

STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING NOTICE AND AGENDA
West Haven Subcommittee of the MARB

Meeting Date and Time: Tuesday, September 22, 2020 10:00 AM – 12:00 PM

Meeting Location: This meeting will be telephonic only. Meeting materials may be accessed at the following website: <https://portal.ct.gov/OPM/Marb/West-Haven-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: 778 040 839

Agenda

- I. Call to Order & Opening Remarks
- II. Approval of minutes: July 21, 2020
- III. Review, discussion and possible action: AFSCME Local 681 Tentative Agreement
- IV. Discussion: Fire Districts
 - a. Status of Actuarial Reports
 - b. Fire/EMS Expenditure Benchmarking
 - c. Tri-District MOA Update
- V. Discussion: Allingtown Fire Chief appointment
- VI. Update: Corrective Action Plan FY 2019 Audit Findings
- VII. Update: Status of FY 2020 Close and Audit Process
- VIII. Update: Status of HR Corrective Action Plan
 - a. ADP implementation
- IX. Adjourn

DRAFT
STATE OF CONNECTICUT
MUNICIPAL ACCOUNTABILITY REVIEW BOARD (MARB)

REGULAR MEETING MINUTES
West Haven Subcommittee of the MARB

Meeting Date and Time: Tuesday, July 21, 2020 10:00 AM – 12:00 PM

Meeting Location: This was a telephonic meeting. Meeting materials may be accessed at the following website:
<https://portal.ct.gov/OPM/Marb/West-Haven-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: 748-116-614

Members in Attendance: Kimberly Kennison (OPM Secretary designee), Christine Shaw (State Treasurer designee), Stephen Falcigno, Robert White

City Officials in Attendance: Mayor Rossi, Frank Cieplinski, Matthew Cavallaro, Representative DiMassa

OPM Staff in Attendance: Julian Freund, Michael Milone (Liaison to West Haven), Bill Plummer

I. Call to Order & Opening Remarks

The meeting was called to order at 10:04 AM.

II. Approval of minutes: May 19, 2020

A motion was made by Mr. White, with a second by Mr. Falcigno, to approve the minutes of the May 19, 2020 meeting. The motion passed unanimously.

III. Update: Corrective Action Plan FY 2019 Audit Findings

Mr. Cieplinski reviewed the status of each item in the Corrective Action Plan. Several items that have been resolved need to be revised on the report to reflect that they have been closed. Matthew Cavallaro, of the Board of Education reported on the status of findings related to the Board of Education. Ms. Kennison offered some assistance in developing measures to close one finding related to recording and approving journal entries.

IV. Update: Status of HR Corrective Action Plan

a. ADP implementation

Mr. Cieplinski described the process for the implementation of the ADP payroll system, which is a significant component of the HR Corrective Action Plan. Recurring weekly project team meetings have been established. A timeline provided by ADP was reviewed. The project is currently in the needs analysis stage of the design and build phase of the project. The project will introduce a number of self-service features. Data

extraction and conversion is scheduled between late September and early November. Dual maintenance will begin in November and continue until the system goes live. The City was asked who the project manager. Mr. Cieplinski responded that he is the project lead and he noted the other project team members. Ms. Kennison advised being mindful of managing the workload of this project at the same time as the preparation of the FY 2020 financial statements.

V. Review and Discussion: Proposed Conditions for FY 2021 Restructuring Funds

A list of proposed conditions for FY 2021 Restructuring Funds was reviewed and explained. Mr. Cieplinski emphasized that his intent is to submit the next proposed budget and updated 5-Year Plan together. Mr. White suggested adding the following items to the list of conditions under consideration:

- Mid-year check-in on the City's revaluation process and preliminary grand list projections
- Mid-year check-in on the City's budget
- Require MARB approval of the use of proceeds from the sale of City property

VI. Review and Discussion: G.O. Bond Issue

Mr. Cieplinski provided an overview of a planned September bond issue. The \$19.173 million in General Obligation (G.O.) bonds will permanently finance \$13 million of previously issued Bond Anticipation Notes (BANs) for the high school renovation project. The remaining \$6.173 million of G.O. bonds will fund a number of previously authorized infrastructure projects, fleet replacements and other capital projects. In addition to the G.O. bonds, \$19.5 million of BANS related to the high school project will be rolled forward. All of the resulting debt service payments were incorporated into the FY 2021 budget and the approved 5-Year Plan.

VII. Update: Status of proposed charter revisions and scheduling of referendum

Representative Michael DiMassa provided an update on the City's Charter Revision process. The proposed charter revisions, which include transition to a Council-Manager form of government and a restructuring of City Council districts, will be put to voters as a referendum question at the November general election. Representative DiMassa noted that the vote on the referendum changes will be an all or nothing vote.

Other: OPM staff advised the subcommittee that they had just been advised of a Tentative Agreement between the City and the Allingtown Firefighters union. This item will likely require special meetings in August.

VIII. Adjourn

The meeting adjourned at 11:20 AM.

MEMORANDUM

Municipal Accountability Review Board

To: Members of the Municipal Accountability Review Board
From: Julian Freund, OPM
Subject: Tentative Agreement Between City of West Haven and AFSCME Local 681
Date: September 17, 2020

Background

The previous collective bargaining agreement between the City of West Haven and AFSCME Local 681 expired June 30, 2017. A Tentative Agreement for a contract term through June 30, 2023 was ratified by the union members on September 1 and approved by City Council on September 14. According to the statute for Tier III municipalities, the MARB will have until October 15 to approve or reject the agreement if it chooses to take action.

This bargaining unit covers public works employees and non-managerial employees of Town Hall. There are currently 98 members in this bargaining unit.

Summary of Major Economic Provisions

Wages:

The Tentative Agreement provides for wage adjustments as follows:

- FY 2017/18 through FY 2020/21: 0% general wage increase
- FY 2021/22: 1% general wage increase
- FY 2022/23: 2% general wage increase

The prior contract provided wage increases of 2% per year in fiscal years 2013/14 through 2015/16. These were followed by adjustments of 1% on 1/1/2017 and 1% on 6/30/2017 as a result of a wage re-opener.

In the attached financial analysis provided by the Finance Department, the wage adjustments are projected to add approximately \$162,000 in additional salary expense over the life of the contract. When compared to the projections in the 5-Year Plan, the contract has a negligible impact on salary expenses because the Plan assumed wage increases of 1% in FY 2022 and 2% in FY 2023.

Health Insurance:

The Tentative Agreement codifies the union's shift to the State Partnership Health Plan. Active members of this bargaining unit have been enrolled in the Partnership Plan since January 2020. Previous analyses projected that this group's shift to the Partnership would yield savings to the City.

Employee contributions toward health insurance premium costs have been at 12% since FY 2016. This Tentative Agreement increases employee contributions as follows:

- FY 2020/21 = 12%
- FY 2021/22 = 13%
- FY 2022/23 = 14%

In the attached financial analysis, the annual savings associated with each percentage increase in employee cost share is approximately \$20,000. The increase in employee cost share was not contemplated in the 5-Year Plan, so the change would also represent a savings against projected health insurance costs in the Plan.

In addition to the premium cost share increase, the agreement eliminates retiree health insurance for new employees hired after ratification of the contract.

Other Provisions

Other economic provisions in the contract, which are also outlined in the memo from the City's labor attorney, include:

- Elimination of sick leave payout for members hired after ratification of the contract
- Excluding sick time from the calculation of hours worked for overtime purposes
- Paying only for actual hours worked for call-ins that are contiguous to an employees' regular work hours (as opposed to paying for the minimum 3-hour call-in)

Attachments

- Tentative Agreement (redlined contract)
- Memo from Labor Attorney
- Financial Impact Analysis from Finance Department

September 3, 2020

To: Julian Freund

Re: Tentative Agreement – Local 681, AFSCME

From: William A. Ryan- Ryan & Ryan Lawyers

The City of West Haven (the “City”) reached a tentative agreement with Local 681, AFSCME (the “Union”). Thereafter, a vote was held, and the tentative agreement was not ratified by the Union, primarily due to the agreed upon wages and the implementation of a HDHP. The City then met with the Union, discussed the tentative agreement and communicated that it was unwilling to modify the agreed upon wages or the medical plan. On January 1, 2020, the City and Local 681, as well as the other Unions in the City, agreed to move to the Connecticut Partnership Health Care Plan 2.0. The pandemic then commenced which delayed the Union’s ability to reconvene with their bargaining representative to vote again in light of the change in the medical insurance plan. On September 1, 2020, the Union met and ratified the tentative agreement. Set forth below are highlights of the tentative agreement.

Wages

- Fiscal Year 2017-2018 – 0% GWI
- Fiscal Year 2018-2019 – 0% GWI
- Fiscal Year 2019-2020 – 0% GWI
- Fiscal Year 2020-2021 – 0% GWI
- Effective July 1, 2021 – 1.0% GWI
- Effective July 1, 2022 - 2.0% GWI

Medical Insurance

- Effective January 1, 2020, the City changed the medical insurance plan offered to bargaining unit employees to the Connecticut Partnership Health Care Plan 2.0.

Premium Share

- For fiscal year 2020 – 2021, the employee's premium cost sharing for the Connecticut Partnership Plan 2.0 shall be 12%.
- Effective on July 1, 2021, the employee's premium cost sharing for the Connecticut Partnership Plan 2.0 shall be 13%.
- Effective on July 1, 2022, the employee's premium cost sharing for the Connecticut Partnership Plan 2.0 shall be 14%.

Retiree Medical Insurance

- Eliminated retiree medical insurance, including the Medicare supplement, for employees hired after ratification and approval of this Agreement that expires on June 30, 2023.

Overtime/Increased Pay

- Removed sick days from the calculation of overtime.
- Added language to clarify that when an employee is scheduled to work contiguous to his/her regularly scheduled workday, he/she will be compensated for actual hours worked, not overtime.
- Clarified language regarding the distribution of overtime
- Removed the following language: If an employee is working in a specified classification at the time of his/her vacation, but through necessity to the City, he/she is requested to change, he/she shall be entitled to vacation pay at the rate of the classification he/she carried when his/her vacation was originally scheduled.

Pay Out of Accumulated Sick Leave Upon Retirement

- Employees hired after ratification and approval of this Agreement that expires on June 30, 2023 shall not be receive payment for accumulated sick leave upon retirement.

Non-Discrimination

- Added the following language to prevent the same issue being filed in multiple forums which can result in conflicting decisions: A grievance alleging a violation of this Article which can be filed with the CHRO and/or the EEOC may be filed up to but not including arbitration.

Dues Check Off

- Added the following indemnification language to protect the City: The Union agrees to indemnify and hold the City harmless against any and all claims, demands, suits or other forms of liability, including attorney's fees that shall, or may, arise out of, or by reason of, action taken by the City for the purpose of complying with the provisions of this Article.
- Revised language to comply with the United States Supreme Court decision in *Janus v. AFSCME*

Flex-time

- Added language that flex-time would be allowed by mutual agreement, in writing, between the Mayor and the Union.

Sick Leave

- Added the following language: An employee suspected of sick leave abuse may be required to bring in a doctor's note supporting his/her absence from work.

Grievance Procedure

- Added the following language addressing a grievant's duty to mitigate damages: In the event there is an award of any back pay, any earnings by the employee during this period of unemployment (including any unemployment insurance) shall be offset and deducted from this award. Employees who have been discharged shall have the duty to seek work so as to mitigate the claims of back wages. The failure to do so shall be considered by the Board.

Job Posting

- Added the following language: ... if an employee has three (3) or more years of employment at the time (s)he is awarded a position of a higher classification, the employee will be placed at the same step (s)he is on at the time of promotion into the higher job classification.

Clothing Allowance

- Added the following language: Beginning in fiscal year 2020--2021, all regularly assigned Public Works employees, except for the office support staff, administration and garage employees shall receive a one hundred and fifty dollar (\$150) credit per fiscal year at a clothing establishment designated by the City to purchase uniforms approved by the City.

The City will be available to answer questions regarding the above-referenced negotiated changes when the MARB meets to discuss the tentative agreement.

681 CONTRACT IMPACT ANALYSIS

RERATE FACTOR			1%	2%	0%	0%	
RERATE IMPACT	# EE's	FY21	FY22	FY23	FY24	FY25	Total
Central Government	8	\$ -	\$ 3,930.29	\$ 9,316.36	\$ -	\$ -	\$ 13,246.65
Finance	18	\$ -	\$ 9,829.85	\$ 20,956.29	\$ -	\$ -	\$ 30,786.13
Public Safety	9	\$ -	\$ 5,081.23	\$ 10,264.09	\$ -	\$ -	\$ 15,345.32
Public Works	59	\$ -	\$ 32,530.11	\$ 65,710.82	\$ -	\$ -	\$ 98,240.93
Health & Human Services	4	\$ -	\$ 2,096.82	\$ 4,235.58	\$ -	\$ -	\$ 6,332.40
Total Wage Impact	98	\$ -	\$ 53,468.30	\$ 110,483.14	\$ -	\$ -	\$ 163,951.44
5Yr Plan Assumptions		\$ -	\$ 53,205.00	\$ 108,589.00	\$ -	\$ -	\$ 161,794.00
Impact vs 5yr Plan		\$ -	\$ 263.30	\$ 1,894.14	\$ -	\$ -	\$ 2,157.44

EE CONTRIBUTION %			12%	13%	14%	14%	14%	
EE COST SHARE	# EE's	FY21	FY22	FY23	FY24	FY25	Total	
Single	35	\$ -	\$ (4,460.40)	\$ (9,545.55)	\$ (10,213.70)	\$ (10,928.75)	\$ (35,148.40)	
Couple	27	\$ -	\$ (7,395.57)	\$ (15,826.86)	\$ (16,934.94)	\$ (18,120.24)	\$ (58,277.61)	
Family	25	\$ -	\$ (8,373.50)	\$ (17,919.50)	\$ (19,174.00)	\$ (20,516.25)	\$ (65,983.25)	
None	11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Total Impact	98	\$ -	\$ (20,229.47)	\$ (43,291.91)	\$ (46,322.64)	\$ (49,565.24)	\$ (159,409.26)	
5Yr Plan Assumptions		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Impact vs 5yr Plan		\$ -	\$ (20,229.47)	\$ (43,291.91)	\$ (46,322.64)	\$ (49,565.24)	\$ (159,409.26)	

Note: Premium Assumption is a 7% increase per year

Total Impact	\$ -	\$ 33,238.83	\$ 67,191.23	\$ (46,322.64)	\$ (49,565.24)	\$ 4,542.18
Impact vs 5yr Plan	\$ -	\$ (19,966.17)	\$ (41,397.77)	\$ (46,322.64)	\$ (49,565.24)	\$ (157,251.82)

Distribution of Coverage:	Single	Couple	Family	None	Total
Central Government	3	1	2	2	8
Finance	5	5	3	5	18
Public Safety	3	3	3	-	9
Public Works	22	18	15	4	59
Health & Human Services	2	-	2	-	4
	35	27	25	11	98

WAGE IMPACT

Job Description	FY21	FY22	FY23	FY22 Impact	FY23 Impact
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
ARREST RECORD CLERK	\$ 50,460.80	\$ 50,965.41	\$ 51,984.72	\$ 504.61	\$ 1,019.31
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
UTILITY PERSON -- P.D.	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
TRAFFIC DIV. RECORDS CLERK	\$ 50,460.80	\$ 50,965.41	\$ 51,984.72	\$ 504.61	\$ 1,019.31
ADM.SEC. ELDERLY SEVICES	\$ 45,973.20	\$ 46,432.93	\$ 47,361.59	\$ 459.73	\$ 928.66
SECRETARY-PUBLIC WORKS	\$ 45,973.20	\$ 46,432.93	\$ 47,361.59	\$ 459.73	\$ 928.66
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
ACCT. PAYABLE CLERK	\$ 64,937.60	\$ 65,586.98	\$ 66,898.72	\$ 649.38	\$ 1,311.74
POWER MOWER OPERATOR	\$ 53,913.60	\$ 54,452.74	\$ 55,541.79	\$ 539.14	\$ 1,089.05
SENIOR REVENUE COLL.TAX	\$ 47,174.40	\$ 47,646.14	\$ 48,599.07	\$ 471.74	\$ 952.92
DRIVER -- HIGHWAY	\$ 51,355.20	\$ 51,868.75	\$ 52,906.13	\$ 513.55	\$ 1,037.38
RECORD CLERK III -- P.D.	\$ 48,734.40	\$ 49,221.74	\$ 50,206.18	\$ 487.34	\$ 984.43
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
ASSESSMENT DATA ENTRY SPEC	\$ 56,820.40	\$ 57,388.60	\$ 58,536.38	\$ 568.20	\$ 1,147.77
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
POWER MOWER OPERATOR	\$ 53,913.60	\$ 54,452.74	\$ 55,541.79	\$ 539.14	\$ 1,089.05
ADMIN. ASSIST. PLANNING/ZONIN	\$ 56,820.40	\$ 57,388.60	\$ 58,536.38	\$ 568.20	\$ 1,147.77
CHIEF ACCT/INT AUDITOR	\$ 79,807.00	\$ 80,605.07	\$ 82,217.17	\$ 798.07	\$ 1,612.10
PAYROLL ASSISTANT - FINANCE	\$ 63,315.20	\$ 63,948.35	\$ 65,227.32	\$ 633.15	\$ 1,278.97
POWER MOWER OPERATOR	\$ 53,913.60	\$ 54,452.74	\$ 55,541.79	\$ 539.14	\$ 1,089.05
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
BUDGET COORD./ACCOUNTANT	\$ 79,807.00	\$ 80,605.07	\$ 82,217.17	\$ 798.07	\$ 1,612.10
LABORER-PARK MAINT.	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
HEAVY EQUIP. OPERATO - HIGHW	\$ 60,486.40	\$ 61,091.26	\$ 62,313.09	\$ 604.86	\$ 1,221.83
BLDG.MAINT.WKR.--P.W.	\$ 53,060.80	\$ 53,591.41	\$ 54,663.24	\$ 530.61	\$ 1,071.83
CITY COUNCIL OFF. ADM.	\$ 56,820.40	\$ 57,388.60	\$ 58,536.38	\$ 568.20	\$ 1,147.77
POWER MOWER OPERATOR	\$ 53,913.60	\$ 54,452.74	\$ 55,541.79	\$ 539.14	\$ 1,089.05
WELDER/MECHANIC	\$ 60,320.00	\$ 60,923.20	\$ 62,141.66	\$ 603.20	\$ 1,218.46
HEAVY EQUIP. OPERATOR	\$ 60,486.40	\$ 61,091.26	\$ 62,313.09	\$ 604.86	\$ 1,221.83
UTILITY WORKER - MAINT. P.W.	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
COMPUTER OPERATOR I -- P.D.	\$ 57,200.00	\$ 57,772.00	\$ 58,927.44	\$ 572.00	\$ 1,155.44
ADMINISTRATIVE ASSISANT II	\$ 47,174.40	\$ 47,646.14	\$ 48,599.07	\$ 471.74	\$ 952.92
DRIVER LABORER PARK MAINT	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
ASSESSMENT DATA ENTRY SPEC	\$ 53,162.20	\$ 53,693.82	\$ 54,767.70	\$ 531.62	\$ 1,073.88
PRINTER	\$ 56,820.40	\$ 57,388.60	\$ 58,536.38	\$ 568.20	\$ 1,147.77
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
ADMIN ASSIST. POLIE DEPT	\$ 64,937.60	\$ 65,586.98	\$ 66,898.72	\$ 649.38	\$ 1,311.74
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
MECHANIC	\$ 59,300.80	\$ 59,893.81	\$ 61,091.68	\$ 593.01	\$ 1,197.88
HEAVY EQUIP. OPERATO - HIGHW	\$ 60,486.40	\$ 61,091.26	\$ 62,313.09	\$ 604.86	\$ 1,221.83
CRIME ANALYST	\$ 53,913.60	\$ 54,452.74	\$ 55,541.79	\$ 539.14	\$ 1,089.05
REV COLLECTION ANALYST 2	\$ 35,750.00	\$ 36,107.50	\$ 36,829.65	\$ 357.50	\$ 722.15
SECRETARY/TAX COLLECTOR	\$ 47,174.40	\$ 47,646.14	\$ 48,599.07	\$ 471.74	\$ 952.92
ADMIN ASSIST. POLIE DEPT	\$ 64,937.60	\$ 65,586.98	\$ 66,898.72	\$ 649.38	\$ 1,311.74
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
ACCOUNTS CLERK FINANCE BENE	\$ 50,905.40	\$ 51,414.45	\$ 52,442.74	\$ 509.05	\$ 1,028.29
ADM. SEC./PLANNING	\$ 45,973.20	\$ 46,432.93	\$ 47,361.59	\$ 459.73	\$ 928.66
HEAVY EQUIP. OPERATO - HIGHW	\$ 60,486.40	\$ 61,091.26	\$ 62,313.09	\$ 604.86	\$ 1,221.83
REC COLLECTION ANALYST 1	\$ 56,820.40	\$ 57,388.60	\$ 58,536.38	\$ 568.20	\$ 1,147.77
BLDG.MAINT.WKR.--P.W.	\$ 53,060.80	\$ 53,591.41	\$ 54,663.24	\$ 530.61	\$ 1,071.83

WAGE IMPACT

Job Description	FY21	FY22	FY23	FY22 Impact	FY23 Impact
HEAVY EQUIP. OPERATO - HIGHW	\$ 60,486.40	\$ 61,091.26	\$ 62,313.09	\$ 604.86	\$ 1,221.83
LANDFILL ATTENDANT	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
LEAD CRIME ANALYST	\$ 64,937.60	\$ 65,586.98	\$ 66,898.72	\$ 649.38	\$ 1,311.74
LEGAL SECT. CITY CLERK	\$ 53,162.20	\$ 53,693.82	\$ 54,767.70	\$ 531.62	\$ 1,073.88
ADMIN.AST/PAYROLL PW	\$ 56,820.40	\$ 57,388.60	\$ 58,536.38	\$ 568.20	\$ 1,147.77
SENIOR REVENUE COLL.TAX	\$ 47,174.40	\$ 47,646.14	\$ 48,599.07	\$ 471.74	\$ 952.92
DRIVER -- HIGHWAY	\$ 51,355.20	\$ 51,868.75	\$ 52,906.13	\$ 513.55	\$ 1,037.38
ELECTRIC INSTRUMENT SPEC	\$ 76,148.80	\$ 76,910.29	\$ 78,448.49	\$ 761.49	\$ 1,538.21
SENIOR REVENUE COLL.TAX	\$ 47,174.40	\$ 47,646.14	\$ 48,599.07	\$ 471.74	\$ 952.92
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
MECHANIC	\$ 59,300.80	\$ 59,893.81	\$ 61,091.68	\$ 593.01	\$ 1,197.88
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
STAFF ACCOUNTANT	\$ 71,489.60	\$ 72,204.50	\$ 73,648.59	\$ 714.90	\$ 1,444.09
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
ASSISTANT TO THE ASSESSOR	\$ 59,714.20	\$ 60,311.34	\$ 61,517.57	\$ 597.14	\$ 1,206.23
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
UTILITY PERSON	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
LEADPERSON/MECH.	\$ 60,486.40	\$ 61,091.26	\$ 62,313.09	\$ 604.86	\$ 1,221.83
UTILITY PERSON -- P.D.	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
DRIVER -- HIGHWAY	\$ 51,355.20	\$ 51,868.75	\$ 52,906.13	\$ 513.55	\$ 1,037.38
MECHANIC	\$ 59,300.80	\$ 59,893.81	\$ 61,091.68	\$ 593.01	\$ 1,197.88
LEGAL SECRETARY	\$ 56,820.40	\$ 57,388.60	\$ 58,536.38	\$ 568.20	\$ 1,147.77
ADM. SEC. / P.D.	\$ 52,540.80	\$ 53,066.21	\$ 54,127.53	\$ 525.41	\$ 1,061.32
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
LABORER-PARK MAINT.	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
IT LEAD OPERATOER	\$ 64,937.60	\$ 65,586.98	\$ 66,898.72	\$ 649.38	\$ 1,311.74
ADMIN.AST/PAYROLL PW	\$ 55,400.80	\$ 55,954.81	\$ 57,073.90	\$ 554.01	\$ 1,119.10
DRIVER -- HIGHWAY	\$ 55,806.40	\$ 56,364.46	\$ 57,491.75	\$ 558.06	\$ 1,127.29
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
PARALEGAL	\$ 58,494.80	\$ 59,079.75	\$ 60,261.34	\$ 584.95	\$ 1,181.59
UTILITY PERSON -- P.D.	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
PUBLIC RELATION INFOR COORD.	\$ 59,714.20	\$ 60,311.34	\$ 61,517.57	\$ 597.14	\$ 1,206.23
VEH. MAINT. COORDINATOR	\$ 59,300.80	\$ 59,893.81	\$ 61,091.68	\$ 593.01	\$ 1,197.88
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
LABORER-PARK MAINT.	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
PERSONNEL OFFICE ASSISTANT	\$ 64,937.60	\$ 65,586.98	\$ 66,898.72	\$ 649.38	\$ 1,311.74
HEAVY EQUIP. OPERATO - HIGHW	\$ 60,486.40	\$ 61,091.26	\$ 62,313.09	\$ 604.86	\$ 1,221.83
HR / PAYROLL COORDINATOR	\$ -	\$ 68,858.77	\$ 70,235.95	\$ -	\$ 1,377.18
NETWORK TECH.	\$ -	\$ 55,000.00	\$ 56,100.00	\$ -	\$ 1,100.00
LABORER -- HIGHWAY	\$ 51,667.20	\$ 52,183.87	\$ 53,227.55	\$ 516.67	\$ 1,043.68
	\$ 5,346,829.80	\$ 5,524,156.87	\$ 5,634,640.01	\$ 53,468.30	\$ 110,483.14

HEALTHCARE ANALYSIS

Job Description	Coverage	FY21	CONTR		
		PREMIUMS	%	EE SHARE	CITY SHARE
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
ARREST RECORD CLERK	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
DRIVER -- HIGHWAY	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
UTILITY PERSON -- P.D.	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
TRAFFIC DIV. RECORDS CLERK	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
ADM.SEC. ELDERLY SEVICES	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
SECRETARY-PUBLIC WORKS	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
LABORER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
ACCT. PAYABLE CLERK	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
POWER MOWER OPERATOR	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
SENIOR REVENUE COLL.TAX	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
RECORD CLERK III -- P.D.	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
LABORER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
ASSESSMENT DATA ENTRY SPECIA	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
DRIVER -- HIGHWAY	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
POWER MOWER OPERATOR	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
ADMIN. ASSIST. PLANNING/ZONING	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
CHIEF ACCT/INT AUDITOR	None	\$ -	12%	\$ -	\$ -
PAYROLL ASSISTANT - FINANCE	None	\$ -	12%	\$ -	\$ -
POWER MOWER OPERATOR	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
BUDGET COORD./ACCOUNTANT	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
LABORER-PARK MAINT.	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
HEAVY EQUIP. OPERATO - HIGHWA	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
BLDG.MAINT.WKR.--P.W.	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
CITY COUNCIL OFF. ADM.	None	\$ -	12%	\$ -	\$ -
POWER MOWER OPERATOR	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
WELDER/MECHANIC	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
HEAVY EQUIP. OPERATOR	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
UTILITY WORKER - MAINT. P.W.	None	\$ -	12%	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
LABORER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
COMPUTER OPERATOR I -- P.D.	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
ADMINISTRATIVE ASSISANT II	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
DRIVER LABORER PARK MAINT	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
ASSESSMENT DATA ENTRY SPECIA	None	\$ -	12%	\$ -	\$ -
PRINTER	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
DRIVER -- HIGHWAY	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
ADMIN ASSIST. POLIE DEPT	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
MECHANIC	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
CRIME ANALYST	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
REV COLLECTION ANALYST 2	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
SECRETARY/TAX COLLECTOR	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
ADMIN ASSIST. POLIE DEPT	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
ACCOUNTS CLERK FINANCE BENEF	None	\$ -	12%	\$ -	\$ -
ADM. SEC./PLANNING	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33

HEALTHCARE ANALYSIS

Job Description	Coverage	FY21	CONTR		
		PREMIUMS	%	EE SHARE	CITY SHARE
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
REC COLLECTION ANALYST 1	None	\$ -	12%	\$ -	\$ -
BLDG.MAINT.WKR.--P.W.	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
LANDFILL ATTENDANT	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
LEAD CRIME ANALYST	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
LEGAL SECT. CITY CLERK	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
ADMIN.AST/PAYROLL PW	None	\$ -	12%	\$ -	\$ -
SENIOR REVENUE COLL.TAX	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
DRIVER -- HIGHWAY	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
ELECTRIC INSTRUMENT SPEC	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
SENIOR REVENUE COLL.TAX	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
MECHANIC	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
DRIVER -- HIGHWAY	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
STAFF ACCOUNTANT	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
DRIVER -- HIGHWAY	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
ASSISTANT TO THE ASSESSOR	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
LABORER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
LABORER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
UTILITY PERSON	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
DRIVER -- HIGHWAY	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
LEADPERSON/MECH.	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
UTILITY PERSON -- P.D.	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
DRIVER -- HIGHWAY	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
MECHANIC	None	\$ -	12%	\$ -	\$ -
LEGAL SECRETARY	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
ADM. SEC. / P.D.	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
DRIVER -- HIGHWAY	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
LABORER-PARK MAINT.	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
DRIVER -- HIGHWAY	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
IT LEAD OPERATOER	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
ADMIN.AST/PAYROLL PW	None	\$ -	12%	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
LABORER -- HIGHWAY	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
LABORER -- HIGHWAY	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
PARALEGAL	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
UTILITY PERSON -- P.D.	None	\$ -	12%	\$ -	\$ -
PUBLIC RELATION INFOR COORD.	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
VEH. MAINT. COORDINATOR	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
LABORER -- HIGHWAY	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
LABORER-PARK MAINT.	Single	\$ 11,910.60	12%	\$ 1,429.27	\$ 10,481.33
PERSONNEL OFFICE ASSISTANT	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 25,599.60	12%	\$ 3,071.95	\$ 22,527.65
HR / PAYROLL COORDINATOR	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
NETWORK TECH.	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
LABORER -- HIGHWAY	Family	\$ 31,303.32	12%	\$ 3,756.40	\$ 27,546.92
		<u>\$ 1,890,643.20</u>		<u>\$ 226,877.10</u>	<u>\$ 1,663,766.10</u>

HEALTHCARE ANALYSIS

Job Description	Coverage	FY22	CONTR	EE SHARE	CITY SHARE	FY22 Impact
		PREMIUMS	%			13% vs 12%
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
ARREST RECORD CLERK	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
DRIVER -- HIGHWAY	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
UTILITY PERSON -- P.D.	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
TRAFFIC DIV. RECORDS CLERK	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
ADM.SEC. ELDERLY SEVICES	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
SECRETARY-PUBLIC WORKS	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
LABORER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
ACCT. PAYABLE CLERK	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
POWER MOWER OPERATOR	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
SENIOR REVENUE COLL.TAX	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
RECORD CLERK III -- P.D.	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
LABORER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
ASSESSMENT DATA ENTRY SPECIA	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
DRIVER -- HIGHWAY	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
POWER MOWER OPERATOR	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
ADMIN. ASSIST. PLANNING/ZONING	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
CHIEF ACCT/INT AUDITOR	None	\$ -	13%	\$ -	\$ -	\$ -
PAYROLL ASSISTANT - FINANCE	None	\$ -	13%	\$ -	\$ -	\$ -
POWER MOWER OPERATOR	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
BUDGET COORD./ACCOUNTANT	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
LABORER-PARK MAINT.	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
HEAVY EQUIP. OPERATO - HIGHWA	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
BLDG.MAINT.WKR.--P.W.	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
CITY COUNCIL OFF. ADM.	None	\$ -	13%	\$ -	\$ -	\$ -
POWER MOWER OPERATOR	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
WELDER/MECHANIC	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
HEAVY EQUIP. OPERATOR	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
UTILITY WORKER - MAINT. P.W.	None	\$ -	13%	\$ -	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
LABORER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
COMPUTER OPERATOR I -- P.D.	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
ADMINISTRATIVE ASSISANT II	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
DRIVER LABORER PARK MAINT	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
ASSESSMENT DATA ENTRY SPECIA	None	\$ -	13%	\$ -	\$ -	\$ -
PRINTER	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
DRIVER -- HIGHWAY	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
ADMIN ASSIST. POLIE DEPT	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
MECHANIC	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
CRIME ANALYST	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
REV COLLECTION ANALYST 2	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
SECRETARY/TAX COLLECTOR	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
ADMIN ASSIST. POLIE DEPT	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
ACCOUNTS CLERK FINANCE BENEF	None	\$ -	13%	\$ -	\$ -	\$ -
ADM. SEC./PLANNING	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)

HEALTHCARE ANALYSIS

Job Description	Coverage	FY22	CONTR		FY22 Impact	
		PREMIUMS	%	EE SHARE	CITY SHARE	13% vs 12%
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
REC COLLECTION ANALYST 1	None	\$ -	13%	\$ -	\$ -	\$ -
BLDG.MAINT.WKR.--P.W.	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
LANDFILL ATTENDANT	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
LEAD CRIME ANALYST	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
LEGAL SECT. CITY CLERK	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
ADMIN.AST/PAYROLL PW	None	\$ -	13%	\$ -	\$ -	\$ -
SENIOR REVENUE COLL.TAX	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
DRIVER -- HIGHWAY	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
ELECTRIC INSTRUMENT SPEC	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
SENIOR REVENUE COLL.TAX	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
MECHANIC	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
DRIVER -- HIGHWAY	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
STAFF ACCOUNTANT	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
DRIVER -- HIGHWAY	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
ASSISTANT TO THE ASSESSOR	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
LABORER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
LABORER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
UTILITY PERSON	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
DRIVER -- HIGHWAY	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
LEADPERSON/MECH.	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
UTILITY PERSON -- P.D.	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
DRIVER -- HIGHWAY	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
MECHANIC	None	\$ -	13%	\$ -	\$ -	\$ -
LEGAL SECRETARY	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
ADM. SEC. / P.D.	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
DRIVER -- HIGHWAY	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
LABORER-PARK MAINT.	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
DRIVER -- HIGHWAY	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
IT LEAD OPERATOER	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
ADMIN.AST/PAYROLL PW	None	\$ -	13%	\$ -	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
LABORER -- HIGHWAY	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
LABORER -- HIGHWAY	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
PARALEGAL	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
UTILITY PERSON -- P.D.	None	\$ -	13%	\$ -	\$ -	\$ -
PUBLIC RELATION INFOR COORD.	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
VEH. MAINT. COORDINATOR	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
LABORER -- HIGHWAY	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
LABORER-PARK MAINT.	Single	\$ 12,744.34	13%	\$ 1,656.76	\$ 11,087.58	\$ (127.44)
PERSONNEL OFFICE ASSISTANT	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 27,391.57	13%	\$ 3,560.90	\$ 23,830.67	\$ (273.91)
HR / PAYROLL COORDINATOR	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
NETWORK TECH.	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
LABORER -- HIGHWAY	Family	\$ 33,494.55	13%	\$ 4,354.29	\$ 29,140.26	\$ (334.94)
		<u>\$ 2,022,988.04</u>		<u>\$ 262,988.15</u>	<u>\$ 1,759,999.89</u>	<u>\$ (20,229.47)</u>

7%

HEALTHCARE ANALYSIS

Job Description	Coverage	FY23	CONTR	EE SHARE	CITY SHARE	FY23 Impact
		PREMIUMS	%			14% vs 12%
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
ARREST RECORD CLERK	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
DRIVER -- HIGHWAY	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
UTILITY PERSON -- P.D.	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
TRAFFIC DIV. RECORDS CLERK	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
ADM.SEC. ELDERLY SEVICES	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
SECRETARY-PUBLIC WORKS	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
LABORER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
ACCT. PAYABLE CLERK	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
POWER MOWER OPERATOR	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
SENIOR REVENUE COLL.TAX	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
RECORD CLERK III -- P.D.	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
LABORER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
ASSESSMENT DATA ENTRY SPECIA	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
DRIVER -- HIGHWAY	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
POWER MOWER OPERATOR	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
ADMIN. ASSIST. PLANNING/ZONING	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
CHIEF ACCT/INT AUDITOR	None	\$ -	14%	\$ -	\$ -	\$ -
PAYROLL ASSISTANT - FINANCE	None	\$ -	14%	\$ -	\$ -	\$ -
POWER MOWER OPERATOR	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
BUDGET COORD./ACCOUNTANT	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
LABORER-PARK MAINT.	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
HEAVY EQUIP. OPERATO - HIGHWA	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
BLDG.MAINT.WKR.--P.W.	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
CITY COUNCIL OFF. ADM.	None	\$ -	14%	\$ -	\$ -	\$ -
POWER MOWER OPERATOR	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
WELDER/MECHANIC	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
HEAVY EQUIP. OPERATOR	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
UTILITY WORKER - MAINT. P.W.	None	\$ -	14%	\$ -	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
LABORER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
COMPUTER OPERATOR I -- P.D.	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
ADMINISTRATIVE ASSISANT II	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
DRIVER LABORER PARK MAINT	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
ASSESSMENT DATA ENTRY SPECIA	None	\$ -	14%	\$ -	\$ -	\$ -
PRINTER	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
DRIVER -- HIGHWAY	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
ADMIN ASSIST. POLIE DEPT	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
MECHANIC	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
CRIME ANALYST	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
REV COLLECTION ANALYST 2	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
SECRETARY/TAX COLLECTOR	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
ADMIN ASSIST. POLIE DEPT	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
ACCOUNTS CLERK FINANCE BENEF	None	\$ -	14%	\$ -	\$ -	\$ -
ADM. SEC./PLANNING	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)

HEALTHCARE ANALYSIS

Job Description	Coverage	FY23	CONTR		FY23 Impact	
		PREMIUMS	%	EE SHARE	CITY SHARE	14% vs 12%
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
REC COLLECTION ANALYST 1	None	\$ -	14%	\$ -	\$ -	\$ -
BLDG.MAINT.WKR.--P.W.	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
LANDFILL ATTENDANT	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
LEAD CRIME ANALYST	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
LEGAL SECT. CITY CLERK	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
ADMIN.AST/PAYROLL PW	None	\$ -	14%	\$ -	\$ -	\$ -
SENIOR REVENUE COLL.TAX	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
DRIVER -- HIGHWAY	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
ELECTRIC INSTRUMENT SPEC	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
SENIOR REVENUE COLL.TAX	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
MECHANIC	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
DRIVER -- HIGHWAY	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
STAFF ACCOUNTANT	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
DRIVER -- HIGHWAY	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
ASSISTANT TO THE ASSESSOR	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
LABORER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
LABORER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
UTILITY PERSON	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
DRIVER -- HIGHWAY	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
LEADPERSON/MECH.	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
UTILITY PERSON -- P.D.	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
DRIVER -- HIGHWAY	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
MECHANIC	None	\$ -	14%	\$ -	\$ -	\$ -
LEGAL SECRETARY	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
ADM. SEC. / P.D.	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
DRIVER -- HIGHWAY	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
LABORER-PARK MAINT.	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
DRIVER -- HIGHWAY	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
IT LEAD OPERATOER	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
ADMIN.AST/PAYROLL PW	None	\$ -	14%	\$ -	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
LABORER -- HIGHWAY	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
LABORER -- HIGHWAY	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
PARALEGAL	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
UTILITY PERSON -- P.D.	None	\$ -	14%	\$ -	\$ -	\$ -
PUBLIC RELATION INFOR COORD.	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
VEH. MAINT. COORDINATOR	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
LABORER -- HIGHWAY	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
LABORER-PARK MAINT.	Single	\$ 13,636.44	14%	\$ 1,909.10	\$ 11,727.34	\$ (272.73)
PERSONNEL OFFICE ASSISTANT	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 29,308.98	14%	\$ 4,103.26	\$ 25,205.72	\$ (586.18)
HR / PAYROLL COORDINATOR	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
NETWORK TECH.	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
LABORER -- HIGHWAY	Family	\$ 35,839.17	14%	\$ 5,017.48	\$ 30,821.69	\$ (716.78)
		<u>\$ 2,164,597.11</u>		<u>\$ 303,043.52</u>	<u>\$ 1,861,553.59</u>	<u>\$ (43,291.91)</u>

7%

HEALTHCARE ANALYSIS

Job Description	Coverage	FY24 CONTR		FY24 Impact		
		PREMIUMS	%	EE SHARE	CITY SHARE	14% vs 12%
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
ARREST RECORD CLERK	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
DRIVER -- HIGHWAY	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
UTILITY PERSON -- P.D.	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
TRAFFIC DIV. RECORDS CLERK	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
ADM.SEC. ELDERLY SEVICES	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
SECRETARY-PUBLIC WORKS	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
LABORER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
ACCT. PAYABLE CLERK	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
POWER MOWER OPERATOR	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
SENIOR REVENUE COLL.TAX	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
RECORD CLERK III -- P.D.	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
LABORER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
ASSESSMENT DATA ENTRY SPECIA	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
DRIVER -- HIGHWAY	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
POWER MOWER OPERATOR	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
ADMIN. ASSIST. PLANNING/ZONING	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
CHIEF ACCT/INT AUDITOR	None	\$ -	14%	\$ -	\$ -	\$ -
PAYROLL ASSISTANT - FINANCE	None	\$ -	14%	\$ -	\$ -	\$ -
POWER MOWER OPERATOR	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
BUDGET COORD./ACCOUNTANT	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
LABORER-PARK MAINT.	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
HEAVY EQUIP. OPERATO - HIGHWA	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
BLDG.MAINT.WKR.--P.W.	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
CITY COUNCIL OFF. ADM.	None	\$ -	14%	\$ -	\$ -	\$ -
POWER MOWER OPERATOR	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
WELDER/MECHANIC	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
HEAVY EQUIP. OPERATOR	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
UTILITY WORKER - MAINT. P.W.	None	\$ -	14%	\$ -	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
LABORER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
COMPUTER OPERATOR I -- P.D.	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
ADMINISTRATIVE ASSISANT II	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
DRIVER LABORER PARK MAINT	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
ASSESSMENT DATA ENTRY SPECIA	None	\$ -	14%	\$ -	\$ -	\$ -
PRINTER	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
DRIVER -- HIGHWAY	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
ADMIN ASSIST. POLIE DEPT	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
MECHANIC	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
CRIME ANALYST	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
REV COLLECTION ANALYST 2	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
SECRETARY/TAX COLLECTOR	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
ADMIN ASSIST. POLIE DEPT	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
ACCOUNTS CLERK FINANCE BENEF	None	\$ -	14%	\$ -	\$ -	\$ -
ADM. SEC./PLANNING	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)

HEALTHCARE ANALYSIS

Job Description	Coverage	FY24	CONTR		FY24 Impact	
		PREMIUMS	%	EE SHARE	CITY SHARE	14% vs 12%
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
REC COLLECTION ANALYST 1	None	\$ -	14%	\$ -	\$ -	\$ -
BLDG.MAINT.WKR.--P.W.	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
LANDFILL ATTENDANT	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
LEAD CRIME ANALYST	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
LEGAL SECT. CITY CLERK	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
ADMIN.AST/PAYROLL PW	None	\$ -	14%	\$ -	\$ -	\$ -
SENIOR REVENUE COLL.TAX	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
DRIVER -- HIGHWAY	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
ELECTRIC INSTRUMENT SPEC	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
SENIOR REVENUE COLL.TAX	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
MECHANIC	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
DRIVER -- HIGHWAY	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
STAFF ACCOUNTANT	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
DRIVER -- HIGHWAY	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
ASSISTANT TO THE ASSESSOR	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
LABORER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
LABORER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
UTILITY PERSON	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
DRIVER -- HIGHWAY	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
LEADPERSON/MECH.	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
UTILITY PERSON -- P.D.	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
DRIVER -- HIGHWAY	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
MECHANIC	None	\$ -	14%	\$ -	\$ -	\$ -
LEGAL SECRETARY	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
ADM. SEC. / P.D.	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
DRIVER -- HIGHWAY	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
LABORER-PARK MAINT.	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
DRIVER -- HIGHWAY	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
IT LEAD OPERATOER	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
ADMIN.AST/PAYROLL PW	None	\$ -	14%	\$ -	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
LABORER -- HIGHWAY	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
LABORER -- HIGHWAY	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
PARALEGAL	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
UTILITY PERSON -- P.D.	None	\$ -	14%	\$ -	\$ -	\$ -
PUBLIC RELATION INFOR COORD.	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
VEH. MAINT. COORDINATOR	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
LABORER -- HIGHWAY	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
LABORER-PARK MAINT.	Single	\$ 14,590.99	14%	\$ 2,042.74	\$ 12,548.25	\$ (291.82)
PERSONNEL OFFICE ASSISTANT	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 31,360.61	14%	\$ 4,390.49	\$ 26,970.12	\$ (627.22)
HR / PAYROLL COORDINATOR	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
NETWORK TECH.	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
LABORER -- HIGHWAY	Family	\$ 38,347.91	14%	\$ 5,368.71	\$ 32,979.20	\$ (766.96)
		<u>\$ 2,316,118.87</u>		<u>\$ 324,256.88</u>	<u>\$ 1,991,861.99</u>	<u>\$ (46,322.64)</u>

7%

HEALTHCARE ANALYSIS

Job Description	Coverage	FY25	CONTR	FY25 Impact		
		PREMIUMS	%	EE SHARE	CITY SHARE	14% vs 12%
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
ARREST RECORD CLERK	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
DRIVER -- HIGHWAY	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
UTILITY PERSON -- P.D.	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
TRAFFIC DIV. RECORDS CLERK	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
ADM.SEC. ELDERLY SEVICES	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
SECRETARY-PUBLIC WORKS	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
LABORER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
ACCT. PAYABLE CLERK	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
POWER MOWER OPERATOR	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
SENIOR REVENUE COLL.TAX	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
RECORD CLERK III -- P.D.	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
LABORER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
ASSESSMENT DATA ENTRY SPECIA	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
DRIVER -- HIGHWAY	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
POWER MOWER OPERATOR	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
ADMIN. ASSIST. PLANNING/ZONING	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
CHIEF ACCT/INT AUDITOR	None	\$ -	14%	\$ -	\$ -	\$ -
PAYROLL ASSISTANT - FINANCE	None	\$ -	14%	\$ -	\$ -	\$ -
POWER MOWER OPERATOR	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
BUDGET COORD./ACCOUNTANT	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
LABORER-PARK MAINT.	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
HEAVY EQUIP. OPERATO - HIGHWA	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
BLDG.MAINT.WKR.--P.W.	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
CITY COUNCIL OFF. ADM.	None	\$ -	14%	\$ -	\$ -	\$ -
POWER MOWER OPERATOR	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
WELDER/MECHANIC	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
HEAVY EQUIP. OPERATOR	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
UTILITY WORKER - MAINT. P.W.	None	\$ -	14%	\$ -	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
LABORER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
COMPUTER OPERATOR I -- P.D.	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
ADMINISTRATIVE ASSISANT II	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
DRIVER LABORER PARK MAINT	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
ASSESSMENT DATA ENTRY SPECIA	None	\$ -	14%	\$ -	\$ -	\$ -
PRINTER	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
DRIVER -- HIGHWAY	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
ADMIN ASSIST. POLIE DEPT	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
MECHANIC	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
CRIME ANALYST	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
REV COLLECTION ANALYST 2	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
SECRETARY/TAX COLLECTOR	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
ADMIN ASSIST. POLIE DEPT	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
ACCOUNTS CLERK FINANCE BENEF	None	\$ -	14%	\$ -	\$ -	\$ -
ADM. SEC./PLANNING	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)

HEALTHCARE ANALYSIS

Job Description	Coverage	FY25	CONTR		FY25 Impact	
		PREMIUMS	%	EE SHARE	CITY SHARE	14% vs 12%
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
REC COLLECTION ANALYST 1	None	\$ -	14%	\$ -	\$ -	\$ -
BLDG.MAINT.WKR.--P.W.	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
LANDFILL ATTENDANT	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
LEAD CRIME ANALYST	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
LEGAL SECT. CITY CLERK	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
ADMIN.AST/PAYROLL PW	None	\$ -	14%	\$ -	\$ -	\$ -
SENIOR REVENUE COLL.TAX	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
DRIVER -- HIGHWAY	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
ELECTRIC INSTRUMENT SPEC	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
SENIOR REVENUE COLL.TAX	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
MECHANIC	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
DRIVER -- HIGHWAY	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
STAFF ACCOUNTANT	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
DRIVER -- HIGHWAY	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
ASSISTANT TO THE ASSESSOR	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
LABORER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
LABORER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
UTILITY PERSON	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
DRIVER -- HIGHWAY	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
LEADPERSON/MECH.	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
UTILITY PERSON -- P.D.	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
DRIVER -- HIGHWAY	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
MECHANIC	None	\$ -	14%	\$ -	\$ -	\$ -
LEGAL SECRETARY	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
ADM. SEC. / P.D.	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
DRIVER -- HIGHWAY	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
LABORER-PARK MAINT.	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
DRIVER -- HIGHWAY	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
IT LEAD OPERATOER	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
ADMIN.AST/PAYROLL PW	None	\$ -	14%	\$ -	\$ -	\$ -
DRIVER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
LABORER -- HIGHWAY	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
LABORER -- HIGHWAY	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
PARALEGAL	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
UTILITY PERSON -- P.D.	None	\$ -	14%	\$ -	\$ -	\$ -
PUBLIC RELATION INFOR COORD.	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
VEH. MAINT. COORDINATOR	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
LABORER -- HIGHWAY	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
LABORER-PARK MAINT.	Single	\$ 15,612.36	14%	\$ 2,185.73	\$ 13,426.63	\$ (312.25)
PERSONNEL OFFICE ASSISTANT	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
HEAVY EQUIP. OPERATO - HIGHWA	Couple	\$ 33,555.85	14%	\$ 4,697.82	\$ 28,858.03	\$ (671.12)
HR / PAYROLL COORDINATOR	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
NETWORK TECH.	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
LABORER -- HIGHWAY	Family	\$ 41,032.26	14%	\$ 5,744.52	\$ 35,287.74	\$ (820.65)
		<u>\$ 2,478,247.05</u>		<u>\$ 346,954.69</u>	<u>\$ 2,131,292.36</u>	<u>\$ (49,565.24)</u>

7%

**WEST HAVEN CITY EMPLOYEES LOCAL 681,
COUNCIL 4, AMERICAN FEDERATION OF STATE,
COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO**

-and-

THE CITY OF WEST HAVEN

Tentative Agreement

Off The Record Until Approved By Mayor Rossi

For The Union
Eric Peterson


Date: _____

*See 53 No 25
9/1/2020*



For The City
Beth Sabo

Date: 1/8/2020


**Lee Kennedy Tiernan
Commissioner of Superior Court
State of Connecticut**

1/8/2020

CONTENTS

<u>ARTICLE</u>	<u>Page Number</u>
ARTICLE I - RECOGNITION	1
ARTICLE II - MANAGEMENT RIGHTS	2
ARTICLE III - NON-DISCRIMINATION	3
ARTICLE IV - DUES CHECK OFF	3
ARTICLE V - SENIORITY	3
ARTICLE VI - PROBATIONARY EMPLOYEE.....	5
ARTICLE VII - BENEFITS	5
ARTICLE VIII - HOURS OF WORK.....	11
ARTICLE IX - OVERTIME.....	12
ARTICLE X - CALL-IN.....	13
ARTICLE XI - SHIFT PREMIUMS	15
ARTICLE XII - PENSION PLAN.....	15
ARTICLE XIII - WAGES	16
ARTICLE XIV - JOB CLASSIFICATIONS.....	16
ARTICLE XV - HOLIDAY PAY	17
ARTICLE XVI - VACATIONS	18
ARTICLE XVII - SICK PAY	19
ARTICLE XVIII - SPECIAL LEAVE AND DEATH	21
ARTICLE XIX - RETIREMENT	21
ARTICLE XX - LEAVE OF ABSENCE	23
ARTICLE XXI - JURY DUTY	24
ARTICLE XXII- PAY FOR MILITARY TRAINING	24
ARTICLE XXIII - GRIEVANCE PROCEDURES.....	24
ARTICLE XXIV - SAFETY AND HEALTH.....	26

ARTICLE XXV - REST PERIODS	26
ARTICLE XXVI - PRIOR PRACTICES	27
ARTICLE XXVII - UNION ACTIVITIES	27
ARTICLE XXVIII - NO STRIKE OR LOCKOUT	27
ARTICLE XXIX - SUPERSENIORITY	28
ARTICLE XXX - JOB POSTING.....	28
ARTICLE XXXI - RINGING IN AND OUT	29
ARTICLE XXXII - COMPENSATION PAYMENT	29
ARTICLE XXXIII - TOOL/CLOTHING ALLOWANCES.....	29
ARTICLE XXXIV- EDUCATION ASSISTANCE.....	30
ARTICLE XXXV - SAVINGS CLAUSE.....	30
ARTICLE XXXVI- DURATION.....	31
ARTICLE XXXVII - MISCELLANEOUS.....	31
SIGNATURE PAGE.....	32
APPENDIX A - MEMORANDUM OF AGREEMENT.....	33
(SEASONAL EMPLOYEES)	
APPENDIX B – RETURN TO WORK PROGRAM.....	34
APPENDIX C - DRESS CODE POLICY.....	40
APPENDIX D – WAGE SCHEDULES	41
APPENDIX E – MEDICAL PLAN SUMMARY	42

Tentative Agreement

Modify based upon final agreement.

A G R E E M E N T

CITY OF WEST HAVEN

-and-

WEST HAVEN CITY EMPLOYEES
LOCAL 681, COUNCIL 4, AMERICAN FEDERATION OF
STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO

INTRODUCTION

The contract contained herein was mutually agreed upon to affect a harmonious relationship between the Union and Management resulting in practical approaches to efficient City government.

ARTICLE I
RECOGNITION

Tentative Agreement

1.1 The City recognizes that the Union is the sole and exclusive bargaining agent for all members in the bargaining unit **and all permanent employees of any department represented by the bargaining unit**, excluding Supervisors, temporary or seasonal help or elected officials for the purpose of negotiating rates of pay, hours of employment and all other conditions of employment. Not included in this recognition is the Mayor's Office.

Tentative Agreement

1.2 ~~All eligible, permanent employees of any department in the bargaining unit that has a majority of Union members shall, as a condition of further employment, become and remain a member in good standing of the Union for the duration of this Agreement or any extension thereof, or pay an agency fee.~~

1.3 Representation by the Union shall not extend to employees who are elected, or employees who have the authority to hire, fire, or effectively recommend same, or are considered supervisory employees, as well as engineers or professional employees except as provided by law.

ARTICLE II MANAGEMENT RIGHTS

2.1 Except where such rights, powers and authority are specifically relinquished, abridged or otherwise limited by the provisions of this Agreement, the City has and will continue to retain, whether exercised or not, the sole and unquestioned responsibility and prerogative to manage the affairs of the City and direct the work force, including but not limited to the following:

- (a) To determine the care, maintenance and operation of City equipment and property.
- (b) To establish or continue policies, practices and procedures for the conduct of City business and, from time to time, to change or abolish such policies, practices or procedures.
- (c) To discontinue processes or operations or to discontinue their performance by employees.
- (d) To select and to determine the number of employees required to perform the City's operations.
- (e) To lay off, furlough or otherwise relieve employees from duty for lack of work or other legitimate reasons.
- (f) To prescribe and enforce reasonable work rules provided such rules are made known in a reasonable manner to the employees affected by them.
- (g) To create job descriptions and revise existing job descriptions as deemed necessary.
- (h) To establish contracts or subcontracts for the City's operations. The City shall have the right to subcontract any aspect of the City's operations. All work customarily performed by the bargaining unit shall continue to be so performed unless, in the sole judgment of the City, it can be done more economically, effectively or more expeditiously otherwise.
- (i) To transfer or reassign employees wherever the City's needs require, provided that the City shall give employees to be transferred or reassigned at least one (1) weeks notice, except in the case of an emergency. Such transfers or reassignments shall be made in a manner so that the employee(s) transferred or reassigned will not experience a reduction in their current regular hours and base wage.

- (j) To decide the staffing levels in all City operations, including but not limited to the number of employees assigned to City vehicles or work projects.
- (k) Take any action necessary in emergency situations regardless of prior commitments in order to carry out the responsibility of the City to the citizens of West Haven.

**ARTICLE III
NON-DISCRIMINATION**

Tentative Agreement

3.1 The provisions of this Agreement will apply to all employees in the Union without discrimination because of sex, sexual preference, marital status, race, creed, color, national origin, religious affiliation, political affiliation or disability except in the case of a bona fide occupational qualification. **A grievance alleging a violation of this Article which can be filed with the CHRO and/or the EEOC may be filed up to but not including arbitration.**

**ARTICLE IV
DUES CHECK OFF**

Tentative Agreement

4.1 The City agrees to deduct from the paycheck of each employee, provided a signed and authorized payroll deduction card has been submitted, spelling out the sum certified by the Secretary or other authorized official of the Union, Union dues. Deductions will be made from the payroll periodically as specified and total dues shall be electronically transferred to AFSCME Council 4. Deductions shall be made weekly, except where the employee is not on the payroll for that week. The City shall not be held liable for an employee's membership dues deduction if he/she is not on the payroll during the specified deduction week. ~~**This deduction agreement shall be for the duration of this contract and is non-cancelable.**~~

Tentative Agreement – Add Section 4.2

The Union agrees to indemnify and hold the City harmless against any and all claims, demands, suits or other forms of liability, including attorney's fees that shall, or may, arise out of, or by reason of, action taken by the City for the purpose of complying with the provisions of this Article.

**ARTICLE V
SENIORITY**

5.1 Seniority shall accrue through a length of continuous service and shall be established from the most recent date of hire.

5.2 A laid-off employee shall be recalled either by telephone or certified mail at the last known address on the City records. The affected employee must notify the proper authority of his/her acceptance or rejection of recall within seventy-two (72) hours after receiving the recall. If the employee being recalled is employed elsewhere and still desires to be recalled he/she shall be allowed to give his/her existing employer proper notice not to exceed two (2) weeks. The employee retains the right to reject recall if it does not fall within his/her classification or shift from which he/she was removed. Recall rights will cease at the expiration of twenty-four (24) months from the date of layoff.

5.3 There shall be in the event of layoffs, phasing out of jobs, abolishment of jobs, bargaining unit wide bumping privileges. All bumps must be to a lateral or lower classification.

5.4 When an employer is contemplating a reduction in work force through layoff, the employee affected shall receive two (2) weeks advance notice of such layoff or appropriate wage in lieu of.

5.5 An employee's seniority shall be broken for the following reasons:

- (a) Whenever the employee severs his/her employment.
- (b) Whenever the employee is discharged or released and the discharge or release is not reversed through the grievance procedure.
- (c) When an employee on layoff does not report back to work after recall within ten (10) working days, after his/her acceptance of recall.

Tentative Agreement

- (d) Whenever an employee is absent without prior permission for more than three (3) consecutive working days, or fails to notify the City within that period of time, **unless a reason is provided that is acceptable to the Mayor or his/her designee. The decision of the Mayor or his/her designee will not be made in an arbitrary and capricious manner.**
- (e) Whenever an employee fails to report to work within three (3) working days after the expiration date of leave of absence and/or whenever an employee on leave of absence because of non-occupational injury or illness (medical roll), fails to present valid proof when requested by the City. The City will send to the Union a copy of a letter which informs the employee of the date on which his/her seniority is broken.
- (f) Whenever an employee has been retired in conformity with the retirement plan.

- (g) Whenever an employee on leave of absence of non-occupational injury or illness (medical roll), leave of absence because of pregnancy (maternity leave), or personal leave of absence is found to be working elsewhere without permission of the City.

5.6 Effective July 1, 1986 any employee who leaves Local 681 for a position outside the bargaining unit and later returns shall lose all seniority rights for bidding and bumping purposes. This Section also refers to City employees who enter Local 681 for the first time.

ARTICLE VI PROBATIONARY EMPLOYEE

6.1 A new or rehired employee shall be on probation for sixty (60) days from the date of hire or rehire. Any absence of five (5) consecutive working days or more shall not be counted toward completion of the probationary period.

6.2 A probationary employee may be dismissed at the discretion of the city at any time during his/her probationary period.

6.3 Upon completion of his/her probationary period, a probationary employee shall become a permanent employee, and his/her City seniority shall be his/her most recent date of hire or rehire.

6.4 A new or rehired employee, excluding any employee on recall from layoff, shall not be eligible to bid on another position until such employee has twelve (12) months of service with the City.

ARTICLE VII BENEFITS

Tentative Agreement

7.1 ~~Effective July 1, 2013,~~ The City shall provide subject to premium cost sharing with the employee, the health benefit plans (Plan Summary attached as Appendix E) described below for eligible employees and, unless otherwise provided, for their eligible dependents (which shall include an eligible employee's spouse and unmarried dependents up to age 25 or 26 if mandated by governing legislation.).

~~Effective upon final ratification of this Agreement by both parties,~~ The employee's premium cost sharing shall be as follows:

~~Effective July 1, 2013, the employee's premium cost sharing shall be 10%.~~

~~Effective July 1, 2014, the employee's premium cost sharing shall be 11%.~~

~~Effective July 1, 2015, the employee's premium cost sharing shall be 12%.~~

Effective on July 1, 2020, the employee's premium cost sharing for the Connecticut Partnership Plan 2.0 shall be 12%.

Effective on July 1, 2021, the employee's premium cost sharing for the Connecticut Partnership Plan 2.0 shall be 13%.

Effective on July 1, 2022, the employee's premium cost sharing for the Connecticut Partnership Plan 2.0 shall be 14%.

*** If the City becomes self-insured in the future, the cost sharing percentage will be based upon allocation rates.**

~~The parties agree to reopen the contract to negotiate employee premium share, plan design and/or alternative medical plans, to be effective July 1, 2016.~~

All employee premium cost sharing following the implementation of this Agreement shall be under a Section 125 Premium Only Plan.

4. Effective January 1, 2020, the City shall provide eligible employees with the Connecticut Partnership Health Care Plan 2.0 (the "Plan"). If an employee (or spouse or dependent(s)) does not comply with the wellness provisions/requirements of the plan, known as the Health Enhancement Program ("HEP"), the employee will be responsible for penalties issued for noncompliance issued in accordance with the Plan.

~~a Blue Cross Century Preferred Point of Service Plan (Plan Summary attached as Appendix E). The Plan shall provide a network of participating providers and facilities which shall include Yale New Haven and St. Raphael's Hospital, subject to the following:~~

~~a. In-Network Benefit Copayments effective 7/1/13:~~

General Office Visit	\$25
Walk-in/Allergy Testing	\$35
Specialist	\$35
Inpatient per admission	\$500
Emergency Room	\$150

Out Patient _____ \$200
Urgent Care _____ \$75

b. ~~Combined In-Network and Out-of-Network Frequency Limits:~~

• ~~Home health/hospice: _____ 200 visits~~

e. ~~Out-of-Network Benefits (on a non-emergency basis) shall be subject to the following coinsurance and deductibles and shall be paid up to the limits of reasonable and customary charges (90th percentile):~~

• ~~Annual deductible: _____ \$300/\$600/\$900~~
• ~~Coinsurance rate: _____ 80/20%~~
• ~~Coinsurance maximum: _____
\$600/\$1200/\$1800~~

_____ covered
_____ expenses

• ~~Coinsurance cap: _____~~
• ~~Personal out-of-pocket
maximum for covered
services: _____ \$900/\$1800/\$2700~~

d. ~~The following Managed Care provisions shall be included:~~

~~Case management, pre-admission notification, managed mandatory second surgical opinion. Also, there shall be a \$500 penalty for each occurrence which does not comply with the Managed Care requirements.~~

e. ~~The Plan shall include in-network treatment for eligible employees and eligible dependents residing outside of Connecticut.~~

f. ~~The Plan shall include a Prescription Drug Plan with mandatory generic with a network of participating pharmacies and the following copayments shall be in effect 7/1/13:~~

Retail Generic (30 day supply) _____ \$5
Retail Brand (30 day supply) _____ \$20
Non-Listed Formulary) 30 day supply) _____ \$35

Mail Order 2x retail co-pay for 90-day supply

~~There shall be a \$1,500 per person annual maximum with excess services treated as out-of-network expenses~~

2. Dental benefits, comparable to the former Blue Cross Full Service Dental Plan with Riders A, B, C and D.
3. Vision care benefits for the employee only, comparable to those of the former Blue Cross Vision Care Rider.

7.2 A sixty thousand dollar (\$60,000) life insurance policy will cover all bargaining unit employees with the cost of the premiums assumed by the City. Any disqualifications from the insurance plan must be negotiated with the bargaining agent.

7.3 The longevity clause granted to all employees covered by the working agreement (who were employed prior to July 1, 2004) is as follows:

- (a) After the fifth year of employment has been reached and up through the ninth year of employment, each employee covered by this agreement will be granted seven hundred and ten (\$710) dollars per year.
- (b) After the tenth year of employment has been reached and up through the fourteenth year, each employee covered by this agreement will be granted a longevity payment of seven hundred and sixty (\$760) dollars per year.
- (c) After the fifteenth year of employment has been reached and through the nineteenth year, each employee covered by this agreement shall be granted a longevity payment of eight hundred and ten (\$810) dollars per year.
- (d) After twenty years of employment has been reached and through the twenty-fourth year, each employee covered by this agreement shall be granted a longevity payment of eight hundred and sixty (\$860) dollars per year.
- (e) After twenty-five years of employment has been reached and through the twenty-ninth year, each employee covered by this agreement shall be granted a longevity payment of nine hundred and ten (\$910) dollars per year.
- (f) After thirty years of service and all employment thereafter, each employee covered by this agreement shall be granted a longevity payment of nine hundred and sixty (\$960) dollars per year.

Effective July 1, 2006, the longevity clause granted to all employees covered by the working agreement (who were employed prior to July 1, 2004) shall be as follows:

- (a) After the fifth year of employment has been reached and up through the ninth year of employment, each employee covered by this agreement will be granted seven hundred and sixty (\$760) dollars per year.

- (b) After the tenth year of employment has been reached and up through the fourteenth year, each employee covered by this agreement will be granted a longevity payment of eight hundred and ten (\$810) dollars per year.
- (c) After the fifteenth year of employment has been reached and through the nineteenth year, each employee covered by this agreement shall be granted a longevity payment of eight hundred and sixty (\$860) dollars per year.
- (d) After twenty years of employment has been reached and through the twenty-fourth year, each employee covered by this agreement shall be granted a longevity payment of nine hundred and ten (\$910) dollars per year.
- (e) After twenty-five years of employment has been reached and through the twenty-ninth year, each employee covered by this agreement shall be granted a longevity payment of nine hundred and sixty (\$960) dollars per year.
- (f) After thirty years of service and all employment thereafter, each employee covered by this agreement shall be granted a longevity payment of one thousand and ten (\$1010) dollars per year.

All payments for the above longevity agreement clause shall be paid by separate check on the first payroll day during the month of December on all years during which the clause in this agreement remains in effect. In order to be eligible for the longevity payment in any year, an employee's anniversary date must be prior to December 31, of that year.

Only employees who were hired prior to July 1, 2004, shall receive longevity bonuses on an annual basis. Employees hired on or after July 1, 2004 shall not be eligible for longevity.

7.4 The City may change insurance carriers or self-insure for any of the insurance plans listed above or below provided that the replacement coverage and benefits are substantially equal to the current coverage and benefits. The City shall provide sixty (60) days advance notice to the Union and shall consult with the Union prior to implementing any change. While the City retains the right to change carriers in accordance with this section, such consultation may also include, if agreeable to both parties, discussions with any Labor Management Cost Containment Committee in which both parties are participating and are represented.

7.5 The City shall have the right to adopt health care cost containment measures and cost management techniques, including but not limited to:

- (a) mandatory second surgical opinions;
- (b) prior authorization for non-emergency or elective hospitalization, surgical procedure or extended hospital stay;

- (c) notification requirements for emergency treatment;
- (d) pre- and post-admission or treatment utilization review;
- (e) limitations on diagnostic testing;
- (f) limitations on mental and drug treatment;
- (g) reasonable penalties for non-compliance with any cost containment measures adopted.

The Union shall be given the opportunity to review and comment on any cost containment measures at least sixty (60) days prior to implementation. Such ability to review and comment on any cost containment measures may be provided, if both parties agree, to any labor-management health care cost containment committee in which both parties are participating and are represented.

Tentative Agreement

~~7.6 The Blue Care Plan or similar qualified plan shall only be offered to employees covered by this Agreement currently enrolled in Blue Care as an alternative to the Century Preferred Point of Service Plan. Any additional cost to the City for Blue Care over that payable for the Century Preferred Point of Service Plan shall be the obligation of the employee selecting Blue Care. Such additional cost, if any, shall be deducted from the pay, on a regular, periodic basis, of the employee making the election. Should the cost to the City for the Blue Care Plan increase during the term of this Agreement, the employee's contribution by payroll deduction, shall reflect such change in cost. There shall be a limited time period, based on the City's open enrollment period, during which coverage may be switched.~~

7.7 The City shall provide a payment for employees that waive such coverage, in the amount of \$4,000. Excluding bargaining unit employees who, as of January 1, 2011 receive a payment in lieu of health benefits, employees are not eligible to receive a payment in lieu of health benefits if they receive coverage as a spouse, partner, child, dependent or otherwise under any City or Board of Education health insurance plan.

7.8 Employees in the bargaining unit participating in a Flexible Spending Account ("FSA") provided by the City shall not be responsible for administrative costs associated with the FSA.

ARTICLE VIII HOURS OF WORK

8.1 Regular hours of employment for non-office employees and clerical employees assigned to the Police Department normally shall be forty hours (40) per week to the best of the City's ability divided equally over a five (5) consecutive working day period consisting of eight (8) hours per day, normally Monday through Friday.

Jobs of a seven-day nature shall be programmed for five (5) consecutive days.

Tentative Agreement

8.2 The working hours for office employees and allied services shall be normally thirty-five hours (35) per week equally distributed over five (5) working days with the normal workday commencing at 9:00 a.m. and ending at 5:00 p.m. **Flex-time shall be allowed by mutual agreement, in writing, between the Union and the Mayor or his/her designee; however, the flex-time can be revoked by either the Union or the Mayor or his/her designee at any time provided there is prior notice of thirty (30) calendar days.**

8.3 Starting and quitting times will be established by the department head, provided that employees shall receive, except in the case of an emergency, at least thirty (30) days notice of any change in their starting and quitting times.

8.4 The City, at its discretion, may establish summer hours and days of work for Park Maintenance, Public Works and Garage employees during the months of April through October. The City shall notify the Union and the affected employees of the summer schedule and the positions for which summer hours will apply not later than March 1. Within each affected job classification the employees shall have the opportunity to state their preferences as to the schedule they will work. Within each job classification, preference shall be given based on seniority, provided that the senior employee(s) have the qualifications to perform the work.

Tentative Agreement

8.5 In the event that the City seeks to designate an operation as a "seven-day operation" the City shall negotiate with the Union over the work schedules for such operations.

Within each ~~job classification~~ department/job classification for which a seven-day schedule is newly established, the employees shall have the opportunity to state their preferences as to the schedule they will work. Within each ~~job classification,~~ department/job classification preference shall be given based on seniority, provided that the senior employee(s) have the qualifications to perform the work.

8.6 In the event of an early closing when a skeleton crew must remain in an office, the supervisor shall first seek volunteers to staff the skeleton crew. If there are no volunteers and a skeleton crew is assigned, the supervisor shall assign the least senior employee(s) to staff the skeleton crew.

8.7 The work schedule for maintenance employees in the Police Department shall be Monday through Friday or Tuesday through Saturday (second shift only). Maintenance employees shall have the opportunity to state their preference as to the schedule they will work; however, preference shall be given based on seniority. The department head will determine the number of positions which will be assigned to each work schedule and shift.

8.8 The hours of work for the Administrative Assistant to the City Council Office will be twenty-five (25) hours per week. The employee holding the position as of July 1, 2010 shall also work an additional ten (10) hours per week in the Public Works Department.

ARTICLE IX OVERTIME

Tentative Agreement

9.1 All overtime records in each employee classification shall be maintained by a member of Local 681 to assure distribution of overtime to be issued as equally as possible.

The following procedure shall apply to distribution of overtime within a department.

- (a) ~~Within a department, if~~ **If** overtime is required within a **classification department/classification**, employees **qualified to perform the overtime work** within that **classification department/classification** will be offered the overtime first. If there are not sufficient employees in ~~the classification~~, the department/classification, ~~the work will offer the overtime be offered to those on members outside the department/classification at who are qualified and who are on the~~ overtime sign-up list. ~~An employee must be qualified to perform the overtime work available in order to be eligible for an overtime call from this list.~~ Qualified employees shall be called in rotation, starting with the most senior employee on the list. After the initial rotation through the list, then the qualified employee with the least overtime hours shall be called. If an employee is offered overtime and refuses, he/she shall be charged with the hours refused. **If the staffing level in a department increases by 15 percent over the staffing level in effect on July 1, 2018, overtime will again be offered by classification.**
- (b) **For the purposes of this Article, departments shall be recognized as follows:**
- **Highway and Parks**
 - **Building and Maintenance**

- Police Department
- Each individual City Hall Department

This departmental overtime list shall be established as follows: Once a year, bargaining unit employees who wish to volunteer for overtime within the department, in classifications other than their own, shall be given the opportunity to sign up for such overtime for the following fiscal year. An employee who signs up shall remain on the list for the year, except that the employee may remove his/her name from the list. An employee who removes his/her name from the list must remain off the list for a minimum of three (3) months. An employee whose circumstances have changed since the sign-up period may be added to the list upon approval of the Director of Personnel and Labor Relations; however, those who sign up late shall go to the bottom of the list. If an employee on the list refuses overtime on three (3) consecutive occasions, the employee will be removed from the list.

9.2 It must be understood that overtime be employed only on the strictest of emergency conditions and must be totally authorized by the Department Head.

Tentative Agreement

9.3 Overtime will be based on time and one half of the employee's personal rate and paid when employees are required to work in excess of forty (40) hours per week. ~~Sick days, Holidays, vacation days and personal days shall be considered hours worked for purposes of calculating overtime. Sick days shall not be considered hours worked for the purpose of calculating overtime. Sick days used before or after a weekend or holiday shall not be considered hours worked for overtime purposes.~~

9.4 When practical, other than emergencies, overtime assignments shall be made known at least four (4) hours in advance by the employee's Supervisor. Employees who are held over to complete a project commenced during their regular shift, contiguous with their regular shift, are not subject to the departmental overtime list.

9.5 Employees refusing overtime assignments shall be charged with hours worked on an overtime basis in computing the overtime records.

ARTICLE X CALL-IN

10.1 An employee called back to work after completing his/her normal day of work shall be granted a minimum of three (3) hours of work at the wage rates specified in this contract.

10.2 An employee summoned for emergency work who refuses to come in, shall be charged with the hours worked.

10.3 Repetitive refusal to report for general emergency assignments or general emergency overtime assignments without legitimate cause shall be subject to disciplinary action up to and including discharge.

10.4 Employees who are required by Management to be on stand-by call shall receive in addition to normal wages, twenty dollars (\$20.00) per night on weekdays and thirty dollars (\$30.00) per night on weekends and holidays.

10.5 Holders of commercial driver's licenses (CDLs) who drive for the City and are participants in the City's drug and alcohol testing program shall receive twenty-five (\$25.00) per weekday and thirty-five dollars (\$35.00) per weekend day for being on emergency standby when needed.

10.6 The following shall apply to distribution of overtime to bargaining unit employees outside of a department requiring overtime.

- (a) Once a year, bargaining unit employees who wish to volunteer for overtime, in a department(s) other than their own, shall be given the opportunity to sign up for such overtime for the following fiscal year. An employee who signs up shall remain on the list for the year, except that the employee may remove his/her name from the list. An employee who removes his/her name from the list must remain off the list for a minimum of three (3) months. An employee whose circumstances have changed since the sign-up period may be added to the list upon approval of the Director of Personnel and Labor Relations; however, those who sign up late shall go to the bottom of the list. If an employee on the list refuses overtime on three (3) consecutive occasions, the employee will be removed from the list.

When a department needs to go outside the department for overtime, it shall use this list. An employee must be qualified to perform the overtime work available in order to be eligible for an overtime call from this list. Qualified employees shall be called in rotation, beginning with the most senior employee on the list. After the initial rotation through the list, then the employee with the least overtime hours on the list shall be called. After the initial rotation through the list, the qualified employee with the least overtime hours shall be called. If an employee is offered overtime and refuses, he/she shall be charged with the hours refused.

- (b) There shall be a separate list established for employees who are qualified to perform dispatching duties in the Police Department. To be placed on the dispatching overtime list, an employee must become trained on his/her own time. Employees who perform dispatching duties must also pass a background check.

10.7 When four or more trucks are being used on the road in overtime on emergency call-ins only, a dispatcher will also be called in for the duration that the trucks are being used.

Tentative Agreement

10.8 An employee who is scheduled to work contiguous to his/her regularly scheduled workday will be compensated for actual time worked.

**ARTICLE XI
SHIFT PREMIUMS**

11.1 There shall be a shift differential of fifty-five cents (55¢) per hour for employees working the second shift normally 4:00 p.m. to 12:00 midnight. There shall be a shift differential of sixty cents (60¢) per hour for employees working the third shift, normally 12:00 midnight to 8:00 a.m.

**ARTICLE XII
CITY OF WEST HAVEN DEFINED CONTRIBUTION PLAN**

12.1 Each bargaining unit employee shall be offered the opportunity of belonging to the City of West Haven Defined Contribution Plan. Said plan shall not be changed or modified without the concurrence of the membership of Local #681. The Union shall have two (2) members on the Pension Committee, with only one member having the right to vote. There shall be bi-annual meetings.

12.2 Employer contributions shall be a minimum of five percent (5%); however, the Employer will match the employee's contribution up to eight percent (8%). Employee contribution shall be a minimum of two percent (2%) to a maximum of twenty-five percent (25%). (See below)

Employee Contributions (2% - 25%)	City Contribution
2 – 5%	5%
6%	6%
7%	7%
8% - 25%*	8%

To the extent permitted by law.

12.3 Employee contributions will be electronically transferred to the plan administrator weekly (every Friday of every week). The City's contribution to the plan administrator shall be weekly.

**ARTICLE XIII
WAGES**

Tentative Agreement

13.1 ~~Effective and retroactive to July 1, 2013, a two percent (2%) increase will be granted to all bargaining unit employees. There will be a wage freeze for fiscal years 2017-2018, 2018-2019, 2019-2020, 2020-2021.~~

Effective July 1, 2021, a one (1) percent (1.0%) increase will be granted to all bargaining unit employees.

Effective July 1, 2022, a two (2) percent (2.0%) increase will be granted to all bargaining unit employees.

~~13.5 The parties agree to reopen the contract to negotiate wage rates to be effective July 1, 2016.~~

13.2 All starting wage rates will be executed in accordance with the classification of the wages attached to this contract.

13.3 All employees shall progress one step on the anniversary date of their employment by the City. Normal progression through the wage steps will take place in a like manner until such time as the maximum step has been reached.

13.4 All pay changes by reason of an increase in pay steps shall become effective the week following the anniversary date.

13.5 If an employee works in a higher classification, he/she will be paid for all hours worked in said classification at the same step of the classification he/she is presently in.

**ARTICLE XIV
JOB CLASSIFICATIONS**

14.1 Job classifications and corresponding rates of pay are part of this contract. Any revisions suggested by management that will affect the job classifications or the pay rate for the same shall be made known to the Union, specifying the reason for the change.

**ARTICLE XV
HOLIDAY PAY**

15.1 Employees shall be paid for the following holidays, provided the employee is in compliance with the remaining sections of this article. The regular holiday pay rate will be the number of his/her normal daily hours worked times their personal rate.

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

15.2 An employee laid off shall receive payment only for the holiday that occurs following such date of layoff within the first week provided he/she has worked his/her last scheduled work day during the work week in which the holiday is observed unless failure to do so is for a justifiable cause.

15.3 An employee on leave of absence shall in no event be entitled to a paid holiday that falls within such a period of absence.

15.4 Except as herein provided to be entitled to holiday pay an employee shall work his/her scheduled regular work day prior to and his/her schedule regular work day following each such holiday, unless failure to do so is for a justifiable cause. Justifiable cause, as expressed herein, shall be for absence not within the employee's control such as circumstances arising out of a death in the immediate family, personal illness, serious illness in the immediate family, mandatory court appearances, floods, storms, fire or absence caused by the City. It shall be incumbent upon an absent employee under such circumstances to show reason of proof thereof is so requested by the City.

15.5 If a holiday falls on Sunday the following Monday shall be considered the holiday. If the holiday falls on Saturday, the holiday shall be observed on the preceding Friday.

15.6 If any emergency or regular work scheduled makes it necessary for an employee to work on a holiday, he/she shall be entitled to two and one half (2 ½) times the day's pay on top of his/her regular day's pay.

15.7 An extra holiday will be granted as an additional day of vacation to be taken either the day before or the day after the regular vacation whichever is agreed to by the Department Head.

15.8 If an employee is required to work on Sunday due to an emergency condition, he/she shall be entitled to a rate of double time.

ARTICLE XVI VACATIONS

16.1 An employee who completed six (6) months of service but less than one (1) year shall be entitled to a vacation, with pay, of one (1) week. Eligible employees shall be entitled to a vacation upon completion of service specified, but at the discretion of their immediate supervisor, based on seniority. In the event however, that an employee received one (1) week of vacation after his/her first six (6) months of service, he/she shall be entitled to only one (1) additional week of vacation on his/her first anniversary date.

16.2 Employees who have completed one (1) year of service shall be entitled to paid vacation of two (2) weeks annually.

16.3 Each employee upon completion of five (5) years of continuous service shall be eligible for three (3) weeks paid vacation.

16.4 Each employee upon completion of ten (10) years of continuous service shall be eligible for four (4) weeks paid vacation.

16.5 Effective July 1, 2000 employees who have completed fifteen (15) years of continuous service shall receive five (5) weeks paid vacation annually.

16.6 Employees shall not be called back to work while on vacation except for emergency conditions. If called back, the employee shall receive his/her regular vacation pay plus time and one-half for the hours worked.

16.7 There will be no City mass shutdown for a vacation period.

16.8 Vacation pay earned by the articles of this contract shall be paid in the event the employee's services are terminated.

Tentative Agreement

~~16.9 If an employee is working in a specified classification at the time of his/her vacation, but through necessity to the City, he/she is requested to change, he/she shall be entitled to vacation pay at the rate of the classification he/she carried when his/her vacation was originally scheduled.~~

16.10 Vacation must be taken during the year following the year in which they are earned.

16.11 An employee who does not use his/her annual vacation entitlement by his/her anniversary date may elect to receive one hundred (100%) percent payment for up to ten (10)

unused vacation days. An employee wishing to buy back vacation time must submit an application prior to his/her anniversary date to the Director of Personnel and Labor Relations.

ARTICLE XVII SICK PAY

17.1 Earned sick leave with pay shall be accumulated at the rate of one day per month.

Sick leave may be accumulated up to a maximum of one hundred twenty (120) days. Current employees having, as of July 1, 1993, sick leave accumulation in excess of ninety (90) days will also have a maximum accumulation of ninety (90) days; however, any employee having accumulated sick leave above the ninety (90) days as of such date shall have such excess sick leave, up to a maximum of sixty (60) days, placed, on a one-time basis, in a "sick leave reserve" in his/her name. The employee shall have access to any days in his/her sick leave reserve in the event that he/she has exhausted his/her accumulated sick time.

17.2 The City shall establish, provide and pay for a group long-term disability income program for employees from a company of the City's choosing, which policy shall commence benefits after ninety (90) days of illness or disability. The employee's request for a medical leave must be approved by the Director of Personnel. Such medical leave will run concurrently with the employee's FMLA leave. It shall contain the following provisions:

-Replacement wage of 66 2/3% of wages based on wage rate at onset of sickness or injury with a Social Security Disability offset.

-Benefit shall continue through age 65 if employee continues to meet the plan's eligibility criteria.

-New hires shall be eligible after fulfilling the waiting period required for enrollment in the City's medical program.

While an employee is receiving benefits under the long-term disability income program, the following shall apply:

a. Medical and dental benefits shall continue on the same basis as in effect prior to the start of the leave, for a maximum of eighteen (18) months. The employee shall pay any contributions toward such benefits as required by this Agreement.

b. The employee will not be eligible for holiday pay, vacation accrual, sick leave accrual or use of sick leave.

c. An employee who earned a longevity payment on his/her anniversary date but is on leave when the December longevity payments are issued shall receive the previously earned longevity payment upon return.

17.3 A medical certificate, acceptable to the department supervisor, shall be required for an employee on sick leave for five (5) or more consecutive workdays. Prior to returning to work, the employee shall also be required to submit a doctor's certificate, in a mutually acceptable format, verifying the employee's ability to return to work. Any employee on an extended sick leave will be required to submit periodic medical updates regarding his/her medical status. The employee will provide one week's advance notice prior to returning from short or long-term disability leave and present a physician's note releasing the employee to return.

As provided by the 1993 Federal Family & Medical Leave Act (FMLA) and pursuant to the City's FMLA policy, all eligible employees shall be entitled to take up to twelve (12) weeks of unpaid, job-protected leave during any twelve (12) month period for specified family and medical reasons.

Tentative Agreement

17.4 Supervisors have the right to and are encouraged to investigate employee absence to avoid abuse of the sick leave provision and to further prove authenticity of valid sick leave taken. **An employee suspected of sick leave abuse may be required to bring in a doctor's note supporting his/her absence from work.**

17.5 An employee that punches out sick at any time during his/her regular workday shall be charged for sick time for the balance of the day. The hours worked shall be paid from regular wages and shall not be charged against his/her sick leave.

17.6 Any employee covered by this Agreement who has a term of employment of seven (7) or more years with the City and leaves the employment of the City of West Haven as a result of layoff shall be reimbursed for one hundred percent (100%) of his/her unused sick leave, following the expiration of the recall period of twenty-four (24) months. In the event that the employee is recalled and is re-employed by the City or rejects a recall if it falls within his/her classification or shift from which he/she was removed, he/she will not be eligible for any reimbursement of his/her unused sick leave.

17.7 In order to be eligible for sick pay, an employee must call reporting his/her sickness prior to the start of his/her shift, except in the case of a medical emergency.

17.8 Sick leave can be used to care for a sick spouse or child, for a maximum of thirty (30) workdays in a contract year.

17.9 Any employee shall have the right to transfer a maximum of forty-five (45) days from his/her accumulated sick leave or vacation time to another employee, if the recipient employee is out due to a prolonged sickness or injury and has exhausted his/her accumulated sick leave and vacation time. "Prolonged sickness or injury" shall include cases of intermittent absence due to serious illness (e.g., cancer, AIDS, heart disease, pregnancy) provided the absence is authorized in writing by the attending physician. This article does not apply to employees who are terminating their employment with the City.

ARTICLE XVIII SPECIAL LEAVE AND DEATH

18.1 A five (5) day special leave with pay shall be granted for death in the immediate family (Father/ Stepfather/, Mother/Stepmother, Spouse, Children/Stepchildren, Brother and Sister). A three (3) day consecutive special (without a break for a weekend) leave with pay shall be granted for deaths of the following relatives: mother-in-law, father-in-law, brother-in-law, sister-in-law, Grandparents, Grandchildren, the employee's Aunts, Uncles, Nieces and Nephews, Grandparents-in-law and Aunts and Uncles-in-law.(example of 3 consecutive days off: Wednesday, Thursday and Friday or Monday, Tuesday and Wednesday. No splitting of consecutive days).

18.2 In the event of the death of a permanent employee, his/her dependent survivors or estate shall receive his/her normal weekly wage for one month following his/her last earned pay for four (4) consecutive weeks. If the employee has an accumulated sick leave totaling more than four (4) weeks pay the survivor or estate shall receive the balance of his/her accumulated sick leave and sick leave reserve in a lump sum. His/her survivors shall, in addition to the above, receive a lump sum payment for any earned vacation accumulated.

ARTICLE XIX RETIREMENT

19.1 Retired employees shall be compensated for vacation pay earned. The City however, retains the right to keep the employee on the payroll until said vacation time has been expended.

Tentative Agreement

19.2 Employees who retire, with a minimum of twenty (20) years of service shall receive one hundred (100%) percent of all accumulated sick leave, not including any days in his/her sick leave reserve, up to a maximum sick leave payment of ninety (90) days. In addition to this amount, such employees, retiring with a minimum of twenty (20) years of service, shall receive fifty (50%) percent of any days remaining in his/her sick leave reserve created in accordance with Section ~~18.1~~ 17.1 of this contract. All new hires after July 1, 2010 shall be paid 50% of accumulated sick time upon retirement only. **Employees hired after**

ratification and approval of this Agreement that expires on June 30, 2023, shall not receive payment for accumulated sick leave.

19.3 An employee retiring on or after the signing of the 2004 contract shall have the option of retiring:

- (a) after twenty (20) years of continuous service with the City at any age; or
- (b) after fifteen (15) years of continuous service with the City at age 55 or later; or
- (c) at age 65 with at least five (5) years of continuous service with the City.

Tentative Agreement

19.4 For any employee retiring under Section 19.3, the City shall provide and pay for the cost of medical benefits for the retired employee and his/her eligible dependents up to the time the retiree is eligible for Medicare benefits, subject to the retiree's premium contribution for single and/or spousal/dependent coverage. If the retired employee's spouse is under the eligible age for Medicare benefits when the retiree becomes eligible for Medicare benefits, the City will continue to provide medical benefits for the spouse until he/she is Medicare benefits eligible (but in no event for more than ten years after the retiree turns Medicare eligible) provided the retiree was married to that spouse at the time of retirement. In the event of death of the retired employee prior to Medicare eligible age, the City will continue to provide medical benefits for the retired employee's spouse until he/she reaches the eligible age for Medicare benefits and for the retired employee's dependents so long as they remain eligible. **Employees hired after ratification and approval of this Agreement that expires on June 30, 2023, will not be eligible to receive retiree medical benefits.**

19.5 A twenty-five thousand dollar (\$25,000) life insurance policy will be granted to those retiring after July 1, 2000.

Tentative Agreement

19.6 For employees who retire under Section 19.3 on or after signing of the 2004 contract, the City will pay for the Medicare B, after the retiree attains the age eligible for Medicare benefits, provided the retiree is eligible for Medicare. Medicare Part B effective January 1, 2012 shall be reimbursed for the retired employee at the standard Medicare premium rate without any income related adjustments. **This section shall not apply to employees hired after ratification and approval of this Agreement that expires on June 30, 2023.**

Tentative Agreement

19.7 An employee who retires under Section 19.3 shall receive the Blue Cross/Blue Shield 65 supplement policy (Plan F) or equivalent for the retiree and his/her spouse providing the retiree was married to that spouse at the time of retirement. Medicare shall be

the primary coverage for the retiree when the retiree becomes eligible for Medicare benefits. Employees who retire on or after January 1, 2012, shall pay the same percentage of the premium contribution toward the Medicare Supplement policy as active employees contribute for their medical plan, as same may be modified in the future for active employees through collective bargaining, but not to exceed \$1,000 per year for the retiree's coverage only or \$2,000 per year for the retiree plus spouse if both are covered. **This section shall not apply to employees hired after ratification and approval of this Agreement that expires on June 30, 2023.**

Tentative Agreement

19.8 Any employee who retires under Section 19.3 shall receive the same medical plan as active employees as same may be modified in the future for active employees through collective bargaining, until the employee becomes eligible for Medicare benefits. Any employee who retires on or after January 1, 2012, shall upon retirement pay the same percentage of premium contribution toward health and prescription insurance which is required of active employees as same may be modified in the future for active employees through collective bargaining, except employees who retire under Section 19.3 who are age 60 or above shall, until the employee becomes eligible for Medicare benefits, pay the same percentage of premium contribution which was in effect on the employee's date of retirement. Retirees may receive spousal or eligible dependent coverage provided the employee was married to the spouse at time of retirement. **If the City becomes self-insured in the future the percentage contribution toward health and prescription insurance, referenced above, will be based upon allocation rates. This section shall not apply to employees hired after ratification and approval of this Agreement that expires on June 30, 2023.**

ARTICLE XX LEAVE OF ABSENCE

20.1 A personal leave of absence of up to one (1) year duration may be granted by the Department Head if in the judgment of the Department Head the leave is meaningful and of legitimate purpose.

20.2 Personal leave of absence granted shall not be counted as accumulative service for seniority purposes.

20.3 The employee, upon return from Leave of Absence, shall regain the same status he/she maintained at the effective date of said leave of absence providing seniority rights remain the same.

20.4 All personal leave of absence when granted is done so without pay or benefits.

20.5 The maximum duration of any leave of absence, including but not limited to a personal leave of absence, sick leave and workers' compensation leaves, is one (1) year. An additional six (6) month extension may be granted upon the employee's request. Any request for a leave extension shall be submitted to the Director of Personnel. Failure to return at the expiration of a leave, without good cause, will be considered a resignation of employment.

20.6 Each employee in the bargaining unit shall receive three (3) days in hourly increments off per year with pay to conduct personal business. Such hours shall be credited to employees on July 1st of each year.

20.7 When taking a personal hours, the employee must give the City at least twenty-four (24) advance notice to his/her Supervisor when possible.

20.8 Maternity, family and medical leaves shall be granted as provided by the City's FMLA Policy, state and federal law.

ARTICLE XXI JURY DUTY

21.1 Employees will be paid for hours spent on jury duty less the amount earned while serving. It is the responsibility of the employee to document proof of jury duty tour. Any pay received for this duty will be deducted from the employee's City granted pay. The language in this section will also hold true for those employees that are subpoenaed witnesses and, in turn, will not cover those that become witnesses on a voluntary basis.

ARTICLE XXII PAY FOR MILITARY TRAINING

22.1 Pay will be granted for military training that encompasses the normal workweek or weeks of the employee. Any pay received for this duty will be deducted from the employee's City granted pay. Military training is defined as that covering any military reserve unit that has not been called to active duty.

ARTICLE XXIII GRIEVANCE PROCEDURES

23.1 In the event that any differences arise between the City and the Union or any employee concerning the interpretation, application or compliance with the provisions of this Agreement, such difference shall be deemed to be a grievance and shall be settled only in accordance with the grievance procedure as set forth herein. Written warnings shall be issued by the Supervisor to the affected employee on ordinary infraction of rules before suspensions or discharges are issued against an employee. A written warning shall be removed from the employees file after 18 months, if there are no further infractions, by

written notification to remove from the Union. Time extensions beyond those stipulated below may be arrived by mutual agreement of the parties concerned. An earnest effort will be made to settle such differences immediately through the following procedures:

Step 1 - Any employee(s) with a grievance shall present it in the first instance to their steward. The steward, with or without the employee(s) shall discuss the grievance with their supervisor. The supervisor shall, within two (2) days, give an answer to the verbal grievance. If the answer rendered by the supervisor is unsatisfactory, the grievance shall be reduced to writing. The written grievance shall state the nature of the grievance, the sections of the contract believed to have been violated and the relief sought. The supervisor shall answer the same in writing within five (5) working days.

Step 2 - If a satisfactory settlement is not reached at the first step, within ten (10) working days of the Step 1 answer, the Union President shall present the grievance for the second step hearing to the Labor Relations Director. Within a five (5) day period, a formal meeting covering the subject grievance will be scheduled. It will be the responsibility of the Labor Relations Director to submit an answer in written form within five (5) working days from the date of the meeting to the Union President.

Tentative Agreement

Step 3 - If a settlement of the grievance is not arrived at Step 2, the Union only, and not any individual employee, may, within fifteen (15) calendar days of receipt of the answer at Step 2, submit the matter to the Connecticut State Board of Mediation and Arbitration. The foregoing shall not stop the party desiring arbitration from stating a change in his/her position before the arbitration hearing, provided that a minimum of thirty (30) days written notice is given to the other party of such changes. The arbitration award shall be final and binding on both parties. **In the event there is an award of any back pay, any earnings by the employee during this period of unemployment (including any unemployment insurance) shall be offset and deducted from this award. Employees who have been discharged shall have the duty to seek work so as to mitigate the claims of back wages. The failure to do so shall be considered by the Board.**

23.2 It is to the mutual advantage of both the City and the Union that an amiable approach to the problem solving be in existence. The grievance procedures are intended to gain resolution to contract misinterpretation or remedial action for misunderstanding.

23.3 All grievances must be submitted to the City within ten (10) calendar days of the day they occur or notice of occurrence.

23.4 The City will pay for no more than four (4) Union members when used as a Grievance Committee during working hours.

**ARTICLE XXIV
SAFETY AND HEALTH**

24.1 The City will provide reasonable protection devices and other equipment deemed necessary to protect the employee from occupational injury and/or disease. An employee will use such devices and equipment.

24.2 Safety rules and regulations shall be established and administered by the City. Failure to follow these safety rules and regulations in compliance with the use of provided safety equipment may result in discharge of an employee.

24.3 All claims of unsafe and unhealthy situations that appear to be in violation of accepted safety practices as brought to light by City employees will be thoroughly investigated and documented.

24.4 It is the mutual responsibility of the City and the Union to give surveillance to our safety procedures that will permit maximum protection from injury and disease.

24.5 Continual violations of City rules and regulations that includes wearing apparel, etc., can lead to disciplinary action up to and including discharge.

24.6 (a) Employees who regularly drive City vehicles shall be subject to random testing for illegal drugs, controlled substances and alcohol. The procedures and training provisions of the City's "DOT Drug and Alcohol Testing Policy" shall apply to the testing of employees under this provision. The City has a zero tolerance policy as to abuse of drugs and alcohol.

(b) An employee who has completed his or her initial probationary period with the Town and has engaged in abuse and voluntarily requests treatment and rehabilitative assistance shall be given assistance under the Town's Employee Assistance Program. Access to this program shall be limited to one occasion without discipline, provided the employee does not volunteer for treatment once the employee is notified of a drug/alcohol test. Failure to comply with the terms of this program shall subject the employee to discipline.

(c) The employee shall use accumulated sick or vacation leave for the period of absence for the purpose of obtaining treatment. All treatment will be at the sole expense of the employee, to the extent not covered by the employee's health benefits plan.

**ARTICLE XXV
REST PERIODS**

25.1 Two (2) fifteen (15) minute rest periods will be permitted during each full shift. The rest period shall be scheduled when feasible and at the discretion of the Department Head.

The middle half of the morning shift and the middle half of the afternoon shift are considered normal rest break periods.

25.2 When a Driver, Mechanic, Laborer (or any derivative of a laborer) , Heavy Equipment Operator or Dispatcher is required to work, during snow and ice operations, or declared emergency, sixteen (16) continuous hours he/she shall be given eight (8) hours off with pay to be taken within sixty (60) calendar days at the discretion of the Superintendent or his/her designee with at least twenty-four (24) hours advance notice to and permission of his/her supervisor.

ARTICLE XXVI PRIOR PRACTICES

26.1 This Agreement is the entire Agreement between the parties. All matters subject to collective bargaining between the parties have been covered in this Agreement. All benefits which bargaining unit employees enjoy are expressly contained in this Agreement and any benefit or right not contained herein does not exist.

26.2 All side letters, memoranda of agreement, amendments and other written or oral agreements or assurances not expressly contained in this Agreement shall be invalid as of the effective date of this Agreement, except the Memorandum of Agreement set forth in Appendix A.

ARTICLE XXVII UNION ACTIVITIES

27.1 Union officers shall be permitted to attend official union conferences without loss of pay provided a minimum of forty-eight (48) hours' notice is given on official correspondence from the American Federation of State, County and Municipal Employees, Local 681, AFL-CIO, to the Office of the Director of Personnel and Labor Relations and the Department Head specifying the necessity for such officer's attendance at Official Union Conferences. A maximum of four (4) Union officers may be absent for this purpose on any day. A maximum of eighty (80) person days shall be allowed for the term of the contract. This account shall expire on the expiration date of the contract.

ARTICLE XXVIII NO STRIKE OR LOCKOUT

28.1 There shall be no strike, slow-down, suspension or stoppage of work in any department of the City's operation by either a single employee, a group of employees, or the entire collective bargaining unit which is sanctioned by the Union. Neither shall there be any lockout by the City in any part of its operations.

**ARTICLE XXIX
SUPERSENIORITY**

29.1 Officers and Stewards of the Union shall have super-seniority within their classifications in the event of layoff in any section or group or departments which they represent. Super-seniority will not prevail when circumstances beyond the control of the City affect individual departments causing work shut-downs of short duration.

29.2 The Union shall notify the City of the officers and stewards who are designated as having super seniority. In order to exercise super seniority in the event of a layoff, the officer or steward designated must have served in that capacity for a minimum of six (6) months. No change in the designation of those with super seniority may be made in response to a City notice of layoff or position elimination within the budget.

**ARTICLE XXX
JOB POSTING**

Tentative Agreement

30.1 When a job vacancy exists through normal circumstances or by a new job classification, said job must be posted for a five (5) day period. A listing of the bidders will be submitted to the Department Head for evaluation. Said evaluation will be in accordance with job descriptions. If two applicants are equally qualified to perform the duties of the job, preference shall be granted to the senior bargaining unit employee.

When an employee bids and is awarded a position of a higher classification, the employee shall be placed at the rate of pay, of his new classification, which is closest to the employee's rate of pay and which results in an increase. **However, if an employee has three (3) or more years of employment at the time (s)he is awarded a position of a higher classification, the employee will be placed at the same step (s)he is on at the time of promotion into the higher job classification.**

When an employee bids and is awarded a position of a lower classification, the employee shall be placed at the step closest to his/her rate of pay which, if possible, does not result in a decrease.

30.2 A probationary break-in period for a vacancy to be filled by promotion shall be fifteen (15) working days. During said probationary period, the employer can require or the employee can elect to return to his/her former position at his/her former rate of pay. The probationary break-in period may be extended by mutual agreement of the Union and the Director of Personnel and Labor Relations. The parties shall not unreasonably deny such extension.

30.3 Any employee that bids and is awarded a job will not be eligible to bid another job for four (4) months.

30.4 An employee who is out sick or on workers' compensation and bids a job must be able to return to work within five (5) working days from the date the job is awarded to him/her.

ARTICLE XXXI RINGING IN AND OUT

31.1 This Article is to purposely spell out the practices for ringing in and out. It is expected that each employee will ring in and out at designated times. Any pattern of deviation on the part of any individual can be subject to disciplinary action up to dismissal on severe occasions.

ARTICLE XXXII COMPENSATION PAYMENT

32.1 The City agrees to pay the employees on workers' compensation their base weekly salary for a period of four (4) weeks after the date of occupational injury. It must be understood by the Union that the employees benefiting by this clause shall turn over to the City any money received for this period of compensation benefits. The purpose of this clause is not intended to nor shall it inflate the employee's earnings during said compensation period.

32.2 Any employee injured or disabled as provided in this Article must use a health care provider in the City of West Haven workers' compensation preferred provider network, as such may be modified from time to time by the Plan Administrator.

32.3 Return to work program. See Appendix B.

ARTICLE XXXIII TOOL/CLOTHING ALLOWANCES

33.1 All mechanics assigned to the City garage will be granted four hundred dollars (\$400.00) tool allowance per year in a separate check and be accountable for expenditure of same to the Superintendent.

Tentative Agreement

33.2 All regularly assigned Public Works employees, except for the office support staff, administration and garage employees shall receive a one hundred and fifty dollar (\$150) per

fiscal year clothing allowance in a separate check and be accountable for the expenditure of same to the Superintendent. Beginning in fiscal year 2020--2021, all regularly assigned Public Works employees, except for the office support staff, administration and garage employees shall receive a one hundred and fifty dollar (\$150) credit per fiscal year at a clothing establishment designated by the City to purchase uniforms approved by the City.

33.3 All regularly assigned mechanics shall be outfitted with work uniforms, maintained and paid for by the City.

ARTICLE XXXIV EDUCATION ASSISTANCE

34.1 Eligibility. Applicants for educational assistance must have at least one (1) year of continuous service at the time of application.

- (a) All applications for educational assistance must be made to and approved by the Personnel Director prior to the time of registration; such approval shall not be unreasonably withheld. Applications not made in advance will be rejected.
- (b) Course work for which assistance is being requested must be job related, or it must be of such a nature as to improve the employee's promotional opportunities, or it must be a requirement of a college or university degree program which is related to the employee's development as a City employee.
- (c) Course work must be taken at an appropriately recognized and certified educational institution, Technical School or training center. No reimbursement is available under this policy for association meetings, conventions, institutional programs, or other similar forms of extracurricular programs.

34.2 Reimbursement. The City will reimburse employees for actual allowable expense incurred to a maximum of three thousand (\$3,000) dollars per fiscal year.

- (a) Allowable expenses include tuition, books, lab fees, registration and fees.
- (b) In order to be reimbursed, the employee must provide satisfactory evidence of completion of the course with a grade of "C" or higher for undergraduate school course or "B" or higher for graduate course or a marking equivalent, and proof of prior payment.

ARTICLE XXXV SAVINGS CLAUSE

35.1 It is the intention of the parties that this Agreement is in concert with all applicable law. Therefore, if any portion of this Agreement is found to be illegal, the remaining portions shall not be affected but shall remain in full force and effect.

**ARTICLE XXXVI
DURATION**

Tentative Agreement

36.1 This working Agreement **is effective upon execution and expires on June 30, 2023 covers a three (3) year period through June 30, 2017.**

36.2 This contract may be re-opened for purposes of implementing changes to the health benefits, including medical, dental and prescription, which may result in a cost savings/containment to the City and which do not change the current coverage, benefits and cost to the Employees. Before the contract may be re-opened, the parties agree to negotiate the issue of a re-opener to the point of impasse. Should the parties reach impasse, the City may claim the matter for arbitration.

**ARTICLE XXXVII
MISCELLANEOUS**

37.1 The parties agree to the implementation of a Dress Code Policy (Attached Appendix C); Family and Medical Leave Policy; and Computer, Internet & E-Mail Policy.

IN WITNESS WHEREOF, the parties have caused their names to be signed on this _____ day of November, 2014.

CITY OF WEST HAVEN

LOCAL 681, COUNCIL 4,
AFSCME, AFL-CIO

By _____

By _____

Mayor

Its President

By _____
Beth Sabo

By _____
Troy Raccuia

Director of Personnel and Labor Relations Staff Representative

By _____

By _____

By _____

By _____

By _____

By _____

By _____

APPENDIX A

AGREEMENT

The parties to this agreement dated July 1, 2004 are the City of West Haven (hereinafter "City") and AFSCME, Local 681 (hereinafter "Union"). Whereas the parties agree as follows:

Tentative Agreement

1. The City may use and employ seasonal employees to do Highway/Park Maintenance work, including the maintenance of all fields and parks, annually during the period between Easter Sunday and September 30. **If the City employs seasonal, temporary or part-time employees, their hours shall be the same as members working in the departments in which the seasonal, temporary or part-time employees are assigned. The City may use and employ seasonal employees at the beach bathhouse until October 31.**

2. The City may use and employ seasonal office support staff annually during the period between June and Labor Day.

Tentative Agreement

3. In the event that there are Union members on lay off with recall rights, the City agrees that it will not use temporary, part-time or seasonal employees to perform bargaining unit work unless the laid-off employees are recalled first in accordance with Article 5 of the contract. The laid off employee may reject recall as provided for in Section 5.2 of the contract.

~~Dates for seasonal employees shall be May 15th-September 1st, provided those dates shall not apply to limit the use of seasonal employees at the bathhouse.~~

4. If the City must use seasonal employees to do the work referenced above at any other time other than the period of time listed above, it shall negotiate said use with the Union.

5. Seasonal employees are to be used on seasonal basis only and not as part-time employees in the off season.

CITY OF WEST HAVEN

AFSCME, LOCAL 681

APPENDIX B
RETURN TO WORK PROGRAM

Back to Work Program

POLICY

Employees of the City of West Haven who are, or could be, on leave of absence from their duties as a result of a work-related illness or injury, may be eligible for the Return-to-Work Program upon written certification from a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are expected to last for more than 15 days.

A restriction identifies a physical condition which prevents an employee from performing the full scope of his/her job duties as outlined in their job description. There are two types of restrictions: temporary and permanent. Temporary restrictions are defined as those limitations placed on an injured employee by a physician which are of relatively short duration (i.e. the employee is expected to fully recover and to return to normal working conditions).

Permanent restrictions are defined as those limitations placed on an employee by a physician which are expected to be long term (more than 180 days) or from which recovery is not expected. Those employees who fall into this category are not eligible for participation in the Return-to-Work Program. They may elect to seek alternative employment, or file for a "reasonable accommodation" under the Americans with Disabilities Act.

When an employee is approved for participation in the Return-to-Work Program, primary consideration will be given to job placement within the employee's department and normal job duties. A secondary consideration will be alternative placement into another department or another assignment which is within the same bargaining unit. A critical consideration is to place the injured employee in a position to perform productive work that is useful to the City of West Haven and achievable within the restrictions placed on the employee. Alternative placement will not be used to avoid the filling of vacancies within the department in question.

An employee participating in the Return-to-Work Program is subject to all rules, regulations, contractual memoranda of understanding, standards, policies and procedures of the City of West Haven.

Each situation will stand on its own merits. An Employee Return-to-Work Form, completed by a physician, noting an employee's restrictions, will be evaluated by the Personnel Department in order to determine whether or not an employee is able to return to his/her assigned position. Personnel Department will then forward its recommendation with

appropriate documentation to the injured employee's department head for final determination.

If an employee is approved for the Return-to-Work Program, he/she shall be provided tasks which fall within the physical restrictions identified by the treating physician. In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the City of West Haven's other staff, or the injured employee.

Modified assignments for the following classes of workers shall include, but not be limited to any assignment that falls within the guidelines of the restriction set by the treating physician.

Return to Work Procedure

The City of West Haven has instituted a Return-to-Work Program applicable to full-time employees. Employees injured at work are brought to a medical care provider for initial treatment. If, after treatment, the employee is unable to return to work, the employee is referred for further treatment. The employee should receive a statement of any restrictions on duties and an expected return to work date from the medical care provider. The employee is required to provide this information to the City of West Haven as soon as possible.

If the expected absence from work is longer than three (3) days, the employee will be given a MODIFIED DUTY PACKAGE to bring to the medical care provider. If the employee is unable to visit his/her medical care provider, the City of West Haven will mail the MODIFIED DUTY PACKAGE to the medical care provider for the employee. The medical care provider will be requested to complete the evaluation contained in the MODIFIED DUTY PACKAGE, and return it to the City of West Haven within five (5) business days of receipt. The MODIFIED DUTY PACKAGE includes:

1. Doctor's Form - Modified Duty Evaluation
2. Current Job Description of Employees
3. List of Modified Duty Assignments that are available

The purpose of the MODIFIED DUTY PACKAGE is to furnish the medical care provider with information regarding the present duties of the employee and available modified duty tasks. The response of the medical care provider will be evaluated. If the care provider indicates that the employee is not able to return to his/her regular duties but is physically able to perform a modified duty assignment, then the employee will be required to report for modified duty. Modified duty assignments will, to the extent practical, be within the same department and be related to the type of work normally performed by the employee.

Upon receipt of notification from the medical care provider of the employee's ability to return to modified duty work, the Director of the Personnel Department will review the documentation and job availability within the organization. Personnel will then contact the

employee to inform him/her that he/she has been accepted into the Return-to-Work Program. Personnel will discuss a work schedule with the employee's supervisor.

The Director of Personnel and the supervisor will review the physical restrictions documented by the medical care provider and determine what job duties the employee can perform, as well as establish a work schedule and return to work date.

Modified duty status will be continually monitored by Nurse Case Managers. Employees will be assigned to the Return-to-Work Program until a physician provides a written release for the employee to return to work at his/her regular position. A maximum of 90 days in the Program is suggested, but duration may be increased to 180 days if physical restrictions dictate and a satisfactory job performance has been demonstrated. Under no circumstances should an employee's stay in the Return-to-Work Program exceed 180 days, since Return-to-Work programs are a temporary commendation and not a long-term solution to employee disability.

If the employee refuses to bring the MODIFIED DUTY PACKAGE to the medical care provider, or refuses to authorize the employer to mail it to the medical care provider, or refuses to report for a modified duty assignment, then the employee's workers' compensation records will be forwarded to the Workers' Compensation insurance provider for purpose of requesting an immediate hearing to review the situation.

Employees do not waive any rights to Workers' Compensation benefits by participating in the Return-to-Work Program.

Employees participating in the Return-to-Work Program will continue to be covered by the Workers' Compensation Act for all reasonable and necessary medical expenses and disability benefits related to the injury or illness.

PARK MAINTENANCE MODIFIED ASSIGNMENTS

1. Inventory tools, equipment, and parts.
2. Clean and polish vehicles.
3. Answer telephones.
4. Perform simple clerical tasks.
5. Perform miscellaneous painting.
6. Perform light carpentry work.
7. Perform litter collections in parks.
8. Trim brush at playgrounds.
9. Inspect playground equipment's for repairs.
10. Perform miscellaneous sweeping or hand raking.
11. Attend videotape safety or other training programs.
12. Drive pickup truck to pick up equipment, parts and supplies.
13. Cut grass using self-propelled walk behind or riding mower.
14. Perform light plumbing in parks buildings such as changing washers on sinks or replacing
15. Perform light electrical work such as changing light bulbs.

CUSTODIANS/MAINTENANCE WORKERS MODIFIED ASSIGNMENTS

1. Sweep floors.
2. Wash floors.
3. Vacuum rugs.
4. Empty wastebaskets.
5. Dust and clean furniture.
6. Clean bathrooms.
7. Pick up papers around buildings and dumpsters.
8. Wash and clean windows.
9. Paint walls using a roller or paint brush.
10. Perform minor plumbing such as, install faucet washers on sinks, install faucet stems, or install toilet flapper valves.
11. Perform light electrical work such as changing light bulbs, change switch plates and switches, change wall outlets, install smoke detectors, and batteries.
12. Drive pickup truck to get parts and supplies for other workers.
13. Cut grass using self-propelled walk behind or riding mower.
14. Inventory tools, equipment, parts and supplies.
15. Attend videotape safety training programs.

PUBLIC WORKS EMPLOYEES MODIFIED ASSIGNMENTS

1. Inventory tools, equipment, and parts.
2. Perform custodial duties at the town garage.
3. Clean and polish vehicles.
4. Inventory street and traffic control signs.
5. Answer telephones and dispatch radio messages.
6. Drive pick-ups trucks for parts runs.
7. Perform simple clerical tasks.
8. Survey City and list locations of potholes that require repair.
9. Survey City and inspect street signs, parking signs, etc. and make list for repair or replacement.
10. Perform miscellaneous painting
11. Perform light carpentry work.
12. Perform litter collections in parks, on streets and school grounds.
13. Trim brush at intersections.
14. Inspect catch basins.
15. Perform miscellaneous sweeping or hand raking.
16. Make signs.
17. Attend videotape safety or other training programs.


City of West Haven

APPENDIX C

Subject:

Dress Code Policy

Approval:


Nancy R. Rossi, Mayor

Effective:

August 1, 2005

Reaffirmed: 3/2/18

PURPOSE

To establish consistent and appropriate guidelines related to personal appearance and attire for City employees. This policy shall apply to all City employees.

POLICY

It shall be the responsibility of all employees to represent the City to the public in a manner suitable to a quality public service environment. Employees should always be well groomed and appropriately attired.

Dress attire should be conducive to a professional environment, maintain office decorum and enable the employee to interact with citizens, visitors and fellow employees in a professional manner. Dress attire should not be distracting or disrespectful of other employees, and should be consistent with the duties and assignments of each employee.

The following items are examples of the types of dress that do not meet our objective of presenting a professional image to the public:

- * Shorts of any kind, T-shirts (without collars), tights, sweat pants, jogging or warm up suits and other clothing more suitable for a gym, unless the type of dress is directly related to the employee's job assignment or a special event.
- * Torn, frayed, cut-off or ripped clothing or any description.
- * Denim jeans of any color (unless approved by the Department Head for a special event or assignment).
- * Boat shoes without socks, sneakers (unless medically required).
- * Articles with any writing which is derogatory, insulting, or otherwise disrespectful to members of our diverse work force.
- * Tank tops, tight, immodest or otherwise revealing clothing.

The employee's supervisor will discuss the subject of personal appearance with the employee if it is felt that correction is required. Anyone wearing the above clothing may be asked to return home and change. Repeated offenses will be subject to disciplinary actions.

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

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

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

APPENDIX E

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

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

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

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

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

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

Preferred and Non-Preferred Brand-Name Drugs

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

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

If You Choose a Brand Name When a Generic Is Available

Prescriptions will be automatically filled with a generic drug if one is available, unless your doctor completes Caremark’s Coverage Exception Request form and it is approved. (It is not enough for your doctor to note “dispense as written” on your prescription; a separate

form is required.) If you request a brand-name drug over a generic alternative without obtaining a coverage exception, you will pay the generic drug co-pay PLUS the difference in cost between the brand and generic drug.

Mandatory 90-day Supply for Maintenance Medications

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

- Receive your medication through the Caremark mail-order pharmacy, or
- Fill your medication at a pharmacy that participates in the State’s Maintenance Drug Network (see the list of participating pharmacies on the Comptroller’s website at www.osec.ct.gov).

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

Health Enhancement Program Requirements

You and your enrolled family members must get age-appropriate wellness exams, early diagnosis screenings (such as colorectal cancer screenings, Pap tests, mammograms, and vision exams). Here are the 2019 HEP Requirements:

PREVENTIVE SCREENINGS	AGE						
	0 - 5	6-17	18-24	25-29	30-39	40-49	50+
Preventive Visit	1 per year	1 Every other year	Every 3 years	Every 3 years	Every 3 years	Every 2 years	Every year
Vision Exam	N/A	N/A	Every 7 years	Every 7 years	Every 7 years	Every 4 years	50-64: Every 3 years 65+: Every 2 years
Dental Cleanings*	N/A	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year	At least 1 per year
Cholesterol Screening	N/A	N/A	Every 5 years (20+)	Every 5 years	Every 5 years	Every 5 years	Every 2 years
Breast Cancer Screening (Mammogram)	N/A	N/A	N/A	N/A	1 screening between age 35-39**	As recommended by physician	As recommended by physician
Cervical Cancer Screening (Pap Smear)	N/A	N/A	Every 3 years (21+)	Every 3 years	Every 3 years	Every 3 years	Every 3 years to age 65
Colorectal Cancer Screening	N/A	N/A	N/A	N/A	N/A	N/A	Colonoscopy every 10 years or Annual FIT/FOBT to age 75

*Dental cleanings are required for all members who are participating in the Partnership Plan

**Or as recommended by your physician



The Health Enhancement Program features an easy-to-use website to keep you up to date on your requirements.

Additional Requirements for Those With Certain Conditions

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

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

If You Do Not Comply with the requirements of HEP

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

WellSpark Health, formerly known as Care Management Solutions, is the administrator for the Health Enhancement Program (HEP). The HEP participant portal features tips and tools to help you manage your health and your HEP requirements. You can visit www.cthep.com to:

- View HEP preventive and chronic requirements and download HEP forms
- Check your HEP preventive and chronic compliance status
- Complete your chronic condition education and counseling compliance requirement
- Access a library of health information and articles
- Set and track personal health goals
- Exchange messages with HEP Nurse Case Managers and professionals

You can also call WellSpark Health to speak with a representative.

WellSpark Health

(877) 687-1448 Monday – Thursday, 8:00 a.m. – 6:00 p.m. Friday, 8:00 a.m. – 5:00 p.m.

Fire/EMS Departments: Expenditure Benchmarking

Overview:

The expenditures of the three fire districts serving the City of West Haven were compared to the expenditures of fire departments serving two other communities of comparable size. The purpose of the exercise was to determine whether total spending for Fire/EMS operations in West Haven is materially different than other communities of similar size, and if so, which expenditure categories account for significant differences.

The communities selected for comparison, East Hartford and Manchester, were selected, in part, because of their respective sizes. East Hartford, is reasonably comparable to West Haven in terms of both population and geographic size. Manchester is comparable in terms of population and with regard to providing Fire/EMS operations through a combination of a municipal department and an independent district. Moreover, OPM staff preparing the comparisons have experience in both communities.

City of West Haven Population: 54,918			Town of Manchester Population: 57,955		Town of East Hartford Population: 50,453
<i>First Tax District</i>	<i>West Shore Fire District</i>	<i>Allingtown Fire District</i>	<i>South Manch. Fire District</i>	<i>8th Utilities District</i>	
Independent District	Independent District	City Department	Town Department	Independent District	Town Department
Professional Firefighter	Professional Firefighter	Professional Firefighter	Professional Firefighter	Combination Professional and Volunteer	Professional Firefighter

Methodology:

FY 2021 budgeted expenditures are the basis of the comparison. The process consisted primarily of three steps:

1. Sorting detailed departmental expenditures into expenditures categories in a consistent manner across the three communities
2. Making adjustments as needed to ensure that all relevant expenditures were included in a consistent manner across the three communities (ex. adding employee benefits budgeted outside of department budget)
3. Review and discussion with the three West Haven Fire districts for feedback and clarification

Sorting

All departmental expenditures were sorted and grouped into the following categories:

Category	Includes
Salaries	FT and PT salaries, OT, Stipends, Degree/Education Pay, Holiday Pay, Longevity, Termination payouts, etc.
Employee and Retiree Benefits	Health insurance, life insurance, Social Security, Medicare, Retiree insurance, Pension, Deferred compensation match, contributions to unfunded liabilities
Other Insurances	Workers Compensation premium, Property, Liability,
Capital	Purchase of apparatus, major equipment, improvements to firehouses
Debt Service	Debt Service
All Other Oper. & Adm. Expenses	Training activities, SCBAs and turnout gear, medical and firefighting supplies, publications, apparatus repairs and maintenance, fuel, firehouse utilities and maintenance, PSAP/Dispatch services, E-911 system, reporting system, radios, water/hydrant service, legal, audit, and office expenses
Contingency	Contingency

Adjustments

The following adjustments were made to departmental budgets in order to ensure all relevant expenditures were included for comparison:

- Manchester, South Manchester Fire District: Added to salary expenses to reflect expenditure offset resulting from SAFER grant proceeds in FY 2021
- Manchester, 8th District: Added employee benefits expenses budgeted outside of Fire Department
- Manchester, 8th District: Added Mechanic and Fleet maintenance/repair expenses budgeted outside of Fire Department
- Manchester, 8th District: Added Fire Marshal expenses budgeted outside of Fire Department
- East Hartford: Added employee and retiree benefits budgeted outside of Fire Department
- East Hartford: Added Capital items budgeted outside of Fire Department
- East Hartford: Removed Emergency Management expenses; not included as part of West Haven or Manchester Fire/EMS budget
- East Hartford: Added Dispatch expenses budgeted outside of Fire Department

Additional Comparative Data:

In addition to the comparison of expenditures, several other comparative datapoints are provided as context. Additional comparisons include the following:

- Population
- Minimum Staffing Requirements
- Total funded positions
- Number of funded Firefighter positions
- Number of retirees
- Calls for Service

Table 1a. Expenditures by Category

Expenditure Category	City of West Haven				Town of Manchester			Town of East Hartford
	First District	West Shore	Allingtown	All-District	South Manch. Fire Dist.	8th District	Total Manchester	
Salaries	5,837,425	3,584,708	2,231,114	11,653,247	9,363,019	1,194,550	10,557,569	13,417,901
Employee and Retiree Benefits	7,441,919	5,534,074	4,881,431	17,857,424	4,831,890	389,906	5,221,796	9,019,833
Other Insurances	657,625	275,888	235,000	1,168,513	549,321	-	549,321	660,000
Capital	160,500	310,000	250,000	720,500	475,000	196,650	671,650	500,000
Debt Service	-	-	-	-	103,500	-	103,500	-
All Other Oper. & Adm. Expense	1,279,430	849,150	817,563	2,946,143	2,769,866	820,506	3,590,372	2,132,553
Contingency	30,000	-	190,000	220,000	20,000	-	20,000	-
Total Expenditures	15,406,899	10,553,820	8,605,108	34,565,827	18,112,596	2,601,612	20,714,209	25,730,287
Population				54,918			57,955	50,453
Per Capita Expenditures				629			357	510

Table 1b. Expenditures per Firefighter by Category

Expenditure Category	City of West Haven				Town of Manchester			Town of East Hartford
	First District	West Shore	Allingtown	All-District	South Manch. Fire Dist.	8th District	Total Manchester	
Salaries	121,613	112,022	111,556	116,532			130,340	115,672
Employee and Retiree Benefits	155,040	172,940	244,072	178,574			64,467	77,757
Other Insurances	13,701	8,622	11,750	11,685			6,782	5,690
Capital	3,344	9,688	12,500	7,205			8,292	4,310
Debt Service	-	-	-	-			1,278	-
All Other Oper. & Adm. Expense	26,655	26,536	40,878	29,461			44,326	18,384
Contingency	625	-	9,500	2,200			247	-
Total Expenditures	320,977	329,807	430,255	345,658	-	-	255,731	221,813

Table 1b divides total Fire related costs by the number of paid Firefighters. It is intended to provide an approximation of the total cost of deploying one Firefighter.

Table 2a. Employee and Retiree Benefits

Employee and Retiree Benefits	City of West Haven				Town of Manchester			Town of East Hartford
	First District	West Shore	Allingtown	All-District	South Manch. Fire Dist.	8th District	Total Manchester	
Health Insurance:								
Health Insurance - Active Employees	1,688,546	750,000	600,467	3,039,013	1,668,316	225,000	1,893,316	2,000,000
Health Insurance - Retirees	724,379	1,293,000	989,000	3,006,379	810,682	-	810,682	300,000
Health Insurance - OPEB Contribution	471,000	75,000	-	546,000	-	-	-	560,000
Total Health Insurance	2,883,925	2,118,000	1,589,467	6,591,392	2,478,998	225,000	2,703,998	2,860,000
Pension:								
Defined Benefit District Pension: Normal Cost	919,990	396,948	357,560	1,674,497	-	-	-	909,833
Defined Benefit District Pension: Past Service	3,082,010	2,471,903	2,862,636	8,416,550	-	-	-	5,000,000
MERS	422,031	480,000	-	902,031	2,072,072	-	2,072,072	-
Defined Contribution	14,439	1,223	-	15,662	27,178	89,820	116,998	-
Total Pension Related	4,438,470	3,350,074	3,220,196	11,008,740	2,099,250	89,820	2,189,070	5,909,833
Other Benefits	23,650	14,000	14,000	51,650	112,909	-	112,909	-
FICA	95,874	52,000	57,768	205,642	140,733	75,084	215,817	250,000
Total Employee and Retiree Benefits	7,441,919	5,534,074	4,881,431	17,857,424	4,831,890	389,904	5,221,794	9,019,833

Note:

Normal Cost vs Past Service cost based on following:

- Allingtown: ADEC calculation in actuary report
- West Shore and First District: Approximated based on CAFR Notes: Change in Pension Liability
- East Hartford: ADEC calculation in actuary report

Table 2b. Employee and Retiree Benefits per Firefighter

Employee and Retiree Benefits	City of West Haven				Town of Manchester			Town of East Hartford
	First District	West Shore	Allingtown	All-District	South Manch. Fire Dist.	8th District	Total Manchester	
Health Insurance:								
Health Insurance - Active Employees	35,178	23,438	30,023	30,390			23,374	17,241
Health Insurance - Retirees	15,091	40,406	49,450	30,064			10,008	2,586
Health Insurance - OPEB Contribution	9,813	2,344	-	5,460			-	4,828
Total Health Insurance	60,082	66,188	79,473	65,914			33,383	24,655
Pension:								
Defined Benefit District Pension: Normal Cost	19,166	12,405	17,878	16,745			-	7,843
Defined Benefit District Pension: Past Service	64,209	77,247	143,132	84,165			-	43,103
MERS	8,792	15,000	-	9,020			25,581	-
Defined Contribution	301	38	-	157			1,444	-
Total Pension Related	92,468	104,690	161,010	110,087			27,026	50,947
Other Benefits	493	438	700	517			1,394	-
FICA	1,997	1,625	2,888	2,056			2,664	2,155
Total Employee and Retiree Benefits	155,040	172,940	244,072	178,574			64,467	77,757

Table 3. Other Metrics

	City of West Haven				Town of Manchester			Town of East Hartford
	First District	West Shore	Allingtown	All-District	South Manch. Fire Dist.	8th District **	Total Manchester	Hartford
Total Population				54,918			57,955	50,453
Source: U.S. Census Bureau, 2018 American Community Survey, 5-Year Estimate								
Minimum Staffing Requirements	*	8	5		16	**		26
Sources: Collective bargaining agreements								
* 1st Dist. Local 1198 contract: Art. VII, Section 1. "...minimum manpower on each platoon shall be the same as the manpower assigned to each platoon..."								
** 8th District staffed primarily by volunteer Firefighters. Four paid Firefighters are on duty during weekdays during the day.								
Total Funded Positions	51	36	23	110	85	10	95	132
Paid Firefighters	48	32	20	100	76	5	81	116
Paid Firefighters Includes Captains, Lieutenants, Shift Commanders, Firefighters, Paramedics Does not include Chiefs, Asst. Chiefs, Administrative, Fire Marshals/Inspectors, Dispatch								
** 8th District staffed primarily by volunteer Firefighters. Four paid Firefighters are on duty during weekdays during the day.								
Number of Retirees	50	49	30	129	63	5	68	221

Table 4. Calls for Service

Calls for Service: 2019	City of West Haven				Town of Manchester			Town of East Hartford
	First District	West Shore	Allingtown	All-District	South Manch. Fire Dist.	8th District **	Total Manchester	
Fire	121	55	56	232	104	50	154	196
Pressure, Explosion, Overheat	2	1	2	5	12	2	14	6
EMS	4,262	1,628	1,312	7,202	6,758	1,617	8,375	5,942
Other Rescue	26	12	12	50	21	9	30	52
Hazardous Condition	118	58	54	230	307	143	450	334
Service Calls	642	387	285	1,314	335	210	545	513
Good Intent	506	247	135	888	665	149	814	254
Severe Weather/Nat. Disaster	4	0	0	4	21	4	25	1
Special Incident	4	0	1	5	1	0	1	6
Unknown Incident	0	0	0	0	0	0	0	0
False Calls	<u>433</u>	<u>200</u>	<u>313</u>	<u>946</u>	<u>517</u>	<u>257</u>	<u>774</u>	<u>700</u>
Total	6,118	2,588	2,170	10,876	8,741	2,441	11,182	8,004

Source: CT Fire Department Annual Reports - National Fire Incident Reporting System (NFIRS), Fire Data Reports and Incident Counts
<https://portal.ct.gov/DAS/OEDM/National-Fire-Incident-Reporting-System-Fire-Data-Reports-and-Incident-Counts/Documents>
 Figures include mutual aid calls

** SMFD responsible for all EMS calls in Manchester, including within 8th District

**CITY OF WEST HAVEN
FY18 - 19 Audit Issues**

ID #	Area	Condition	Remedy	Comments	Date Completed	Status
1	Education - Payables	During our testing, we noted that a significant number of invoices that were not properly recorded in the proper fiscal year.	The Board will follow the generally accepted accounting principles set forth by the auditor. Effective immediately, the Board has instituted a new systematic month end cut off procedure. This will require the AP staff to book accruals for any invoices that have not been received prior to the close. This will allow the Board to complete its Month End Budget to Actual reports in a timely fashion and provide the reports to the City for their review and to meet their reporting requirements.	All invoices have been recorded to the proper fiscal year.	06/30/2020	Closed
2	City - Payroll	Currently, the City employees that process payroll have the ability to change employee pay rates. These employees also have the ability to update/edit master files, deductions and are set up as payroll super users with no restrictions.	As of 9/1 an employee in the Personnel Department is responsible for changing rates when needed.	Further controls will be automatically implemented once ADP is in house.	09/01/2020	Closed
3	Education - Payroll	Currently, the Education Department payroll clerk that processes payroll has the ability to change employee pay rates. The employee also has the ability to update/edit employee master files, deductions and are set up as payroll super users with no restrictions.	The Board is awaiting the implementation of the of ADP as they were the company selected by the City from the Payroll RFP. This selection will clear this finding immediately. The Board has also recently hired a new payroll coordinator that will be trained accordingly. This person be taught all aspects of the new payroll system and will be shared with the city as a form of cross-training.	HR. Department enters all new employees, job changes, or salary changes into MUNIS and assigns proper salary step or change. Payroll department now only processes payroll.	07/01/2019	Closed
4	Bidding Documentation	<ul style="list-style-type: none"> • Bid documentation for certain projects could not be located. • Bid waivers approved by City Council were not obtained for emergency projects above the bid threshold. • Items purchased under State bid were not formally documented on the purchase order or voucher 	Finance Director to investigate which projects were missing and identify root cause of deficiency			Open
			Department heads have been notified to contact purchasing director prior to addressing any further issues that may be exposed.	Reminder emails were sent to Department Heads. Finance director will reinforce at the monthly department headed meeting		Open
			Department heads have been notified that all purchases made from the State Approved vendor list need to be properly documented.	Reminder emails were sent to Department Heads. Finance director will reinforce at the monthly department headed meeting		Open
5	City Clerk	Currently, there are no unique separate logins for each City Clerk Department employee. All employees process transactions using the same login.	After the November 2019 election the new City Clerk corrected the situation. Employees now use unique login IDs		12/01/2019	Closed
6	Tax Collector	Currently, voided transactions must be approved by a senior staff member, but there is no review and approval of a monthly void report by the Tax Collector to monitor compliance with the procedure.	New process implemented after the 6/30/19 audit and is now in place	In addition to the 2 signatures required at the window, when the drawers are taken off and counted by an Analyst if there is no second signature as is required by business practice on the Void, it is called to the attention of the Revenue and Asset Manager. Additionally, the attached report is reviewed and balanced with the daily cash report when the month is closed.	09/01/2020	Closed
7	Pension Plans	Currently, the Police Pension Plan and Allingtown Pension Plan investments are managed by separate investment advisors with separate investment strategies.	Corp Counsel is working on an RFP to consolidate investment management	The respective pension commissions will need to be on board prior to any combined management.		Open
8	Alternative Investments	Although the City has their investment manager monitor their pension investments, currently, there is no formal monitoring of the alternative investments by the City Finance Department and/or Pension Commission.	Corp Counsel is working on an RFP to consolidate investment management			Open
9	Account Reconciliation	Currently, the City's withholding liability accounts were not reconciled at year end.	Accounting will implement a process to reconcile the withholding liability accounts		09/01/2020	Closed

**CITY OF WEST HAVEN
FY18 - 19 Audit Issues**

ID #	Area	Condition	Remedy	Comments	Date Completed	Status
10	Allingtown FD - Personnel files	The City Personnel Department does not maintain adequate personnel files and salary related documentation of the Allingtown Fire Department employees.	AFD has agreed to making copies of the personnel files.	Outsourcing payroll and HR will result in electronic records that can be accessed by the City Personnel Dept.		Open
11	Allingtown FD - Capital Assets	Capital asset deletions should be identified and reported annually. We noted that the Allingtown Fire Department have not had any significant deletions over the past two fiscal years.	I will speak to AFD again. They were to complete a physical inventory last year.	AFD is preparing an inventory list for the FY20 audit		Open
12	Allingtown FD - Pension Fund	During the year, the Allingtown Fire Department withdrew monies from the pension fund and recorded the amount as miscellaneous revenue in the general ledger. The monies were then deposited into the pension fund and recorded as a contribution.	AFD was informed and has discontinued the process		09/01/2020	Closed
13	Education - Journal Entries	Currently, the Education Department journal entries are prepared by the Business Manager, recorded by another employee, and approved in the system by the Business Manager.	Education is revising their closing procedures in coordination with Item #1	All common journal entries are performed by a member of the Business Office and approved by the Business Manager. Any entry that needs advanced analysis will be done by the Business Manager and brought to the City Finance Director to be signed off on.	04/30/2020	Closed
14	Education - Student Activity Funds	Various student activity fund accounting records are maintained on a manual basis and are not under general ledger control.	The Board is awaiting a list of software that is used by the auditor's other clients. Once received, the Board will review and select a program. Staff will be trained and the program will be in use for the beginning of next school year (August 2020).	Software systems are still being researched. Staff training and implementation has been delayed due to the challenges of opening schools under the current climate.		Open
		Various student activity fund accounting records are maintained on a manual basis and are not under general ledger control.		Funds are being created within MUNIS to bring the accounting records under general ledger control.		
15	Education - Education Grants	We noted that in some instances certain education grants are overexpended during the year, but are adjusted to the correct balances after year end.	The Board's new systematic month end cut off procedures will extend to the Education Grants as well as the Operating Budget accounts. This procedure will ensure the proper monitoring and reporting of the general fund and grants.	All grant adjustments are made in concert with the BOE's month end close procedure.	04/30/2020	Closed

Updates:

- #7 Corporation Counsel has started putting together an RFP to consolidate investment management including, WHPD Pension, AFD Pension, OPEB Trust, 401k (if possible)
- #8
- #9 New Junior Financial Analyst has started reconciling withholding accounts. This process previously done annually will be built into the normal monthly closing process
- #11 Allingtown Fire is completing a physical inventory for the FY20 audit

ADP Implementation

Action Items Log - As of 9/9/2020

CoWH & ADP Workforce Now

Workstream	ID #	Title	Notes/Next Steps	Priority	Owner	Due Date	Complete Date	Status	Comments
Data Conversion	DT1	YTD Balance Source File	WH to send Copy of YTD Source File to ADP for Initial Review	Medium	Bob ?	7/31/2020	7/8/2020	Complete	Bob uploaded EE Accumulator Monthly_Active & Pension 061920.xlsx
HR	HR10	Benefit Plans	Send all Current Benefit Plan Info to Daniel (Matt will send Boe, Beth will send City).	High	Matt & Beth	8/7/2020		Behind Schedule	Matt has reached out to broker for further detail specific to BoE Plans. Daniel will reach out to Seth (Broker) as well to see if we can get more info to us. Daniel is already working with Seth on City and Seth is helping to broker with actual Carriers for further info.
HR	HR1	Source Data Issues to be Addressed	See Recap sent on 7/10. All EE's need supervisor "attached" to them for "reports to" Functions in ADP WFN. Per Erin - BoE, Mgr may or may not be same person who covers PTO approvals/Comp, etc.	High	Erin	9/23/2020		In Progress	As of 9/2 Mtg: Erin advises she is close to done on this effort for BoE. Beth advises she will address City side. Since this will stem from MUNIS, looking to have this complete by 9/23 - before we pull data for go-live/testing
HR	HR8	Review Duplicate Positions	West haven to review duplicate positions, file numbers, business units, etc.	High	Frank/Doug	9/23/2020		In Progress	Per Doug on 8/5, a pattern for some of the "Dupes" are EE's who work for both City and BoE. ADP has put together a report as of 8/26 that breaks out the EE's we see as having more than 3 instances. Will share with CoWH team
HR	HR5	Company Policies	West Haven has decided to utilize Company Policy features in WFN. Need organized files.	Medium	Lee	9/18/2020		In Progress	
HR	HR6	Licenses, Certs, etc.	City/Schools to provide list of Licenses/Certifications, Skills, Memberships	Low	Erin/Frank	9/18/2020		In Progress	Erin sent BoE items on 8/26. Still in need of City side.
HR	HR4	Mission Statement	Need mission statements for employee self-service. City already has this. Schools to research.	Low	Lee	9/18/2020		In Progress	We have BoE as of 7/29 - need City
HR	HR7	City Property	Someone will speak to Dave in IT to pull list of employee IDs and associated city/school property items	Low	Frank/Doug	9/18/2020		In Progress	Erin sent over list of Phones - working on Computers
HR	HR9	Review Standard Reports	West Haven to review standard reports guide and determine what currently in use reports will not be covered, and will need to be recreated in WFN.	Low	Frank/Doug	9/18/2020		In Progress	
HR	HR2	Send School Location Addresses	Need location table (codes and addresses) for schools	High	Erin	7/17/2020	7/15/2020	Complete	Erin sent today
HR	HR3	Create new under 51 file numbers	Two employees with file numbers under 51 will need new numbers.	High	Erin	7/27/2020		Complete	Erin advises will have complete by End of week (have to change in Legacy System 1st). Erin addressed on 7/23
HR	HR8	Logo	WH to send City Seal file.	Low	Frank	7/10/2020	7/8/2020	Complete	
HR	HR9	WC Codes Needed	Frank to provide WC codes for all jobs School and City	Medium	Frank	7/24/2020	7/21/2020	Complete	
Payroll	PR01	Fed ID Proof	Need Proof of Fed ID	Medium	Erin and Doug	7/17/2020	7/20/2020	Complete	941 works - anything with IRS letterhead
Payroll	PR03	Bank accounts for funding	Need a spec sheet or voided check for the accounts we will be debiting for various services. Decision needs to be made on what account to use for each service by COWH	Low	Erin and Doug	7/24/2020	7/20/2020	Complete	Bob just uploaded Bank info this a.m. (7/15) to LP. Sample Check as well. Likely complete
Payroll	PR04	Shift Differentials	BOE does not have Shift diffs in their union contracts. Need documentation from the City side for shift differentials.	Medium	Doug	7/24/2020	7/20/2020	Complete	Doug uploaded Xsheet on this to LP this a.m. (7/15) Lori (David) will review and advise.

ADP Implementation

Action Items Log - As of 9/9/2020

CoWH & ADP Workforce Now

Workstream	ID #	Title	Notes/Next Steps	Priority	Owner	Due Date	Complete Date	Status	Comments
Payroll	PR05	Analysis questions	There are a few yellow highlighted items on the payroll config workbook that was loaded to LP on 7-9-20. Need COWH team to review and respond. 7-27- Lori sent a meeting invitation for 8-3-20 to discuss- Lori 8-4- Meeting left some pending items. Added each as an action item below. Marking this complete	Medium	Erin and Doug	8/5/2020		Complete	Still need logic of BOE Union dues for 8507 8509 and 8511
Payroll	PR10	Upcoming Payroll Analysis Meetings	8-3 Leftover Pay code questions. 8-4 -Special Calculations, 8-11 Employee masterfile and conversion mapping.8-18- Last session will be 8/25, Standard reports	Medium	Lori, Erin, Doug	9/3/2020		Complete	One more meeting to discuss DIA
Payroll	PR20	Masterfile meeting take aways	Clarification on State marital status	Medium	Bob	8/28/2020		Complete	State will always be the same as Fed (for conversion)
Payroll	PR16	Logic of Employer H.S.A. calc	COWH and BOE to provide the frequency and amount of the annual and semi annual employer H.S.A. contribution.	Medium	Lori/Erin/Doug/Bob	8/28/2020		Complete	Per Mtg on 8/26: Fire Dept = 1 a yr in JUL, Other City entities, JUL & JAN. Matt would be able to provide more detail/Clarity.
Payroll	PR07	Analysis questions Pension	Doug and Bob to research and report on logic of Pension, Police Insurance, and Met life deductions	Medium	Doug/Bob	7/24/2020	7/20/2020	Complete	
Payroll	PR23	Fed Proof for retirement group	We never received Fed ID proof for the retirement company	High	Doug	8/28/2020		Complete	
Payroll	PR09	Employer Match calcs	Need logic of match for 401k	Medium	??	8/6/2020		Complete	Will discuss further on 8/4 Mtg as well
Payroll	PR12	Deduction frequency Validation	COWH team to validate the deduction frequencies in the config workbook	Medium	Lori/Erin/Doug/Bob	9/25/2020		In Progress	Doug Uploaded an Update of this to LP on 9/9
Payroll	PR11	Pay and Deduction code verification	COWH to validate the deduction and earnings codes in the workbook	High	Lori/Erin/Doug/BoE	8/14/2020		Complete	Need this in order to populate Launchpad
Payroll	PR08	Union Dues calcs	Erin and Lori to work on fleshing out the requirements for union dues. 7-23- Lori Reviewed contracts. No specifics about amounts. Per Erin, Matt will get back to me with Rates. 8-18- We resolved all but one deduction. Matt to research	High	Matt	8/28/2020		Complete	Matt advised he would tackle this specific Union Calc that is due
Payroll	PR19	Masterfile meeting take aways	Listing of Police Officers by category- Probably Job class plus some other field.	Medium	Bob	8/28/2020		Complete	
Payroll	PR13	Taxability of BOE retirement	Erin to work with Matt to provide taxability of BOE Earnings code 863,864	Medium	Erin/Matt	8/28/2020		Complete	
Payroll	PR06	Analysis Questions Deductions	Frequency of BOE deductions-Erin to upload the BOE deduction manual- No manual as of 7-22- 7-24- Received deduction sheet. Updated workbook. Will discuss on 8-3 meeting	Medium	Erin	9/25/2020		In Progress	Doug Uploaded an Update of this to LP on 9/9
Payroll	PR02	Payroll Schedule change	In order to keep just 3 co codes COWH has decided to combine all 4 period endings into one. Need to decide which one.	High	COWH team	8/28/2020		Complete	As of 7/15, WH team leaning towards combining period ending dates for one group. Per Doug/ Frank they will discuss internally on this to ensure no contractual conflicts. As of 8/26, will go with Monday to Sunday for all.
Payroll	PR24	Sit Proof for Retirees	Does the City have to file tax returns to the state that each retiree lives in?	High	Doug/Bob	8/28/2020		Complete	
Payroll	PR22	SUI ID Numbers	Need SUI ID numbers for all FEINs	High	Doug/Erin	8/28/2020		Complete	
Payroll	PR14	Shift Differentials	Further analysis needed for Shift differentials. David L is working on this.	Medium	David Landin/Lori/COWH	9/3/2020		Complete	
Payroll	PR18	Masterfile meeting take aways	List of employees in Police department who work second and night shift on a permanent basis. ADP needs to assign a field for this	Medium	Lori & Bob	9/25/2020		In Progress	In ADP's court as of 9/1 - Lori/David will follow up on this which will include Shift Diffs

ADP Implementation

Action Items Log - As of 9/9/2020

CoWH & ADP Workforce Now

Workstream	ID #	Title	Notes/Next Steps	Priority	Owner	Due Date	Complete Date	Status	Comments
Payroll	PR15	New Pay Codes	New pay codes are needed as a result of the Shift differential discussions. Lori to provide a revised Configuration workbook.	Medium	Lori	8/7/2020		Complete	
Payroll	PR17	Logic of company code assignment	COWH and BOE to provide mapping of Department to Company	High	Doug/Bob/Erin	8/21/2020		Complete	any org code that begins with alpha is BOE, Retirees-Location 980
Payroll	PR21	Masterfile meeting take aways	Listing of Medicare Only employees	Medium	Bob & Erin	9/25/2020		Complete	Erin sent excel version on 9/9 - TY!
Time	TM1	Time Welcome Call	Conduct Time Welcome call	Medium	David and CoWH Team	7/9/2020	7/9/2020	Complete	
Time	TM2	Business Structure Analysis Call	Conduct Business Structure Analysis call	High	David, CoWH Team	7/23/2020		Complete	Will pair this with ongoing Training and have a "Part II" Analysis Session as follow up
Time	TM3	Time Policy Analysis Call	Conduct Time Policy Analysis call	High	David, CoWH Team	7/30/2020		Complete	
Time	TM7	Business Structure analysis Follow up Meetings	ADP to send out availability dates/times for our next Business Structure analysis session(s)	High	Time IC	8/8/2020		Complete	
Payroll	PR22	Liens and Garnishments	Discuss on 9/9	Medium	Bob & Erin	10/26/2020		In Progress	Target is to have all in WFN by 10/26 in prep for testing.
Time	TM8	Board of ED Org Chart/Structure	City of West Have to provide "Board of ED Org Chart/Structure" –	High	COWH-Matthew Cavallaro	8/8/2020		Complete	We have City's Org Chart - Matt will facilitate BoE's
Time	TM5	WFMgr Entitlement Counts to Order	Finalize OVERALL EE COUNT Of Workforce Manager Entitlement Counts to order (Hourly, Salary, Accruals, Leave, Scheduling, Analytics). Provided estimated count for Managers	Medium	Beth/Matt	8/14/2020		Complete	City: 425 (weekly) BOE: 1,027 (Bi-Weekly) H&H: 2 (monthly)
Time	TM6	Tenant URL {TAG}	Define the unique Tenant URL {TAG} for your organization which will be used across the UAT and Production Tenants (referenced on page 7 of the Time Welcome Call deck)	Medium	Frank	8/14/2020		Complete	
Time	TM4	Complete Remaining Analysis Calls	<ul style="list-style-type: none"> •Core Time (Payrules) •Paid Time Off •Business Structure (Please complete Training in advance) •Final Review 	High	David, CoWH Team	9/11/2020		In Progress	Pay Rules Policies will be reviewed on 9/10, and final review of Time Off as well. May schedule one last meeting re: Scheduling and Corp Structure
Time	TM5	Use of Schedules	Continue discussions on use/tact of Basic Schedules as it applies to testing/go-live.	Low	David, CoWH Team	10/26/2020		In Progress	This will 'set the stage' for setting up advanced scheduler at the top of 2021
Time	TM6	Use of Clocks	Conclude final # of clocks / Kiosks/ PC's for "Punching" Overall	Low	David, CoWH Team	10/26/2020		In Progress	Currently have 6 Clocks in scope per MSA
Integrations	I01	Identify Critical Integration Needs and get contacts for analysis / Book Meetings.	UBS/Empower already underway. 403B - with different providers. ~ 600 EE's. Doug sent	High	Doug / Erin / All	9/18/2020		In Progress	
GL	GL	Conduct GL Analysis Mtgs	Bob for both Cith and BoE	Medium	Bob & Tia	9/25/2020		In Progress	