

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

**THE HARTFORD FEDERATION OF PARAEDUCATORS
LOCAL 2221, AFT, AFL-CIO**

July 1, ~~2015-2018~~ – June 30, ~~2018~~2024

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The Table of Contents Will Be Updated In the Final Version

**AGREEMENT
BETWEEN THE HARTFORD BOARD OF EDUCATION
AND
HARTFORD FEDERATION OF PARAEducATORS
LOCAL #2221, AFT, AFL-CIO**

THIS AGREEMENT IS MADE AND ENTERED INTO by and between the Hartford Board of Education and the City of Hartford (hereinafter referred to as the "Board") and the Hartford Federation of Paraeducators (hereinafter referred to as the "Federation").

WHEREAS, Connecticut Public Law recognizes the procedure of collective bargaining as a peaceful, fair and orderly way of conducting relations between municipal employees and their employer; and

WHEREAS, the paraeducators employed by the Hartford School System selected as their sole representative the Federation, resulting in the Federation becoming exclusive bargaining representative for all paraeducators in the unit; and

WHEREAS, the Board and its designated representative have met with representatives of the Federation and have fully considered and discussed amongst them, salary schedules, working conditions, personnel policies and other conditions relative to employment, it is agreed as follows:

**ARTICLE I
RECOGNITION**

The Employer recognized the Federation as the exclusive bargaining representative for all employees, including part-time employees, in the position designated "paraeducators" for the purpose of negotiating with respect to salary schedules, fringe benefits and conditions relative to employment. A paraeducator is a non-certified person employed by the Employer whose assignments consists of and is limited to assisting a certified teacher. A major contribution of the paraeducator is to free the teacher from routine and non-professional activities, that there may be opportunity to provide better instruction and better learning situations for the children in the class or to allow the teacher to make contributions to other aspects of the educational program such as curriculum development by freeing him/her from such duties as proctoring study halls. For the purpose of this agreement, part-time paraeducators means employed on a non-seasonal basis for fewer than twenty hours per week.

ARTICLE II
BOARD PREROGATIVES

It is recognized that the Board has and will continue to retain, whether exercised or not, the sole and unquestioned right, responsibility and prerogative to direct the operation of the public schools in the City of Hartford in all its aspects, including but not limited to the following: to maintain public elementary and secondary schools and such other educational activities as in its judgment will best serve the interests of the City of Hartford; to give the children of Hartford as nearly as equal advantages as may be practicable; to decide the need for school facilities; to determine the care, maintenance and operation of buildings, lands, 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 employ, assign and transfer school employees; to suspend or dismiss school employees in the manner provided by statute or ordinance; to designate the schools which shall be attended by the various children within the city; to make such provisions as will enable each child of school age residing in the City to attend school for the period required by law and provide for the transportation of children wherever it is reasonable and desirable; to make rules for the arrangement, use and safekeeping of the school libraries and to approve the books selected therefore and to approve plans for school buildings; to prepare and submit budgets to the City Council and, in its sole discretion, expend monies appropriated by the City for the maintenance of the schools and to make transfers of funds within the appropriated budget as it shall deem desirable. These rights, responsibilities and prerogatives are not subject to delegation in whole inconsistent with or in violation of any of the specific terms and provisions of this Agreement. No action taken by the Board with respect to such rights, responsibilities and prerogatives, other than as there are specific provisions herein elsewhere contained, shall be subject to the grievance and arbitration provisions of this Agreement.

ARTICLE III
DURATION OF AGREEMENT

- A. Negotiation over successor Agreement.
1. This Agreement shall be in full force and effect from the date of its signing through the 30th day of June, ~~2018~~2024. The parties shall enter into negotiations for a successor agreement as provided by applicable state law.
 2. During negotiations, the Board and the Federation shall confer at reasonable times appropriately scheduled with regard for the budgetary calendar and exchange relevant data, points of view and proposals and counterproposals. The Board shall provide the Federation with materials and/or information necessary to discuss salaries, fringe benefits and working conditions. It is understood that the materials relate only to the Federation.
- B. Modifications or Amendments: This agreement may be amended by mutual agreement of the parties.

ARTICLE IV
SALARIES

- A. 1. See Appendix A
2. Part-time school year paraeducators shall be paid on an hourly basis as follows:
~~2015-2016 ————— \$11.85~~
~~2016-2018 ————— \$12.07~~
- Part-time school year paraeducators shall be paid minimum wage on an hourly basis.
- B. Bargaining unit members shall advance one increment, when increment is granted by this Agreement, upon said salary schedule for satisfactory service.
- There shall be no step movement during the life of the contract. There shall be step movement for those bargaining unit members not on top step retroactively on July 1, 2021 and on July 1, 2022. There shall be no other step movement during the life of the contract.
- C. Employee's longevity payment shall be earned on the employee's anniversary in recognition of their length of service and is to be computed as set forth in Schedule B, which is annexed hereto and hereby made a part hereof. Said payment will be made annually in one lump sum on or before June 30. Pro-rata longevity payments will be made to an employee in the event said employee terminates his or her services with the Employer. For purposes of longevity payments, the employees shall use the original date of hire of paraeducators who have worked without a break in service as paraeducators. Employees on paid sick leave shall be included under said longevity payment schedule.
- D. Summer School salaries for the regular workday shall be based on the hourly rate of the fifth step of the "60 Credits" paraeducator salary schedule. However, payment for summer work shall not include holidays.
- E. Bargaining unit members shall be paid on a bi-weekly schedule in equal installments. Bargaining unit members shall be paid on the 26 pay plan. Any member paid on the 22 pay plan as of July 1, 2008 shall be permitted to continue on such pay plan. The Board may require direct deposit and provision of electronic notification of pay at its discretion.
- F. Commencing the 2022-2023 school year, bargaining unit members in the I-Goal and Step Programs shall receive an annual stipend of \$500 in addition to their regular pay. Such stipend shall be pro-rated for employees who start in the position after the beginning of the school year or leave the position before the end of the school year.

ARTICLE V
FRINGE BENEFITS

1. PPO

Participating employees shall contribute the following percentages toward the annual premium or fully insured premium equivalent costs for individual or family coverage:

Effective October 19, 2016: 13%

All employees starting work in the Paraeducator bargaining unit on or after July 1, 2017, may only enroll in the HDHP with HSA and shall not have access to the PPO plan. If an employee is hired into the unit while already enrolled in the district PPO plan as an active employee within the district, he/she shall be permitted to remain in such plan. Any member who elects the High Deductible Health Plan with the HSA shall not thereafter return to the PPO.

Effective October 19, 2016, Board's Modified PPO for eligible members of HFP:

Office Visit Co-Payment:	\$30
Specialist Visit Co-Payment:	\$40
In-patient Co-Payment:	\$150
Out-patient Co-Payment:	\$100
Emergency Room Co-Payment:	\$100
Urgent Care Co-Payment:	\$25

Employees enrolled in the Board's PPO Plan are eligible for the Board's managed three-tier drug rider as follows:

- \$5 generic
- \$25 formulary brand
- \$40 non-formulary brand

Mail Order - 2X co-payments for a 90-day supply.

Effective July 1, 2022, the only insurance plan that will be offered is the High Deductible Health Plan with a Health Savings Account.

2. High Deductible Health Plan with a Health Savings Account ("HSA")

Members shall contribute the following percentages toward the annual premium or fully insured premium equivalent costs for individual or family coverage on the HDHP with HSA:

2017-2018	10%
<u>2018-2022</u>	<u>10.0%</u>
<u>2022-2023</u>	<u>10.5%</u>
<u>2023-2024</u>	<u>11.0%</u>

In-Network services shall be subject to a \$2,000 deductible for an individual plan and \$4,000 per family . The plan pays 100% in network services after the deductible, except for prescription drugs (Rx). Out-of-Network services shall be subject to a 20% coinsurance for an individual plan up to a yearly maximum of \$2,000 individual and \$4,000 per family. Out of network out of pocket maximum is \$4,000 per individual and \$8,000 per family (including the deductible)

Upon reaching the deductibles, there shall be a Rx co-payment applied as follows:

Generic: \$5

Brand (formulary): \$15

Brand (non-formulary): \$30

Up to an out of pocket maximum of \$1,000 per individual and \$2,000 per family

HSA Plan:

~~Effective July 1, 2017, the Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. The parties acknowledge that the Board's fifty percent (50%) contribution toward the funding of the HSA plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HSA deductible for retirees or other individuals upon their separation from employment. The Board's contribution toward the HSA deductible will be deposited into the HSA accounts in two equal installments, the first during the week of July 1, 2017 and the second during the week of January 1, 2018. The Board's contribution will be pro-rated for members hired after July 1st in any year or for members who leave prior to June 30th.~~

For the 2022-2023 school year, the Board shall contribute seventy-five percent (75%) of the applicable HDHP deductible amount for those members who were not enrolled in the HDHP for the 2021-2022 school year and are transitioning to the HDHP for the 2022-2023 school year ("transitioning members"). For the 2022-2023 school year for transitioning members, two-thirds of the Board's contribution toward the HDHP deductible will be deposited into the HSA account during the first week of July 2022, and one-third of the Board's contribution toward the HDHP deductible will be deposited into the HDHP during the first week of January 2023. For the 2022-2023 school year, the Board shall contribute fifty percent (50%) of the applicable HDHP deductible for all other members enrolled in the HDHP. The Board's contribution toward the HDHP deductible for non-transitioning members will be deposited into the HSA accounts in two equal installments, the first during the week of July 1, 2022 and the second during the week of January 1, 2023. Effective July 1, 2023, the Board shall contribute fifty percent (50%) of the applicable HDHP deductible amount for all members enrolled in the HDHP. The parties acknowledge that the Board's contribution toward the funding of the HDHP plan is not an element of the underlying insurance plan, but rather relates to the manner in which the deductible shall be funded for active employees. The Board shall have no obligation to fund any portion of the HDHP deductible for retirees or other individuals upon their separation from employment. The Board's contribution toward the HDHP deductible will be deposited into the HSA accounts in two equal installments, the first during the week of July 1, 2023 and the second during the week of January 1, 2024. The Board's contribution will be pro-rated for members hired after July 1st in any year or for members who leave prior to June 30th.

Any member who is enrolled in Medicare may not participate in the HSA and must participate in a health retirement account ("HRA").

3. Dental plan is subject to premium cost sharing specified for the ~~PPO~~ HDHP above.
4. Anthem Blue Cross Blue Shield Full Service Dental fully paid for the employee and the employee's enrolled dependents will also be provided with riders A, B, C, D, and E (DCR up to age 25) at no cost.

5. If the employee or the employee's dependents become ineligible for medical or dental coverage they can purchase the coverage at their own expense at the group rate plus the 2% administration fee in accordance with the Congressional Omnibus Budget Reconciliation Act (COBRA).
 6. A Long Term Disability policy will be made available to bargaining unit members at group rates.
- B. The Board further agrees to extend without cost, life insurance coverage (the amount thereof to be one and one-half times the individual's annual salary) to include such continuing paraeducators who are assigned on or before December 1 in any year for a paraeducator position. After retirement, the amount of said life insurance coverage might be converted in accordance with the policy.
1.
 - a. The Board reserves the right to study alternative insurance plans to the plans outlined in this section provided the following steps are followed:
 - The plan suggested as an alternative must contain at least a substantially equal benefit level as the present plan at no additional cost to the employee.
 - The Federation will have the opportunity to study the plan for a period of thirty (30) working days.
 - If at the end of the aforementioned thirty (30) working days there is disagreement between the parties on whether or not the plan offers substantially equal benefits, then the issue will be sent to a mutually selected arbitrator. If the parties are unable to agree on an arbitrator, the American Arbitration Association shall be requested to appoint an arbitrator in accordance with its rules and regulations. The decision of the arbitrator as to whether the proposed plan is substantially equal to the then current plan shall be binding on the parties.
 - ~~Proposed changes are limited to no more than one proposed change for each type of insurance during the term of the contract.~~
 - If the proposed plan is comparable and portable through the United States, the Board may substitute as soon as possible.
 - b. The Federation agrees that any portion of the health, dental or prescription drug plan may be self-insured or insured at the sole discretion of the Board. If the plan is self-insured, the plan shall still conform to the state benefit mandates as promulgated by the Connecticut legislature. If there is a claim dispute, if the State Department of Insurance agrees to accept jurisdiction, the parties agree to allow such jurisdiction to resolve the claim. If the State Department of Insurance refuses to accept jurisdiction, the parties may reach

mutual agreement about another body, entity or forum where the dispute may be heard.

2. The Board will reimburse paraeducators who are required, by the nature of their job, to make home visitations by their Project Director or Supervisor, at the IRS rate, when such use is necessary. This reimbursement shall apply to bargaining unit members who are assigned to work in two different schools.

C. Medical and Dental Insurance Waiver/Withdrawal from Health Care Coverage

Effective July 1, 2022, and each July 1 thereafter, bargaining unit members who are eligible for medical and dental insurance benefits through the Board may voluntarily elect, subject to Section 125 of the Internal Revenue Code, to waive their Board-provided medical and dental insurance coverage for a minimum of one (1) year, except as provided below. A bargaining unit member who opts not to accept medical and dental insurance through the Board's medical and dental insurance plans, in lieu thereof, shall be paid an annual amount of One Thousand Dollars (\$1,000.00) at the end of that fiscal year, provided the bargaining unit member timely notifies the Office of Talent Management before the close of the annual enrollment period. In order to be eligible for this annual payment, the bargaining unit member must provide evidence that the bargaining unit member and the his/her expected tax family are or will be enrolled in minimum essential health care coverage through another source (other than coverage in the individual market, whether or not obtained through the Exchange) (the "alternate coverage"). This waiver, including the evidence of alternate coverage, must be renewed each year during the annual open enrollment period. Payment for the waiver will be paid only upon the completion of the entire plan year, payable during the month of July of the subsequent year.

Any bargaining unit member who subsequently becomes ineligible under alternate medical insurance coverage during the one (1) year period shall be entitled to re-enroll under the Board's medical insurance provisions provided that the Office of Talent Management is notified by the bargaining unit member in writing. If the bargaining unit member re-enrolls in the Board's medical insurance plan before the expiration of the one (1) year period, he or she shall receive a pro-rated amount for any full month that he or she has not received medical insurance from the Board.

ARTICLE VI **GRIEVANCE PROCEDURE**

A. Definition

A grievance shall mean:

1. A complaint by an employee, a group of employees similarly situated or affected, or by the Federation that there has been an arbitrary, capricious or discriminatory policy application or practice, or
2. That rights conferred by specific language of the administrative regulations or the directive of the administration, whether contained in Board Policy and Administrative Manual or in the Administrative Regulations Handbook or this Agreement have been violated, or

3. That there has been a misinterpretation, misapplication or violation of the specific provisions of this Agreement.

Only the grievances as defined by #3 above shall be subject to arbitration.

B. Procedure

Adjustment of all grievances shall be sought in accordance with the following two-step procedure:

Step 1: A bargaining unit member must submit his/her grievance in writing within fifteen (15) workdays of the date when the events giving rise to the grievance occurred. Such submission shall be made to the immediate supervisor or appropriate involved Administrator for a satisfactory adjustment. The written grievance must indicate the specific nature of the grievance and the specific contract provision(s) alleged to be violated.

Such immediate supervisor may request a meeting with the employee prior to making his/her decision, but in any event must render his/her decision within five (5) workdays of the submission. The employee may be accompanied by a Federation representative if he/she so desires at any such meeting.

Nothing in this provision shall prohibit a bargaining unit member from informally discussing his/her problem with the involved supervisor.

However, the time limits for filing the initial grievance may only be waived or extended by written agreement between the ~~Chief Labor and Legal Officer~~ Senior Executive Director of Human Resources (or specified designee) and the Federation President (or designee).

Step 2: If no satisfactory settlement is reached, the grievance may be pursued by the bargaining unit member to the ~~Chief Labor and Legal Officer~~ Senior Executive Director of Human Resources by providing the ~~Chief Labor and Legal Officer~~ Senior Executive Director of Human Resources with a copy of such grievance and, requesting a meeting in writing, within five (5) workdays of the decision of the Supervisor or within (5) workdays of the time when the grievance was submitted. The ~~Chief Labor and Legal Officer~~ Senior Executive Director of Human Resources or his/her designee will schedule a meeting with the Grievant to attempt to resolve the issues related to the grievance within twenty (20) workdays following the bargaining unit member's filing of the grievance with the ~~Chief Labor and Legal Officer~~ Senior Executive Director of Human Resources. The ~~Chief Labor and Legal Officer~~ Senior Executive Director of Human Resources shall have ten (10) workdays after holding the meeting to issue a written decision. A copy of the decision shall be provided to both the Grievant, if a Grievant was present at the meeting, and the Federation.

For the purposes of this Article, after the last day of school and prior to the beginning of the next school year, the word "days" shall mean weekdays, excluding legal holidays, Saturdays, and Sundays.

C. Arbitration

1. The Federation shall have the reserved right to send to arbitration any grievance arising out of interpretation of this Agreement not settled satisfactorily at the ~~Chief Labor and Legal Officer~~Senior Executive Director of Human Resources level. The expenses of arbitration are to be borne equally by the parties hereto. If a postponement is necessary for one party, that party must pay the postponement fee. If the parties mutually agree to a postponement, they shall share equally the costs of any such fee. The American Arbitration Association shall be used as the arbitration agency.
2. The parties may expedite several grievances by submitting them to a single arbitrator by mutual agreement on a monthly basis. The number of witnesses will be kept at a minimum and, when possible, no witnesses will be used. Meetings will be scheduled with minimum disruption to the regular workday. Presentations will be streamlined and no briefs will be required.

Decisions may be rendered on the same date or within thirty (30) days from the hearing. Postponements will be granted only under extenuating circumstances. The party requesting the postponement must pay the postponement fee.

3. The arbitrator or arbitrators shall hear and decide only one grievance in each case. He/She shall be bound by and must comply with all of the terms of this Agreement. He/She shall have no power to add to, delete from, or modify in any way any of the provisions of this Agreement. The decision of the arbitrator shall be binding upon both parties and all employees during the life of this agreement, provided it is not contrary to law.
4. Notice of intention to submit to arbitration under subsection (1) above must be in writing addressed to the Superintendent of Schools with a copy sent to the ~~Chief Labor and Legal Officer~~Senior Executive Director of Human Resources, and submission to the American Arbitration Association must be made not later than ten (10) school days following the decision of the ~~Chief Labor and Legal Officer~~Senior Executive Director of Human Resources as referred to above or the expiration of the time limits for making such decision, whichever shall first occur. The provision(s) of the Agreement, which are involved, shall be identified in the submission.

D. General Provisions

1. Any grievance, as defined in (a) above, not presented for disposition through the grievance procedure described under (b) as above within fifteen (15) school days of the occurrence of the conditions giving rise thereto, shall not thereafter be considered a grievance under this Agreement. Failure at any step of this procedure to communicate a decision with the specified time limits shall permit the aggrieved to proceed immediately to the next step. Failure at any step to appeal within the specified time limits shall be considered acceptance by the aggrieved of the decision rendered, and such decision shall thereafter be binding upon the aggrieved and the Federation. The time limits specified at any step may be extended in any particular instance by agreement between the Labor Relations Manager and the Federation.
2. No employee may file for arbitration as an individual, but only the Federation may file an appeal to arbitration hereunder.

3. Grievances which may arise over the implementation of Board policy based on the application or interpretations of administrative regulations or the directive of the administration, whether contained in the Board Policies, Regulations or Employee Handbook, shall follow the grievance procedure of this Agreement up through the decision by the ~~Chief Labor and Legal Officer~~Senior Executive Director of Human Resources or his/her designee. No employee may appeal to the ~~Chief Labor and Legal Officer~~Senior Executive Director of Human Resources under this procedure except with the approval and participation of the Federation.
4. 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. Such meetings shall be scheduled to avoid interference with providing services to students. When such meetings are held during the 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 this section are defined as an aggrieved employee or employees, their appropriate Federation representatives and qualified witnesses.
5. The Federation will be notified, in advance, of the time and location of grievance conferences held at the ~~Chief Labor and Legal Officer~~Senior Executive Director of Human Resources step.
6. The Federation shall have the right to initiate a grievance or appeal from the disposition of a grievance of any employee or group of employees at any step of this procedure.
7.
 - a. The Board shall permit the President of the Federation or his/her designee, with the permission of the principal or, in his/her absence, the person in charge of the school, to visit the schools for any purpose relating to the terms and conditions of this Agreement.
 - b. Permission to visit school shall not be unduly withheld. If conferences with bargaining unit members are necessary, they shall be scheduled so as not to interfere with the duties and responsibilities of the paraeducator.
8. Any paraeducator who is summoned to the Board of Education or to the school office by an administrator shall be given such reasonable notice as the situation permits and shall be informed of the matter in regards to which his/her presence is required.
9. If the employee reasonably believes that the meeting will result in disciplinary action, he/she shall be accompanied by a representative of the union if he/she desires.

ARTICLE VII **FAIR PRACTICES**

- A. The Board agrees to continue its policy of not discriminating against any member of the bargaining unit on the basis of race, creed, color, national origin, age, sex, disability, sexual

orientation, gender identity or expression or marital status or membership or participation in, or association with, the activities of any organization.

- B. The Federation agrees, in accordance with its constitution, to continue to admit persons to membership without discrimination on the basis of race, creed, color, national origin, age, sex, disability, sexual orientation, gender identity or expression, or marital status, and to represent equally all members of the bargaining unit.
- C. The provisions of this article are included in the agreement for informational purposes only, and shall only be subject to Board's internal complaint procedure as outlined in Board Policy number R-4118.3(a).

ARTICLE VIII **OPPORTUNITIES AND ASSIGNMENTS**

The bargaining unit shall be divided into four classifications: A. Instructional Paraeducators; B. Academic Assistants; C. Caregivers; and D. CNAs. If the position is not specifically identified as a Caregiver, Academic Assistant, or CNA position, it shall be considered within the Instructional Paraeducator classification.

Members of the unit will have absolutely no rights to positions outside of their classification. That is, Instructional Paraeducators will have rights only to Instructional Paraeducator positions; Caregivers will have rights only to Caregiver positions; Academic Assistants shall have rights only to Academic Assistant positions; and CNAs will have rights only to CNA positions. For example, there shall be no recourse to the grievance procedure if a member who belongs to one classification applies, but is not selected, for a position in another classification.

However, nothing herein shall prevent a member from applying for a position in another classification.

To the extent that any provision of Article VIII is contrary when read with the classification structure, the provision of Article VIII shall not apply to that situation.

- A. The principal criterion for consideration of a request for change in assignment, for implementing involuntary transfers, or for filling vacancies and new positions generally, is whether the assignment will result in the best educational program for Hartford Public School children.

In determining who shall be selected from among the qualified applicants for a voluntary transfer, the Superintendent or his/her designee shall also consider the following factors:

1. Job performance
2. Attendance/punctuality
3. Disciplinary record
4. Prior relevant experience

5. Professional improvement (e.g. college course work, training, CEUs, etc.)
 6. Qualifications of the position
 7. Length of service as a paraeducator in the Hartford Public Schools
 8. Special needs of the student(s), which shall be disclosed to applicants upon request
 9. Previous assignment to the school site, where the applicant was previously involuntarily transferred from the site, if the applicant indicates that he/she was involuntarily transferred from the school site on the application for the voluntary transfer
- B. Members may submit requests for transfers, on a “Request for Transfer” card, to the Human Resources staff member responsible for the unit. Requests for transfer for a given school year must be received by the Human Resources administrator by August 1st of that school year. (e.g. to submit a request for 2006-2007, the card must be received by August 1, 2006). Any card received after August 1st shall be considered for the subsequent school year. Such requests will generally be considered as vacancies arise, using the language in A, above. Where vacancies are not filled through the requests for transfer, the positions shall be posted for at least five (5) days. Generally, after requests for transfers are considered using the language in A above, special education vacancies will be posted only once per year. Any member who does not accept a transfer shall be ineligible to request a change in position for a period of one year. A copy of the posting shall be emailed to the school administration and the President of the Union.
- C. Vacancies shall be filled within sixty (60) calendar days provided there is at least one (1) qualified applicant and funding is available.
- D. Only regular employees, who have been employed for at least two (2) years in the same position, may request a change in assignment (whether by transfer, through a vacancy, or other). After a change in assignment has been granted, an employee will not be eligible to initiate an application for another change in assignment for two (2) years.
- E. The Federation will be notified on a monthly basis of any changes in assignments or new employees.
- F. In the event involuntary transfers are necessary, paraeducators shall be transferred in reverse order of seniority, within classification. The Administration may deviate for a specific job qualification. The Administration may also deviate where a paraeducator has expressed a desire to transfer and such paraeducator is qualified for the position.
- G. Involuntary transfers shall not be made without prior consultation with the employee concerned, at which time the employee shall receive written notice of a transfer. Where possible, said notice shall be sent at least two weeks prior to the effective transfer date.
- H. Where a bargaining unit member’s position is eliminated, a bargaining unit member’s preferences among available vacancies, within her/his classification, shall be considered.
- I. No school year paraeducator shall be involuntarily transferred to a full-year paraeducator position if there is a school year position available for which the paraeducator is qualified.

No full-year paraeducator shall be involuntarily transferred to a school year paraeducator position if there is a full-year position available for which the paraeducator is qualified. No full-time paraeducator shall be involuntarily transferred to a part-time paraeducator position if there is a full-time position available for which the paraeducator is qualified. No member shall be involuntarily transferred to a position outside of her/his classification.

J. Once an involuntary transfer has occurred, the Board will make every effort to provide appropriate training to the paraeducator. Subparagraph VIII, J. shall not be subject to the grievance procedure.

K. Board Created Opportunities

1. It is recognized that during the course of a year, there may be opportunities for paraeducators, which arise in the system, for example: Summer School and other Federal Programs. Such opportunities shall be posted setting forth the qualifications, schedules and rates of pay and the procedures for application.

Paraeducators will have ten (10) working days to apply for openings except where by mutual agreement it may be necessary to post for less than this period of time. The Federation will be notified in writing of the names of the paraeducators chosen for the respective positions and the name of applicants. The time for filing a grievance will be within ten working days working days from the time the notification is sent to the Federation.

Where all qualifications are equal, seniority shall govern. However, if a student has a one-to-one paraeducator or caregiver during the school year and such student continues in summer school and requires the services of an aide, preference shall be given to the one-to-one paraeducator or caregiver assigned to such student; in such an instance, seniority shall not be relevant.

2. All postings for summer school will be made as soon as they occur. The Federation will be furnished a copy of the postings and job qualifications.

L. No paraeducator will be assigned as his/her job the work of any other kind of employee except in emergency circumstances.

M. Paraeducators will perform morning yard duty as part of their regular duties on a rotating basis.

N. **Cafeteria Duty** - Instructional Paraeducators are not required to perform cafeteria duty. Cafeteria duty shall be defined as responsibility for behavior of all students in the cafeteria for lunch during the relevant period. A Special Education Instructional Paraeducator may be required to monitor his/her specifically assigned student(s) during the student(s)' lunch period.

ARTICLE IX
NOTICES AND ANNOUNCEMENTS

All official communications from the Superintendent which are intended for the information of the employees may be posted on school bulletin boards so as to be available to employees as soon as possible upon receipt in the schools.

- A. Notices and Announcements. A copy shall be sent to the Federation office of any notice, directive, or bulletin, relating to paraeducators generally or to any substantial group of paraeducators. Such copy may be sent via email.
- B. The Board shall regularly copy, electronically or otherwise, the Union president on hire letters and termination letters.

ARTICLE X

FEDERATION RIGHTS

- A. The Board agrees to deduct via payroll dues for all members of the bargaining unit, who authorize such payments in writing unless an individual member gives notice to the Director of Human Resources, in writing, that he or she wishes to have deducted the service fee only. Effective with the employee's date of hire date of the Union's notification to the Office of Talent Management of the employee's written authorization, the proper deduction will be made each month from the employee's salary and forwarded to the Union monthly. Upon the payment thereof to the Federation the Board shall be held free and harmless from any liability in handling such Federation dues and may require a release from the Federation. Employees on leave of absence must make suitable arrangements in advance of such leave to pay the Union dues directly to the Union.
- B. ~~Effective July 1, 1980 all employees shall, as a condition of continued employment, join the Union or pay to the Union a representation fee not greater than the amount of dues uniformly required of members of the exclusive bargaining representative organization, set by the Union in accordance with law.~~
 - 1. ~~The Board shall deduct the amount certified by the Union as the annual dues or representation fee from any pay of each employee in equal semi-monthly installments. All such deductions shall be remitted to the Union by the fifteenth (15th) day of the month for which the deduction is made. Employees on leaves of absence must make suitable arrangements in advance of such leave to pay the representation fee for Union dues directly to the Union.~~

~~Payments for new employees shall commence within thirty days following the effective date of employment.~~

The Union shall hold the Board and City harmless against any and all claims, demands, liabilities, lawsuits, counsel fees or other costs, which may arise out of, or be by reason of, actions taken against the Board as a result of administration of the provisions of this section.

- 2. The Board agrees to deduct from the pay of all employees, who authorize such deductions from their wages, such amounts as each employee wishes to contribute to C.O.P.E.

It is understood that such deductions are voluntary and are not required as a condition of employment.

- C. Paraeducators (not more than one at a time) who are elected or appointed to a full-time position with the Federation (state or national) will, upon proper application, be granted a two-year leave of absence without pay or benefits for the purpose of accepting the position. Such leave may be extended for one additional two-year period upon proper application prior to June 1 of the second year. A paraeducator granted such leave of absence shall not accrue additional sick days, seniority, or other benefits during such leave, nor shall he/she advance in grid placement. Immediately following the leave, the bargaining unit member shall be permitted to return to service in the assignment, which he/she left if the position is available, otherwise in an equivalent position, if available. If a bargaining unit member returns immediately following the leave, he/she shall retain all previously accrued sick time and benefits. No credit or benefit shall be given for time spent on leave for purposes of grid placement or otherwise except that the bargaining unit member shall advance a single increment, if not at maximum, if the collective bargaining agreement provided for step movement for all bargaining unit members in each year that the bargaining unit member was on Federation Leave.
- D. One bulletin board shall be reserved at an accessible place in each Hartford school for the exclusive use of the Federation for the posting of official Federation notices or announcements.
- E. The Federation may call meetings in each school outside of scheduled work hours.
- F. The Board agrees to furnish a copy of this Agreement to each employee within two months of its signing, and to every new employee upon the starting date of employment. The cost of reproducing the Agreement shall be equally borne between the Board and the Federation.
- G. There shall be made available to the Federation upon its request any and all information, statistics and records including the Board policies and amendments the Federation may deem be relevant or necessary for the proper enforcement and implementation of the terms of this Agreement, to the extent to which such material is readily available, reasonable, obtainable and allowed under the Freedom of Information Act. Records of paraeducators other than those involved shall not be available without the approval of the individual paraeducator.
- H. Whenever members of the bargaining unit are scheduled by the parties to participate during school hours in conferences or meetings, they shall suffer no loss in pay.
- I. A copy of the public agenda of the regular Board meetings shall be available to the official Federation representative to the Board twenty-four (24) hours prior to the meetings. This representative shall be advised as soon as possible of all special meetings.
- J. Federation members will be granted leave without loss of pay to attend special leadership training opportunities and for special Federation business upon request of the President of the Federation with the approval of the Superintendent; such requests shall not be unreasonably denied.

- K. It is recognized that the Federation shall have the opportunity to make constructive recommendations toward the operation of the school system through meetings with the Superintendent or his/her designee or ad hoc committees jointly established.
1. The Superintendent and/or his/her designee and the Union President and/or his/her designee shall meet as needed to discuss matters of general concern to either party.
 2. Newly hired paraeducators shall be provided a copy of their appropriate job description by the Human Resources Department.
 3. The Federation and principals shall have access to all paraeducator job descriptions through the Human Resources Department.
- L. School mailboxes shall be available for the distribution of communications by the authorized officials of any paraeducator's organization. A courtesy copy shall be placed in the principal's mailbox.

ARTICLE XI **SENIORITY**

- A. Seniority shall be defined as an employee's length of continuous service within the bargaining unit commencing with his/her most recent date of hire.
- B. Seniority shall continue to accrue during all authorized leaves of absence with pay and during sick leave. Seniority shall freeze during all leaves of absence over thirty (30) days that are authorized without pay or are unauthorized, in accordance with law.
- C. In a case of a tie, a member who is a Hartford resident as reflected in the official payroll system for the district shall be viewed as more senior. Where more than one member is, or is not, a resident of Hartford, seniority shall be determined by the last four (4) digits of the employee's social security number. The higher number shall have more seniority.
- D. Layoffs shall take place as follows within category (part-time or full-time) within classification (A. Instructional Paraeducator, B. Academic Assistant, C. Caregiver, or D. CNA):

Full-time bargaining unit members shall be laid-off in the reverse order of their seniority. The Board may deviate from seniority for need of specific job qualification(s).

Part-time bargaining unit members shall be laid-off in the reverse order of their seniority. The Board may deviate from seniority for need of specific job qualification(s).

(For example, if full-time instructional paraeducators were laid off, such layoff would only impact the least senior full-time instructional paraeducators (except when deviation from seniority occurs due to a specific job qualification(s)); such a layoff would not impact any

part-time member or member of another classification (Caregiver, Academic Assistant, or CNA)).

- E. In the event of a lay-off, paraeducators to be laid-off will be notified as soon as possible. The Office of Talent Management or his/her designee shall issue a letter to the paraeducator and shall copy the Federation president.
- F. Employees laid-off shall be placed on preferential recall list for one year after the date of lay-off. They shall be recalled to available positions on the basis of seniority and qualifications. If an employee is recalled from the list and does not accept said position he/she shall be removed from the list. Employees recalled from layoff do so without loss of any accrued seniority rights and/or benefits. Recalls to positions shall only be within the classification the member was in when she/he left the district. Thus, for example, a Caregiver can only be recalled to a Caregiver position.

ARTICLE XII

PERSONAL LEAVES OF ABSENCE

To the extent permitted by law, members who belong to the Academic Assistant, Instructional Paraeducator, Caregiver or CNA classifications who are approved for a Board authorized unpaid leave will be placed in their original or an equivalent position upon their return unless there is no vacancy within the classification upon the accepted date of return. In that case, the member shall be placed on the recall list for her/his classification for a period of one year from her/his accepted date of return.

A. Personal Leave

Employees shall be permitted absences, without loss of pay and with deduction from sick leave accumulation up to a total of not more than five (5) days in any school year for any or all of the five reasons listed below. Part-time employees shall be permitted absences, without loss of pay and with deduction from sick leave accumulation up to a total of not more than two (2) days in any school years, for any or all of the first four reasons listed below.

1. In the event of serious illness or death of wife, husband, father, mother, son, daughter, grandfather, grandmother, grandchild, father-in-law, mother-in-law, sister, brother, sister-in-law, brother-in-law, uncle, aunt, or child related by blood, marriage, or member of his/her immediate household not to exceed three (3) days in any school year.
2. Holy days not to exceed three (3) days in any school year.
3. Quarantine.
4. Absence for ~~husband-spouse~~ for birth of child to ~~wife-spouse~~ not to exceed two (2) days in any school year. Absence for parent for adoption of child not to exceed two (2) days in any contract year.
5. Temporary absence for personal reason limited to situations not under the control of the employee, which make such absence from service necessary. The appropriate

supervisor must give prior approval. Such approval shall not be unreasonably withheld.

An employee must make the necessary arrangements before taking leave and ~~must file the Personal Leave Request Form~~ report the absence in the automated absences management system prior to taking leave. An employee, who has taken personal days on an emergency basis, must, upon the date of his/her return from the day(s) of absence, and in no case later than the day following his/her return from leave, ~~file the Personal Leave Request Form~~ report the absence in the automated absences management system. Failure to ~~file the Personal Leave Request Form~~ report the absence in the automated absences management system will render the leave unauthorized and will mean loss of pay for that/those day(s).

B. Sick Leave

All ten (10) month full-time bargaining unit members shall be entitled to twenty (20) days of sick leave per year, which shall be earned at the rate of two (2) sick days per month for ten months, five of which may be used as personal days. All twelve (12) month full-time bargaining unit members shall be entitled to twenty-four (24) days of sick leave per year, which shall be earned at the rate of two (2) sick days per month for twelve months, five of which may be used as personal days. All twelve (12) month part time paraeducators will receive twelve (12) sick days per year, accrued at one (1) per month. Personal days are defined in Article XII.A above. Sick days for all full-time bargaining unit members shall accrue at the end of the month, pro-rated to one and one-half days per month for those working less than a full work year.

Bargaining unit members hired prior to May 7, 2002 shall accumulate unused sick leave from year to year up to two hundred (200) days.

Bargaining unit members hired on or after May 7, 2002 shall accumulate unused sick leave from year to year up to one hundred seventy-five (175) days.

The Parties understand and agree that part sick time shall not accrue for any member hired into the bargaining unit on or after July 1, 2008.

1. Severance

Bargaining unit members hired prior to May 7, 2002 will be eligible to receive severance pay on retirement or death for unused sick leave days that they accumulate but do not use. The formula shall be as follows:

The employee shall receive one (1) day's pay at his/her current per diem rate for each unused accumulated sick leave day to a maximum of fifty (50) days or fifty percent (50%) of the total unused accumulated days, whichever is greater.

Employees retiring between December and June must give ninety (90) days notice in order to receive their severance payment at the time of his/her retirement. Except in the case of death or sudden incapacity, which forces the employee to retire, failure to provide this notification will result in a delay in the processing of the severance payment.

C. Extension of Sick Leave
Nothing herein shall prohibit a member with at least 5 years of service under regular appointment from requesting of the Superintendent an extension of sick leave once his/her accrued sick leave has been exhausted, on either a paid or unpaid basis. Approval/denial shall be in the sole discretion of the Superintendent.

D. Leave Without Pay Other Than Child-Bearing Disability or Child-Rearing Leave
Leave of absence without pay shall be granted upon application to paraeducators in cases of extreme personal hardship such as serious illness of a spouse, parent, or legal dependent. Such leave shall be limited to one (1) year.

E. Child-Bearing Disability Leave:
Paraeducators who become pregnant may be placed on short-term leave status for child-bearing leave purposes under this paragraph unless they elect a long-term child-rearing leave.

Leaves of absence for child-bearing shall be with pay to the extent of unused sick leave days, but normally not more than six (6) weeks before and six (6) weeks after delivery. A paraeducator on childbearing leave must give at least four (4) months notice in writing to the Superintendent's designee prior to the expected date of delivery. If such notice is provided, and the paraeducator returns within eight (8) weeks of her delivery date, she will be assigned to her former position upon return or equivalent position if her former position has been eliminated. If a paraeducator on childbearing leave returns to work more than eight (8) weeks after the delivery date, she may be assigned to her former position or an equivalent position at the discretion of the Superintendent.

Child-Rearing Leave:

A paraeducator completing his/her probationary period who is expecting a child or whose spouse is expecting 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 child-rearing purposes. Such leave shall begin either at the start of or at the mid-point of the school year, and shall end either one-half or one (1) full school year later. The request for such leave must be made at least thirty (30) days prior to its commencement, and must specify whether the request is for leave of (.5) one-half or one (1) full year.

Upon return, a paraeducator shall be assigned to his/her former position or an equivalent position at the discretion of the Administration. Leaves of absence for child rearing shall be without pay, unless otherwise ordered by an applicable final decision of a Court of competent jurisdiction.

F. Jury Duty
An employee shall be entitled to full pay at current base rate for absence due to jury duty provided that reimbursement for same and regular pay together does not exceed the employee's regular wage. The employee shall give adequate notice to jury call so that an appeal to be excused from jury duty can be made on his/her behalf.

G. Military Leave

Employees shall be granted leave without pay for military service for the duration of such service. Any such employee upon his/her return from military leave shall receive full credit toward seniority, longevity, annual salary increments, fringe benefits and other privileges contained herein, as though he/she was in regular service.

- H. Employees returning from a Board authorized leave will be placed in their original or equivalent position.
- I. Bargaining unit members may be granted an unpaid leave of absence for the purpose of furthering his/her education. Such leave shall begin at either the start or the mid point of the school year and shall be for one half or a whole school year. Requests may be made within sixty (60) days of the commencement of the leave.

To be eligible an employee must have at least two (2) years of satisfactory service. Employees returning from the leave will be offered a comparable position for which he/she is qualified.

Willful violation of the stated purposes for the leave may subject the employee to disciplinary action. The number of leaves granted will be at the Board's discretion.

- J. ~~The Administration reserves the right, in its sole discretion, to reassign any member to an equivalent position, if the member is on a leave of any kind for thirty consecutive school days. This provision shall supersede any other provision contained in this Agreement except for Paragraph E (child-bearing disability leave).~~ Effective June 30, 2007, the Administration reserves the right, in its sole discretion, to reassign any member to an equivalent position, if the member is on a leave of any kind for twenty-five consecutive school days. This provision shall supersede any other provision contained in this Agreement except for Paragraph E (child-bearing disability leave).

ARTICLE XIII **PERSONNEL FILE**

- A. Limitations on File.
Official files shall be maintained in Human Resources/Central Office so that bargaining unit members have a right of access and review of their files. No anonymous letters or materials shall be placed in a bargaining unit member's personnel file. Bargaining unit members shall be notified when material is placed in their file.
- B. Right to Review File.
The bargaining unit member shall, upon request, be given the opportunity to review the contents of his/her file.
- C. Right to Reply.
The bargaining unit member has the right to reply to any document with a formal letter addressed to the Superintendent of Schools. This letter will be placed in the file.
- D. Right to Copy Material.
Each bargaining unit member shall receive, upon request, a copy supervisory records and reports of competence, personal character and efficiency, maintained in his/her personnel

file with reference to evaluation of his/her performance. The cost of facsimile copies shall be borne by the Board. The cost of facsimile copies of materials [other than those cited above (e.g. transcripts, recommendations other than employment recommendations, commendatory letters from outside, etc.) shall be borne by the bargaining unit member.

- E. If a paraeducator is evaluated, the formal evaluation report will be signed by the paraeducator and evaluator and placed in the member's official personnel file. It is understood that the paraeducator's signature does not indicate agreement with the evaluation. Further, the paraeducator shall be entitled to provide a rebuttal to the evaluation either on the document itself or with an attached document. The Parties agree that the evaluation shall generally not be subject to the grievance procedure. However, if a member receives a less than satisfactory year end evaluation, such evaluation may be pursued through the grievance procedure but shall not be subject to arbitration.

ARTICLE XIV
LOSSES OR DAMAGES

The Board of Education will allocate \$2,000 for the purpose of reimbursing employees in the bargaining unit for damage or loss of personal property, excluding cash, not covered by the employee's insurance, such damage or loss to have taken place during the employee's working hours. All reimbursements will be held until the end of the fiscal year, at which time reimbursement in full or in part to the extent of the \$2,000 will be made. Such payment will not duplicate any amount paid by the employee's insurance.

ARTICLE XV
ADMINISTRATIVE MANUAL

- A. It is understood and agreed that the provisions of the Board Policies, Regulations, and/or Employee Handbook shall be binding on the parties hereto, except to the extent that any specific provisions thereof may be superseded by a specific provision or provisions of this Agreement, in which event this Agreement shall control.
- B. The Board, may during the life of this Agreement, continue to make unilateral amendments, additions, subtractions, or modifications to the Board Policies, Regulations, and/or Employee Handbook provided, however, that no such amendment, additions, subtractions and modifications shall override or effectively contradict any specific provisions of this Agreement.

ARTICLE XVI
WORK DAY AND WORK YEAR

- A. The work year for school year paraeducators shall be the student school year plus two (2) additional days to be used as in-service days or 184 days, whichever is greater. Any increase over 184 days shall be subject to the provisions below.
- B. The work year for full-year paraeducators shall be 52 weeks, excluding applicable holidays and vacation days.

- C. Effective July 1, 2013, the workday for full-time paraeducators shall be seven and a half hours, including a half hour duty free lunch. The workday for full-time pre-k paraeducators shall be seven and a half hours, including a half hour duty free lunch and shall occur between the hours of 7:00 a.m. and 5:30 p.m. The work day may be extended with at least two weeks prior notice for professional development or other occasional purpose (e.g. field trips) as long as any member mandated to work over his/her scheduled hours for the day is compensated on a pro-rata basis. After work hour duties which shall not constitute an occasional purpose under this paragraph are detention duty, staff meetings, or staying for late arrival of student transportation/pick up at the end of the day; the previous list is not intended to be comprehensive.
- D. The workday for part-time school-year paraeducators shall be defined by the PPT of the student to whom the paraeducator is assigned or by the specific needs of the student.
- E. The workday for part-time pre-k paraeducators shall be three hours and forty-five minutes ~~hours~~ per day, unless it is adjusted by the Board. If such adjustment is made, the member's compensation shall also be adjusted on a pro-rata basis.
- F. The parties further recognize the Board's unilateral right to establish the school day and school year in the best interests of the school system. Should the Board increase the school day or the school year, all paraeducator salaries shall be adjusted on a pro-rata basis.
- G. The Superintendent or his/her designee may in his/her sole discretion set a different day or year for a school, location, program, or individual (as determined by his/her assignment), as long as the impacted member's compensation is adjusted on a pro-rata basis. Notice of said longer day or year shall be as soon as possible but in no case less than thirty (30) days prior to the change in schedule. Any bargaining unit member who works more than forty (40) hours in a week shall be compensated at time and a half for hours in excess of forty (40) in conformity with applicable law. The member shall be paid a differential for the longer hours while such longer hours are in effect. Such payments shall continue during paid leaves of absence.

Hours of work shall be consecutive, except for the pre-k program or any magnet school or program where such is necessary, or except by mutual agreement between the Board, the bargaining unit member, and the Federation. If the bargaining unit member desires a special arrangement, such an arrangement may be implemented if the bargaining unit member and the Federation first obtain approval from the Board.

ARTICLE XVII
PROFESSIONAL DEVELOPMENT

- A. Effective July 1, 2006, Paraeducators will receive credit toward the salary schedule for up to 24 credits per year (July 1 through June 30). The credits must be taken at an accredited college or graduate school. Effective July 1, 2006, members will be required to have newly attained college or graduate school credits, since the date of the last upgrade, to be upgraded to a higher salary placement.

- B. Paraeducators who have completed one year of satisfactory service in the Hartford Public Schools and have successfully completed the semester course shall be eligible for tuition reimbursement of up to ~~\$300~~675 per credit, up to a maximum of six (6) credits per year each reimbursable year, summer through spring semester. Members must submit any course for reimbursement within three months of receipt of the final grade, or the claim for reimbursement shall be waived. For purposes of this Article, successful completion means, at a minimum, receipt of a C or pass for the completed course work.

Those members who provide evidence that they are working towards an Associate's degree, Bachelor's degree, or Master's degree, shall be permitted up to a maximum of twelve (12) credits per reimbursable year toward that degree, summer through spring semester, under the rules set forth above. This extension shall cease on June 30, 2012. Thereafter, the maximum shall revert to six credits per reimbursable year.

- C. Any resulting upgrade of salary shall occur once annually, on July 1 of each year. Effective July 1, 2006, the salary lanes called B, BB, C, and CC shall be removed for all members who are not paid on such salary lane on said date. Members employed as of April 7, 2006, and who are on lane B or BB on that date, may upgrade to C or CC lanes until July 1, 2009. Thereafter, those who are grandfathered on the pay lane (B, BB, C, or CC) may remain on said lane but no member may be newly placed on such lane.
- D. The Union agrees that the Board may offer to members full tuition reimbursement for courses as part of an overall promise and plan to attain teacher certification and to work as a teacher in the Hartford Public Schools. Such agreement shall be based on a selection process, as described by a Memorandum of Understanding, and is subject to available funding. This provision shall not be subject to the grievance procedure.

ARTICLE XVIII **SAVE HARMLESS CLAUSE**

The provisions of this Article shall not be subject to arbitration under the grievance procedure.

If the law is revised during the term of this Agreement, the new law will apply and supercede the language provided below.

The Board shall protect and save harmless any bargaining unit employee from financial loss and expense, including legal fees and costs, if any, arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to or death to any person, or in accidental damage to or destruction of property, within or without the school building, or any other acts, including but not limited to infringement of any person's civil rights, resulting in any injury, which acts are not wanton, reckless or malicious, provided such bargaining unit employee, at the time of the occurrence, was acting in the discharge of his/her duties or within the scope of employment or under the direction of the Board. (Conn. Gen. Stat. Section 10-235).

ARTICLE XIX **COVERAGE/MISCELLANEOUS**

- A. When an employee is certified as a teacher substitute and covers an absent teacher's class, he/she shall receive his/her regular salary plus a stipend for each full day of such assignment. The \$~~60.00~~80.00 stipend will be effective upon ratification of this agreement.
1. When a teacher is absent for one-half (1/2) day or more, and a substitute teacher is not available, a single paraeducator will be assigned to substitute teach on a rotating basis. Said paraeducator must be certified as a teacher substitute. Paraeducators who wish to substitute for teachers shall fill out the required State Department of Education certification paperwork on an annual and voluntary basis. Paraeducators so certified must substitute as needed. The Board will make every effort to not require paraeducators to substitute for more than one class at a time.
 2. When such employee covers the class for an absent special art, music or physical education teacher, he/she shall receive his/her regular salary plus \$~~10.00~~15.00 per class period covered.
 3. The \$~~60.00~~80.00 stipend will also be paid to unit members who substitute for nurses.
- B. Paraeducators may be assigned to cover classrooms for teachers who are attending PPT's and other activities provided that for other than their own classroom, such coverage, except in emergency situations, shall be no more than one sixty minute period per week.
- C. With input from the Federation, the superintendent shall develop a staff development plan for paraeducators.
- D. School-wide Floaters
Where "floater" positions are filled, the principal of the school, or her/his designee shall assign the duties of these positions. These positions shall be filled by the Principal at the beginning of the school year and will be posted and filled through the normal posting process. Positions that are not filled through the normal posting process shall be filled through involuntary transfers.
- E. Instructional Paraeducator and/or Caregivers hired because of the special needs of a specific student shall move with said student from one classroom or school to another.

A paraeducator hired to work with such student shall not be required to continue with said student if:

- (a) There is a change in the physical or emotional condition of the paraeducator as documented by a physician or a change in the physical or emotional condition of the student to the extent that the nature of services required to be provided to the student renders the paraeducator unable to perform the essential function of the position. The paraeducator may use her own doctor to document the change in condition; however, the Board reserves the right to ask for a second opinion at its own expense.

- (b) The paraeducator was assigned to said position by virtue of a transfer prompted by decreased enrollment, a reduction in force, or because a position became identified as a bilingual position.

In the case of (b) above, and when at the time of the transfer the paraeducator had no other choice but to take the one-to-one special needs position, the paraeducator will be eligible to bid on available postings after he/she has held the new position for at least six weeks. If the paraeducator is the successful bidder, he/she will be placed in the new position once his/her current position is filled, but in no case later than ten weeks after he/she was awarded the new position.

F. This paragraph, and any documents incorporated by reference by this paragraph, shall not be subject to arbitration under the grievance procedure.

- 1. The side letter of agreement shall be attached to the contract regarding the Federation's Health and Safety Proposal.
- 2. The Board will provide special education paraeducators with a copy of their assigned building's Fire Drill procedure, upon individual request to School Administration.

G. Any reference in this Agreement to "day" shall also include the equivalent in hours. If a bargaining unit member's work day changes, the hours worked will be treated retroactively as full days.

ARTICLE XX

JOINT COMMITTEE

This provision shall not apply to any member who holds or has held a Caregiver position.

- A.
 - 1. All employees who were not changing diapers as of November 30, 1989 may not be required to do so unless:
 - (a) They transfer voluntarily to a position requiring diaper changing and they are informed of this fact.
 - (b) They are hired, or re-hired, in a position requiring diaper changing and they are informed of the fact.
 - 2. Employees who were in position requiring the changing of diapers prior to November 30, 1989 can be required to continue to do so.
 - 3. If employees who were not changing diapers as of November 30, 1989 are involuntarily transferred, the provisions of Article VIII will apply. Recalls involving these employees will be handled in accordance with Article XI Section C, except that they will have an additional opportunity to recall if their first recall is to a diaper changing position.

ARTICLE XXI
ASSAULTS

- A. All assaults and threats of assault that are reduced to writing by a paraeducator shall be reported (on the Incident Report Form) by the school administration to the Superintendent (or designee). All reports by the school administration shall include the paraeducator's written report.

- B. It is the intent of the Board and the Federation to assist any paraeducator who is the victim of an assault and/or battery. The paraeducator and the Federation shall receive a copy of all written reports to which there is no legal restriction filed by the school administration to either the Superintendent (or designee) or the legal authorities. The paraeducator and the Federation shall be kept informed of the progress of any investigation of the incident, so long as there is no legal restriction on doing so.

ARTICLE XXII
PENSION

The provisions of this Article are included in the Agreement for informational purposes only; they are not intended to be comprehensive and may not be up-to-date. This Article shall not be subject to the grievance procedure.

All retirement benefits of the MERF and RAF plans of the City of Hartford including COLA's, if any, as they may be amended from time to time by the Hartford Court of Common Council, shall remain in effect for all bargaining unit members.

In accordance with the ordinances presently in effect the pension benefits provided to members of the bargaining unit are as follows:

- 1. Normal Retirement Age and Years of Service
 - a. Age 55 with at least 25 years of continuous service
 - b. Age 60 with at least 10 years of continuous service

- 2. Normal Retirement Allowance
 - a. 2.5% of final average pay for each year of the first twenty (20) years of service and 2% for each year thereafter
 - b. Maximum of 70% of final average pay
 - c. Final average pay equals employee's highest three of the last five years of gross earnings.

- 3. Early Retirement
 - a. Age 55 with at least 10 years of continuous service
 - b. Normal retirement formula reduced by 4% for each whole year employee retires before age 60.

4. Three percent (3%) interest on employee, contributions upon separation from city employment to the extent provided by ordinance.
5. Employee Contributions
 - a. 4% of earnings on which social security taxes are paid
 - b. 7% of the balance of earnings
6. Retirement Credit for Military Service

This is provided to the extent allowed by ordinance for the time periods specified by Connecticut General Statutes (C.G.S. Sec. 27-103).

ARTICLE XXIII **SAVINGS CLAUSE**

- A. If any provision of this Agreement is, or shall be at any time be contrary to law, then such provision shall not be applicable or performed or enforced, except to the extent permitted by law, and any substitute action shall be subject to appropriate consultation and negotiation with the Federation.
- B. In the event that any provision of this Agreement is, or shall at any time is contrary to law, all other provisions of this Agreement shall continue in effect.

ARTICLE XXIV **JUST CAUSE**

No bargaining unit member shall be issued a letter of reprimand copied to the personnel file, suspended without pay, or discharged without just cause.

ARTICLE XXV **PART-TIME PARAEDUCATORS**

1. School-year part-time non-pre-k paraeducators shall normally be employed on a one on one basis in the special education program. Full-year part-time paraeducators shall normally be used to supplement full-time full-year paraeducators. Both school year and full-year part-time paraeducators may additionally be used:
 - a. To replace a full-time paraeducator who is absent on sick or other approved leave.
 - b. In a bona fide emergency.
 - c. On special projects as determined, by the Administration, to be in the best interests of the students of the Hartford Public Schools.
2. The Board shall not contract for temporary workers to perform bargaining unit duties unless it is to substitute for a paraeducator who is on leave, or in the case of an emergency.

3. Part-time paraeducators shall not be prevented from applying for full-time vacancies;
4. Where possible, the Board shall not use two different part-time paraeducators with the same student, unless there is a medical or educational need to do so.
5. Part-time paraeducator shall have access to the health insurance in Article V at the existing group rates at their own expense.

ARTICLE XXVI
PROBATIONARY PERIOD

New employees shall be considered probationary during their first one hundred twenty working days (excluding any authorized or unauthorized leave). During the probationary period, the employee may be discharged at will, and in such event, the employee shall not have recourse to the grievance procedure. Furthermore, new employees will not attain seniority rights during the probationary period. However, upon completion of any employee's probationary period, his/her seniority shall date back to the date of his/her original employment.

ARTICLE XXVII
PRIOR PRACTICES

The parties acknowledge that practices may develop from time to time at one or more of the district's facilities. The practices in effect prior to July 1, 1997 shall not be binding on the parties unless they are expressly incorporated, in writing, herein. However, any arbitration award, memorandum of understanding or side letter regarding current contract language shall remain in effect.

ARTICLE XXVIII
NOTICE OF ARREST

If an employee is arrested for a crime against a person, sexual assault, child abuse or family violence, he/she shall immediately notify the Director of Human Resources in writing.

ARTICLE XXIX
VACATION/HOLIDAYS (full-year paraeducators)

- A. Full-time twelve month paraeducators
 1. All full-time twelve-month employees hired prior to May 7, 2002 shall accrue vacations in accordance with the following schedule:

Years of Service*	Allotment	Per Month
0-2	10 days	0.83 days
3-5	15 days	1.25 days
6-10	20 days	1.66 days
11 or more	24 days	2.00 days

2. All full-time twelve-month employees hired on or after May 7, 2002 shall accrue vacations in accordance with the following schedule:

Years of service*	Allotment	Per Month
0-5	10 days	0.83 days
6-10	15 days	1.25 days
11-15	20 days	1.66 days
16 or more	24 days	2.00 days

* Years of services in this section shall be defined as years of service measured from the most recent date of hire as a full-time, full-year paraeducator in the Hartford Public Schools.

3. Pro-rata accumulated vacation pay shall be granted to an employee in the event 1) he/she terminates her services with the Board, 2) he/she returns to a school year position, or 3) the program or its positions are eliminated.

In the event of the death of the employee, his/her spouse and/or minor children shall receive her pro-rata vacation pay. In the event the employee has neither a spouse nor children, the pay shall be given to the estate of the deceased employee.

4. Paraeducators may request vacation time as it is accrued. Each paraeducator shall establish a tentative leave plan with his/her supervisor by August 1 of each year. Changes to the tentative plan, along with new requests for vacation time, must be made by the paraeducator thirty days in advance. Vacation time may be used in cases of emergency with less than thirty days notice by the paraeducator upon approval by his/her supervisor. If it becomes necessary due to the educational needs of the students of the Hartford Public Schools, the supervisor may alter the leave plan, providing as much notice as possible to the bargaining unit member. The Board will make every reasonable effort to avoid changing the vacation plans of a paraeducator where the paraeducator can show that such a change will result in a financial loss to the paraeducator. If the plan is altered such that the paraeducator cannot take the scheduled vacation during the applicable school year, the paraeducator may request to carry over such vacation time. Approval of vacation time will not be unreasonably denied.

5. The Board will provide bargaining unit members a written report of accumulated vacation and/or sick time, upon request, no more than once a year.

6. All full-time twelve month bargaining unit members shall be entitled to ten (10) holidays, to be scheduled by the Board through the school calendar: The holidays may be New Years Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, and Christmas Day. If school is in session on a designated holiday, the holiday may be rescheduled or the member may be paid for the day at the discretion of the Board.

B. Part time twelve month paraeducators

1. All part-time full-year bargaining unit members shall accrue unpaid vacation in accordance to the following schedule:

Years of service	Allotment	Per Month
0-2	10 days	0.83 days
3-5	15 days	1.25 days
6-10	20 days	1.66 days
11 or more	24 days	2.00 days

2. All part-time twelve month bargaining unit members shall be entitled to the following six (6) holidays: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

ARTICLE XXX
WORKERS' COMPENSATION

The Board will follow all applicable laws regarding worker's compensation.

ARTICLE XXXI
SCHOOL IMPROVEMENT BONUS

Each member who works in a school that show significant improvement shall be paid \$1,250 after the conclusion of the work year. The measure of improvement shall be a significant increase as determined by the Superintendent of Schools for the district. To be eligible, the member must appear and work a full day in such a school on at least 90% of the work days in the relevant work year. Members who work part-time, start mid-year, or travel between schools, shall be eligible for the above bonus on a pro-rata basis.

ARTICLE XXXII
ACADEMIC ASSISTANTS

- A. Academic Assistants work an eight (8) hour day and a two hundred twenty (220) day work year.

~~B. Effective July 1, 2015 through June 30, 2016, the annual salary shall be \$33,632.~~

~~C. Effective July 1, 2016 through June 30, 2018, the annual salary shall be \$34,271.~~

B. Effective July 1, 2018 through June 30, 2021, the annual salary shall be \$34,271.

C. Effective July 1, 2021, the annual salary shall be \$34,956.

D. Effective July 1, 2022, the annual salary shall be \$35,655.

E. Effective July 1, 2023, the annual salary shall be \$36,725.

- F.D. Working conditions exceptions. Academic Assistants may be used on a school-wide basis to cover classrooms or to fill other needs to operate the school, including lunch duty, recess, yard-duty, etc. There is no additional pay for covering classes/substitute teaching within the school.

| G.E. Academic Assistants are a separate classification, with different working conditions, hours, and salary. No bargaining unit member shall be displaced/laid off as a consequence of an Academic Assistant job elimination. Academic Assistants shall only displace Academic Assistants. Academic Assistants shall not have rights to positions in different classifications.

Appendix A – Salary Schedules

The Hartford Federation of Paraeducators and the Hartford Board of Education hereby understand and agree that the Board only issues applicable retroactive payments to members who are actively employed as paraeducators at the time the Municipality Accountability Review Board (“MARB” ratifies the new collective bargaining agreement and no person shall receive retroactive payment if not actively employed in the HFP at the time of the MARB ratification.

Steps	2015-2016 (184 days, 7.5 hour day)					
	7A	7B	7C	7D	7E	7F
	Basic	12 Credits	36 Credits	60 Credits	72 Credits	96 Credits
	1	2	3	4	5	6
3	21,865	22,498	23,608	24,718	25,965	26,931
4	22,771	23,608	24,994	26,106	27,217	28,047
5	23,608	24,994	25,869	27,113	28,137	29,164
6	24,994	25,831	27,217	28,047	29,164	30,549
7	26,028	26,971	28,328	29,230	30,489	31,804
8	27,062	28,113	29,445	30,414	31,815	33,060
9	28,090	29,256	30,557	31,595	33,273	34,311
10	29,122	30,396	31,669	32,778	34,735	35,566
11	31,147	32,492	33,837	35,008	36,793	37,955
12	32,019	33,403	34,783	35,988	37,823	39,018
13	32,788	34,204	35,619	36,852	38,731	39,955

Steps	2015-2016 Full-Year (260-day, 7.5 hour day)					
	7AA	7BB	7CC	7DD	7EE	7FF
	Basic	12 Credits	36 Credits	60 Credits	72 Credits	96 Credits
	7	8	9	10	11	12
3	30,899	31,792	33,354	34,928	36,689	38,053
4	32,180	33,354	35,319	36,892	38,460	39,632
5	33,354	35,319	36,555	38,309	39,757	41,209
6	35,319	36,499	38,460	39,632	41,209	43,168
7	36,777	38,114	40,032	41,304	43,084	44,940
8	38,236	39,724	41,605	42,978	44,958	46,713
9	39,694	41,338	43,176	44,647	47,019	48,484

10	41,152	42,951	44,749	46,315	49,083	50,258
11	44,013	45,916	47,813	49,469	51,989	53,631
12	45,246	47,200	49,153	50,854	53,445	55,132
13	46,332	48,333	50,332	52,074	54,728	56,455

2015-2016

Full-Year Part-Time (260 days, 3.75 hour day)

Steps	7A	7B	7C	7D	7E	7F
	Basic	12 Credits	36 Credits	60 Credits	72 Credits	96 Credits
	13	14	15	16	17	18
3	15,138	15,574	16,344	17,113	17,975	18,644
4	15,765	16,344	17,303	18,076	18,842	19,416
5	16,344	17,303	17,908	18,768	19,477	20,189
6	17,303	17,882	18,842	19,416	20,189	21,146
7	18,017	18,671	19,612	20,236	21,109	22,018
8	18,731	19,460	20,383	21,056	22,025	22,886
9	19,447	20,252	21,153	21,873	23,036	23,754
10	20,163	21,044	21,924	22,692	24,045	24,623
11	21,564	22,494	23,425	24,234	25,471	26,275
12	22,167	23,124	24,079	24,913	26,185	27,010
13	22,700	23,679	24,657	25,511	26,813	27,658

Steps	2016-2018 (184 days, 7.5 hour day)					
	7A	7B	7C	7D	7E	7F
	Basic	12 Credits	36 Credits	60 Credits	72 Credits	96 Credits
	1	2	3	4	5	6
3	22,280	22,925	24,057	25,188	26,458	27,443
4	23,204	24,057	25,469	26,602	27,734	28,580
5	24,057	25,469	26,361	27,628	28,672	29,718
6	25,469	26,322	27,734	28,580	29,718	31,129
7	26,523	27,483	28,866	29,785	31,068	32,408
8	27,576	28,647	30,004	30,992	32,419	33,688
9	28,624	29,812	31,138	32,195	33,905	34,963
10	29,675	30,974	32,271	33,401	35,395	36,242
11	31,739	33,109	34,480	35,673	37,492	38,676
12	32,627	34,038	35,444	36,672	38,542	39,759
13	33,411	34,854	36,296	37,552	39,467	40,714

Steps	2016-2018 Full-Year (260 day, 7.5 hour day)					
	7A	7B	7C	7D	7E	7F
	Basic	12 Credits	36 Credits	60 Credits	72 Credits	96 Credits
	1	2	3	4	5	6
3	31,486	32,396	33,988	35,591	37,386	38,776
4	32,791	33,988	35,990	37,593	39,191	40,385
5	33,988	35,990	37,249	39,037	40,512	41,992
6	35,990	37,193	39,191	40,385	41,992	43,989
7	37,476	38,839	40,793	42,089	43,902	45,794
8	38,962	40,479	42,395	43,794	45,812	47,600
9	40,448	42,124	43,997	45,495	47,912	49,405
10	41,934	43,767	45,599	47,195	50,016	51,212
11	44,849	46,788	48,722	50,409	52,977	54,650
12	46,106	48,097	50,087	51,820	54,461	56,179
13	47,212	49,251	51,289	53,063	55,768	57,528

2016-2018

Full-Year Part-Time (260 day, 3.75 hours a day)

Steps	7A	7B	7C	7D	7E	7F
	Basic	12 Credits	36 Credits	60 Credits	72 Credits	96 Credits
	13	14	15	16	17	18
3	15,425	15,870	16,654	17,439	18,316	18,998
4	16,065	16,654	17,632	18,419	19,200	19,785
5	16,654	17,632	18,249	19,124	19,847	20,572
6	17,632	18,222	19,200	19,785	20,572	21,548
7	18,360	19,026	19,985	20,621	21,510	22,436
8	19,087	19,829	20,770	21,457	22,444	23,320
9	19,816	20,636	21,555	22,288	23,474	24,206
10	20,546	21,444	22,341	23,123	24,502	25,091
11	21,973	22,921	23,870	24,694	25,955	26,774
12	22,589	23,563	24,537	25,386	26,683	27,524
13	23,131	24,129	25,126	25,995	27,323	28,183

2018-2021 (184 days, 7.5 hour day)

Steps	7A	7B	7C	7D	7E	7F
	Basic	12 Credits	36 Credits	60 Credits	72 Credits	96 Credits
	1	2	3	4	5	6
3	22,280	22,925	24,057	25,188	26,458	27,443
4	23,204	24,057	25,469	26,602	27,734	28,580
5	24,057	25,469	26,361	27,628	28,672	29,718
6	25,469	26,322	27,734	28,580	29,718	31,129
7	26,523	27,483	28,866	29,785	31,068	32,408
8	27,576	28,647	30,004	30,992	32,419	33,688
9	28,624	29,812	31,138	32,195	33,905	34,963
10	29,675	30,974	32,271	33,401	35,395	36,242
11	31,739	33,109	34,480	35,673	37,492	38,676
12	32,627	34,038	35,444	36,672	38,542	39,759
13	33,411	34,854	36,296	37,552	39,467	40,714

2018-2021 Full-Year (260 day, 7.5 hour day)

<u>Steps</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>7F</u> <u>96 Credits</u>
	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>3</u>	<u>31,486</u>	<u>32,396</u>	<u>33,988</u>	<u>35,591</u>	<u>37,386</u>	<u>38,776</u>
<u>4</u>	<u>32,791</u>	<u>33,988</u>	<u>35,990</u>	<u>37,593</u>	<u>39,191</u>	<u>40,385</u>
<u>5</u>	<u>33,988</u>	<u>35,990</u>	<u>37,249</u>	<u>39,037</u>	<u>40,512</u>	<u>41,992</u>
<u>6</u>	<u>35,990</u>	<u>37,193</u>	<u>39,191</u>	<u>40,385</u>	<u>41,992</u>	<u>43,989</u>
<u>7</u>	<u>37,476</u>	<u>38,839</u>	<u>40,793</u>	<u>42,089</u>	<u>43,902</u>	<u>45,794</u>
<u>8</u>	<u>38,962</u>	<u>40,479</u>	<u>42,395</u>	<u>43,794</u>	<u>45,812</u>	<u>47,600</u>
<u>9</u>	<u>40,448</u>	<u>42,124</u>	<u>43,997</u>	<u>45,495</u>	<u>47,912</u>	<u>49,405</u>
<u>10</u>	<u>41,934</u>	<u>43,767</u>	<u>45,599</u>	<u>47,195</u>	<u>50,016</u>	<u>51,212</u>
<u>11</u>	<u>44,849</u>	<u>46,788</u>	<u>48,722</u>	<u>50,409</u>	<u>52,977</u>	<u>54,650</u>
<u>12</u>	<u>46,106</u>	<u>48,097</u>	<u>50,087</u>	<u>51,820</u>	<u>54,461</u>	<u>56,179</u>
<u>13</u>	<u>47,212</u>	<u>49,251</u>	<u>51,289</u>	<u>53,063</u>	<u>55,768</u>	<u>57,528</u>

2018-2021

Full-Year Part-Time (260 day, 3.75 hours a day)

<u>Steps</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>7F</u> <u>96 Credits</u>
	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>3</u>	<u>15,425</u>	<u>15,870</u>	<u>16,654</u>	<u>17,439</u>	<u>18,316</u>	<u>18,998</u>
<u>4</u>	<u>16,065</u>	<u>16,654</u>	<u>17,632</u>	<u>18,419</u>	<u>19,200</u>	<u>19,785</u>
<u>5</u>	<u>16,654</u>	<u>17,632</u>	<u>18,249</u>	<u>19,124</u>	<u>19,847</u>	<u>20,572</u>
<u>6</u>	<u>17,632</u>	<u>18,222</u>	<u>19,200</u>	<u>19,785</u>	<u>20,572</u>	<u>21,548</u>
<u>7</u>	<u>18,360</u>	<u>19,026</u>	<u>19,985</u>	<u>20,621</u>	<u>21,510</u>	<u>22,436</u>
<u>8</u>	<u>19,087</u>	<u>19,829</u>	<u>20,770</u>	<u>21,457</u>	<u>22,444</u>	<u>23,320</u>
<u>9</u>	<u>19,816</u>	<u>20,636</u>	<u>21,555</u>	<u>22,288</u>	<u>23,474</u>	<u>24,206</u>
<u>10</u>	<u>20,546</u>	<u>21,444</u>	<u>22,341</u>	<u>23,123</u>	<u>24,502</u>	<u>25,091</u>
<u>11</u>	<u>21,973</u>	<u>22,921</u>	<u>23,870</u>	<u>24,694</u>	<u>25,955</u>	<u>26,774</u>
<u>12</u>	<u>22,589</u>	<u>23,563</u>	<u>24,537</u>	<u>25,386</u>	<u>26,683</u>	<u>27,524</u>
<u>13</u>	<u>23,131</u>	<u>24,129</u>	<u>25,126</u>	<u>25,995</u>	<u>27,323</u>	<u>28,183</u>

<u>2021-2022 (184 days, 7.5 hour day)</u>						
<u>Step</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>F</u> <u>96 Credits</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>3</u>	<u>22,726</u>	<u>23,384</u>	<u>24,538</u>	<u>25,692</u>	<u>26,987</u>	<u>27,992</u>
<u>4</u>	<u>23,668</u>	<u>24,538</u>	<u>25,978</u>	<u>27,134</u>	<u>28,289</u>	<u>29,152</u>
<u>5</u>	<u>24,538</u>	<u>25,978</u>	<u>26,888</u>	<u>28,181</u>	<u>29,245</u>	<u>30,312</u>
<u>6</u>	<u>25,978</u>	<u>26,848</u>	<u>28,289</u>	<u>29,152</u>	<u>30,312</u>	<u>31,752</u>
<u>7</u>	<u>27,053</u>	<u>28,033</u>	<u>29,443</u>	<u>30,381</u>	<u>31,689</u>	<u>33,056</u>
<u>8</u>	<u>28,128</u>	<u>29,220</u>	<u>30,604</u>	<u>31,612</u>	<u>33,067</u>	<u>34,362</u>
<u>9</u>	<u>29,196</u>	<u>30,408</u>	<u>31,761</u>	<u>32,839</u>	<u>34,583</u>	<u>35,662</u>
<u>10</u>	<u>30,269</u>	<u>31,593</u>	<u>32,916</u>	<u>34,069</u>	<u>36,103</u>	<u>36,967</u>
<u>11</u>	<u>32,374</u>	<u>33,771</u>	<u>35,170</u>	<u>36,386</u>	<u>38,242</u>	<u>39,450</u>
<u>12</u>	<u>33,280</u>	<u>34,719</u>	<u>36,153</u>	<u>37,405</u>	<u>39,313</u>	<u>40,554</u>
<u>13</u>	<u>34,079</u>	<u>35,551</u>	<u>37,022</u>	<u>38,303</u>	<u>40,256</u>	<u>41,528</u>

<u>2021-2022</u>						
<u>Full Year (260 days, 7.5 hour day)</u>						
<u>Steps</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>7F</u> <u>96 Credits</u>
	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>3</u>	<u>32,116</u>	<u>33,044</u>	<u>34,668</u>	<u>36,303</u>	<u>38,134</u>	<u>39,552</u>
<u>4</u>	<u>33,447</u>	<u>34,668</u>	<u>36,710</u>	<u>38,345</u>	<u>39,975</u>	<u>41,193</u>
<u>5</u>	<u>34,668</u>	<u>36,710</u>	<u>37,994</u>	<u>39,818</u>	<u>41,322</u>	<u>42,832</u>
<u>6</u>	<u>36,710</u>	<u>37,937</u>	<u>39,975</u>	<u>41,193</u>	<u>42,832</u>	<u>44,869</u>
<u>7</u>	<u>38,226</u>	<u>39,616</u>	<u>41,609</u>	<u>42,931</u>	<u>44,780</u>	<u>46,710</u>
<u>8</u>	<u>39,741</u>	<u>41,289</u>	<u>43,243</u>	<u>44,670</u>	<u>46,728</u>	<u>48,552</u>
<u>9</u>	<u>41,257</u>	<u>42,966</u>	<u>44,877</u>	<u>46,405</u>	<u>48,870</u>	<u>50,393</u>
<u>10</u>	<u>42,773</u>	<u>44,642</u>	<u>46,511</u>	<u>48,139</u>	<u>51,016</u>	<u>52,236</u>
<u>11</u>	<u>45,746</u>	<u>47,724</u>	<u>49,696</u>	<u>51,417</u>	<u>54,037</u>	<u>55,743</u>
<u>12</u>	<u>47,028</u>	<u>49,059</u>	<u>51,089</u>	<u>52,856</u>	<u>55,550</u>	<u>57,303</u>
<u>13</u>	<u>48,156</u>	<u>50,236</u>	<u>52,315</u>	<u>54,124</u>	<u>56,883</u>	<u>58,679</u>

2021-2022
Full Year Part Time (260 days, 3.75 hour day)

<u>Steps</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>7F</u> <u>96 Credits</u>
	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>3</u>	<u>15,734</u>	<u>16,187</u>	<u>16,987</u>	<u>17,788</u>	<u>18,682</u>	<u>19,378</u>
<u>4</u>	<u>16,386</u>	<u>16,987</u>	<u>17,985</u>	<u>18,787</u>	<u>19,584</u>	<u>20,181</u>
<u>5</u>	<u>16,987</u>	<u>17,985</u>	<u>18,614</u>	<u>19,506</u>	<u>20,244</u>	<u>20,983</u>
<u>6</u>	<u>17,985</u>	<u>18,586</u>	<u>19,584</u>	<u>20,181</u>	<u>20,983</u>	<u>21,979</u>
<u>7</u>	<u>18,727</u>	<u>19,407</u>	<u>20,385</u>	<u>21,033</u>	<u>21,940</u>	<u>22,885</u>
<u>8</u>	<u>19,469</u>	<u>20,226</u>	<u>21,185</u>	<u>21,886</u>	<u>22,893</u>	<u>23,786</u>
<u>9</u>	<u>20,212</u>	<u>21,049</u>	<u>21,986</u>	<u>22,734</u>	<u>23,943</u>	<u>24,690</u>
<u>10</u>	<u>20,957</u>	<u>21,873</u>	<u>22,788</u>	<u>23,585</u>	<u>24,992</u>	<u>25,593</u>
<u>11</u>	<u>22,412</u>	<u>23,379</u>	<u>24,347</u>	<u>25,188</u>	<u>26,474</u>	<u>27,309</u>
<u>12</u>	<u>23,041</u>	<u>24,034</u>	<u>25,028</u>	<u>25,894</u>	<u>27,217</u>	<u>28,074</u>
<u>13</u>	<u>23,594</u>	<u>24,612</u>	<u>25,629</u>	<u>26,515</u>	<u>27,869</u>	<u>28,747</u>

2022-2023 (184 days, 7.5 hour day)

<u>Step</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>F</u> <u>96 Credits</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>3</u>	<u>23,181</u>	<u>25,029</u>	<u>25,029</u>	<u>26,206</u>	<u>27,527</u>	<u>28,552</u>
<u>4</u>	<u>24,141</u>	<u>26,498</u>	<u>26,498</u>	<u>27,677</u>	<u>28,855</u>	<u>29,735</u>
<u>5</u>	<u>25,029</u>	<u>27,426</u>	<u>27,426</u>	<u>28,745</u>	<u>29,830</u>	<u>30,918</u>
<u>6</u>	<u>26,498</u>	<u>28,855</u>	<u>28,855</u>	<u>29,735</u>	<u>30,918</u>	<u>32,387</u>
<u>7</u>	<u>27,594</u>	<u>30,032</u>	<u>30,032</u>	<u>30,989</u>	<u>32,323</u>	<u>33,717</u>
<u>8</u>	<u>28,691</u>	<u>31,216</u>	<u>31,216</u>	<u>32,244</u>	<u>33,728</u>	<u>35,049</u>
<u>9</u>	<u>29,780</u>	<u>32,396</u>	<u>32,396</u>	<u>33,496</u>	<u>35,275</u>	<u>36,375</u>
<u>10</u>	<u>30,874</u>	<u>32,225</u>	<u>33,574</u>	<u>34,750</u>	<u>36,825</u>	<u>37,706</u>
<u>11</u>	<u>33,021</u>	<u>34,446</u>	<u>35,873</u>	<u>37,114</u>	<u>39,007</u>	<u>40,239</u>
<u>12</u>	<u>33,946</u>	<u>35,413</u>	<u>36,876</u>	<u>38,153</u>	<u>40,099</u>	<u>41,365</u>
<u>13</u>	<u>34,761</u>	<u>36,262</u>	<u>37,762</u>	<u>39,069</u>	<u>41,061</u>	<u>42,359</u>

2022-23
Full Year (260 days, 7.5 hour day)

<u>Steps</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>7F</u> <u>96 Credits</u>
	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>3</u>	<u>32,758</u>	<u>33,705</u>	<u>35,361</u>	<u>37,029</u>	<u>38,896</u>	<u>40,343</u>
<u>4</u>	<u>34,116</u>	<u>35,361</u>	<u>37,444</u>	<u>39,112</u>	<u>40,774</u>	<u>42,017</u>
<u>5</u>	<u>35,361</u>	<u>37,444</u>	<u>38,754</u>	<u>40,614</u>	<u>42,149</u>	<u>43,688</u>
<u>6</u>	<u>37,444</u>	<u>38,696</u>	<u>40,774</u>	<u>42,017</u>	<u>43,688</u>	<u>45,766</u>
<u>7</u>	<u>38,990</u>	<u>40,408</u>	<u>42,441</u>	<u>43,789</u>	<u>45,676</u>	<u>47,644</u>
<u>8</u>	<u>40,536</u>	<u>42,114</u>	<u>44,108</u>	<u>45,563</u>	<u>47,663</u>	<u>49,523</u>
<u>9</u>	<u>42,082</u>	<u>43,826</u>	<u>45,774</u>	<u>47,333</u>	<u>49,848</u>	<u>51,401</u>
<u>10</u>	<u>43,628</u>	<u>45,535</u>	<u>47,441</u>	<u>49,102</u>	<u>52,037</u>	<u>53,281</u>
<u>11</u>	<u>46,661</u>	<u>48,678</u>	<u>50,690</u>	<u>52,446</u>	<u>55,117</u>	<u>56,858</u>
<u>12</u>	<u>47,969</u>	<u>50,040</u>	<u>52,111</u>	<u>53,914</u>	<u>56,661</u>	<u>58,449</u>
<u>13</u>	<u>49,119</u>	<u>51,241</u>	<u>53,361</u>	<u>55,207</u>	<u>58,021</u>	<u>59,852</u>

2022-23
Full Year Part Time (260 days, 3.75 hour day)

<u>Steps</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>7F</u> <u>96 Credits</u>
	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>3</u>	<u>16,048</u>	<u>16,511</u>	<u>17,327</u>	<u>18,144</u>	<u>19,056</u>	<u>19,766</u>
<u>4</u>	<u>16,714</u>	<u>17,327</u>	<u>18,344</u>	<u>19,163</u>	<u>19,976</u>	<u>20,584</u>
<u>5</u>	<u>17,327</u>	<u>18,344</u>	<u>18,986</u>	<u>19,897</u>	<u>20,649</u>	<u>21,403</u>
<u>6</u>	<u>18,344</u>	<u>18,958</u>	<u>19,976</u>	<u>20,584</u>	<u>21,403</u>	<u>22,419</u>
<u>7</u>	<u>19,102</u>	<u>19,795</u>	<u>20,792</u>	<u>21,454</u>	<u>22,379</u>	<u>23,342</u>
<u>8</u>	<u>19,858</u>	<u>20,630</u>	<u>21,609</u>	<u>22,324</u>	<u>23,351</u>	<u>24,262</u>
<u>9</u>	<u>20,617</u>	<u>21,470</u>	<u>22,426</u>	<u>23,188</u>	<u>24,422</u>	<u>25,184</u>
<u>10</u>	<u>21,376</u>	<u>22,310</u>	<u>23,244</u>	<u>24,057</u>	<u>25,492</u>	<u>26,105</u>
<u>11</u>	<u>22,861</u>	<u>23,847</u>	<u>24,834</u>	<u>25,692</u>	<u>27,004</u>	<u>27,856</u>
<u>12</u>	<u>23,502</u>	<u>24,515</u>	<u>25,528</u>	<u>26,412</u>	<u>27,761</u>	<u>28,636</u>
<u>13</u>	<u>24,065</u>	<u>25,104</u>	<u>26,141</u>	<u>27,045</u>	<u>28,427</u>	<u>29,322</u>

2023-2024 (184 days, 7.5 hour day)

<u>Step</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>F</u> <u>96 Credits</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>
<u>3</u>	<u>23,876</u>	<u>24,568</u>	<u>25,780</u>	<u>26,992</u>	<u>28,353</u>	<u>29,409</u>
<u>4</u>	<u>24,865</u>	<u>25,780</u>	<u>27,293</u>	<u>28,507</u>	<u>29,721</u>	<u>30,627</u>
<u>5</u>	<u>25,780</u>	<u>27,293</u>	<u>28,249</u>	<u>29,607</u>	<u>30,725</u>	<u>31,846</u>
<u>6</u>	<u>27,293</u>	<u>28,207</u>	<u>29,721</u>	<u>30,627</u>	<u>31,846</u>	<u>33,359</u>
<u>7</u>	<u>28,422</u>	<u>29,452</u>	<u>30,933</u>	<u>31,919</u>	<u>33,293</u>	<u>34,729</u>
<u>8</u>	<u>29,552</u>	<u>30,698</u>	<u>32,152</u>	<u>33,211</u>	<u>34,740</u>	<u>36,100</u>
<u>9</u>	<u>30,673</u>	<u>31,946</u>	<u>33,368</u>	<u>34,501</u>	<u>36,333</u>	<u>37,466</u>
<u>10</u>	<u>31,800</u>	<u>33,192</u>	<u>34,581</u>	<u>35,793</u>	<u>37,930</u>	<u>38,837</u>
<u>11</u>	<u>34,012</u>	<u>35,479</u>	<u>36,949</u>	<u>38,227</u>	<u>40,177</u>	<u>41,446</u>
<u>12</u>	<u>34,964</u>	<u>36,475</u>	<u>37,982</u>	<u>39,298</u>	<u>41,302</u>	<u>42,606</u>
<u>13</u>	<u>35,804</u>	<u>37,350</u>	<u>38,895</u>	<u>40,241</u>	<u>42,293</u>	<u>43,630</u>

2023-24

Full Year (260 days, 7.5 hour day)

<u>Steps</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>7F</u> <u>96 Credits</u>
	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
<u>3</u>	<u>33,741</u>	<u>34,716</u>	<u>36,422</u>	<u>38,140</u>	<u>40,063</u>	<u>41,553</u>
<u>4</u>	<u>35,139</u>	<u>36,422</u>	<u>38,567</u>	<u>40,285</u>	<u>41,998</u>	<u>43,277</u>
<u>5</u>	<u>36,422</u>	<u>38,567</u>	<u>39,916</u>	<u>41,833</u>	<u>43,413</u>	<u>44,999</u>
<u>6</u>	<u>38,567</u>	<u>39,856</u>	<u>41,998</u>	<u>43,277</u>	<u>44,999</u>	<u>47,139</u>
<u>7</u>	<u>40,160</u>	<u>41,620</u>	<u>43,714</u>	<u>45,103</u>	<u>47,046</u>	<u>49,073</u>
<u>8</u>	<u>41,752</u>	<u>43,378</u>	<u>45,431</u>	<u>46,930</u>	<u>49,093</u>	<u>51,009</u>
<u>9</u>	<u>43,345</u>	<u>45,141</u>	<u>47,148</u>	<u>48,753</u>	<u>51,343</u>	<u>52,943</u>
<u>10</u>	<u>44,937</u>	<u>46,901</u>	<u>48,864</u>	<u>50,575</u>	<u>53,598</u>	<u>54,879</u>
<u>11</u>	<u>48,061</u>	<u>50,139</u>	<u>52,211</u>	<u>54,019</u>	<u>56,771</u>	<u>58,564</u>
<u>12</u>	<u>49,408</u>	<u>51,541</u>	<u>53,674</u>	<u>55,531</u>	<u>58,361</u>	<u>60,202</u>
<u>13</u>	<u>50,593</u>	<u>52,778</u>	<u>54,962</u>	<u>56,863</u>	<u>59,762</u>	<u>61,648</u>

2023-24

Full Year Part Time (260 days, 3.75 hour day)

<u>Steps</u>	<u>7A</u> <u>Basic</u>	<u>7B</u> <u>12 Credits</u>	<u>7C</u> <u>36 Credits</u>	<u>7D</u> <u>60 Credits</u>	<u>7E</u> <u>72 Credits</u>	<u>7F</u> <u>96 Credits</u>
	<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>
<u>3</u>	<u>16,530</u>	<u>17,006</u>	<u>17,847</u>	<u>18,688</u>	<u>19,628</u>	<u>20,358</u>
<u>4</u>	<u>17,215</u>	<u>17,847</u>	<u>18,895</u>	<u>19,738</u>	<u>20,575</u>	<u>21,202</u>
<u>5</u>	<u>17,847</u>	<u>18,895</u>	<u>19,556</u>	<u>20,494</u>	<u>21,268</u>	<u>22,045</u>
<u>6</u>	<u>18,895</u>	<u>19,527</u>	<u>20,575</u>	<u>21,202</u>	<u>22,045</u>	<u>23,091</u>
<u>7</u>	<u>19,675</u>	<u>20,388</u>	<u>21,416</u>	<u>22,098</u>	<u>23,050</u>	<u>24,043</u>
<u>8</u>	<u>20,454</u>	<u>21,249</u>	<u>22,257</u>	<u>22,994</u>	<u>24,051</u>	<u>24,990</u>
<u>9</u>	<u>21,235</u>	<u>22,114</u>	<u>23,099</u>	<u>23,884</u>	<u>25,155</u>	<u>25,939</u>
<u>10</u>	<u>22,017</u>	<u>22,980</u>	<u>23,941</u>	<u>24,779</u>	<u>26,257</u>	<u>26,888</u>
<u>11</u>	<u>23,547</u>	<u>24,562</u>	<u>25,579</u>	<u>26,462</u>	<u>27,814</u>	<u>28,691</u>
<u>12</u>	<u>24,207</u>	<u>25,250</u>	<u>26,294</u>	<u>27,204</u>	<u>28,594</u>	<u>29,495</u>
<u>13</u>	<u>24,787</u>	<u>25,857</u>	<u>26,925</u>	<u>27,857</u>	<u>29,280</u>	<u>30,201</u>

Appendix A – Salary Schedules

* The Parties agree to remove the salary lanes B, BB, C, and CC effective July 1, 2006 for all members who are not paid on such pay lanes upon said date. However, any bargaining unit member who is paid on lane B or BB and who is employed as of April 7, 2006, may upgrade to C or CC until July 1, 2009. Thereafter, those who are grandfathered on the pay lane (B, BB, C or CC) may remain on said lane but no member may be newly placed on such pay lane.

APPENDIX B LONGEVITY

<u>Years</u>	<u>Satisfactory or Better Rating</u>
6-9	\$425
10-14	\$475
15-19	\$600
20 plus	\$700

Members shall be eligible for longevity based on satisfactory or better service. The parties recognize the Board's unilateral right to modify the evaluation tool, and the Board's obligation to bargain over the impact, if any, of such change.

APPENDIX C INSURANCE GROUP RATES ACCESS

A. Retired Employees

1. Said employees have access to existing insurance group rates at their own cost. Said cost is directly deducted from their pension check.
2. Survivors of retirees may continue to buy into the insurance program (except Life) at group rates.

Members hired after the contract is approved by the MARB shall not have the right to retiree insurance.

B. Employees on Board Approved Leaves

1. Employees on Board Approved leave shall continue to be carried by the Board in its insurance plans as would regular employees if they notify the Payroll Office within three (3) weeks of the beginning of the leave except that:
 - a. A person on child rearing or other approved unpaid, if he/she wishes to be covered must pick up the full cost of the insurance during the length of the leave. Life insurance may be converted according to the provisions of the

policy; otherwise, it is canceled and must be reapplied for upon return from leave.

- b. A person on unpaid leave to further his/her education shall have his/her life insurance policy canceled during the same.
- c. A person on Federation Leave shall be subject to the provisions of Article X.C.
- d. These provisions except shall not cover a person on military leave as indicated in Article XII, G.

C. Laid Off Employees

- 1. A person laid off before the 20th day of a month shall have his/her insurance benefits terminated on the first (1st) day of the following month.
- 2. A person laid off after the 20th day of a month shall have his/her insurance benefits terminated on the first (1st) day of the second following month.
- 3. The Board shall follow all applicable law related to insurance continuation.

D. Survivors

Survivors of employees may continue to be covered by the insurance plan (except Life insurance) at group rates.

- E. All of the above provisions are subject to Board policies, Insurance Carrier Policies and/or Insurance Commissioner regulations.

In witness whereof, the parties hereto set their hand:

<p>For the Hartford Public Schools Board of Education:</p>	<p>For the Hartford Federation of Paraeducators:</p>
------------------------------------------------------------------------------	----------------------------------------------------------

Date: _____

Date: _____

Date: _____