

STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING NOTICE AND AGENDA  
Hartford Subcommittee of the MARB

**Meeting Date and Time:** Thursday, September 21, 2023, 10:00 AM – 12:00 PM

**Meeting Location:** This will be a virtual meeting.

Meeting materials may be accessed at the following website:

<https://portal.ct.gov/OPM/Marb/Hartford-Committee-Meetings-and-Materials>

**Call-In Instructions:** Meeting participants may use the following telephone number and access code

Telephone Number: (860) 840-2075

Meeting ID: 512 525 756

**Agenda**

- I. Call to Order & Opening Remarks
- II. Approval of Minutes:
  - a. April 27, 2023, regular meeting
- III. Review and Discussion: Milliman’s Report on Hartford Schools Health Insurance Plans
- IV. Review, Discussion and Possible Action: Labor Contracts
  - i. Tentative Agreement – BOE and Hartford Schools Support Supervisors Association
  - ii. Tentative Agreement – City and Hartford Municipal Employees Association
- V. Update: Budget Mitigation Measures
- VI. Other Related Business
- VII. Adjourn

**DRAFT**

STATE OF CONNECTICUT  
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

**REGULAR MEETING MINUTES**  
Hartford Subcommittee of the MARB

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Telephone Number: (860) 840-2075

Meeting ID: 507 496 998#

**Members in Attendance:** Kimberly Kennison (OPM Secretary designee), Andrea Comer (State Treasurer designee), Mark Waxenberg, Robert White, Stephen Falcigno

**City Officials in Attendance:** Phillip Penn, Julian Freund

**OPM Staff in Attendance:** Simon Jiang, Bill Plummer, Michael Reis, Lori Granato, Lori McLoughlin

I. Call to Order & Opening Remarks

The meeting was called to order at 10:16 AM.

II. Approval of Minutes:

a. March 23, 2023 Regular Meeting

Ms. Comer made a motion to approve the minutes with a second by Mr. White. The motion passed unanimously.

III. Review and Discussion: Moody's Rating on Hartford Refunding Bonds

Ms. Kennison stated she provided Moody's AA 3 rating for Hartford in the meeting materials. This rating is the same as Connecticut's rating due to the contract assistance in place with the State. The State will be paying for these bonds, so Hartford received the State's rating. She stated that the bonds were sold yesterday at \$124 million. Ms. Comer stated that she was excited to announce that this will save the state taxpayers \$13.9 million over the next 10 years.

IV. Review, Discussion and Possible Action: Mayor's FY 2024 Recommended Budget

Ms. Kennison stated that a memo was included in the meeting materials. The City has provided a balanced budget with a total of approximately \$619 million which represents \$19.6 million or 3.3%

increase over FY 2023 Budget. The major revenue increases are a result of an increase in taxes of \$6 million and an increase in investment interest. The mill rate remains unchanged and compares to the FY 2023 Budget.

Mr. Jiang provided a summary of highlights and explained that the MARB has approval authority of certain elements of the annual budget of Tier III municipalities which encompasses state revenues, property tax revenues and mill rates.

The major sources of State Aid in FY 2024 are generally flat compared to the adopted FY 2023 levels of funding with one exception. The FY 2024 State PILOT reflects the revisions to the funding formula which were finalized after the budget was adopted by the City, and the sources of State Aid included in the City's recommended budget are consistent with the amounts depicted in the State mid-term budget.

Mr. Freund shared that the Mayor could not be in attendance this morning, but he sent along his best wishes to everyone. He indicated that the goals of the FY24 Proposed Budget was first to preserve the property tax reduction that was built into the current year's budget. The budget maintains the property tax rate at 68.95 mills and makes targeted investments to increase capacity of departments to meet the City's needs. There is no reliance on one-time revenues and does not include any new borrowing. The budget also funds projected ADEC's for pension obligations. It does not use ARPA funding to balance the budget.

The Capital Improvement Program includes investments in school construction, traffic safety improvements and items for public health and public safety.

Mr. White made a motion, seconded by Ms. Comer, to recommend to the MARB approval of the Mayor's FY 2024 Recommended Budget. The motion passed unanimously.

V. Review, Discussion and Possible Action: Hartford's 5-Year Plan

Mr. Freund provided an overview of City's 5-year Plan. He stated that the City's baseline forecast is conservative. Baseline forecast is very conservative. As in prior years the city shows budget gaps and deficits in the five-year plan along with a mitigations plan. There is projected to be a 1.5 % increase in the grand list and is fully staffed. The deficits are a function of the tax base slowly growing and no increases in revenue sources along with fully loading staffing levels. It also incorporates fulling funding the ADEC's. Mr. Freund also presented a FY 2024 – FY 2028 Mitigation Plan. Mitigating factors include property tax allowances for revenues not collected as the result of Board of Appeals and real-estate activity since the last revaluation due to market appreciation since October 2021. Short and long-term measures include an increased effort in tax collections, energy efficiency projects, workers compensation strategies and pension programs.

Mr. White made a motion, seconded by Mr. Waxenberg, to recommend to the MARB approval of Hartford's 5-Year Plan. The motion passed unanimously.

VI. Update: Budget Mitigation Measures

City's Budget Mitigation Measures was discussed with the 5-Year Plan.

VII. Other Related Business

Ms. Kennison provided an update to the Board that the Board of Education and Milliman held a follow-up meeting last week. Milliman received the data to begin their review and analysis work. She also noted that the Full MARB Board meeting scheduled for May 11th has been rescheduled to May 18th.

VIII. Adjourn

Mr. Falcigno made a motion, seconded by Mr. Waxenberg to adjourn. The meeting adjourned at 11:20 AM.

MILLIMAN REPORT

# Hartford Public Schools

## Review of Employee Benefit Costs

September 15, 2023

[Kathleen E. Ely](#), FSA, MAAA  
Senior Consulting Actuary



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## I. EXECUTIVE SUMMARY

Milliman was engaged by the State of Connecticut Office of Policy and Management (OPM) to provide an independent review of the Hartford Public Schools' (HPS) and retiree medical benefits program compared to the State of Connecticut Partnership Plan 2.0 (Partnership Plan). The purpose of this review is to address the question of whether Hartford Public Schools could have reduced its total annual costs by joining the Partnership Plan, rather than continue to provide the self-funded benefit programs administered by Anthem.

Based on discussions with representatives from HPS and OPM, this review was focused on the following items:

1. A comparison of the total cost to HPS during contract year July 2020 through June 2021 under their existing program at that time for the self-funded active employees, retirees under age 65, and retirees age 65 and older and the cost if HPS had participated in the Partnership Plan.
2. A comparison of total costs for contract year July 2021 through June 2022 for the existing self-funded program compared to the cost of the Partnership Plan.
3. A comparison of the fully insured premiums for the group of 65+ retirees with Medicare Supplement Plan F to the premiums that would be paid with the Partnership Plan.
4. A comparison of the benefits provided under the current HPS PPO and HSA plans to the Partnership Plan benefits.

For each of the two contract years that we reviewed, the total costs to HPS for the self-funded medical and pharmacy benefit plans were less than the total premium that would have been paid for the Partnership Plan. The post-65 retirees in the fully insured Medicare Supplement plan pay 100% of their own premiums, so there is no cost to HPS for that plan. Table 1 shows the total actual costs for the medical and pharmacy benefits for self-insured actives, pre-65 retirees and post-65 retirees compared to the premiums that would have been paid for the Partnership Plan each year for the same population.

Table 1 Hartford Public Schools Actual Plan Costs vs Partnership Premiums			
Contract Year	HPS Actual Benefit Plan Costs	Partnership Plan Premium	Difference (Actual – Partnership)
July 2020 through June 2021	\$43,723,627	\$53,100,154	-\$9,376,526
July 2021 through June 2022	\$48,786,160	\$51,543,213	-\$2,757,053

As shown in the table above, the total cost would have been greater to enroll the self-insured active and retiree population in the Partnership Plan for each contract year. These costs represent the total costs and do not reflect any employee contributions for coverage. Employee contributions are excluded in order to provide a comparison of the total costs under each scenario. Details about the costs presented above are provided in the next section of this report.



## II. RESULTS

### SELF-FUNDED ACTIVES AND RETIREES

#### Actual HPS Plan Costs

HPS active employees and most retirees are covered by the self-funded plans administered by Anthem. With a self-funded plan, the employer's costs may be more variable than with a fully insured plan because the employer pays for the actual claims that are incurred during the contract period rather than a fixed monthly payment based on expected claims. In addition to paying for the claims, employers also pay administrative and stop loss fees.

The annual renewal package will provide an estimate of the total costs for the contract year and is a useful tool for budgeting, but the costs presented in the renewal are not guaranteed. Actual claims experience will almost certainly vary from what is projected, and if claims are higher than expected the employer must pay the higher claims amounts. Stop loss offers some protection to employers against high-cost claimants. When actual claims are less than what was projected, the employer retains 100% of the claim savings.

Under a fully insured program, employers pay a fixed monthly premium based on the expected claims that will be incurred during the contract period. The premium rate includes an amount to cover expenses and typically includes a load for profit and / or margin. If actual claims come in less than expected, that difference represents additional profit to the insurer. However, if actual claims are higher than expected, the risk for that additional cost is entirely with the insurer.

We reviewed information provided in Anthem's year-end settlement letters, the detailed claims experience contained in the Anthem Premium & Expense reports, and a summary of CVS / Caremark expenses. Based on this information, we developed the summaries presented in Table 2 to show the total cost of the self-funded plans for the years beginning July 1, 2020 and July 1, 2021. A brief description of each line item follows.

<b>Table 2</b>		
<b>Hartford Public Schools</b>		
<b>Total Costs for Self-Funded Plans</b>		
	<b>July 2020 through June 2021</b>	<b>July 2021 through June 2022</b>
Total Medical and Rx Claims Paid, Anthem	\$39,263,311	\$43,877,344
CVS / Caremark Rx Expense	\$1,822,990	\$1,837,409
HSA Contributions	\$3,111,000	\$3,072,000
Stop Loss Claims	(\$1,091,456)	(\$389,189)
Rebates	(\$1,106,454)	(\$1,423,309)
<b>Total Net Claims</b>	<b>\$41,999,391</b>	<b>\$46,974,255</b>
Self-Insurance Fees	\$595,841	\$676,783
Stop Loss Fees	\$616,920	\$656,324
Discount Share Fees	\$511,475	\$478,798
<b>Total Retention</b>	<b>\$1,724,236</b>	<b>\$1,811,905</b>
<b>Total Cost</b>	<b>\$43,723,627</b>	<b>\$48,786,160</b>

- *Total Medical and Rx Claims Paid, Anthem* is the total medical claims for all actives, pre-65 retirees, and post-65 retirees and their dependents in all Anthem self-funded plans plus total prescription drug claims for members not enrolled in Century Preferred PPO plans. Dental claims were excluded from this analysis at the direction of OPM and HPS.
- *CVS / Caremark Rx Expense* represents the total prescription drug claims for members who were enrolled in Century Preferred PPO plans.
- *HSA Contributions* is an estimate of the total contribution made by HPS to member HSA accounts. HPS funds 50% of the deductible for single and family coverage each year. We estimated this amount based on the total number of subscribers enrolled in HSA plans each year.

- *Stop Loss* is a reduction to claims for individual claimants who exceeded the stop loss attachment point of \$500,000. During the period July 2020 through June 2021, five individuals exceeded that threshold, and one individual had claims above that limit during the period July 2021 through June 2022.
- *Rebates* are the pharmacy rebate payments made to HPS by Anthem. Under the contract HPS has with Anthem, HPS receives rebates as a separate pass back and not as an offset to other amounts.
- *Retention* includes the following components: self-insurance program fee, stop loss fees, and discount share fees. The self-insurance program fee and stop loss fees are based on a fixed per subscriber per month amount that is shown in the renewal each year. The discount share fee is an access fee on in-network discounts and is expressed separately in the renewal as a percentage of claims, but not as part of the claim projection. Self-insurance fees for the dental program are not included. We estimated the dental program fees to remove based on the fee shown in the Anthem renewal and the actual number of dental contracts shown in the dental Premium and Expense reports for each year.

The amounts shown in Table 2 represent the total cost for the benefits provided in each year. This is not necessarily equal to the total cost to HPS, which is reduced by the total employee contributions collected. Had HPS elected to join the Partnership Plan, employee contributions may have been set differently than the contributions required for the Anthem coverage during the time periods reviewed.

### Comparison to Renewal

We were asked to compare actual plan costs to the projected costs in the Anthem renewals. Table 3 below compares the projected amounts shown in Report 1 of the Anthem renewal to the actual cost as presented in Table 2 for each contract period. Total annual costs are also shown as per member per month (PMPM) costs to account for differences between the actual and projected enrollment. Total costs shown in Table 3 below do not match the total costs in Table 2 above due to presentation differences that are outlined below.

Table 3 Hartford Public Schools Actual vs Renewal Projected Costs		
	Actual Cost	Projected Cost
<b>July 2020 through June 2021</b>		
Claims	\$38,171,855	\$45,187,008
Self-Insurance Fees	\$595,841	\$549,766
Stop Loss Fees	\$616,920	\$625,657
Total	\$39,384,616	\$46,362,431
Member months	68,738	70,968
PMPM	\$572.97	\$653.29
<b>July 2021 through June 2022</b>		
Claims	\$43,488,155	\$43,110,264
Self-Insurance Fees	\$676,783	\$539,217
Stop Loss Fees	\$656,324	\$663,098
Total	\$44,821,262	\$44,312,579
Member months	66,298	68,472
PMPM	\$676.06	\$647.16

- Claims
  - Actual claims are equal to the total Anthem medical and pharmacy claims less the stop loss from Table 2.
  - Renewal claims are equal to the Medical Claim amount presented in Report 1 of the Anthem renewal for each contract year.
  - Dental claims are not included.
  - HSA contributions and pharmacy rebates are not included in the Anthem renewal projections and are excluded in Table 3.

- Retention
  - Actual self-insurance fees are the same as shown in Table 2. The renewal self-insurance fees are equal to the total “retention fees” shown in Report 1 of the Anthem renewal less the total annual dental program fees shown in Report 4 of the Anthem renewal.
  - Actual stop loss fees are from Table 2, and the renewal stop loss fees are as shown in Report 1 of the Anthem renewal for each year.
  - Discount share fees are included in Table 2 but are not included as a component of the renewal costs shown in Report 1 of the renewal; therefore, they are not shown in Table 3. Anthem describes this fee separately in Report 10 of the renewal, but not as part of the claim projection.
- Member months
  - Actual member months are as shown in the Premium and Expense report for each contract year.
  - Renewal member months are the projected medical member months shown in Report 8 of the Anthem renewal for each year.

Anthem’s renewals provide an estimate of the total costs for each contract period but are not a guarantee of those costs. The actual costs to HPS will be based on the actual claims paid and the expenses and fees charged during the contract period for the enrolled subscribers. Actual experience will almost certainly emerge different than projected.

### Partnership Plan Costs

Using the actual HPS census and the published Partnership Plan premium rates for Hartford County for each contract period, we computed what the total premium cost would be for coverage in the Partnership Plan. Table 4 presents the detailed premium costs that are shown in total in Table 1.

Table 4 Hartford Public Schools Partnership Plan Premium Cost				
	EE	EE+1	Family	Total
<b>July 2020 through June 2021</b>				<b>\$53,100,154</b>
Active Employees	\$11,264,614	\$12,730,782	\$24,602,230	\$48,597,626
Pre-65 Retirees	\$2,125,659	\$469,853	\$29,461	\$2,624,973
Post-65 Retirees	\$1,629,742	\$247,813	\$0	\$1,877,555
<b>July 2021 through June 2022</b>				<b>\$51,543,213</b>
Active Employees	\$11,535,403	\$12,208,710	\$23,644,814	\$47,388,926
Pre-65 Retirees	\$2,070,530	\$325,985	\$18,689	\$2,415,205
Post-65 Retirees	\$1,532,317	\$206,766	\$0	\$1,739,082

Tables 4a and 4b present the underlying head counts and Partnership Plan premium rates that produce the total costs included in Table 4.

<b>Table 4a Hartford Public Schools Subscriber Counts</b>				
	<b>EE</b>	<b>EE+1</b>	<b>Family</b>	<b>Total</b>
<b>July 2020 through June 2021</b>				
Active Employees	1,047	552	872	2,470
Pre-65 Retirees	158	16	1	175
Post-65 Retirees	68	5	0	73
<b>July 2021 through June 2022</b>				
Active Employees	1,060	524	831	2,415
Pre-65 Retirees	146	11	1	157
Post-65 Retirees	60	4		64

<b>Table 4b Partnership Plan 2.0 Monthly Premium Rates Hartford County</b>			
	<b>EE</b>	<b>EE+1</b>	<b>Family</b>
<b>July 2020 through June 2021</b>			
Active Employees	\$896.65	\$1,923.66	\$2,351.58
Pre-65 Retirees	\$1,121.72	\$2,409.50	\$2,946.07
Post-65 Retirees	\$2,002.14	\$4,347.60	\$5,324.90
<b>July 2021 through June 2022</b>			
Active Employees	\$906.80	\$1,941.28	\$2,372.31
Pre-65 Retirees	\$1,183.16	\$2,546.76	\$3,114.91
Post-65 Retirees	\$2,113.54	\$4,594.79	\$5,628.68

### FULLY INSURED POST-65 RETIREES

As of June 2022, there were 17 post-65 retirees who are enrolled in Anthem's fully insured Medicare Supplement Plan F. Based on enrollment trends since July 2020, it is likely that the number of retirees in this plan has continued to decline, but the scope of our review focused only on the period July 2020 through June 2022 and we do not have a current count of the number enrolled in this plan today. These retirees pay 100% of their premium costs, so there is no cost to HPS for this coverage.

If HPS moved from its self-funded arrangement with Anthem to the Partnership Plan, these post-65 enrollees could enroll in the Partnership Plan Medicare Advantage plan. A comparison of the per member per month premium rates during 2020 and 2021 shows that retirees would have paid a lower premium with the Partnership Plan than they paid for the Anthem plan, as presented in Table 5 below.

**Table 5**  
**Hartford Public Schools**  
**Post-65 Fully Insured Monthly Premium Rates PMPM**

Contract Year	Anthem Plan F	Partnership Plan Medicare Advantage
July 2020 through June 2021	Total: \$1,273.44 Plan F: \$262.36 Pharmacy: \$1,011.08	Eligible for Parts A&B: \$294.66 Eligible for Part B only: \$579.25
July 2021 through June 2022	Total: \$1,273.44 Plan F: \$262.36 Pharmacy: \$1,011.08	Eligible for Parts A&B: \$267.58 Eligible for Part B only: \$552.18

Prescription drug coverage is not included in the Anthem Plan F, therefore there is an additional cost for pharmacy coverage. The Partnership Plan Medicare Advantage plan does include Medicare Part D coverage. Under either plan, retirees are responsible for the Medicare Part B premium in addition to the amounts in the table above.

### BENEFIT PLAN COMPARISONS

In addition to the cost comparisons, there are other considerations that should be taken into account when thinking about changing benefit programs.

- Premium Development
  - As discussed above, with a self-funded plan the employer only pays for claims that are incurred during each contract period. Any savings associated with better than expected claims experience belong to the employer. Of course, the reverse is also true; the employer bears full responsibility for claims experience that is more adverse than projected. Stop loss can be an effective tool for managing that risk. As a self-funded group, HPS is responsible for only its experience.
  - Premium rates for the Partnership Plan are developed based on the pooled experience of all groups participating in that program. If HPS has better experience than the combined pool, there is no adjustment to recognize that. Similarly, if HPS experience is worse than the pool average, their premium is not adjusted to reflect their adverse experience.
- Premium Stability
  - Partnership Plan premiums are developed based on the combined experience of all groups enrolled, minimizing the volatility from outlier claims.
- Flexibility in Plan Design
  - Under the Partnership Plan, HPS will have no control over plan designs.
- Three Year Agreement
  - Groups may leave the Partnership Plan after 3 years with no penalty. If a group leaves early they will pay an exit fee.

### Benefit Richness

The Partnership Plan offers very rich benefits with minimal cost sharing. It includes a Health Enhancement Program (HEP), which encourages members to get routine wellness checks, preventive care screenings, and chronic disease education and counseling. The deductible is waived for members who are HEP compliant.

We compared the Partnership Plan to the two most common Anthem plans that HPS members are enrolled in. Key cost sharing features of each plan are summarized in Table 6, below. As of June 2022, 76% of subscribers were enrolled in the Century Preferred PPO HSA plan and 12% of members were enrolled in the Century Preferred PPO plan. It is our understanding that since that date, there has been more shifting of members to the HSA plan and that there are currently only around 200 subscribers left in the PPO plans.

We used the federal Actuarial Value Calculator (AVC) to determine each plan's metal level based on the ACA definitions. Based on the AVC results, each of the plans provides generous benefits, with actuarial values (AVs) greater than the range of AVs associated with gold plans. The Century Preferred PPO HSA plan, which has the majority of HPS enrollment, produced an AV between gold and platinum when we did not include the HSA contribution that HPS makes for members enrolled in this plan. However, when we accounted for that contribution, the AV that was produced was above the range of AVs associated with platinum plans.

<b>Table 6 Hartford Public Schools 2023 Plan Design Summary</b>			
	<b>Partnership Plan</b>	<b>Century Preferred PPO HSA</b>	<b>Century Preferred PPO</b>
<b>ACA Metal Level</b>	Platinum+	Gold+ w/o HSA contribution / Platinum + with HSA contribution	Platinum
Deductible	\$0 if HEP compliant \$350 if not HEP compliant	\$2,000 / person or \$4,000 / family	\$0
Out of Pocket Limit	Medical: \$2000 Individual / \$4000 Family Rx: \$4600 Individual / \$9200 Family	\$3,000 / person or \$6,000 / family	\$3,300 / person or \$6,600 / family
<b>Office Visits</b>			
Primary Care Visit	\$15 copay (\$0 for preferred providers)	0% coinsurance	\$30 copay
Specialist Visit	\$15 copay (\$0 for preferred providers)	0% coinsurance	\$40 copay
Preventive Care	No charge	No charge	No charge
<b>Testing</b>			
Diagnostic (x-ray, bloodwork)	\$0 copay	0% coinsurance	\$0 copay
Imaging	\$0 copay	0% coinsurance	\$0 copay
<b>OP Surgery</b>			
Facility	\$0 copay	0% coinsurance	\$100 copay
Physician	\$0 copay	0% coinsurance	No charge
<b>Emergency Care</b>			
ER Visit	\$250 copay	0% coinsurance	\$100 copay
Urgent Care	\$15 copay	0% coinsurance	\$25 copay
<b>Inpatient Hospital</b>			
Facility	\$0 copay	0% coinsurance	\$150 per admit
Physician	\$0 copay	0% coinsurance	No charge
<b>Mental Health / Subst. Abuse</b>			
Office Visit	\$15 copay	0% coinsurance	\$30 copay
Other Outpatient	\$0 copay	0% coinsurance	No charge
<b>Prescription Drugs</b>			
Tier 1 Generic	\$5 / \$10 (preferred / non preferred)	\$5 copay	\$5 copay
Tier 2 Pref Brand	\$25 copay	\$15 copay	\$15 copay
Tier 3 Non Preferred Brand	\$40 copay	\$30 copay	\$30 copay
Tier 4 Pref Specialty	\$40 copay	\$30 copay	\$30 copay

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### III. CAVEATS AND LIMITATIONS

This report has been prepared for the internal use of Hartford Public Schools, the State of Connecticut Office of Policy and Management, and the Municipal Accountability Review Board. No portion may be provided to or relied upon by any other party without Milliman's prior written consent. Under no circumstances does Milliman intend to benefit, or create a legal duty to, any third party as a result of this report.

In preparation of our analysis, we relied upon the accuracy of data or information provided to us. We have not audited this information, although we have reviewed it for reasonableness. If the underlying data or information is inaccurate or incomplete, the results of our review may likewise be inaccurate or incomplete. The data we relied on includes the following information:

- Information received from Kate Klarman at Anthem
  - Hartford Public Schools 2020 and 2021 ASO renewals
  - Anthem claims experience summaries for the 2020 and 2021 plan years
  - Summary of Benefits and Coverage documents for the current benefit plans
  - Hartford Public Schools settlement letters for the 2020 and 2021 plan years
  - Hartford Public Schools ASO enrollment summaries for the 2020 and 2021 plan years
  - Hartford Public Schools 2020 and 2021 Retiree Plan F renewals
  - Hartford Public Schools Plan F enrollment summaries
  - Hartford Public Schools rebate credit for the 2020 and 2021 plan years
- Information received from Phil Penn at Hartford Public Schools
  - CVS / Caremark expenses
- Information received from Bernie Slowik at the State of Connecticut
  - Partnership Plan premium rates

Models used in the preparation of our analysis were applied consistently with their intended use. We have reviewed the models, including their inputs, calculations, and outputs for consistency, reasonableness, and appropriateness to the intended purpose and in compliance with generally accepted actuarial practice and relevant actuarial standards of practice (ASOP). The models, including all input, calculations, and output may not be appropriate for any other purpose. Where we relied on models developed by others, we have made a reasonable effort to understand the intended purpose, general operation, dependencies and sensitivities of those models. We relied on input, review, and validation by other experts in the development of our models.

Actual experience will vary from our estimates for many reasons, potentially including differences in population health status, reimbursement levels, delivery systems, random variation, or other factors. It is important that actual experience be monitored and adjustments made, as appropriate.

Guidelines issued by the American Academy of Actuaries require actuaries to include their professional qualifications in all actuarial communications. I am a member of the American Academy of Actuaries, and I meet the qualification standards for performing the analyses in this report.

For more information about Milliman,  
please visit us at:

[milliman.com](https://milliman.com)



Milliman is among the world's largest providers of actuarial and related products and services. The firm has consulting practices in life insurance and financial services, property & casualty insurance, healthcare, and employee benefits. Founded in 1947, Milliman is an independent firm with offices in major cities around the globe.

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COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

THE HARTFORD SCHOOLS SUPPORT SUPERVISORS ASSOCIATION,

LOCAL 78, AFSA, AFL-CIO

Expired June 30, 2023

**TERMS ARE CONCEPTS AND MAY NOT BE EXACT.**

In full and final settlement of a successor agreement to their collective bargaining agreement that expired June 30, 2023, the negotiating teams for the Hartford Board of Education (the "Board") and The Hartford Schools Support Supervisors Association, Local 78, AFSA, AFL-CIO (the "Union") have tentatively agreed to the following changes to their collective bargaining agreement subject to ratification by the Board and the Union and approval by the Municipal Accountability Review Board:

HARTFORD BOARD OF EDUCATION

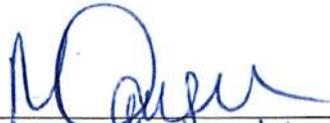
THE HARTFORD SCHOOLS SUPPORT  
SUPERVISORS ASSOCIATION

BY



Melinda B. Kaufmann, 8/11/2023  
Chief Negotiator

BY



Matricia Lawson 8/11/2023  
President  
Chief Negotiator

**ARTICLE IV  
SALARIES**

H. ~~Long Term Substitutes~~ **Temporary Employees:**

A ~~long-term substitute~~ **temporary employee** may be hired **on a temporary basis** when it is expected a position will be vacant or bargaining unit members **will be** absent for at least two (2) months.

**ARTICLE VII  
UNION SECURITY/RIGHTS**

- A. The Board agrees to deduct via payroll dues for all members of the bargaining unit who give express written permission to the Executive Director of Human Resources for such fee to be deducted via payroll. ~~The Board agrees to deduct via payroll a service fee for all non-members who give express written permission to the Executive Director of Human Resources for such fee to be deducted via payroll.~~

**ARTICLE XV  
REIMBURSEMENT FOR PROFESSIONAL IMPROVEMENT**

Bargaining unit members who have completed one year of satisfactory service in the Hartford System of Schools and have successfully completed the semester course in a graduate program from an accredited university shall be eligible for tuition reimbursement of up to ~~\$500~~**675** per credit, up to a maximum of six (6) credits per year each reimbursable year, summer through spring semester. Members must submit any graduate level 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 B or pass for the completed course work.

For members who have not attained a bachelor's degree, courses in pursuit of such degree from an accredited college/university shall be deemed eligible for reimbursement subject to the procedures of the above paragraph.

**ARTICLE XVII  
DISCIPLINARY PROCEDURES**

No bargaining unit member shall be issued a letter of reprimand copied to the personnel file, suspended without pay, or discharged without just cause. In cases of minor misconduct/infractions, progressive discipline may apply. Progressive discipline shall not apply in cases of serious misconduct.

**Disciplinary actions shall normally follow this order:**

- (a) **Written warning**
- (b) **Suspension without pay**

(c) Discharge/Demotion

Any of the above steps may be omitted depending upon the severity of the discipline required.

**ARTICLE XX  
WORK DAY/WORK YEAR**

The floating holiday must be requested ~~on a confidential leave form~~ through the electronic data management system and noted as such (~~code-88~~). Such floating holiday(s) must be approved by the member's supervisor and must be taken between July 1<sup>st</sup> and June 30<sup>th</sup> or shall be waived for that contract year.

**ARTICLE XXVI  
ANNUAL CERTIFICATION/NOTIFICATION**

All bargaining unit members shall certify on an annual basis that they have not been convicted of a felony. Such certification shall be made on a form approved by the Board. If a bargaining unit member is arrested **for a felony or** for a crime against a person, sexual assault, child abuse or family violence, he/she shall immediately notify the Executive Director of Human Resources or his/her designee **in writing**. It is required that all such matters be kept in the strictest confidence by the appropriate department personnel.

Further, members are obligated to sign a release to allow DCF to share the outcomes of any investigation of abuse/neglect of children connected to employment with the Hartford Public Schools.

All bargaining unit members understand and agree that they are required to notify the Director of Human Resources in writing immediately if the Department of Children and Families has substantiated abuse or neglect against him/her.

If an employee is convicted of a felony or a crime against a person, sexual assault, child abuse or family violence or any crime involving drugs, weapon(s), or violence he/she shall notify the Executive Director of Human Resources immediately in writing.

Further, the Administration may, in its sole discretion, require a member to submit to a drug/alcohol test. Testing shall not be done on a random basis but shall be utilized if the Administration has suspicion of use or influence.

**APPENDIX B  
SALARY GRIDS**

Effective July 1, 2023, bargaining unit members shall receive a 2.0% general wage increase. There shall be movement within the range ("range adjustment")<sup>1</sup> for those who have not reached maximum in the amount of 5.0% of the difference between the maximum and the minimum (not to exceed the maximum).

Effective July 1, 2024 bargaining unit members shall receive a 2.0% general wage increase.

Effective July 1, 2025, bargaining unit members shall receive a 2.0% general wage increase. There shall be movement within the range ("range adjustment") for those who have not reached maximum in the amount of 5.0% of the difference between the maximum and the minimum (not to exceed the maximum).

Effective July 1, 2026, bargaining unit members shall receive a 2.0% general wage increase.

Bargaining unit members are only entitled to retroactive wage increases if the bargaining unit member is employed on the day the union ratifies the tentative agreement.

**APPENDIX C**

1. Health Insurance

Employee health contributions shall have a pre-tax status under Section 125 Plan.

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

Members shall contribute the following percentages toward the annual premium or **no more than 4% above the allocation rate for the year in question** ~~fully insured premium equivalent costs~~ for individual, **individual + 1**, or family coverage on the HDHP with HSA:

2019-2020:	17%
2020-2021:	18%
2021-2022:	19%
2022-2023:	20%
2023-2024	20.0%
2024-2025	20.5%
2025-2026	21.0%
2026-2027	21.5%

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<sup>1</sup> As an illustration, based on the 2022-2023 salary scale, the range adjustment calculation would be as follows for grid C710:  $\$93,567 - \$77,588 = \$15,979 \times 5\% = \$798.95$ .

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

THE HARTFORD BOARD OF EDUCATION

AND

THE HARTFORD SCHOOLS SUPPORT SUPERVISORS ASSOCIATION,  
LOCAL 78, AFSA, AFL-CIO

~~July 1, 2019 — June 30, 2023~~

July 1, 2023 – June 30, 2027

AGREEMENT made and entered into by and between the Hartford Board of Education, (hereinafter referred to as the Board) and HARTFORD SCHOOLS SUPPORT SUPERVISORS' ASSOCIATION, LOCAL 78, AFSA, AFL-CIO (hereinafter referred to as HSSSA or the Union).

## **ARTICLE I RECOGNITION**

The Board recognizes the Hartford Schools Support Supervisors' Association, Local 78, AFSA, AFL-CIO as the exclusive bargaining representative of all those non-certified supervisors who are employed by the Board of Education of the City of Hartford and who are eligible for membership in the Union for the purpose of negotiating. Hartford Schools Support Supervisors' Association is a unique and diversified union. Its job classifications include a variety of positions that provide many aspects of administrative, financial, educational, social and computer/technical support.

## **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.

## **ARTICLE III PROFESSIONAL STATUS**

It is recognized that the Union is composed of members of the administration charged with interpreting and enforcing Board policies at various levels and as members of the profession have the interest of professionals in their work. It is further recognized that they shall have the opportunity to make constructive recommendations toward the administration of the school system.

## **ARTICLE IV SALARIES**

A. Bargaining unit members shall be paid in accordance with the salary schedule as set forth in Appendix B as annexed hereto and is hereby made part of this agreement. Bargaining unit members shall be paid on a bi-weekly schedule, on a twenty six pay plan.

1. Retroactive to July 1, 2023, bargaining unit members shall receive a 2.0% general wage increase. There shall be movement within the range ("range adjustment")<sup>1</sup> for those who have not reached maximum in the amount of 5.0% of the difference between the maximum and the minimum (not to exceed the maximum).
2. Effective July 1, 2024 bargaining unit members shall receive a 2.0% general wage increase.
3. Effective July 1, 2025, bargaining unit members shall receive a 2.0% general wage

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<sup>1</sup> As an illustration, based on the 2022-2023 salary scale, the range adjustment calculation would be as follows for grid C710:  $\$93,567 - \$77,588 = \$15,979 \times 5\% = \$798.95$ .

increase. There shall be movement within the range (“range adjustment”) for those who have not reached maximum in the amount of 5.0% of the difference between the maximum and the minimum (not to exceed the maximum).

4. Effective July 1, 2026, bargaining unit members shall receive a 2.0% general wage increase.
5. Bargaining unit members are only entitled to retroactive wage increases if the bargaining unit member is employed on the day the union ratifies the tentative agreement.
6. No unit member’s salary will be allowed to exceed the maximum salary for the appropriate range at any time.
7. This provision is subject to the provisions of Appendix B.

B. Salary Scale Placement - The Superintendent or his/her designee reserves the right to determine placements on the salary scale as a result of performance including attendance and misconduct. This may be in the form of a promotion, demotion or freeze. Such change in salary placement shall not be made arbitrarily and shall be reflected in the bargaining unit member's evaluation and/or a charge of misconduct. Freeze and demotions shall be issued only after discipline in accordance with Article XVII.

C. Reclassification and New Positions

1. If a bargaining unit member's position is reclassified at a higher grid level or if the bargaining unit member takes a new position at a higher grid level, then the bargaining unit member shall be at least a five (5%) percent increase over his/her present salary.

If the member's position is reclassified within six months of being granted wage improvement, the member shall be given at least a 2.5% (two and a half percent) increase over his/her present salary.

2. If the bargaining unit member takes a new position at a lower grid level, the salary placement will be at the discretion of the Superintendent or his designee.

D. Salary Placement Upon Initial Employment

1. In determining the initial placement in the salary schedule for employees new to the district, credit may be granted for similar experience in other communities and the employee shall be placed appropriately within the salary range. Initial placement within the salary range shall be at the discretion of the Superintendent or his/her designee.

E. Summer Positions

1. Any ten (10) or eleven (11) month bargaining unit member who continues to work in his/her regular position beyond July 1 shall receive his/her regular salary increase as of July 1 on a per diem basis.

- F. When a position will be vacant as a result of an approved leave for over eleven (11) consecutive work days, the bargaining unit member temporarily assigned to work in a higher classification will be paid immediately an increase of at least five (5%) percent on the new schedule over his/her present salary.
- G. If a bargaining unit member is to be given an assignment of at least eleven (11) consecutive work days which involves greater responsibility and/or increased duties or is working out of his/her job classification, the supervisor and the Union will be notified and have the right to negotiate and re-evaluate the grid placement of that position. Placement on the salary grid shall be retroactive to the first day of the assignment.
- H. ~~Long Term Substitutes~~ Temporary Employees:  
A ~~long-term substitute~~ temporary may be hired on a temporary basis when it is expected a position will be vacant or bargaining unit members will be absent for at least two (2) months.
- I. **Acting Appointments:**  
Vacant positions may be filled with individuals from outside the bargaining unit with acting appointments. Said appointment shall not exceed two (2) months without discussion with the bargaining unit. Acting appointments are paid on the lowest salary on the range for the job classification.
- J. Fringe Benefits are set forth in Appendix C.
- K. The Board reserves the right to require members, in its sole discretion, to receive compensation via direct deposit, with electronic notification of same. Implementation may occur within 30 days of such notification.

## **ARTICLE V GRIEVANCE PROCEDURE**

- A. **Purpose:**  
The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to the problems, which may, from time to time, arise affecting the welfare or working conditions of bargaining unit members. Both parties agree that these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
- B. **Definitions:**  
A "grievance" for the purpose of this procedure shall be a bargaining unit member or Union complaint that there has been a misinterpretation or misapplication of a specific and explicit provision of this Agreement. Any grievance form submitted shall include a clear and plain statement of the facts as to the alleged violation as well as any supporting documentation. Only grievances that are violations of specific contract language are arbitrable. The specific provisions of the contract must be identified at all levels of the grievance process. "Days" or work days for the purposes of this Article shall mean any



day that the district (Central Office) is open. "Submission" occurs when the receiving party actually obtains or is in receipt of materials.

C. Time Limits

1. Since it is important that a grievance be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum. The time limits specified, however, may be extended by mutual agreement and must be in writing, between the Union President and the Executive Director of Human Resources or his/her designee.
2. Failure by the grievant to attend a scheduled grievance meeting or to appeal a grievance at any level within the specified time limit shall be deemed an acceptance of the decision rendered at that level, and such decision shall thereafter be binding upon the grievant and the Union.
3. Failure by the Administration to attend a scheduled grievance meeting or to respond to a grievance within the specified time limit shall be deemed a denial, and the grievant may proceed to the next step.
4. The date of awareness shall be defined as the date any reasonable person knows or should have known about the condition(s) causing the grievance. Conditions that repeat themselves shall be deemed separate grievable events.
5. When a grievance is submitted in writing, it shall contain a clear explanation of the facts regarding the alleged violation.

D. Procedure:

1. The Union on behalf of the bargaining unit member must submit his/her grievance in writing and such grievance must be received by the immediate supervisor within ten (10) workdays of the date when the events giving rise to the grievance occurred. Such submission shall be made to the immediate supervisor for a satisfactory adjustment.

Nothing in this provision shall prohibit or discourage 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 Executive Director of Human Resources or his/her designee (or specified designee) and the Union President (or designee).

2. Failing satisfactory settlement within ten (10) work days, the Union, at the request of the aggrieved bargaining unit member may within ten (10) work days appeal in writing to the Executive Director of Human Resources or his/her designee or Superintendent's specified designee and set forth specifically the act or condition on which the grievance was based in the first step above the grounds of the appeal.

3. The Executive Director of Human Resources or his/her designee or Superintendent's specified designee shall meet with the bargaining unit member and a Union representative within thirty (30) work days after receipt of the appeal and shall give a written decision to the bargaining unit member and the Union within ten (10) work days.

E. Arbitration:

In the event that the aggrieved member of the unit is not satisfied with the disposition of his/her grievance at Step 3 or in the event no decision has been rendered within ten (10) work days after he/she has first met with the Executive Director of Human Resources or his/her designee or his/her designee, he/she may, within ten (10) work days after a decision by the Executive Director of Human Resources or his/her designee or his/her designee or fifteen (15) work days after he/she has first met with the Executive Director of Human Resources or his/her designee or his/her designee, whichever is sooner, present a request in writing to the President of Union to submit his/her grievance to final and binding arbitration, provided the grievance arose from a violation of a specific section of the agreement. No bargaining unit member may file for arbitration except with the approval and participation of the Union. The Union may submit the grievance to arbitration within fifteen (15) workdays after receipt of a request by the aggrieved person to the American Arbitration Association in accordance with its respective rules. Expenses shall be borne equally. 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. Simultaneous notification of the appeal to arbitration shall be forwarded to the Executive Director of Human Resources or his/her designee. In order to save time and expense both parties may mutually agree to an expedited arbitration process, either through the American Arbitration Association or an independent arbitrator.

F. General Provisions

1. If a grievance is not processed in accordance with the time or procedural requirements, it shall be deemed withdrawn.
2. In the event that the Board's representative does not provide the Union with a timely response to the grievance following the meeting of the parties or if the meeting is not scheduled within the timelines described above, the bargaining unit member or, if appropriate, the Union, may proceed with the next step of the grievance procedure provided that the Union or the bargaining unit member, if appropriate, does so within the specific time limits set forth above.
3. Any grievance, as defined in Section B above, not presented for disposition through the grievance procedure described under Section D above within ten (10) workdays of the time when either the Grievant or the Union knew or reasonably should have known 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 within 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 or an acceptance of a denial, if no decision was rendered, and such decision/denial shall thereafter be binding upon the aggrieved and the Union.

4. Grievances arising from the action of an official other than the immediate supervisor shall be filed against that official at Step 1.
5. The Union shall be informed and have the right to be present at the grievance hearings. The Administration agrees to notify the Union of the time and place of any conference or hearing on any grievance. The Administration further agrees to provide the Union with copies of any grievance not filed through the Union. The Union agrees, in good faith, that it will present the grievance with as many facts as are available at that time.
6. Meetings held under this procedure shall be conducted at a time and place, which will afford a fair and reasonable opportunity for all persons proper to be present. When such meetings are held during the work day, 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 bargaining unit member or members, their appropriate Union representatives and qualified witnesses.
7. Any bargaining unit member who reasonably believes that a meeting with a supervisor, principal, school official, or administrator may result in disciplinary action, is entitled to Union representation. Union representatives will be permitted reasonable absences from their work location to represent members at such meetings without loss of pay. Union representatives shall not be compensated when such meetings are held or continued after working hours.
8. The Board shall permit the President of the Union, or his/her designated representative, with the permission of the principal or supervisor or in his/her absence, the person in charge of the school/department, to visit the schools/department for any purpose relating to the terms and conditions of this Agreement. This permission shall not be unduly withheld. If conferences with members of the bargaining unit are necessary, they shall be scheduled so as not to interfere with the duties and responsibilities of the school/department employees.
9. The parties, by mutual agreement, may waive the time limits at any step of the grievance procedure in writing. The time limits may only be waived or extended by written agreement between the Executive Director of Human Resources or his/her designee (or specified designee) and the Union President (or designee).

#### **ARTICLE VI RESIDENCY**

There shall be no residency requirements for bargaining unit members.

#### **ARTICLE VII UNION SECURITY/RIGHTS**

- A. The Board agrees to deduct via payroll dues for all members of the bargaining unit who give express written permission to the Executive Director of Human Resources for such fee to be deducted via payroll. ~~The Board agrees to deduct via payroll a service fee for all non-members who give express written permission to the Executive Director of Human Resources for such fee to be deducted via payroll.~~
- B. The deduction for any month shall be made on a bi-weekly basis and shall be remitted to the Union, together with a list of names of employees from whose wages such deductions have been made, not later than the fifteenth day of the following month.
- C. The Union may request the equivalent of one (1) unpaid Union leave per year, upon mutual agreement.
- D. The Board will provide each bargaining unit member with a copy of this Agreement within an agreed upon time limit after the signing of this Agreement. New employees will be provided with a copy of this Agreement at the time of hire, but not later than forty-five (45) days after the date of hire. The cost of reproducing the Agreement shall be equally borne between the Board and the Union.
- E. Delegate Release Time: The Union shall be allowed a maximum of five (5) days of Union leave per year with pay to attend official Union conventions. Delegate release time shall not unduly interfere with the operation of the school/department.
- F. There shall be made available to the Union, upon its request, any and all information, statistics and records which the Union may deem to be relevant or necessary for the proper enforcement, implementation or negotiations of the terms of this Agreement, to the extent to which such material is readily available or is reasonably obtainable.
- G. The President of the Union will receive from the Board a list of all employees covered under the Union contract, stating employee number, name, location, assignment, leave of absence status, appointment date, degree, step and salary, in electronic form or hard copy, upon request no more than once per year.
- H. 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 by reason of, actions taken against the Board and/or the City as a result of the administration of the provisions of this Article.

**ARTICLE VIII  
LEAVES OF ABSENCE**

- A. Child Bearing Leave:  
Bargaining unit members who become pregnant may be placed on short-term leave status for child-bearing leave for purposes under this paragraph unless they elect a long-term leave under the provisions of paragraph B.

Any bargaining unit member who becomes pregnant shall so notify the Superintendent or his/her designee at least four (4) months prior to the expected date of delivery and shall thereafter provide a doctor's certificate indicating continued fitness for work as often as the Superintendent or his/her designee may require. Leave shall begin when, in the opinion of her doctor, she is no longer physically able to work.

Leave shall expire when, in the opinion of her doctor, she is physically able to return to work. Normally, leave is not expected to continue more than six (6) weeks after delivery.

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 bargaining unit member on childbearing leave will be assigned to her former position upon return. If a bargaining unit member on child bearing leave returns to work more than six (6) weeks after the delivery date, she may be assigned to her former position or an equivalent position at the discretion of the Superintendent.

**B. Child Rearing Leave:**

A bargaining unit member who has completed 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 shall, upon request, be granted a long-term leave for child-rearing purposes which generally will not last more than one year. The request for such leave must be made at least thirty (30) days prior to its commencement.

Upon return, a bargaining unit member shall be assigned to his/her former position or an equivalent position. Leaves of absence for child rearing shall be without pay.

**C. Professional Leave:**

A bargaining unit member who has completed his/her probationary period may request an unpaid leave of absence for the purpose of furthering his/her education. Application for such leave shall be made to the Executive Director for Human Resources, in writing, at least thirty (30) days prior to its commencement and must specify the length of the leave, not to exceed one (1) year. The bargaining unit member shall be placed in the same position or an equivalent position upon his/her return. Bargaining unit members will notify the Board of their return in a timely fashion.

**D. Personal Days:**

Bargaining unit members shall be permitted absences, without loss of pay, up to a total of not more than five (5) days in any work year for any and all of the listed reasons noted below. A bargaining unit member who has taken personal leave on an emergency basis, must make the necessary arrangements after his/her return from leave to file the Confidential Leave Request Form upon the date of return from leave, regardless if school is in session or not. Failure to do so, will mean loss of pay for that day.

**Reasons:**

1. In the event of serious illness or death of spouse, 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 or marriage or member of his/her immediate household, not to exceed five (5) in any school year.

2. Holy days, not to exceed three (3) days in any school year.
3. Quarantine.
4. Absence for spouse for birth of child not to exceed three (3) days in any school year. Absence of parent for adoption of child shall not exceed three (3) days in any school year.
5. Temporary absence for personal reasons is limited to situations not under the control of the applicant, which makes such absence from service necessary. The appropriate supervisor must give prior approval.

E. Jury Duty:

A bargaining unit member shall be entitled to full pay and benefits for absences due to jury duty. The bargaining unit member shall notify his/her supervisor immediately upon receipt of his/her call to jury duty. A bargaining unit member on jury duty shall turn over all monies received from other sources for jury duty service as they are received.

F. Military Leave:

The benefits, including the right to return to a comparable position, of employees who take a military leave will be according to applicable federal and state law.

G. Professional Days:

With the approval of the Superintendent or his/her designee bargaining unit members may attend conferences or seminars, which will contribute to or increase the knowledge of the employee with regard to his/her position.

H. Family Hardship:

The Superintendent or his/her designee may grant a bargaining unit member a leave of absence without pay for a period not to exceed one (1) year. The request for leave must be made in writing and include the reason(s) for the leave and the length, of the leave requested.

I. Workers' Compensation:

Workers' compensation shall be paid in accordance with law.

J. Bargaining unit members shall be notified when their leave is approved.

## **ARTICLE IX TRANSPORTATION ALLOWANCE**

All bargaining unit members covered by this Agreement, who are required to use their own personal transportation during the course of conducting Board business, shall be reimbursed at a rate in accordance with the IRS regulations. Bargaining unit members currently receiving a flat rate will continue to receive a flat rate of \$48 per month. New employees will receive the IRS rate per mile.

**ARTICLE X  
JOB DESCRIPTION**

While the establishment of job descriptions is a prerogative of the Board, the Union has a right and the Board an obligation to negotiate the salary, terms and conditions of employment for unit members working under such descriptions.

**ARTICLE XI  
FAIR PRACTICES**

- A. The Board and the Union agree to continue their policy of not discriminating against any member of the bargaining unit protected under state or federal discrimination laws, as the laws may be amended from time-to-time.
- B. The provisions of this article are included in the agreement for informational purposes only, and shall not be subject to the grievance procedure.

**ARTICLE XII  
PERSONNEL FILES AND EVALUATIONS**

- A. Limitations on File

An official file shall be maintained so that each bargaining unit member has a right of access and review of his/her file. Use of material contained in bargaining unit members' files in disciplinary proceedings shall be subject to review under the just cause standard applicable to such proceedings. No anonymous letters or materials shall be placed in a bargaining unit member's personnel file. The Administration will send a copy of any negative material that is placed in a bargaining unit member's personnel file to the bargaining unit member.

- 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 of 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 copies shall

be borne by the Board. The cost of 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. Evaluations submitted by a supervisor shall be submitted to the personnel file.
  - 1. After examination of said evaluation, the bargaining unit member shall, for the purpose of identification only, affix his/her signature thereto, reserving the right to respond by addenda affixed.
  - 2. If any evaluation is contested, the procedure for due process (which shall be initiated with ten [10] work days) shall be followed. Grievances shall only be related to the process of the evaluation. Grievances regarding evaluation shall not be subject to arbitration.

### **ARTICLE XIII TRANSFERS, PROMOTIONS AND PROBATION**

- A. Vacancies and new positions shall be filled at the discretion of the Superintendent or his/her designee considering the best interests of the students served by the Board.
- B. Vacancies and new positions within the Union, which are to be filled, shall be posted a minimum of five (5) working days. The posting will set forth the qualifications, schedules, rates of pay and the application process.
- C. The Board shall notify the Union as to its decision on whether or not a position shall be filled, frozen or eliminated.
- D. Vacancies may be filled provided there is at least one (1) qualified applicant and funding is available.
- E. The principal criterion for consideration of a request for change in assignment is whether the change in assignment will result in the best interest of the students served by the Board.
- F. Bargaining unit members, who have successfully completed their probationary period, may apply for any vacant position.
- G. The President of the Union shall receive a copy of all official correspondence sent to a bargaining unit member regarding changes in assignments or new hires on a contemporaneous basis. Copies may be sent in electronic form or by hard copy.
- H. The Union recognizes the right of the Board for the best interests of the students served by the Board to assign newly hired employees prior to reassigning those who have requested a change in assignment.
- I. Any bargaining unit member who voluntarily transfers to a different position shall have a one hundred twenty actual working days probationary period. Any leave extends the probationary period by the length of the leave.



- J. Involuntary transfers shall not be made without prior consultation with the bargaining unit member concerned, at which time the bargaining unit member shall be notified of the reasons for the transfer. Where possible, said notice shall be sent at least two (2) weeks prior to the effective transfer date.
- K. New employees shall be considered probationary during their first one hundred twenty actual 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; his/her seniority shall date back to the date of his/her original employment upon completion of the probationary period.

**ARTICLE XIV  
EXTENDED WORK HOURS**

Bargaining unit members, except as noted below, shall be paid overtime in accordance with applicable state and federal laws.

All professionals at grid 710 and above understand that the nature of their responsibility may from time to time require them to work more than their normal work hours to complete their duties. It is understood that when these bargaining unit members are required to work beyond their regular work hours they will do so without additional compensation. If they are required to work on non-work days they shall be eligible for additional compensation at a per diem rate or off-setting additional vacation time with pre-approval.

**ARTICLE XV  
REIMBURSEMENT FOR PROFESSIONAL IMPROVEMENT**

Bargaining unit members who have completed one year of satisfactory service in the Hartford System of Schools and have successfully completed the semester course in a graduate program from an accredited university shall be eligible for tuition reimbursement of up to ~~\$500~~\$675 per credit, up to a maximum of six (6) credits per year each reimbursable year, summer through spring semester. Members must submit any graduate level 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 B or pass for the completed course work.

For members who have not attained a bachelor's degree, courses in pursuit of such degree from an accredited college/university shall be deemed eligible for reimbursement subject to the procedures of the above paragraph.

**ARTICLE XVI  
JOB ACTIONS, LOCKOUT, PARTIES TO COMMUNICATE**

- A. The Union and the Board agree that any differences between the parties on matters relating to the Agreement shall be settled by the means herein provided.
- B. The Union, in consideration of this Agreement and its terms and conditions, will not, during the term of this Agreement, engage in or condone any strike, work stoppage, or other concerted refusal to perform any assignment on the part of any bargaining unit member represented hereunder.
- C. The Board agrees that at no time will the Board lock out of his/her regular work place or from his/her regular work assignment any member in an effort to resolve a labor dispute.

**ARTICLE XVII  
DISCIPLINARY PROCEDURES**

No bargaining unit member shall be issued a letter of reprimand copied to the personnel file, suspended without pay, or discharged without just cause. In cases of minor misconduct/infractions, progressive discipline may apply. Progressive discipline shall not apply in cases of serious misconduct.

Disciplinary actions shall normally follow this order:

- (a) Written warning
- (b) Suspension without pay
- (c) Discharge/Demotion

Any of the above steps may be omitted depending upon the severity of the discipline required.

**ARTICLE XVIII  
RETIREMENT BENEFITS**

City MERF pension benefits shall only apply to HS SSA members actively in the City MERF pension plan before January 1, 2012. Any person hired into HSSSA on or after January 1, 2012, who is not at the time already in a City MERF pension plan, shall be eligible for participation in a 403b plan only. Such employees shall not be eligible for retiree health insurance through the City of Hartford or Hartford Board of Education. The 403b plan shall include up to a 5% of pensionable wages/earnings employer funded match per year, subject to all applicable legal restrictions.

**ARTICLE XIX  
DURATION AND NEGOTIATIONS OVER SUCCESSOR AGREEMENT**

- A. This Agreement shall be in full force and effect from the date of its signing through the 30th day of June, 2019. The parties shall enter into negotiations for a successor agreement as provided by applicable state law.

- B. During negotiations, the Board and the Union 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 Union with materials and/or information necessary to discuss salaries, fringe benefits and working conditions. It is understood that the materials relate only to the Union.

## **ARTICLE XX WORK DAY/WORK YEAR**

The Board shall establish the work day and the work year in the best interests of the students served by the Board. For bargaining unit members who work at least a seven and a half (7.5) hour day, the work day shall be comprised of seven (7) working hours and at least a half hour duty free lunch. If the bargaining unit member desires a special arrangement, such an arrangement may be implemented if the bargaining unit member first obtains approval from the Board and the Union.

Work year is defined in Appendix D.

Twelve month employees shall be entitled to the following:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving Day
10. Christmas Day
11. Floating Holiday
12. Floating Holiday

The floating holiday must be requested ~~on a confidential leave form~~ [through the electronic data management system](#) and noted as such ~~(code 88)~~. Such floating holiday(s) must be approved by the member's supervisor and must be taken between July 1<sup>st</sup> and June 30<sup>th</sup> or shall be waived for that contract year.

If school is in session on a holiday, or if there is a failure to observe said holiday, the bargaining unit member shall be granted compensatory time or pay in lieu thereof. If a work location is closed or inaccessible for any reason the bargaining unit member shall report to a designated alternative work site as determined by his/her supervisor.

## **ARTICLE XXI PERSONAL PROPERTY DAMAGE**

The Board will allocate \$1,500 for the purpose of reimbursing bargaining unit members for damage or loss, excluding cash, to personal property incurred during a bargaining unit member's working hours and/or performance of duty. All reimbursements will be held until the end of the fiscal year, at which time reimbursement will be made in full if the funds are sufficient; otherwise pro-rated reimbursement will be made according to the demands on the fund.

## **ARTICLE XXII SENIORITY**

- A. Seniority shall be defined as a bargaining unit member's length of continuous full-time 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. Except as provided by law, seniority shall freeze during all leaves of absence over thirty (30) days that are authorized without pay or are unauthorized, in accordance with the law.
- C. In case of a tie, the last four (4) digits of the bargaining unit member's social security number shall determine seniority. The higher number shall have more seniority.
- D. A bargaining unit member shall lose his/her seniority rights under any of the following circumstances:
  - 1. If he/she resigns;
  - 2. If he/she is discharged for just cause;
  - 3. If he/she is laid-off for lack of work and such layoff continues for more than two (2) years; and
  - 4. If he/she fails to report to work within ten (10) working days after due notice by the Board to the employee's last known address to return to work after layoff or leave of absence has expired.

## **ARTICLE XXIII LAYOFF AND RECALL**

- A. A bargaining unit member is laid off when his/her position is eliminated. When more than one bargaining unit member is in a position to be eliminated, the least senior member in the position shall be laid off first. A lay off constitutes a break in service. Full-time bargaining unit members, who are laid off, shall be placed on a preferential recall list for one (1) year after the date of lay off. They shall be recalled to available positions on the basis of seniority and qualifications. If a bargaining unit member is recalled within one (1) year, he/she shall receive credit for years of service in the bargaining unit. If a bargaining unit member is recalled from the list and does not accept said position, he/she shall be removed from the list.
- B. In the event that a position in the unit is eliminated, displaced unit members will be given preference to fill open positions authorized for filling that are lateral or lower on the grid

level, provided they are equally qualified to any outside applicant(s) being considered by the Board to fill said vacancy.

- C. The person who is being laid off or whose position is being eliminated shall be notified in writing at least fourteen (14) days prior to the actual separation from service.
- D. A member who is laid off from the Hartford Public Schools, and does not elect to retire where eligible, shall continue on Board health insurance, as previously enrolled, for two months after separation from service. He/she shall be liable for the employee portion of the premium cost share during the two month period.
- E. Recall  
In the event that the board elects to eliminate a position held by a bargaining unit member due to budget considerations or for any other reason, whatsoever, then no position shall be created or filled which would qualify for membership in the Union for a period of one (1) year without the person whose job was eliminated being given the option of filling that position if they meet the requirements and qualifications of the position. If more than one person would qualify for the position because of a reduction in staff then the person with the most seniority would have the first option for the position progressing to the person with the least seniority.

#### **ARTICLE XXIV GENERAL PROVISIONS**

- A. Upon request, the Superintendent or his/her designated agent will meet with representatives of the Union to discuss matters such as, but not limited to, staffing, equipment and its use. The Union will provide an agenda at least one (1) week prior to such meetings and the Administration shall have the right to add items to the agenda if it wishes.
- B. When grievance hearings are held during the work day, the grievant and one Union officer shall be allowed to attend such hearing without loss of pay. If the Board and the union agree to hold negotiations during the work day, all team members shall be allowed to attend such negotiations without loss of pay. However, the Union may not insist that negotiations occur during their work day. There shall be no compensation when such meetings (grievance hearings or negotiations) are held or continued after the work day.
- C. Any reference in this agreement to "day" shall also include the equivalent in hours.
- D. No other bargaining unit or non-bargaining employee shall be assigned to work, which falls within the purview of this bargaining unit on a regular basis.
- E. The Board shall continue its practice of posting and distributing all official circulars from the Superintendent's office and from the Board which are intended for the information of bargaining unit members.

- F. A copy of the public agenda of the regular Board meetings shall be available to the Union President twenty-four (24) hours prior to the meetings. The Union shall be notified prior to all special meetings.
- G. Assumption of Liability for Damage Caused by Bargaining Unit Member:
1. Employees in the bargaining unit shall be protected in accordance with section 10-235 of the Connecticut General Statutes, as it is amended from time to time.
  2. Solely for the purpose of informing employees in the bargaining unit, the following language is offered as a paraphrase of the provisions of Section 10-235:
    - a. The Board shall pay on behalf of any bargaining unit member all sums which such bargaining unit member becomes obligated to pay by reason of the liability imposed upon such bargaining unit member by law for physical damages to person or property if the bargaining unit member at the time of the occurrence, accident, physical injury or damages complained of, was acting in the performance of his/her duties and within the scope of his/her employment, and if such occurrence, accident, physical injury or damage was not the result of any willful or wanton act of such bargaining unit member in the discharge of such duty.

#### **ARTICLE XXV SAVINGS**

In the event that any provision or portion of this Agreement is ultimately ruled invalid for any reason by an authority of established and competent legal jurisdiction, the balance and remainder of this Agreement shall remain in full force and effect.

#### **ARTICLE XXVI ANNUAL CERTIFICATION/NOTIFICATION**

All bargaining unit members shall certify on an annual basis that they have not been convicted of a felony. Such certification shall be made on a form approved by the Board. If a bargaining unit member is arrested [for a felony or](#) for a crime against a person, sexual assault, child abuse or family violence, he/she shall immediately notify the Executive Director of Human Resources or his/her designee [in writing](#). It is required that all such matters be kept in the strictest confidence by the appropriate department personnel.

Further, members are obligated to sign a release to allow DCF to share the outcomes of any investigation of abuse/neglect of children connected to employment with the Hartford Public Schools.

[All bargaining unit members understand and agree that they are required to notify the Executive Director of Human Resources in writing immediately if the Department of Children and Families has substantiated abuse or neglect against him/her/](#)

If an employee is convicted of a felony or a crime against a person, sexual assault, child abuse or family violence or any crime involving drugs, weapon(s), or violence he/she shall notify the Executive Director of Human Resources immediately in writing.

Further, the Administration may, in its sole discretion, require a member to submit to a drug/alcohol test. Testing shall not be done on a random basis but shall be utilized if the Administration has suspicion of use or influence.

**ARTICLE XXVII  
PERFORMANCE INCENTIVE**

The Administration may offer a performance incentive to bargaining unit members. The performance incentive shall not exceed ten percent (10%) of the base salary. The decision to pay such a performance incentive shall not be subject to the grievance procedure.

DRAFT

**APPENDIX A  
HSSSA POSITIONS AND GRIDS**

Nothing herein shall be construed to limit the Board's right to create or eliminate positions.

**SCHEDULE**

**ASSIGNMENT**

6A	Extended Day Arts Coordinator – 10 months degree requirement*
6B	Lead Security Officer – 11 months
A710	Residency Coordinator
A725	Program Admin. - OT/PT
A796	Medical Director
B746	Coordinator of Assessment Programs
C690	Operation Transportation Coordinator
C700	Central Registration Administrative Supervisor*
C710	Program Manager of Tech Data Accounting
C710	Supervisor of Printing and Duplicating
C710	Medicaid Coordinator
C715	Organization Supervisor (Building and Grounds)
C720	Transportation Manager
C720	Child & Nutrition Field Manager
C720	Operations Manager for Food Services
C720	Satellite Manager for Food Services
C725	Child & Nutrition Senior Field Manager
C730	Coordinator of Specially Funded Programs*
C735	Payroll Manager
C735	Financial Serv. Manager (MHIS)
C740	Compliance Manager (Special Education Department)
C740	Organization Manager (Food Services)
C745	Student Based Coordinator (Special Education Department)
C750	Assistant Director of Facilities
C755	Network Manager (MHIS)
C755	Asst Dir. Of Nutrition Support
C760	Coordinator of Health Servs.
C760	Security Director
C765	Director Financial Planning & Grant Management
C765	Director of Operations
C765	Director of Welcome Center and Family Services and Ombudsperson
C780	Senior Director of Food & Child Nutrition Services
C780	Senior Director of Data and Accountability

All bargaining unit members are paid on a bi-weekly basis.

\* These positions are not currently filled and may not be filled.



**APPENDIX B  
SALARY GRIDS**

**Hartford Schools Support Supervisors Association**

**2019-2020**

<u>Grid</u>	<u>Min</u>	<u>Max</u>
-		
6A	50,476	66,979
6B	49,809	67,392
A710	63,343	76,496
A725	74,461	89,927
A796	154,094	185,496
B746	95,018	114,569
C690	57,764	74,666
C700	66,296	83,198
C710	74,935	90,368
C715	78,785	95,111
C720	82,204	99,219
C725	85,633	103,330
C730	89,058	107,444
C735	92,481	111,553
C740	95,909	115,662
C745	99,333	119,770
C750	102,758	123,881
C755	106,183	127,993
C760	109,607	132,101
C765	113,034	136,212
C780	123,871	149,276

2% GWI

<u>Grid</u>	<b>2020-2021</b>	
	<u>Min</u>	<u>Max</u>
6A	50,980	67,649
6B	50,307	68,066
A710	63,976	77,261
A725	75,206	90,827
A796	155,635	187,351
B746	95,968	115,715
C690	58,341	75,413
C700	66,959	84,030
C710	75,685	91,272
C715	79,573	96,062
C720	83,026	100,212
C725	86,489	104,363
C730	89,949	108,518
C735	93,406	112,669
C740	96,868	116,818
C745	100,326	120,968
C750	103,785	125,120
C755	107,245	129,273
C760	110,703	133,422
C765	114,165	137,574
C780	125,110	150,769

1%-GWI

DR

	<b>2021-2022</b>	
<u>Grid</u>	<u>Min</u>	<u>Max</u>
6A	51,745	68,664
6B	51,062	69,087
A710	64,936	78,420
A725	76,334	92,189
A796	157,970	190,161
B746	97,408	117,451
C690	59,216	76,544
C700	67,963	85,291
C710	76,820	92,641
C715	80,766	97,503
C720	84,271	101,715
C725	87,787	105,929
C730	91,298	110,146
C735	94,807	114,359
C740	98,321	118,571
C745	101,831	122,783
C750	105,342	126,997
C755	108,854	131,212
C760	112,364	135,424
C765	115,877	139,638
C780	126,986	153,030

1.5% GWI



**2022-2023**

<u>Grid</u>	<u>Min</u>	<u>Max</u>
6A	52,263	69,350
6B	51,572	69,778
A710	65,585	79,204
A725	77,097	93,111
A796	159,550	192,063
B746	98,382	118,625
C690	59,809	77,309
C700	68,643	86,144
C710	77,588	93,567
C715	81,574	98,478
C720	85,114	102,732
C725	88,665	106,988
C730	92,211	111,247
C735	95,755	115,502
C740	99,304	119,756
C745	102,849	124,010
C750	106,396	128,267
C755	109,942	132,524
C760	113,487	136,778
C765	117,034	141,034
C780	128,256	154,561

1%-GWI

**2023-2024**

<u>Grid</u>	<u>Min</u>	<u>Max</u>	<u>5% Range Adjustment</u>
6A	53,308	70,737	871
6B	52,603	71,174	929
A710	66,897	80,788	695
A725	78,639	94,973	817
A796	162,741	195,904	1,658
B746	100,350	120,998	1,032
C690	61,005	78,855	893
C700	70,016	87,867	893
C710	79,140	95,438	815
C715	83,205	100,448	862
C720	86,816	104,787	899
C725	90,438	109,128	935
C730	94,055	113,472	971
C735	97,670	117,812	1,007
C740	101,290	122,151	1,043
C745	104,906	126,490	1,079

<u>C750</u>	<u>108,524</u>	<u>130,832</u>	<u>1,115</u>
<u>C755</u>	<u>112,141</u>	<u>135,174</u>	<u>1,152</u>
<u>C760</u>	<u>115,757</u>	<u>139,514</u>	<u>1,188</u>
<u>C765</u>	<u>119,375</u>	<u>143,855</u>	<u>1,224</u>
<u>C780</u>	<u>130,821</u>	<u>157,652</u>	<u>1,342</u>

**2024-2025**

<u>Grid</u>	<u>Min</u>	<u>Max</u>
<u>6A</u>	<u>54,374</u>	<u>72,152</u>
<u>6B</u>	<u>53,655</u>	<u>72,597</u>
<u>A710</u>	<u>68,235</u>	<u>82,404</u>
<u>A725</u>	<u>80,212</u>	<u>96,872</u>
<u>A796</u>	<u>165,996</u>	<u>199,822</u>
<u>B746</u>	<u>102,357</u>	<u>123,418</u>
<u>C690</u>	<u>62,225</u>	<u>80,432</u>
<u>C700</u>	<u>71,416</u>	<u>89,624</u>
<u>C710</u>	<u>80,723</u>	<u>97,347</u>
<u>C715</u>	<u>84,869</u>	<u>102,457</u>
<u>C720</u>	<u>88,552</u>	<u>106,883</u>
<u>C725</u>	<u>92,247</u>	<u>111,311</u>
<u>C730</u>	<u>95,936</u>	<u>115,741</u>
<u>C735</u>	<u>99,623</u>	<u>120,168</u>
<u>C740</u>	<u>103,316</u>	<u>124,594</u>
<u>C745</u>	<u>107,004</u>	<u>129,020</u>
<u>C750</u>	<u>110,694</u>	<u>133,449</u>
<u>C755</u>	<u>114,384</u>	<u>137,877</u>
<u>C760</u>	<u>118,072</u>	<u>142,304</u>
<u>C765</u>	<u>121,763</u>	<u>146,732</u>
<u>C780</u>	<u>133,437</u>	<u>160,805</u>

**2025-2026**

<u>Grid</u>	<u>Min</u>	<u>Max</u>	<u>5% Range Adjustment</u>
<u>6A</u>	<u>55,461</u>	<u>73,595</u>	<u>907</u>
<u>6B</u>	<u>54,728</u>	<u>74,049</u>	<u>966</u>
<u>A710</u>	<u>69,600</u>	<u>84,052</u>	<u>723</u>
<u>A725</u>	<u>81,816</u>	<u>98,809</u>	<u>850</u>
<u>A796</u>	<u>169,316</u>	<u>203,818</u>	<u>1,725</u>
<u>B746</u>	<u>104,404</u>	<u>125,886</u>	<u>1,074</u>
<u>C690</u>	<u>63,470</u>	<u>82,041</u>	<u>929</u>
<u>C700</u>	<u>72,844</u>	<u>91,416</u>	<u>929</u>
<u>C710</u>	<u>82,337</u>	<u>99,294</u>	<u>848</u>
<u>C715</u>	<u>86,566</u>	<u>104,506</u>	<u>897</u>

<u>C720</u>	<u>90,323</u>	<u>109,021</u>	<u>935</u>
<u>C725</u>	<u>94,092</u>	<u>113,537</u>	<u>972</u>
<u>C730</u>	<u>97,855</u>	<u>118,056</u>	<u>1,010</u>
<u>C735</u>	<u>101,615</u>	<u>122,571</u>	<u>1,048</u>
<u>C740</u>	<u>105,382</u>	<u>127,086</u>	<u>1,085</u>
<u>C745</u>	<u>109,144</u>	<u>131,600</u>	<u>1,123</u>
<u>C750</u>	<u>112,908</u>	<u>136,118</u>	<u>1,161</u>
<u>C755</u>	<u>116,672</u>	<u>140,635</u>	<u>1,198</u>
<u>C760</u>	<u>120,433</u>	<u>145,150</u>	<u>1,236</u>
<u>C765</u>	<u>124,198</u>	<u>149,667</u>	<u>1,273</u>
<u>C780</u>	<u>136,106</u>	<u>164,021</u>	<u>1,396</u>

**2026-2027**

<u>Grid</u>	<u>Min</u>	<u>Max</u>
<u>6A</u>	<u>56,570</u>	<u>75,067</u>
<u>6B</u>	<u>55,823</u>	<u>75,530</u>
<u>A710</u>	<u>70,992</u>	<u>85,733</u>
<u>A725</u>	<u>83,452</u>	<u>100,785</u>
<u>A796</u>	<u>172,702</u>	<u>207,894</u>
<u>B746</u>	<u>106,492</u>	<u>128,404</u>
<u>C690</u>	<u>64,739</u>	<u>83,682</u>
<u>C700</u>	<u>74,301</u>	<u>93,244</u>
<u>C710</u>	<u>83,984</u>	<u>101,280</u>
<u>C715</u>	<u>88,297</u>	<u>106,596</u>
<u>C720</u>	<u>92,129</u>	<u>111,201</u>
<u>C725</u>	<u>95,974</u>	<u>115,808</u>
<u>C730</u>	<u>99,812</u>	<u>120,417</u>
<u>C735</u>	<u>103,647</u>	<u>125,022</u>
<u>C740</u>	<u>107,490</u>	<u>129,628</u>
<u>C745</u>	<u>111,327</u>	<u>134,232</u>
<u>C750</u>	<u>115,166</u>	<u>138,840</u>
<u>C755</u>	<u>119,005</u>	<u>143,448</u>
<u>C760</u>	<u>122,842</u>	<u>148,053</u>
<u>C765</u>	<u>126,682</u>	<u>152,660</u>
<u>C780</u>	<u>138,828</u>	<u>167,301</u>

**APPENDIX C**

1. Health Insurance

Employee health contributions shall have a pre-tax status under Section 125 Plan.

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

~~All bargaining unit members will move to the HDHP with HSA as of November 1, 2019.~~

Only the High Deductible Health Plan will be available to bargaining unit members.

Members shall contribute the following percentages toward the annual premium nor more than 4% above the allocation rate for the year in question ~~or fully insured premium equivalent costs~~ for individual, individual + 1, or family coverage on the HDHP with HSA:

<del>2019-2020:</del>	<del>17%</del>
<del>2020-2021:</del>	<del>18%</del>
<del>2021-2022:</del>	<del>19%</del>
<del>2022-2023:</del>	<del>20%</del>
<u>2023-2024</u>	<u>20.0%</u>
<u>2024-2025</u>	<u>20.5%</u>
<u>2025-2026</u>	<u>21.0%</u>
<u>2026-2027</u>	<u>21.5%</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.

Effective November 1, 2019, the Board shall contribute fifty percent (50%) of the applicable HSA deductible amount. 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 November 1, 2019 and the second during the week of January 1, 2020. Thereafter, the Board's contribution shall be deposited into the HSA accounts in two equal installments, the first during the week of July 1 and the second during the week of January 1. The Board's contribution will be pro-rated for members hired after July 1<sup>st</sup> in any year.

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 individuals upon their separation from employment or departure from the Union.

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

HSSSA 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. This provision shall not be subject to the grievance procedure.

- B. Dental Plan subject to premium cost sharing specified above.
- C. If the employee or the employee's dependent(s) become ineligible for medical or dental coverage they can purchase the coverage at their own expense at the fully insured group rate plus the 2% administration fee in accordance with the Congressional Omnibus Budget Reconciliation Act. (COBRA)
- D. A Long-Term Disability policy will be made available to bargaining unit members at group rates.
- E. The Board reserves the right to study alternative insurance plans to the plans outlined in this section provided the following steps are followed:
  - a. The plan suggested as an alternative must contain at least substantially equivalent benefit level as the present plan at no additional costs to the employee.
  - b. The Union will have an opportunity to study the plan for a period of twenty (20) working days.
  - c. At the end of the twenty (20) day period the Board and the Union will mutually agree to an impartial arbitrator if comparability is an issue or the purpose of the comparability study.
  - d. If the proposed plan is comparable, portable through the United States, the Board may substitute as soon as possible.
  - e. Proposed changes are limited to no more than one proposed change for each type of insurance during the life of the contract.

## 2. Life Insurance -

All bargaining unit members shall receive an amount of group life insurance, without cost to the member, equal to two times his/her salary. There is no limit or cap on the insurance amount. Amounts over \$50,000 are subject to federal taxation and may be waived.



3. Sick Leave

- A. All ten (10) month bargaining unit members hired prior to November 20, 2002 shall receive twenty (20) sick days per full year, which shall be earned at a rate of two (2) sick days per month for ten (10) months.
- B. All ten (10) month bargaining unit members hired after November 20, 2002 shall receive fifteen (15) sick days per full year, which shall be earned at a rate of 1.5 sick days per month for ten (10) months.
- C. All eleven (11) month bargaining unit members hired prior to November 20, 2002 shall receive twenty-two (22) sick days per full year, which shall be earned at a rate of two (2) sick days per month for eleven (11) months.
- D. All eleven (11) month bargaining unit members hired after November 20, 2002 shall receive fifteen (15) sick days per full year, which shall be earned at a rate of 1.36 sick days per month for eleven (11) months.
- E. All twelve (12) month bargaining unit members hired prior to November 20, 2002 shall receive twenty-four (24) sick days per full year, which shall be earned at a rate of two (2) sick days per month for twelve (12) months.
- F. All twelve (12) month bargaining unit members hired after November 20, 2002 shall receive fifteen (15) sick days per full year, which shall be earned at a rate of 1.25 sick days per month for twelve (12) months.
- G. All current bargaining unit members of the Hartford Board of Education who subsequently transfer into the bargaining unit shall use their date of hire, not their date of transfer, in determining monthly accrual of sick days.
- H. All bargaining unit members hired after November 20, 2002 shall be entitled to accumulate up to one hundred and fifty sick (150) days. All bargaining unit members hired on or prior to November 20, 2002 shall be entitled to accumulate up to two hundred twenty-five (225) sick days.

5. Vacations

- A. All twelve (12) month bargaining unit members hired prior to November 20, 2002 shall be entitled to twenty-four (24) vacation days per year, which shall be earned at a rate of two vacation days per month for twelve (12) months.
- B. All twelve (12) month bargaining unit members hired on or after November 20, 2002 shall be entitled to twelve (12) vacation days per year, which shall be earned at a rate of one vacation day per month for twelve (12) months. Vacation days shall be increased on the bargaining unit member's anniversary date in accordance with the table below.

Years:	Total Amount:	Accrual Rate
--------	---------------	--------------

6 — 9	15 vacation days	1.25/month
10 — 14	20 vacation days	1.66/month
15 plus yrs	24 vacation days	2.0/month

Current Board employees transferring into this unit will utilize their Board of Education hire date for vacation day accrual.

Effective August 30, 2011, the accrual rates shall be as follows:

Years:	Total Amount:	Accrual Rate
2 — 4	15 vacation days	1.25/month
5 — 9	20 vacation days	1.66/month
10 plus yrs	24 vacation days	2.0/month

- C. Bargaining unit members shall be allowed to carry over up to twenty-four (24) vacation days when authorized by the Superintendent or the Superintendent's designee. Requests for carry-over vacation in excess of twenty-four (24) days may be made to the Superintendent and/or designee, who will in his/her sole discretion approve or deny the request. Such decision is not subject to grievance or arbitration.
- D. If a holiday occurs during the week in which the bargaining unit member is on vacation, the bargaining unit member shall not be charged vacation time for that day.
- E. Prior approval by appropriate supervisor is required for all vacations.
- F. Any bargaining unit member who is separated from service with the Board for any reason, prior to taking his/her vacation shall be fully compensated for the unused vacation accumulation at the time of separation. In no case, shall the bargaining unit member be paid for more than twenty-four (24) vacation days.
- G. In the event of the death of a bargaining unit member, his/her spouse and/or minor children or the employee's estate if no spouse or minor children, shall receive the employee's pro rata vacation pay.
- H. The Board reserves the right to designate periods where vacation time must be taken. If a member is unable to take vacation during a designated period of shutdown or vacation window due to specific work requirements, such member may receive permission to work and not use vacation time from the Cabinet member who ultimately oversees his/her department. Such request and approval must be confirmed in writing.

6. Severance

Upon retirement a bargaining unit member shall be entitled to severance. The severance shall be paid for unused accumulated sick days at the per diem value of the bargaining unit member's annual salary at the time of retirement and shall be calculated according to the following formula:

- a. the number of unused accumulated sick days not to exceed sixty (60) days; or

- b. thirty percent (30%) of the unused accumulated sick days, whichever is greater.

For bargaining unit members who work a twelve (12) month work year, the per diem rate shall be calculated using 224 workdays.

Retirees and their legally dependent survivors (including spouse) shall be entitled to purchase group health insurance benefits at the same rate as current working bargaining unit members. This provision regarding the purchase of retiree health insurance will not apply to bargaining unit members who are hired after September 1, 2019.

7. Life Insurance

Upon retirement a bargaining unit member shall receive paid-up life insurance coverage in the amount of five thousand dollars (\$5,000) for bargaining unit members below Grid 710 and fifteen thousand dollars (\$15,000) for bargaining unit members at or above Grid 710. This provision regarding retiree life insurance will not apply to bargaining unit members who are hired after September 1, 2019.

**APPENDIX D**

**Work year defined**

Current work years:

Schedule A — 193

Schedule B — 213

Schedule C — a twelve-month work year less any holidays and/or vacation to which the bargaining unit member may be entitled

In witness whereof, the parties hereto set their hand:

HARTFORD BOARD OF EDUCATION

HARTFORD SCHOOLS SUPPORT  
SUPERVISORS ASSOCIATION

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Edward Wilson, Jr., Esq. ~~Natasha Banks~~  
Staff Attorney ~~Executive Director of Human Resources~~

\_\_\_\_\_  
Matricia Lawson ~~Lonnie Burt~~  
President

**CONFIDENTIAL**

**Brief Summary of Hartford Schools Support Supervisors Association Tentative Agreement**

This is a small unit of approximately 38 employees consisting of various non-certified supervisory employees. The current contract expired on June 30, 2023. The parties reached a tentative agreement on August 10, 2023 and we were informed that the union ratified the tentative agreement on August 24, 2023. The new contract will be effective retroactively from July 1, 2023 – June 30, 2027.

**Background**

This is the only unit that new employees are not eligible for some type of pension benefit. Additionally, several contracts ago, this union agreed to eliminate steps in the contract in favor of ranges. The union raised a specific concern that since that time, there has been no movement within the ranges.

The prior contract ran from July 1, 2019 through June 30, 2023 and consisted of the following salary increases:

2018-2019	2% GWI
2019-2020	1% GWI
2020-2021	1.5% GWI
2021-2022	1% GWI

There was no range movement.

**Salary**

July 1, 2023	2.0% GWI, 5% range adjustment for those not on top step (retroactive to July 1, 2023)
July 1, 2024	2.0% GWI, no range adjustment
July 1, 2025	2.0% GWI, 5% range adjustment for those not on top step
July 1, 2026	2.0% GWI, no range adjustment

“Range adjustment” for those who have not reached maximum is 5% of the difference between the maximum and minimum (not to exceed the maximum).

**Insurance**

- Premium Cost Share percentages
  - July 1, 2023 20.0%
  - July 1, 2024 20.5%
  - July 1, 2025 21.0%
  - July 1, 2026 21.5%

## Other Changes

- Increased tuition reimbursement rate to \$675 per credit
- Added progressive discipline language into the contract
- Updated some language such as the process to request leave to conform with the current system used by the district
- Updated the language related to when an employee has to report arrests and/or convictions for certain offenses

**Total Cost Summary: Agreement Between** HBOE and Schools Support Supervisors Association, Local 78

General Topic	Change	Fiscal Impact				
		FY 23-24	FY 24-25	FY 25-26	FY 26-27	Total
Wages	General Wage Increase %	2.00%	2.00%	2.00%	2.00%	
	Cost of General Wage Increase \$	\$ 71,545	\$ 72,973	\$ 74,432	\$ 76,646	\$ 295,596
	Cost of Range Adjustment in \$	\$ 35,010	\$ -	\$ 36,419	\$ -	\$ 71,429
	Portion attributable to Food Service operations (self-funded)	\$ (40,730)	\$ (28,667)	\$ (42,352)	\$ (30,086)	\$ (141,835)
Tuition Reimbursement	Increase to \$675 per credit hour	\$ 1,050	\$ 1,050	\$ 1,050	\$ 1,050	\$ 4,200
Healthcare	Additional contribution to premium cost share	\$ -	\$ (3,311)	\$ (6,622)	\$ (9,933)	\$ (19,866)
(Memo)	HDHP Employee Cost Share	20.0%	20.5%	21.0%	21.5%	
	<b>Net Annual Impact</b>	<b>\$ 66,875</b>	<b>\$ 42,045</b>	<b>\$ 62,927</b>	<b>\$ 37,677</b>	<b>\$ 209,524</b>
<b>Other Measures to Offset Costs of Contract</b>						
Wages	2.0% increase built into 2023-24 budget	\$ (43,438)	\$ -	\$ -	\$ -	\$ (43,438)
	<b>Net Annual Impact Each Year</b>	<b>\$ 23,437</b>	<b>\$ 42,045</b>	<b>\$ 62,927</b>	<b>\$ 37,677</b>	<b>\$ 166,086</b>
<b>Notes:</b>						

Job Class Code Long Description	Position Start Date	Grade/Rank	2023			2024 GWI			2025 GWI			2026 GWI			2027 GWI		
			Annual Pay	2.00%	5% Diff	Annual Pay	2.00%	5% Diff	Annual Pay	2.00%	5% Diff	Annual Pay	2.00%	5% Diff	Annual Pay	2.00%	5% Diff
SUPERVISOR (12 MO)	08/14/2022	6A6	52,263.00	1,045	871	53,308	1,066	54,374	1,087	907	56,368	1,127	57,495				
SUPERVISOR (12 MO)	08/14/2022	6A6	52,263.00	1,045	871	53,308	1,066	54,374	1,087	907	56,368	1,127	57,495				
SUPERVISOR (12 MO)	08/14/2022	6A6	52,263.00	1,045	871	53,308	1,066	54,374	1,087	907	56,368	1,127	57,495				
LEAD SCH SAFETY OFFICR (11 MO)	03/01/2020	6B6	56,947.08	1,139	929	58,086	1,162	59,248	1,185	966	61,399	1,228	62,627				
LEAD SCH SAFETY OFFICR (11 MO)	05/27/2018	6B6	58,086.03	1,162	929	59,248	1,185	60,433	1,209	966	62,608	1,252	63,860				
LEAD SCH SAFETY OFFICR (11 MO)	05/27/2018	6B6	58,086.03	1,162	929	59,248	1,185	60,433	1,209	966	62,608	1,252	63,860				
COORDINATOR	02/27/2022	A710	65,585.36	1,312	695	66,897	1,338	68,235	1,365	723	70,323	1,406	71,729				
COORDINATOR	03/19/2017	A710	68,647.12	1,373	695	70,020	1,400	71,420	1,428	723	73,571	1,471	75,042				
DIRECTOR (12 MO)	11/07/2021	A796	96,031.31	1,921	1,658	97,952	1,959	99,911	1,998	1,725	103,634	2,073	105,707				
MANAGER (12 MO)	01/22/2016	C710	77,558.82	1,551	815	79,110	1,582	80,692	1,614	848	83,154	1,663	84,817				
SUPERVISOR (12 MO)	10/01/2007	C710	93,567.17	1,871	0	95,438	1,909	97,347	1,947	0	99,294	1,986	101,280				
SUPERVISOR (12 MO)	01/02/2019	C715	81,574.10	1,631	862	83,205	1,664	84,869	1,697	897	87,463	1,749	89,212				
MANAGER (12 MO)	06/26/2016	C720	85,114.14	1,702	899	86,816	1,736	88,552	1,771	935	91,258	1,825	93,083				
MANAGER (12 MO)	08/20/2018	C720	85,114.14	1,702	899	86,816	1,736	88,552	1,771	935	91,258	1,825	93,083				
MANAGER (12 MO)	08/20/2018	C720	85,114.14	1,702	899	86,816	1,736	88,552	1,771	935	91,258	1,825	93,083				
MANAGER (12 MO)	08/20/2018	C720	85,114.14	1,702	899	86,816	1,736	88,552	1,771	935	91,258	1,825	93,083				
MANAGER (12 MO)	03/05/2017	C720	85,114.14	1,702	899	86,816	1,736	88,552	1,771	935	91,258	1,825	93,083				
COORDINATOR	08/06/2017	C720	91,881.53	1,838	899	93,720	1,874	95,594	1,912	935	98,441	1,969	100,410				
MANAGER (12 MO)	06/10/2018	C720	93,993.75	1,880	899	95,874	1,917	97,791	1,956	935	100,682	2,014	102,696				
MANAGER (12 MO)	01/29/2012	C720	85,114.14	1,702	899	86,816	1,736	88,552	1,771	935	91,258	1,825	93,083				
COORDINATOR	07/09/2017	C725	95,081.96	1,902	935	96,984	1,940	98,924	1,978	972	101,874	2,037	103,911				
COORDINATOR	11/20/2022	C730	111,247.00	2,225	0	113,472	2,269	115,741	2,315	0	118,056	2,361	120,417				
COORDINATOR	06/19/2011	C735	112,042.87	2,241	1,007	114,284	2,286	116,570	2,331	1,048	119,949	2,399	122,348				
DIRECTOR (12 MO)	07/01/2015	C750	114,182.00	2,284	1,115	116,466	2,329	118,795	2,376	1,161	122,332	2,447	124,779				
MANAGER (12 MO)	09/16/2018	C755	119,180.00	2,384	1,152	121,564	2,431	123,995	2,480	1,198	127,673	2,553	130,226				
DIRECTOR FOOD SERVICE (12 MO)	09/21/2014	C755	109,942.04	2,199	1,152	112,141	2,243	114,384	2,288	1,198	117,870	2,357	120,227				
MANAGER (12 MO)	12/18/2011	C755	109,942.00	2,199	1,152	112,141	2,243	114,384	2,288	1,198	117,870	2,357	120,227				
DIRECTOR (12 MO)	04/29/2018	C760	113,487.26	2,270	1,188	115,757	2,315	118,072	2,361	1,236	121,669	2,433	124,102				
DIRECTOR (12 MO)	01/29/2023	C760	113,487.00	2,270	1,188	115,757	2,315	118,072	2,361	1,236	121,669	2,433	124,102				
DIRECTOR (12 MO)	07/30/2023	C765	133,034.00	2,661	1,224	135,695	2,714	138,409	2,768	1,273	142,450	2,849	145,299				
DIRECTOR (12 MO)	01/02/2019	C765	117,035.58	2,341	1,224	119,377	2,388	121,765	2,435	1,273	125,473	2,509	127,982				
DIRECTOR (12 MO)	06/24/2018	C765	124,201.59	2,484	1,224	126,686	2,534	129,220	2,584	1,273	133,077	2,662	135,739				
DIRECTOR (12 MO)	10/02/2011	C765	131,300.00	2,626	1,224	133,926	2,679	136,605	2,732	1,273	140,610	2,812	143,422				
DIRECTOR (12 MO)	07/01/2019	C765	126,250.00	2,525	1,224	128,775	2,576	131,351	2,627	1,273	135,251	2,705	137,956				
DIRECTOR (12 MO)	01/08/2012	C780	154,561.00	3,091	0	157,652	3,153	160,805	3,216	0	164,021	3,280	167,301				
DIRECTOR (12 MO)	07/01/2012	C780	128,256.22	2,565	1,342	130,821	2,616	133,437	2,669	1,396	137,502	2,750	140,252				
DIRECTOR (12 MO)	10/01/2007	C780	154,560.59	3,091	1,342	157,652	3,153	160,805	3,216	1,396	165,417	3,308	168,725				
			3,577,223.25	71,545	35,010		72,973		74,432	36,419		76,646					
				2.00%	0.98%		2.02%		2.00%	0.98%		2.02%		10.00%			

Grid	2023		2024		5% Diff	2025		2026		5% Diff	2027	
	Min	Max	Min	Max		Min	Max	Min	Max		Min	Max
6A	52,263	69,350	53,308	70,737	871	54,374	72,152	55,461	73,595	907	56,570	75,067
6B	51,572	69,778	52,603	71,174	929	53,655	72,597	54,728	74,049	966	55,823	75,530
A710	65,585	79,204	66,897	80,788	695	68,235	82,404	69,600	84,052	723	70,992	85,733
A725	77,097	93,111	78,639	94,973	817	80,212	96,872	81,816	98,809	850	83,452	100,785
A796	159,550	192,063	162,741	195,904	1,658	165,996	199,822	169,316	203,818	1,725	172,702	207,894
B746	98,382	118,625	100,350	120,998	1,032	102,357	123,418	104,404	125,886	1,074	106,492	128,404
C690	59,809	77,309	61,005	78,855	893	62,225	80,432	63,470	82,041	929	64,739	83,682
C700	68,643	86,144	70,016	87,867	893	71,416	89,624	72,844	91,416	929	74,301	93,244
C710	77,588	93,567	79,140	95,438	815	80,723	97,347	82,337	99,294	848	83,984	101,280
C715	81,574	98,478	83,205	100,448	862	84,869	102,457	86,566	104,506	897	88,297	106,596
C720	85,114	102,732	86,816	104,787	899	88,552	106,883	90,323	109,021	935	92,129	111,201
C725	88,665	106,988	90,438	109,128	935	92,247	111,311	94,092	113,537	972	95,974	115,808
C730	92,211	111,247	94,055	113,472	971	95,936	115,741	97,855	118,056	1,010	99,812	120,417
C735	95,755	115,502	97,670	117,812	1,007	99,623	120,168	101,615	122,571	1,048	103,647	125,022
C740	99,304	119,756	101,290	122,151	1,043	103,316	124,594	105,382	127,086	1,085	107,490	129,628
C745	102,849	124,010	104,906	126,490	1,079	107,004	129,020	109,144	131,600	1,123	111,327	134,232
C750	106,396	128,267	108,524	130,832	1,115	110,694	133,449	112,908	136,118	1,161	115,166	138,840
C755	109,942	132,524	112,141	135,174	1,152	114,384	137,877	116,672	140,635	1,198	119,005	143,448
C760	113,487	136,778	115,757	139,514	1,188	118,072	142,304	120,433	145,150	1,236	122,842	148,053
C765	117,034	141,034	119,375	143,855	1,224	121,763	146,732	124,198	149,667	1,273	126,682	152,660
C780	128,256	154,561	130,821	157,652	1,342	133,437	160,805	136,106	164,021	1,396	138,828	167,301

**TENTATIVE AGREEMENT  
BETWEEN  
THE CITY OF HARTFORD  
AND  
THE HARTFORD MUNICIPAL EMPLOYEES ASSOCIATION  
FOR A SUCCESSOR COLLECTIVE BARGAINING AGREEMENT**

The City of Hartford and the Hartford Municipal Employees Association (hereinafter, "HMEA") tentatively agree to a Collective Bargaining Agreement to be in full force and effect for the period commencing July 1, 2023 through June 30, 2027 subject to the ratification of HMEA and approval by the City of Hartford Court of Common Council and the Municipal Accountability Review Board (hereinafter, "MARB"). The July 1, 2021 through June 30, 2023 Collective Bargaining Agreement, including any Memorandums of Agreement, currently in effect shall remain unchanged except as specifically outlined in the attached tracked Tentative Collective Bargaining Agreement.

**CITY OF HARTFORD**



LUKE BRONIN, MAYOR

9/8/23

DATE

**CITY OF HARTFORD PROFESSIONAL EMPLOYEE ASSOCIATION, SEIU, LOCAL 2001 CSEA**



J. SEAN ANTOINE, PRESIDENT

9.6.2023

DATE





**TRACKED TENTATIVE COLLECTIVE BARGAINING AGREEMENT**



**AGREEMENT**

**BETWEEN**

**THE CITY OF HARTFORD, CONNECTICUT**

**AND**

**HARTFORD MUNICIPAL  
EMPLOYEES ASSOCIATIONS**

**JULY 1, 20213 – JUNE 30, 20237**

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## **PREAMBLE**

The following Agreement between the City of Hartford, Connecticut, hereinafter referred to as the City, and the Hartford Municipal Employees Association, hereinafter referred to as the Association, is recorded in written form to meet the requirements as set forth in Section 7-470 (c) in the Municipal Employee Relations Act of the General Statutes of the State of Connecticut. This Agreement is designed to provide for an equitable procedure for the resolution of differences in accordance with the grievance procedure specified herein, in order to promote a cooperative relationship between the Association and the City.

## **ARTICLE I RIGHTS AND RECOGNITION**

### **Section 1.1 RECOGNITION**

The City recognizes the Hartford Municipal Employees Association as the sole and exclusive bargaining agent pursuant to the certification issued by the Connecticut State Board of Labor Relations on March 14, 1980 (ME 5863), November 16, 1981 (ME 6705), January 11, 1982 (ME 6561), May 6, 1982 (ME 7089), May 6, 1982 (ME 7090), March 28, 1984 (ME 8344), January 20, 1984 (ME 8350), February 29, 1988 (ME 10,605), October 16, 1987 (ME 10,827), May 28, 1993 (ME 15,408), September 13, 1993 (ME 15,029), November 19, 1993 (ME 15,873), November 19, 1993 (ME 15,915), July 13, 1994 (ME 15,916), July 13, 1994 (ME 15,917), May 17, 1994 (ME 16,247), December 27, 1994 (ME 16,745), February 14, 1995 (ME 16,888) and those classes listed in Appendix A which were mutually agreed to by the Association and the City through amendment to the Agreement for the purposes of collective bargaining under the provisions of Public Act 159. The Association recognizes the Mayor and/or his or her designated representative(s) as the sole and exclusive representative(s) of the City, for the purposes of collective bargaining, on matters of wages, hours and other conditions of employment under the Municipal Employee Relations Act.

### **Section 1.2 ASSOCIATION SECURITY**

All employees in the bargaining unit who are Association members on the effective date of this Agreement shall remain members to the extent of paying dues uniformly required of all members for the duration of this Agreement unless and until he or she opts out as hereinafter provided.

The City shall provide notice to the Association President of any new hire, and said President, or a designee, shall have opportunity to meet with the member to discuss Association membership. New employees who authorize same in writing shall have membership dues deducted from their pay by the City, per Section 1.3 below, unless and until he or she opts out as herein after provided.

Any member of the Association may opt out of membership and membership dues, effective thirty (30) days after receipt by the City of written notice via certified U.S. mail to the Director of Human Resources and Labor Relations at the City and also to the Association President.

On a monthly basis, the Human Resources Department will provide the Association President with a listing of all employees entering or leaving the bargaining unit.

The Association agrees to indemnify and hold harmless the City from any loss or damages arising from the operation of this Section.

### **Section 1.3 CHECK-OFF**

The City agrees to deduct from the pay of all employees in accordance with Section 1.2, such Association membership dues, initiation and service fees as may be uniformly assessed by the Association. Neither any bargaining unit member nor the Association shall have any claim against the City for errors in the processing of deductions unless a claim of error is made in writing to the City within sixty (60) calendar days after the date such deductions were or should have been made. The obligation of the City for funds actually deducted under this Section terminates upon delivery of the deductions so made to the person authorized to receive such amounts from the City.

The Association agrees to indemnify and hold harmless the City for any loss or damages arising from the operation of this Section.

### **Section 1.4 DEDUCTION PERIOD**

Deductions for union dues shall be made and remitted to the Association, together with a list of names of employees from whose wages such deductions have been made.

### **Section 1.5 MANAGEMENT RIGHTS**

Except as specifically abridged or modified by any provision of this Agreement, the City, acting through its departments and agencies, will continue to have, whether exercised or not, all of the rights, powers and authority heretofore existing, including but not limited to the following: determine the standards of services to be offered by its departments and agencies; determine the standards of selection for employment; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for other legitimate reasons; issue rules and regulations; maintain the efficiency of governmental operations; determine the methods, means and personnel by which the City's operations are to be conducted; determine the content of job classifications; establish and revise or discontinue policies, programs and procedures to meet changing conditions and to better serve the needs of the public; exercise complete control and discretion over its organization and the technology of performing its work; and fulfill all of its legal responsibilities. The above rights, responsibilities and prerogatives are inherent in the Court of Common Council and the Mayor by virtue of statutory and charter provisions and cannot be subject to any grievance or arbitration proceedings except as specifically provided for in this Agreement.

### **Section 1.6 PRIOR RIGHTS, BENEFITS AND PRIVILEGES**

Nothing in this Agreement shall be construed as abridging any right, benefit, or privilege that bargaining unit members have enjoyed heretofore, provided such right, benefit or privilege is not superseded by the terms of this Agreement.

**Section 1.7 NO STRIKE: NO LOCK-OUT**

The Association agrees that it will not call or support any strike, work stoppage, or work slowdown. The City agrees that it will not lock out any bargaining unit member at any time.

**Section 1.8 NO DISCRIMINATION**

The provisions of the Agreement shall be applied equally to all bargaining unit members without discrimination because of race, religion, color, creed, age, sex, marital status, national origin, political affiliation, union membership, residence, physical or mental disability or sexual orientation. However, the City retains all defenses to discrimination claims based on physical or mental disability provided by federal and state statutes, regulations and judicial decisions.

**Section 1.9 EXCLUSIONS**

Part-time, seasonal and temporary employees are excluded from this Agreement; provided, however, that part-time employees in classifications listed in Appendix A are included in the Agreement only to the extent that such employees will be paid in accordance with Appendix A of this Agreement on an hourly basis and provided further that effective July 1, 1992 those part-time employees who worked at least 1040 hours (for a regular 40 hour per week position) in the previous fiscal year will be credited with ten (10) half days of vacation and five (5) half days of holiday pay. Said part-time employees shall have the right to grieve any violation of this Section under the grievance procedures in the contract.

**Section 1.10 SUPERVISORY RESPONSIBILITIES**

The City and the Association recognize that the positions occupied by the members of the Hartford Municipal Employees Association, are and have always been essentially management positions. The Association agrees that the designation of these positions within a bargaining unit has not altered the responsibilities of bargaining unit members to advocate management's functions. The responsibilities shall be apparent both in Association member's supervision and direction of subordinate employees and in their attention to the City's mission of serving the residents of Hartford. The Association is obligated to ensure that its members, as part of management, actively support the efforts of the City administration to maintain essential City services and to work to minimize the critical hardships that may otherwise befall the City's residents.

**Section 1.11 COPIES OF THE AGREEMENT**

As soon as practicable after the signing of this Agreement, the City shall provide the Association with copies of the Agreement to distribute to each bargaining unit member and fifty (50) additional copies to the Association President. The City shall supply a copy of this Agreement to each new hire in the bargaining unit during the term of this Agreement. Enough copies to cover the foregoing distribution plus two hundred and fifty (250) copies for the City shall be printed in booklet form by a union printer and the cost thereof shared equally by the parties. In either event, payment shall be due from the Association within thirty (30) days of receipt of a bill from the City for the Association's share of the cost. The Association shall be entitled to verification of said cost.

## **ARTICLE II GRIEVANCE PROCEDURE**

### **Section 2.1**

Any grievance or dispute which may arise between the parties concerning the application, meaning or interpretation of this Agreement, unless specifically excluded by this Agreement, shall be settled in the following manner:

Step 1. The aggrieved employee, who may be represented by a representative of the Association, shall present the facts to his or her immediate supervisor within ten (10) working days of the date on which the grievance or dispute arose. The supervisor shall render his or her decision to the employee and the Association representative within ten (10) working days from the day the grievance was presented.

Step 2. If the grievance is not resolved in Step 1, the employee or Association representative shall reduce the grievance to writing and present it within ten (10) working days to the department head. It shall include:

1. A statement of the grievance and the facts involved; and
2. The alleged violation of the specific provision of this Agreement; and
3. The remedy requested.

The department head or his or her designee shall arrange a meeting with all parties concerned present, to review the facts and shall notify the employee and the Association representative of his or her decision in writing within ten (10) working days from the day the grievance was submitted to him or her.

Step 3. If the grievance is not resolved in Step 2, the employee or the Association representative shall present it to the Director of Human Resources and Labor Relations or his or her designee within ten (10) working days after the decision of the department head is received. If requested by the employee or the Association, or if he or she so determines, the Director of Human Resources and Labor Relations or his or her designee shall meet informally with the interested parties no later than ten (10) working days after the receipt of the grievance, and, in any case, shall render his or her decision in writing within fifteen (15) working days of receipt of the grievance.

Step 4. If the Association is not satisfied with the decision rendered in Step 3, it shall notify the Director of Human Resources and Labor Relations in writing within ten (10) working days after receipt of the decision that it intends to submit the grievance to arbitration; and shall simultaneously file notice of appeal with the State Board of Mediation and Arbitration, which shall act on such request in accordance with its rules and procedures. Said board shall be limited to the expressed terms of the contract and shall not have the power to modify, amend or delete any terms or provisions of the Agreement or render a decision contrary to law. The decision of the Board shall be final and binding. Failure of either party to insist upon compliance with any provision of this Agreement at any given time or times under any given set or sets of



circumstances shall not operate to waive or modify such provisions, or in any manner whatsoever to render it unenforceable, as to any other time or times or as to any other occurrence or occurrences, whether the circumstances are, or are not, the same.

Nothing in this Article is intended to prohibit the City from processing a grievance through the grievance procedure up to and including arbitration. Any such grievance shall be submitted first to the Association President. If not satisfactorily resolved within two (2) weeks of its submission, the City may submit the grievance to the State Board of Mediation and Arbitration.

The Association or the City may bring one (1) case per year to the American Arbitration Association rather than to the State Board of Mediation and Arbitration. The charges of the American Arbitration Association, including the arbitrator, shall be shared equally between the Association and the City. Upon mutual agreement, additional cases may be brought to the American Arbitration Association.

It is agreed that if the City fails to respond to the Association within the above prescribed time schedules for any step in the grievance process, the Association shall be permitted to automatically move onto the next grievance step; provided, however, that this provision will not apply to a given step when the time limits have been mutually waived by the Union and the City at that step in the procedure.

## **Section 2.2**

In order to avoid the necessity of processing at one time numerous grievances originating with the same event, the Association may file a single grievance at the appropriate step. When this occurs, all other grievances, on the same event shall be held in abeyance, and the Association grievance shall be processed as a precedent.

When such grievance is resolved, the parties shall, within four (4) weeks of the date the precedent grievance is resolved, review the other grievances that were held in abeyance in an effort to resolve them.

If any grievance cannot be settled on the basis of the precedent grievance, it shall be processed in accordance with the grievance procedure, and once more in accordance with the time limitations established in this Agreement and as if initiated in a timely fashion.

## **Section 2.3**

The City shall notify the Association within five (5) working days following the filing of a grievance at Step 2 or Step 3 by any bargaining unit member when the submitted written grievance does not carry the signature of an Association official.

## **Section 2.4**

Grievances involving discharge, suspension or demotion shall be processed at Step 3 of the grievance procedure and may be submitted thereafter to arbitration in accordance with the

provision of Step 4 of the grievance procedure. No employee may be reprimanded, suspended, demoted or discharged except for just cause.

An employee serving a probationary period as the result of a promotion will not have access to the grievance procedure in the case of demotion during the term of the probationary period.

An employee serving an initial probationary period as a City employee will not have access to the grievance procedure in the case of suspension, demotion or termination during the term of the probationary period.

## **Section 2.5 EXAMINATION AND APPOINTMENTS**

It is understood and agreed that no entry level or promotional examination (including medical examination), eligibility list, certification list or any other activity related to the hiring, promotion and/or appointment of employees as authorized by the City of Hartford Personnel Rules and Regulations in effect on December 27, 1993 and as conducted by designated members of the Human Resources Department or by department heads or their designees will be subject to the provisions of this Article.

It is also understood that the provisions of this Section do not constitute a waiver of either parties' rights under the Municipal Employee Relations Act.

## **ARTICLE III PERSONNEL, PAY AND BENEFITS**

### **Section 3.1 LAWS, ORDINANCES AND THE PERSONNEL RULES**

The City and the Association shall recognize and adhere to all provisions of the Federal, State and City laws and ordinances which are in effect on the date this Agreement is ratified by the Association and which are not otherwise specifically superseded by the terms of this Agreement.

Further, the City and the Association shall recognize and adhere to all provisions of the City of Hartford Personnel Rules and Regulations in effect as of December 27, 1993 which apply to collective bargaining matters and which apply to bargaining unit members and which are not otherwise superseded by the terms of this Agreement.

No change in the City of Hartford Personnel Rules and Regulations in effect on December 27, 1993, which constitute a major or substantial change in conditions of employment (as defined by the State Board of Labor Relations), shall apply to members of this bargaining unit without prior negotiations, if requested by the Association.

A copy of the City of Hartford Personnel Rules and Regulations shall be given to all officers and area representatives of the Association upon request. The January preceding the contract expiration date, a copy of the current City of Hartford Rules and Regulations will be provided to the Association President. The Association President will receive a copy of any

proposed change in the City of Hartford Personnel Rules and Regulations prior to the public hearing on any such proposed change.

### **Section 3.2 CLASSIFICATIONS AND PAY RATES**

The pay rates and pay ranges for job classifications in the bargaining unit shall be as described in Appendix A.

All bargaining unit members shall be paid on a bi-weekly schedule. All payroll deductions will also be made on a bi-weekly basis.

Effective no later than the first pay period in January 2016, the City shall require direct deposit and electronic notification of all pay-related checks.

#### **General Wage Increases:**

Effective and retroactive to July ~~42~~, 202~~13~~, the salary rates in effect on July ~~31~~, 202~~1~~ 202~~3~~ shall be increased by ~~three~~~~four~~ percent (~~34~~%).

Effective July ~~17~~, 202~~24~~, the salary rates in effect on ~~June 30~~ July ~~6~~, 202~~4~~ shall ~~remain unchanged through June 30, 2023~~ be increased by two percent (2%).

Effective July 6, 2025, the salary rates in effect on July 5, 2025 shall be increased by two percent (2%).

Effective July 5, 2026, the salary rates in effect on July 4, 2026 shall be increased by two percent (2%).

All salaries shall be rounded to the nearest penny (.01).

#### **Growth (Step) Increments:**

Effective and retroactive to July 1, 202~~1~~ 202~~3~~ and through June 30, 202~~3~~ 202~~4~~, bargaining unit members will be eligible for regular growth (step) increments.

Effective and retroactive to July 1, 2024 and through June 30, 2025, bargaining unit members will be eligible for regular growth (step) increments.

Effective and retroactive to July 1, 2025 and through June 30, 2026, bargaining unit members will be eligible for regular growth (step) increments.

Effective and retroactive to July 1, 2026 and through June 30, 2027, bargaining unit members will be eligible for regular growth (step) increments.

If a successor Agreement has not been negotiated or arbitrated by the end of the contract term, regular growth (step) eligibility will be frozen for all bargaining unit members at the step they are at as of the end of the contract term until such time as a successor agreement is reached or an interest arbitration award is rendered otherwise providing for such eligibility.

**Retirement Payment:**

A bargaining unit member who retires on or after June 9, 2008 as a HMEA bargaining unit member, shall receive a one-time lump sum payment of twelve hundred dollars (\$1,200) provided the following conditions are met:

1. The bargaining unit member must have been on the active City payroll as a bargaining unit member as of July 1, 2007; and
2. The bargaining unit member must have been on the active City payroll as of June 9, 2008; and
3. The bargaining unit member's last day worked must have been on or after May 27, 2008.

For purposes of the \$1,200 lump sum payment, a bargaining unit member is considered to be on the "active City payroll" until the first regular pay period after the bargaining unit member's last day worked.

**Section 3.3 LONGEVITY PAYMENT**

Longevity payments to all full-time bargaining unit members (excluding temporary, seasonal, part-time and per diem employees) shall be based on the following scale:

<u>Aggregate Years of Service</u>	<u>Total Annual Longevity Payment</u>
Six (6) years but less than ten (10) years	\$125
Ten (10) years but less than fifteen (15) years	\$175
Fifteen (15) years but less than twenty (20) years	\$250
Twenty (20) years or more	\$350

Time spent in the armed forces of the United States (i.e., Army, Navy, Air Force, Marine Corps and the Coast Guard) while on leave from the City, shall be included in determining the number of aggregate years of service.

The date used to determine eligibility for longevity payment shall be July 1 of each and every year; provided, however, that the annual earned longevity payment shall be due and payable in one (1) lump sum payment on December 1 of each and every year only to those bargaining unit members who are in active service on said December 1 and to those bargaining unit members who are retired or laid off in the period between the determination of their eligibility on July 1 and the date of payment on December 1.

Said longevity payments shall not affect the annual increment to which a bargaining unit member is entitled but are compensation for continued and faithful service to the City.

Any employee who becomes a bargaining unit member after June 9, 2008 shall not be

eligible to receive longevity payments.

Effective July 1, 2010, and each fiscal year thereafter, bargaining unit members eligible for longevity payment on July 1 with a gross salary on July 1 greater than or equal to sixty thousand dollars (\$60,000), shall not be eligible to receive any longevity payment as outlined in said Section.

**Section 3.4 INSURANCE**

Bargaining unit members who are eligible or who become eligible for insurance coverage shall be provided the following coverage:

1. **Medical Insurance** – The City shall continue to provide and pay the cost of medical benefits for each eligible bargaining unit member and his or her eligible dependents as detailed in Appendix B and Appendix B-1, Medical Benefits at a Glance or an alternative plan, as provided below.

With the exception of those bargaining unit members participating in the PPO/HMO buy up described below, the medical plan offering shall be a High Deductible Health Plan (HDHP) with a Health Savings Account as described below and outlined in Appendix B-1:

Component	In Network	Out of Network
<del>Deductible</del> Deductible	\$2,000/\$4,000	\$4,000/\$8,000
Co-Insurance	90%	70%
OOP Max	\$3,000/\$6,000	Federal OOP Max
RX (Deductible)	\$5/\$20/\$40 2x Mail Order Mandatory Mail Order Under State Maintenance Drug Network	\$5/\$20/\$40 2x Mail Order Mandatory Mail Order Under State Maintenance Drug Network
Health Savings Account (HSA) Employer Funding	50%	50% In-Network Deductible

The City will continue to provide the same Non-Standard Benefit Coverage under the above-referenced HDHP/HSA Plan as was provided to this bargaining unit under the collective bargaining agreement during the fiscal year starting July 1, 2017 and ending June 30, 2018.

The employer health savings account (HSA) contribution will be paid in equal installments on a quarterly basis.

The City may move to the CVS Caremark Standard Control formulary without any further obligation to negotiate with the Union.

Commencing July 1, 2019, a PPO and HMO true buy-up option, the details of such plan are described in Appendix B, shall be available for current members as of March 26, 2019 (implementation of the Arbitration Award in Case No. 2018-A-393) only:

- a. The employee contribution will make up the difference between the cost to the City of

the HDHP (including employer contribution to the HSA) and the PPO or HMO, as they may change each plan year.

- b. The experience of those who elect the PPO or HMO may be rated separately from those who remain in the HDHP, at the option of the City.
- c. Option to buy-up sunsets on June 30, 2027.

Notwithstanding anything in the contract that may be to the contrary, the City will not contribute to the Health Savings Account (HSA) of any retiring employee who is eligible to purchase retiree health insurance through the City by virtue of other provisions of this Agreement (Pre-June 9, 2008 employees only).

2. **Full Dental Plan** - The City will provide and pay the cost of covering each eligible bargaining unit member and his or her eligible dependents with the full service dental plan, including Riders A, B, C, and D, or an alternative plan as provided below, and as described in greater detail in Appendix C, Dental Benefits at a glance.

Bargaining unit members shall contribute the same percentage toward the total cost of the dental plan benefits as they contribute for medical insurance as set forth in Section 3.4, Employee Contributions.

Dental benefits cannot be provided separately and in order to enroll in the City's dental plan, the bargaining unit member and his or her eligible dependents must be enrolled in one (1) of the City's medical insurance plans.

Except as indicated in Appendix C to the contrary, for purposes of medical and dental insurance coverage, an eligible dependent child shall receive coverage until: (1) the child marries or attains the age of twenty-five (25), or (2) as required under the Federal PPACA (Patient Protection and Affordable Care Act) law, whichever provides greater eligibility.

3. **Duplicate Coverage Prohibition**. The above insurance coverage will be provided to each full-time bargaining unit member and his or her eligible dependents; provided, however, that when the spouse or civil union partner of a bargaining unit member is also an employee of the City or Board of Education, insurance coverage will be provided under a single plan. The bargaining unit member may elect the insurance coverage provided in this Agreement or the insurance coverage provided to his or her spouse or civil union partner, but in no case will duplicate insurance coverage be provided.

4. **Alternate Insurance Payment Provision**. A bargaining unit member who is covered under alternate medical insurance through another employer (e.g. spouse) may waive his or her basic medical insurance benefits provided by the City for a minimum period of one (1) year. Bargaining unit members with 2-Person or Family coverage who opt not to accept medical insurance under one of the City's medical plans shall be compensated on a fiscal year basis as outlined in the Alternate Insurance Payment Schedule below. Such payment (subject to regular payroll deductions) shall be paid at the end of the fiscal year during which the bargaining unit member was not covered by the City's medical insurance. Except as indicated below, any bargaining unit member choosing this option shall only be able to opt in or out during the City's open enrollment period.

**Alternate Insurance Payment Schedule:**

Single	No Payment
2-Person	\$2,500
Family	\$2,500

Any bargaining unit member who subsequently becomes ineligible under some alternate medical insurance coverage during the one (1) year period shall be entitled to re-enroll under the City's medical insurance provisions provided that the City's Benefits Administrator is notified in writing, by the bargaining unit member. No proof of insurability shall be required.

If a bargaining unit member re-enrolls in one (1) of the City's medical insurance plans 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 City; provided, however, that a minimum participation of six (6) full months in the Alternate Insurance Payment program is required.

Any bargaining unit member choosing not to accept medical insurance under one (1) of the City's medical insurance plans shall be required to sign a waiver of City insurance and submit proof of alternate medical insurance coverage to the City's Benefits Administrator.

The Alternate Insurance Payment Provision is not applicable to bargaining unit members whose lawful spouse or civil union partner is also an employee of the City or Board of Education.

Any bargaining unit member who waives his or her medical insurance coverage under the Alternate Insurance Payment Provision shall not be eligible for dental insurance coverage as outlined in Subsection 2. above.

**5. Employee Contributions.**

For purposes of calculation of the employee contribution rate, as described below, "allocation rate" is defined as the allocation rate determined by the City's insurance carrier plus the City's contribution to the Health Savings Account (HSA).

The allocation rate as determined by the City's insurance carrier shall be based on the claims experience of the City, including active and retired employees.

Effective July 1, 2021, each full-time bargaining unit member shall continue to contribute, via payroll deduction, twenty-one percent (21%) of the allocation rate then in effect, as determined by the City's insurance carrier towards the cost of medical insurance coverage provided for single, 2-person or family coverage.

**Healthy Hartford Program.** The City shall implement the Healthy Hartford Program as described in greater detail in Schedules 1 and 2 below to assist with early medial detection and provide education about chronic condition care. Bargaining unit members and eligible dependents shall have until June 30, 2020 to become compliant with all age appropriate health and dental assessments and screenings described in Schedules 1 and 2 below. Effective July 1, 2020, bargaining unit members and their covered dependents will need to be in compliance with the

Healthy Hartford Program requirements, and non-compliance by the bargaining unit member or any covered dependent moving forward will result in an additional one hundred dollars (\$100.00) per month supplemental charge to their employee health insurance contributions, which will remain in effect until the month following the employee coming into compliance.

<b>Schedule 1 – Healthy Hartford Program Requirements</b>							
Preventative Service	Birth – Age 5	Age 6-17	Age 18-24	Age 25-29	Age 30-39	Age 40-49	Age 50+
Preventative Visit	Every Year	Every 2 Years	Every 3 Years	Every 3 Years	Every 3 Years	Every 2 Years	Every Year
Cholesterol Screening	N/A	N/A	N/A	Every 5 Years	Every 3 Years	Every 2 Years	Every Year
Vision Exam	N/A	N/A	Every 2 Years	Every 2 Years	Every 2 Years	Every 2 Years	Every 2 Years
Dental Cleanings	N/A	2 Per Year	2 Per Year	2 Per Year	2 Per Year	2 Per Year	2 Per Year
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Annual FIT/FOBT or Colonoscopy every 10 years
Women’s Health – Cervical Cancer Screening (Pap Smear) and Clinical Breast Exam	N/A	N/A	Every 3 years starting at age 21	Every 3 Years	Every 3 Years	Every 3 Years	Every 3 Years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	One screening between the Ages of 35 & 39	As recommended by Physician	As recommended by Physician

As is currently the case under the City’s medical plan, any medical decisions will continue to be made by you and your physician. Participants enrolled in the Healthy Hartford Program will have available and agree to participate in disease education and counseling programs for the disease states listed in the description of the Healthy Hartford Prevention Program.

<b>Schedule 2 – Healthy Hartford Program</b>
<p>The chronic conditions managed under the Healthy Hartford Program (HHP Program) are: Diabetes, Asthma, Chronic Obstructive Pulmonary Disorder (COPD), Coronary Artery Disease (CAD) and Heart Failure. If you are identified with one of these conditions, you must complete your educational requirement by taking a survey, reading a fact sheet about your condition(s), or speaking to a nurse before the end of your compliance period to be compliant with the HHP Program.</p> <p>When these conditions have other diseases associated with them, such as hypertension (high blood pressure) and hyperlipidemia (high cholesterol) these conditions will be included in the educational requirement.</p> <p>If a nurse should call you, you are required to accept the call to remain compliant with the Program.</p>

Payroll deductions for health insurance premium contributions shall be made pursuant to the provision of Section 125 of the Internal Revenue Code.



6. **Group Life Insurance.** The City will pay the cost of group life insurance for all bargaining unit members enrolled in such plan or who thereafter enroll in such plan according to present terms, which terms include longevity pay, if applicable, in determining the amount of insurance for which each bargaining unit member is eligible.

Each full-time active bargaining unit member shall receive Group Life and Accidental Death and Dismemberment insurance at one and one-half times (1.5x) the bargaining unit member's current salary up to a maximum of fifty thousand dollars (\$50,000). Effective June 9, 2008, each full-time active bargaining unit member shall receive Group Life and Accidental Death and Dismemberment insurance at one and one-half times (1.5x) the bargaining unit member's current salary up to a maximum of seventy-five thousand dollars (\$75,000).

A bargaining unit member shall have the right to change the beneficiary designation for the Group Life Insurance benefits without penalty at any time.

7. **Effective Date of Coverage.** All insurance coverage shall become effective as follows:

a. For a full-time bargaining unit member employed in the first twenty (20) days of the month, insurance coverage will become effective on the first of the month following one (1) complete month of service.

b. For a full-time bargaining unit member employed after the 20th of the month, insurance coverage will become effective on the first of the month following two (2) complete months of service.

8. **Survivor's Insurance.** The City will continue to allow eligible survivors of an active bargaining unit member or retiree to purchase group medical and dental insurance coverage under the plan(s) provided for active bargaining unit members by pension deduction if available, otherwise by check, at the rates payable for employees who are included in the City's group plan. This benefit shall apply only to a surviving spouse and/or those eligible dependent children who were covered by the City's group insurance at the time of the bargaining unit member's or retiree's death and shall be available until the spouse dies, remarries, or attains age sixty-five (65). In the case of dependent children, this benefit shall be available until: (1) the child marries or attains the age of twenty-five (25) or (2) as required under the Connecticut State Law, whichever provides greater eligibility.

9. **Insurance Benefits for Retirees.**

**Retirements Prior to July 1, 2007.**

Full-time bargaining unit members who retire prior to July 1, 2007 shall be eligible for medical and dental insurance coverage to the extent provided for in the collective bargaining agreement controlling as of the date of his or her retirement.

**Retirements On or After July 1, 2007.**

a. *Members of the bargaining unit before June 9, 2008.* Full-time employees who

were members of the bargaining unit before June 9, 2008 and who retire on or after July 1, 2007 shall be eligible for medical and dental insurance coverage to the extent provided below:

(i) For bargaining unit members who are in the Municipal Employees Retirement Fund and who have at least twenty-five (25) years of service and are at least fifty-five (55) years of age at the time of retirement, or who have twenty (20) or more years of service regardless of age if the bargaining unit member's initial date of hire is before July 1, 2003, the City shall provide the retiree with the option to purchase, through pension deduction, the medical and dental package in effect at their date of retirement, including any dependent insurance coverage. Effective for any retirements that occur on or after April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA-279), said retiree health and dental coverage shall be the same health and dental coverage that is offered to active employees as that coverage may change from time to time through negotiations.

If the retiree elects to purchase medical and dental coverage, the retiree shall pay one hundred percent (100%) of the cost of the medical and dental insurance package at the group rate in effect at that time for single, 2-person or family coverage, and the City shall contribute fifty dollars (\$50.00) per month toward the cost of such insurance until said retiree reaches age sixty-two (62). Thereafter, beginning the first of the month following the retiree's sixty-second birthday, the City shall pay the full cost of City medical insurance coverage (but not dental insurance) until the retiree reaches age sixty-five (65).

Bargaining unit members who are in the Municipal Employees Retirement Fund and who are at least fifty-five (55) years of age and have at least twenty-five (25) years of service at the time of retirement, or who have twenty (20) or more years of service regardless of age if the bargaining unit member's initial date of hire is before July 1, 2003, and who wish to withdraw from the City medical and dental insurance coverage available to them under this subparagraph (i), may re-enroll at any time thereafter up to age sixty-four (64) years and six (6) months in the City medical and dental insurance plan available at the date of re-enrollment provided the retiree submits evidence of insurability for themselves and any qualified dependent(s) and are found insurable by the insurance carriers.

Such retirees who re-enroll prior to age sixty-two (62) shall be required to pay one hundred percent (100%) of the cost of the medical and dental insurance package at the group rate in effect at that time for single, 2-person or family coverage from the date of re-enrollment to age sixty-two (62). At age sixty-two (62), the cost of the medical insurance plan (but not dental) will be paid by the City as provided above.

(ii) Bargaining unit members who do not meet the requirements referenced above in subparagraph (i), shall not be eligible for the fifty dollars (\$50.00) monthly payment as defined in subparagraph (i), above. However, such bargaining unit members shall be eligible to purchase retiree medical and dental insurance coverage at one hundred percent (100%) of the cost of the medical and

dental insurance package at the group rate in effect at that time for single, 2-person or family coverage.

(iii) Retirees will only be eligible for the City's dental plan if the retiree and his or her eligible dependents are enrolled in one (1) of the City's medical insurance plans.

Notwithstanding anything herein to the contrary, bargaining unit members who retire on or after March 26, 2019 (implementation of the arbitration award in Case No. 2018-MBA-393) shall not be allowed to purchase or otherwise remain on the City's health insurance plan once the retiree or his or her eligible spouse reaches age sixty-five (65), except as provided under federal law. Any eligible dependents shall continue to receive health insurance as provided under state and federal mandates.

b. *Members of the bargaining unit on or after June 9, 2008.* Bargaining unit members hired into the bargaining unit on or after June 9, 2008 shall not be eligible to receive or purchase any retiree medical or dental insurance coverage as provided in Section 3.4.

c. *Retiree Group Life Insurance.* Group Life Insurance for eligible retirees who have retired on or after July 1, 1988 and prior to June 9, 2008 will be nine thousand dollars (\$9,000). Group Life Insurance for eligible bargaining unit members who retire on or after June 9, 2008 will be twelve thousand dollars (\$12,000).

A retiree shall have the right to change the beneficiary designation for the Group Life Insurance benefits without penalty at any time.

10. **Alternative Medical and Dental Insurance Plans.** The City reserves the right to substitute alternative medical and dental insurance plans; provided, however, that any substitute plan will offer essentially the same level of benefits and services and provided further that it is not the City's intent to substitute a plan or plans which restrict the bargaining unit member's right to choose his or her provider of medical services.

11. **Day Care Physical Examinations.** When Day Care bargaining unit members are required to undergo a mandatory physical examination as required for State Certification, such mandatory physical examination will be provided as follows:

a. When practicable, the physical examination shall be scheduled and conducted during the bargaining unit member's regular work day; and

b. The maximum amount of paid City time allotted for the bargaining unit member's physical examination shall be two (2) hours; and

c. Such physical examinations may be provided through the City's occupational health provider or a medical provider of the bargaining unit member's own choosing. However, if such medical provider is outside of the City's insurance carrier network, the bargaining unit member shall be responsible for paying the full cost of the physical

examination.

12. **Long-Term Disability.** Effective July 1, 1992, the City shall make available the same Long-Term Disability Plan currently applicable to non-bargaining unit employees, provided participating bargaining unit members: (a) pay the full cost of such coverage by payroll deduction, and (b) meet any individual and collective eligibility requirements imposed by the carrier.

13. **Health, Maintenance Organizations (HMO) Option.** The City and the Association agree that qualified HMOs may be offered to bargaining unit members and retirees on an individual option basis as such plans become available as an alternative to the medical insurance coverage set forth in Subsection 1. above or other substituted plan coverage that the City may choose. Bargaining unit members shall contribute toward the cost of any HMO coverage at the same level as for other medical insurance plans as set forth in Subsection 5. above. In addition, a bargaining unit member who enrolls in such a plan will pay, by payroll deduction, any and all costs for the selected HMO which are in excess of the allocation rates for the medical insurance coverage set forth in Subsection 1. above or such other substituted plan coverage that the City may choose. It is understood that present federal law requires the option be made available on an annual basis to all bargaining unit members.

14. **Dependent Care and Flexible Spending Accounts (FSA).** As soon as practicable after June 9, 2008, the City shall make available a pre-tax flexible medical spending account and a pre-tax dependent care account at no cost to the bargaining unit member.

15. **Re-enrollment.** The City shall have the right to hold a required re-enrollment for all bargaining unit members and their eligible dependents. At this time, all 2-person and family plan members shall be required to enroll in their choice of the available City medical and dental benefit plans and provide the appropriate documentation confirming eligibility pursuant to the Hartford Police Union Re-enrollment Memorandum of Understanding (see Appendix D). Any bargaining unit member who does not participate in the re-enrollment may not be eligible for continuation of medical and/or dental benefits for his or her eligible dependents until such time as the member re-enrolls. The City shall have the right to conduct a required re-enrollment not more than once every five (5) years.

### **Section 3.5 PENSION BENEFITS**

The normal retirement benefits for bargaining unit members shall be the same as those for non-unit employees as described in Chapter XVII, Section 3(b) of the City Charter in effect as of June 30, 1979 except as follows:

Effective July 1, 1979, an employee may elect early retirement under the Municipal Employees Retirement Fund and will receive pension benefits reduced by two percent (2%) for each whole year of early retirement.

Effective July 1, 1983, a member of the bargaining unit with twenty-five (25) years of continuous service who is at least fifty-five (55) years of age may elect an early retirement in accordance with Chapter XVII of the City Charter and will receive an unreduced pension benefit. This provision applies only to employees who are in active service with the City immediately

prior to the employee's retirement date.

Effective July 1, 1983, the City will credit to the employee's contributions to the pension fund three percent (3%) interest on such contributions in the fund on June 30, 1982 and each July 1st thereafter contributions and any interest paid as of the previous calendar year on June 30<sup>th</sup> will be credited with three percent (3%) interest. Once credited, the interest and the contributions are payable to the employee upon separation from City employment except that no such payment will be made to an employee granted a pension in accordance with Chapter XVII, Section 3 of the City Charter.

Effective July 1, 1987, an employee may purchase up to four (4) years of Military Service time for service in the Armed Forces of the United States for the periods of service, any of which occurred during the periods set forth in Section 27-103 of the General Statutes of the State of Connecticut, at the rate payable at the time of entry into City Service, with interest at the rate of seven percent (7%) per annum payable on or before January 1, 1988 for those employed at the time this provision takes effect or within one (1) year of the start of employment for those hired after July 1, 1987.

The period of such service for which the employee receives credit shall be counted for the purpose of computing the amount of his or her retirement allowance provided that such employee shall have completed ten (10) years of continuous service or fifteen (15) years of active aggregate service with the City or shall be retired prior thereto, due to a disability incurred in the course of his or her employment.

Effective January 1, 1988, an employee with at least twenty-five (25) years of service and at least fifty-five (55) years of age, or an employee with at least ten (10) years of service and at least sixty (60) years of age will be eligible for a pension based on two percent (2%) of the employee's final average pay per whole year of service.

Effective January 1, 1988, an employee who is at least fifty-five (55) years of age and has at least ten (10) years of City service will be eligible to receive a pension based on the above formula reduced by four percent (4%) for each year the employee retires short of age sixty (60) with prorations for fractions of a year. Said reduction formula shall apply for the duration of the pension benefit.

Effective January 1, 1988, the employee contribution rate to the pension fund shall be four percent (4%) on the Social Security covered portion of earnings and seven percent (7%) on the excess.

Effective January 1, 1988, an employee's maximum pension under this Agreement is seventy percent (70%) of the gross final average pay.

Effective January 1, 1988, an employee who retires after July 1, 1986 pursuant to the City Charter, Chapter XVII, Section 3(c) Mandatory Retirement or 3(e) Retirement for Disability, or is forced to retire for medical reasons, shall receive a pension calculated on two percent (2%) of the employee's final average pay per whole year of service.

Effective July 1, 1992:

- (a) For purposes of the City Charter, Chapter XVII, Section 3, final average pay shall be based on the highest two (2) of the last five (5) years earnings.
- (b) The employee contribution rate to the pension fund shall be five percent (5%) on the Social Security covered portion of earnings and eight percent (8%) on the excess.
- (c) There shall be no minimum age requirement for a normal (unreduced) pension after twenty-five (25) years of City service.
- (d) Upon IRS approval the City will implement a Section 414 (h)(2) plan for pension contributions.

The provisions of (a) and (c) above shall also apply to employees laid off on or after the date of signing of this Agreement but prior to July 1, 1992, provided they actually retire on or after July 1, 1992.

Effective December 1, 1998:

- a. Current bargaining unit members actively employed, or on leave because of a workers' compensation injury, as of December 1, 1998, shall be eligible for normal retirement upon the completion of at least twenty (20) years of full-time continuous service regardless of his or her age. The normal retirement allowance for such bargaining unit members shall be based upon two and one-half percent (2.5%) of the employee's final average pay for each whole year of service to a maximum of seventy percent (70%) of final average pay. Final average pay is defined as the highest two (2) of the last (5) years of his or her gross earnings.
- b. Current bargaining unit members hired into the bargaining unit before December 1, 1998 with at least ten (10) years of service and at least sixty (60) years of age will be eligible for a pension based on two and one-half percent (2.5%) of the employee's final average pay for each whole year of service. Current bargaining unit members hired into the bargaining unit before December 1, 1998 who are at least fifty-five (55) years of age and have at least ten (10) years of service will be eligible to receive a pension based on the above formula reduced by four percent (4%) for each year the employee retires short of age sixty (60) with proration for fractions of a year. Said reduction shall apply for the duration of the pension benefit.
- c. Effective the first payroll period following the execution of the 1994-2001 Agreement, the contribution rate for all bargaining unit members to the pension fund shall be six percent (6%) on the Social Security covered portion of earnings and nine percent (9%) on the excess.
- d. Current bargaining unit members as of December 1, 1998, who are eligible for retirement benefits as set forth in subsections a. and b. above may, upon retirement and prior to any sick pay formula reduction, use a portion of their accumulated sick leave to purchase up to four (4) years of additional pension service time for the purpose of

computing the amount of his or her retirement allowance. Additional pension service time in whole years may be purchased from accumulated sick leave at the rate of twenty (20) days of accumulated sick leave for each whole year of pension service time. The additional retirement allowance will be calculated in accordance with subsection a. above, provided however, that bargaining unit members eligible for the sick leave "exchange" shall not exceed a maximum benefit of eighty percent (80%) of final average pay with this exchange of sick leave. Only through the use of sick leave exchange may an eligible employee's maximum benefit be increased beyond the seventy percent (70%) maximum level. Such additional purchased service time shall not be used for establishing eligibility for retirement benefits as set forth in subsections a. and b. above. Any accumulated sick leave remaining after the exchange shall be subject to the provisions of Article V, Section 5.3. Employees who exchange accumulative sick leave for additional pension service time shall pay any and all Federal and State taxes resulting from such exchange as if such exchange were made pursuant to Article V, Section 5.3 of this Agreement.

The ability to increase the maximum retirement benefit up to eighty percent (80%) through the use of sick leave exchange only applies to current bargaining unit members as of December 1, 1998 who retire on or before June 30, 2000.

e. Current bargaining unit members hired into the bargaining unit prior to December 1, 1998 and who retire on or after December 1, 1998 pursuant to the City Charter, Chapter XVII, Section 3(c), Mandatory Retirement, or 3(e) Retirement for Disability or are forced to retire for medical reasons shall receive a pension calculated on two and one-half percent (2.5%) of the employee's final average pay per whole year of service.

f. Any employee hired into the bargaining unit after December 1, 1998, or who separated from City service prior to this date, shall have the pension formula and benefit levels in effect on July 1, 1994, as set forth above.

All bargaining unit members who were active employees on January 1, 2004, and whose initial date of hire with the City is before July 1, 2003 ("Pre-2003 HMEA bargaining unit members"), shall contribute eleven and eight-tenths percent (11.8%).

Pre-2003 HMEA bargaining unit members, upon retirement, shall have his or her pension benefit calculated at the rate of two and three-quarters percent (2.75%) per each whole year of service. Bargaining unit members who were on the City payroll only as a result of receiving his or her vacation and/or sick leave cash outs, and were not physically performing work for the City as of January 1, 2004, are excluded from this provision. Any service credit obtained through the sick exchange program will be calculated at the rate of two and one-half percent (2.5%) per year. Employees rehired by the City, and whose period of absence is subsequently bridged by the City Council for pension purposes, shall be deemed to be employed by the City for purposes of this paragraph if the aggregate months of City service bring the employee's seniority date to June 30, 2003 or earlier. See paragraph I. of Appendix F for an illustration of this paragraph's provisions.

City employees hired before July 1, 2003, including employees of the Library or Board of Education, who have a current benefit calculation rate other than two and three-quarter percent (2.75%) and are promoted, transferred, or otherwise placed into a HMEA

job classification and elect the Pre-2003 HMEA bargaining unit pension benefits shall contribute the same employee rate of contribution as Pre-2003 HMEA bargaining unit members as it may change through negotiations or arbitration, including any applicable interest, retroactive to January 1, 2004. All payment arrangements must be made with the Pension Administration Unit.

Bargaining unit members hired on or after July 1, 2003 (“Post-2003 HMEA bargaining unit members”), shall have a pension benefit in accordance with the provisions of subsection f. above, except that the minimum requirements for a normal, unreduced retirement benefit shall be age fifty-five (55) and twenty-five (25) years of City service, and as more fully set forth in paragraph II of Appendix F. Post-2003 HMEA bargaining unit members shall contribute to the pension fund nine percent (9%) on the social security covered portion of their earnings and twelve percent (12%) on the excess total earnings.

For all bargaining unit members whose initial date of hire with the City is on or after April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA-279) (“Post-2017 HMEA bargaining unit members”), their pension benefits shall be as follows:

a. *Normal Retirement.* Post-2017 HMEA bargaining unit members shall be eligible for a normal retirement allowance upon attaining age fifty-five (55) and completing twenty-five (25) years of continuous full-time City service or upon attaining age sixty-two (62) and completing at least five (5) years of continuous service. The normal retirement allowance shall be based on one and three-quarters percent (1.75%) of final average pay for each whole year of service. A Post-2017 HMEA bargaining unit member that (i) has completed at least twenty-five (25) years of continuous full-time City service, (ii) has separated from City service; and (iii) has elected to leave his or her contributions in the fund shall be eligible for a normal retirement allowance upon attaining age fifty-five (55). Post-2017 HMEA bargaining unit members shall retain the current calculation of final average pay; however, HMEA bargaining unit members hired after March 26, 2019 (implementation of the arbitration award in Case No. 2018-MBA-393) shall be calculated on base wages only.

b. *Early Retirement.* Post-2017 HMEA bargaining unit members shall be eligible for an early retirement allowance upon attaining age fifty-five (55) and completing five (5) years of full-time continuous service.

Early retirement allowance shall be calculated in the same manner as the Post-2017 HMEA bargaining unit member’s normal retirement allowance and then reduced by four percent (4%) for each year the bargaining unit member retires short of age sixty-two (62), with prorations for fractions of a year. Said reduction shall apply for the duration of the pension benefit.

c. *Maximum Pension Allowance.* Post-2017 HMEA bargaining unit members shall be eligible for a maximum pension allowance of seventy percent (70%) of final average pay.

d. *Post-2017 HMEA Bargaining Unit Members’ Contributions.* Post-2017 HMEA bargaining unit members shall contribute to the pension fund nine and one-half percent



(9.5%) on the social security covered portion of earnings and twelve and one-half percent (12.5%) on the excess earnings.

*Vesting.* Post-2017 HMEA bargaining unit members shall vest upon completion of five (5) years of continuous City service.

*Military Service.* Post 2017 HMEA bargaining unit members shall be allowed to purchase up to a maximum of four (4) years of military service time as defined in Connecticut General Statute Section 27-103 at the rate payable at the time of entry into City service with interest at the rate of seven percent (7%) per annum, payable within one (1) year of date of hire.

*Sick Leave Exchange Credit.* Post 2017 HMEA bargaining unit members are not eligible for sick leave exchange credit.

Effective April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA-279), any employee promoted or demoted into the HMEA bargaining unit must work in the HMEA classification for a minimum of two (2) years before separation from City service or retirement in order to be eligible for the Pre-2003 or Post-2003 pension benefits.

If the employee does not work a minimum of two (2) years in the HMEA classification before separation or retirement, the employee will be eligible for the Post-2017 pension benefits as described above and in the Municipal Code.

Effective September 10, 2003 and in accordance with Section 2A-28(d) of the Municipal Code, a bargaining unit member's rights to and/or interests in any normal or early retirement allowance shall vest upon completion of five (5) years of continuous City service, regardless of age.

Payroll deductions for pension contributions shall be made pursuant to the provision of Section 414 of the Internal Revenue Code.

The normal retirement allowance or early retirement allowance, including any such allowance that includes sick exchange credit pursuant to City Code Sec. 2A-8(a)(3), for all bargaining unit members who retire on or after June 29, 2009, shall not exceed seventy-five percent (75%) of final average pay.

Notwithstanding anything to the contrary set forth in this Section, no bargaining unit member shall be entitled to receive a pension benefit in excess of the amount which is permitted under Section 415 of the Internal Revenue Code of the United States, as from time to time amended.

The City and the Union acknowledge that the City desires to re-codify the provisions of Chapter XVII of the City's Charter to delineate the terms and conditions of all of the pension benefits applicable to current employees of all employee groups in the City within the context of the Charter and, in so doing, to use, to the greatest extent possible, standardized language to describe the various benefits which apply to all such

groups. The City and the Union shall diligently work with each other in good faith to assist the City in those efforts, it being understood, however, that any such efforts will not result in any substantive change in the type, level or amount of benefits which are provided to bargaining unit members under this Agreement. The City and the Union each agree to provide any comments it may have regarding any recommended provision(s) of the proposed recodification within thirty (30) days of submission of such recommended provision(s), to the City, and the Pension Commission or their designee.

It is not the intention of the City or HMEA to change any of the pension rights or benefits of bargaining unit members that existed before the effective date of the July 1, 2007 through June 30, 2011 Collective Bargaining Agreement between the City and HMEA.

Bargaining unit members who retire on or after April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA-279) will receive any accrued vacation leave and any sick leave remaining after mandatory sick exchange in accordance with Sec. 2A-8(a)(3) of the Municipal Code, to which the bargaining unit member may be entitled, as a lump sum payment. Any vacation time lump sum payment shall not be used to increase the bargaining unit member's years of creditable service and any vacation and/or sick time lump sum payment shall not be included or utilized in any manner in determining or calculating the bargaining unit member's final average pay period, final average pay, and retirement allowance. The effective date of retirement shall be the day immediately following the bargaining unit member's last day of work. This Paragraph shall not apply to any bargaining unit member who is currently on vacation run-out as of April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA-279).

### **Section 3.6 RESIDENCY**

There shall be no residency requirement for bargaining unit members for the duration of this Agreement.

### **Section 3.7 SHIFT DIFFERENTIAL**

Bargaining unit members who are permanently assigned to a shift other than the regular day shift will receive a shift differential of five percent (5%) for the second shift and seven percent (7%) for the third shift. For the purposes of this Section, any shift which begins on or after 5:00 p.m. (3:00 p.m. for the Custodial Series) will be considered the second shift and any shift which begins on or after 12:00 midnight and ends on or before 9:00 a.m. will be considered the third shift.

Bargaining unit members in the job classification of Public Safety Communications Supervisor shall receive a shift differential of five percent (5%) for the second shift and seven percent (7%) for the third shift.

**ARTICLE IV  
HOURS OF WORK, OVERTIME AND FLEXIBLE SCHEDULE**

**Section 4.1 HOURS OF WORK**

Except as provided for below and in Section 4.2, all bargaining unit members shall work forty (40) hours per week, Monday through Friday. The standard work day for employees working a forty (40) hour work week shall start at 8:00 a.m. and end at 5:00 p.m. with one (1) hour for lunch.

The shifts that may be worked by bargaining unit members who hold classifications in the Emergency Services and Telecommunications Department shall be as follows:

<b>Floor Supervisors:</b>	6:30 a.m. – 2:30 p.m.
	2:30 p.m. – 10:30 p.m.
	10:30 p.m. – 6:30 a.m.
	10:00 a.m. – 6:00 p.m.
	6:00 p.m. – 2 a.m.
	6:00 p.m. – 2:00 a.m.

<b>Administrative Staff:</b>	8:00 a.m. – 5:00 p.m.
	9:00 a.m. – 6 p.m.

Notwithstanding the above, the City shall maintain its management right to determine whether to have each of the shifts. Additionally, a regular work schedule may include multiple shifts (e.g., a bargaining unit member whose regular work schedule is as a relief supervisor, he or she may work 6:30 a.m. to 2:30 p.m. on three (3) days and 2:30 p.m. to 10:30 p.m. on two (2) days).

Notwithstanding the above, the current Public Safety Communication Supervisor (PSCS) work schedule in effect as of November 15, 2022 shall remain in effect until changed through either mutual agreement or by interest arbitration, except that if the City employs more than four (4) PSCSs who have completed their probationary period, the City has discretion to add up to two (2) 'swing shifts' to the work schedule, to be bid as part of the bid shift process. 'Swing shifts' are those for which the hours of work overlap with, but are not identical to, the shifts set forth in November 2022 Memorandum of Agreement.

A bargaining unit member may request, for good and sufficient reasons, a variance in his or her standard work schedule. Such shift exception may be on a permanent basis or for a fixed period of time, and can be used to change the start and/or end times of the standard work day or length of the standard lunch break as defined above. In order for a bargaining unit member to receive a shift exception, he or she must submit a written request to his or her department head and the Director of Human Resources and Labor Relations, and such request must be approved in writing by the department head, Director of Human Resources and Labor Relations and the Association.

## **Section 4.2 FLEXIBLE SCHEDULE**

The standard work hours may be flexed by an eligible bargaining unit member under either one or both of the following conditions:

1. By occasionally flexing his or her standard work week schedule through the use of accumulated hours worked in excess of the standard work day or work week hours, provided that:

a. The accrual of such hours was within thirty (30) calendar days prior to the use of such hours per subsection b. below. No more than fifty (50) hours may be accumulated within any thirty (30) day period herein referenced.

b. The accrual and use of such hours is approved in advance by the bargaining unit member's immediate supervisor. Approval of the accrual and/or use of excess accumulated hours shall not be unreasonably denied. However, in consideration of overtime compensation included in certain HMEA pay grades, use may be denied when a bargaining unit member has two (2) or fewer accumulated work hours available for use per subparagraph (1)(a) above. It is anticipated and expected that a bargaining unit member will, when necessary, continue to work beyond his or her regular work day in the performance of work duties without the expectation of hour-for-hour time off under this flexible work week provision.

2. By occasionally flexing the start and/or end times of his or her standard work day, provided that:

a. The bargaining unit member works the required eight (8) hour work day, unless otherwise flexed under subparagraph (1) above; and

b. In the case of emergency services requiring immediate replacement in the Police or Fire departments, the bargaining unit member notifies his or her immediate supervisor of the change to his or her standard work day schedule at least one (1) hour in advance of such change; and

c. For employees other than as described in subparagraph (2)(b) above, when the bargaining unit member is seeking to flex his or her standard start time by more than one (1) hour past his or her standard start time, he or she makes every effort possible to notify his or her immediate supervisor of such change prior to the standard start time of the bargaining unit member, but no later than two (2) hours after the standard start time for the member; and

d. The bargaining unit member has no previously scheduled meetings, events or pre-established deadlines that require his or her attendance during the flexed time; and

e. Such alterations do not establish a pattern or permanent shift exception; and

f. The notice required under subparagraphs (2)(b) and (2)(c) above may be satisfied by leaving a voicemail with or sending an email to the immediate supervisor by the deadline therein established and as in accordance with any established call-in procedures within the respective departments.

The occasional flexing of the bargaining unit member's standard work day under the provisions set forth in subparagraph (2) above does not require prior approval.

Notwithstanding the above, a bargaining unit member shall not work through his or her standard lunch break in order to alter or flex any standard work hours unless approved in advance by the bargaining unit member's immediate supervisor. Any alteration to the bargaining unit member's standard lunch break that is intended to be permanent or recurring for a certain period of time must be approved as a shift exception in accordance with Section 4.1 above.

For purposes of this Section, eligible bargaining unit members shall be defined as full-time bargaining unit members in a job classification that receives five percent (5%) in lieu of overtime.

### **Section 4.3 OVERTIME PAY**

A bargaining unit member shall be compensated for overtime only when the overtime work is properly authorized by the Department Head or Appointing Authority.

#### **1. Overtime Pay – General.**

a. Bargaining unit members employed in the classifications listed in this Sub-Paragraph shall be paid overtime pay for hours worked above forty (40) in a work week. Such overtime pay shall be computed on the basis of one and one-half (1½) the bargaining unit member's regularly hourly rate of pay, except that such bargaining unit members shall receive double time for all work performed on City-recognized holiday.

- Administrative Clerk, Class Code 0071
- Supervising Account Clerk, Class Code 0303
- Supervising Cashier, Class Code 0332
- Radio Technician II, Class Code 4346
- Supervisor of Collections, Class Code 0304
- Benefits Assistant, Class Code 0069
- Supervisor of Records, Class Code 0305
- School Crossing Guard Supervisor, Class Code 5095
- Sidewalk Repair Section Leader, Class Code 4080
- Supervisor Recreation Specialist (Part-Time)

b. Except as provided otherwise in this Section, bargaining unit members employed in the classification series listed in this Sub-Paragraph shall be paid an additional five percent (5%) of the base rate of the classification on a continuing basis

as additional compensation in lieu of overtime pay.

- Professional Series
- Data Processing Series
- Engineering Series (Assistant Traffic Engineer, Civil Engineer IV & Architect III)
- Recreation and Related Series
- Nursing and Medical Series (except those classifications listed in the Sub-Paragraph below)
- Chief of Buildings and Trades, Class Code 5272

c. Bargaining unit members employed in the classifications listed in this Sub-Paragraph shall be paid overtime pay for hours worked above forty (40) in a work week. Such overtime pay shall be computed on the basis of one and one-half (1½) the bargaining unit member's regularly hourly rate of pay.

- Public Health Nursing Supervisor, Class Code 3071
- Nurse Practitioner, Class Code 3081

ed. Except as provided otherwise in this Section, bargaining unit members employed in the classifications series listed in this Sub-Paragraph shall be paid an additional five percent (5%) of the base rate of the classification on a continuing basis as additional compensation in lieu of premium overtime pay and shall receive straight time for all hours worked above forty (40) hours in a work week, except that such bargaining unit members shall receive double time for all work performed on City-recognized holiday.

- Inspectional Series
- Custodial Series
- Equipment Operations Series (except those classifications listed in the Sub-Paragraphs below)
- Skilled Trades Series (except those classifications listed in the Sub-Paragraphs below)

de. Bargaining unit members who are employed in the classifications listed in this Sub- Paragraph are considered to be "Principal Supervisors" and shall be paid five percent (5%) in lieu of overtime and receive their straight time hourly rate of pay for all work performed beyond the normal work day or work week under the following conditions: (1) snow, ice and/or severe weather operations; (2) flood operation (when pumping only); (3) when supervising a full-staff operation on a holiday; or (4) on a weekend following a holiday or a weekend following a severe snow or other severe weather condition.

- Public Works Assistant Superintendent, Class Code 4086
- Superintendent of Solid Waste & Recycling, Class Code 4033\*\*
- Assistant Superintendent of Parks, Class Code 6065\*

- Superintendent of Streets, Class Code 4085\*\*
- Assistant Superintendent of Streets, Class Code 4084\*
- Public Works Superintendent, Class Code 4087
- Survey Supervisor, Class Code 2013
- Superintendent of Parks, Class Code 6080\*\*
- Senior Project Manager, Class Code 2029
- Superintendent of City Buildings, Class Code 4245
- Equipment Superintendent, Class Code 4170\*\*

*\*Classification to be eliminated through attrition and replaced with Public Works Assistant Superintendent.*

*\*\*Classification to be eliminated through attrition and replaced with Public Works Superintendent.*

Effective April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA- 279), bargaining unit members employed in the above classifications of this Sub-Paragraph and who work in the Department of Public Works will be compensated on the basis of one and one-half (1½) the bargaining unit member's regularly hourly rate of pay for all work performed beyond the normal work day or work week for snow, ice and/or severe weather operations.

**ef.** Notwithstanding the above, bargaining unit members employed in the classifications listed in this Sub-Paragraph are paid five percent (5%) in lieu of overtime and shall receive their straight time hourly rate of pay for any work performed beyond the normal work day or work week.

- Assistant Building Maintenance Supervisor, Class Code 4243
- Auto Mechanic Section Leader, Class Code 4151
- Building Maintenance Section Leader, Class Code 1015
- Park Services Section Leader, Class Code 6022
- DPW Supervisor, Class Code 4008
- Sign Shop Section Leader, Class 4348
- Street Maintenance Section Leader, Class Code 4083
- Supply Room Section Leader, Class Code 4012
- Engineering Inspection Supervisor, Class 2021
- Public Works Section Leader, Class Code, Class Code 4014\*

*\*Classification to be eliminated through attrition and replaced with DPW Supervisor.*

Effective April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA- 279), bargaining unit members employed in the above classifications of this Sub- Paragraph and who work in the Department of Public Works will be compensated on the basis of one and one-half (1½) the bargaining unit member's regularly hourly rate of pay for all work performed beyond the normal work day or work week for snow, ice and/or severe weather operations.

**fg.** Bargaining unit members employed in the classifications listed in this Sub-Paragraph are paid five percent (5%) in lieu of overtime and shall be eligible to receive time and one-half (1½) overtime payment for hours worked when recalled to work outside of their regular work hours for snow, ice and/or severe weather operations and for performing any of these duties only: (1) flood operations (when pumping only), (2) snow and/or ice removal operations or (3) any tree work resulting from any storms.

- Administrative Assistant, Class Code 0529
- Civil Engineer III, Class Code 2007
- Engineering Inspection Supervisor, Class Code 2012
- Survey Supervisor, Class Code 2013
- Principal Engineering Technician, Class Code 2004
- City Forester, Class Code 0521
- Automotive Mechanic Section Leader, Class Code 4151
- Project Leader, Class 0322
- Street Maintenance Section Leader, Class Code 4083
- Public Works Section Leader Class Code 4014\*
- DPW Supervisor, Class Code 4008
- Sign Shop Section Leader, Class 4348
- Park Services Section Leader, Class Code 6022

*\*Classification to be eliminated through attrition and replaced with DPW Supervisor.*

**gh.** Bargaining unit members who are assigned to snow and ice removal operations and who are called in for work outside of their regularly scheduled working hours shall be paid a minimum of three (3) hours at the applicable overtime rate as set forth in the above paragraphs.

**hi.** This Section supersedes all overtime references contained in the City of Hartford's Personnel Rules & Regulations dated December 27, 1993 and any Memoranda dated before the approval date of the 2013-2017 contract.

## **2. Overtime in the Emergency Services & Telecommunications Department ("ES&T").**

Any time a shift is not fully staffed by a Public Safety Communication Supervisor who is assigned full-time to directly supervise the dispatchers in ES&T on a 24-7 basis ("HMEA Floor Supervisors"), the shift shall be offered as an overtime opportunity as follows:

- a. The HMEA Floor Supervisors shall sign up for overtime opportunities by Tuesday of the week preceding the commencement of the shift for the overtime opportunity. Sign-up sheets will be made available by the preceding Saturday. Failure to sign up for a shift shall constitute a refusal of the overtime opportunity.
- b. Those HMEA Floor Supervisors who have signed up for a shift shall have the first opportunity to accept that particular full-shift overtime opportunity.



c. If none of the HMEA Floor Supervisors accept the full-shift overtime opportunity, the opportunity shall then be offered to the Public Safety Communication Supervisor(s) who are not Floor Supervisors (“HMEA Non-Floor Supervisors”).

d. If an overtime opportunity remains unfilled, the overtime opportunity shall be divided in to two (2) half shifts (generally four-hours in duration) and offered to the HMEA Floor Supervisors who signed up for the overtime opportunity, and thereafter to the HMEA Non-Floor Supervisors.

e. If the overtime opportunity has not been filled per the preceding subparagraphs, the full or half-shift, overtime opportunity will be offered to the remaining HMEA ES&T Managerial Staff (“HMEA ES&T Managers”) (e.g., Project Manager, Senior Project Manager, etc.).

f. Separate overtime lists shall be maintained for the HMEA Floor Supervisors, the HMEA Non-Floor Supervisors, and the HMEA ES&T Managers, which shall be used for the distribution of the overtime opportunities.

g. Notice of an overtime opportunity will be provided to eligible HMEA members by both telephone and email at the number and email address provided by the member for this purpose. It shall be the responsibility of the HMEA member to notify of any changes. Notice of an overtime opportunity will be provided to HMEA members no less than twenty-four (24) hours before the beginning of the overtime opportunity, unless the opportunity is discovered within twenty-five (25) hours of the commencement of the shift, in which case notice shall be provided as soon as possible. HMEA members shall be given at least one (1) hour from the time of notification to respond to the overtime opportunity unless the opportunity arises within twenty-five (25) hours of the commencement of the overtime shift.

h. “Refusal” of an overtime opportunity shall be defined as follows:

- i. Rejection of the overtime opportunity;
- ii. Failing to respond to within one (1) hour of the notification of overtime opportunity; and/or
- iii. Accepting and then cancelling or not showing up for the overtime opportunity.

When a HMEA member refuses an overtime opportunity, his or her name shall go to the bottom of that particular list.

i. HMEA members must maintain a Communications Supervisor Certification in order to be eligible for overtime opportunities.

j. Overtime takes precedence over an open shift. HMEA members may not swap shifts to make themselves available for a more favorable overtime opportunity or preference for the open shift.

k. HMEA ES&T Managers who work a floor overtime shift shall be paid straight time for all hours worked above forty (40) hours in a week.

l. If no Public Safety Communication Supervisor (“PSCS”) accepts the voluntary overtime in the manner described above, the vacant shift shall be filled according to the following process:

If coverage for the open PSCS shift is not secured through the methods outlined above, mandatory overtime will occur, in sequential order, as follows:

1. The PSCS working/scheduled immediately before the open PSCS shift will be assigned the first four (4) hours, or portion thereof, of the open PSCS shift, and the second four (4) hours, or portion thereof, of the open PSCS shift will be covered by the PSCS scheduled to work immediately after the open PSCS shift, if available to work. In this situation, the PSCS will be paid time and one half their regular rate.

2. If one of the scheduled PSCSs is not “available to work” the portion of the shift, the other PSCS will be scheduled to work the entirety of the open PSCS shift. (See below for definition of “available to work.”). In this situation, the PSCS will be paid time and one half their regular rate.

3. If no scheduled PSCS is “available to work”, and the ES&T Director or Deputy Director determines that staffing in the Public Safety Dispatch Center permits, the PSCS overtime opportunity will then be offered to an eligible Local 1716 member as an acting assignment.

4. If the scheduled PSCSs are not “available to work” as defined below, and a Local 1716 member is not assigned in accordance with paragraph 3 above, and provided the City has a minimum of four (4) PSCSs employed, the open shift, or portion thereof as described above, shall be filled by an off-duty PSCS. In this situation, the PSCS filling the vacancy shall be paid double time for such work. Off-duty PSCSs will be scheduled based on least seniority and least number of mandatory overtime hours.

5. If the foregoing methods do not fill the open shift or portion thereof the ES&T Director or the ES&T Deputy Director may, at his or her discretion, work the vacant shift. Filling the vacant shift in this manner (or through the use of eligible Local 1716 employees) are the only situations where the City can use non-HMEA employees and such action cannot be used as evidence in the future of subcontracting HMEA work or to subcontract work beyond what is specified in this Agreement.

“Available to Work” – PSCSs are considered “available to work” unless:

- The PSCS has already worked sixteen (16) hours in the preceding twenty-four (24) hours;

- The PSCS is out on approved leave (i.e., FMLA sick leave, previously approved vacation or personal leave) or has an approved light-duty or ADA accommodation that does not permit working overtime.
- The PCSC is sick in accordance with the relevant provisions of Section 5.3.
- The PSCS has a previously scheduled medical appointment or legal appointment (documentation required that does not disclose the reason for the appointment);
- The PSCS has a previously scheduled family event (documentation required); family event is defined as outlined in Paragraph e of Section 5.3, Subsection 5. Use of Sick Leave; or
- The PSCS is enrolled in a pre-approved educational class with hours that conflict with the time of the required overtime, including travel to/from such class (documentation required).

If a PSCS refuses any mandatory OT assignment despite being “available to work,” a *Loudermill* hearing will be scheduled to provide the PSCS with the opportunity to provide written proof that he or she had a “justifiable excuse” for refusing the mandatory OT assignment. If the ES&T Director determines that the reason and documentation provided by the PSCS during the *Loudermill* hearing is a “justifiable excuse” for refusing the mandatory OT assignment, discipline will not be issued. If the ES&T Director determines that the reason and documentation provided by the PSCS during the *Loudermill* hearing is not a “justifiable excuse” for refusing the mandatory OT assignment, discipline will be issued. Any decision by the ES&T Director as to whether the reason for refusing the mandatory overtime holdover is “justifiable” may be grieved under the grievance procedure.

PSCSs who work overtime in any assignment in the Dispatch Center shall be paid as follows:

- a. Time and one half (1½) their PCSC rate for all hours worked beyond their regularly scheduled shift, whether the overtime is mandated or voluntary, except as provided in paragraph b. and c. below.
- b. Double their PCSC rate of pay for all hours worked when they are called in when off-duty to cover a vacant PCSC shift in accordance with Paragraph 4 above.
- c. If Department of Emergency Services and Telecommunications has fewer than four (4) filled, full-time PSCSs, all mandatory overtime worked shall be paid at double time until such time as the Department has four (4) or more, filled full-time PSCSs.

**3. Overtime for Reproduction/Graphic Manager.**

- a. Bargaining unit member(s) employed in the Reproduction/Graphic Manager classification, which receives five percent (5%) in lieu of overtime pay, will be eligible for straight time overtime for the hours worked above forty-two (42) hours per week.
- b. Overtime eligibility will require prior approval of the overtime hours by the Appointing Authority; and
- c. The pre-approved overtime hours will be for seasonal work only such as during budget and/or tax season and will be limited to a maximum of twenty (20) hours per week; and
- d. Any compensated hours will not be eligible to be used as flex time.

**4. Overtime for Inspector II Classification.**

- a. Effective April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA-279), bargaining unit members employed in the classification of Inspector II who are called back to work outside of their regular work hours (“call-out”) shall receive three (3) hours of overtime pay or overtime pay for the actual numbers of hours worked, whichever is greater, and provided such hours are not annexed consecutively to one end or the other of the bargaining unit member’s work day. Such overtime pay rate shall be computed on the basis of one and one-half (1½) times the bargaining unit member’s regular hourly rate of pay. Portal to portal travel shall be compensable under this Section. Any consecutive call-outs resulting in an absence from home for three (3) or less consecutive hours shall not generate a new three (3) hour minimum.
- b. Bargaining unit members employed in the classification of Inspector II who are required to work on a City-recognized holiday shall be paid at the rate of two (2) times their regular hourly rate of pay, in addition to holiday pay.

**ARTICLE V  
HOLIDAYS AND LEAVE**

**Section 5.1 HOLIDAYS**

The following holidays shall be recognized and observed as paid holidays for all full-time bargaining unit members:

- |                        |                  |
|------------------------|------------------|
| New Year’s Day         | Independence Day |
| Martin Luther King Day | Labor Day        |
| Lincoln’s Birthday     | Columbus Day     |
| Washington’s Birthday  | Veterans Day     |
| Good Friday            | Thanksgiving Day |

Memorial Day

Christmas Day

Whenever the holidays listed above fall on a Sunday, the following Monday shall be observed as the holiday; and whenever the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday.

If Lincoln's Birthday and Washington's Birthday are combined in a single holiday for all other employees of the City (excluding the Board of Education and emergency services) such consolidation shall apply to members of this bargaining unit as well.

HMEA ES&T Managers who work in the Emergency Services & Telecommunications Department on either the observed holiday or the actual holiday, shall be paid double time for hours worked on that day.

Public Safety Communication Supervisors (PSCS) who work in the Emergency Services & Telecommunications Department on either the observed holiday or the actual holiday, shall be paid double time for hours worked on that day. If the PSCS works both the actual and observed holiday, the PSCS shall receive two (2) times the regular hourly rate of pay on the actual holiday and one and one-half (1½) times the regular hourly rate of pay on the observed holiday. If the hours worked on the actual holiday are part of their regular work schedule, the PSCS also will have the option of being paid for eight (8) hours of holiday pay or banking the hours to be used by the end of the Fiscal Year. Any accumulated but unused banked holidays will be forfeited at the end of the fiscal year. Requests to use banked holiday hours shall not be unreasonably denied.

**Section 5.2 VACATION**

Each permanent full-time bargaining unit member shall earn and accumulate vacation leave with pay during and after his or her probationary period in accordance with this Section.

Vacation leave shall be earned over a twelve (12) month period (July 1st through June 30th) and credited to the bargaining unit member on July 1st of the fiscal year following the bargaining unit member's appointment and on July 1st of each subsequent year of creditable service.

New employees who have served less than twelve (12) continuous months of City service shall earn vacation leave in accordance with the schedule provided below. New employees shall not be able to use vacation leave until they have completed six (6) months of continuous City service.

<u>Length of Service In Months</u>	<u>Vacation Leave Accumulation In Days</u>
1	1 ¼
2	2 ½
3	3 ¾
4	5

5	6 ¼
6	7 ½
7	8 ¾
8	10
9	11 ¼
10	12 ½
11	13 ¾
12	15

Each permanent full-time bargaining unit member appointed as a City employee on or before July 1st and who serves continuously with the City until the following June 30th shall earn three (3) weeks' paid vacation (1.25 days per month).

Bargaining unit members who have completed five (5) years of full-time employment as a City employee on July 1st and served continuously with the City for the previous twelve (12) months shall earn four (4) weeks paid vacation annually (1.66 days per month).

Bargaining unit members who have completed fifteen (15) years of full-time employment as a City employee on July 1st and served continuously with the City for the previous twelve (12) months shall earn five (5) weeks paid vacation annually (2.08 days per month).

For the purpose of computing vacation leave, the calendar month shall be used, except that a bargaining unit member appointed as a City employee during the first fifteen (15) days of any month shall be considered as having been appointed on the 1st day of that month, and those appointed after the 15th day of any month shall be considered as having been appointed on the 1st day of the succeeding month.

Vacation leave may be carried over from one (1) fiscal year to the next to a maximum accumulation of no more than eight (8) weeks. Any bargaining unit member with more than eight (8) weeks of accrued vacation leave on June 30<sup>th</sup> of each fiscal year shall forfeit any vacation days in excess of eight (8) weeks. ~~Notwithstanding any language in this Section to the contrary, those bargaining unit members who had in excess of eight (8) weeks of accrued and unused vacation leave on June 30, 2021 will be allowed to carry over up to a maximum of five (5) additional days of the contractual allowable amount into Fiscal Year 2021-2022. Any hours forfeited on June 30, 2021 up to a maximum of forty (40) hours will be restored to the bargaining unit member upon approval of the Agreement and must be used by June 30, 2022. Any additional vacation leave days above the contractual eight (8) week maximum will not be paid out to the bargaining unit members upon separation.~~

Use of vacation leave shall be granted by mutual agreement between the bargaining unit member and the department head or designee; provided, however, that no department head or designee shall withhold the vacation leave of any bargaining unit member in excess of eighteen (18) months.

Notwithstanding the preceding paragraph, Public Safety Communication Supervisors in Emergency Services & Telecommunications Department shall be entitled to vacation in accordance with the following provisions:

Vacation request procedure.

Employees shall submit their request for vacation time by April 1<sup>st</sup> for the period of June 1<sup>st</sup> – December 31<sup>st</sup> and by September 1<sup>st</sup> for the period of January 1<sup>st</sup> – May 31<sup>st</sup> of each calendar year. Vacation requests in blocks of five (5) or more consecutive days will be granted in order of seniority and will take precedence over vacation requests of less than five (5) consecutive days. Not more than one (1) PSCS will be granted vacation for each shift on the same day. The City shall confirm the granting of submitted vacation by no later than April 15<sup>th</sup> and September 15<sup>th</sup> respectively.

Vacation requests submitted outside of this timeframe may be considered based on operational needs/staffing of the Dispatch Center and will be considered on a first come, first served basis.

In computing vacation leave, legal holidays as established in Section 5.1 are not to be considered as part of vacation allowance.

In the event of the death of a bargaining unit member, his or her spouse and/or minor children shall receive the accrued vacation pay earned by the bargaining unit member. Where the bargaining unit member has no minor children and has notified the Human Resources Department that a valid certificate of domestic partnership is on file with the City of Hartford Town Clerk, the domestic or civil union partner shall receive the accrued vacation pay earned by the bargaining unit member. In the event the bargaining unit member has neither a spouse, minor children, nor a domestic or civil union partner, the accrued vacation pay shall be paid to the estate of the deceased bargaining unit member.

Bargaining unit members who are separated from the City and who have accrued vacation leave to their credit at the time of separation shall be paid the salary equivalent of the accrued vacation leave. The maximum pay-out of vacation upon separation will be the salary equivalent of accrued vacation leave up to a maximum of twelve (12) weeks regardless of the number of hours credited or earned at the time of separation. Vacation leave accrued during the fiscal year in which the bargaining unit member is separated will only be paid if the bargaining unit member is in good standing at the time of separation. Any vacation leave lump sum payment shall not be used to increase the bargaining unit member's years of creditable service and any vacation lump sum payment shall not be included or utilized in any manner in determining or calculating the bargaining unit member's final average pay period, final average pay, and retirement allowance. The effective date of separation shall be the day immediately following the bargaining unit member's last day of work.

**Section 5.3 SICK LEAVE**

1. **Sick Leave Accumulation.** Each permanent full-time bargaining unit member shall earn sick leave with pay during and after his or her probationary period according to the following schedule:

<b><u>Length of Service in Months</u></b>	<b><u>Sick Leave Accumulation in Days</u></b>
1	1¼
2	2½
3	3¾
4	5
5	6¼
6	7½
7	8¾
8	10
9	11¼
10	12½
11	13¾
12	15

Bargaining unit members appointed on or before July 1<sup>st</sup> and who serve continuously until the following June 30th shall earn three (3) weeks of paid sick leave in accordance with the above schedule. Sick leave is to be used only for the purposes contained in this Section. Any unauthorized use of sick leave shall be cause for disciplinary action.

Effective March 26, 2019 (implementation of the arbitration award in Case No. 2018-MBA-393), bargaining unit members shall accumulate any unused portion of sick leave, including that accumulated in the prior fiscal years, to a maximum of one-hundred and twenty (120) days. Bargaining unit members who have more than one hundred twenty (120) days of accumulated sick leave as of March 26, 2019 (implementation of the arbitration award) may keep their current sick leave balance but may not accrue additional leave until or unless their balance decreases below the one hundred and twenty (120) day maximum and thereafter may not accumulate in excess of the one hundred twenty (120) day maximum.

2. **Sick Leave Donations.** A bargaining unit member who has accumulated at least fifteen (15) days of sick leave may donate a portion of his or her accumulated sick leave to another bargaining unit member, who through serious and protracted illness of the member or his or her immediate family has used up all of his or her accumulated sick leave and vacation leave. The Mayor, or his or her designee, and the Director of Human Resources and Labor Relations shall authorize the donation and transfer of such sick leave provided the following conditions are met:

- a. The donating bargaining unit member shall have a minimum sick leave



accumulation of fifteen (15) days.

b. No more than five (5) days of sick leave for every thirty (30) days of sick leave accumulated by the donating bargaining unit member to a total donation of thirty (30) days shall be permitted between any two (2) bargaining unit members.

c. Sick leave, donated by one bargaining unit member to another, when used, shall be paid at the hourly rate of the donor or donee, whichever is less.

d. No more than twenty (20) days of donated sick leave may be allowed to accumulate in any donee's name at any given time, provided if such donated sick leave should be reduced below twenty (20) days, additional donations may be made to restore the level of accumulated sick leave to twenty (20) days.

3. **Advance of Sick Leave.** Sick leave advance may be granted by the department head with approval of the Director of Human Resources and Labor Relations. In requesting an advance of sick leave, the department head shall submit the following information to the Director of Human Resources and Labor Relations: the length of City service of the bargaining unit member; the sick leave record of the bargaining unit member; and a medical certificate which shall include the prognosis and the probable date when the bargaining unit member will return to work.

a. No advance of sick leave may be authorized unless the bargaining unit member exhausts all accrued leave. In no case shall advance sick leave exceed twenty (20) days at full pay.

b. Any advanced sick leave shall be repaid by a charge against such sick leave as the bargaining unit member may subsequently accrue. No repayment of advanced sick leave shall be required until the bargaining unit member has first accrued five (5) days of sick leave following the bargaining unit member's return to duty.

4. **Special Rules.** No refund of vacation leave shall be allowed due to illness incurred while on vacation leave. Holidays and regular days off shall not be counted in computing sick leave taken.

5. **Use of Sick Leave.** Sick leave may be used for the following purposes:

a. Personal illness, maternity leave, physical incapacity, or noncompensable bodily injury or disease.

b. Enforced quarantine in accordance with community health regulations.

c. For a reasonable period of time as defined by the Director of Human Resources and Labor Relations only for illness or physical incapacity in the bargaining unit member's immediate family or others domiciled in the same household prior to illness for whom the bargaining unit member is responsible and the primary care giver. Immediate family is defined for purposes of this provision

to be father, mother, sister, brother, wife, husband, domestic or civil union partner or children related either by blood, marriage or adoption to the bargaining unit member.

d. To meet medical and dental appointments of emergency nature and Health Department referrals. In addition, sick leave may also be granted for a limited time for normal medical and dental appointments when a bargaining unit member has made reasonable efforts to secure appointments outside of normal working hours provided that the department head is notified in advance of the day on which the absence occurs.

e. Death of relatives or friends, marriage in the immediate family, celebration of religious holidays and christenings, graduations and similar ceremonies, provided prior notification to the department head is submitted in writing giving full particulars in advance, subject to approval. A maximum of three (3) days a year under this provision shall be granted except that it may be increased in situations upon approval by the Director of Human Resources and Labor Relations.

f. Natural fathers who are primary care givers shall be allowed to use accumulated sick leave for a maximum of ten (10) calendar days, upon the birth of a child. If accumulated sick leave is exhausted prior to the ten (10) calendar days, the balance of the leave will be without pay, unless such time is extended by the Appointing Authority with the approval of the Director of Human Resources and Labor Relations.

Natural fathers wishing to take such leave must provide a copy of the birth certificate as proof of paternity. Leave will not be granted without the above documentation being provided prior to the start of leave.

g. Domestic or civil union partners who are primary care givers shall be allowed to use accumulated sick leave for a maximum of ten (10) calendar days upon the birth of a child. If accumulated sick leave is exhausted prior to the ten (10) calendar days, the balance of the sick leave shall be without pay. In no case will a domestic or civil union partner be eligible for both maternity and primary care leave. Domestic or civil union partners wishing to take such leave must provide a copy of the birth certificate and a copy of the domestic partnership or civil union certificate to the City of Hartford, Town Clerk, pursuant to Section 2-63 of the Municipal Code, as proof of the relationship to the birth of the child.

h. Bargaining unit members who are adoptive parents or the domestic or civil union partner of the adoptive parent shall be allowed to use accumulated sick leave for thirty (30) calendar days for adjustment in family living conditions.

If accumulated sick leave is exhausted prior to the thirty (30) calendar days, the balance of the adoption leave will be without pay. Only the person primarily responsible for the child will be entitled to this leave.

Bargaining unit members wishing to take an adoption leave must present

copies of legal adoption papers as proof of such adoption. In the case of a domestic or civil union partner, proof of a valid domestic partnership or civil union certificate must also be filed with the City of Hartford, Town Clerk, pursuant to Section 2-63 of the Municipal Code. Adoption leave will not be granted without this documentation.

i. In accordance with the schedule below, bargaining unit members may use a certain number of sick days per fiscal year for any purpose not otherwise provided above subject to the same notification requirements as in Paragraph e. above. Any personal days taken shall be deducted from the bargaining unit member's sick leave accrual balance.

<u>Aggregate Years of Service</u>	<u>Total Number of Personal Days</u>
Less than eight (8) years	Up to three (3) days
Eight (8) years but less than fifteen (15) years	Up to five (5) days
Fifteen (15) years or more	Up to seven (7) days

For purposes of this provision, time spent in the armed forces of the United States (i.e., Army, Navy, Air Force, Marine Corps and the Coast Guard) while on approved leave from the City, shall be included in determining the number of aggregate years of service.

6. **Proof of Illness or Other Uses of Sick Leave.** Departments may require proof of illness or other uses of sick leave as provided in this Section. In the judgment of the department head or designee, proof of sick leave may include a doctor's certificate or other reasonable verification available to the bargaining unit member.

a. For absences of less than three (3) work days, proof of sick leave will not normally be required unless, in the judgment of the department head or designee, there is a question of authorized usage.

b. For absences of three (3) consecutive work days or more, a doctor's certificate will normally be required.

c. For absences exceeding five (5) work days, a doctor's certificate indicating the probable duration of the disability may be required, and additional certificates may be required for extended illnesses.

7. **Compliance with Sick Leave Requirements.** Sick leave provided above shall be granted only if the requirements of these provisions are complied with and the initial report of illness by the bargaining unit member is made to his or her department head or designee within two (2) hours of his or her regularly scheduled start time on each day of absence. Nothing in this Subsection shall preclude the payment of sick leave to a bargaining unit member who cannot comply with the provisions of this Subsection due to extenuating circumstances (see Subsection 6 above).

8. **Payment of Sick Leave.** For all full-time bargaining unit members, the City will make payment for accumulated sick leave as follows:

- a. Full payment of accumulated sick leave in case of death;
- b. For bargaining unit members with ten (10) years of more of completed service as of July 1, 2019: Fifty percent (50%) payment of accumulated sick leave at time of retirement.
- c. For bargaining unit members with less than ten (10) years of completed service as of July 1, 2019: thirty-five percent (35%) payment of accumulated sick leave at time of retirement.
- d. Notwithstanding anything herein to the contrary, for any bargaining unit member hired after March 26, 2019 (implementation of the arbitration award in Case No. 2018-MBA-393), the City will make no payment of accumulated and unused sick leave upon any separation, including retirement.

#### **Section 5.4 COMPENSATION FOR INJURIES AND DISEASE**

Each bargaining unit member shall be compensated for any injury or occupational disease under the provisions of the Workers' Compensation Act of Connecticut.

Effective May 1, 1999, bargaining unit members shall be covered under the City's Managed Care Program, as approved by the State Workers' Compensation Commission.

The bargaining unit member is responsible for paying the bargaining unit member share of his or her medical and dental premiums and any other applicable payroll deductions while out on Workers' Compensation leave.

#### **Section 5.5 MILITARY LEAVE**

Military leave and benefits shall be provided in the following manner to each full-time employee who is a member of the uniformed services and who is called to active duty or who volunteers for duty.

If the employee's military pay is less than his or her base salary, the employee shall receive the difference between his or her base salary and his or her military salary for up to a total of one (1) year during the employee's employment with the City. Any existing health insurance coverage provided by the City shall continue for up to a total of one (1) year while such employee is on an approved military leave and the employee's contribution for such health insurance coverage shall continue as if the employee were not on military leave. The employee will receive pension credit for military leave of up to one (1) year and the employee's pension contribution shall continue to be withdrawn in the same manner as if the employee were not on military leave. For military leave beyond one (1) year, an employee may choose to receive pension credit for such leave. In order to receive such pension credit, the employee must pay into the pension fund, under the terms proscribed by the pension commission, such amounts as are equivalent to those which the employee would have

contributed in the form of employee contributions had the employee not been on military leave for the period of unpaid military leave beyond one (1) year. If the employee elects not to repay the missed employee pension contributions while on unpaid military leave, the employee will not receive pension credit for his or her qualified military service beyond the one (1) year period.

## **Section 5.6 FAMILY AND MEDICAL LEAVE**

An employee who is an “eligible employee” as defined under the Federal Family and Medical Leave Act (“FMLA”), 29 U.S.C. § *et seq.*, shall be granted up to twelve (12) weeks of unpaid leave during a twelve (12) month period in accordance with the applicable provisions of the FMLA. Any accumulated paid leave time must be substituted for unpaid FMLA leave and exhausted first, and said paid leave shall be included in, and shall not be in addition to, the aforementioned twelve (12) weeks of allowable leave as permitted by the Act. The twelve (12) month period shall be measured from the twelve (12) months commencing on the date the employee first takes FMLA leave. A medical certificate as provided in the FMLA shall be required for FMLA leave situations. Employees on FMLA leave shall have the continuity of their employment preserved for seniority purposes. Employees on FMLA leave shall have their health insurance coverage maintained during such leave on the same terms as if they had continued to work, including that employees shall pay any required premium contributions toward the cost of such insurance. If the employee fails to return to work under circumstances described by the FMLA, the employee shall be liable for the retroactive premium payments in accordance with the FMLA.

## **ARTICLE VI GENERAL PROVISIONS**

### **Section 6.1 ASSOCIATION ACTIVITIES**

Not more than three (3) Association representatives shall be granted leave from duty with full pay for all meetings between the City and the Association for the purpose of processing grievances at Step 3 or 4 when such meetings take place at any time during which such members are scheduled to be on duty.

The term Association representative as used in this Article includes the Association President.

Grievance meetings may be held during work time. The employee and Association representative attending grievance hearings during regular work hours shall be entitled to be absent from their regular positions with pay while actually attending such grievance hearings with thirty (30) minutes of preparation time.

An Association representative may utilize up to two (2) hours on City time with pay for the purpose of investigating and, if necessary, preparing a grievance for submission at Step 1 of the grievance procedure.

A written list of Association area representatives and other officers and representatives shall be furnished to the City immediately after their designation and the Association shall notify the City of any changes.

The internal business of the Association shall be conducted during the non-duty hours of the bargaining unit members involved.

Association officials may attend meetings during working hours without loss of pay when such meetings are requested or approved by the Director of Human Resources and Labor Relations.

## **Section 6.2 CLASSIFICATION PLAN**

1. **The Plan.** The City maintains a classification plan for the classification of positions in the bargaining unit. For the purposes of this Agreement, the classification plan shall be the one in effect on the effective date of this Agreement, except as modified by agreement of the City and the Association. The classification plan consists of class specifications, class relationship material and other related materials.

2. **Modifications to the Plan.** When the City creates new class specifications or makes other than minor changes in existing class specifications for the purpose of normal maintenance of the classification plan, the City and the Association shall negotiate appropriate pay rates and pay ranges.

3. **Review of Union Positions and Classifications.** The City agrees to meet with the Union annually for the term of the 2023-2027 Agreement, in the second quarter of each calendar year, to review job descriptions that either party identifies as inaccurate, out of date, or otherwise in need of updating. Such discussions shall not be considered negotiations or an admission by the City that it is required to bargain prior to the implementation of changes to HMEA job descriptions, and any findings that may require collective bargaining will be the subject of negotiations for a future successor collective bargaining agreement, or sooner upon the mutual written agreement of the parties. The Committee shall consist of up to three (3) participants representing the Union and up to three (3) participants representing the City.

3. **Acting Assignments.** Bargaining unit members assigned to a higher class for greater than a one (1) week period shall receive an increase in pay to the next full growth step. Assignment to a higher class means that a bargaining unit member has been assigned to a class with a higher pay rate either because of the absence of an employee who is classified in the higher class or because operating requirements present the need for such duties to be performed for a period of time. If such assignment continues past a seven (7) day calendar week, the employee shall receive the correct growth steps for the acting position and shall continue to receive pay increases in accordance with the pay plan for the acting position.

An acting assignment to a higher classification may be made in accordance with the City of Hartford Personnel Rules and Regulations in effect on December 27, 1993. Such an acting assignment may be made for up to a ninety (90)-day period, at which time it will be reviewed and may be extended for a maximum of one (1) additional ninety (90)-day

period.

4. **Request for Change in Classification.** Requests for changes in classification, salary increases or title changes will be responded to in writing within six (6) months of the date of receipt by the Human Resources Department unless the time limit is extended by mutual agreement. No response will be made to such a request if the position has been studied within one (1) year of the date of request.

Any differences, disputes or controversy concerning the classification of individual positions in the bargaining unit shall be resolved through the grievance procedure at the third step; provided, however, that grievances involving requests for reclassification from one existing classification in the bargaining unit to another existing classification in the bargaining unit may be submitted thereafter to arbitration.

### **Section 6.3 SENIORITY LIST**

The City shall prepare a list of bargaining unit members, showing their seniority in length of service with the City and mailing addresses, and send it to the Association President within sixty (60) days of the signing of this Agreement, and on or about July 1 of each year thereafter for the duration of this Agreement. The Association shall provide the City with a copy of its mailing list on or about July 1 of each year.

The Association President, Executive Vice President, and thirteen (13) Area Representatives shall receive super-seniority rights in the event of lay-off. The Association will supply a list of the above named office holders to the City in February of each year. If the City adds, subtracts or changes work locations, the number of Area Representatives may be changed accordingly.

### **Section 6.4 BULLETIN BOARDS**

The City will furnish and maintain five (5) bulletin boards in convenient places to be used by the Association. The Association agrees that material posted will not contain propaganda against or attacks upon the City, any department or agency, or any official thereof. All material posted shall be in good taste.

### **Section 6.5 MILEAGE**

The mileage allowance for authorized use of personal automobiles for City business will be the rate as established by the Internal Revenue Service.

### **Section 6.6 MEAL ALLOWANCE**

Effective the 1<sup>st</sup> of the month which falls at least fifteen (15) days after June 9, 2008, bargaining unit members engaged in the supervision of employees engaged in snow and ice removal activities on an overtime basis shall receive a meal allowance on the following basis:

- a. If a bargaining unit member works more than one (1) hour before his or

her regular shift, he or she shall receive a meal allowance of five dollars (\$5.00). He or she shall also receive an additional meal allowance of five dollars (\$5.00) for each additional period of four (4) hours before his or her regular shift, but in no event shall he or she receive two (2) meal allowances for the first two (2) periods if he or she works less than eight (8) hours overtime.

b. If a bargaining unit member works more than two (2) hours beyond his or her regular shift, he or she shall receive a meal allowance of five dollars (\$5.00). He or she shall also receive an additional meal allowance of five dollars (\$5.00) for each additional period of four (4) hours after his or her regular shift, but in no event shall he or she receive two (2) meal allowances for the first two (2) periods if he or she works less than eight (8) hours overtime.

### **Section 6.7 PROBATIONARY PERIOD**

There shall be a probationary period of at least three (3) months not to exceed six (6) months for those appointed from a reemployment list following a layoff.

Bargaining unit members whose reporting relationship is changed as a result of reorganization or other City action but whose job duties remain substantially unchanged shall not be required to serve a new probationary period as a result thereof.

### **Section 6.8 SAFETY SHOES**

Bargaining unit members whose direct-report subordinates are provided with safety shoes by the City will be provided with one (1) pair of safety shoes in each fiscal year. Such eligible bargaining unit members shall have the option to purchase their safety shoes at a vendor of their choice and shall be reimbursed by the City provided the following conditions are met:

- a. The safety shoes shall comply with ANSI Z41-1991, the "American National Standard for Personal Protection – Protective Footwear" and shall have the required "ANSI Z41.1" marking in the shoe; and
- b. The maximum reimbursable amount per fiscal year per eligible bargaining unit member shall be eighty dollars (\$80.00), inclusive of state sales tax; and
- c. Proof of purchase in the form of an original receipt shall be provided to the City by the eligible bargaining unit member prior to reimbursement; and
- d. Reimbursement shall be made by the City to the bargaining unit member within sixty (60) days following submission of proof of purchase to the City.

### **Section 6.9 PERFORMANCE EVALUATION**

Each bargaining unit member shall be evaluated annually, on the anniversary date of his or her hire date or date of promotion (if applicable), pursuant to the performance evaluation form in Appendix E of this Agreement. The failure to complete the performance



evaluation shall not preclude the bargaining unit member from receiving step increases to which the bargaining unit member is entitled on his or her anniversary date or his or her date of promotion, if applicable. The bargaining unit member may submit a response to the performance evaluation in writing. This response shall be retained with the bargaining unit member's performance evaluation.

#### **Section 6.10 TUITION REIMBURSEMENT**

In accordance with the Department of Human Resources' Tuition Reimbursement Program and provided funds are available, a bargaining unit member must receive a Grade C or better in order to be eligible for the City's tuition reimbursement program. If the eligible course is pass or fail only, this requirement shall not apply.

### **ARTICLE VII LAYOFF PROCEDURES**

#### **Section 7.1 ORDER OF LAYOFF**

When a layoff is necessary in a particular classification, layoff of permanent bargaining unit members within a department shall be made in inverse order of length of full-time continuous service with the City. Such layoffs shall be made by classification within a department as determined by the department head involved. No probationary or permanent bargaining unit member shall be laid off from any position while any temporary employee is still employed in the same class in the department. In case of ties, the individual with the least seniority in the class shall be the first laid off. In the event of a layoff, officers of the Association shall have super-seniority in accordance with Section 6.3 above.

The provisions of this Section shall not apply when layoffs result from a termination of state or federal funds or from a change in eligibility for employment under such state or federal employment programs. In such cases, funding source of the position shall be used as the sole criterion for layoff.

Eligibility for recall will commence upon reinstatement of such State or Federal funds.

#### **Section 7.2 NOTICE OF LAYOFF**

A department head shall give written notice to the Director of Human Resources and Labor Relations, the President of the Hartford Municipal Employees Association, and to the bargaining unit member concerned at his or her last known address, of any proposed layoff, at least three (3) weeks before the effective date of the layoff.

#### **Section 7.3 RECALL FROM LAYOFF**

On recall after layoff, the last bargaining unit member in the class laid off from the department involved shall be the first person recalled to the class within the

department from which the bargaining unit member was laid off. No new person shall be hired into that class within the department until all affected full-time and probationary former bargaining unit members have been recalled. Former bargaining unit members on the recall list shall have recall rights for one (1) year from the date of layoff and only to the class within the department from which the former bargaining unit member was laid off; provided that the person is physically able to perform the duties of the job; and provided further that the person returns to the job within three (3) weeks after the City sends a notice of recall to the person at his or her last known address.

A bargaining unit member recalled to his or her position following a layoff will not be required to complete a new probationary period provided the bargaining unit member successfully completed the probationary period for the position held at the time of layoff.

If the vacancy to be filled is federally funded and former bargaining unit members on the recall list do not meet the federal eligibility criteria of the position to be filled, the City may fill the position in any manner consistent with the City of Hartford Personnel Rules and Regulations in effect on December 27, 1993.

## **ARTICLE VIII COVENANTS**

### **Section 8.1 SAVING CLAUSE**

If any section, sentence, clause or phrase of this Agreement shall be held for any reason to be inoperative, void, or invalid, the validity of the remaining portions of this Agreement shall not be affected thereby, it being the intention of the parties in adopting this Agreement that no portion thereof, or provision herein shall become inoperative or fail by reason of the invalidity of any other portion or provision.

### **Section 8.2 EFFECTIVE DATES**

The effective date of salary increases and other changes that affect the computation of weekly earnings shall be the date specified if Sunday, or the Sunday beginning the pay period that immediately follows the date specified.

### **Section 8.3 DURATION**

Unless otherwise expressly provided herein, this Agreement shall be in effect upon the approval of both parties, and shall continue in effect thereafter unless amended, modified or terminated in accordance with this Section through June 30, 2027<sup>3</sup>. Either party wishing to amend, modify or terminate this Agreement must so advise the other party in writing no later than one hundred and fifty (150) days prior to the expiration of this Agreement and begin negotiations no later than one hundred and twenty (120) days prior to the expiration of this Agreement.

**Section 8.4 ENTIRE AGREEMENT**

The foregoing constitutes an entire agreement between the parties and no oral statement shall supersede any of its provisions. It is understood and agreed that all matters subject to collective bargaining between the parties have been covered herein and that it may not be reopened for change in its terms or addition of new subject matter except by mutual agreement.

**IN WITNESS WHEREOF**, the parties herto have caused to be signed and sealed this Agreement and like copy on the dates indicated below.

**CITY OF HARTFORD**

**THE HARTFORD MUNICIPAL  
EMPLOYEES ASSOCIATION**

By: \_\_\_\_\_  
Luke Bronin, Mayor

By: \_\_\_\_\_  
J. Sean Antoine, HMEA President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**As to form and legality**

By: \_\_\_\_\_  
Howard Rifkin  
Corporation Counsel

Date: \_\_\_\_\_

## APPENDIX A

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**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

**CLERICAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4 <sup>TH</sup> YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
0071	ADMINISTRATIVE CLERK (old CC: 0005)												
0069	BENEFITS ASSISTANT		7/3/2021	1521.64	1597.71	1673.80	1749.88	1825.96					
0303	SUPERVISING ACCOUNT CLERK	3%	7/4/2021 - 6/30/2023	1567.29	1645.65	1724.02	1802.38	1880.75					
0332	SUPERVISING CASHIER												
0304	SUPERVISOR OF COLLECTIONS												
0305	SUPERVISOR OF RECORDS												N/A

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

**CUSTODIAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4 <sup>TH</sup> YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>	
1013	NIGHT CLEANING SUPERVISOR	3%	7/3/2021	1471.16		1544.71		1618.28	1691.82	1765.40			1838.94	
			7/4/2021-	1515.29		1591.05		1666.82	1742.58	1818.35				1894.11
			6/30/2023											
1014	BUILDING CUSTODIAL SUPERVISOR	3%	7/3/2021	1690.29		1774.79		1859.30	1943.82	2028.35			2112.84	
			7/4/2021-	1741.00		1828.05		1915.10	2002.15	2089.20				2176.25
			6/30/2023											
1015	BUILDING MAINTENANCE SECTION LEADER	3%	7/3/2021	1772.80		1861.43		1950.05	2038.70	2127.33			2215.99	
			7/4/2021-	1825.98		1917.28		2008.58	2099.88	2191.18				2282.48
			6/30/2023											

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation



**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**  
**DATA PROCESSING SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
0122	DATA PROCESSING OPERATION SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	1718.62 1770.18	1804.54 1858.69	1890.48 1947.20	1976.41 2035.71	2062.34 2124.22	2148.26 2212.73	2234.19 2301.23			2320.13 2389.74
0127	POLICE DATA PROCESSING SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	2302.76 2371.84		2417.89 2490.43		2533.04 2609.02	2648.17 2727.62	2763.32 2846.21	2878.45 2964.80	2993.59 3083.39	3108.74 3201.98
0123 0320	DATA PROCESSING SUPERVISOR SENIOR SYSTEMS ANALYST	3%	7/3/2021 7/4/2021- 6/30/2023	2537.28 2613.40		2664.13 2744.07		2791.01 2874.74	2917.87 3005.41	3044.73 3136.08	3171.59 3266.75	3298.45 3397.42	3425.32 3528.09
0321	SYSTEMS PROGRAMMER	3%	7/3/2021 7/4/2021- 6/30/2023	2667.78 2747.81		2801.17 2885.20		2934.54 3022.59	3067.95 3159.98	3201.32 3297.37	3334.71 3434.76	3468.11 3572.15	3601.49 3709.54
0322 0324	PROJECT LEADER SENIOR SYSTEMS PROGRAMMER	3%	7/3/2021 7/4/2021- 6/30/2023	2797.05 2880.96		2936.90 3025.01		3076.75 3169.06	3216.61 3313.10	3356.46 3457.15	3496.31 3601.20	3636.16 3745.25	3776.01 3889.30
0531	DATA ADMINISTRATOR (Old CC: 0536)	3%	7/3/2021 7/4/2021- 6/30/2023	2855.51 2941.18		2998.29 3088.24		3141.08 3235.30	3283.86 3382.36	3426.62 3529.42	3569.40 3676.48	3712.16 3823.53	3854.93 3970.59
0124 0533 0534	ASSISTANT DATA PROCESSING MANAGER DATABASE ADMINISTRATOR TECHNICAL SUPPORT MANAGER	3%	7/3/2021 7/4/2021- 6/30/2023	3086.36 3178.95		3240.67 3337.90		3395.00 3496.85	3549.31 3655.79	3703.63 3814.74	3857.95 3973.69	4012.26 4132.64	4166.59 4291.58
0327	HELP DESK SUPPORT TECHNICIAN	3%	7/3/2021 7/4/2021- 6/30/2023	1923.08 1980.77		2019.23 2079.81		2115.38 2178.85	2211.54 2277.89	2307.69 2376.92	2403.85 2475.96	2500.00 2575.00	N/A N/A
0136	INFORMATION SECURITY ANALYST (New Classification as of 4/16/ 2023)		4/16/2023	3325.00		3491.25		3657.50	3823.75	3990.00			4156.25

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**ENGINEERING SERIES**  
**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
2004	PRINCIPAL ENGINEERING TECHNICIAN	3%	7/3/2021 7/4/2021- 6/30/2023	1914.96 1972.41		2010.70 2071.03		2106.44 2169.65	2202.19 2268.27	2297.94 2366.89			2393.70 2465.51
0521	CITY FORESTER (through 4/15/2023)	3%	7/3/2021 7/4/2021- 4/15/2023	2327.68 2397.51		2444.06 2517.39		2560.44 2637.26	2676.85 2757.14	2793.21 2877.01	2909.61 2996.89	3025.99 3116.76	3142.37 3236.64
2007 2012 2013	CIVIL ENGINEER III ENGINEERING INSPECTION SUPERVISOR SURVEY SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	2420.94 2493.57		2541.99 2618.25		2663.04 2742.93	2784.09 2867.61	2905.14 2992.28	3026.18 3116.96	3147.23 3241.64	3268.27 3366.32
2008	CIVIL ENGINEER IV	3%	7/3/2021 7/4/2021- 6/30/2023	2797.05 2880.96		2936.90 3025.01		3076.75 3169.06	3216.61 3313.10	3356.46 3457.15	3496.31 3601.20	3636.16 3745.25	3776.01 3889.30
2043	ARCHITECT III	3%	7/3/2021 7/4/2021- 6/30/2023	2934.93 3022.98		3081.68 3174.13		3228.43 3325.28	3375.17 3476.43	3521.91 3627.58	3668.67 3778.73		3815.40 3929.87

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

**EQUIPMENT OPERATION SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
4035	ASSISTANT SANITATION SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	1788.16 1841.80		1877.56 1933.89		1966.98 2025.98	2056.38 2118.07	2145.78 2210.16			2235.21 2302.25
4088	DPW SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	1995.12 2054.97		2094.87 2157.72		2194.66 2260.47	2294.43 2363.22	2394.19 2465.96	2494.19 2568.71	2593.70 2671.46	2693.41 2774.21
4086 0521	PUBLIC WORKS ASSISTANT SUPERINTENDENT (old CC: 4084, 6065) CITY FORESTER (EFF 4/16/2023)	3%	7/3/2021 7/4/2021- 6/30/2023	2575.04 2652.29		2703.79 2784.90		2832.54 2917.52	2961.29 3050.13	3090.04 3182.75	3218.79 3315.36	3347.55 3447.98	3476.31 3580.59

CODE	CLASS	% INCR	DATE	BASE RATE	1ST YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	7TH YEAR	5% IN LIEU <sup>1</sup>
4087 2059	DPW SUPERINTENDENT (Per 1/24/11 MOA) TRAFFIC ENGINEERING SERVICES MANAGER	3%	7/3/2021 7/4/2021- 6/30/2023	2946.47 3034.86	3063.76 3155.67	3209.64 3305.93	3355.52 3456.19	3501.45 3606.49	3647.32 3756.74	3830.40 3945.31	3977.70 4097.03	4125.31 4249.07

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED**  
**INSPECTIONAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
5263	SOLID WASTE & RECYCLING INSPECTOR	3%	7/3/2021 7/4/2021- 6/30/2023	1898.35 1955.30	1993.26 2053.07		2088.18 2150.83	2183.10 2248.60	2278.00 2346.36			2372.94 2444.13
5262	SEALER OF WEIGHTS & MEASURE	3%	7/3/2021 7/4/2021- 6/30/2023	1954.98 2013.63	2052.72 2114.31		2150.47 2214.99	2248.22 2315.67	2345.97 2416.36			2443.73 2517.04
4240	REHABILITATION SPECIALIST	3%	7/3/2021 7/4/2021- 6/30/2023	2051.62 2113.17	2154.20 2218.83		2256.78 2324.49	2359.36 2430.15	2461.93 2535.80			2564.51 2641.46
4239	REHABILITATION SPECIALIST II	3%	7/3/2021 7/4/2021- 6/30/2023	2156.26 2220.95	2264.08 2332.00		2371.87 2443.05	2479.69 2554.09	2587.51 2665.14			2695.32 2776.19
5256	INSPECTOR TRAINEE (New as of 3/23/17)	3%	7/3/2021 7/4/2021- 6/30/2023	1930.00 1987.90	2026.50 2087.30							
5255	INSPECTOR II (old CC: 5222, 5232, 5242, 5252) (Per 2022 & 2023 MOAs, salary schedule adjusted)	3%	7/3/2021 7/4/2021	2264.00 2331.92	2377.20 2448.52		2490.41 2565.11	2603.60 2681.71	2716.79 2798.30			2829.99 2914.90
5254	SEALER OF WEIGHTS & MEASURES / INSPECTOR II (New classification as of 4/16/2023)	3%	2/27/2022- 5/21/2023	2681.71 2842.61	2815.80 2984.74		2949.88 3126.87	3083.97 3269.00	3218.05 3411.13			3352.14 3553.26

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED**  
**NURSING AND MEDICAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
3075	PEDIATRIC CLINIC NURSING SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	2091.61 2154.36		2196.19 2262.08		2300.78 2369.80	2405.37 2477.51	2509.93 2585.23	2614.52 2692.95	2719.10 2800.67	2823.68 2908.39
3514	EPIDEMIOLOGIST (through 4/20/2022)												
3071	PUBLIC HEALTH NURSING SPVR (through 4/20/2022)	3%	7/3/2021 7/4/2021- 6/30/2023	2734.88 2816.93		2871.61 2957.78		3008.36 3098.62	3145.12 3239.47	3281.84 3380.32	3418.58 3521.16	3555.34 3662.01	3692.07 3802.86
3081	NURSE PRACTITIONER (through 4/20/2022)												
3514	EPIDEMIOLOGIST (Eff 4/21/2022)		4/21/2022	2957.78		3105.67		3253.56	3401.45	3549.34	3697.23	3845.11	3993.00
3071	PUBLIC HEALTH NURSING SPVR (Eff 4/21/2022)		4/21/2022	3239.47		3401.44		3563.42	3725.39	3887.36	4049.34	4211.31	4373.28
3081	NURSE PRACTITIONER (Eff 4/21/2022)		4/16/2023	3482.43		3656.55		3830.67	4004.79	4178.92	4353.04	4527.16	N/A

**NURSING AND MEDICAL SERIES (PART-TIME)**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
308P	NURSE PRACTITIONER (Part-Time)(through 4/20/2022)	3%	7/3/2021 7/4/2021- 4/15/2023	34,1860 35,2116		35,8951 36,9723		37,6045 38,7328	39,3140 40,4934	41,0230 42,2540	42,7323 44,0145	44,4418 45,7751	46,1509 47,5358
308P	NURSE PRACTITIONER (Part-Time)(Eff 4/21/2022)		4/21/2022	40,4934		42,5180		44,5428	46,5674	48,5920	50,6168	52,6414	54,6660
308P	NURSE PRACTITIONER (Part-Time)(Eff 4/16/2023)		4/16/2023	43,5304		45,7069		47,8834	50,0599	52,2365	54,4130	56,5895	N/A

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED**

**PROFESSIONAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
5095	SCHOOL CROSSING GUARD SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	1455.77 1499.44	1528.57 1574.41	1601.35 1649.38	1674.14 1724.36	1746.93 1799.33					N/A N/A
3425	NUTRITION CENTER SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	1556.09 1602.77	1633.89 1682.91	1711.70 1763.05	1789.50 1843.19	1867.32 1923.32	1945.12 2003.46	2022.91 2083.60			2100.72 2163.74
0008	PROPERTY MANAGER	3%	7/3/2021 7/4/2021- 6/30/2023	1686.57 1737.17	1770.90 1824.03	1855.23 1910.89	1939.57 1997.75	2023.90 2084.60	2108.24 2171.46	2192.55 2258.32			2276.88 2345.18
3420 3638 3621	NUTRITIONIST II SENIOR DAY CARE TEACHER SOCIAL WORKER II	3%	7/3/2021 7/4/2021- 6/30/2023	1718.62 1770.18	1804.54 1858.69	1890.48 1947.20	1976.41 2035.71	2062.34 2124.22	2148.26 2212.73	2234.19 2301.23			2320.13 2389.74
0529	ADMINISTRATIVE ASSISTANT (old CC: 0517)	3%	7/3/2021 7/4/2021- 6/30/2023	1751.21 1803.75	1838.77 1893.94	1926.34 1984.13	2013.89 2074.31	2101.45 2164.50	2189.01 2254.69	2276.59 2344.88			2364.14 2435.06

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED**

**PROFESSIONAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2 <sup>ND</sup> YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
3421 3623	NUTRITIONIST III SOCIAL WORKER III	3%	7/3/2021 7/4/2021- 6/30/2023	1873.10 1929.29	1966.76 2025.75	2060.41 2122.22	2154.06 2218.68	2247.72 2315.15	2341.39 2411.61	2435.02 2508.08			2528.70 2604.54
0357	TAX INVESTIGATING SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	1890.95 1947.68	1985.49 2045.06	2080.04 2142.45	2174.60 2239.83	2269.14 2337.22	2363.69 2434.60	2458.23 2531.98			2552.78 2629.37
3625	SENIOR FIELD REPRESENTATIVE	3%	7/3/2021 7/4/2021- 6/30/2023	1906.35 1963.54	2001.68 2061.72	2096.99 2159.89	2192.31 2258.07	2287.62 2356.25	2382.95 2454.43	2478.27 2552.60			2573.57 2650.78
0315 3628	FISCAL OFFICER PRINCIPAL FIELD REPRESENTATIVE	3%	7/3/2021 7/4/2021- 6/30/2023	1986.36 2045.95	2085.69 2148.25	2185.00 2250.55	2284.31 2352.84	2383.64 2455.14	2482.96 2557.44	2582.27 2659.74			2681.60 2762.03
0540	INVESTMENT ANALYST (old CC: 0537)	3%	7/3/2021 7/4/2021- 6/30/2023	2005.44 2065.60		2105.73 2168.88		2205.99 2272.16	2306.25 2375.44	2406.52 2478.72	2506.82 2582.00	2607.09 2685.28	2707.33 2788.56
3516	HOUSING CODE ENFORCEMENT SUPERVISOR	3%	7/3/2021 7/4/2021- 6/30/2023	2074.39 2136.62	2178.12 2243.45	2281.84 2350.28	2385.55 2457.11	2489.27 2563.94	2593.00 2670.78	2696.71 2777.61			2800.43 2884.44
0520 0306	SENIOR ADMINISTRATIVE ASSISTANT ASSISTANT TOWN CLERK	3%	7/3/2021 7/4/2021- 6/30/2023	2081.16 2143.59	2185.23 2250.77	2289.27 2357.95	2393.34 2465.13	2497.40 2572.31	2601.46 2679.49	2705.51 2786.67			2809.57 2893.85
5091 0605 0309	COMMUNITY RELATIONS SPECIALIST DRUG PROJECT SUPERVISOR SENIOR ACCOUNTANT	3%	7/3/2021 7/4/2021- 6/30/2023	2091.61 2154.36	2196.19 2262.08	2300.78 2369.80	2405.37 2477.51	2509.93 2585.23	2614.52 2692.95	2719.10 2800.67			2823.68 2908.39
0038	REPRODUCTION/GRAPHIC MANAGER	3%	7/3/2021 7/4/2021- 6/30/2023	2091.61 2154.36		2196.19 2262.08		2300.78 2369.80	2405.37 2477.51	2509.93 2585.23	2614.52 2692.95	2719.10 2800.67	2823.68 2908.39

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED**

**PROFESSIONAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2 <sup>ND</sup> YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
5094	PUBLIC SAFETY COMMUNICATIONS SUPERVISOR (through November 5, 2022)	3%	7/3/2021 7/4/2021- 11/5/2022	2134.41 2198.44	2241.14 2308.36	2347.86 2418.28	2454.56 2528.21	2561.28 2638.13	2668.01 2748.05	2774.74 2857.97			2881.44 2967.89
5094	PUBLIC SAFETY COMMUNICATIONS SUPERVISOR (Eff November 6, 2022)		11/6/2022	3019.25		3109.83		3200.41					N/A
0515 2023 2019 0212	GENERAL ASSISTANT PROGRAM SUPERVISOR PROJECT SUPERVISOR SENIOR BUYER	3%	7/3/2021 7/4/2021- 6/30/2023	2190.74 2256.46	2300.27 2369.28	2409.80 2482.11	2519.35 2594.93	2628.88 2707.75	2738.42 2820.58	2847.96 2933.40			2957.49 3046.22
0532 3608 3513 0530 3643 0225 0129 0308 0314 0523 2018 3610 0519 0509 0609	BENEFITS COORDINATOR CASE WORK SUPERVISOR CHIEF ENVIRONMENTAL HEALTH SANITARIAN (through 4/15/2023) CIVIL PREPAREDNESS OPERATIONS MANAGER COORD OF PGMS FOR PERSONS W/DISABILITIES DEPUTY PURCHASING AGENT EMPLOYEE & TRAINING SUPERVISOR PAYROLL SUPERVISOR PRINCIPAL ACCOUNTANT PRINCIPAL ADMINISTRATIVE ANALYST (old CC: 0500) PRINCIPAL PLANNER (through 4/15/2023) PUBLIC HEALTH PROGRAM MANAGER RECORDS MANAGER SUPERVISOR OF ADMINISTRATIVE SERVICES VITAL RECORDS REGISTRAR	3%	7/3/2021 7/4/2021- 6/30/2023	2302.76 2371.84	2417.89 2490.43	2533.04 2609.02	2648.17 2727.62	2763.32 2846.21	2878.45 2964.80	2993.59 3083.39			3108.74 3201.98
2018	PRINCIPAL PLANNER (Eff 4/16/2023)		4/16/2023	2478.55		2602.48		2726.41	2850.33	2974.26	3098.19	3222.12	3346.04

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation



**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

**PROFESSIONAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU'
3520	CHIEF HOUSING CODE ENFORCEMENT		7/3/2021	2420.94		2541.99		2663.04	2784.09	2905.14	3026.18	3147.23	3268.27
3613	COORDINATOR OF SERVICES TO THE AGING	3%	7/4/2021-	2493.57		2618.25		2742.93	2867.61	2992.28	3116.96	3241.64	3366.32
0361	DEPUTY TAX COLLECTOR (through 4/15/2023)		6/30/2023										
3650	EARLY LEARNING CENTER COORDINATOR (old CC: 3641, 3642)												
0009	HOUSING ADMINISTRATOR												
0343	SENIOR ASSESSMENT TECHNICIAN												
0506	SUPERVISOR OF LICENSES AND PERMITS												
0361	DEPUTY TAX COLLECTOR (Eff 4/16/2023)		4/16/2023	2880.86		3025.01		3169.06	3313.10	3457.15	3601.20	3745.25	3889.30
2025	PROJECT MANAGER		7/3/2021	2518.80		2644.75		2770.68	2896.62	3022.56	3148.51	3274.45	3400.38
2024	GRANTS SPECIALIST	3%	7/4/2021-	2594.36		2724.08		2853.80	2983.51	3113.23	3242.95	3372.67	3502.39
			6/30/2023										
0381	AUDITOR		7/3/2021	2537.28		2664.13		2791.01	2917.87	3044.73	3171.59	3298.45	3425.32
0350	EMPLOYEE & TRAINING MANAGER	3%	7/4/2021-	2613.40		2744.07		2874.74	3005.41	3136.08	3266.75	3397.42	3528.09
0610	HEALTH DIRECTOR'S ASSISTANT		6/30/2023										
2030	TRANSPORTATION COORDINATOR												
0551	DEPUTY DEVELOPMENT DIRECTOR	3%	7/3/2021	2610.54		2741.06		2871.57	3002.12	3132.64	3263.17	3393.70	3524.22
			7/4/2021-	2688.86		2823.30		2957.75	3092.19	3226.63	3361.08	3495.52	3629.96
			6/30/2023										

Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

**PROFESSIONAL SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
0339	CHIEF ASSESSMENT TECHNICIAN			2667.78		2801.17	2934.54	3067.95	3201.32	3334.71	3468.11	3601.49
0514	CHIEF MANAGEMENT ANALYST	3%	7/3/2021	2747.81		2885.20	3022.59	3159.98	3297.37	3434.76	3572.15	3709.54
0028	CHIEF OF ZONING ADMINISTRATION		7/4/2021-6/30/2023									
2022	CHIEF STAFF PLANNER (through 4/15/2023)											
3609	DIRECTOR OF CASE WORK											
0351	EMPLOYEE & TRAINING COORDINATOR											
0535	MANAGEMENT SERVICES OFFICER (through 4/15/2023)											
0516	PUBLIC INFORMATION OFFICER											
2020	REAL ESTATE OFFICER											
2029	SENIOR PROJECT MANAGER											
2022	CHIEF STAFF PLANNER (Eff. 4/16/2023)		4/16/2023	2816.50		2957.33	3098.15	3238.98	3379.80	3520.63	3661.45	3802.28
5272	CHIEF OF BUILDING & TRADES INSPECTION (through 5/20/2023)											
5275	CHIEF OF INSPECTIONAL SERVICES		7/3/2021	2797.05		2936.90	3076.75	3216.61	3356.46	3496.31	3636.16	3776.01
0316	CONTROLLER (through 4/20/2022)	3%	7/4/2021-6/30/2023	2880.96		3025.01	3169.06	3313.10	3457.15	3601.20	3745.25	3889.30
0370	FINANCIAL SYSTEMS MANAGER											
0039	HOUSING SERVICE MANAGER											
0210	PREAUDIT/ACCOUNTS PAYABLE SUPERVISOR											
0221	PURCHASING AGENT											
0375	SUPERVISING PAYROLL MANAGER											
0359	ACCOUNTING SUPERVISOR											
3513	CHIEF ENVIRONMENTAL HEALTH SANITARIAN (Eff. 4/16/2023)											
0535	MANAGEMENT SERVICES OFFICER (Eff. 4/16/2023)											
5272	CHIEF OF BUILDING & TRADES INSPECTION (Eff. 5/21/2023)		5/21/2023	3053.82		3206.51	3359.20	3511.89	3664.58	3817.28	3969.97	4122.66
3615	DEPUTY DIRECTOR OF SOCIAL SERVICES											
3342	DIRECTOR OF LABORATORIES		7/3/2021	2943.54		3090.72	3237.89	3385.08	3532.24	3679.41	3826.59	3973.77
2033	REAL ESTATE SERVICES MANAGER	3%	7/4/2021-6/30/2023	3031.85		3183.44	3335.04	3486.63	3638.22	3789.81	3941.41	4093.00

	% INCR	DATE	MIN		MAX
0376		7/3/2021	81425.04		122136.93
0365	3%	7/4/2021-6/30/2023	83867.79		125801.04
0316					

**Note: Rates for Controller, Procurement Manager & Tax Collector are Annual Rates**

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

**PROFESSIONAL SERIES (PART-TIME)**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
605P	DRUG PROJECT SUPERVISOR (Part-Time)	3%	7/3/2021 7/4/2021- 6/30/2023	26,1451 26,9295	27,4524 28,2760	28,7598 29,6225	30,0671 30,9689	31,3741 32,3154	32,6815 33,6619	33,9888 35,0084			35,2960 36,3549
052P	PRINCIPAL ADMINISTRATIVE ANALYST (Part-Time)	3%	7/3/2021 7/4/2021- 6/30/2023	28,7845 29,6480		30,2236 31,1304		31,6630 32,6128	33,1021 34,0953	34,5415 35,5776	35,9806 37,0600	37,4199 38,5424	38,8593 40,0248
225P 224P	PROJECT MANAGER (Part-Time) GRANT SPECIALIST (Part-Time)	3%	7/3/2021 7/4/2021- 6/30/2023	31,4850 32,4295		33,0594 34,0510		34,6335 35,6725	36,2078 37,2939	37,7820 38,9154	39,3564 40,5369	40,9306 42,1584	42,5048 43,7799

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED**

**RECREATION AND RELATED SERIES**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU'	
6103	ROVING YOUTH LEADER	3%	7/3/2021	1556.09	1633.89	1711.70	1789.50	1867.32	1945.12	2022.91			2100.72	
			7/4/2021-6/30/2023	1602.77	1682.91	1763.05	1843.19	1923.32	2003.46	2083.60				2163.74
6116	ASSISTANT COMMUNITY RECREATION COUNSELOR	3%	7/3/2021	1800.45	1890.49	1980.51	2070.52	2160.55	2250.57	2340.61				2430.63
			7/4/2021-6/30/2023	1854.46	1947.18	2039.91	2132.63	2225.35	2318.08	2410.80				2503.52
6112	RECREATION SUPERVISOR AQUATICS	3%	7/3/2021	1890.95	1985.49	2080.04	2174.60	2269.14	2363.69	2458.23				2552.78
			7/4/2021-6/30/2023	1947.68	2045.06	2142.45	2239.83	2337.22	2434.60	2531.98				2629.37
6115	COMMUNITY RECREATION COUNSELOR	3%	7/3/2021	2091.61	2196.19	2300.78	2405.37	2509.93	2614.52	2719.10				2823.68
			7/4/2021-6/30/2023	2154.36	2262.08	2369.80	2477.51	2585.23	2692.95	2800.67				2908.39
6141	ASSISTANT SUPERINTENDENT OF RECREATION	3%	7/3/2021	2302.76	2417.89	2533.04	2648.17	2763.32	2878.45	2993.59				3108.74
			7/4/2021-6/30/2023	2371.84	2490.43	2609.02	2727.62	2846.21	2964.80	3083.39				3201.98
6142	SUPERINTENDENT OF RECREATION	3%	7/3/2021	2612.38	2743.00	2873.64	3004.24	3134.86	3265.49	3396.10				3526.72
			7/4/2021-6/30/2023	2690.75	2825.29	2959.83	3094.36	3228.90	3363.44	3497.98				3632.51
6070	CHIEF OF PARKS OPERATION	3%	7/3/2021	2671.46	2805.04	2938.62	3072.20	3205.78	3339.35	3472.93				3606.50
			7/4/2021-6/30/2023	2751.60	2889.18	3026.76	3164.34	3301.92	3439.50	3577.08				3714.66

**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

**RECREATION AND RELATED SERIES (PART-TIME)**

CODE	CLASS	% INCR	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
610P	SUPERVISOR RECREATION SPECIALIST (Part-Time)	3%	7/3/2021	19,7068		20,6964		21,6753	22,6650	23,6439			N/A
			7/4/2021-6/30/2023	20,2980		21,3129		22,3278	23,3427	24,3576			
616P	ASSISTANT COMMUNITY RECREATION COUNSELOR (Part-Time)	3%	7/3/2021	22,5056	23,6311	24,7564	25,8815	27,0069	28,1321	29,2576			30,3829
			7/4/2021-6/30/2023	23,1808	24,3398	25,4989	26,6579	27,8169	28,9760	30,1350			

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX A – [APPENDIX TO BE UPDATED WITH AGREED UPON INCREASES IF APPROVED]**

**SKILLED TRADES SERIES**

CODE	CLASS	DATE	BASE RATE	1/2 YEAR	1ST YEAR	1 1/2 YEAR	2ND YEAR	3RD YEAR	4TH YEAR	5TH YEAR	6TH YEAR	5% IN LIEU <sup>1</sup>
1016	BUILDING SUPERVISOR	7/3/2021 7/4/2021- 6/30/2023	1690.29 1741.00		1774.79 1828.05		1859.30 1915.10	1943.82 2002.15	2028.34 2089.20			2112.84 2176.25
4352 4243	ELECTRO-MECHANICAL SUPERVISOR ASSISTANT BUILDING MAINTENANCE SUPERVISOR	7/3/2021 7/4/2021- 6/30/2023	1971.31 2030.45		2069.87 2131.97		2168.42 2233.50	2266.99 2335.02	2365.56 2436.54			2464.13 2538.06
4365	MASTER MECHANIC	7/3/2021 7/4/2021- 6/30/2023	2072.85 2135.04		2176.51 2241.79		2280.15 2348.54	2383.79 2455.30	2487.45 2562.05	2591.08 2668.80	2694.73 2775.55	2798.36 2882.30
4346	RADIO TECHNICIAN II	7/3/2021 7/4/2021- 6/30/2023	2072.85 2135.04		2176.51 2241.79		2280.15 2348.54	2383.79 2455.30	2487.45 2562.05			N/A N/A
4244	BUILDING MAINTENANCE SUPERVISOR	7/3/2021 7/4/2021- 6/30/2023	2174.12 2239.34		2282.83 2351.31		2391.54 2463.27	2500.25 2575.24	2608.95 2687.21	2717.65 2799.18	2826.36 2911.14	2935.08 3023.11

<sup>1</sup> Job class receives add'l 5% step IN LIEU of overtime compensation

**APPENDIX B**

Effective as of April 24, 2017 (Issuance of the Interest Arbitration Award in Case No. 2014-MBA-279)

**City of Hartford HMEA, Open Access Plus #671-330**

**Medical Benefits at a Glance**

	<b>In Network You pay:</b>	<b>Out-of-Network You pay:</b>
Office Visit Copayment	\$25	Deductible & Coinsurance
Hospital Copayment	\$200	Deductible & Coinsurance
Emergency Room Copayment – <i>waived if admitted</i>	\$150	\$150
Outpatient Surgery Copayment	\$100	Deductible & Coinsurance
Annual Deductible ( <i>individual/2-member family/3+ member family</i> )	Not applicable	\$250/\$500/\$500
Coinsurance <b>Non-participating providers</b>		20% after deductible up to
Coinsurance Maximum ( <i>individual/2-member family/3+ member family</i> )		\$1,250/\$2,500/\$2,500
Lifetime Maximum	Unlimited	Unlimited
Human Organ Transplant lifetime maximum	\$1,000,000	\$1,000,000

**PREVENTIVE CARE**

Well child care* - <i>birth to 35 months 3 years to 17</i>	No charge	Deductible & Coinsurance
Periodic, routine health examinations*	No charge	
Routine eye exams – <i>one exam every calendar year</i>	\$25 Copayment	
Routine OB/GYN visits – <i>one exam per year</i>	No charge	
Mammography <i>1 baseline age 35 – 39 years 1 screening per year age 40+ Additional exams when medically</i>	No charge	
Hearing screening – <i>one exam every calendar year</i>	\$25 Copayment	

**MEDICAL CARE**

Primary care office visits	\$25 Copayment	Deductible & Coinsurance
Specialist consultations	\$25 Copayment	
OB/GYN care	\$25 Copayment	
Maternity care – <i>initial visit subject to copayment, no charge</i>	\$25 Copayment	
Laboratory	No charge	
X-ray and Diagnostic Testing (prior authorization required for <b>high cost diagnostic testing</b> )	No charge	
Allergy Services <i>Office visits/testing Injections-Unlimited</i>	\$25 Copayment No charge	

**HOSPITAL CARE – Prior authorization required**

Semi-private room	\$200 Copayment	Deductible & Coinsurance
Maternity and newborn care	\$200 Copayment	
Skilled nursing facility – <i>up to 120 days per calendar year</i>	\$200 Copayment	
Rehabilitative services – <i>up to 60 days per person per calendar</i>	\$200 Copayment	
Private duty nursing - <i>outside hospital/covered as out of network – maximum per year \$15,000</i>	Not Covered	
Outpatient surgery – <i>in a hospital or surgi-center</i>	\$100 Copayment	

## APPENDIX B

**Effective as of April 24, 2017 (Issuance of the Interest Arbitration Award in Case No. 2014-MBA-279)  
 City of Hartford HMEA  
 Open Access Plus #671-330  
 Medical Benefits at a Glance**

### EMERGENCY CARE

Walk-in centers	\$25 Copayment	Deductible &
Emergency care – <i>copayment waived if admitted</i>	\$150 Copayment	\$150
Urgent Care	\$30 Copayment	Not Covered
Ambulance – <i>Land and air are subject to state wide rate schedule</i>	No charge	No charge

### OTHER HEALTH CARE - *Prior authorization may be required*

Outpatient rehabilitative services <i>50 visit maximum for PT, OT, ST and Chiro. per year-excess covered as out of network PT and OT ST and Chiro</i>	No charge \$20 Copay	Deductible & Coinsurance
Prosthetic devices	No charge	
Durable medical equipment (including surgical stockings &	No charge	
Ostomy supplies ( <i>\$1,000 per member per calendar year maximum</i> )	No charge	
Orthoptic training	No charge	
Wigs ( <i>covered with a diagnosis of cancer</i> )	No charge	

### MENTAL HEALTH/SUBSTANCE ABUSE CARE

Inpatient	\$200 Copayment	Deductible & Coinsurance
Outpatient/office visits (prior authorization after the 40 <sup>th</sup> visit)	\$25 Copayment	

**\* Schedule of health examinations:**

- 1 exam per month from birth through 6 months
- 1 exam every 2 months from 6 months through 11 months
- 1 exam every 3 months from 12 months through 23 months
- 1 exam every 6 months from 24 months through 35 months
- 1 exam annually from 3 through 17 years
- 1 exam every 3 years from 18 through 29 years
- 1 exam every 2 years from 30 through 49 years
- 1 exam annually from 50 years and older

**Note:** In situations where the member is responsible for obtaining the necessary precertification or prior authorization and fails to do so, benefits may be reduced or denied.

*This does not constitute your health plan or insurance policy. It is only a general description of the plan. The following are examples of services NOT covered by your Century Preferred Health Plan. Please refer to your Certificate/Evidence of Coverage/Summary Booklet for more details: Cosmetic surgeries and services; custodial care; genetic testing; hearing aids; services and supplies related to, as well as the performance of, sex change operations; travel expenses; vision therapy; services rendered prior to your contract effective date or rendered after your contract termination date; and workers' compensation.*



## Your Personal Prescription Benefit Program Plan Option 8

Welcome to your new prescription benefit administered by CVS/caremark. Your prescription benefit is designed to bring you quality pharmacy care that will help you save money.

The information below is a brief summary of your prescription benefits as well as some frequently asked questions about the CVS/caremark prescription benefit program. CVS/caremark and City of Hartford are confident you will find value with your new prescription benefit program.

	<b>CVS/caremark Retail Pharmacy Network</b> For short-term medications (Up to a 30-day supply)	<b>CVS Caremark Mail Service Pharmacy</b> For long-term medications (Up to a 90-day supply)
<b>Where</b>	The CVS/caremark Retail Network includes more than 67,000 participating pharmacies nationwide, including independent pharmacies, chain pharmacies, and 7,400 CVS/pharmacy locations. To locate a CVS/caremark participating retail network pharmacy in your area, simply click on "Find a Pharmacy" at <a href="http://www.caremark.com">www.caremark.com</a> or call a Customer Care representative toll-free at 1-877-461-0101.	Simply mail your original prescription and the mail service order form to CVS/caremark. Your medications will be sent directly to your home, office or a location of your choice.
<b>Generic Medications</b> Ask your doctor or other prescriber if there is a generic available, as these generally cost less.	\$5 for a generic prescription 20% for out of network pharmacies	\$10 for a generic prescription
<b>Preferred Brand-Name Medications</b> If a generic is not available or appropriate, ask your doctor or healthcare provider to prescribe from your plan's preferred drug list.	\$25 for a preferred brand-name prescription 20% for out of network pharmacies	\$50 for a preferred brand-name prescription
<b>Non-Preferred Brand-Name Medications</b> You will pay the most for medications not on your plan's preferred drug list.	\$35 for a non-preferred brand-name prescription 20% for out of network pharmacies	\$70 for a non-preferred brand-name prescription
<b>Refill Limit</b>	None	None
<b>Maximum Out-of-Pocket</b>	\$3,300 individual / \$6,600 family	
<b>Web Services</b>	Register at <a href="http://www.caremark.com">www.caremark.com</a> to access tools that can help you save money and manage your prescription benefit. To register, have your Prescription Card ready.	
<b>Customer Care</b>	Visit <a href="http://www.caremark.com">www.caremark.com</a> or call toll-free at 1-877-461-0101.	
<b>Please Note:</b> When a generic is available, but the pharmacy dispenses the brand-name medication for any reason other than doctor or other prescriber indicates "dispense as written," you will pay the difference between the brand-name medication and the generic plus the brand copayment. You can avoid paying a cost difference penalty on a brand-name drug by asking your prescriber to contact customer care and request prior authorization.		

Copayment, copay or coinsurance means the amount a plan participant is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan.

Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information.



00301 NUBAAG

**Mandatory 90-day Supply for Maintenance Medications.** Effective April 24, 2017 (issuance of the interest arbitration award in Case No. 2014-MBA-279), all bargaining unit members and their dependents shall be required to get maintenance prescriptions as 90-day fills. The first 30-day fill of that maintenance medication may be made at any participating pharmacy. After that, two (2) choices will be available: Receive maintenance medication through the Caremark mail-order pharmacy, or fill the prescription at a pharmacy that participates in the State's Maintenance Drug Network as that network changes from time-to-time. A list of the current participating pharmacies and current maintenance medications are found on State Comptroller's website at [www.osc.ct.gov](http://www.osc.ct.gov).

**SUMMARY OF BENEFITS**



Cigna Health and Life Insurance Co.  
 For - City of Hartford  
 Choice Fund Open Access Plus HSA Plan

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

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

Your coverage includes a health savings account that you can use to pay for eligible out-of-pocket expenses.

Employer Contribution Employee - \$1,000 Family - \$2,000

**Plan Highlights**

	In-Network	Out-of-Network
Lifetime Maximum	Unlimited	Unlimited
Plan Coinsurance	Your plan pays 90%	Your plan pays 70%
Maximum Reimbursable Charge	Not Applicable	250%
Contract Year Deductible	Individual: \$2,000 Family: \$4,000	Individual: \$4,000 Family: \$8,000

The amount you pay for all covered expenses counts towards both your in-network and out-of-network deductibles. Plan deductible always applies before any copay or coinsurance.

All eligible family members contribute towards the family plan deductible. Once the family deductible has been met, the plan will pay each eligible family member's covered expenses based on the coinsurance level specified by the plan.

This plan includes a combined Medical/Pharmacy plan deductible.

**Note:** Services where plan deductible applies are noted with a caret (^).

**Plan Highlights**

**In-Network**

Individual: \$3,000  
 Individual – In a Family: \$3,000 Family: \$6,000

**Out-of-Network**

Individual: \$6,550  
 Individual – In a Family: \$6,550  
 Family: \$13,100

**Contract Year Out-of-Pocket Maximum**

The amount you pay for all covered expenses counts towards both your in-network and out-of-network out-of-pocket maximums.

Plan deductible contributes towards your out-of-pocket maximum.

All copays and benefit deductibles contribute towards your out-of-pocket maximum.

Mental Health and Substance Use Disorder covered expenses contribute towards your out-of-pocket maximum.

After each eligible family member meets his or her individual out-of-pocket maximum, the plan will pay 100% of their covered expenses. Or, after the family out-of-pocket maximum has been met, the plan will pay 100% of each eligible family member's covered expenses.

This plan includes a combined Medical/Pharmacy out-of-pocket maximum.

**Benefit**

**In-Network**

**Out-of-Network**

**Physician Services - Office Visits**

**Physician Office Visit – Primary Care Physician (PCP)/Specialist**

After the plan deductible is met, your plan pays 90%

After the plan deductible is met, your plan pays 70%

**NOTE:** Obstetrician and Gynecologist (OB/GYN) visits are subject to either the PCP or Specialist cost share depending on how the provider contracts with Cigna (i.e. as PCP or as Specialist).

**Surgery Performed in Physician's Office**

After the plan deductible is met, your plan pays 90%

After the plan deductible is met, your plan pays 70%

**Allergy Treatment/Injections Performed in Physician's Office**

After the plan deductible is met, your plan pays 90%

After the plan deductible is met, your plan pays 70%

**Allergy Serum**

After the plan deductible is met, your plan pays 90%

After the plan deductible is met, your plan pays 70%

Dispensed by the physician in the office

**Cigna Telehealth Connection Services**

After the plan deductible is met, your plan pays 90%

Not Covered

Includes charges for the delivery of medical and health-related consultations via secure telecommunications technologies, telephones and internet only when delivered by contracted medical telehealth providers (see details on myCigna.com)

Benefit	In-Network	Out-of-Network
<b>Preventive Care</b>	Plan pays 100%	After the plan deductible is met, your plan pays 70%
Includes coverage of additional services, such as urinalysis, EKG, and other laboratory tests, supplementing the standard Preventive Care benefit when billed as part of office visit.		
<b>Immunizations</b>	Plan pays 100%	After the plan deductible is met, your plan pays 70%
<b>Mammogram, PAP, and PSA Tests</b> Coverage includes the associated Preventive Outpatient Professional Services. Diagnostic-related services are covered at the same level of benefits as other x-ray and lab services, based on Place of Service.	Plan pays 100%	Plan pays based on Place of Service.
<b>Inpatient</b>		
<b>Inpatient Hospital Facility Services</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Semi-Private Room:</b> In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate <b>Private Room:</b> In-Network: Limited to the semi-private negotiated rate / Out-of-Network: Limited to semi-private rate <b>Special Care Units (Intensive Care Unit (ICU), Critical Care Unit (CCU)):</b> In-Network: Limited to the negotiated rate / Out-of-Network: Limited to ICU/CCU daily room rate		
<b>Inpatient Hospital Physician's Visit/Consultation</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Inpatient Professional Services</b> For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%

Benefit	In-Network	Out-of-Network
<b>Outpatient</b>		
<b>Outpatient Facility Services</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Outpatient Professional Services</b> For services performed by Surgeons, Radiologists, Pathologists and Anesthesiologists	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Short-Term Rehabilitation - PCP</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Short-Term Rehabilitation - Specialist</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<p>Contract Year Maximums:</p> <p>Pulmonary Rehabilitation &amp; Cognitive Therapy - Unlimited days</p> <p>Physical Therapy, Speech Therapy, Occupational Therapy and Chiropractic Care – 100 days</p> <p>Limits are not applicable to mental health conditions for Physical, Speech and Occupational Therapies.</p>		
<b>Note:</b> Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum.		
<b>Cardiac Rehabilitation - PCP</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Cardiac Rehabilitation - Specialist</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
Contract Year Maximum: Cardiac Rehabilitation – 36 days		
<b>Note:</b> Therapy days, provided as part of an approved Home Health Care plan, accumulate to the applicable outpatient short term rehab therapy maximum.		
<b>Other Health Care Facilities/Services</b>		
<b>Home Health Care</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
Unlimited days maximum per Contract Year		
<b>Home Health Aide - 80 days per Contract Year</b>		
<b>Outpatient Private Duty Nursing</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
\$15,000 maximum per Contract Year		
<b>Skilled Nursing Facility, Rehabilitation Hospital, Sub-Acute Facilities</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
120 days maximum per Contract Year		
<b>Durable Medical Equipment</b>	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
Unlimited maximum per Contract Year		

Benefit	In-Network	Out-of-Network
<b>Breast Feeding Equipment and Supplies</b> Limited to the rental of one breast pump per birth as ordered or prescribed by a physician Includes related supplies	Your plan pays 100%	After the plan deductible is met, your plan pays 70%
<b>External Prosthetic Appliances (EPA)</b> Unlimited maximum per Contract Year	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Routine Foot Disorders</b> Note: Services associated with foot care for diabetes and peripheral vascular disease are covered when approved as medically necessary.	Not Covered	Not Covered
<b>Foot Orthotics</b> Excludes surgical shoes or boots Once per Member per Contract Year	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Routine Eye Care</b> One exam and refraction every Contract Year	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Eyeglasses for Accidental Injury</b> One pair per lifetime	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Routine Hearing Exams</b> One exam per Contract Year	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Acupuncture</b> Unlimited days maximum per Contract Year Coverage for medical diagnosis only	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Hearing Aid</b> Includes testing and fitting of hearing aid devices at Physician Office Visit cost share.	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Wigs</b> One per Contract Year	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%

**Out-of-Network**

**In-Network**

**Benefit**

**Medical Speciality Drugs**

<b>Inpatient</b>	This benefit applies to the cost of the Infusion Therapy drugs administered in an Inpatient Facility. This benefit does not cover the related Facility or Professional charges.	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Outpatient Facility Services</b>	This benefit applies to the cost of the Infusion Therapy drugs administered in an Outpatient Facility. This benefit does not cover the related Facility or Professional charges.	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Physician's Office</b>	This benefit applies to the cost of targeted Infusion Therapy drugs administered in the Physician's Office. This benefit does not cover the related Office Visit or Professional charges.	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%
<b>Home</b>	This benefit applies to the cost of targeted Infusion Therapy drugs administered in the patient's home. This benefit does not cover the related Professional charges.	After the plan deductible is met, your plan pays 90%	After the plan deductible is met, your plan pays 70%

**Place of Service - your plan pays based on where you receive services**

Note: Services where plan deductible applies are noted with a caret (^).

Benefit	Physician's Office		Independent Lab		Emergency Room/ Urgent Care Facility		Outpatient Facility	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Laboratory</b>	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 90%	Plan pays 70%	Covered same as plan's Emergency Room/Urgent Care Services	Covered same as plan's Emergency Room/Urgent Care Services	Plan pays 90%	Plan pays 70%
<b>Radiology</b>	Plan pays 90%	Plan pays 70%	Not Applicable	Not Applicable	Covered same as plan's Emergency Room/Urgent Care Services	Covered same as plan's Emergency Room/Urgent Care Services	Plan pays 90%	Plan pays 70%

APPENDIX B-1

**Place of Service - your plan pays based on where you receive services**

Note: Services where plan deductible applies are noted with a caret (^).

Benefit	Physician's Office		Independent Lab		Emergency Room/ Urgent Care Facility		Outpatient Facility	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Advanced Radiology Imaging</b>	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Not Applicable	Not Applicable	Covered same as plan's Emergency Room/Urgent Care Services	Covered same as plan's Emergency Room/Urgent Care Services	Covered same as plan's Outpatient Facility Services	Covered same as plan's Outpatient Facility Services

Advanced Radiology Imaging (ARI) includes MRI, MRA, CAT Scan, PET Scan, etc.

Note: All lab and x-ray services, including ARI, provided at Inpatient Hospital are covered under Inpatient Hospital benefit

Benefit	Emergency Room / Urgent Care Facility		Outpatient Professional Services		* Ambulance	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Emergency Care</b>	Plan pays 90% ^		Plan pays 90% ^		Plan pays 90% ^	
<b>Urgent Care</b>	Plan pays 90% ^		Plan pays 90% ^		Not Applicable*	

\*Ambulance services used as non-emergency transportation (e.g., transportation from hospital back home) generally are not covered.

Benefit	Inpatient Hospital and Other Health Care Facilities		Outpatient Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Hospice</b>	Plan pays 90% ^		Plan pays 90% ^	
<b>Bereavement Counseling</b>	Plan pays 90% ^		Plan pays 90% ^	

Note: Services provided as part of Hospice Care Program

Note: Services where plan deductible applies are noted with a caret (^).

Benefit	Visit to Confirm Pregnancy		Global Maternity Fee (All Subsequent Prenatal Visits, Postnatal Visits and Physician's Delivery Charges)		Office Visits in Addition to Global Maternity Fee (Performed by OB/GYN or Specialist)		Delivery - Facility (Inpatient Hospital, Birthing Center)	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Maternity</b>	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 90% ^	Plan pays 70%	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Covered same as plan's Inpatient Hospital benefit	Covered same as plan's Inpatient Hospital benefit

Note: Services where plan deductible applies are noted with a caret (^).



APPENDIX B-1

Benefit	Physician's Office		Inpatient Facility		Outpatient Facility		Inpatient Professional Services		Outpatient Professional Services		
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	
<b>Abortion</b> (Elective and non-elective procedures)	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services	
<b>Family Planning - Men's Services</b>	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services	
Includes surgical services, such as vasectomy											
<b>Family Planning - Women's Services</b>	Plan pays 100%	Covered same as plan's Physician's Office Services	Plan pays 100%	Plan pays 70% ^	Plan pays 100%	Plan pays 70% ^	Plan pays 100%	Plan pays 100%	Plan pays 100%	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services
Includes surgical services, such as tubal ligation											
Contraceptive devices as ordered or prescribed by a physician.											
<b>Infertility</b>	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services	
Infertility covered services: lab and radiology test, counseling, surgical treatment, includes artificial insemination, in-vitro fertilization, GIFT, ZIFT, etc. Unlimited maximum per lifetime											
<b>TMJ, Surgical and Non-Surgical</b>	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services	
Services provided on a case-by-case basis. Always excludes appliances & orthodontic treatment. Subject to medical necessity. Unlimited maximum per lifetime											

APPENDIX B-1

Benefit	Physician's Office		Inpatient Facility		Outpatient Facility		Inpatient Professional Services		Outpatient Professional Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Bariatric Surgery</b>	Covered same as plan's Physician's Office Services	Covered same as plan's Physician's Office Services	Plan pays 90% <sup>^</sup>	Plan pays 70% <sup>^</sup>	Plan pays 90% <sup>^</sup>	Plan pays 70% <sup>^</sup>	Covered same as plan's Inpatient Professional Services	Covered same as plan's Inpatient Professional Services	Covered same as plan's Outpatient Professional Services	Covered same as plan's Outpatient Professional Services
<b>Surgeon Charges Lifetime Maximum: Unlimited</b>										

Treatment of clinically severe obesity, as defined by the body mass index (BMI) is covered. The following are excluded:  
 medical and surgical services to alter appearances or physical changes that are the result of any surgery performed for the management of obesity or clinically severe (morbid) obesity.

Note: Services where plan deductible applies are noted with a caret (^).

Benefit	Inpatient Hospital Facility		Inpatient Professional Services	
	Cigna LifeSOURCE Transplant Network <sup>®</sup> Facility In-Network	Non-Lifeforce Facility In-Network	Cigna LifeSOURCE Transplant Network <sup>®</sup> Facility In-Network	Non-Lifeforce Facility In-Network
<b>Organ Transplants</b>	Plan pays 100% <sup>^</sup>	Plan pays 90% <sup>^</sup>	Plan pays 100% <sup>^</sup>	Covered same as plan's Inpatient Professional Services

Travel Maximum - Cigna LifeSOURCE Transplant Network<sup>®</sup> Facility: In-Network: \$15,000 maximum per Transplant

Note: Services where plan deductible applies are noted with a caret (^).

Benefit	Inpatient		Outpatient - Physician's Office		Outpatient - All Other Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Mental Health</b>	Plan pays 90% <sup>^</sup>	Plan pays 70% <sup>^</sup>	Plan pays 90% <sup>^</sup>	Plan pays 70% <sup>^</sup>	Plan pays 90% <sup>^</sup>	Plan pays 70% <sup>^</sup>

APPENDIX B-1

Benefit	Inpatient		Outpatient - Physician's Office		Outpatient - All Other Services	
	In-Network	Out-of-Network	In-Network	Out-of-Network	In-Network	Out-of-Network
<b>Substance Use Disorder</b>	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^	Plan pays 90% ^	Plan pays 70% ^

Note: Services where plan deductible applies are noted with a caret (^).

**Notes:**

Unlimited maximum per Contract Year  
 Services are paid at 100% after you reach your out-of-pocket maximum.  
 Inpatient includes Acute Inpatient and Residential Treatment.  
 Outpatient - Physician's Office - includes Individual, family and group therapy, psychotherapy, medication management, etc.  
 Outpatient - All Other Services - includes Partial Hospitalization, Intensive Outpatient Services, Applied Behavior Analysis (ABA Therapy) and Behavioral Telehealth Consultation, etc.  
 Detox is covered under medical.

**Mental Health and Substance Use Disorder Services**

**Mental Health/Substance Use Disorder Utilization Review, Case Management and Programs**

Cigna Total Behavioral Health - Inpatient and Outpatient Management  
 Inpatient utilization review and case management  
 Outpatient utilization review and case management  
 Partial Hospitalization  
 Intensive outpatient programs  
 Changing Lives by Integrating Mind and Body Program  
 Lifestyle Management Programs: Stress Management, Tobacco Cessation and Weight Management.

**Pharmacy**

Pharmacy benefits not provided by Cigna

**Additional Information**

**Case Management**

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

**Comprehensive Oncology Program**

Care Management outreach

**Vision Therapy**

Orthoptic Training

**eVisits**

Relay Health provides an online consultation service, or "eVisit," with doctors. The eVisit guides patients through an interactive interview that delivers to doctors the information they need to respond to non-urgent conditions. Individuals pay a predetermined copay or coinsurance based on their benefit plan design. After the eVisit is completed, a claim is automatically submitted to Cigna for reimbursement.

## Additional Information

<p><b>Health Advisor - A</b> Support for healthy and at-risk individuals to help them stay healthy</p> <p>Health Assessments Health and Wellness Coaching Gaps in Care Coaching Treatment Decision Support Educate and Refer</p>	Included
<p><b>Maximum Reimbursable Charge</b> The allowable covered expense for non-network services is based on the lesser of the health care professional's normal charge for a similar service or a percentage of a fee schedule (250%) developed by Cigna that is based on a methodology similar to one used by Medicare to determine the allowable fee for the same or similar service in a geographic area. In some cases, the Medicare based fee schedule will not be used and the maximum reimbursable charge for covered services is based on the lesser of the health care professional's normal charge for a similar service or a percentile (80th) of charges made by health care professionals of such service or supply in the geographic area where it is received. If sufficient charge data is unavailable in the database for that geographic area to determine the Maximum Reimbursable Charge, then data in the database for similar services may be used. Out-of-network services are subject to a Contract Year deductible and maximum reimbursable charge limitations.</p> <p><b>Out-of-Network Emergency Services Charges</b> 1. Emergency Services are covered at the In-Network cost-sharing level if services are received from a non-participating (Out-of-Network) provider. 2. The allowable amount used to determine the Plan's benefit payment for covered Emergency Services rendered in an Out-of-Network Hospital, or by an Out-of-Network provider in an In-Network Hospital, is the amount agreed to by the Out-of-Network provider and Cigna, or if no amount is agreed to, the greater of the following: (i) the median amount negotiated with In-Network providers for the Emergency Service, excluding any In-Network copay or coinsurance; (ii) the Maximum Reimbursable Charge; or (iii) the amount payable under the Medicare program, not to exceed the provider's billed charges.</p>	
<p>The member is responsible for applicable In-Network cost-sharing amounts (any deductible, copay or coinsurance). The member is also responsible for all charges that may be made in excess of the allowable amount. If the Out-of-Network provider bills you for an amount higher than the amount you owe as indicated on the Explanation of Benefits (EOB), contact Cigna Customer Service at the phone number on your ID card.</p> <p><b>Medicare Coordination</b> In accordance with the Social Security Act of 1965, this plan will pay as the Secondary plan to Medicare Part A and B as follows: (a) a former Employee such as a retiree, a former Disabled Employee, a former Employee's Dependent, or an Employee's Domestic Partner who is also eligible for Medicare and whose insurance is continued for any reason as provided in this plan (including COBRA continuation); (b) an Employee, a former Employee, an Employee's Dependent, or former Employee's Dependent, who is eligible for Medicare due to End Stage Renal Disease after that person has been eligible for Medicare for 30 months.</p>	
<p><b>Multiple Surgical Reduction</b> Multiple surgeries performed during one operating session result in payment reduction of 50% to the surgery of lesser charge. The most expensive procedure is paid as any other surgery.</p>	

## Additional Information

**Pre-Certification - Continued Stay Review - PHS Inpatient** - required for all inpatient admissions In-

Network: Coordinated by your physician

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

The lesser of 50% of covered expenses or \$500 penalty applied to hospital inpatient charges for failure to contact Cigna Healthcare to precertify admission.

Benefits are denied for any admission reviewed by Cigna Healthcare and not certified.

Benefits are denied for any additional days not certified by Cigna Healthcare.

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

Holistic health support for the following chronic health conditions:

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

### Your Health First - 200

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

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

## Definitions

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

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

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

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

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

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

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

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

## Exclusions

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

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

- Care for health conditions that are required by state or local law to be treated in a public facility.
- Care required by state or federal law to be supplied by a public school system or school district.
- Care for military service disabilities treatable through governmental services if you are legally entitled to such treatment and facilities are reasonably available.
- Treatment of an Injury or Sickness which is due to war, declared, or undeclared, riot or insurrection.
- Charges which you are not obligated to pay or for which you are not billed or for which you would not have been billed except that they were covered under this plan. For example, if Cigna determines that a provider or pharmacy is or has waived, reduced, or forgiven any portion of its charges and/or any portion of copayment, deductible, and/or coinsurance amount(s) you are required to pay for a Covered Expense (as shown on The Schedule) without Cigna's express consent, then Cigna in its sole discretion shall have the right to deny the payment of benefits in connection with the Covered Expense, or reduce the benefits in proportion to the amount of the copayment, deductible, and/or coinsurance amounts waived, forgiven or reduced, regardless of whether the provider represents that you remain responsible for any amounts that your plan does not cover. In the exercise of that discretion, Cigna shall have the right to require you to provide proof sufficient to Cigna that you have made your required cost share payment(s) prior to the payment of any benefits by Cigna. This exclusion includes, but is not limited to, charges of a non-Participating Provider who has agreed to charge you or charged you at an in-network benefits level or some other benefits level not otherwise applicable to the services received.
- Charges arising out of or relating to any violation of a healthcare-related state or federal law or which themselves are a violation of a healthcare-related state or federal law.
- Assistance in the activities of daily living, including but not limited to eating, bathing, dressing or other Custodial Services or self-care activities, homemaker services and services primarily for rest, domiciliary or convalescent care.
- For or in connection with experimental, investigational or unproven services.
- Experimental, investigational and unproven services are medical, surgical, diagnostic, psychiatric, substance use disorder or other health care technologies, supplies, treatments, procedures, drug or Biologic therapies or devices that are determined by the utilization review Physician to be:
- Not approved by the U.S. Food and Drug Administration (FDA) or other appropriate regulatory agency to be lawfully marketed;
- Not demonstrated, through existing peer-reviewed, evidence-based, scientific literature to be safe and effective for treating or diagnosing the condition or Sickness for which its use is proposed;
- The subject of review or approval by an Institutional Review Board for the proposed use except as provided in the "Clinical Trials" sections of this plan; or
- The subject of an ongoing phase I, II or III clinical trial, except for routine patient care costs related to qualified clinical trials as provided in the "Clinical Trials" sections of this plan.
- In determining whether drug or Biologic therapies are experimental, investigational and unproven, the utilization review Physician may review, without limitation, U.S. Food and Drug Administration-approved labeling, the standard medical reference compendia and peer-reviewed, evidence-based scientific literature.
- Cosmetic surgery and therapies. Cosmetic surgery or therapy is defined as surgery or therapy performed to improve or alter appearance or self-esteem.
- The following services are excluded from coverage regardless of clinical indications: acupuncture; dance therapy, movement therapy; applied kinesiology; rolfing; prolotherapy; and extracorporeal shock wave lithotripsy (ESWL) for musculoskeletal and orthopedic conditions.
- Dental treatment of the teeth, gums or structures directly supporting the teeth, including dental X-rays, examinations, repairs, orthodontics, periodontics, casts, splints and services for dental malocclusion, for any condition. Charges made for services or supplies provided for or in connection with an accidental

## Exclusions

- Injury to teeth are covered provided a continuous course of dental treatment is started within six months of an accident. Additionally, charges made by a Physician for any of the following Surgical Procedures are covered: excision of unerupted impacted wisdom tooth, including removal of alveolar bone and sectioning of tooth; removal of residual root (when performed by a Dentist other than the one who extracted the tooth).
- For medical and surgical services intended primarily for the treatment or control of obesity. However, treatment of clinically severe obesity, as defined by the body mass index (BMI) classifications of the National Heart, Lung and Blood Institute guideline is covered if the services are demonstrated, through peer-reviewed medical literature and scientifically based guidelines, to be safe and effective for treatment of the condition.
- Unless otherwise covered in this plan, for reports, evaluations, physical examinations, or hospitalization not required for health reasons including, but not limited to, employment, insurance or government licenses, and court-ordered, forensic or custodial evaluations.
- Court-ordered treatment or hospitalization, unless such treatment is prescribed by a Physician and listed as covered in this plan.
- Medical and Hospital care and costs for the infant child of a Dependent, unless this infant child is otherwise eligible under this plan.
- Non-medical counseling and/or ancillary services including, but not limited to, Custodial Services, educational services, vocational counseling, training and rehabilitation services, behavioral training, neurofeedback, hypnosis, sleep therapy, return to work services, work hardening programs and driver safety courses.
- Therapy or treatment intended primarily to improve or maintain general physical condition or for the purpose of enhancing job, school, athletic or recreational performance, including but not limited to routine, long term, or maintenance care which is provided after the resolution of the acute medical problem and when significant therapeutic improvement is not expected.
- Consumable medical supplies other than ostomy supplies and urinary catheters. Excluded supplies include, but are not limited to bandages and other disposable medical supplies, skin preparations and test strips, except as specified in the "Home Health Services" or "Breast Reconstruction and Breast Prostheses" sections of this plan.
- Private Hospital rooms and/or private duty nursing except as provided under the Home Health Services provision.
- Personal or comfort items such as personal care kits provided on admission to a Hospital, television, telephone, newborn infant photographs, complimentary meals, birth announcements, and other articles which are not for the specific treatment of an Injury or Sickness.
- Artificial aids including, but not limited to, elastic stockings, garter belts, corsets and dentures.
- Aids or devices that assist with non-verbal communications, including but not limited to communication boards, prerecorded speech devices, laptop computers, desktop computers, Personal Digital Assistants (PDAs), Braille typewriters, visual alert systems for the deaf and memory books.
- Eyeglass lenses and frames and contact lenses (except for the first pair of contact lenses for treatment of keratoconus or post cataract surgery and for an accidental injury to eyes) including Lasik surgery.
- Eye exercises and surgical treatment for the correction of a refractive error, including radial keratotomy.
- All non-injectable prescription drugs, unless Physician administration or oversight is required, injectable prescription drugs to the extent they do not require Physician supervision and are typically considered self-administered drugs, non-prescription drugs, and investigational and experimental drugs, except as provided in this plan.
- Routine foot care, including the paring and removing of corns and calluses or trimming of nails. However, services associated with foot care for diabetes and peripheral vascular disease are covered when Medically Necessary.
- Membership costs or fees associated with health clubs, weight loss programs and smoking cessation programs.
- Genetic screening or pre-implantations genetic screening. General population-based genetic screening is a testing method performed in the absence of any symptoms or any significant, proven risk factors for genetically linked inheritable disease.
- Dental implants for any condition.
- Fees associated with the collection or donation of blood or blood products, except for autologous donation in anticipation of scheduled services where in the utilization review Physician's opinion the likelihood of excess blood loss is such that transfusion is an expected adjunct to surgery
- Blood administration for the purpose of general improvement in physical condition.

## Exclusions

- Cost of biologicals that are immunizations or medications to protect against occupational hazards and risks.
- Cosmetics, dietary supplements and health and beauty aids.
- All nutritional supplements and formulae except for infant formula needed for the treatment of inborn errors of metabolism.
- Medical treatment for a person age 65 or older, who is covered under this plan as a retiree, or their Dependent, when payment is denied by the Medicare plan because treatment was received from a non-Participating Provider.
- Medical treatment when payment is denied by a Primary Plan because treatment was received from a non-Participating Provider.
- For or in connection with an Injury or Sickness arising out of, or in the course of, any employment for wage or profit.
- Charges for the delivery of medical and health-related services via telecommunications technologies, including telephone and internet, unless provided as specifically described under the benefit section.
- Massage therapy.

### **These are only the highlights**

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

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EHB State: CT



# Your Personal Prescription Benefit Program

## Option 39 - HSA Plan

Welcome to your new prescription benefit administered by CVS Caremark. Your prescription benefit is designed to bring you quality pharmacy care that will help you save money.

The information below is a brief summary of your prescription benefits as well as some frequently asked questions about the CVS Caremark prescription benefit program. CVS Caremark and City of Hartford are confident you will find value with your new prescription benefit program.

	<b>CVS Caremark Retail Pharmacy Network</b> For short-term medications (Up to a 30-day supply)	<b>Maintenance Medications</b> For long-term medications (Up to a 90-day supply) (Mandatory Mail or State of CT Maintenance Drug Network* after first 30-day fill at retail)
<b>Where</b>	The CVS Caremark Retail Network includes more than 68,000 participating pharmacies nationwide, including independent pharmacies, chain pharmacies, and 9,600 CVS Pharmacy locations. To locate a CVS Caremark participating retail network pharmacy in your area, simply click on "Find a Pharmacy" at <a href="http://www.caremark.com">www.caremark.com</a> or call a Customer Care representative toll-free at 1-877-461-0101	You have the convenience of getting your long-term medications through CVS Caremark Mail Service Pharmacy or dispensed at one of our 9,600 CVS Pharmacy locations as well as a retail pharmacy that participates in the State of Connecticut Maintenance Drug Network. When you use CVS Caremark Mail Service Pharmacy, your medications can be sent directly to your home or office
<b>Generic Medications</b> Ask your doctor or other prescriber if there is a generic available, as these generally cost less.	<b>\$5</b> for a generic prescription	<b>\$10</b> for a generic prescription
<b>Preferred Brand-Name Medications</b> If a generic is not available or appropriate, ask your doctor or healthcare provider to prescribe from your plan's preferred drug list.	<b>\$20</b> for a preferred brand-name prescription	<b>\$40</b> for a preferred brand-name prescription
<b>Non-Preferred Brand-Name Medications</b> You will pay the most for medications not on your plan's preferred drug list.	<b>\$40</b> for a non-preferred brand-name prescription	<b>\$80</b> for a non-preferred brand-name prescription
<b>Refill Limit</b>	One	None
<b>Annual Deductible</b>	\$2,000 individual / \$4,000 family (combined with medical)	
<b>Maximum Out-of-Pocket</b>	\$3,000 individual / \$6,000 family (combined with medical)	
<b>Web Services</b>	Register at <a href="http://www.caremark.com">www.caremark.com</a> to access tools that can help you save money and manage your prescription benefit. To register, have your Prescription Card ready.	
<b>Customer Care</b>	Visit <a href="http://www.caremark.com">www.caremark.com</a> or call toll-free at 1-877-461-0101.	

Copayment, copay or coinsurance means the amount a plan participant is required to pay for a prescription in accordance with a Plan, which may be a deductible, a percentage of the prescription price, a fixed amount or other charge, with the balance, if any, paid by a Plan

Your privacy is important to us. Our employees are trained regarding the appropriate way to handle your private health information

**CVS/caremark**

NUBAAG

# Frequently Asked Questions

## ABOUT THE CVS CAREMARK RETAIL NETWORK

### Do I only have to use a CVS Pharmacy?

For maintenance medications (long-term), you are allowed one 30-day fill only at any participating retail pharmacy. After the first 30-day fill, you must fill your prescription through the CVS Caremark Mail Service Pharmacy, CVS Pharmacy or other pharmacies that participate in the State of Connecticut Maintenance Drug Network. A full list of pharmacies in the maintenance drug network can be found on the Comptroller's website at [www.osc.ct.gov](http://www.osc.ct.gov).

## ABOUT MAIL SERVICE and the STATE OF CONNECTICUT MAINTENANCE DRUG NETWORK

### Where can I fill maintenance prescriptions?

The choice is yours. You can order 90-day supplies of maintenance medications at:

**Mail Service:** Register for mail service by phone (FastStart<sup>®</sup> toll free at 1-800-875-0867 from 8am - 8:30pm Mon - Friday) or log on to [www.caremark.com](http://www.caremark.com) and sign in or register, if necessary. Have your Prescription Card number, the names of your medicines, your doctor's information and your payment information ready. We handle the rest.

**CVS Pharmacy -** Visit your local CVS Pharmacy. If you are currently using CVS Pharmacy to fill your maintenance medications, you can continue to do so. Your CVS pharmacist can dispense your 90-day supply of a maintenance medication for one copay.

**State of Connecticut Maintenance Drug Network -** Fill your maintenance medications at a participating State of Connecticut Maintenance Drug Network Pharmacy. If your pharmacy is participating in the State of Connecticut Maintenance Drug Network, you can use the pharmacy to dispense your 90-day supply of a maintenance medication.

### How long does it take for my prescriptions to arrive by mail?

Please allow 7-10 days for delivery from the time the order is placed. You can check your refill status on-line or by calling toll-free at 1-877-461-0101. **Please note:** Mail order packaging accommodates all temperature sensitive drugs.

### How should I ask my doctor or other prescriber to write my prescription in order to receive the maximum benefit for my maintenance medication?

Remind your doctor or other prescriber to write a "90-day supply plus refills," when clinically appropriate, for maintenance medications. CVS Caremark must fill your prescription for the exact quantity of medication that your doctor or healthcare provider prescribes, up to your plan design limit. When you need to take your maintenance medication right away, ask your doctor or other prescriber for two prescriptions:

- The first for up to a 30-day supply
- The second for up to a 90-day supply, with refills when clinically appropriate

Have the short-term supply filled immediately at any CVS Caremark participating retail pharmacy. Then you have the choice to fill your maintenance medication using Mail Service Pharmacy, CVS Pharmacy, or a pharmacy participating in the State of Connecticut Maintenance Drug Network.

## ABOUT THE CVS CAREMARK DRUG LIST

### What is a drug list?

It is a list of preferred prescription medications that have been chosen because of their clinical effectiveness and safety. This list is typically updated every three months. The drug list promotes the use of preferred brand-name medications and generic medications whenever possible. Generic medications are therapeutically equivalent to brand-name medications and must be approved by the U.S. Food and Drug Administration (FDA) for safety and effectiveness. Generally, generic medications cost less than brand-name medications. You can get a drug list by either visiting [www.caremark.com](http://www.caremark.com) or by calling Customer Care toll-free at 1-877-461-0101.

### Where can I get a drug list brochure?

You can get a drug list brochure by visiting [www.caremark.com](http://www.caremark.com) or by calling a Customer Care Representative toll-free at 1-877-461-0101. To save money, have your doctor or other prescriber choose a generic or preferred brand-name medication from the CVS Caremark Drug List, if appropriate. You may want to take the list with you when you visit your doctor or other prescriber.

3176-SPL-S&W\_5/14\_AD\_000P24/117

## APPENDIX C

### **City of Hartford HMEA Dental Benefits at a Glance**

#### **Full Dental Plan Riders A, B, C & D**

The **Full Dental Plan** is designed to cover diagnostic, preventive and restorative procedures necessary for adequate dental health.

#### **Covered services include:**

- ◆ Oral Examinations
- ◆ Periapical and bitewing x-rays
- ◆ Topical fluoride applications for those under age 19
- ◆ Prophylaxis, including cleaning, scaling and polishing
- ◆ Repair of dentures
- ◆ *Palliative emergency treatment*
- ◆ Routine fillings consisting of silver amalgam and tooth color materials; including stainless steel crowns (primary teeth)\*
- ◆ Simple extractions\*\*
- ◆ Endodontics – including pulpotomy, direct pulp capping and root canal therapy (excluding restoration)

\* Payment for an inlay, onlay or crown will equal the amount payable for a three-surface amalgam filling when the member is not covered by the Dental Amendatory Rider A.

\*\* Payment for a surgical extraction or a hemisection with root removal will equal the amount payable for a simple extraction when the member is not covered by Dental Amendatory Rider A.

#### **ACCESSING BENEFITS:**

##### ***Participating Dentists Benefits.***

When receiving care from one of over 1,800 Participating Dentists, the member simply presents an identification card showing dental coverage. The dentist bills us directly for all covered services.

For dental care provided by a participating Dentist, we pay the lesser of the dentist's usual charge or the Usual, Customary and Reasonable Charge as determined by us. The dentist accepts our reimbursement as full payment and may not bill the member for any additional charges.

##### ***Non-Participating Dentists Benefits.***

For covered dental services provided by a Non-Participating Dentist, in or out of Connecticut, we pay an amount equal to the dentist's usual charge or the applicable allowance for the procedure, as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross & Blue Shield Full Dental Plan. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## APPENDIX C

### **City of Hartford HMEA Dental Benefits at a Glance**

#### ***Dental Amendatory Rider A Additional Basic Benefits***

In addition to the services provided under your dental program, the following additional basic benefits are provided:

- ◆ Inlays (not part of bridge)
- ◆ Onlays (not part of bridge)
- ◆ Crown (not part of bridge)
- ◆ Space Maintainers
- ◆ Oral surgery consisting of fracture and dislocation treatment, diagnosis and treatment of cyst and abscess, surgical extractions and impaction
- ◆ Apicoectomy

The dental services listed above are subject to the following qualifications:

We will pay for individual crowns, inlays and onlays only when amalgam or synthetic fillings would not be satisfactory for the retention of the tooth, as determined by us.

We will not pay for a replacement provided less than five (5) years following a placement or replacement which was covered under this Rider. We will not pay for individual crowns, inlays or onlays placed to alter vertical dimension, for the purpose of precision attachment of dentures, or when they are spli

#### **Participating Dentists Benefits**

Anthem Blue Cross and Blue Shield will pay the lesser of 50% of the dentist's usual charge nted together for any reason.

#### **ACCESSING BENEFITS:**

or 50% percent of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

#### **Non-Participating Dentists Benefits**

*In the event these services are rendered by a non-participating dentist, we will pay to the member the lesser of 50% of the dentist's charge or 50% of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.*

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross and Blue Shield Dental Amendatory Rider A. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## APPENDIX C

### **City of Hartford HMEA Dental Benefits at a Glance**

#### **Dental Amendatory Rider B Prosthodontics**

The following prosthetic services are provided under Dental Amendatory Rider B:

- ◆ Dentures, full and partial
- ◆ Bridges, fixed and removable
- ◆ Addition of teeth to partial dentures to replace extracted teeth

The dental services listed above are subject to the following qualifications:

Anthem Blue Cross and Blue Shield will pay for standard procedures for prosthetic services as determined by us. For fixed bridges, we will pay for the replacement of missing teeth and for one tooth on either side or two teeth on one side of the replacement. We will not pay for a denture or bridge replacement which is provided less than five years following a placement or replacement which was covered under the contract. We also will not pay for crowns splinted together for any reason.

#### **ACCESSING BENEFITS:**

##### **Participating Dentists Benefits**

Anthem Blue Cross and Blue Shield will pay the lesser of 50% of the dentist's usual charge or 50% of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.

##### **Non-Participating Dentists Benefits**

In the event these services are rendered by a non-participating dentist, we will pay to the member the lesser of 50% of the dentist's charge or 50% of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross and Blue Shield Dental Amendatory Rider B. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## APPENDIX C

### **City of Hartford HMEA Dental Benefits at a Glance**

#### ***Dental Amendatory Rider C Periodontics***

Periodontal services consisting of:

- ◆ Gingival curettage
- ◆ Gingivectomy and gingivoplasty
- ◆ Osseous surgery, including flap entry and closure
- ◆ Mucogingivoplastic surgery
- ◆ Management of acute infection and oral lesions

The maximum benefit we will provide for periodontal services per person per year is **\$500.00**

#### **ACCESSING BENEFITS:**

##### **Participating Dentists Benefits**

*Anthem Blue Cross and Blue Shield will pay the lesser of 50% of the dentist's usual charge or 50% of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance balance.*

##### **Non-Participating Dentists Benefits**

In the event these services are rendered by a non-participating dentist, we will pay to the member the lesser of 50% of the dentist's charge or 50% of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross and Blue Shield Dental Amendatory Rider C. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*

## APPENDIX C

### **City of Hartford HMEA Dental Benefits at a Glance**

#### ***Dental Amendatory Rider D Orthodontics***

The following orthodontic services are provided:

Handicapping malocclusion for a member under age 19, consisting of the installation of orthodontic appliances and orthodontic treatments concerned with the reduction or elimination of an existing malocclusion through the correction of malposed teeth.

The maximum amount for orthodontic services is **\$600.00 per member per lifetime.**

#### **ACCESSING BENEFITS:**

##### **Participating Dentists Benefits**

Anthem Blue Cross and Blue Shield will pay the lesser of 60% of the dentist's usual charge or 60% of the Usual, Customary and Reasonable Charge, as determined by us, for the dental services described in this Rider. Dentists who participate in our dental programs agree to accept our allowance as full payment and may not bill the member for any additional charges except for the remaining coinsurance.

##### **Non-Participating Dentists Benefits**

In the event these services are rendered by a non-participating dentist, we will pay to the member the lesser of 60% of the dentist's charge or 60% of the applicable allowance for the procedure as determined by us. The member is responsible for any difference between the amount paid by us and the fee charged by the dentist.

*This does not constitute your health plan or insurance policy. It is only a general description for the purposes of this Request for Proposal, of the Anthem Blue Cross and Blue Shield Dental Amendatory Rider D. Refer to your Master Group Policy or Description of Benefits, on file with your employer, for a complete listing of benefits, maximums, exclusions and limitations.*





**APPENDIX E  
CITY OF HARTFORD/HMEA  
MANAGEMENT AND SUPERVISORY PERFORMANCE EVALUATION FORM**

**EMPLOYEE NAME:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**DEPARTMENT RESPONSIBILITY:**

**DIVISION RESPONSIBILITIES:**

List the goals of your division/unit in the space labeled "Objectives." These are the factors that you will be evaluated against. In the space labeled "Standards," list the step/actions necessary in accomplishing the goal as listed. At the end of the each review period, the columns labeled "Actual Results" and "Hindrances to Achieving Results" should be completed. If a particular goal was not achieved, you must explain why.

Objectives	Standards	Actual Results	Hindrances to Achieving Results

**APPENDIX E**  
**CITY OF HARTFORD/HMEA**  
**MANAGEMENT AND SUPERVISORY PERFORMANCE EVALUATION**

EMPLOYEE NAME	EMP. NO.	DEPARTMENT
---------------	----------	------------

TITLE	DATE APPOINTED TO TITLE ___/___/___	DIVISION
-------	--	----------

PERIOD COVERED BY THIS EVALUATION ___/___/___ to ___/___/___	TYPE OF EVALUATION <input type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> Exit <input type="checkbox"/> Other
---	---

**Please use the following information to evaluate the performance of each employee.**

Box 1 =  Superior Performance  
 Box 2 =  Above Standard Performance  
 Box 3 =  Standard Performance  
 Box 4 =  Below Standard Performance

**INSTRUCTIONS:** In terms of factors listed, please utilize the information provided to appraise the performance of each employee. For each set of items, select the group of words which best describes the performance of the employee. The employee's overall performance should be considered rather than evaluating on the basis of an isolated incident. Avoid allowing one factor of the employee's performance which may be good to influence another factor which should be improved upon, or one factor which is weak to influence another factor which is good. Please provide supporting evidence in high and low rating.

**KNOWLEDGE OF JOB**  
 Consider extent of employee's knowledge of current job. Does employee know what to do & why?  
Evidence/Example to support rating:

<input type="checkbox"/> Exceptional knowledge/information	<input type="checkbox"/> Knows what to do and how to do it with minimal supervision	<input type="checkbox"/> Sometimes handicapped by gaps in knowledge/information	<input type="checkbox"/> Requires help even on routine matters
--	---	---	--

**QUALITY OF WORK**  
 Consider ability to produce work which is of high quality - neat & thorough, regardless of volume.  
Evidence/Example to support rating:

<input type="checkbox"/> Does complete and accurate job in all aspects	<input type="checkbox"/> Work is usually acceptable. Very few errors/omissions	<input type="checkbox"/> Moderate amount of work requires re-doing	<input type="checkbox"/> Errors/omissions serious and frequent
--	--	--	--

**QUANTITY OF WORK**  
 Consider amount of work produced under normal conditions and extent to which employee meets expected deadlines  
Evidence/Example to support rating:

<input type="checkbox"/> Consistently turns out very large volume of work	<input type="checkbox"/> Turns out good volume of work	<input type="checkbox"/> Amount of work completed sometimes below average	<input type="checkbox"/> Amount of work is adequate
---	--	---	---

**RELATIONS WITH PUBLIC**  
 Consider whether employee is courteous, sensitive to feelings and interest of public in general  
Evidence/Example to support rating:

<input type="checkbox"/> Always courteous and sensitive to the public	<input type="checkbox"/> Usually effective in relations with the public	<input type="checkbox"/> Occasionally tactless or uncooperative	<input type="checkbox"/> Ineffective or inconsiderate in dealing with the public
---	---	---	--

**APPENDIX E - CITY OF HARTFORD/HMEA  
MANAGEMENT AND SUPERVISORY PERFORMANCE EVALUATION  
EVALUATION OF MANAGEMENT AND SUPERVISORY ABILITIES**

(Where Applicable)

**INSTRUCTIONS:** Consider employee's ability to obtain desired output and quality of work, and to reach department's objectives by

use of supervisory techniques. Rate the employee's overall performance in each area listed below.

**PLANNING AND ASSIGNING WORK**

Consider how effectively employee plans and assigns work so that it can be performed quickly and efficiently

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Clearly defines & assigns work to obtain maximum results. Timely, thorough follow-up | <input type="checkbox"/> Occasionally experiences difficulty & requires assistance to meet deadlines | <input type="checkbox"/> Generally effective in planning, assigning and follow-up | <input type="checkbox"/> Lacks ability to plan and assign work |
|---|--|---|--|

**Evidence/Example to support rating:**

**DELEGATING AUTHORITY AND RESPONSIBILITY**

How well does employee effectively work through others delegating authority & responsibility to subordinates to perform significant duties?

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Makes maximum use of employees' capabilities in delegating authority & responsibility | <input type="checkbox"/> Generally entrusts authority and responsibility | <input type="checkbox"/> Delegates responsibility but sometimes withholds necessary authority | <input type="checkbox"/> Runs one-person show |
|--|--|---|---|

**Evidence/Example to support rating:**

**STAFF DEVELOPMENT**

Consider employee's ability & willingness to develop or increase skills of subordinates. Does employee train them for present duties? For increased responsibilities? Systematically evaluate and counsel them?

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Provides maximum opportunities to subordinates to enhance their skills | <input type="checkbox"/> Encourages & helps subordinates to improve performance in current job and develop potential | <input type="checkbox"/> Takes only limited interest in the training and development of subordinates | <input type="checkbox"/> Makes poor use of subordinates. Provides no help to their development |
|---|--|--|--|

**Evidence/Example to support rating:**

**INTERPRETATION AND APPLICATION OF POLICY**

Does employee know and understand organization policies, procedures & regulations and apply them properly?

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Always understands and applies properly | <input type="checkbox"/> Usually understands and applies policy properly | <input type="checkbox"/> Sometimes does not understand or apply policy properly | <input type="checkbox"/> Does not understand or apply policy properly |
|--|--|---|---|

**Evidence/Example to support rating:**

**LEADERSHIP**

Consider how successful employee is in guiding and motivating people to work together toward common objectives

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Consistently obtains above average performances from subordinates | <input type="checkbox"/> Generally motivates staff to satisfactory performance | <input type="checkbox"/> Does not consistently obtain satisfactory and timely performance from subordinates | <input type="checkbox"/> Lacks ability to motivate subordinates to timely and satisfactory performance |
|--|--|---|--|

**Evidence/Example to support rating:**

**APPENDIX E - CITY OF HARTFORD/HMEA  
MANAGEMENT AND SUPERVISORY PERFORMANCE EVALUATION  
EVALUATION OF MANAGEMENT AND SUPERVISORY ABILITIES  
(Where Applicable)**

**INSTRUCTIONS:** Consider employee's ability to obtain desired output and quality of work, and to reach department's objectives by use of supervisory techniques. Rate the employee's overall performance in each area listed below.

**COORDINATION/TEAM WORK**

Consider whether employee coordinates work effectively with that of other operational units in organization

- Team worker. Always coordinates with other units of departments
- Usually coordinates work well with that of other operations
- Sometimes places importance of own work goals above organization
- Never coordinate with other operations

Evidence/Example to support rating:

**JUDGMENT**

Consider ability to make decisions and to use resources to best advantage. Does employee know when to seek advice?

- Anticipates problems & independently takes appropriate action
- Generally knows what should be done and how to go about it
- Has some difficulty in making necessary & sound judgment
- Make frequent errors in judgment

Evidence/Example to support rating:

**ADAPTABILITY**

Consider the speed with which employee learns and amount of training needed to teach new skills

- Immediately grasps new instructions/ideas & applies them to work
- Receptive to new instructions/ideas & applies them quite quickly
- Has some difficulty grasping new instructions/ideas without follow-up
- Very slow grasping new instructions/ideas even with constant supervision

Evidence/Example to support rating:

**RELIABILITY**

Consider ability of employee to get work out, especially under pressure and to follow through to completion

- Handles even difficult problems with little or no supervision
- Fulfills commitments with normal supervision
- Occasionally fails to complete assignments. Needs direction
- Cannot be relied upon to carry out assignments without constant prodding

Evidence/Example to support rating:

**ATTENDANCE.** Are employee's absences excessive? If yes, indicate the number of times absent in rating period and what action has been taken.

**PUNCTUALITY.** Is employee excessively late? If yes, indicate the number of times late in rating period and what action has been taken.

**I. EVALUATION CHECKLIST**

- a. Did you consider entire rating period?
- b. Did you consider every task?
- c. Did you determine the most important part of the job and give that greater consideration in evaluating the employee's performance?

**II. SUMMARY RATING**

In arriving at a summary rating do not merely add up or average the rating of individual factors. First determine which factors are of the greatest importance in performing the duties of the position. Give greater consideration to these factors in arriving at a summary rating. Use your ratings of the listed factors as a guide, but consider the overall performance of the employee in order to arrive at a summary rating.

- Outstanding       Satisfactory       Needs Improvement       Below Standard

III. If Summary Rating is Outstanding, Needs Improvement or Below Standard, state reasons for such rating below. Be specific, provide dates & details wherever possible. In addition to commenting on evaluation factors, cite other factors as well (attach add'l sheets if needed).

**APPENDIX F**  
**Illustration of Pension Provision**

- I. Example – Pre-2003 HMEA Bargaining Unit Member - A Board of Education (Board) employee hired on May 29, 2001 subsequently gets promoted, transferred or otherwise placed into HMEA on August 1, 2004. It would not matter what the former benefit calculation rate for pension was at that time (2.0%, 2.25%, 2.5%, etc.). Since the employee was employed by the Board prior to July 1, 2003, the employee is entitled to have his or her pension benefit calculated at the rate of two and three-quarters percent (2.75%) per each whole year of service, provided, the employee pays the contribution differential as required in Article III, Section 3.5 of this Agreement. If the employee does not pay the contribution differential, the employee's pension benefit will be calculated as set forth in paragraph II below regardless of the employee's hire date. If the employee referenced above had been hired by the Board on July 15, 2003 and then transferred to the HMEA bargaining unit on August 1, 2004, the employee's pension benefits would be calculated as set forth in paragraph II. below.
- II. Illustration – Post -2003 HMEA Bargaining Unit Member - All new bargaining unit members hired, promoted or demoted into HMEA who are considered Post-2003 HMEA bargaining unit members, have a pension benefit in accordance with the provisions of Article III, Section 3.5 Subsection f. as follows:
- a. A benefit calculation rate of two percent (2%) per each whole year of service.
  - b. A minimum age of fifty-five (55) with twenty-five (25) years of City service for a normal, unreduced retirement.
  - c. A maximum allowable purchase of four (4) years of military service time as defined in Section 27-103 of the Connecticut General Statutes at the rate payable at the time of entry into City service with interest at the rate of seven percent (7%) per annum, payable within one (1) year of date of hire.
  - d. Vesting upon completion of five (5) years of continuous City service.
  - e. An employee contribution rate to the pension fund as enumerated in Article III, Section 3.5, Subsection f.
  - f. There shall be no sick leave exchange.
  - g. A maximum pension allowance of seventy percent (70%). The maximum pension allowance has been amended for employees retiring on or after June 29, 2009.
  - h. Normal retirement is at age sixty (60) with at least five (5) whole years of continuous City service.

Note: The above illustration does not apply to those new bargaining unit members hired, promoted or demoted into HMEA who are considered Post-2017 HMEA bargaining unit members, and those individuals should refer to the provisions of Article III, Section 3.5, Subsection F page 22.

## Summary of Cost Impact: Agreement with Hartford Municipal Employees Association

General Topic	Change	Fiscal Impact			
		FY2024	FY2025	FY2026	FY2027
Wages	General Wage Increase %	4.0%	2.0%	2.0%	2.0%
	Cost of General Wage Increases	\$556,230	\$300,012	\$312,119	\$323,672
	Cost of Steps	\$116,081	\$379,313	\$305,335	\$265,565
Health Care					
Health premium cost share	No change				
Pension					
Employee contribution	No change				
Employer contribution	No change				
	<b>Net Annual Impact</b>	<b>\$672,312</b>	<b>\$679,325</b>	<b>\$617,453</b>	<b>\$589,237</b>
Other Measures					
	NA	\$0	\$0	\$0	\$0
	<b>Total Annual Impact</b>	<b>\$672,312</b>	<b>\$679,325</b>	<b>\$617,453</b>	<b>\$589,237</b>
	<b>Total Cumulative Impact</b>	<b>\$672,312</b>	<b>\$1,351,636</b>	<b>\$1,969,090</b>	<b>\$2,558,327</b>

**Note:**

Projections include estimated cost of vacant positions.

Vacant positions projected based on 7/1/23 hire date.

Salary and Step Analysis: HMEA

Job Class Code Desc	Step/ Level	Current Annual Pay	FY2024				FY2025				FY2026				FY2027			
				Increase from	Increase from	Projected	Next	Increase from	Increase	Projected	Next	Increase from	Increase	Projected	Next	Increase from	Increase	Projected
			Next Step	Next Step	Step	Earnings	Step	Next Step	from Step	Earnings	Step	Next Step	from Step	Earnings	Step	Next Step	from Step	Earnings
<b>FILLED POSITIONS</b>																		
CHIEF ZONING ADMINISTRATION	4	85,732	5	3,429.26	1,816.08	90,977	6	1,893.84	3,715.03	96,586	7	2,007.50	3,789.33	102,383	7	2,087.17	1,975.67	106,445
ADMIN CLERK - HMEA	4	48,900	4	1,955.98	-	50,855	4	1,017.11	(0.00)	51,873	4	1,037.45	-	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	3	46,862	4	1,874.48	127.96	48,864	4	1,017.11	1,991.16	51,873	4	1,037.45	-	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	2	44,825	3	1,792.98	1,035.79	47,653	4	995.45	2,118.99	50,768	4	1,037.45	1,104.86	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	4	48,900	4	1,955.98	-	50,855	4	1,017.11	(0.00)	51,873	4	1,037.45	-	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	0	40,750	1	1,629.98	98.61	42,478	2	891.94	2,118.87	45,489	3	953.01	2,161.49	48,603	4	1,016.16	2,204.47	51,824
ADMIN CLERK - HMEA	2	44,825	3	1,792.98	1,368.29	47,986	4	1,002.10	2,119.03	51,107	4	1,037.45	765.67	52,910	4	1,058.20	-	53,968
ADMIN CLERK - HMEA	3	46,862	4	1,874.48	3,467.66	52,204	4	1,100.91	2,841.59	56,147	4	1,122.93	-	57,269	4	1,145.39	(0.00)	58,415
ADMIN CLERK - HMEA	0	40,750	1	1,629.98	220.85	42,600	2	894.39	2,118.88	45,614	3	955.50	2,161.48	48,731	4	1,018.70	2,204.49	51,954
ASSISTANT DATA PROCESS MANAGER	6	107,449	7	4,297.95	3,436.54	115,183	7	2,320.89	861.20	118,365	7	2,367.30	-	120,733	7	2,414.65	-	123,147
PREAUDIT/ACCTS PAYABLE SUPRVSR	1	78,650	2	3,146.01	3,788.75	85,585	3	1,789.60	3,894.85	91,269	4	1,904.85	3,973.01	97,147	5	2,024.00	4,052.47	103,224
PURCHASING AGENT	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
PAYROLL SUPERVISOR	5	77,085	6	3,083.39	1,814.24	81,982	7	1,703.78	3,206.67	86,893	7	1,766.26	1,420.29	90,079	7	1,801.59	-	91,881
SENIOR ACCOUNTANT	3	64,415	4	2,576.61	303.60	67,295	5	1,404.16	2,912.75	71,612	6	1,491.67	2,971.00	76,075	7	1,582.11	3,030.42	80,688
SENIOR ACCOUNTANT	5	70,017	6	2,800.67	2,320.12	75,137	7	1,561.00	2,912.75	79,611	7	1,604.31	604.48	81,820	7	1,636.40	0.00	83,456
PRINCIPAL ACCOUNTANT	7	83,251	7	3,330.06	-	86,582	7	1,731.63	-	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881
CONTROLLER	0	111,487	0	4,459.47	-	115,946	0	2,318.92	0.00	118,265	0	2,365.30	-	120,630	0	2,412.61	(0.00)	123,043
SENIOR SYSTEMS ANALYST	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
SENIOR SYSTEMS ANALYST	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
SENIOR SYSTEMS ANALYST	4	81,538	5	3,261.52	1,466.33	86,266	6	1,795.98	3,533.32	91,595	7	1,903.98	3,603.98	97,103	7	1,985.07	2,150.50	101,239
SENIOR SYSTEMS ANALYST	1	71,346	1	2,853.83	-	74,200	2	1,554.28	3,514.29	79,268	3	1,657.44	3,603.98	84,530	4	1,764.11	3,676.06	89,970
SYSTEMS PROGRAMMER	1	75,015	2	3,000.61	2,827.71	80,844	3	1,691.17	3,715.03	86,250	4	1,800.78	3,789.33	91,840	5	1,914.10	3,865.11	97,619
PROJECT LEADER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
PROJECT LEADER	4	89,886	5	3,595.44	224.72	93,706	6	1,952.02	3,895.11	99,553	7	2,070.52	3,973.01	105,597	7	2,188.31	3,818.68	111,604
PROJECT LEADER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
PROJECT LEADER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
PROJECT LEADER	6	97,377	7	3,895.06	3,114.59	104,386	7	2,103.33	780.52	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
HELP DESK SUPPORT TECHNICIAN	4	61,800	5	2,472.00	1,530.60	65,803	6	1,369.61	2,678.04	69,850	6	1,420.41	1,170.39	72,441	6	1,448.82	0.00	73,890
HELP DESK SUPPORT TECHNICIAN	2	56,650	3	2,266.00	2,236.16	61,152	4	1,276.60	2,677.82	65,107	5	1,356.76	2,731.56	69,195	6	1,439.62	2,786.23	73,421
CHIEF ASSESSMENT TECHNICIAN	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
CHIEF ASSESSMENT TECHNICIAN	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
PSC TRAINING COORDINATOR	5	89,304	6	3,572.15	1,091.65	93,968	7	1,953.65	3,715.03	99,636	7	2,046.24	2,675.85	104,358	7	2,087.17	0.00	106,445
ACCOUNTING SUPERVISOR	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
DEP TAX COLLECT	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
FINANCIAL SYSTEMS MANAGER	6	97,377	7	3,895.06	1,316.85	102,588	7	2,103.33	2,578.26	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
SUPERVISING PAYROLL MANAGER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
AUDITOR	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
AUDITOR	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
AUDITOR	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
AUDITOR	7	91,730	7	3,669.21	-	95,400	7	1,907.99	-	97,308	7	1,946.15	-	99,254	7	1,985.07	-	101,239
SUPERVISOR OF LICENSES & PERMI	3	74,558	4	2,982.31	-	77,540	5	1,552.10	64.83	79,157	6	1,651.91	3,438.50	84,248	7	1,755.10	3,507.55	89,510
RECORDS MANAGER	1	64,751	2	2,590.05	2,757.74	70,099	3	1,466.12	3,206.91	74,772	4	1,560.86	3,270.85	79,604	5	1,658.80	3,336.22	84,599
SENIOR ADMINISTRATIVE ASSIST	6	72,453	7	2,898.14	565.14	75,917	7	1,564.99	2,333.01	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	6	72,453	7	2,898.14	1,162.60	76,514	7	1,564.99	1,735.54	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	4	66,880	4	2,675.20	-	69,555	5	1,445.41	2,715.34	73,716	6	1,533.44	2,956.11	78,206	7	1,624.42	3,015.23	82,845

Salary and Step Analysis: HMEA

Job Class Code Desc	Step/ Level	Current Annual Pay	FY2024				FY2025				FY2026				FY2027			
			Next Step	Increase from	Increase from	Projected	Next Step	Increase from	Increase	Projected	Next Step	Increase from	Increase	Projected	Next Step	Increase from	Increase	Projected
				Step	Step	Earnings		Step	from Step	from Step		Earnings	Step	from Step		from Step	Earnings	Step
SENIOR ADMINISTRATIVE ASSIST	3	64,093	4	2,563.74	1,138.08	67,795	5	1,413.87	2,898.15	72,107	6	1,501.27	2,956.11	76,565	7	1,591.60	3,015.23	81,171
SENIOR ADMINISTRATIVE ASSIST	7	75,240	7	3,009.60	-	78,250	7	1,564.99	-	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	1	58,520	2	2,340.80	756.86	61,618	3	1,290.32	2,898.15	65,806	4	1,375.25	2,956.11	70,138	5	1,463.05	3,015.23	74,616
SENIOR ADMINISTRATIVE ASSIST	3	64,093	4	2,563.74	294.27	66,951	5	1,396.99	2,898.15	71,247	6	1,484.05	2,956.11	75,687	7	1,574.04	3,015.23	80,276
SENIOR ADMINISTRATIVE ASSIST	4	66,880	5	2,675.20	405.74	69,961	6	1,457.18	2,898.15	74,316	7	1,545.45	2,956.11	78,818	7	1,628.22	2,593.10	83,039
SENIOR ADMINISTRATIVE ASSIST	4	66,880	5	2,675.20	525.01	70,080	6	1,459.57	2,898.15	74,438	7	1,547.88	2,956.11	78,942	7	1,628.22	2,469.01	83,039
SENIOR ADMINISTRATIVE ASSIST	6	72,453	6	2,898.14	-	75,352	7	1,507.03	-	76,859	7	1,537.17	-	78,396	7	1,567.92	0.00	79,964
SENIOR ADMINISTRATIVE ASSIST	7	75,240	7	3,009.60	-	78,250	7	1,564.99	-	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	7	75,240	7	3,009.60	-	78,250	7	1,564.99	-	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	7	75,240	7	3,009.60	-	78,250	7	1,564.99	-	79,815	7	1,596.29	(0.00)	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	5	69,667	6	2,786.67	151.60	72,605	7	1,510.06	2,898.15	77,013	7	1,596.29	2,801.48	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	4	66,880	5	2,675.20	2,308.49	71,864	6	1,495.24	2,898.15	76,257	7	1,584.26	2,956.11	80,798	7	1,628.22	613.48	83,039
SENIOR ADMINISTRATIVE ASSIST	5	69,667	6	2,786.67	2,651.80	75,105	7	1,560.07	2,898.15	79,563	7	1,596.29	251.27	81,411	7	1,628.22	-	83,039
SENIOR ADMINISTRATIVE ASSIST	4	66,880	5	2,675.20	2,205.94	71,761	6	1,493.19	2,898.15	76,153	7	1,582.17	2,956.11	80,691	7	1,628.22	720.18	83,039
SENIOR ADMINISTRATIVE ASSIST	2	61,307	3	2,452.27	2,707.54	66,467	4	1,387.29	2,898.15	70,752	5	1,474.16	2,956.11	75,182	6	1,563.95	3,015.23	79,761
CITY FORESTER	7	93,095	7	3,723.81	-	96,819	7	1,936.38	-	98,756	7	1,975.11	0.00	100,731	7	2,014.61	-	102,745
PRIN ADMINISTRATIVE ANALYST	7	83,251	7	3,330.06	-	86,582	7	1,731.63	-	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881
PRIN ADMINISTRATIVE ANALYST	7	83,251	7	3,330.06	-	86,582	7	1,731.63	-	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881
PRIN ADMINISTRATIVE ANALYST	4	74,001	4	2,960.06	-	76,962	5	1,596.85	2,881.07	81,439	6	1,694.21	3,270.81	86,404	7	1,794.81	3,336.22	91,535
PRIN ADMINISTRATIVE ANALYST	6	80,168	6	3,206.73	-	83,375	7	1,728.82	3,066.07	88,170	7	1,766.26	143.41	90,079	7	1,801.59	-	91,881
PRIN ADMINISTRATIVE ANALYST	4	74,001	5	2,960.06	448.93	77,410	6	1,612.34	3,206.67	82,229	7	1,710.01	3,270.81	87,210	7	1,801.59	2,869.15	91,881
PRIN ADMINISTRATIVE ANALYST	6	80,168	7	3,206.73	395.90	83,771	7	1,731.63	2,810.77	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881
PRIN ADMINISTRATIVE ANALYST	6	80,168	6	3,206.73	-	83,375	7	1,723.89	2,819.41	87,918	7	1,766.26	395.01	90,079	7	1,801.59	-	91,881
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	1,527.96	57,617	5	1,201.12	2,438.74	61,257	6	1,274.89	2,487.51	65,020	7	1,351.13	2,537.09	68,908
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	60.03	56,149	5	1,171.76	2,438.74	59,760	6	1,244.95	2,487.51	63,492	7	1,320.59	2,537.26	67,350
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	6	60,967	7	2,438.68	355.45	63,761	7	1,316.88	2,083.01	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	2	51,587	2	2,063.50	-	53,651	3	1,116.83	2,190.87	56,959	4	1,188.92	2,487.48	60,635	5	1,263.44	2,537.26	64,436
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	1	49,242	2	1,969.70	897.64	52,110	3	1,090.97	2,438.64	55,639	4	1,162.53	2,487.34	59,289	5	1,236.53	2,537.26	63,063
ADMN ASSISTANT - HMEA	7	63,312	7	2,532.46	-	65,844	7	1,316.88	-	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	816.98	56,906	5	1,186.90	2,438.74	60,532	6	1,260.39	2,487.51	64,280	7	1,336.34	2,537.17	68,153
ADMN ASSISTANT - HMEA	6	60,967	7	2,438.68	1,935.77	65,341	7	1,316.88	502.70	67,161	7	1,343.22	-	68,504	7	1,370.08	-	69,874
ADMN ASSISTANT - HMEA	4	56,277	5	2,251.08	1,387.27	59,915	6	1,247.08	2,438.74	63,601	7	1,321.77	2,487.36	67,410	7	1,370.08	1,093.83	69,874
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	167.90	56,257	5	1,173.92	2,438.74	59,870	6	1,247.15	2,487.51	63,605	7	1,322.84	2,537.24	67,465
ADMN ASSISTANT - HMEA	3	53,932	4	2,157.28	824.48	56,914	5	1,187.05	2,438.74	60,540	6	1,260.54	2,487.51	64,288	7	1,336.50	2,537.17	68,161
BENEFITS ANALYST	0	64,751	1	2,590.05	-	67,341	2	1,362.14	765.90	69,469	3	1,454.80	3,270.87	74,195	4	1,550.63	3,336.44	79,082
TECHNICAL SUPPORT MANAGER	7	111,581	7	4,463.24	-	116,044	7	2,320.89	-	118,365	7	2,367.30	-	120,733	7	2,414.65	-	123,147
TECHNICAL SUPPORT MANAGER	7	111,581	7	4,463.24	-	116,044	7	2,320.89	-	118,365	7	2,367.30	-	120,733	7	2,414.65	-	123,147
MANAGEMENT SERVICES OFFICER	1	78,650	2	3,146.01	855.43	82,652	3	1,730.93	3,895.05	88,278	4	1,845.01	3,972.80	94,095	5	1,962.96	4,052.47	100,111
MANAGEMENT SERVICES OFFICER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
MANAGEMENT SERVICES OFFICER	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604



Salary and Step Analysis: HMEA

Job Class Code Desc	Step/ Level	Current Annual Pay	FY2024				FY2025				FY2026				FY2027			
				Increase from	Increase from	Projected	Next	Increase from	Increase	Projected	Next	Increase from	Increase	Projected	Next	Increase from	Increase	Projected
			Next Step	Next Step	Step	Earnings	Step	Next Step	from Step	Earnings	Step	Next Step	from Step	Earnings	Step	Next Step	from Step	Earnings
BENEFITS & WELLNESS MANAGER	6	87,689	7	3,507.58	2,332.57	93,530	7	1,894.09	1,175.06	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PRINCIPAL ENGINEERING TECH	5	64,103	5	2,564.13	-	66,667	5	1,333.35	(0.00)	68,001	5	1,360.01	-	69,361	5	1,387.22	(0.00)	70,748
PRINCIPAL ENGINEERING TECH	5	64,103	5	2,564.13	-	66,667	5	1,333.35	(0.00)	68,001	5	1,360.01	-	69,361	5	1,387.22	(0.00)	70,748
CIVIL ENGINEER III	4	77,799	5	3,111.97	2,047.45	82,959	6	1,726.60	3,371.35	88,057	7	1,829.91	3,438.77	93,325	7	1,894.05	1,377.39	96,597
CIVIL ENGINEER IV	7	101,122	7	4,044.87	-	105,167	7	2,103.33	-	107,270	7	2,145.40	-	109,415	7	2,188.31	-	111,604
CIVIL ENGINEER IV	5	93,631	6	3,745.25	364.04	97,740	7	2,032.71	3,895.11	103,668	7	2,145.40	3,601.69	109,415	7	2,188.31	-	111,604
ENGR INSPECTION SUPV	7	87,524	7	3,500.97	-	91,025	7	1,820.51	-	92,846	7	1,856.92	-	94,703	7	1,894.05	-	96,597
ENGR INSPECTION SUPV	7	87,524	7	3,500.97	-	91,025	7	1,820.51	-	92,846	7	1,856.92	-	94,703	7	1,894.05	-	96,597
PRINCIPAL PLANNER	7	86,997	7	(415.50)	-	86,582	7	1,731.63	-	88,313	7	1,766.26	-	90,079	7	1,801.59	-	91,881
PROJECT SUPERVISOR	4	70,402	5	2,816.06	2,472.42	75,690	6	1,574.81	3,050.70	80,315	7	1,668.54	3,111.67	85,096	7	1,713.95	601.82	87,411
PROJECT SUPERVISOR	4	70,402	5	2,816.06	930.53	74,148	6	1,543.98	3,050.84	78,743	7	1,637.09	3,111.67	83,492	7	1,713.95	2,205.86	87,411
PROJECT MANAGER	6	87,689	7	3,507.58	2,158.54	93,356	7	1,894.09	1,349.09	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	7	91,062	7	3,642.49	-	94,705	7	1,894.09	-	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	7	91,062	7	3,642.49	-	94,705	7	1,894.09	-	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	5	84,317	5	3,372.67	-	87,689	6	1,816.82	3,151.47	92,658	7	1,924.71	3,577.78	98,160	7	1,970.61	370.55	100,501
PROJECT MANAGER	7	91,062	7	3,642.49	-	94,705	7	1,894.09	-	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	7	91,062	7	3,642.49	-	94,705	7	1,894.09	-	96,599	7	1,931.97	-	98,531	7	1,970.61	0.00	100,501
PROJECT MANAGER	4	80,944	5	3,237.76	558.52	84,740	6	1,764.96	3,507.63	90,013	7	1,871.81	3,577.78	95,462	7	1,970.61	3,068.25	100,501
SENIOR PROJECT MANAGER	6	92,876	7	3,715.04	1,173.09	97,764	7	2,006.12	2,541.93	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	6	92,876	7	3,715.04	1,601.75	98,193	7	2,006.12	2,113.28	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	5	89,304	6	3,572.15	1,816.08	94,692	7	1,968.14	3,715.03	100,375	7	2,046.24	1,936.93	104,358	7	2,087.17	0.00	106,445
SENIOR PROJECT MANAGER	7	96,448	7	3,857.92	-	100,306	7	2,006.12	-	102,312	7	2,046.24	(0.00)	104,358	7	2,087.17	0.00	106,445
TRAFFIC ENG SERVICES MANAGER	7	106,523	8	4,260.91	823.81	111,608	8	2,297.90	3,287.35	117,193	8	2,343.85	-	119,537	8	2,390.73	0.00	121,927
PUBLIC HEALTH NURSING SPVSR	4	108,652	5	4,346.08	1,396.16	114,394	6	2,382.05	4,708.20	121,484	6	2,497.25	3,378.28	127,360	6	2,547.20	(0.00)	129,907
EPIDEMIOLOGIST	4	92,283	5	3,691.31	2,680.83	98,655	6	2,053.07	3,998.76	104,707	7	2,175.71	4,078.83	110,961	7	2,246.65	1,371.37	114,579
EPIDEMIOLOGIST	3	88,438	4	3,537.51	3,428.33	95,404	5	1,988.05	3,998.95	101,391	6	2,109.38	4,078.69	107,579	7	2,234.78	4,160.46	113,974
CHIEF HOUSING CODE ENFORCEMENT	3	74,558	4	2,982.31	2,750.02	80,290	5	1,673.23	3,371.30	85,335	6	1,775.47	3,438.77	90,549	7	1,881.13	3,507.55	95,938
SOCIAL WORKER II	7	62,133	7	2,485.33	-	64,619	7	1,292.37	-	65,911	7	1,318.22	-	67,229	7	1,344.58	-	68,574
SOCIAL WORKER III	1	52,670	2	2,106.78	2,579.45	57,356	3	1,199.28	2,608.28	61,163	4	1,276.48	2,660.72	65,100	5	1,356.28	2,713.66	69,170
PUB WKS ASST SUPERINTENDENT	1	72,407	2	2,896.30	787.55	76,091	3	1,593.54	3,585.99	81,271	4	1,698.57	3,657.55	86,627	5	1,807.16	3,730.86	92,165
DPW SUPERINTENDENT	6	102,578	7	4,103.12	1,341.20	108,022	8	2,242.55	4,105.34	114,370	8	2,343.85	2,822.47	119,537	8	2,390.73	0.00	121,927
DPW SUPERINTENDENT	5	97,675	6	3,907.01	531.47	102,114	7	2,142.18	4,995.07	109,251	8	2,268.73	4,185.48	115,705	8	2,390.73	3,831.43	121,927
DPW SUPERINTENDENT	7	106,523	8	4,260.91	1,502.16	112,286	8	2,297.90	2,609.01	117,193	8	2,343.85	-	119,537	8	2,390.73	0.00	121,927
DPW SUPERINTENDENT	7	106,523	8	4,260.91	294.11	111,078	8	2,297.90	3,817.06	117,193	8	2,343.85	-	119,537	8	2,390.73	0.00	121,927
DPW SUPERVISOR	1	56,101	1	2,244.03	-	58,345	2	1,218.96	2,603.11	62,167	3	1,300.01	2,833.93	66,301	4	1,383.82	2,890.34	70,575
DPW SUPERVISOR	6	69,458	7	2,778.32	1,794.18	74,030	7	1,500.29	984.18	76,515	7	1,530.30	-	78,045	7	1,560.90	-	79,606
DPW SUPERVISOR	1	56,101	2	2,244.03	22.44	58,367	3	1,222.91	2,778.36	62,368	4	1,304.05	2,833.92	66,506	5	1,387.94	2,890.33	70,785
PUBLIC SAFETY COMM SUPERVISOR	2	83,211	2	3,328.43	-	86,539	2	1,730.78	-	88,270	2	1,765.40	-	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	2	83,211	2	3,328.43	-	86,539	2	1,730.78	-	88,270	2	1,765.40	-	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	0	78,501	1	3,140.02	686.74	82,327	2	1,695.53	2,449.28	86,472	2	1,765.40	1,797.79	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	1	80,856	2	3,234.22	1,628.77	85,719	2	1,730.78	820.51	88,270	2	1,765.40	-	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	2	83,211	2	3,328.43	-	86,539	2	1,730.78	-	88,270	2	1,765.40	-	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	1	80,856	2	3,234.22	437.10	84,527	2	1,730.78	2,012.18	88,270	2	1,765.40	-	90,035	2	1,800.71	(0.00)	91,836
PUBLIC SAFETY COMM SUPERVISOR	0	78,501	1	3,140.02	1,479.93	83,120	2	1,711.39	2,449.28	87,281	2	1,765.40	988.74	90,035	2	1,800.71	(0.00)	91,836

Salary and Step Analysis: HMEA

Job Class Code Desc	Step/ Level	Current Annual Pay	FY2024			FY2025			FY2026			FY2027						
			Next Step	Increase from GWI	Increase from Step	Projected Earnings	Next Step	Increase from GWI	Increase from Step	Projected Earnings	Next Step	Increase from GWI	Increase from Step	Projected Earnings				
SCHOOL CROSSING GUARD SPVSR	4	46,783	4	1,871.30	-	48,654	4	973.08	(0.00)	49,627	4	992.54	-	50,620	4	1,012.39	-	51,632
SEAL OF WEIGHTS/INSPECTOR II	2	81,299	3	5,687.76	350.53	94,044	4	1,966.06	4,258.80	100,269	5	2,092.26	4,343.98	106,705	5	2,215.43	4,066.16	112,987
INSPECTOR II	4	96,007	5	3,840.26	4,113.70	103,961	5	2,080.14	46.40	106,087	5	2,121.74	-	108,209	5	2,164.18	(0.00)	110,373
INSPECTOR II	4	96,007	5	3,840.26	113.60	99,960	5	2,080.14	4,046.50	106,087	5	2,121.74	-	108,209	5	2,164.18	(0.00)	110,373
INSPECTOR II	3	92,006	4	3,680.25	2,331.41	98,018	5	2,043.56	4,160.22	104,222	5	2,121.74	1,865.42	108,209	5	2,164.18	(0.00)	110,373
INSPECTOR II	1	85,566	2	3,422.63	13.66	89,002	3	1,830.97	2,546.44	93,379	4	1,952.46	4,243.58	99,575	5	2,078.08	4,328.45	105,982
INSPECTOR II	4	96,007	5	3,840.26	1,806.45	101,653	5	2,080.14	2,353.66	106,087	5	2,121.74	-	108,209	5	2,164.18	(0.00)	110,373
INSPECTOR II	4	96,007	5	3,840.26	1,806.45	101,653	5	2,080.14	2,353.66	106,087	5	2,121.74	-	108,209	5	2,164.18	(0.00)	110,373
SOLID WASTE & RECYLING INSPTR	5	63,547	5	2,541.90	-	66,089	5	1,321.79	-	67,411	5	1,348.22	0.00	68,759	5	1,375.19	0.00	70,134
SOLID WASTE & RECYLING INSPTR	1	53,380	2	2,135.19	326.36	55,841	3	1,169.70	2,643.46	59,655	4	1,247.02	2,696.54	63,598	5	1,326.97	2,750.26	67,675
COMMUNITY REC COUNSELOR	3	64,415	4	2,576.61	2,368.29	69,360	5	1,445.46	2,912.75	73,718	6	1,533.79	2,971.00	78,223	7	1,625.07	3,030.42	82,879
COMMUNITY REC COUNSELOR	3	64,415	4	2,576.61	2,320.12	69,312	5	1,444.49	2,912.75	73,669	6	1,532.80	2,971.00	78,173	7	1,624.07	3,030.42	82,828
<b>TOTALS - FILLED POSITIONS</b>		<b>11,629,648</b>		<b>463,726</b>	<b>116,081</b>	<b>12,216,163</b>		<b>249,375</b>	<b>252,567</b>	<b>12,718,105</b>		<b>258,148</b>	<b>189,293</b>	<b>13,165,547</b>		<b>266,120</b>	<b>140,454</b>	<b>13,572,120</b>

<b>IMPACT OF VACANT POSITIONS</b>	<b>2,312,601</b>	<b>92,504</b>	<b>-</b>	<b>2,405,106</b>	<b>50,637</b>	<b>126,746</b>	<b>2,582,488</b>	<b>53,971</b>	<b>116,042</b>	<b>2,752,500</b>	<b>57,552</b>	<b>125,111</b>	<b>2,935,163</b>
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<b>TOTAL: FILLED AND VACANT POSITIONS</b>		<b>556,230</b>	<b>116,081</b>	<b>300,012</b>	<b>379,313</b>	<b>312,119</b>	<b>305,335</b>	<b>323,672</b>	<b>265,565</b>
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<b>CUMULATIVE TOTALS</b>		<b>556,230</b>	<b>116,081</b>	<b>856,242</b>	<b>495,394</b>	<b>1,168,361</b>	<b>800,729</b>	<b>1,492,033</b>	<b>1,066,294</b>
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**MARB Hartford Subcommittee  
Budget Mitigation Measures Update  
September 21, 2023**

**Short- and Medium-Term Measures**

<b>Measure</b>	<b>Progress and Status</b>
Property Taxes	<ul style="list-style-type: none"> <li>• No personal property audits currently scheduled</li> <li>• No tax deed sale currently scheduled</li> <li>• Collections agency engaged to assist with collections on suspense list: \$1,274 collected July/August</li> </ul>
Delinquent Revenues	<ul style="list-style-type: none"> <li>• Updated Police private duty rates</li> <li>• Updated Fire private duty rates</li> <li>• Write-off of old debt for Cirque du Soleil (pending Council approval)</li> </ul>

**Long-Term Measures**

<b>Measure</b>	<b>Progress and Status</b>
Energy Efficiency	<ul style="list-style-type: none"> <li>• Reviewing opportunities for performance-based energy efficiency projects</li> <li>• Landfill solar panels potential operational date calendar 2024</li> </ul>
Grant Opportunities	<ul style="list-style-type: none"> <li>• Filled Senior Project Manager position</li> <li>• Drafted RFP for Grants Management Software System</li> <li>• Ongoing prospecting for new grant opportunities</li> </ul>
Advanced Life Support (ALS) Billing	<ul style="list-style-type: none"> <li>• Currently exploring fire service billing</li> </ul>
Workers Compensation Reduction Strategies	<ul style="list-style-type: none"> <li>• Return to Work program in development – priority on Maintainers, Fire and Police</li> <li>• Managed Care Plan for Workers Comp in development</li> </ul>
Update Local Fees and Charges	No updates
Pension Liability Reduction Efforts	<ul style="list-style-type: none"> <li>• Met with consultant firm re: potential opportunities for pension buyouts/partial buyouts</li> <li>• Consultant preparing quote for preliminary feasibility analysis</li> </ul>