and is Board certified in the specialty involved. The Town will bear the full cost of the appeal procedure.

B. Concurrent Review

1. The employee/dependent/or family member will notify the provider of the hospitalization within 48 hours of admission using a toll free 800 number.

2. The provider nurse will communicate via telephone with the attending physician regarding the indications for admission and the projected length of stay required for hospitalization. This information is screened against physician developed criteria.

3. Where the case meets the criteria, the provider nurse will approve the admission and assign the projected length of stay. This assignment will initiate a follow-up review to assess patient progress and the necessity for continued hospitalization.

4. Where the case does not meet criteria, the provider nurse will refer the case to a provider physician reviewer. He or she will discuss the case with the attending physician and make a determination to approve or disapprove the case. The physician reviewer will inform the attending physician of his decision during their telephone conversation.

If the case is approved, a length of stay will be assigned. If the case is disapproved, a letter will be sent to the patient, the attending physician, the hospital, and the insurance carrier. At the same time, the provider nurse will inform the patient and the hospital by telephone.

5. If the case is disapproved, the Town insurance will pay 100% of the hospital cost up to 24 hours after notification to the employee/dependent that the case has been disapproved. After 24 hours of notification of disapproval, the Town insurance will pay 80% of the

hospital cost and the employee/dependent will be responsible for the remaining 20%, not to exceed $1,000.

6. There will be an appeal process for disapproved cases. This appeal will utilize a tripartite panel consisting of the patient's attending physician, the provider physician reviewer and a third physician agreed upon by the above designated physicians but who is not affiliated with either and is Board certified in the specialty involved. The Town will bear the full cost of the appeal procedure.

C. Discharge Planning

This process involves the provider nurse discussing with the patient or his family the alternatives available for post discharge care (home care, hospice, etc.) when it has been determined by the attending physician that the patient needs such care.

D. Pre-admission Testing (non-emergency), unless there is a medical reason for the testing to be done while employee/dependent is an in-hospital patient.

E. No Weekend or Early Admissions (non-emergency), unless there is a medical reason for early admission.

F. Home Health Care - In lieu of hospital care with the approval of the attending physician.

G. Mandatory Second Surgical Opinions (non-emergency) - The Second Surgical Opinion program will evaluate the indications for the surgery recommended by the patient's attending physician, and assist the patient to make an informed choice to have or not to have the surgery performed. The choice is solely the employee/ dependent's choice and regardless of the advice of the physician consultant there will be no penalty if the patient decides to have the surgery.

The only penalty in this procedure will be if the patient (non-emergency) does not get a second surgical opinion, in which case the Town insurance will pay only 80% of the reasonable and customary charge for the surgery as opposed to the 100% of reasonable and customary that would have been paid if the patient had gotten a second surgical opinion.

In addition to providing the second opinion at no cost to the employee/dependent, in those cases where the physician consultant does not agree with the attending physician the Town will provide at no cost a third surgical opinion if the patient so requires.

There will be a specified list of elective surgical procedures which will be the only procedures requiring a second surgical opinion. The procedures on that list will be by mutual agreement of the Town and the Union.

The system will be developed to be sensitive to the concerns and anxiety of the patient during this important decision-making process.

1. When the patient's doctor recommends a procedure included on the Second Surgical Opinion List, the patient will make telephone contact with a provider nurse using an 800 toll free number.
2. The nurse will confirm that the procedure is on the list and then provide the patient with the names of three physicians in the involved specialty who have agreed to perform these consultations. The physician consultants will all have agreed not to perform the involved surgical procedure on the patient.

3. The patient will then be sent a form to be completed by the physician he/she chooses for the consultation.

4. The patient will schedule his/her appointment with the physician and telephone the provider nurse with the date.

5. If the physician consultant does not send in the form within 10 days after the scheduled appointment, the provider nurse will telephone his office to confirm that the appointment was kept and remind the physician to return the form.

6. Following the patient's consultation with the doctor, the patient will telephone the provider nurse to inform her about his/her decision to have/not have the surgery performed.

H. Mandated Ambulatory Surgical Serv.(non-emergency)

There will be a specified list of surgical procedures which will be paid 100% of reasonable and customary only if done on the ambulatory basis. The list will be by mutual agreement of the Town and the Union. For procedures on the list which the employee/dependent chooses to have done as an in hospital patient, the Town insurance will pay 80% of reasonable and customary for the surgical procedure; and additionally, only 80% of the hospital bill, the employee/dependent will be responsible for the remaining 20%, not to exceed $1,000.

The above notwithstanding if the patient's attending physician identifies a medical reason for the procedure to be done with the patient in the hospital. In that case, all costs will be paid in full.

I. Maintenance Drug Program

For those employees/dependents on maintenance drugs, the Town may have arrangements with wholesalers to provide a 6 month supply of drug at a time at wholesale cost to the Town insurer and employee/dependent will accept drug from wholesaler if he wants Town insurance to pay for it. Drugs must be as prescribed by attending physician and generic substitutes can be made only with approval of attending physician.

J. Hold Harmless Clause

If an employee follows the procedures he will not be subject to any of the penalty provisions.

IN WITNESS WHEREOF the parties have caused their authorized representatives to affix their signatures this 18th day of November, 1986.

TOWN OF WEST HARTFORD	LOCAL 531, SEIU, AFL-CIO
BY /s/ Barry Feldman Town Manager	BY /s/ Harold Alpert President
/s/ Stephen Novak Witness	/s/ Mickey Busca Witness
_____ Witness	_____ Witness

APPENDIX D

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF WEST HARTFORD
AND
SEIU, LOCAL 760,
CLERICAL UNIT

The Town of West Hartford and SEIU, Local 760, Clerical Unit, agree and acknowledge that all previous written including, but not limited to, memoranda of understanding entered into by the Town of West Hartford and SEIU, Local 531, Clerical Unit, unless superceded or expired, shall remain in full force and effect between the Town of West Hartford and SEIU, Local 760.

Town of West Hartford	SEIU, Local 760, Clerical
BY /s/ James Francis Director of Finance and Employee Services	BY /s/ George Gould Staff Representative
BY /s/ Nelson M. Petrone Witness	BY /s/ Karen C. Rice Witness

APPENDIX E

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF WEST HARTFORD
AND
SEIU, LOCAL 760, CLERICAL UNIT

The Town of West Hartford and SEIU, Local 760 have met to discuss changes in the Town Pension Plan that are reflected in Article VIII, Section 11-G of the 2002-2007 Collective Bargaining Agreement. To further the understanding of how this provision shall be applied, the following examples are provided:

Examples:

1. The above supplements are to be additive. That is, if someone reaches age 55 with 25 years of service and therefore is eligible to retire with a normal unreduced pension, but waits until they are age 65 with 35 years of service, the pension supplement will be $6,000 per year (the sum of each year above age 55).

2. If an employee becomes eligible for a normal unreduced pension at age 57 with 25 years of service and waits until they are age 65 with 33 years of service, the pension supplement will be $4,800 per year (the sum of each year from above age 57).

3. If an employee becomes eligible for a normal unreduced pension at age 55 with 25 years of service and waits until they are age 60 with 30 years of service, the pension supplement will be $3,000 per year (the sum of each year above age 55 through age 60).

4. If an employee becomes eligible for a normal unreduced pension at age 63 with 10 years of service and waits until they are age 65 with 12 years of service, the pension supplement will be $1,200 per year (the sum of each year above age 63 through age 65).

In witness whereof, the parties have caused their duly authorized representative to affix their signatures this 3rd day of March, 2004.

Town of West Hartford

BY /s/ James Francis
Director of Finance and Employee Services

SEIU, Local 760

BY /s/ George Gould
Staff Representative

BY /s/ Karen C. Rice
Witness

APPENDIX F

MEMORANDUM OF UNDERSTANDING
Between the
Town of West Hartford
And
SEIU, Local 2001, CSEA, Clerical Unit

The Town of West Hartford and SEIU, Local 2001, CSEA, Clerical Unit, agree and acknowledge that all previous written agreements including, but not limited to, memoranda of understandings entered into by the Town of West Hartford and SEIU, Local 760, Clerical unit, unless superceded or expired, shall remain in full force and effect between the Town of West Hartford and SEIU, Local 2001, CSEA.

For the Town of West Hartford	For the Union
/s/ James Francis James W. Francis Town Manager	/s/ George Gould George Gould, Staff Representative SEIU, Local 2001, CSEA
3-7-08 Date	3-7-08 Date
/s/ Patricia J. Morowsky Witness	/s/ Pat Standish Witness

APPENDIX G

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE TOWN OF WEST HARTFORD & SEIU, Local 2001, CSEA (Clerical Unit)

The Town of West Hartford and SEIU, Local 2001, CSEA have met to discuss changes in the Town Pension Plan that are reflected in Article VIII, Section 11 (L)(b) of the 2007 – 2012 collective bargaining agreement regarding other income earned while receiving Disability retirement benefits from the Town. Any employee who meets the qualifications of a Disability Retirement that has arisen out of and in the course of the member's employment with the Town of West Hartford shall be provided a benefit minimum of 50% of the employee's base pay, as defined. To further the understanding of how this offset provision shall be applied, the following examples are provided:

EMPLOYEE A -

- Employee's annual base salary at the time of disability is $45,000.
- Employee has worked for the town for more than 10 years.
- The employee's disability retirement benefit is $22,500 per year.
- The employee/retiree has an income of $20,000 for the calendar year, excluding the disability benefit from the Town of West Hartford.
- There are no other sources of income.

Under this scenario, the employee/retiree continues to receive the regular disability retirement benefit, as outlined in the Pension Ordinances, since the combined earnings ($42,500) are less than the $45,000 annual base salary at the time of the employee's disability.

EMPLOYEE B -

- Employee's annual base salary at the time of disability is $50,000.
- Employee has worked for the town for more than 10 years.
- The employee's disability retirement benefit is $25,000 per calendar year.
- The employee/retiree has a calendar year income of $60,000, including the $25,000 disability payments from the Town of West Hartford.
- Combined income exceeds the $50,000 Base Pay by $10,000.

Under this scenario, the employee/retiree's earnings exceed the annual base salary at the time of disability. Fifty (50%) percent of the $10,000 earnings that exceed the base pay, or $5,000, will be reduced from the employee/retiree's $25,000 disability payments for the subsequent calendar year.

The employee/retiree receiving a Disability benefit under this provision must submit proof of income including copies of State and Federal Tax returns, each year to the Pension Office by April 15th in order to retain their Disability Pension.

Other provisions related to the administration of this benefit shall be determined by the Pension Board.

FOR THE TOWN:

/s/ James Francis
James Francis
Town Manager

3/7/08
Date

FOR THE UNION:

/s/ George Gould
George Gould
Staff Representative

3/7/08
Date

APPENDIX H

TOWN OF WEST HARTFORD FAMILY AND MEDICAL LEAVE (FMLA) GUIDELINES					
ISSUES	**Personal Serious Health Condition**	**Birth, Adoption or Foster Care**	**Serious Health Condition of Family Member[1]**	**Military Caregiver Leave**	**Family Member with Serious Injury or Illness Incurred in the Line of Military Duty**
Employment Eligibility	Work at least 1250 hours during 12 months prior to FMLA leave.	Same	Same	Same	Same, however protections under USERRA[2] apply to all periods of work absence due to USERRA covered service, and such absences count towards eligibility for FMLA leave.
Maximum Leave	12 weeks/fiscal year	12 weeks/fiscal year	12 weeks/ fiscal year	12 weeks/fiscal year	26 weeks/12-month period[3]
Who Qualifies?	Individual Employee	All circumstances that may fall under the birth or adoption of a child ("Event"). Eligibility for leave taken expires 12 months after the Event.	Biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is under age 18 or who is over 18 and incapable of self-care because of a mental or physical disability. A biological parent, legal guardian or one who raised the employee in place of parent. Spouse as defined in	Employee's spouse, son, daughter, or parent who is a military member on active covered duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. Spouse as defined in statute. Biological, adopted, foster child, a stepchild, a legal ward, or a child of a person	Individual employee who is the spouse, son, daughter, parent or next of kin of the servicemember or covered veteran. Spouse as defined in statute. Biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis who is of any age. Next of kin is the nearest blood relative other than the covered servicemember's spouse,

[1] Family Member under FMLA is defined as a child, spouse or parent.
[2] The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a federal law that protects the employment rights of service members and veterans.
[3] "An eligible employee is entitled to 26 workweeks of leave to care for a covered servicemember with a serious injury or illness during a "single 12-month period"

TOWN OF WEST HARTFORD FAMILY AND MEDICAL LEAVE (FMLA) GUIDELINES					
ISSUES	**Personal Serious Health Condition**	**Birth, Adoption or Foster Care**	**Serious Health Condition of Family Member[1]**	**Military Caregiver Leave**	**Family Member with Serious Injury or Illness Incurred in the Line of Military Duty**
			statute.[4]	standing in loco parentis who is of any age.	parent, son, or daughter, in an order set forth by the regulations. May require reasonable documentation of family relationship.
Serious Health Condition Defined	Illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. [5] [6]	N/A	Illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. [7]	N/A	In the case of a current member of the Armed Forces, including a member of the (National Guard or Reserves, means an injury or illness that was incurred by the covered servicemember in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that may render the member medically unfit to perform the duties of the member's office, grade,

[4] For purposes of this definition, spouse refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state.

[5] Excludes short term conditions for which treatment and recovery are brief such as illness lasting a few days.

[6] Workers' Compensation leave taken shall count toward FMLA leave. Pregnancy leave taken shall count toward FMLA leave.

[7] Excludes short term conditions for which treatment and recovery are brief such as illness lasting a few days.

TOWN OF WEST HARTFORD FAMILY AND MEDICAL LEAVE (FMLA) GUIDELINES					
ISSUES	**Personal Serious Health Condition**	**Birth, Adoption or Foster Care**	**Serious Health Condition of Family Member[1]**	**Military Caregiver Leave**	**Family Member with Serious Injury or Illness Incurred in the Line of Military Duty**
					rank or rating; and in the case of a covered veteran, means an injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and manifested itself before or after the member became a veteran. See CFR 825.127
Qualifying Exigency Defined	N/A	N/A	N/A	Short notice deployment (seven or less days prior to date of deployment); Parental care to care for a military member's parent incapable of Self-care; Military events and related activities; Child care and school activities; Financial and legal	N/A

TOWN OF WEST HARTFORD FAMILY AND MEDICAL LEAVE (FMLA) GUIDELINES					
ISSUES	**Personal Serious Health Condition**	**Birth, Adoption or Foster Care**	**Serious Health Condition of Family Member[1]**	**Military Caregiver Leave**	**Family Member with Serious Injury or Illness Incurred in the Line of Military Duty**
				arrangements; Counseling; Rest and recuperation leave (up to 15 days for each rest and recuperation leave period); Post deployment activities (up to 90 days following termination of active-duty status or other related activities arising out of the military service member's service.	
Intermittent or Reduced Leave	Leave may be intermittent or reduced if medically necessary. Employee must make a reasonable effort to schedule leave so as not to disrupt unduly the employer's operation.	Leave may be intermittent or reduced. Employee must make a reasonable effort to schedule leave so as not to disrupt unduly the employer's operation.	Leave may be intermittent or reduced if medically necessary. Employee must make a reasonable effort to schedule leave so as not to disrupt unduly the employer's operation.	Leave may be intermittent or reduced leave schedule basis and consistent with the qualifying exigency. Employee must make a reasonable effort to schedule leave so as not to disrupt unduly the employer's operation.	Leave may be intermittent or reduced if medically necessary. Employee must make a reasonable effort to schedule leave so as not to disrupt unduly the employer's operation.
Ability to Temporarily Transfer to Another	Yes, if employee is on intermittent or	Same	Same	Same	Same

TOWN OF WEST HARTFORD FAMILY AND MEDICAL LEAVE (FMLA) GUIDELINES					
ISSUES	**Personal Serious Health Condition**	**Birth, Adoption or Foster Care**	**Serious Health Condition of Family Member[1]**	**Military Caregiver Leave**	**Family Member with Serious Injury or Illness Incurred in the Line of Military Duty**
Position	reduced leave to a position of equivalent pay and benefits.				
Provisions if Both Spouses Work for the Town	12 weeks leave each for their respective personal health condition(s).	12 weeks leave each which may or may not be taken concurrently. *However, if employees work in same department, then the leave cannot be taken on the same scheduled work days.*	12 weeks leave each which may or may not be taken concurrently. *However, if employees work in same department, then the leave cannot be taken on the same scheduled work days.*	12 weeks leave each which may or may not be taken concurrently. *However, if employees work in same department, then the leave cannot be taken on the same scheduled work days.*	12 weeks leave each which may or may not be taken concurrently. *However, if employees work in same department, then the leave cannot be taken on the same scheduled work days.*
Restoration to Position	Must be restored to the same position held prior to the leave; or to one that is equivalent in pay, benefits, privileges, and other terms and conditions of employment.	Same	Same	Same	Same
Notification	30 days' notice when need for leave is foreseeable. Otherwise, notice must be given as soon as practicable.	Same	Same	Same	Same
Medical/Other	Yes. Certification for	N/A	Yes. Certification for	Yes. Certification to	Yes. Certification for

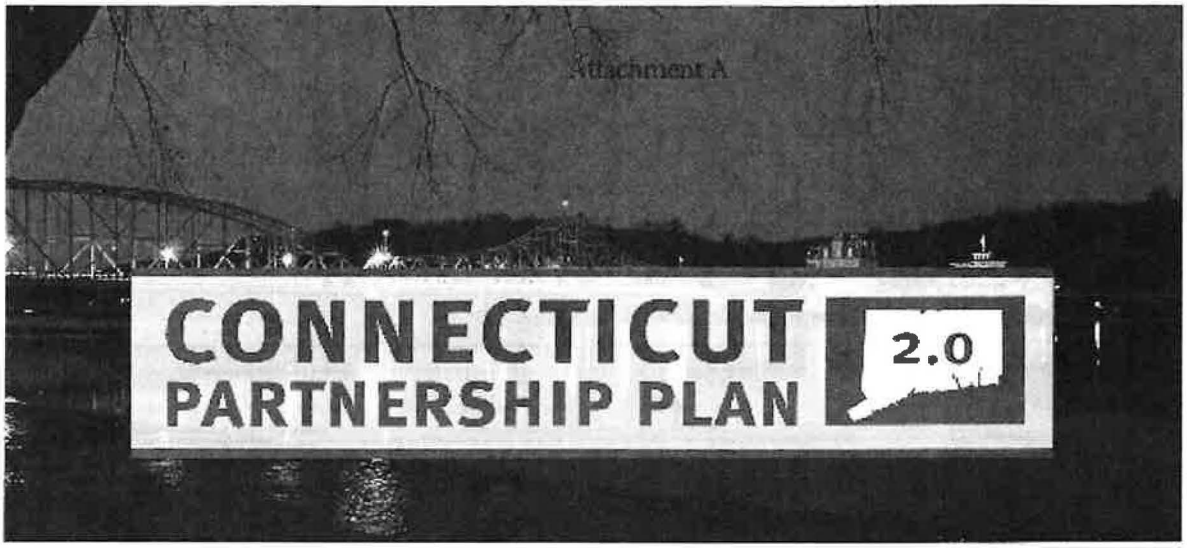
TOWN OF WEST HARTFORD FAMILY AND MEDICAL LEAVE (FMLA) GUIDELINES					
ISSUES	**Personal Serious Health Condition**	**Birth, Adoption or Foster Care**	**Serious Health Condition of Family Member[1]**	**Military Caregiver Leave**	**Family Member with Serious Injury or Illness Incurred in the Line of Military Duty**
Certification (Upon Request)	illnesses of more than 5 consecutive days. Should include the date serious health condition began, duration of the condition, applicable medical facts, statement that the employee is unable to perform the functions of their job, and medical reasons for the intermittent or reduced leave request (where applicable).		illnesses of more than 5 consecutive days. Should include the date the serious health condition began, duration of the condition, applicable medical facts, statement that the employee is needed to care for the ill person, an estimate of how long the employee will be needed, and/or medical reasons for the intermittent or reduced leave request.	support the need for leave requested including a copy of the active-duty orders or other documentation issued by the military, **plus** any document supporting the specific need for leave. For certification of qualifying leave for Rest and Recuperation, a copy of the military member's leave orders setting dates should be provided.	illness or injury should include the name, address, and appropriate contact number of the health care provider, the type of medical practice, the medical specialty, whether the injury or illness was incurred in the line of active duty, approximate date, statement or description of medical facts, a statement that the covered service member will need care for a single continuous period, beginning and ending dates, medical necessity for periodic care, and medical necessity for or other documentation provided under CFR 825.310.
Second and Third Opinions	Yes. An employer who has reason to doubt the validity of a medical certification may require the employee to obtain a second opinion at the	N/A	Yes. Employers may request and pay for a second opinion from a physician not employed by the employer or used frequently by the	N/A	Yes. Employers may request military caregiver leave certification be completed by a health care provider as defined in CFR 825.125, who are not affiliated with DOD, VA or

TOWN OF WEST HARTFORD FAMILY AND MEDICAL LEAVE (FMLA) GUIDELINES					
ISSUES	**Personal Serious Health Condition**	**Birth, Adoption or Foster Care**	**Serious Health Condition of Family Member[1]**	**Military Caregiver Leave**	**Family Member with Serious Injury or Illness Incurred in the Line of Military Duty**
	employer's expense. If the opinions of the employee's and the employer's designated health care providers differ, the employer may require the employee to obtain certification from a third health care provider, at the employer's expense. This third opinion shall be final and binding. See CFR 825.307		employer. A third opinion may be paid by the employer; the employer and employee must agree on the provider; and the employer must not employ the provider on a regular basis. This third opinion shall be final and binding.		TRICARE.
Certification for Return to Work	Yes. Certification of fitness for duty is required provided it is uniformly applied to all employees taking similar leave.	Same (in cases of birth)	N/A	N/A	N/A
Relationship to Paid Leave	Employee must utilize accrued sick and or vacation leave, then may request unpaid leave for the duration of the medical leave under the Act. NOTE: Employee may request to substitute	**If employee is birth mother:** Accrued sick and/or vacation leave may be used for the period of medical disability. At that point, the employee may	NOTE: Employee may request to substitute the use of accrued sick and/or vacation leave in place of unpaid leave.	Employee may request to substitute the use of accrued sick and/or vacation leave in place of unpaid leave. Such request may or may not be granted in accordance with provisions of the existing collective bargaining agreement.	NOTE: Employee may request to substitute the use of accrued sick and/or vacation leave In place of unpaid leave.

TOWN OF WEST HARTFORD FAMILY AND MEDICAL LEAVE (FMLA) GUIDELINES					
ISSUES	**Personal Serious Health Condition**	**Birth, Adoption or Foster Care**	**Serious Health Condition of Family Member[1]**	**Military Caregiver Leave**	**Family Member with Serious Injury or Illness Incurred in the Line of Military Duty**
	the use of accrued vacation leave in place of unpaid leave.	request unpaid leave for the remainder of family leave under the Act.			
Maintenance of Health Benefits during FMLA	The Town will maintain group health coverage for the month in which the unpaid leave commences plus six additional months with the employee paying that portion of the premium provided under Town policy or collective bargaining agreement.	The Town will maintain group health coverage for the duration of the Family and Medical Leave, with the employee paying that portion of the premium provided under Town policy or collective bargaining agreement.	Same as Birth, Adoption, or Foster Care	Same as Birth, Adoption, or Foster Care	Same as Birth, Adoption, or Foster Care
Records and Posting	All requests for Family and Medical Leave should be documented including whether or not the leave was granted and the reasons for the denial when that is the case. Family and Medical Leave Act prohibits an employer from putting any restraint on an employee for exercising their rights under FMLA. Employers cannot penalize or discipline employees who use the FMLA provisions. The 12-month period for FMLA purposes will be fiscal year from the date of request going back 12 months. Each employee shall be allowed a combined total of 12 weeks of Family and Medical Leave per year, except for FMLA leave due to a family member with a serious injury or illness incurred in the line of active military duty, in which case an employee may be allowed up to 26 weeks in any 12-month period.				

Benefits Impacted by Unpaid Leaves					
ISSUES	Personal Serious Health Condition	Birth, Adoption, or Foster Care	Serious Health Condition of Child Parent, or Spouse	Military Caregiver Leave	Family Member with Serious Injury or Illness Incurred in the Line of Military Duty
Health, Vision, and Dental Insurance	The Town will maintain group health coverage for the month in which the unpaid leave commences plus six additional months with the employee paying that portion of the premium provided under Town policy or collective bargaining agreement.	The Town will maintain group health coverage for the duration of the Family and Medical Leave, with the employee paying that portion of the premium provided under Town policy or collective bargaining agreement.	Same as Birth, Adoption, or Foster Care	Same as Birth, Adoption, or Foster Care	Same as Birth, Adoption, or Foster Care
Life Insurance	The employee's life insurance coverage will cease on the 1st of the month 30 days after the beginning of any unpaid leave.	Same	Same	Same	Same
Sick and Vacation Accruals	Sick and vacation accruals will be adjusted downward for any month in which the employee is not in pay status for the entire month. Moving forward, there are no accruals during an unpaid leave of absence.	Same	Same	Same	Same
Tax Savings Plan Benefits	Employee contributions to Medical and/or Dependent Care Reimbursement Accounts (if any) will be suspended for the duration of any unpaid leave. Expenses incurred prior to the beginning of any unpaid leave may be submitted will be reimbursed up to the account balance(s).	Same	Same	Same	Same

ATTACHMENT A



A Great Opportunity for Very Valuable Healthcare Coverage

Welcome to the Connecticut (CT) Partnership Plan—a low-/no-deductible Point of Service (POS) plan now available to you (and your eligible dependents up to age 26) and other non-state public employees who work for municipalities, boards of education, quasi-public agencies, and public libraries.

The CT Partnership Plan is the same ***Expanded Access*** *plan currently offered to State of Connecticut employees.* You get the same great healthcare benefits that state employees get, including $15 in-network office visits (average actual cost in CT: $150*), free preventive care, and $5 or $10 generic drug copays for your maintenance drugs. You can see any provider (e.g., doctors, hospitals, other medical facilities) you want—in- or out-of-network. But, when you see in-network providers, you pay less. That's because they contract with Anthem Blue Cross and Blue Shield (Anthem)—the plan's administrator—to charge lower rates for their services. You have access to Anthem's State Bluecare POS network in Connecticut, and access to doctors and hospitals across the country through the BlueCard® program.

When you join the CT Partnership Plan, the state's Health Enhancement Program (HEP) is included. HEP encourages you to get preventive care screenings, routine wellness visits, and chronic disease education and counseling. When you remain compliant with the specific HEP requirements on page 5, you get to keep the financial incentives of the HEP program!

Look inside for a summary of medical benefits, and or visit osc.ct.gov/ctpartner.

*Source: Healthcare Bluebook: healthcarebluebook.com



BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Preventive Care (including adult and well-child exams and immunizations, routine gynecologist visits, mammograms, colonoscopy)	$0	20% of allowable UCR* charges
Annual Deductible (amount you pay before the Plan starts paying benefits)	Individual: $350 Family: $350 per member ($1,400 maximum) ***Waived for HEP-compliant members***	Individual: $300 Family: $900
Coinsurance (the percentage of a covered expense you pay ***after*** you meet the Plan's annual deductible)	Not applicable	20% of allowable UCR* charges
Annual Out-of-Pocket Maximum (amount you pay before the Plan pays 100% of allowable/UCR* charges)	Individual: $2,000 Family: 4,000	Individual: $2,300 (includes deductible) Family: $4,900 (includes deductible)
Primary Care Office Visits	$15 copay ($0 copay for Preferred Providers)	20% of allowable UCR* charges
Specialist Office Visits	$15 copay ($0 copay for Preferred Providers)	20% of allowable UCR* charges
Urgent Care & Walk-In Center Visits	$15 copay	20% of allowable UCR* charges
Acupuncture (20 visits per year)	$15 copay	20% of allowable UCR* charges
Chiropractic Care	$0 copay	20% of allowable UCR* charges
Diagnostic Labs and X-Rays[1] ** High Cost Testing (MRI, CAT, etc.)	$0 copay (your doctor will need to get prior authorization for high-cost testing)	20% of allowable UCR* charges (you will need to get prior authorization for high-cost testing)
Durable Medical Equipment	$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)

[1] IN NETWORK: Within your carrier's immediate service area, no co-pay for preferred facility. 20% cost share at non-preferred facility. Outside your carrier's immediate service area: no co-pay.

[1] OUT OF NETWORK: Within your carrier's immediate service area, deductible plus 40% coinsurance. Outside of carrier's immediate service area: deductible plus 20% coinsurance.

(continued on next page) 2



BENEFIT FEATURE	IN-NETWORK	OUT-OF-NETWORK
Emergency Room Care	$250 copay (waived if admitted)	$250 copay (waived if admitted)
Eye Exam (one per year)	$15 copay	50% of allowable UCR* charges
**Infertility (based on medical necessity)		
Office Visit	$15 copay	20% of allowable UCR* charges
Outpatient or Inpatient Hospital Care	$0	20% of allowable UCR* charges
**Inpatient Hospital Stay	$0	20% of allowable UCR* charges
Mental Healthcare/Substance Abuse Treatment		
**Inpatient	$0	20% of allowable UCR* charges (you may need to get prior authorization)
Outpatient	$15 copay	20% of allowable UCR* charges
Nutritional Counseling (Maximum of 3 visits per Covered Person per Calendar Year)	$0	20% of allowable UCR* charges
**Outpatient Surgery	$0	20% of allowable UCR* charges
**Physical/Occupational Therapy	$0	20% of allowable UCR* charges, up to 60 inpatient days and 30 outpatient days per condition per year
Foot Orthotics	$0 (your doctor may need to get prior authorization)	20% of allowable UCR* charges (you may need to get prior authorization)
Speech therapy: Covered for treatment resulting from autism, stroke, tumor removal, injury or congenital anomalies of the oropharynx	$0	Deductible plus Coinsurance (30 visits per Calendar Year)
Medically necessary treatment resulting from other causes is subject to Prior Authorization	$0 (30 visits per Covered Person per Calendar Year)	Deductible plus Coinsurance (30 visits per Calendar Year)

*Usual, Customary and Reasonable. You pay 20% coinsurance based on UCR, plus you pay 100% of amount provider bills you over UCR.

** Prior authorization required: If you use in-network providers, your provider is responsible for obtaining prior authorization from Anthem. If you use out-of-network providers, you are responsible for obtaining prior authorization from Anthem.

3



When you need information about your benefits...

CareCompass.CT.gov is your one-stop shop for benefits and general information on your coverage. Click Partnership to view medical, dental, pharmacy and vision benefit information.

- Access your personalized benefits portal at **carecompass.quantum-health.com**, or by clicking Sign In on the Care Compass home page
- To view forms, visit **CareCompass.CT.gov/forms**, or click the Forms button at the bottom of the Care Compass home page.

When you need benefits support...

You and any enrolled dependents can speak with a personal Care Coordinator (833-740-3258) for help understanding your benefits, finding a doctor, and dealing with the complexities of health care. Quantum Health makes it easier for you to navigate your benefits and access the right care for you by coordinating with your medical, pharmacy, and dental member service teams. Chat with a Care Coordinator 8:30 a.m. – 10 p.m., Monday - Friday. at 833-740-3258, or send a message through your secure portal.

Earn incentives

If you select a Provider of Distinction for a qualifying procedure, you can earn a cash reward!

Visit **CareCompass.CT.gov/providersofdistinction** to search by procedure, provider or facility, or call 833-740-3258 to speak with a personal Care Coordinator.

Doctors, hospitals and provider groups that meet the highest patient care standards are designated "Providers of Distinction." Providers of Distinction members will coordinate your care throughout your entire treatment process, from evaluation through recovery. The best providers within this program are identified as Centers of Excellence.

To view a full list of procedures and incentives, visit **CareCompass.CT.gov/providersofdistinction/#incentives**. Note: The amount of the reward varies by procedure and location.

When you need to find the best provider or to find a location for a routine lab test...

Visit **osc.ct.gov/ctpartner** then scroll to **Find Providers**.

You pay nothing—$0 copay—for lab tests, if you visit a preferred Site of Service provider. To find a Site of Service provider, contact Anthem or **use the Find Care tool.**

When you're injured...

Your health plan has resources to help you through orthopedic injuries, from diagnosis to minor aches and pains, to surgery and recovery.

Get help diagnosing minor or lingering injuries through a virtual visit. Your provider will help create a rehab program you can do at home.

For surgical procedures, find the best providers for the care you need. Learn more at **CareCompass.CT.gov/orthopedics.**

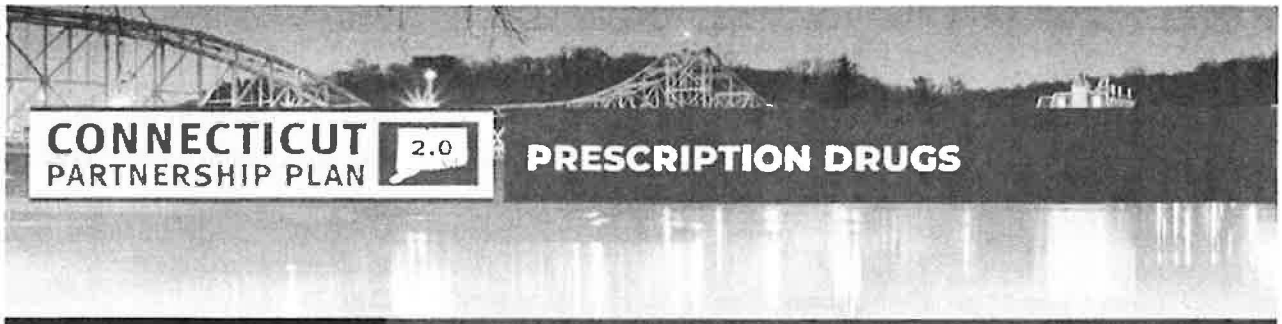
Help Managing and Reversing Diabetes

Get help managing Type 1 or Type 2 Diabetes with Virta Health. Members are connected and supported with access to a diabetes health coach and receive free testing supplies and tips to manage their A1c. In the diabetes reversal program, where members with Type 2 Diabetes can learn to eat their way to better health with personalized nutrition plans and support from medical providers, professional coaches, and digital health tools.

Help Preventing Diabetes

If you have prediabetes, the digital Diabetes Prevention Program offered by Wellspark can help yo u prevent diabetes by focusing on lifestyle changes.

> To learn more about these programs, visit **CareCompass.CT.gov/diabetes**.



Prescription Drugs	Maintenance* (31-to-90-day supply)	Non-Maintenance (up to 30-day supply)	HEP Chronic Conditions
Generic (preferred/non-preferred)**	$5/$10	$5/$10	$0
Preferred/Listed Brand Name Drugs	$25	$25	$5
Non-Preferred/Non-Listed Brand Name Drugs	$40	$40	$12.50
Annual Out-of-Pocket Maximum	$4,600 Individual/$9,200 Family		

* Initial 30-day supply at retail pharmacy is permitted. Thereafter, 90-day supply is required—through mail-order or at a retail pharmacy participating in the State of Connecticut Maintenance Drug Network.

** Prescriptions are filled automatically with a generic drug if one is available, unless the prescribing physician submits a Coverage Exception Request attesting that the brand name drug is medically necessary.

Preferred and Non-Preferred Brand-Name Drugs

A drug's tier placement is determined by Caremark's Pharmacy and Therapeutics Committee, which reviews tier placement each quarter. If new generics have become available, new clinical studies have been released, new brand-name drugs have become available, etc., the Pharmacy and Therapeutics Committee may change the tier placement of a drug.

If your doctor believes a non-preferred brand-name drug is medically necessary for you, they will need to complete the Coverage Exception Request form (available at osc.ct.gov/ctpartner) and fax it to Caremark. If approved, you will pay the preferred brand co-pay amount.

If You Choose a Brand Name When a Generic Is Available

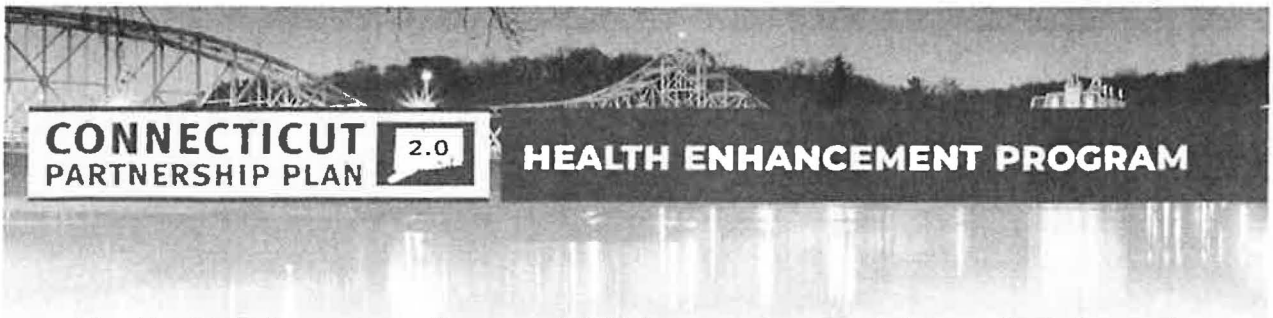
Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark's Coverage Exception Request form and it is approved. (It is not enough for your doctor to note "dispense as written" on your prescription; a separate form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

Mandatory 90-day Supply for Maintenance Medications

If you or your family member takes a maintenance medication, you are required to get your maintenance prescriptions as 90-day fills. You will be able to get your first 30-day fill of that medication at any participating pharmacy. After that your two choices are:

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State's Maintenance Drug Network (see the list of participating pharmacies on (osc.ct.gov/ctpartner) and scroll down to Pharmacy under Benefit Summaries.)

5



The Health Enhancement Program (HEP) is a component of the medical plan and has several important benefits. First, it helps you and your family work with your medical providers to get and stay healthy. Second, it saves you money on your healthcare. Third, it will save money for the Partnership Plan long term by focusing healthcare dollars on prevention.

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2023 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0-5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 5 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	N/A	1 screening between age 45-49**	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years	Pap smear only every 3 years or Pap and HPV combo screening every 5 years to age 65
Colorectal Cancer Screening†	N/A	N/A	N/A	N/A	N/A	UPDATED 40-44: N/A 45+: Colonoscopy every 10 years, Annual FIT/FOBT to age 75 or Cologuard screening every 3 years	

* Dental cleanings are required for family members who are participating in a dental plan sponsored by your employer
** Or as recommended by your physician
† NEW: colorectal screening age requirements lowered to 45 years of age for calendar year 2022 as recommended by US Task Force on Preventive Services

For those with a chronic condition: **The household must meet all preventive and chronic requirements to be compliant.**

To check your Health Enhancement Program compliance status, visit CareCompass.CT.gov, **then** sign in or register **for your Quantum Health benefits portal. To view your status, click the** My Health **tab in your portal.**

You can also download the MyQHealth app on the App Store or Google Play.



Additional Requirements for Those With Certain Conditions

If you or any enrolled family member has 1) Diabetes (Type 1 or 2), 2) asthma or COPD, 3) heart disease/heart failure, 4) hyperlipidemia (high cholesterol), or 5) hypertension (high blood pressure), you and/or that family member will be required to participate in a disease education and counseling program for that particular condition. You will receive free office visits and reduced pharmacy copays for treatments related to your condition.

These particular conditions are targeted because they account for a large part of our total healthcare costs and have been shown to respond particularly well to education and counseling programs. By participating in these programs, affected employees and family members will be given additional resources to improve their health.

If You Do Not Comply with the requirements of HEP

If you or any enrolled dependent becomes non-compliant in HEP, your premiums will be $100 per month higher and you will have an annual $350 per individual ($1,400 per family) in-network medical deductible.

Quantum Health is the administrator for the Health Enhancement Program (HEP) and gives you access to your personalized health benefits portal. The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. Login to your personal benefit portal at carecompass.quantum-health.com to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Send a secure message to a Care Coordinator for benefits assistance
- ***Connect you to your medical, pharmacy, dental and other healthcare services covered in your plan- with just one login.***

Quantum Health: (833)740-3258, 8:30 a.m.-10 p.m. ET, Mon.-Fri.



Office of the State Comptroller, Healthcare Policy & Benefit Services Division

www.osc.ct.gov/ctpartner
860-702-3560

General benefit questions, Medical, and Health Enhancement Program (HEP)

Quantum Health
CareCompass.CT.gov **or login to your benefits portal from Care Compass**
833-740-3258

Prescription drug benefits

CVS Caremark
CareCompass.CT.gov/state/pharmacy **or login to your benefits portal from Care Compass**
1-800-318-2572

Dental and Vision Rider benefits

Cigna
CareCompass.CT.gov/state/pharmacy **or login to your benefits portal from Care Compass**
1-800-244-6224

For details about specific plan benefits and network providers, contact the insurance carrier. If you have questions about eligibility, enrolling in the plans or payroll deductions, contact your Payroll/Human Resources office.

ATTACHMENT B

Attachment B
Town of West Hartford, CT.

UnitedHealthcare®

Vision Benefit Summary

Customer Service and Provider Locator: 800-638-3120
www.myuhcvision.com

UnitedHealthcare Vision has been trusted for more than 50 years to deliver affordable, innovative vision care solutions to the nation's leading employers through experienced, customer-focused people and the nation's most accessible, diversified vision care network.

In-network, covered-in-full benefits (up to the plan allowance and after applicable copay) include a comprehensive exam, eye glasses with standard single vision, lined bifocal, lined trifocal, or lenticular lenses, standard scratch-resistant coating[1] and the frame, or contact lenses in lieu of eyeglasses.

Benefit Frequency	
Comprehensive Exam(s)	Once every 12 months
Spectacle Lenses	Once every 12 months
Frames	Once every 12 months
Contact Lenses in Lieu of Eyeglasses	Once every 12 months
In-Network Services	
Copays	
Exam(s)	$0.00
Materials	$0.00
Frame Benefit (for frames that exceed the allowance, and additional 30% discount may be applied to the coverage)[2]	
Private Practice Provider	$50.00 retail frame allowance
Retail Chain Provider	$130.00 retail frame allowance
Lens Options	
Standard Scratch Resistant Coating - covered in full. Other optional lens upgrades may be offered at a discount (discount varies by provider)	
Contact Lens Benefit[3]	
Selection contact lenses The fitting/evaluation fees, contact lenses, and up to two follow-up visits are covered in full after copay (if applicable)	If you choose disposable contacts, up to 4 boxes are included when obtained from a network provider.
Non-selection contact lenses An allowance is applied toward the fitting/evaluation fees and purchase of contact lenses outside the covered selection. Materials copay (if applicable) is waived.	$105.00
Necessary contact lenses[4]	Covered in full after copay (if applicable).
Out-of-Network Reimbursements (Copays do not apply)	
Exam(s)	Up to $50.00
Frames	Up to $50.00
Single Vision Lenses	Up to $40.00
Lined Bifocal Lenses	Up to $60.00
Lined Trifocal Lenses	Up to $80.00
Lenticular Lenses	Up to $80.00
Elective Contacts in Lieu of Eye Glasses[3]	Up to $105.00
Necessary Contacts in Lieu of Eye Glasses[4]	Up to $210.00
Discounts	
Laser Vision - UnitedHealthcare Vision has partnered with the Laser Vision Network of America (LVNA) to provide our members with access to discounted laser vision correction providers. Members receive 15% off usual and customary pricing or 5% off promotional pricing at more than 550 network provider locations and even greater discounts through set pricing at LasikPlus locations. For more information, call 1-888-563-4497 or visit us at www.uhclasik.com.	
Additional Material - At a participating network provider you will receive up to a 20% discount on an additional pair of eyeglasses or contact lenses. This program is available after your vision benefits have been exhausted. Please note that this discount shall not be considered insurance, and that UnitedHealthcare shall neither pay nor reimburse the provider or member for any funds owed or spent. Additional materials do not have to be purchased at the time of initial material purchase.	
Hearing Aids – As a UnitedHealthcare Vision plan member, you can save on high-quality hearing aids when you buy them from hi HealthInnovations™. To find out more go to hiHealthInnovations.com. When placing your order use promo code myVision to get the special price discount.	

[1] On all orders processed through a company owned and contracted Lab network.

[2] 35% discount available at participating network provider locations. May exclude certain frame manufacturers. Please verify all discounts with your provider.

[3] Contact lenses are in lieu of eyeglass lenses and/or eyeglass frames. Coverage for Selection contact lenses does not apply at Costco, Walmart or Sam's Club locations. The allowance for Non-selection contact lenses will be applied toward the fitting/evaluation fee and purchase of all contacts.

[4] Necessary contact lenses are determined at the provider's discretion for one or more of the following conditions: following cataract surgery without intraocular lens implant, to correct extreme vision problems that cannot be corrected with eyeglass lenses and/or frames, with certain conditions such as anisometropia, keratoconus, irregular cornea/astigmatism, aphakia, facial deformity, or corneal deformity. If your provider considers your contacts necessary, you should ask your provider to contact UnitedHealthcare vision concerning the reimbursement that UnitedHealthcare will make before you purchase such contacts.

Important to Remember

NETWORK

- Always identify yourself as a UnitedHealthcare vision member when making your appointment.
- Your participating provider will help you determine which contact lenses are available in the UnitedHealthcare selection.
- Your contact lens allowance is applied to the fitting/evaluation fees as well as the purchase of non-selection contact lenses. For example, if your allowance is $105.00 and the fitting/evaluation fee is $35, you will have $70.00 toward the purchase of contact lenses. The allowance may be separated at some retail chain locations between the examining physician and the optical store. Evaluation and fitting fee may vary among providers and type of fitting. Your material copay is waived when purchasing non-selection contacts.
- Patient options such as UV, progressive lenses, etc., which are not covered in full, may be available at a discount at participating providers.

CHOICE AND ACCESS OF VISION CARE PROVIDERS

UnitedHealthcare offers its vision program through a national network including both private practice and retail chain providers. To access the Provider Locator service, visit our website at www.myuhcvision.com or call 800-638-3120, 24 hours a day, seven days a week. You may also view your benefits, search for a provider or print an ID card online at myuhcvision.com.

Retain the UnitedHealthcare vision benefit summary which includes detailed benefit information and instructions on how to use the program.

Please refer to your Certificate of Coverage for a full explanation of benefits.

Network Provider - copays and non-covered patient options are paid to provider by program participant at the time of service.

Non-Network Provider - participant pays full fee to the provider, and UnitedHealthcare reimburses the participant for services rendered up to the maximum allowance. Copays do not apply to non network benefits. All receipts must be submitted at the same time to the following address: UnitedHealthcare Vision. Written proof of loss should be given to the Company within 90 days after the date of loss. If it was not reasonably possible to give written proof in the time required, the company will not reduce or deny the claim for this reason. However, proof must be filed as soon as reasonably possible, no later than 1 year after the date of service unless the covered person was legally incapacitated.

Customer Service is available toll-free at 1-800-638-3120 from 8:00 a.m. to 11:00 p.m. Eastern Time Monday-Friday and 9:00 a.m. to 6:30 p.m. Eastern Time on Saturday.

Please note: If there are differences in this document and the Group Policy, the Group Policy is the governing document. Please consult the applicable policy/certificate of coverage for a full description of benefits, including exclusions and limitations.

The following services and materials are excluded from coverage under the Policy: Post cataract lenses; Non prescription items; Medical or surgical treatment for eye disease that requires the services of a physician; Workers' Compensation services or materials; Services or materials that the patient, without cost, obtains from any governmental organization or program; Services or materials that are not specifically covered by the Policy; Replacement or repair of lenses and/or frames that have been lost or broken; Cosmetic extras, except as stated in the Policy's Table of Benefits.

UnitedHealthcare vision coverage provided by or through UnitedHealthcare Insurance Company, located in Hartford, Connecticut, UnitedHealthcare Insurance Company of New York, located in Islandia, New York, or their affiliates. Administrative services provided by Spectera, Inc., United HealthCare Services, Inc. or their affiliates. Plans sold in Texas use policy form number VPOL.06.TX or VPOL.13.TX and associated COC form number VCOC.INT06.TX or VCOC.CER.13.TX. Plans sold in Virginia use policy form number VPOL.06.VA or VPOL.13.VA and associated COC form number VCOC.INT06.VA or VCOC.CER.13.VA.

UnitedHealthcare®

SBVIS0097v1 7/15 M50075-C © 2015 United HealthCare Services, Inc. M12345

ATTACHMENT C

DELTA DENTAL

Attachment C

Town of West Hartford
Group # 4593-0301
Delta Dental PPO plus Premier™

	If a Delta Dental PPO™ Network Dentist is Used	If a Delta Dental Premier® or Non-Network Dentist is Used
Calendar Year Deductible		
• Per Person	$50	$50
• Family Aggregate Maximum	$150	$150
	Plan Pays:	**Plan Pays:**
Preventive & Diagnostic (No Deductible) • Exams, Cleanings, Bitewing X-Rays (2 per calendar year per person) • X-rays, full mouth series or panoramic (1 per 3 years) • Fluoride Treatment (1 per calendar year for children to age 19) • Sealants (To age 16) & Space Maintainers (To age 14)	100%	100%
Remaining Basic (After Deductible) • Fillings, Extractions, Root Canals (Endodontics) • Periodontal, Oral Surgery • Repair of Dentures & Removable Prosthodontics	100%	100%
Crowns & Prosthodontics (After Deductible) • Crowns, Gold Restorations • Bridgework, Full & Partial Dentures • TMJ	50%	50%
Calendar Year Maximum (Per Person)	$2,000	$2,000
Orthodontia (Dependent Children Only)		
• Coinsurance	50%	50%
• Lifetime Maximum	$2,000	$2,000

Dependent children are covered to end of the Calendar Year in which they turn age 26.

Delta Dental has two networks available under this plan. The Delta Dental Premier network is the largest of the Delta Dental networks with over 351,000 participating dentist offices nationally (80%+). Delta Dental PPO is a smaller, but more discounted network with over 266,000 participating dentist offices nationwide. Delta Dental's network discounts average 25% to 35% less.

You may use any fully licensed dentist under this plan, but it is to your advantage to use a network dentist, especially PPO, since they accept the Delta Dental allowance as their maximum charge and cannot bill Delta Dental patients for amounts above this level.

Participating dentists will be paid directly by Delta Dental for covered services. Non-participating dentists will bill you directly, and Delta Dental will make claim payment directly to you. You will maximize benefits and reduce paperwork by using a Delta Dental participating dentist.

If you do not have a dentist, you may obtain a current listing of participating dentists in any area, by calling 1-800 DELTA OK (1-800-335-8265). Provide your zip code to the representative and a directory for that area will be mailed to your home. If you have Internet access, you may also visit our website at **deltadentalct.com** to locate participating dentists.

At the time of your first appointment, tell the dentist that you are covered under this program and provide your group number and ID number. Your dependents, if covered, should provide the employee's ID number.

Claim questions and other information needs should be directed to Delta Dental's customer service department 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.

2022