

AGREEMENT
Between
THE WINDHAM BOARD OF EDUCATION
And
THE WINDHAM ADMINISTRATIVE SUPPORT PERSONNEL CHAPTER 168
OF
SEIU, LOCAL 2001, CSEA, CTW
JULY 1, 2020 TO JUNE 30, 2024

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ARTICLE I - RECOGNITION

- 1.1 The Windham Board of Education (hereinafter referred to as the Board) recognizes and certifies SEIU, LOCAL 2001, CSEA, CTW , (hereinafter referred to as the "Union") for the purpose of collective bargaining (as the exclusive representative) for all clerical, secretarial, bookkeepers, accountants and non-certified librarians, working twenty (20) hours or more per week, provided by Chapter Seven (7) of the Connecticut General Statutes, and Connecticut State Labor Board Case #ME-10,544, Decision #2566 in reference to the librarians.

The positions of Executive Secretary to the Superintendent and the Administrative Secretaries (2) to the Director of Human Resources shall be excluded from the bargaining group. These positions shall be the only ones excluded from the bargaining group.

ARTICLE II - AGENCY SHOP AND DUES CHECK-OFF

- 2.1 During the life of this Agreement, an employee retains the freedom of choice whether or not to become or remain a member of the Union.
- 2.2 Union dues shall be deducted by the Employer from the paycheck of each employee who signs and remits to the Employer an authorization form.
- 2.3 The amount of dues deducted under this Article together with a list of employees shall be remitted to SEIU, LOCAL 2001, CSEA, CTW within a week after the payroll period in which such deduction is made together with a list of employees from whom any such deduction is made.
- 2.4 The Union agrees to indemnify and hold the Board of Education harmless against any and all claims, demands, suits or other forms of liability which may arise out of any provisions of this Article.
- 2.5 Employees may express authorization for union membership, authorization for voluntary deduction of Union dues from wages or payments for remittance to the Union, and authorization for voluntary deductions from wages or payments for remittance of CSEA PAC, by submitting to the Union a written membership application form by submitting to the Union an online deduction authorization, or by any other means of indicating agreement allowable under state and federal law. The Board shall accept confirmations from the Union that the Union possesses electronic records of such membership.

The Union will submit to the Board a list of members who have authorized payroll deduction and shall provide the Board with verification that payroll deduction and/or CSEA PAC contributions have been authorized by the employee only in the event a question arises about an employee's membership status.

Upon receipt of a membership list submitted by the Union, the Board agrees to verify within ten (10) days via electronic notification that the Board's records accurately reflect the membership status of each employee listed in the membership list provided by the Union. The Board shall identify any discrepancies between the membership list and its records.

Any employee who is paying dues or an amount equal to dues may stop making those payments by giving written notice to both the Board and the Union.

The Board will honor employee check-off authorizations unless they are revoked in writing.

ARTICLE III - INSURANCE AND PENSION

3.1

- (a) Insurance to remain status quo for 2020-21 contract year.

Effective September 1, 2021, all full-time bargaining unit personnel covered by this Agreement shall be eligible to receive group medical coverage as individuals and for their dependents under one of three options: 1) a High Deductible Health Plan (HDHP) with Health Savings Account (HSA); or 2) a traditional PPO insurance plan, or 3) the Comprehensive PPO Plan as set forth in Appendix C.

The HDHP plan features shall be as follows:

Plan Features	
Annual Deductibles	\$2,000/\$4,000
In network co-insurance	100%
Out of network co-insurance	80%/20%
In Network out of pocket maximums	\$3,000/\$6,000
Out of Network out of pocket maximums	\$4,000/\$8,000
Preventative Care Rider	100%
Prescription Drugs, after deductible	\$5/\$15/\$25 retail 2x for mail order

The Board will contribute fifty percent (50%) of the applicable deductible amount for each full-time employee who elects coverage under the HDHP with HSA plan. The Board's contribution to the deductible shall be deposited in two (2) equal installments, on or about September 1st and on or about March 1st. The Board's contribution towards the deductible shall be pro-rated for employees hired after the beginning of the plan year. Such employees shall receive their initial contribution upon the next installment.

The parties acknowledge that the Board's contribution toward the funding of the deductible is not an element of the underlying insurance plan, but rather relates to

the manner in which the deductible shall be funded for actively employed bargaining unit members. The Board shall have no obligation to fund any portion of the deductible for retirees or other individuals upon their separation from employment.

- (b) \$30,000 group life insurance and \$30,000 Accidental Death and Dismemberment Insurance.
- (c) Dental insurance - The Board will provide 75/25 coverage on dental insurance for employee and dependents, (75% to be paid by employer).
- (d) The Board shall make available an Internal Revenue Code Section 125 deduction for pretax insurance premiums, a medical flexible spending account and a dependent care flexible spending account.

3.2 The cost of individual coverage for the Traditional PPO plan and the Comprehensive PPO plans shall be as follows:

- Effective September 1, 2021, the employee premium cost share shall increase to 12%
- Effective September 1, 2022, the employee premium cost share shall increase to 13%.
- Effective September 1, 2023, the employee premium cost share shall increase to 14%.

Those employees who choose to enroll in the HDHP/HSA will pay:

- Effective September 1, 2021, the employee premium cost share shall increase to 10%
- Effective September 1, 2022, the employee premium cost share shall increase to 11%.
- Effective September 1, 2023, the employee premium cost share shall increase to 12%.

Effective July 1, 1998, the costs of dependent medical coverage, if elected by the employee, shall be paid eighty percent (80%) by the Board and twenty percent (20%) by the employee through payroll deductions in each of the years of this contract. The Board pays the cost of individual coverage under (b) above, and family coverage is not available.

Employees shall be notified in writing in advance of changes in the costs of health insurance premiums.

3.3 Employees covered by this Agreement will also be enrolled in the Town of Windham's Pension Plan for non-certified employees of the Board of Education according to the current provisions of the Policy. The eligibility date for participation in the pension plan shall be established based on the date of hire in this unit.

The Board shall make available a 403B plan, which shall be funded by employee contributions made by voluntary deductions. Employees shall be eligible to participate in the 403B plan as offered by the Board.

- 3.4 The Board reserves the right to change the carriers for the insurances listed above, provided that the level of benefits is equivalent to or better than the existing coverage.

The Union reserves the right to amend its health insurance proposals should the parties mutually agree to participate in any pooling arrangements with other municipalities or to participate in the State Employees Health Care Plan. The parties also agree to reopen the contract, upon mutual agreement, to implement any pooling arrangements and rates that become available during the term of the agreement.

- 3.5 Bargaining unit members who have been employed in the Windham Public School System for ten or more continuous years immediately prior to their retirement shall have the option of continuing health insurance benefits for themselves and their spouses (if the spouse is insured at the time of the employee's retirement) at the same rate paid by the Board, subject to carrier approval.

Life insurance benefits terminate at retirement but may be converted to an individual policy at the employee's option. (Application for conversion must be made within thirty-one (31) days of date of termination of employment.) Both parties acknowledge that the continuation of the insurance benefits under this provision will not result in any cost to the Board of Education.

1. Full-time employment shall mean twenty (20) or more hours per week.
2. Non-certified employees must, depending upon their negotiated agreement, be accepted for retirement benefits from the Retirement Plan for Certain Employees of the Board of Education or by the Social Security Administration for monthly retirement benefits.
3. It shall be the responsibility of the retiree to maintain accurate address information with the Human Resources Office and it shall be the retiree's responsibility to submit timely payments to the Board as requested.
4. Retired employees who attain age sixty-five (65) will continue under the Blue Shield, Blue Cross Age 65 Supplement or the supplement that may be in effect at that time.
5. If otherwise eligible retirees or their spouses have group health insurance coverage from another employer, the Board shall not provide benefits under this policy.

Employees qualified for an Early Retirement Incentive Plan may have other options.

- 3.6 Either party may initiate a re-opener to explore the possibility of the State Partnership Medical Plan.

ARTICLE IV - SENIORITY - LAYOFF - RECALL - JOB OPENINGS

- 4.1 The Board shall prepare a list of all employees covered by this Agreement showing their seniority in length of service with the Board and deliver the same to the Union as reasonably requested.

- 4.2 An employee shall acquire seniority under this article commencing on the date of their employment by number of years served with the Board in this unit.

Any employee covered under this Agreement who leaves the employ of the Board and who shall have left in good standing shall, upon return to service to the Board, be credited with all past accumulated service for the purpose of determining seniority rights provided that they return within a two year period. In addition, seniority shall accrue during paid leaves and shall be bridged for any approved unpaid leaves.

- 4.3 Whenever an opportunity for promotion occurs or a job opening occurs in other than a temporary situation in any existing job classification or as the result of the establishment of a new job classification, a notice of such openings shall be posted electronically and on all bulletin boards stating the job classification, rate of pay and the nature of the job requirements in order to qualify. Such posting shall be for a period of not less than five (5) working days. Positions of incumbents that have been reclassified in accordance with Appendix B, Reclassification, shall not be subject to any posting requirement. All postings shall be emailed to three (3) members designated by the Union. The Union shall designate such members no later than July 1st of each year and such designees shall remain in place through the following June 30th absent compelling circumstances.

- 4.4 During this period employees who wish to apply for the open position, including employees on layoff, may do so.

- 4.5 In filling such job openings or vacancies, the employer shall give preference to applicants who are currently employed in the bargaining unit, if all other relevant factors (including oral interview) are equal. All other relevant factors being equal, the senior employee shall be given preference.

- 4.6 Temporary Employees - Where a temporary job becomes available during the summer break, 10-month employees shall be offered the opportunity to work before the school system seeks outside help. If said employee works a temporary job during the summer break, they will be compensated at the contract rates.

No temporary employee shall perform bargaining unit work for more than ninety working days during a school year, unless they are filling in for a bargaining unit member. An employee who is not filling in for a bargaining unit member on leave and who does bargaining unit work for more than ninety working days during the 10 month school year, shall become a bargaining unit member entitled to all benefits through this Agreement. This provision does not preclude the Board from hiring temporary employees during the summer break.

a. If a 10-month employee applies for and is selected for summer employment, they must fulfill their 10-month contract obligations.

4.7 Lay-Off - In the event a lay-off or reduction in force becomes necessary, all part-time personnel (in the affected classification) (i.e. temporary help, extra help, seasonal help, and personnel working less than twenty hours per week) shall be terminated first.

4.8 Where further reduction is necessary, the employee with the least seniority (in the classification) where work must be curtailed shall be laid off first (i.e., reverse order of seniority).

Employees who are laid off may bump the least senior employee in a lower classification provided that the employee bumping is qualified to perform the duties of the lower classification and has more seniority than the person in the lower classification. In such cases, the Superintendent of Schools/designee in consultation with the union shall determine whether an employee is qualified to perform a job in cases of layoff, bumping and recall.

The senior employee who bumps into the lower classification will have a thirty (30) day working probationary period to show competency in the new position or be terminated for just cause or may accept layoff without possibility of recall.

In evaluating whether the senior employee shall replace the less senior employee, the Superintendent or designee, in consultation with the union shall have the discretion to consider qualifications such as experience and performance in the position, attendance record, evaluations and any record of disciplinary actions.

A layoff is defined as the involuntary, non disciplinary separation of an employee because of lack of work or economic necessity.

In the event of a layoff, the employee shall be given as much notice as possible, but not less than three weeks notice prior to the effective date of the layoff. Said notice shall be in writing.

4.9 Recall - When employees are to be recalled, they shall be recalled in reverse order of lay-off provided that such employees are capable of doing the work then available.

- 4.10 Laid off employees shall have recall rights for a period of 18 months from the date of layoff. Laid off employees shall inform the Human Resources Office of their email address and shall inform the Human Resources Office in advance if the employee shall not be reachable for an extended period of time (e.g. planned vacation). Notice of reappointment opportunity shall be sent by email to the email address provided by the employee, if available. Additionally, a copy of such notice shall be sent via certified mail, return receipt requested, to the employee's last known address. It is the employee's responsibility to provide the employer with changes in address or email.

The employee shall accept or reject the offer, in writing, within seven (7) working days. An employee who does not accept the reappointment offered shall forfeit all further recall rights.

- 4.11 Transfers - When the Board transfers an employee to another position the Board shall provide the employee with a reasonable period of training. If after a thirty working day probationary period the employee is unable to perform the required duties they shall revert back to their previous position.
- 4.12 If an employee voluntarily transfers either laterally, or is promoted to a higher classification, the same thirty working day probationary period as noted in 4.11 shall apply.
- 4.13 The Board shall provide to CSEA SEIU Local 2001 and to the Chapter President electronic notification of the name, job title/classification, department, building assignment/work location, wage step placement, home address, and all available personal and work e-mail addresses of any newly hired employee within ten (10) business days of the date of hire.
- 4.14 The Board will comply with its obligation set forth in C.G.S. §1-214, as may be amended from time to time.
- 4.15 The Board shall provide one (1) hour with pay for new hire(s) and officer and/or steward for Union orientation.
- 4.16 Annually, the Union may hold a one-hour training/discussion session to familiarize attendees with the terms of this Agreement and discuss other labor relations issues.

ARTICLE V - HOURS OF WORK AND OVERTIME

- 5.1 The regular workday for clerical and secretarial staff shall consist of seven and one-half (7 1/2) working hours. The regular workday for non-certified librarians shall consist of seven (7) hours scheduled at specific times assigned by the Superintendent or his or her designee.

- 5.2 The regular workweek for secretaries and clerical personnel shall be thirty-seven and one-half (37 1/2) hours long and shall consist of five (5) days, 7 1/2 working hours per day (Monday-Friday). The regular workweek for non-certified librarians shall be thirty-five (35) hours per week, 7 working hours per day (Monday-Friday).
- 5.2 A. Each employee shall be allowed a fifteen (15) minute paid break to be taken according to available time in their schedule and mutually agreed upon time with their supervisor.
- 5.3 Specific starting times shall be assigned by the Superintendent of Schools, or their designee.
- 5.4 The hours cited in the preceding paragraphs represent working hours and do not include lunch. Each employee shall have a half-hour lunch period unless otherwise approved by the appropriate administrator in individual cases.

Under special circumstances (i.e. cafeterias not open) individual Administrators may allow a longer lunch period than normal (30 minutes). Such extended lunch periods should remain the exception rather than the rule.

- 5.5 Ten month secretaries will begin work the five consecutive work days before the start of the student academic year, as set forth in the Board approved school calendar, unless excused by the Superintendent or designee.
- 5.6 An employee who works at the request of their supervisor in excess of forty (40) hours in a single workweek shall be compensated at the rate of time and one-half.

An employee who works at the request of their supervisor on a Saturday or holiday shall be compensated at the rate of time and one-half. An employee who works at the request of her supervisor on a Sunday shall be compensated at the rate of double time.

If an employee is called into work on a day that is not their normal workday, or if they are called back to work after leaving after their normal working hours, they shall be guaranteed a minimum of two (2) hours' pay at the appropriate rate.

- 5.7 The Board reserves the right to change the school workday or work year of the bargaining unit provided it shall negotiate with the union over the impact of any such change.
- 5.8 The work year for non-certified librarians shall conform to the school calendar to include convocation and any scheduled staff in-service days. The number of days shall be determined by the school calendar adopted by the Board.
- 5.9 The school system's library personnel shall meet as necessary, as determined by the principal or their designee.

- 5.10 **Safety and Health** The Board shall provide a work place free from unsafe or unhealthy working conditions subject to recognized occupational hazards and job requirements. The employer shall make every effort to make repairs or to adjust unsafe or unhealthy working conditions as soon as practicable after such conditions are reported.

ARTICLE VI – HOLIDAYS

- 6.1 All full-time twelve-month personnel will receive the following paid holidays, unless school is in session on those days:

Labor Day	1/2 day before New Years
Columbus Day	New Years Day
Veterans Day	Martin Luther King Day
Thanksgiving Day	Lincoln's Birthday
Day after Thanksgiving	Washington's Birthday
Christmas Eve (1/2 day)	Good Friday
Christmas Day	Memorial Day
Two days after Christmas	Independence Day

- 6.2 If a holiday, as established in this contract falls during a day an employee is on vacation or sick leave, such day shall be charged as a holiday and not deducted from vacation or sick time.
- 6.3 Should an employee be required to work on a holiday as established in this contract, said employee shall be paid time and one-half for all hours worked plus holiday pay.
- 6.4 Holidays falling on a Saturday and holidays falling on Sunday shall be celebrated in accordance with the school calendar, unless school is in session.
- 6.5 All full-time, ten-month employees will receive the holidays listed in Section 6.1 above, with the exception of Independence Day, if said holidays fall within the school calendar and their working schedules. All noncertified librarians shall receive the holidays listed above in Section 6.1, with the exception of Independence Day.
- 6.6 All bargaining unit employees who work less than thirty-five (35) hours per week will receive paid holidays which fall during their work schedule on a prorated basis.
- 6.7 Effective July 1, 2012, the second day after Christmas shall be observed as a paid holiday.

ARTICLE VII - VACATIONS

- 7.1 All full-time personnel employed on a twelve (12) month basis shall be eligible to accrue fifteen (15) days paid vacation. After 12 years of continuous service in this unit, the employee shall be eligible to accrue (20) days paid vacation.
- 7.2 All full-time personnel employed on a ten (10) month basis shall be eligible to accrue ten (10) days paid vacation. After twelve (12) years of continuous service in this unit, the employee shall be eligible to accrue fifteen (15) days paid vacation. Noncertified librarians shall be eligible for the same vacation accrual as 10-month secretaries.
- 7.3 The employee's anniversary date of hire will be used to determine the amount of vacation time due as of September 1st each year. Employees hired after September 1st shall be entitled to a prorated portion of the regular annual vacation allowance during that year. Effective July 1, 2002, any ten (10) month or twelve (12) month employee who has achieved twelve (12) years of continuous service for purposes of vacation, will retain seniority for purposes of vacation. Effective July 1, 2002 for all other employees, seniority will be calculated as continuous service in this unit.
- 7.4 The vacation schedule will be set by mutual agreement between the employees and their immediate supervisors, except that seniority will govern in the case of conflicts between employee selections received during the same week and the work schedule requirements. All requests must be submitted in the electronic scheduling system at least two (2) weeks prior to the time requested and shall not be unreasonably denied. No monetary compensation will be provided in lieu of vacation time.
- 7.5 All employees or their estate will receive pay on a prorated basis for accrued but unused vacation days in the event of death; retirement, involuntary layoff or resignation with at least thirty (30) days advance notice where applicable. The thirty (30) days notice requirement may be waived by the Board at its discretion.

In the case of retirement, retirement severance shall be paid in the new fiscal year following retirement, as long as the employee submits an irrevocable letter of resignation for purposes of retirement by December 31st of the preceding calendar year. Should the employee fail to provide such timely written notification of retirement, the Board shall make severance payment in January or July in the next fiscal year following: (e.g. notification received by December 31, 2012 and payment will be made in July, 2013 or January, 2014, per the employee's election). Notification received later than December 31, for example, May 1st, 2013, will result in payment being made in July, 2014 or January, 2015.)

The Superintendent will consider exceptions on a case by case basis if extenuating circumstances exist that may have prevented an employee from giving timely notice. The employee must provide evidence of such circumstances and request review by the

Superintendent. The employee may elect at their discretion to receive retirement severance pay in January or July.

- 7.6 On days when school is closed because of weather conditions, clerical employees will be expected to make every effort to report to work. If it is impossible for them to report because of such weather conditions, they may be required to work remotely if such work is available. If remote work is unavailable, they may use a personal day, sick day or vacation day if they wish to be paid for the day of absence. Employees shall be paid their full day's pay if they work at least ½ of their regular work day. The Board shall make a reasonable effort to ensure that remote assignments are made reasonably and with appropriate resources.
- 7.7 Effective 9/1/22, vacation days shall be cumulative to five (5) days per year. Subject to Superintendent approval, five (5) additional vacation days may be carried over from one year to the next up to a maximum of ten (10) days. Any cumulative vacation leave must be taken by the end of December.

ARTICLE VIII - LEAVE PROVISIONS

- 8.1 All full-time employees shall accrue sick leave at the rate of 1-1/2 days per month accumulative to 150 days. This means that 10 month employees will accrue fifteen (15) days annually and 12 month employees will accrue eighteen (18) days annually.
- 8.2 In exceptional cases, the Board may grant additional sick leave with pay. Requests for such additional sick leave shall be in writing and must be signed by the employee.
- 8.3 Employees shall be permitted absences without loss of pay and without deduction from sick leave accumulation up to a total of not more than (5) days in any school year. Such days shall normally not be used for more than two consecutive days. However, with compelling circumstances, the employee may request use of more than two (2) consecutive days subject to the approval of the employee's building administrator or designee.
- 8.4 Personal leave requests must be submitted via the electronic scheduling system. Where possible, this should be done at least five (5) working days before the date involved but in no event less than 48 hours, except in cases of emergency. Personal leave will ordinarily not be granted the day before or the day following a holiday or vacation except in case of death or serious illness in the family.
- 8.5 Funeral leave (4 days)

In the event of death of wife, husband, father, mother, son, daughter, grandfather, grandmother, grandchildren, father-in-law, mother-in-law, sister, brother, sister-in-law, brother-in-law, uncle, aunt, child, any member of their immediate household, or close

personal friend (one day), employees shall be permitted without loss of pay and without deduction from sick leave accumulations, a total of not more than four (4) days for funeral leave annually.

Employees may use two sick leave days, once they have exhausted their annual entitlement of funeral leave days, to attend the funeral of a family member as defined in this section.

- 8.6 All bargaining unit officers and/or delegates who attend the Union's convention, and/or steward training classes shall be granted the time off as personal or vacation time. The number of employees allowed to attend the aforementioned shall not exceed two (2) employees, and shall not exceed two (2) days per school calendar year. Such leave may be charged to personal time or vacation time.

Two bargaining unit officers shall each be allowed up to one (1) hour per week to attend to union business during regular working hours with no loss of pay.

- 8.6 A. Employees who attend the State Secretaries Convention, CSEA or SEIU Convention shall be granted one day's leave with pay. This number shall not exceed two (2) days. Non-certified librarian employees may attend the Bureau of Education and Research Workshop and the CEMA Conference without loss of pay and at the Board's expense with administration's prior approval.

- 8.7 Severance Pay - Upon retirement, death or voluntary termination in good standing with at least 5 years of service, severance shall be paid to the employee or his or her estate at fifty percent (50%) of the accumulated sick leave in the employee's bank.

In the case of retirement, retirement severance shall be paid in the new fiscal year following retirement, as long as the employee submits an irrevocable letter of resignation for purposes of retirement by December 31st of the preceding calendar year. Should the employee fail to provide such timely written notification of retirement, the Board shall make severance payment in January or July in the next fiscal year following; (e.g. notification received by December 31, 2012 and payment will be made in July, 2013 or January, 2014, per the employee's election). Notification received later than December 31st, for example, May 1st, 2013, will result in payment being made in July, 2014 or January, 2015.)

The Superintendent will consider exceptions on a case by case basis if extenuating circumstances exist that may have prevented an employee from giving timely notice. The employee must provide evidence of such circumstances and request review by the Superintendent.

- 8.8 Maternity Leave

Employees who become pregnant shall be placed on short-term leave status for childbearing purposes under this paragraph unless they elect a long-term leave under the provisions of Section 8.8B. Any employee who becomes pregnant shall so notify the

Superintendent or their designee at least four (4) months prior to the expected date of delivery and shall thereafter provide a doctor's certificate indicating continued fitness for work at least monthly, or more often if there is a change in her condition during the month. Leave shall begin when in the opinion of her doctor, or the Board's doctor on review, the employee is no longer physically able to work, or upon her confinement, whichever comes first. Leave shall expire when in the opinion of her doctor, or the Board's doctor on review, she is physically able to return to work.

Except in the case of unusual medical difficulties for the employee, leave is not expected to continue for more than six weeks after delivery. Where possible, employees returning from leaves of absence granted under this Article shall be restored to their former position they held at the time the leave was granted provided that the former position exists. If there is no opening, the employee will be placed in a comparable position.

- 8.8 A. Any employee who has been employed for three continuous years with the Windham Public School system and who is expecting a child or whose spouse is expecting a child, taking legal custody of a child, or who has firm plans to adopt a child in the immediate future, upon request shall be granted a long term leave for childrearing purposes. Such leave shall ordinarily begin either at the start or at the midpoint of a school year, and shall end either one half or one full school year later. The request for such leave shall be made at least thirty days prior to its commencement, and must specify whether the request is for leave of one half or one full year. Upon return, an employee shall be assigned to his or her former position, or if the former position no longer exists, to a position for which the employee is qualified. Leave under this paragraph may be granted to employees with less than three years of service at the discretion of the Superintendent.

Up to five (5) days of paid leave will be provided to a spouse in connection with the birth, adoption or taking legal custody of a child or the prenatal or postnatal care of a spouse. Sick, vacation or personal leave may be used to supplement for such purposes.

- 8.8 B. Leave of absence under Section 8.8 shall be treated as disability leaves in accordance with Public Act 73-647. Leave under 8.8A shall be without compensation, but such employee shall have the option of continuing fringe benefits so long as the total cost of fringe benefits is borne by the employee, after any applicable period of leave eligible under the Family Medical Leave Act has expired.

- 8.8 C. Any employee who becomes pregnant shall adhere to the notification and reporting procedures as stipulated in 8.8 for as long as they remains working, whether or not she intends to return to work after the child is born.

- 8.9 The Windham Board of Education will grant requests for leave subject to the provisions of the Federal Family Medical Leave Act in accordance with Board policy, if such leave is requested by a bargaining unit employee who is eligible for FMLA Leave.

8.10 Any Employee who is absent because of an injury covered by Worker's Compensation shall be allowed to use their accumulated sick leave and other paid benefit days (i.e. vacation and personal days), to supplement the Worker's Compensation payments so that their total weekly income is equal to after tax take-home pay received prior to the injury. Employees shall be required to indicate their choice to use benefit days to supplement Worker's Compensation in writing. If the employee has exhausted all of their accumulated benefit days (i.e. has no paid leave days available), they shall not be eligible to accrue any additional benefit days (i.e. sick, vacation, or personal) until such time the employee returns to active duty.

8.11 For the purpose of providing additional coverage after the exhaustion of individual annual and/or accumulated sick leave in the event of a personal catastrophic illness as evidenced by medical certification, the parties agree to establish a Sick Leave Bank on the following terms:

1. In order to be a participating member of the Sick Leave Bank (the "Bank"), members must contribute one (1) day of accumulated sick leave to the Bank annually. Once such days are contributed, they are forfeited and will not be returned to a member under any circumstances. Bargaining unit members can donate any days exceeding their yearly cap to the Sick Leave Bank. (Ex: current members can contribute up to 15 days (10 month employees) or 18 days (12 month employees) over the accumulation of 150 days.) The Board shall annually provide two updates to the Union, one by October 1, the second by April 1 of each year of the total amount in the sick leave bank and who has contributed.
2. The Bank shall be administered by a committee of five: two representatives of the administrative staff, two members of the Union, and the Superintendent of Schools. This committee shall consider the eligibility of members to draw from the Bank.
3. The following criteria shall be used by the Sick Leave Bank Committee in determining the eligibility of a member to draw from the Bank and determining the amount of leave:
 - For requests arising out of a member's catastrophic illness, the member must first have used up all accumulated full pay sick leave.
 - A member must submit competent and timely evidence that a request is necessary due to a catastrophic and lengthy illness that is not covered by workers' compensation.
4. Upon compliance with Subsection 3 above, the Sick Leave Bank Committee may issue up to two (2) grants from the Sick Leave Bank per member per year in connection with the catastrophic illness of the member. The cumulative total of the two (2) grants shall not exceed ninety (90) days per member per year.
5. The Sick Leave Bank shall have a minimum of twenty-five (25) days in reserve. The total number of Sick Leave Bank days in reserve shall not exceed three hundred (300). In the event the 300 maximum is exceeded, then Subsection 1

above will not be reapplied. A waiting list will be established in the event that more than 300 days has been accumulated. The waiting list will be considered a donation from that member.

6. The decisions of the Sick Leave Bank Committee shall be final and binding and not be subject to the grievance procedure or arbitration. In addition, the decisions of the Sick Leave Bank Committee shall not establish a practice or precedent for any purpose. The Union further agrees to save the Board of Education and the Administration harmless from any and all claims of any kind arising out of the legality of the sick leave bank and its operation, including contributions to or withdrawals from the bank.

ARTICLE IX - GRIEVANCE PROCEDURE & ARBITRATION

- 9.1 For the purpose of this Agreement,

Definitions: A grievance shall mean a complaint by an employee or employees whom (a) believe there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement, or (b) concerning conditions of employment not covered by this Agreement. Step 5 of the grievance procedure shall not apply to complaints presented under part (b) of the preceding sentence, and the decision of Step 4 shall be final. Any grievance not presented in writing for disposition through the grievance procedure set forth below within ten days of the occurrence of the facts or conditions giving rise thereto, or within ten days of the time the grievant knew or reasonably should have known of their occurrence, whichever comes later, or any grievance not appealed within the specified time limits, shall not thereafter be treated or processed as a grievance under this Agreement. The failure of an Administrator at any step to communicate their decision to the aggrieved within the specified time limits shall permit the grievant to proceed to the next step.

The member(s) of the unit shall be represented by the Union. In all cases the Union shall be provided copies of the grievance and of the written answers thereto.

- 9.2 An aggrieved person is the person or persons making the claim.
- 9.3 A "party of interest" is the person or persons making the claim and any person or persons who might be required to take action, or against whom action might be taken, in order to resolve the problem.
- 9.4 The ten "days" except where otherwise indicated, means working days.

9.5 In instances where reference is made to the "Superintendent" it shall be understood that such can mean their designated representative.

Step 1 (informal) The aggrieved employee with a representative of the Union, and the immediate Supervisor or School Principal shall meet informally in an effort to adjust the grievance.

Step 2 If the grievance is not resolved at Step 1, the Union may submit it in writing to the Director of Human Resources within ten (10) days of the original occurrence, as specified in Section 9.1 above. The Director of Human Resources shall meet with the grievant and their union representative within ten (10) working days after receipt thereof, and shall answer the grievance in writing within three (3) working days after such meeting.

Step 3 If the grievance is not resolved at Step 2, the Union may submit it in writing to the Superintendent of Schools within ten (10) working days after receiving the response of the Director of Human Resources. The Superintendent will meet to discuss the grievance within (10) ten working days after receipt thereof, and shall answer the grievance in writing within three (3) working days after such meeting.

Step 4 If the grievance is not resolved at Step 3, the Union may submit it to the Board of Education within five (5) working days after receiving the response of the Superintendent. The Board shall hear such grievance at its next regularly scheduled meeting, provided the grievance is submitted at least seven (7) days prior to such meeting. The Board shall answer the grievance in writing within seven (7) days after such hearing.

Step 5 In the event the grievance is not resolved at Step 4, the Union may submit it in writing to the American Arbitration Association. The grievance must be submitted to arbitration within seven (7) days of receipt of the decision of the Board of Education, with a copy to the Superintendent of Schools. Any additional costs in going to AAA as opposed to the Conn. State Board of Mediation and Arbitration will be absorbed by the Windham Board of Education. The American Arbitration Association shall process the grievance in accordance with its rules and procedures in each case. The arbitrator shall be bound by and must comply with all of the terms of this Agreement. The decision of the arbitrator shall be binding upon both parties and all employees during the life of the Agreement, unless the same is contrary to law. Fees and expenses of the arbitrator, if any shall be borne equally by the Board and the Union.

9.6 The time limits specified at any step may be extended in any particular instance by agreement in writing between the Superintendent and the Union.

9.7 No employee may file for arbitration as an individual, but only the Union may file an appeal to arbitration hereunder.

- 9.8 Meetings held under this procedure shall be conducted at a time and place which will afford a fair and reasonable opportunity to attend for all persons proper to be present. When such meetings are held during school hours, all persons who participate shall be excused without loss of pay for that purpose. Persons proper to be present for the purposes of the preceding sentence are defined as an aggrieved employee or employees, their appropriate Union representatives and qualified witnesses.

ARTICLE X - BOARD PREROGATIVES

- 10.1 Except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement, the Board has and will continue to retain, whether exercised or not, all of the rights, powers and authority heretofore had by it, except for such rights, powers and authority which are specifically relinquished, abridged or limited by the provisions of this Agreement, and it shall have the sole and unquestioned right, responsibility and prerogative of management of the affairs of the Board and direction of the working force including, but not limited to, the following:
- 10.2 To maintain public elementary and secondary schools and such other educational activities as it, in its judgment, deems will best serve the interests of the Town of Windham; to give the children of Windham as nearly equal advantage as may be practicable; to decide the need for school facilities; to determine the care, maintenance and operation of buildings, land, apparatus and other property used for school purposes; to determine the number, age and qualifications of the pupils to be admitted into each school; to designate the schools which shall be attended by the various children within its jurisdiction; to make such provisions as will enable each child of school age residing in the town to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable; to decide the textbooks to be used; to make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefor, and to approve plans for school buildings; to prepare and submit budgets to the Board of Finance and in its sole discretion, expend monies appropriated by the town for the maintenance of the schools, and to make such transfers of funds within the appropriate budget as it shall deem desirable.
- 10.3 To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the Board.
- 10.4 To establish or continue policies, practices and procedures for the conduct of Board business and, from time to time, to change or abolish such policies, practices and procedures.
- 10.5 To discontinue processes or operations or to discontinue their performance by employees.
- 10.6 To select and to determine the number and types of employees required to perform the Board's operations.

- 10.7 To employ, transfer, promote or demote employees, or to lay off, 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 Board.
- 10.8 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 Board, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
- 10.9 To ensure that incidental duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.
- 10.10 To establish contracts or subcontracts for Board operations. Such subcontracting will not result in reduced hours of work or layoffs of bargaining unit members.
- 10.11 To create job descriptions and revise existing job specifications as deemed necessary.
- 10.12 The above rights, responsibilities and prerogatives are inherent in the Board of Education by virtue of statutory provisions and are not subject to delegation in whole or in part. However, if the Board exercises any of the above rights in any manner which results in a change in the conditions of employment (as the term is defined by The State Board of Labor Relations) of any member of the bargaining unit the Board agrees to negotiate the impact of its decision in accordance with the M.E.R.A., if such decisions impact bargaining unit members.

ARTICLE XI - NO DISCRIMINATION AND NO LOCKOUT OR STRIKE

- 11.1 There shall be no discrimination, coercion, or intimidation of any kind against any employee or the employer on any basis provided by law.
- 11.2 The Board agrees that it will not lock out the employees covered by this Agreement during its term.
- 11.3 The Union and the employees expressly agree that during the life of this Agreement, there will be no strike, slowdowns, work stoppages or mass resignations or other similar forms of interference with the operation of the Board.

ARTICLE XII – WAGES

- 12.1A. See Appendix A for Salary Schedules and notes on step movement.
- 12.1B. Longevity shall be considered as added compensation to employees for continued services to the Board. Longevity payments shall not affect the annual pay rate to which the employee is entitled.

Longevity payments shall be as follows:

After 12 years of service and less than 15 years	\$150.00
After 15 years of service and less than 20 years	\$425.00
After 20 years of service and less than 25 years	\$600.00
After 25 years of service and less than 30 years	\$750.00
After 30 years of service	\$1000.00

Said longevity payments shall be included in the employee's total earnings for the purpose of determining their pension benefits.

This provision shall not apply to employees hired after June 30, 2024.

- 12.1C. Service shall be calculated from the first date an employee is assigned as an employee in the Secretaries' bargaining unit.
- 12.1D. The longevity payments prescribed by this article shall be included in the pay distributed on the first payday in December in each year. The parties specifically agree that there shall be no proration of longevity payments. The parties agree that an employee shall be deemed entitled to the longevity payment prescribed by this article as of the first day of the fiscal year in which they will attain, or does attain, the years of service noted in the schedule in Section 1 hereof. Payroll will deduct for taxes when longevity is included in a regular paycheck.
- 12.1 E If an employee is formally assigned by their building administrator to temporarily perform work in a higher grade level for more than five consecutive days, such employee shall be paid at the higher grade level's rate of pay, retroactive to the first day in the temporary assignment.

ARTICLE XIII - JOB SECURITY

- 13.1 Job Security - Where jobs are upgraded such that they require higher technology, the school system shall provide the employee currently doing the job with reasonable additional training commensurate with new technological job requirements at the Board's expense. If the employee cannot perform adequately within a thirty (30) working day period, they shall be subject to discipline, up to and/or including demotion.

- 13.1A All secretaries will be provided with two (2) full day professional development training sessions. The training materials will be determined by the Administration with input from the Union. The Administration shall have the discretion to schedule employees for such training sessions on a staggered or rotating basis to ensure adequate secretarial coverage at all times.
- 13.2 Hiring Policy - New Employees shall be hired at a rate commensurate with their training and work experience, on any step of the salary schedule up to and including step 5. In no case shall they be paid a rate greater than a current employee in the same classification with the same or similar training and work experience related to the performance of the duties of the newly filled position. The Board shall have discretion to hire a new employee on any step of the salary schedule, if that person/position is the only one in the district, upon agreement with the union.
- 13.3 Nurses' Statement - Secretaries will not dispense medication in the absence of the school nurse, or practice first aide techniques i.e., dealing with epileptic seizures, etc.
- 13.4 Transportation of Students - Bargaining unit employees shall not transport students.
- 13.5 Prior to October 1, 2016, the parties shall develop a committee comprised of three (3) administrative personnel and three (3) Union representatives. Each party shall be responsible for selecting its committee representatives. The committee shall be charged with developing a comprehensive recommendation regarding the role the secretarial bargaining unit shall play in the supervision of students.

In the event that either the Board or the parties cannot come to a resolution on this matter by December 1, 2016, the matters in dispute shall be submitted to mid-term interest arbitration in accordance with the provisions of MERA. Nothing in this agreement shall preclude the parties from mutually agreeing to extend the timelines for arbitration submission.

ARTICLE XIV - DISMISSALS, SUSPENSIONS, REPRIMANDS

- 14.1 An employee shall not be reprimanded, suspended or dismissed without just cause.
- 14.2 All reprimands, suspensions and dismissals shall be subject to the Grievance Procedure.

ARTICLE XV - PROBATIONARY PERIOD

- 15.1 The probationary period of any person entering the bargaining unit shall not exceed forty (40) working days. Upon agreement between the Board and the Union, the initial probationary period may be extended by another twenty (20) working days.

- 15.2 During the initial forty (40) day probationary period and the twenty (20) day extension, personnel may be terminated by the Board for any reason and shall not have the right to grieve discipline, up to and including termination, but will otherwise enjoy all the rights protected by this Agreement. Notwithstanding the probationary period, new full time employees who avail themselves of the insurance shall be eligible for insurance within 30 days of hire, subject to carrier rules.

ARTICLE XVI - DURATION AND RENEWAL

- 16.1 No individual employee in the bargaining unit or representative, agent or employee of the Board may enter into any separate agreement or understanding which will be inconsistent with the terms of this Agreement. Any such separate inconsistent agreement will not be binding upon the parties hereto, unless expressly adopted in writing and mutually agreed upon between the Board and the Union.
- 16.2 This Agreement may be altered or modified only by mutual agreement in writing of the parties hereto.
- 16.3 In the event that any portion or portions of this Agreement are found to be illegal, void, or voidable, it is agreed that such finding will have no effect on the remaining portion or portions of this Agreement, which shall remain binding on all parties.
- 16.4 This Agreement contains the full and complete Agreement between the Board and the Union on all negotiable issues, and neither party shall be required during the term thereof to negotiate upon any issue, whether it is covered or not covered in this Agreement, unless otherwise mutually agreed.
- 16.5 The Agreement shall be binding upon the Board and the Union effective July 1, 2020 and shall continue in full force and effect to June 30, 2024.
- 16.6 When the Union and the Board desire to meet for the purpose of negotiating wages, changes, and/or modifications in the provisions of this Agreement, either party may give written notice of such desire to the other prior to the expiration of the agreement in conformance with MERA.
- 16.7 Negotiations upon proposed changes in the terms of the Agreement shall begin not later than thirty (30) days after receipt of the notice specified in 16.6 by either party.

ARTICLE XVII - MILEAGE REIMBURSEMENT

Employees who are required to use their own vehicles in service of the Board of Education shall be reimbursed at the IRS reimbursement rate.

FOR THE BOARD

Tracy A. Youngberg
Tracy Youngberg, Ed.D.
Superintendent of Schools

10.21.2021
Date

Lynne Ide
Lynne Ide
Chairman of the Board of Education

10.21.2021
Date

FOR THE UNION

Joanne Guerraz
Joanne Guerraz
Union President

10/19/2021
Date

Joanna James
Joanna James
Union Representative

10-19-21
Date

APPENDIX A

SALARY SCHEDULES

2020-2021

STEP	SEC. 2	SEC. 3	ADM. ASST.	ADMII/ SPEC.	BOOK. AP/PR	ACCT.	SR. ACCT	NC LIB/D
1	17.25	18.56	20.91	21.69	21.96	23.78	28.74	21.96
2	17.50	18.85	21.27	22.08	22.34	24.23	29.34	22.34
3	17.73	19.13	21.63	22.45	22.74	24.68	29.94	22.74
4	17.99	19.42	21.99	22.84	23.13	25.13	30.56	23.13
5	18.24	19.70	22.35	23.23	23.53	25.59	31.19	23.53
6	18.38	19.90	22.61	23.52	23.81	25.93	31.66	23.81
7	18.55	20.08	22.87	23.68	24.11	26.27	32.14	24.11
8	18.95	20.51	23.31	24.17	24.39	26.64	32.59	24.39
9	19.23	20.80	23.64	24.56	24.73	27.03	33.21	24.73
10	19.50	21.09	23.97	24.96	25.10	27.43	33.85	25.10
11	19.82	21.41	24.31	25.39	25.45	27.83	34.50	25.45
12	20.27	21.76	24.66	25.81	25.86	28.23	35.16	25.82
13	20.66	22.24	25.02	26.19	26.28	28.62	35.73	26.19
14	21.02	22.67	25.38	26.56	26.65	29.04	36.27	26.58
15	21.47	23.04	25.75	26.94	27.15	29.46	36.78	26.96
Equity Pay		23.88 24.73	28.44	27.34 33.85 30.77				

There shall be no step movement in 2020-21. The schedule above reflects a 2.99% general wage increase effective and retroactive to July 1, 2020.

Those employees in the equity pay category shall receive an increase of 2.99% to their hourly rate of pay effective and retroactive to July 1, 2020.

2021-2022

STEP	SEC. 2	SEC. 3	ADM. ASST.	ADMII/ SPEC.	BOOK. AP/PR	ACCT.	SR. ACCT	NC LIB/D
1	17.77	19.11	21.53	22.34	22.61	24.49	29.60	22.61
2	18.02	19.41	21.90	22.74	23.01	24.96	30.22	23.01
3	18.27	19.70	22.27	23.12	23.42	25.41	30.83	23.42
4	18.53	20.00	22.65	23.53	23.82	25.88	31.47	23.82
5	18.78	20.29	23.02	23.93	24.24	26.36	32.12	24.24
6	18.93	20.49	23.28	24.23	24.52	26.71	32.61	24.52
7	19.10	20.68	23.56	24.39	24.83	27.06	33.10	24.83
8	19.52	21.12	24.00	24.89	25.12	27.44	33.56	25.12
9	19.80	21.43	24.34	25.30	25.47	27.84	34.21	25.47
10	20.08	21.72	24.68	25.71	25.85	28.25	34.87	25.85
11	20.41	22.05	25.03	26.15	26.21	28.66	35.53	26.21
12	20.87	22.41	25.39	26.58	26.63	29.07	36.21	26.59
13	21.28	22.90	25.76	26.97	27.07	29.48	36.80	26.97
14	21.65	23.35	26.14	27.36	27.45	29.91	37.36	27.38
15	22.12	23.73	26.52	27.75	27.96	30.34	37.88	27.77
Equity Pay		24.60 25.47	29.29	28.16 34.87 31.69				

There shall be no step movement in 2021-22. The schedule above reflects a 2.99% general wage increase effective and retroactive to July 1, 2021.

Those employees in the equity pay category shall receive an increase of 2.99% to their hourly rate of pay effective and retroactive to July 1, 2021.

2022-2023

STEP	SEC. 2	SEC. 3	ADM. ASST.	ADMII/ SPEC.	BOOK. AP/PR	ACCT.	SR. ACCT	NC LIB/D
1	18.30	19.69	22.18	23.01	23.29	25.22	30.49	23.29
2	18.56	19.99	22.56	23.42	23.69	25.70	31.12	23.69
3	18.81	20.29	22.94	23.81	24.12	26.17	31.76	24.12
4	19.08	20.60	23.32	24.23	24.54	26.65	32.41	24.54
5	19.35	20.90	23.71	24.64	24.96	27.15	33.08	24.96
6	19.50	21.11	23.98	24.95	25.26	27.51	33.58	25.26
7	19.67	21.30	24.26	25.11	25.57	27.87	34.09	25.57
8	20.10	21.75	24.72	25.64	25.87	28.26	34.56	25.87
9	20.40	22.07	25.07	26.05	26.23	28.68	35.23	26.23
10	20.68	22.37	25.42	26.48	26.62	29.09	35.91	26.62
11	21.02	22.71	25.78	26.93	26.99	29.52	36.60	26.99
12	21.50	23.08	26.15	27.38	27.43	29.94	37.29	27.39
13	21.91	23.59	26.53	27.78	27.88	30.36	37.90	27.78
14	22.30	24.04	26.92	28.17	28.27	30.81	38.47	28.20
15	22.78	24.44	27.31	28.58	28.80	31.24	39.01	28.60
Equity Pay		25.33 26.23	30.16	29.00 35.91 32.64				

There shall be no step movement in 2022-23. The schedule above reflects a 2.99% general wage increase effective July 1, 2022.

Those employees in the equity pay category shall receive an increase of 2.99% to their hourly rate of pay effective July 1, 2022.

2023-2024

STEP	SEC. 2	SEC. 3	ADM. ASST.	ADMII/ SPEC.	BOOK. AP/PR	ACCT.	SR. ACCT	NC LIB/D
1	18.84	20.27	22.84	23.69	23.99	25.98	31.40	23.99
2	19.11	20.59	23.23	24.12	24.40	26.47	32.05	24.40
3	19.37	20.89	23.63	24.53	24.84	26.96	32.71	24.84
4	19.66	21.22	24.02	24.95	25.27	27.45	33.38	25.27
5	19.93	21.52	24.41	25.38	25.71	27.96	34.07	25.71
6	20.08	21.74	24.70	25.70	26.01	28.33	34.58	26.01
7	20.26	21.94	24.99	25.87	26.34	28.70	35.11	26.34
8	20.70	22.40	25.46	26.41	26.64	29.11	35.60	26.64
9	21.01	22.73	25.82	26.83	27.01	29.53	36.28	27.01
10	21.30	23.04	26.18	27.27	27.42	29.96	36.98	27.42
11	21.65	23.39	26.55	27.73	27.80	30.40	37.69	27.80
12	22.14	23.77	26.93	28.19	28.25	30.84	38.41	28.21
13	22.57	24.29	27.33	28.61	28.71	31.27	39.03	28.61
14	22.96	24.76	27.72	29.02	29.12	31.73	39.63	29.04
15	23.46	25.17	28.13	29.43	29.66	32.18	40.18	29.45
Equity Pay		26.09 27.01	31.06	29.87 36.98 33.62				

There shall be no step movement in 2023-24. The schedule above reflects a 2.99% general wage increase effective July 1, 2023.

Those employees in the equity pay category shall receive an increase of 2.99% to their hourly rate of pay effective July 1, 2023.

APPENDIX B
RECLASSIFICATION

1. **Criteria:** To be reclassified, the employee must show that they are performing duties in a competent manner which are significantly different from the duties of their designated position; and that such duties are within the duties of higher classification. In all cases, the burden of proof shall be upon the employee.
2. When an employee considers their position improperly classified, they will discuss the issue with a Union officer.
3. Following this, a request for reclassification shall be submitted by the employee to the appropriate Supervisor, who shall review the justification of the request.
4. A copy of this request shall be presented to the Union.
5. The Supervisor shall respond to the initial request within 30 days.
 - a. If the Supervisor finds merit in the request, an appropriate written recommendation should be directed to the Superintendent or their designee with a copy to the Union and the employee.
 - b. If the Supervisor feels the request is not justified, the employee shall be so advised, in writing with the reasons for the decision, with a copy sent to the Union and the Superintendent or their designee.
6. The employee may then elect to present the case to the Superintendent or their designee.
7. The Superintendent will respond to the employee and Union within ten (10) days with the final decision.

All reclassification decisions shall be retroactive to the date by which the employee provides all necessary information for the reclassification decision.

APPENDIX C

Amounts reflect the member responsibility
Except for Out of Pocket Values

	Anthem Century Preferred 15		Anthem Century Preferred Comp		Anthem Lumenos HSA/HRA	
	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
	PPO	No	PPO	No	PPO	No
Firm Divisions						
Benefits						
Type of plan						
Referrals required						
Deductible						
Individual	N/A	\$250	\$250	\$250	\$2,000	\$2,000
Family	N/A	\$500	2-member \$500 3+ member \$750 10%	2-member \$500 3+ member \$750 30%	\$4,000	\$4,000
Coinsurance						
OOP Maximum						
Individual	N/A	20%	\$1,000	\$1,000	0%	20%
Family	N/A	\$1,500 \$3,000	2-member \$2,000 3+ member \$3,000 Unlimited	2-member \$2,000 3+ member \$3,000 Unlimited	\$3,000 \$6,000	\$4,000 \$8,000
Lifetime Maximum						
Preventive/Wellness						
Office Visits						
Office visit copay	Unlimited	Unlimited	0%	0%	Unlimited	Unlimited
Specialist visit copay	0%	20% after ded	0%	30% after ded	0%	20% after ded
Maternity Care	\$15 copay	20% after ded	10% after ded	30% after ded	0% after ded	20% after ded
Diagnostic Procedures						
Lab & X-ray	\$15 copay	20% after ded	10% after ded	30% after ded	0% after ded	20% after ded
Hospital Services						
Inpatient copay	0%	20% after ded	10% after ded	30% after ded	0% after ded	20% after ded
Out Patient Surgery	\$100 copay	20% after ded	10% after ded	30% after ded	0% after ded	20% after ded
Urgent Care copay	\$50 copay	not covered	10% after ded	not covered	0% after ded	20% after ded
Emergency Room copay	\$75 copay	\$75 copay	10% after ded	10% after ded	0% after ded	20% after ded
Ambulance	0%	0%	10% after ded	30% after ded	0% after ded	20% after ded
Skilled Nursing Facility	\$100 copay	20% after ded	10% after ded	30% after ded	0% after ded	20% after ded
Other Services						
Speech, Occupation, Physical Therapies	\$15 copay	20% after ded	10% after ded	30% after ded	0% after ded	20% after ded
Durable Medical Equipment -						
Unlimited	\$100 deductible	20% after ded	10% after ded	30% after ded	0% after ded	20% after ded
Prosthetic Devices - Unlimited	\$100 deductible	20% after ded	10% after ded	30% after ded	0% after ded	20% after ded

Amounts reflect the member responsibility Except for Out of Pocket Values

Anthem Lumenos HSA/HRA	
Unlimited	Unlimited
\$5	after deductible
\$15	20% + Diff
\$25	20% + Diff
34 days	20% + Diff
	34 days
\$10	20% + Diff
\$30	20% + Diff
\$50	20% + Diff
100 days	100 days

Anthem Century Preferred Comp	
Unlimited	Unlimited
\$5	20% + Diff
\$15	20% + Diff
\$25	20% + Diff
34 days	34 days
\$10	20% + Diff
\$30	20% + Diff
\$50	20% + Diff
100 days	100 days

Anthem Century Preferred 15	
\$2,000	\$2,000
\$5	20% + Diff
\$15	20% + Diff
\$25	20% + Diff
34 days	34 days
\$10	20% + Diff
\$30	20% + Diff
\$50	20% + Diff
100 days	100 days

Firm Divisions
Prescription Drugs
 Annual Maximum
 Retail
 Generic
 Listed Brand
 Non Listed Brand
 Pharmacy Day Limit
Mail Order
 Generic
 Listed Brand
 Non Listed Brand
 MOD Day Limit

The BOE is funding 50% of the deductible for Active employees (both the HSA & HRA)

